

**Benjamin Franklin
High School for
Finance & Information Technology
Planner 2018-19**



Campus Magnet Educational Complex
207-01 116th Avenue
Cambria Heights, NY 11411
TEL. (718) 276-0150 ext. 3192
FAX: (718) 276-4725

This agenda belongs to:

NAME _____

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STUDENT NO. _____



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***Benjamin Franklin High School for
Finance & Information Technology (BFIT)
Mission Statement***

At BFIT our mission is to provide young men and women with the foundations for success in college and for careers in Information Technology & Finance. As a Career & Technical Education (CTE) school, we will nurture and support our students while providing rich, industry-approved coursework, and recognized certifications in the fields of IT & Finance. Franklin students will have the opportunity to take college-level courses while still in high school through our partnership with *Queens College*. The BFIT curriculum will focus on communication skills, critical thinking, and personal and academic planning. Students will develop the college and career readiness skills that will give them an edge in their futures. A BFIT graduate will be prepared for the workforce and for higher education.

Our Core Values:

Leadership: We believe that personal leadership builds on our own learning and also supports the learning of those around us.

Excellence: We believe that we must hold ourselves to high standards and set high academic & personal goals for ourselves. Our school supports excellence in learning and is a place where achievements are celebrated.

Perseverance & Resilience: We believe that persistence and hard work, even in the face of difficulty, are necessary for success. We refuse to give up on ourselves or give up on each other.

Responsibility: We believe that our futures are shaped by the choices we make. We have integrity. We are accountable and responsible for our actions and we are able to learn from and face the consequences of those actions.

Service & Support: We have a responsibility to our community. Our respect, compassion and support of others show that we are part of a caring community. We are willing to work together, share & have each other's backs.

Positivity: Positive communication, beliefs and energy contribute to positive relationships among our students and staff. Our language reflects a "can do" attitude.

Reflection: Our learning in all things is supported by our willingness to self-reflect. We are not perfect but we are willing to learn from past failure & to both give & take advice gracefully.

GRADING POLICY

At Franklin our grading systems support learning and promote success. As a school we use *Skedula/PupilPath* gradebook which helps us create some transparency and takes the “mystery” out of how a grade is determined. We also give out a course syllabus for each course a student takes. *Skedula/PupilPath* gives parents and students on-line access to our gradebooks and an easy way to communicate electronically with teachers.

Grade Reporting

BFIT operates on the New York City Public School Calendar, however, we are a PROSE school – **PLEASE REFER TO OUR CALENDAR** in this handbook, for school session times and holidays. The handbook also outlines grading dates and deadlines.

Students will receive *Skedula* Progress Reports every two weeks- to be returned with a parent signature to their teacher. Parents will receive a student’s STARS Report Card six times per academic year.

Grading Scale:

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	65-66
A-	90-92	B-	80-82	C	70-72	F	45-64

Pass/Fail Grades are issued as “P” and “F” and do earn credit but do not factor into a student’s average.

PROMOTION AND GRADUATION POLICY

There are three areas in which students must meet requirements to be promoted to the next grade level or to graduate: Academics, Community Service, and Discipline.

Academics: To be promoted to the next grade level or to graduate students must successfully accumulate credits

- a. Students must earn the credits from ALL regular classes they are enrolled in during the regular school year.
- b. Credits Required for promotion:

Students receive 1 credit at the end of each semester for each class they have passed. Exception: Gym classes earn .60 credit. (See graduation requirements below)

	<u>Maximum Credit possible</u>	<u>Minimum Credit required</u>
Freshman year:	18 credits	11 credits
Sophomore year:	38 credits	22 credits
Junior year:	56 credits	33 credits
Senior year:	74 credits	44 credits

- c. Course Failures - Any student lacking credits at the end of a semester will **be expected to** make up the credits and stay on track for promotion. Any student failing classes at the end of semester one will be expected to take them as soon as possible. If they fail classes during the second semester, they will be expected to make up the class at a summer school program, if approved by the BFIT administration.

Community Service: Activities and events that qualify for community service vary widely. Only hours completed at an **approved** non-profit organization will count. Any other service hours would need to be pre-approved by the community service coordinator prior to doing the hours.

There are very specific things that **do not** count as community service hours:

- a. Babysitting, household chores, or work done on the block or around the neighborhood.
- b. Performing work at a relative's, friend's, neighbor's job, even if it is a non-profit organization.
- c. Hours that cannot be verified.
- d. Any service for which the student is paid.
- e. Other acts may be deemed unacceptable due to the nature of the activity.

Procedures to complete and record Community Service:

- 1.) Student receives approval of community service assignment from community service coordinator/advisory teacher.
- 2.) Student completes community service hours.
- 3.) A letter from the supervisor of the previously approved hours is written to the school describing the work and the hours completed. There must be a phone number so that the hours can be verified.
- 4.) The letter on corporate letterhead is delivered to student's advisor for entry into Skedula.
- 5.) Advisor delivers letter to office for official file.
- 6.) Advisor creates receipt/certificate for student to keep in personal record file.

Discipline: A student's discipline record is an important part of their status here at BFIT

Note: If you do not meet all the academic, and discipline requirements at least one week before school starts in August, you will be held back in a grade.

ATTENDANCE POLICY

Attendance: At Benjamin Franklin High School for Finance & Information Technology we believe that school is a student's top priority. Students must make medical or other appointments after school hours or on weekends. If that is absolutely impossible, we ask that parents/guardians let the student's advisor know as far in advance as possible and that the student bring in a note verifying the reason for the absence. If a student is to be out sick, the parent/guardian should call the student's advisor or the School Office before 8:00 a.m. so we know they will be out. **It is the student's responsibility to collect missed work from Skedula or in person.**

1. **Absences** may be excused only for illness or for a verifiable family emergency.
 - a. All absences can be excused only if a written note from the legal guardian is received in the main office within 48 hours of the student's return to school.
 - b. A doctor's note or other official documentation is required for an absence period of more than 2 consecutive days. Notes from the doctor must come on the doctor's letterhead from the doctor's office.
 - c. Freedom of Religion. Students have the right to be absent from school for observance of the holy days of their religion. Parents/guardians must notify the Advisor and the school office in writing prior to absence. An absence for religious reasons does not count as an official absence from school.

2. **Lateness.** A student is considered late when not seated in their assigned classroom at the start of the day or at the start of a class. Students must leave home early enough to account for travel time and the time it takes to enter the building.
 - If for any reason a student is late to school, he/she must obtain a late pass before going to class. In September students are given a 15 minute grace period for being late to school. Please note the grace period for being late to school will decrease by 1 minute each month, as we continue to work on improving punctuality. Therefore, on October 1st the grace period will be 14 minutes and so on.

3. **Leaving the campus** (school): Students are not permitted to leave the BFIT campus once they are inside the building.
 - a. Leaving the campus (school) without authorization will result in disciplinary action and a mandatory parent meeting. Parents should be aware that students are permitted to leave campus once the school day ends.

4. **Early Dismissals.** In the rare event that a student needs an early dismissal, the following procedures must be followed:
 - a. The student must call his/her legal guardian using the main office phone.
 - b. The student must make up all missed work, including points in gym class.
 - c. Only early dismissals for doctor's appointments or illness will count as excused absences in class or gym. All other early dismissals are considered unexcused.

DISCIPLINE POLICY

Merits - Merits will be given when students perform above and beyond the required school-work, behavior or school upkeep. Some examples include:

- a. Making the school look better.
- b. Greeting guests on campus.
- c. Helping tutor a fellow student.

Merits are never given when a teacher is asked to give one. Each month a Merit Award list is generated. Every student with 5 or more Merits gets ONE dress-down pass for the following month. Merits may also result in a student being entered in a raffle for prizes or tickets to various events.

Demerits - A student can be assigned from 1-4 demerits for a rule infraction. Any infraction deserving more than 4 demerits, such as gross disrespect to staff or other students, should be sent to the Principal. It is the up to the teacher's discretion as to the number of demerits, except as prescribed by the list below:

- a. Late to class less than 1 minute – 1 demerit
- b. Late to class 1 minute to 10 minutes – 2 demerits
- c. Late to class during the day- more than 10 minutes – 4 demerits
- d. Dress code violations that can be corrected immediately (such as a sweatshirt, incorrect shoes) – 1 demerit
- e. Inappropriate behaviors that disrupt the classroom – 1-4 demerits at teacher's discretion
- f. Cursing in the classroom—1-4 demerits at teacher's discretion

Detentions/Demerit Cycles – Demerits can be earned on a daily basis for infractions that are violations of the school code. Any time a student earns 8 demerits within a given two-week period, he/she must serve an after-school detention on Friday of the following week. **A student who does not serve an assigned detention will be issued additional consequences and a parent meeting will be required.**

If students are 15 or more minutes late to school on Friday, Monday or Tuesday, they will serve a 45-minute detention that Tuesday after school. If they are 15 or more minutes late to school on Wednesday or Thursday, they will serve a 45-minute Thursday. The grace period for being late to school will decrease by 1-minute each month after September.

Suspension - Students can be suspended for violations of the NYC discipline code.

Good Standing: Students who break school rules or fail to serve the penalty for breaking them may not be eligible to be in good standing at school. For those who are not in good standing, this could result in not being eligible for sports, dances, proms, camp, activities, field trips, after-school, and other activities.

Code of Conduct – Non-Negotiable Behaviors

As was presented to each student before enrollment, the following are the non-negotiable behaviors at The Benjamin Franklin High School for Finance & Information Technology.

1. Attend classes every day except for illness or family emergency.

2. Arrive to school on time each day with all required materials.
3. Follow dress code each day. See attached “BFIT High School Dress Code”.
4. Refrain from trespassing into spaces for other schools in the building without permission. Failure to comply with these rules will result in disciplinary action.
5. Refrain from marking up or dirtying any wall, desk, or other part of the school building. Vandalism constitutes immediate disciplinary action. Any student caught defacing school/Campus property will be held financially responsible for any/all repairs.
6. Refrain from eating anywhere outside of the lunchroom or during advisory. Food may only be eaten in the cafeteria and not in the hallways or stairwells. Please respect our school and keep the premises clean.
7. Refrain from foul language at all times. Demerits are issued as warranted.
8. Refrain from fighting, any unwanted physical contact, and negative verbal contact. Any of the above can be grounds for suspension.
9. Show respect to all adults who work at the school, neighbors, and visitors.
10. Accept responsibility for your positive or negative behavior. Such action is looked upon favorably and is taken into consideration when the administration determines consequences.

BFIT HIGH SCHOOL DRESS CODE

The Benjamin Franklin High School for Finance & Information Technology Faculty and staff strictly enforce the dress code. Warnings are not issued because the expectations for dress code compliance are clearly spelled out. Dress code violations will result in immediate contact of parent/guardian and/or demerits.

1. Shirts

- a. Students must wear school shirts each day. Shirts are GRAY with school logo.
- b. Long-sleeved T-shirts can be worn under short sleeved school shirt **ONLY if they are white, black, dark blue or grey**. Students may only wear school sweaters or sweatshirts with the school seal over their school shirts. Hoodies MAY NOT be worn under school shirts.
- c. Coats, non-school seal sweatshirts, or any other outerwear **are not to be worn in the classroom**. All outerwear must be placed in student lockers.

2. Pants, shorts, skirts

- a. Boys must wear uniform pants or shorts (Dickies, Dockers or other approved uniform) Girls must wear uniform pants, shorts, or skirts. **Absolutely NO JEANS or cargo pants may be worn- even if they are black.**
- b. All pants, shorts and skirts must be black in color.
- c. Pants or shorts must not be too baggy or too tight.
- d. Skirts must be just above the knee (no more than 2”) and no slit may come too high.

3. Shoes

- a. **COMPLETELY Black shoes, sneakers or boots are required**. Shoelaces must be matching black.
- b. Dress shoes are acceptable if they cover more than half of the foot and don’t have more than a 3" heel (as measured from the back)
- c. Flip-flops, stilettos, stacks, platform shoes are not permitted.
- d. Dress boots may be worn in winter.
- e. Shoes must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the shoe.

4. Gym Uniforms

- a. Students must wear BFIT High School gym uniforms. Students may not cut off or alter the gym shirts in any way.
- b. Students must wear gym shoes for gym but must change into **ALL BLACK shoes before leaving the gym.**

5. Head Coverings

- a. No hats or other head coverings are permitted, unless they are worn for religious reasons, including scarves, headbands, and bandanas.

6. Distractive Clothing

- a. Any clothing or jewelry that is determined by a teacher or staff member to be distractive to the learning process is not permitted.

NEW YORK CITY SCHOOL DISCIPLINE CODE

Students and parents are provided with a copy of the New York City School Discipline Code, at the start of each school year. Since it is revised on an annual basis, we issue the student copy as an addendum to The Benjamin Franklin High School for Finance & Information Technology Handbook. Students and parents are required to sign an acknowledgement that they have received, read and understand both The Benjamin Franklin High School for Finance & Information Technology student handbook and the NYCDOE Discipline Code at the start of each school year.

The code describes a broad range of misconduct that is prohibited in the school. Because the code listing of acts of misconduct does not include all types of misconduct, the student who commits an act of misconduct not listed under the sections therein shall be subjected to the discretionary authority of the classroom teacher and the principal or designee.

All disciplinary actions for misconduct should include a conference between the teacher and/or principal or designee and the student, followed by notification to the parent(s) or guardian. The student, parent, or guardian who feels that the disciplinary action taken is unwarranted has the right to appeal to the principal. The next level of appeal is the school board president.

This disciplinary process is intended to be instructional and corrective, not punitive. In addition to the disciplinary actions listed in the policy, the school may assign students to workshops in truancy/violence prevention or in conflict resolution. Students whose acts of misconduct most seriously disrupt the educational process may be subject to suspension or expulsion.

The policies and administrative procedures apply to all actions of students during school hours, before and after school, on or off school property, and when the actions affect the mission or operation of the school. (A student who has a fight two blocks away will still be issued a suspension). Students may also be subject to discipline for serious acts of misconduct, which occur either off-campus, or during non-school hours when the misconduct disrupts the orderly educational process in the school.

Other Specific Acts of Misconduct

Academic Dishonesty: At BFIT High School students must learn that in order to grow academically, they will be judged on their own work. We expect students to honor other people's work by giving credit in the form of reference and/or footnote for any borrowed words, ideas, or opinions, and by including quotation marks when copied exactly. When working on a team project, credit must be given to each person who contributes.

Students must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered PLAGIARISM. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Students must always be responsible for their own work and not engage in any manner of CHEATING.

Deliberate plagiarism

- Copying of a phrase, sentence or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Buying a term paper and handing it in as your own.

Accidental Plagiarism

- Forgetting to place quotation marks around another writer's words.
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

Cheating:

- Obtaining a copy of tests or scoring devices.
- Copying another student's answers during a test.
- Providing another student questions or answers to, or copies of, test questions.
- Duplicating another student's project or work for submission as one's own work or providing work to another student for duplication.
- Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home test.

Bullying and CyberBullying:

As per the NYCDOE discipline code, bullying and Cyber Bullying are serious offenses which are subject to suspension. Making a threat of any kind while on social media is the same as a verbal or written threat anywhere else, and can result in disciplinary action including the consultation with law enforcement. BE KIND and SPEAK UP if you see bullying take place. Verbal harassment includes threats, gestures, or verbal attacks on persons, including attacks directed at one's racial, ethnic, or religious background, sexual preference, physical or mental disability, appearance, as well as any form of obscene language, swearing, slander, name calling, or slur. Our school is a place where every one of us must be comfortable.

Student Substance Abuse: The BFIT views the use of illegal substances as a significant impediment to student learning which may require a variety of responses. Our school believes that parents and students should be able to expect a school environment free of illegal substances, which is conducive to teaching and learning.

The school administration is authorized to suspend and/or recommend expulsion in cases of gross disobedience or misconduct. Gross disobedience or misconduct shall include, but not be limited to:

1. The sale of any illegal substance,
2. The distribution or possession of any illegal substance,
3. Consumption of or the exhibiting of evidence or any indications of having consumed any illegal substance whether consumed on or off the school premises, participation in a plan to sell, distribute, possess, or consume any illegal substances as defined in this policy.

Sexual Harassment

At BFIT High School we understand sexual harassment to be a form of sexual discrimination that occurs when one person subjects another person to unwanted sexual attention, coerces him or her into sexual activity, and/or punishes his or her refusal. Sexual harassment may be manifested verbally (which includes, but is not limited to, propositions, innuendoes, and/or subtle pressure for sexual activity) and/or physically (which includes, but is not limited to, touching, patting, pinching, brushing against another's body, physical assault, rape, or subtle pressure for sexual activity). The accusation of sexual harassment is a serious one, and all cases will be given immediate individual attention with the strictest confidentiality imposed. A student should contact his/her Advisor and/or the Principal if they encounter this problem.

MEDICAL POLICIES

Records and Physical Exams - In order to enroll at The Benjamin Franklin High School for Finance & Information Technology every student must have an up-to-date physical, health records, including immunizations. Students will be excluded from school until that record is provided or until record of an upcoming medical appointment is provided by parent/guardian.

Medications - If a student requires medication during school hours, the distribution of the medications will be supervised by the school nurse or clinic under the following guidelines required by state law:

- Prescription medications must be supplied in the original pharmacy container.
- The container must be identified with the following information: Student name, Name of Medication, Doctor's Name and Phone Number, Pharmacy and Phone Number.
- Parents/guardians must sign the appropriate administration forms.
- Non-prescription medications must also be supplied in the original container and must be accompanied by written instructions from a physician and consent from parent/guardian.

The school Office Manager is the primary person designated person and authorized to administer medication in the absence of the school nurse. All medication must be placed in a locked box in the main office. In order to administer any prescribed medication to a student or child, there must be a doctor's note on file. For any over-the-counter medication, we must have a note signed by the parent with directions. Furthermore, a log will be kept on file that indicates the following:

Students are responsible for coming to the main office to receive their medications at the appropriate time.

EVACUATIONS INCLUDING FIRE DRILLS AND LOCK DOWNS

Posted in every room is a sign detailing the evacuation/lockdown protocol required. Students are to follow their teacher according to that map and to stay with their class. In the event of a fire drill or fire, students must not stop at bathrooms or lockers. They must go directly downstairs and stay as a class in the designated outside location until given further instruction. Any student violating this procedure is jeopardizing the safety of our school and will face consequences including possible suspension. **There is to be no talking whatsoever during an evacuation.**

TEXTBOOKS

Students are responsible for keeping their textbooks in the condition in which they received them. Students will return books at the end of the school year. The school will only credit books if they have the student's name in ink, have minimal writing in them and are in good condition. Students will be responsible to pay for lost or damaged books.

PARENTS/GUARDIANS

Contracts – The Benjamin Franklin High School for Finance & Information Technology wants parents/guardians to be our partners as we prepare our students to take responsibility for their education and be productive citizens. Parents/guardians should attend parent/student/teacher conferences.

Homework— Students have homework most every night; parents/guardians should remember to ask about homework and encourage students to get all work in on time. In addition, we ask that parents/guardians do the following:

- provide students with quiet, well-lit place to work
- arrange all vacations to insure that students do not miss school
- call students at school only in the event of an emergency
- ensure that students are ready for school each day with a clean clothing, books, notebook, assignment book, pen and **homework**

Communication - Parents and students are responsible for communicating the student’s schedule with one another. The main office is not able to keep track of where students are outside of their scheduled classes. Students are expected to inform their parents anytime they will be delayed or kept late at school. Parents can expect that anytime a student is held after school by a member of the staff, the staff member will provide a written verification if and only if requested by the parent. Additionally, the main office staff cannot remove students from class to receive phone calls from parents. If parents have an emergency situation, they must reveal the emergency to the Office Manager or Administrative Assistant. The office staff will be responsible for contacting the student in the event of an emergency.

All students and parents/guardians are provided with a *PupilPath* account that should be used to keep track of grades, attendance, and to communicate with teachers. In addition to the *PupilPath* website, there are apps available for smart phones. Mr. Johnson, Parent Coordinator, can be contacted for questions.

Search and Seizure. Any searches of lockers will be conducted solely for the safety and well-being of the BFIT community. Mass searches of lockers is permitted when the Principal (designee) deems that a threat to the safety of the school exists. Ownership of lockers is maintained by BFIT High School and student use is subject to the right of the school administration to have access to the lockers at any time for cleaning or to search for illegal or dangerous materials.

VISITORS

BFIT is a learning organization that values the presence of observers and guests.

Guests must always obtain a visitor’s pass from school security AND the main office. No visitor may go directly to a classroom without checking in at the main office

SNOW DAYS/SCHOOL CANCELLATION

The Benjamin Franklin High School for Finance & Information Technology follows the New York Public Schools with respect to snow days. If you do not see the announcement on the television or hear it on the radio, call our main number (see front of handbook) to confirm whether or not there is school.

BUILDING HOURS

Students are not to be in the building or on the school grounds after 4:01 p.m. unless under the direct supervision of a school staff member. All after-school activities on school nights will cease by 5:30 p.m. unless the principal grants special permission. After-school is privilege that can and will be revoked if students do not follow the guidelines.

LUNCHROOM PROCEDURES

Since the cafeteria/ lunch room is in constant use, clean up by each student is necessary in order to maintain a pleasant, clean, relaxed atmosphere for all students. During lunch, each student will use a tray to keep all food cartons, utensils, dishes, etc. in the cafeteria. Each student must return the tray with cartons, utensils, etc. to the appropriate station before leaving. Students are to use the cafeteria for its intended purpose, and may be there only during their assigned lunch periods or for scheduled meetings or classes. These three things are among those not permitted in the lunchroom at any time: Running, yelling or throwing.

In an effort to keep our school clean, students are not allowed to take food out of the cafeteria. The common area and halls are not areas used to eat food.

LOCKERS

Each student at BFIT is required to obtain a locker from the main office at the start of the school year. Students should keep all coats and other items of outer clothing in their lockers. Students can access their locker prior to the start of classes, during lunch time and after school once they are not disturbing classes in session.

STUDENT IDENTIFICATION CARDS

Each student will be given a picture ID at the start of their 9th grade year. Students must have their ID cards to enter the building and to get lunch. If a student's ID card is lost or stolen they must speak to their advisor immediately.

CODE OF CONDUCT FOR COMPUTER USE

Students have the privilege to use computer workstations, and the Internet for educational purposes in technology skills, information gathering skills and communication skills.

Student Responsibilities: In order for The Benjamin Franklin High School for Finance & Information Technology to provide sound educational opportunities via its computer network, each student must use computers and the network responsibly.

Responsible students treat computers, printers, other hardware, and printers carefully.

Students will leave a computer working in the same condition as they found it; namely, making no setting changes that alter the computer's appearance or function; treating the mouse, keyboard, printers, and furniture gently to avoid damage; and keeping the computer, monitor, keyboard, mouse, and furniture clean.

Responsible students use the Internet appropriately. The student exercising the privilege to use the Internet as an educational resource is responsible for all material received. Students are not allowed to access, use or possess pornographic, gang-related, violent, or illegal material; inappropriate or offensive text via e-mail or other means; or files deemed dangerous to the integrity of BFIT's network system (e.g., viruses, worms, or other harmful programs designed to disrupt or alter a computer's functions). In addition, students may not access, use, or possess unauthorized or illegally obtained hardware, software or data.

Students must comply with the following safety rules for Internet use. Students should never give out any personal

information such as address, telephone number, parent's work address or telephone number, or any other person's address or telephone number without parental permission. Students should tell their teacher, principal, or parent/guardian immediately if they experience uncomfortable information. Students should never agree to meet or to send any picture to someone they have communicated with online.

Responsible students maintain the integrity of the private electronic mail system. The student has the responsibility to report all violations of privacy. Students are accountable for all mail sent or received under their user accounts. Each student will have a bfit account, they must check their e-mail accounts on a regular basis. Teachers often communicate to their students and request assignments via e-mail.

Students should not expect that files stored on school-based computers or servers will be private. Electronic messages and files stored on school-based computers or stored outside the school using the school's Internet account may be treated like school lockers. All administrators and teachers have access to stored files and e-mail. Administrators and teachers may review files and messages at any time to maintain the integrity of the system, to ensure that students are acting responsibly, to conduct the business of the school, and to comply with legal requirements.

POLICY ON MANDATED REPORTING OF ABUSE/NEGLECT

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment **immediately** when they have "reasonable cause to believe that a student known to them in a professional or official capacity has been harmed or is in danger of being, harmed-physically, sexually, or through neglect and that a caregiver either committed the harm or should have taken steps to prevent the child from harm".

1. Once any staff member becomes aware that a student may be the victim of abuse or neglect, **they must:**
 - a. **Notify the Principal or Guidance Counselor of the situation,**
 - b. **Complete an incident report.**
2. The Guidance Counselor will assist both the faculty member and student in understanding the ramifications of the call. The social worker will debrief the student and, when appropriate, will contact the parent(s)/guardian.
3. No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting, information to the hotline is also a misdemeanor.
4. **When calling a hotline, the staff member must have the following information** (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm).
5. **Physical abuse** is defined as occurring when a parent or person responsible for the child's welfare "inflicts or allows to be inflicted upon such child physical injury, by other than accidental means". Common injuries include bruises, human bite marks, bone fractures, and burns. Physical abuse also occurs when the caregiver or parent creates a substantial risk of physical injury" by shaking, throwing, choking, smothering, or pushing the child into fixed objects. Acts of torture are defined as "deliberately or systematically inflicting cruel or unusual punishment which results in physical or mental suffering." When reporting physical abuse, it will be important to document the presence of any injuries, as a report may not be taken unless evidence of harm exists.
6. **Sexual abuse** is defined as occurring when a person responsible for the child's welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexually transmitted disease. A child's disclosure of sexual abuse will be handled sensitively. When a student attempts to disclose

sexual abuse, the teacher or staff member will listen attentively while maintaining a calm demeanor.

The mandated reporter will pay very careful attention to the disclosure of sexual abuse, but will not encourage the student to disclose information in addition to what is being given voluntarily. Staff will take very careful notes, writing the student's words verbatim as much as possible. The student will be referred immediately to the school Guidance Counselor and the Principal will be informed.

7. **Neglect** occurs when a person responsible for the child "deprives or fails to provide the child with adequate food, clothing, shelter, or medical treatment", or when an adult "provides inadequate supervision of a child (particularly small children)".

ADVISORY

Course Description: Students at The Benjamin Franklin High School for Finance & Information Technology will participate in Advisory or College Prep for the entire four years they are enrolled. Advisors are responsible for the following:

- Mandated NYS Health curriculum
- Records and daily attendance.
- Announcements
- Academic planning and monitoring
- Career exploration and planning
- College planning
- Parent-teacher conferences
- Regular communication with parents.
- Implementation of BFIT High School standards.
- Monitor readiness for school by checking for uniform, assignment book, homework, and supplies

Earning Credit: Advisory class earns 1 New York State health credit which all students need to graduate.

PLANNING CALENDAR

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4
8	9	10	11
15	Regents Exams	Regents Exams	18
22	23	24	25
Summer Bridge (9:00am-12:00pm)	Summer Bridge (9:00am-12:00pm)	31	“Well done is better than well said.” -Benjamin Franklin
29	30		

NOTES:

PLANNING CALENDAR

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1
First Day of Classes for Students (2:00pm Dismissal) <div style="text-align: right;">5</div>	<div style="text-align: right;">6</div>	FIELD DAY!!! (If rained out, C Day) <div style="text-align: right;">7</div>	<div style="text-align: right;">8</div>
<div style="text-align: right;">12</div>	<div style="text-align: right;">13</div>	C Day (Field Day Rain Date) <div style="text-align: right;">14</div>	<div style="text-align: right;">15</div>
Yom Kippur (NO SCHOOL) <div style="text-align: right;">19</div>	<div style="text-align: right;">20</div>	D Day GRADES DUE <div style="text-align: right;">21</div>	Autumnal Equinox <div style="text-align: right;">22</div>
<div style="text-align: right;">26</div>	PROSE ½ DAY Half Day for Students PD Afternoon for Teachers C Day <div style="text-align: right;">27</div>	D Day <div style="text-align: right;">28</div>	“An investment in knowledge pays the best interest.” -Benjamin Franklin <div style="text-align: right;">29</div>

NOTES:

PLANNING CALENDAR

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	C Day GRADES DUE	6
10	11	D Day	13
17	18	C Day STARS GRADES DUE	20
24	Parent/Teacher Conferences Half day for Students D Day	ELA MOCK EXAMS	27
31	Halloween PROSE ½ DAY Half Day for Students PD Afternoon for Teachers C Day		
“Be not afraid of growing too slowly. Be afraid of standing still. Forget your mistakes, but remember what they taught you. So how do you become better tomorrow? By becoming better today.” -Benjamin Franklin			

NOTES:

PLANNING CALENDAR

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1
5	6	CTE Career Day D Day	8
12	PROSE ½ DAY Half Day for Students PD Afternoon for Teachers C Day	D Day GRADES DUE	15
19	SPirit WEEK!	SPirit WEEK! C Day	
	20	Winter Solstice	21
Kwanzaa NO SCHOOL	NO SCHOOL	NO SCHOOL	
26	27	28	29

NOTES:

PLANNING CALENDAR

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		C Day	
		GRADES DUE	
1	2		
		D Day	
6	7	8	9
	Valentine's Day	Social Studies Mock Exams	
		GRADES DUE	
13	14	15	16
NO SCHOOL	NO SCHOOL	NO SCHOOL	
20	21	22	23
27	28		

NOTES:

PLANNING CALENDAR

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		C Day GRADES DUE	
1	2	1	2
	PROSE ½ DAY Half Day for Students PD Afternoon for Teachers D Day	C Day	
6	7	8	9
		Math Mock Exams GRADES DUE	
13	14	15	16
Vernal Equinox		Science Mock Exams STARS GRADES DUE	
20	21	22	23
SAT	Parent/Teacher Conferences Half day for Students D Day	ELA Mock Exams	
27	28	29	30

NOTES:

PLANNING CALENDAR

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
3	PROSE ½ DAY Half Day for Students PD Afternoon for Teachers C Day	4	Social Studies Mock Exams GRADES DUE	5	6
10	National Honor Society Induction	11	CTE-IC3 Exam #2 D Day	12	13
17	MIDTERMS	18	Passover (sundown) Good Friday NO SCHOOL	19	20
24	NO SCHOOL	25	NO SCHOOL	26	27
<p>“Never ruin an apology with an excuse.” -Benjamin Franklin</p>					

NOTES:

PLANNING CALENDAR

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	Science Mock Exams STARS GRADES DUE 3	4
AP Exam: English Literature and Composition 8	9	AP Exam: United States History C Day 10	11
AP Exam: English Language and Composition 15	16	Math Mock Exams GRADES DUE 17	18
22	PROSE ½ DAY Half Day for Students PD Afternoon for Teachers D Day 23	C Day 24	25
29	CTE EXAM: NOCTI Accounting 30	CTE EXAM: NOCTI Accounting D Day 31	

NOTES:

PLANNING CALENDAR

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	Independence Day 4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31			

NOTES:

PLANNING CALENDAR

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31 Muharram (sundown)

NOTES:
