

## **Welcome to the Newcomer Learning Academy at Ben Franklin High School!**

Thank you for enrolling your child at the NLA! We focus on intensive English instruction and math, science, and history courses that prepare our students to do well in future classes. Please keep this letter as a reference on policies at Ben Franklin.

### **The contact information for the school is:**

Ben Franklin High School  
550 N. Broad St.  
Philadelphia, PA 19130  
(215) 299-4662

### **School Hours**

Each day, students will attend school from 8:05-3:09. Students may come to school for breakfast at 7:30. Students enter school from the entrance on 15<sup>th</sup> St.

### **Dress Code**

The dress code at Ben Franklin High School allows any single-colored pants, including jeans, and a single-colored, collared shirt. Girls may wear skirts that are knee-length or longer. Shoes must cover the toes. Baseball caps and hats must be removed when entering the building with the exception of head coverings worn for religious reasons.

### **Electronics**

Cell phones and other electronics are not allowed in the hallways, and headphones are never allowed. Cell phones may be used in class occasionally when teachers instruct that it is allowed, for example, to use translation software.

### **Homework**

NLA students are assigned homework on a regular basis. Please make sure your student completes assignments and returns them the next day. Backpacks are available to make sure they can bring assignments home and return them the next day.

## **Absences**

If your child misses school due to illness, family emergencies, or religious observance send a signed note with the student on the day they return with the reason for the absence. Your child will give this note to their advisory teacher. Regular attendance is very important. The school refers repeated absences without a documented cause to truancy court.

## **Behavior Issues**

Teachers will give after-school detentions to students who do not follow the rules. Your child will be given a detention notice for the next day, from 3:09-3:30 pm. Failure to attend the detention will result in referral to the dean of students. Severe issues will be immediately referred to the principal, dean of students, and school police. If the student is suspended, a parent/guardian must attend a reinstatement meeting on the day the student is to return from suspension.

## **Contacting Us**

The teachers at the NLA are:

Mrs. DeCrosta: Math

Mr. Mirsky: Language Development, Math

Mrs. Stevens: Science

Ms. Wheeler: Reading, Writing

Mrs. Wilkins: History, Writing

We have translation services available for any language. If you would like to speak with us, you can send a note with your child with a phone number we can use to contact you, and we will call you back. You can also call the school at the number above and leave a message for us.