

2019-2020

WELCOME BOOKLET

for

MULTILINGUAL FAMILIES

and

ENGLISH LEARNERS

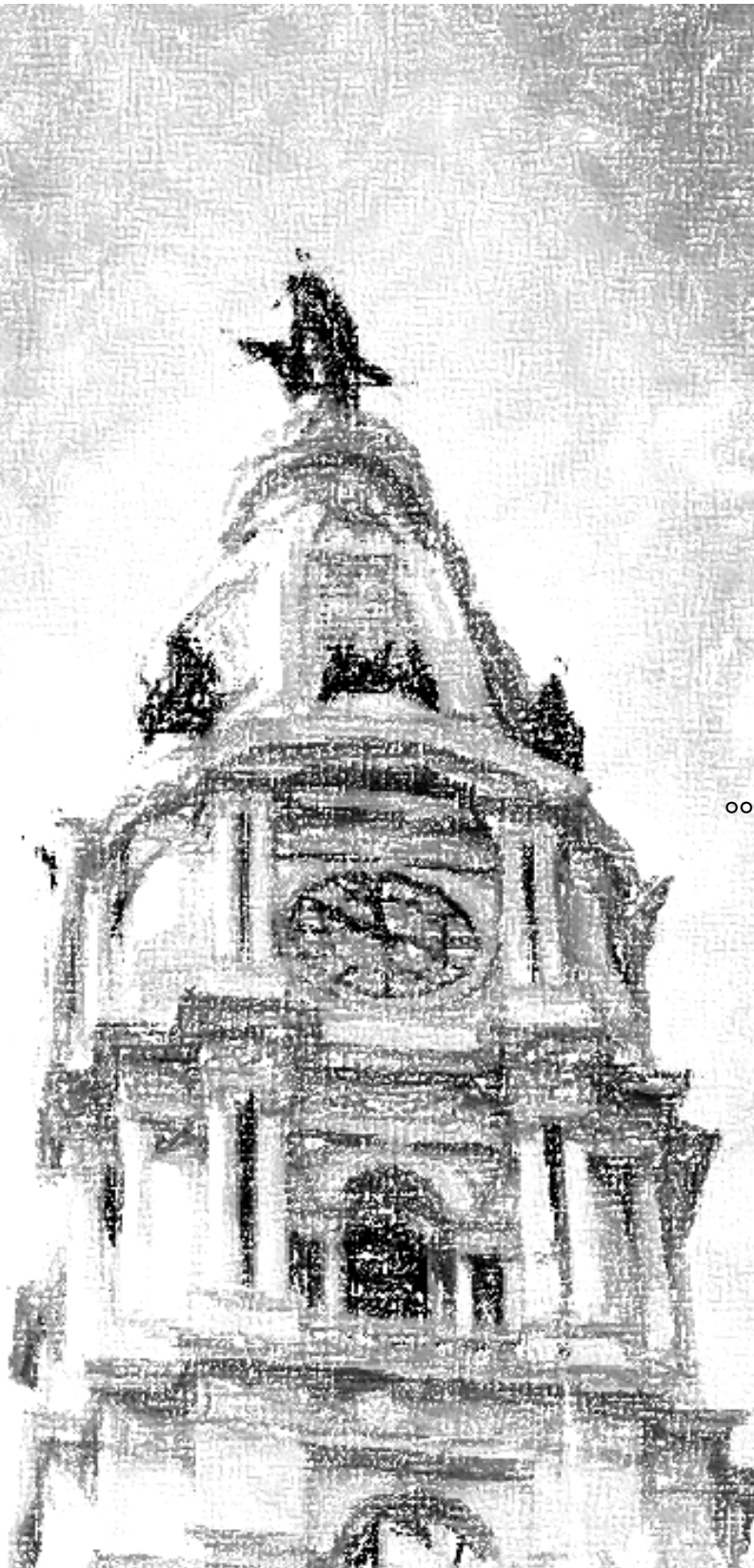
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MULTILINGUAL ASSESSMENT CENTER

440 N. BROAD STREET, SUITE 1058

PHILADELPHIA, PA 19130

PHONE: (215) 400-4240 (OPTION 1)



THE SCHOOL DISTRICT OF
PHILADELPHIA



THE SCHOOL DISTRICT OF
PHILADELPHIA

PARENT WELCOME BOOKLET

This book belongs to:

Parent Welcome Booklet 2019-20

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Welcome Letter



Office of Multilingual Curriculum and Programs

Suite 251
440 North Broad Street
Philadelphia, PA 19130

Dear Parent(s)/Guardian(s),

On behalf of the Office of Multilingual Curriculum and Programs (OMCP), I would like to welcome you to the 2019-2020 school year and to The School District of Philadelphia! We look forward to an exciting and productive school year.

The School District of Philadelphia is comprised of approximately 15,000 English Learners who collectively represent more than 130 countries and speak more than 100 languages. Diversity is a great asset to our school communities, and we celebrate the many cultures and languages represented across our schools! Furthermore, we are dedicated to ensuring all students including documented, undocumented, new Americans, and multi-generational Americans, have access to a quality education.

This booklet includes information and resources to support you in understanding our school system and the programs in schools to support students learning English. I encourage you to communicate frequently with your childrens' teachers and principals and reach out when you have questions. Parents and family members are our partners.

Have a great school year!

Sincerely,

Allison W. Still,
Deputy Chief

Calendar



THE SCHOOL DISTRICT OF PHILADELPHIA

Academic Calendar 2019-2020

This calendar outlines the important School District dates, including when school is closed. Since the calendar is updated throughout the year, please always check <https://www.philasd.org/calendar/academic-calendar-sy-2019-2020/> for the latest version.

Date	Activity
August 26, 2019	First Day for Staff
August 26 – 29, 2019	Kindergarten Parent/Teacher Interviews
September 2, 2019	Labor Day – Schools Closed and Administrative Offices Closed
September 3, 2019	First Day for Grades K-12 – Student Attendance
September 3, 2019	First Day for Head Start and Bright Futures – Student Attendance
September 27, 2019	Full-Day Professional Development (Staff Only; Schools Closed for Students)
September 30, 2019	Rosh Hashanah – Schools Closed and Administrative Offices Closed

Date	Activity
October 9, 2019	Yom Kippur – Schools Closed and Administrative Offices Closed
October 16, 2019	SAT/PSAT school day
October 22 – 24, 2019	Interim Reports
October 25, 2019	Professional Development Half Day – 3-Hour Early Dismissal
November 5, 2019	Election Day – Schools Closed
November 11, 2019	Veterans' Day – Schools Closed and Administrative Offices Closed
November 15, 2019	Professional Development Half Day – 3-Hour Early Dismissal
November 20 – 22, 2019	Report card conferences
November 28 – 29, 2019	Thanksgiving Holiday – Schools Closed and Administrative Offices Closed
December 17 – 19, 2019	Interim Reports
December 23, 2019	Professional Development Day – Full-Day Professional Development (Staff Only; Schools Closed for Students)

Date	Activity
December 24, 2019 – January 1, 2020	Winter Recess – Schools Closed
January 20, 2020	Dr. Martin Luther King Day – Schools Closed and Administrative Offices Closed
January 24, 2020	Professional Development Half Day – 3-Hour Early Dismissal
February 5 – 7, 2020	Report Card Conferences
February 17, 2020	Presidents' Day – Schools Closed and Administrative Offices Closed
February 28, 2020	Professional Development Half Day – 3-Hour Early Dismissal
March 10 – 12, 2020	Interim Reports
April 6 – 10, 2020	Spring Recess – Schools Closed
April 15 – 17, 2020	Report Card Conferences
April 24, 2020	Professional Development Half Day – 3-Hour Early Dismissal
April 28, 2020	Election Day – Schools Closed
May 13 – 15, 2020	Interim Reports

Date	Activity
May 22, 2020	Professional Development Half Day – 3-Hour Early Dismissal
May 25, 2020	Memorial Day
June 10 – 12, 2020	Graduation Window
June 12, 2020	Last Day for Students

Calendar Definitions:

- **Labor Day:** Public holiday honoring working people, first Monday in September for the United States and Canada, in many other countries on May 1.
- **Rosh Hashanah:** Jewish New Year.
- **Yom Kippur:** The most solemn religious fast of the Jewish year, the last ten days leading up to Rosh Hashanah (Jewish New Year)
- **SAT/PSAT:** The Scholastic Aptitude Test (SAT) is an entrance exam used by most colleges and universities to measure a student's readiness for college. The Practice Scholastic Aptitude Test (PSAT) is a practice version of the SAT that prepares students for the actual exam.
- **Interim Reports:** Parents receive Interim Reports in the middle of a marking period. These Interim Reports give you a glance of your child's progress, and let you know how your child is doing before grades get assigned.
- **Election Day:** The day on which elections for local, state and national public office are held. Election Days differ by state.
- **Veteran's Day:** A United States public holiday held on the anniversary of World War 1 to honor United States veterans and victims of all wars.
- **Professional Development Half Day:** Schools are closed halfway through the day so teachers can attend training.
- **Report card conferences:** A meeting between the parents and teachers to discuss your child's progress at school.
- **Thanksgiving Holiday:** A holiday celebrated in the United States, Canada, some Caribbean Islands, and Liberia, which began as a day of giving thanks for the blessing of the harvest.
- **Winter Recess:** Winter vacation.
- **Dr. Martin Luther King Jr. Day:** A holiday celebrated in the United States honoring Dr. Martin Luther King Jr.'s birthday. Dr. Martin Luther King Jr. was a Civil Rights leader.
- **President's Day:** A holiday celebrated in the United States honoring presidents.
- **Spring Recess:** Spring vacation.
- **Memorial Day:** A holiday celebrated in the United States honoring those who died in active military service.
- **Graduation Window:** This is the window of when schools can hold their graduations. They may be held on those few days in June.

Language Access

The School District of Philadelphia is committed to ensuring that immigrant and refugee students and their families have equal access to educational services and opportunities, and that they achieve their full academic and social potential.

We honor the cultures and languages of our families, and ensure that language is not a barrier, but part of the rich heritage that our students and families bring.

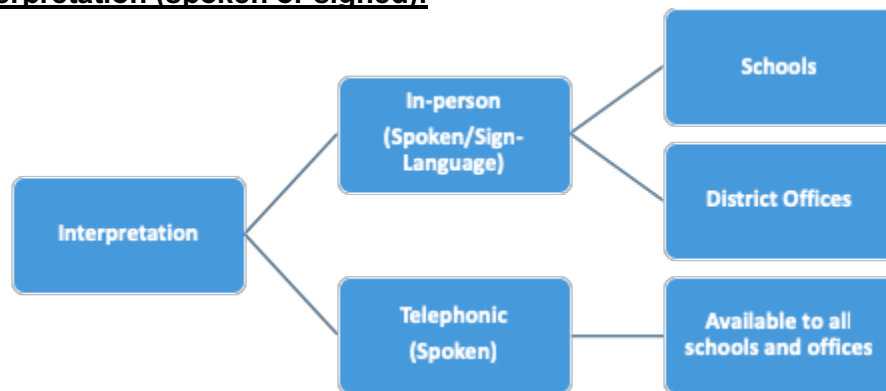
The following pages provide you with a comprehensive list of services that support multilingual students and families.

Bilingual Counseling Assistants (BCAs)



The Bilingual Counseling Assistants (BCAs) collectively speak over 50 languages and dialects; facilitate cross-cultural communication between students, limited-English proficient families, and District staff by providing culturally relevant and linguistically competent translation and interpretation services; and facilitate monthly family workshops in the languages spoken by a large segment of our family population.

Interpretation (spoken or signed):



The School District of Philadelphia provides free interpretation services (both oral and American Sign Language) to all public schools and District offices. Services are provided in-person by the Bilingual Counseling Assistants (BCAs), or via telephone in more than 200 languages. (All schools have a personalized account with Language Line Solutions for telephonic interpretation.)

Live interpretation services are available to our families in settings such as those listed below, but not limited to the following:

- School registration at schools
- School registration at the Multilingual Assessment Center (MAC)
- Report card/parent/teacher conferences
- Special education-related meetings
- Psychological evaluations
- Family meetings and workshops
- District-wide events
- School Board meetings
- Disciplinary hearings
- Expulsion hearings
- School Advisory Council meetings

Translation (written)

The School District of Philadelphia provides free translation services to all public schools and District offices. Translations services range from documents that go to all families from the School District of Philadelphia's central office, to calendars and other school specific documents, as well as the translation of academic records for high school students and foreign medical records. The translations are completed by the Bilingual Counseling Assistants (BCAs) and the Language Access Coordinators in the Office of Family and Community Engagement (FACE). District-wide and school documents are translated into the District's most common eight languages: Albanian, Arabic, Cambodian (Khmer), Chinese, French, Russian, Spanish, and Vietnamese, as well as other languages as requested.

Language Pages

There are eight Web-based Language Pages that have been created to address some of the most salient concerns for immigrant and refugee families.



The web pages are currently available in the District's most common eight languages: Albanian, Arabic, Cambodian (Khmer), Chinese, French, Russian, Spanish, and Vietnamese; but in SY 19-20 Portuguese will be added.

The Language pages are divided into five major topics:

- Education in the United States
- Getting Involved in Your Child's Education
- Family and Community Resources
- Health and Safety
- Important Documents

These topics are sub-divided into more in-depth areas of information, resources, and opportunities for families and their students.

Language Service Request Cards

These wallet-size cards provide instructions to District staff on where to find an interpreter. They also inform families of their right to language access. Multilingual Families can go to any School District of Philadelphia school or office and present a Language Service Request Card (available in 32 languages). The example below illustrates the features:

Attention School District Staff:
This parent speaks Albanian.
If you do not have access to
Albanian-speaking staff, please use
Pacific Interpreters Telephonic Service.
To obtain access code
please call 215-400-4180, Option.4.

Language Service Request Card
The School District of Philadelphia

Mbajeni këtë kartë për përdorim të mëtejshëm
Drejtoria Arsimore e Filadelfias është e
përkushtuar t'ju sigurojë shërbime gjuhësore
falas. Nëse ju keni nevojë për përkthyes,
ju lutemi paraqiteni këtë kartë tek personeli
i shkollës; udhëzimet se si të kryhet ky
shërbim janë dhënë në Anglisht në pjesën e
pasme të kartës.

Kartë Kërkese për Shërbim Gjuhësor

Language Hotlines

There are 18 language hotlines available to multilingual families. Families can call 24 hours a day, seven days a week to leave a message with any question or concern, and within 24 hours (except weekends and summers), a Bilingual Counseling Assistant will return the call. (The Spanish Hotline is a live line.)

Language Hotlines



Albanian: 215-400-8480	Malayalam: 215-400-8495
Arabic: 215-400-8481	Nepali: 215-400-8496
Bengali: 215-400-8476	Pashto: 215-400-8494
Burmese: 215-400-8479	Portuguese: 215-400-8474
Chinese: 215-400-8482	Russian: 215-400-8485
French: 215-400-8483	Ukrainian: 215-400-8473
Indonesian: 215-400-8492	Uzbek: 215-400-8478
Khmer: 215-400-8484	Vietnamese: 215-400-8487
Kurdish: 215-400-8472	Wolof: 215-400-8488

Additional Support Services for Multilingual Families

Welcome Wagon Activities

The *Welcome Wagon Activities* are family training and workshops that address topics of special interest to immigrant/refugee families, including, but not limited to:

- Language Access
- School Selection Process
- School Safety
- Bullying Prevention
- School Readiness
- Access to Health
- College Access

Welcome Wagons are facilitated by Bilingual Counseling Assistants at schools and community and faith-based organizations, and are typically offered once a month at schools where the Bilingual Counseling Assistants are assigned.

Circles of Literacy



The Circles of Literacy encourage families to use their linguistic and cultural knowledge as a springboard to developing and cultivating literacy, the love for reading, and a life-long interest in learning. Circles of Literacy are facilitated by the Bilingual Counseling Assistants at schools.

*** For more information on Welcome Wagons and Circles of Literacy, contact a Bilingual Counseling Assistant at your school.*

School District Overview

Education in the Commonwealth of Pennsylvania

Public education in the United States of America is free to all students in grades Kindergarten through twelve (12), regardless of immigration status or national origin. The state of Pennsylvania has laws regarding the ages children should go to school. Please see below for these state laws.



Pre-Kindergarten (Pre-K)

Children shall be admitted to the district's preschool services programs provided the child has attained the age of three (3) years before September 1.

Kindergarten (K)

Children shall be admitted to Kindergarten provided the child has attained the age of five (5) years on or before September 1. A child who has reached the compulsory age of six (6) years by September 1, but has not attended a full year of Kindergarten may, at the written request of the parent/guardian, attend Kindergarten instead of first grade, if space is available.

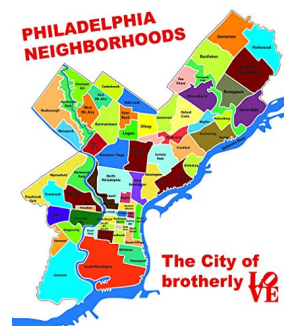
First (1) through twelve (12) grades

The age of required school attendance in Pennsylvania is 8-17 years. In Pennsylvania, a child who reaches age 21 during the school term and who has not graduated from high school may continue to attend the public schools in their district free of charge until the end of the school term.

Schools in the School District of Philadelphia

The School District of Philadelphia is comprised of three main school-types: elementary schools, middle schools, and high schools. Students are assigned to grades based on their date of birth for elementary and middle school. Students who are 14 years or older are placed in high schools. Grade placement in high school is determined by number of credits earned.

The chart below gives an overview of each type of school (elementary, middle, high school).



How the Typical U.S. School is Organized

School	Grades	Ages
Elementary or Primary School	Kindergarten and Grades 1 to 5 or 1 to 6	Children Ages 5 to 11
Junior or Middle School	Grades 6 to 8, 7 to 8, or 7 to 9	Youths Ages 11 to 14
Secondary or High School	Grades 9 to 12 or 10 to 12	Young Adults Ages 14 to 18 (and up to 21 in some cases)

Note: There are also several schools that combine elementary and middle, which are referred to as “Kindergarten to Eighth Grade” schools.

Note: There are a few high schools in the district that also include middle school grades and are grades 6-12.

People in Schools

- **The Principal** is the leader of the school. The Principal is responsible for the overall operation of the school. He or she is “the boss.”
- **The Assistant Principal/Vice Principal** assists the Principal and is second in charge of the school.
- **Teachers** are important people to know. These are the people directly teaching your child every day. It is expected that the teacher and parent openly communicate. Do not hesitate to visit your child’s school or contact the teacher to address any questions you may have. If you are concerned about your child’s academic progress or you wonder if your child has special needs, be sure to speak with your child’s teacher to share these concerns.
- **The School Secretary** is someone who you will get to know and meet when entering the main office. He or she takes care of administrative details, schedules appointments and handles school communication. The school secretary is aware of what’s going on at the school on a day-to-day basis.
- **Bilingual Counseling Assistants (BCA)** are assigned to various schools throughout the District. Though he or she is not a school counselor, the BCA serves as a linguistic and cultural bridge between students, families, and the school.

- **The School Nurse** is someone whose primary purpose is to keep students healthy and safe so they are ready to learn.
- **The School Police Officer's** primary responsibility is to maintain order and security on school grounds and provide a positive learning environment.
- Schools also have additional staff that work in the cafeteria and clean the school.

Safe and Welcoming Schools

The School District of Philadelphia is committed to protecting the rights of all students regardless of race, ethnicity, religion, immigration status, sexual orientation, or gender identity.

Immigrant Community

The School District of Philadelphia is committed to protecting the rights of all students including, documented, undocumented, new Americans, and multi-generation Americans. All children have a right to a public education, regardless of their perceived immigration status or that of their parents. Our priority is to ensure that all students and families feel safe and welcome. The School District has provided the necessary tools and legal knowledge to administrators, teachers, and staff in order to protect the safety and rights of immigrant and refugee students and families. One of these tools is the District's comprehensive toolkit, designed specifically for school staff. To receive a copy of this toolkit, please visit <https://www.philasd.org/face> or request a copy via email at ask@philasd.org.



The School District of Philadelphia also provides additional support to the immigrant community by way of the Bilingual Counseling Assistants (BCAs), who are stationed throughout the City. The Office of Family and Community Engagement (FACE) also provides access to live interpretation at parent meetings, conferences, District and school-wide events, builds partnerships with immigrant and refugee-serving organizations and supports families through Welcome Wagons.

For more information, please call the Office of Family and Community Engagement (FACE) at (215) 400-4180.

Muslim Community

The School District of Philadelphia fully embraces diversity and inclusion. We strongly promote religious freedom to ensure that students and families of all faiths feel safe and welcome. The Multiracial-Multicultural-Gender Education policy was developed “to foster knowledge about and respect for those of all races, ethnic groups, social classes, genders, religions, disabilities, sexual orientations (perceived or known) and gender identities (perceived or known).” The Office of Family



and Community Engagement engages with families to create and maintain a safe and welcoming environment for all communities.

Review the FAQ here: https://webapps1.philasd.org/downloads/tdm/FAQ_Post_Election.pdf to learn more about organizations and resources for the Muslim community in countering hate and discrimination and advocating for religious diversity.



Transgender Community

The School District's current policies reinforce freedom of choice for transgender students, including the rights for all students to use their bathroom of choice, to be called their preferred pronouns, and to join athletic teams of their choice.

Superintendent William Hite says, "It's really important for us to ensure that all of our young people are safe and they're respected and regardless of their identity, their gender identification, we are going to make sure they have what they need in order to be educated."

The School District's anti-discriminatory policy offers knowledge and guidance concerning the treatment of transgender and non-conforming students. Please review our

policy here: https://www.philasd.org/schoolboard/wp-content/uploads/sites/884/2017/06/103_Nondiscrimination-in-School_Policy_Aug-1.pdf to learn more.

General Rights and Responsibilities

Mandatory Education

Students in The School District of Philadelphia are required by law to go to school everyday. This is referred to as “mandatory education,” or “compulsory education.” Specifically, students who are between ages 6 and 16 must be in school everyday. Therefore, it is important that you ensure your child goes to school every day. When your child is not able to go to school, you must follow the guidelines below:

Absences

There are two types of absences: **excused** and **unexcused**.

- **Excused absences** include illness or injury, death/funeral-related absence, and religious holidays. A written note from a parent or guardian must be submitted to the school immediately upon a student’s return to school. See the Additional Resources section for absence notes you can use for your child. Extended absences (3 or more days) may require a doctor’s note.
- **Unexcused absences** fall outside of the reasons listed above. Students who have unexcused absences are considered truant (excused without explanation) and the School District of Philadelphia has a strict disciplinary process for students who are truant.

Bullying and Harassment

The School District of Philadelphia takes bullying and harassment very seriously. Below are common questions parents have:

What is bullying? Every conflict isn’t bullying. Bullying is severe, pervasive or persistent behavior that substantially interferes with a student’s education or the school environment. Bullying is a person repeatedly abusing their power against another person.

What is harassment? Harassment is unwelcome verbal, written, graphic or physical conduct relating to an individual’s gender, age, race, color, sexual orientation, gender identity expression, national origin, religion, disability, English language proficiency, socioeconomic status or political beliefs.

What should Parents/Guardians do? Tell your kids that bullying and harassment are prohibited. It’s wrong, they shouldn’t do it, and if it happens to them, they should tell you and their teacher. Examples are the best way to show kids what we mean. For example, mocking or threatening to hurt someone because of their race, or their native language, or their sexual orientation is not ok – it’s harassment! Threatening someone over the internet is cyberbullying!

If you suspect your child is being bullied or harassed, you should: Report the situation to your child’s teacher and/or school administrator. Ask your child: who is involved, what did they do, when and where did it happen. Complete the District’s Bullying and Harassment Reporting and Investigation Form (available at the school and on the District’s website:

<https://www.philasd.org/bullying/programs-and-services/reporting-bullying-and-harassment/>)

and give it to the teacher or principal. If you need interpretation services to make the report, ask the school. If there is no response, call the District's bullying hotline: (215) 400-SAFE.

Offer your child positive strategies, such as asking the teacher for help, requesting a meeting with a counselor, and avoiding the bully.

What doesn't work? Encouraging your child to fight back. Encouraging your child to ignore it. Approaching the child who is bullying.

What should you expect? The school must conduct an investigation to find out if the conflict is bullying, harassment or some other conduct that must be addressed. You should be informed of the outcome of the investigation, and what steps the school will take next. However, federal privacy laws prohibit the sharing of information related to another student's discipline or interventions.

Questions? Talk to your child's teacher and principal. Attend parent meetings throughout the year to discuss these issues. Call the District's bullying hotline: (215) 400-SAFE.

English Learner Rights (Policy 138)

The School District of Philadelphia has established an official policy to ensure students learning English are provided a quality education. This policy is titled “Policy 138: English Language Development/Bilingual Education Program.” The policy describes the requirements and obligations of teachers, principals, and other school district staff regarding the education of students learning English. It outlines specific requirements in the following areas:

- Identification, Placement & Notifications
- Instructional Programs
- Equitable Access
- Evaluation & Accountability
- Parent, Family, and Community Engagement

Here is a link to the full Policy 138 document: <https://www.philasd.org/schoolboard/wp-content/uploads/sites/884/2018/01/Policy-138.pdf>.

Enrollment, School Assignment and Graduation Requirements

Enrollment Guidelines

To enroll in a District school, all students must have proof of the child's age, their immunization record and two proofs of their address in their parent or legal guardian's name. As a part of the District's efforts to maintain a safe environment for students, schools may request a copy of the parent/guardian's picture identification at the time of registration.

The following items CANNOT be requested during enrollment:

- Social Security Number
- A child's or parents' passport, visa or proof of immigration status
- Resettlement Agency record

School Assignments and Transportation



Students are assigned to schools based on their home address. Depending on how far the child lives from school, they may be provided transportation. The District's transportation eligibility policy is outlined below:

- Yellow Bus Transportation is typically provided for students in grades 1 through 6 who live **1.5 miles or more** from the assigned school
- Students in grades 7 through 12 who live 1.5 miles or farther from school are eligible for free Student TransPasses for SEPTA public transportation (bus, subway, trolley, etc)
 - Students who are refugees are entitled to transportation if they live 1 mile or farther from the school

McKinney-Vento (McKinney--Vento Homeless Education Assistance Act)

There are special protections for students who are facing homelessness. These protections come from the McKinney-Vento Homeless Education Assistance Act. This act provides urgently needed assistance to protect and improve the lives and safety of the homeless, with special emphasis on elderly persons, handicapped persons, and families with children.

As it relates to school enrollment, homeless children have the right to a free, appropriate public education. The following bullets are important information to know:

- According to the Pennsylvania Department of Education (PDE), students whose primary residence is not “fixed, regular, and adequate” qualify for special treatment when enrolling to school in order to receive proper educational support and services.
- PDE considers the following individuals as homeless:
 - Children or youth and their families living in a shelter, transitional housing, motel, vehicle, campground, on the street, or doubled-up with relatives or friends due to a lack of housing are considered homeless.
- Students living in an emergency shelter or transitional housing, unaccompanied youth, and refugee and migrant youth among others are entitled to immediate enrollment and free and reduced lunch.
- Schools must help homeless youth with any necessary enrollment documents, as well as setting up transportation services and getting the students basic uniform clothing and school supplies.
- McKinney-Vento qualified students or students experiencing homelessness (students living in an emergency shelter or transitional housing, unaccompanied youth, and refugee and migrant youth, etc.) who live **at least one mile (1.0)** away from the school, are eligible to receive transportation assistance.

School Selection Process

The School Selection Process is for students and families who wish to apply to a school outside of their neighborhood boundaries for **the following school year**. Applications are accepted **online** usually between late September and the beginning of November of the current school year. If you are interested in applying to a school outside your neighborhood boundaries, please contact your school counselor or principal.

High School Graduation Requirements

A 12th grade student shall graduate if he/she:

- **Earns a total of 23.5 credits**, which include:
 - **4 credits in English**
 - **3 credits in Science**
 - **3 credits in Social Studies**
 - **1 credit in African American History**
 - **3 credits in Mathematics**
 - **2 credits in World Language**
 - **2 credits in Arts and Humanities**
 - **1 credit in Physical Education (P.E.)**
 - **0.5 credits in Health**
 - **4 credits in electives**
 - One elective must be a college preparatory Mathematics or Science course, an IB course, an AP course, or a terminal CTE course.
- **Successfully completes a Multidisciplinary Project or a Service Learning Project**

Total credits needed to graduate: 23.5 credits

Credits needed to be in each grade:

(One credit is one year of a subject)

- 5 credits to be in **10th grade**
- 11 credits to be in **11th grade**
- 17.5 credits to be in **12th grade**

Note: More information is included in the Appendix.

Foreign Transcripts and Language Waivers

Transcripts

- Transfer students from outside the United States will have their transcripts evaluated and processed by the Multilingual Assessment Center (MAC).
- No more than eight credits will be awarded per school year, including:
 - **One** math credit
 - **One** science credit
 - **One** English credit
 - **One** Social Studies credit
 - Up to **four** additional credits as described on the transcript
- Language credit will be awarded to students that meet **all** of the following criteria:
 - Initial enrollment from another country in 10th grade or above
 - Complete a full year of secondary school in which the language of instruction is not English
 - Submit official transcripts from secondary school showing courses, marks, and dates of attendance
 - Depending on course work, students will receive between two and four world language credits

At no point will a student receive more than **eight** credits for a single academic year.

Note: Transcripts for foreign exchange students will not be processed. Any credits earned as an exchange student, while attending a School District of Philadelphia high school, will be sent back to the home school with other student records. Foreign exchange students are not eligible for a School District of Philadelphia diploma.

Language Waivers

The language waiver exempts students from the world language graduation requirements, but does not lower the amount of total credits required for graduation.

Students who meet the following criteria are eligible for world language waivers:

- Initial enrollment from another country in 7th grade or above
- Six years of prior education in a language other than English
- Qualify for EL services at the beginning of 9th grade

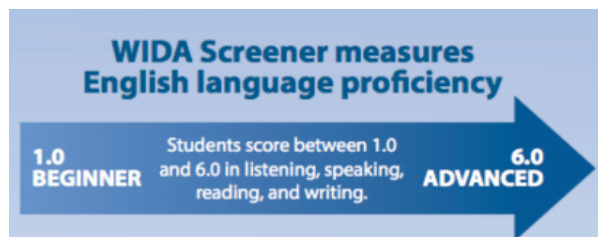
English Learner Identification Process

The School District of Philadelphia has a specific process for identifying students who are English Learners (ELs). Students enrolling for the first time in a District school, will be given a Home Language Survey (HLS) to complete within the Student Registration Form (EH-40)

provided by the enrollment secretary at the neighborhood school. Based on the Home Language Survey, students may be given a screening to determine if they qualify for English Learner Supports. Students who qualify are given an initial language proficiency level and will receive instruction to support them in learning English until they reach proficiency in English. The various supports are detailed in the next section.

Language Programs and English Language Levels

All English Learner students receive support programs to help their development of English. There are three programs for English Learners: English as a Second Language, Bilingual/Dual Language Programs, and the Newcomer Learning Academy.



Rights of English Learners in School:

1. **Right to Attend School:** All children are entitled to a free public school education until age 21 regardless of their proficiency in English.
2. **Right to Be Free From Bullying & Harassment:** Students cannot be discriminated against based on race, color, national origin, or religion. Schools must respond appropriately to bullying of EL students or may be violating one or more civil rights laws.
3. **Right to Equal Access:** ELs must have access to all services offered to other students.
4. **Right to Learn English:** ELs must be tested to determine English proficiency and placed in the appropriate English as a Second Language (ESL) program taught by a qualified ESL /Bilingual teacher.
5. **Rights of Families of English Language Learners:** Schools must communicate with parents with limited English proficiency in their preferred language and must ensure parent participation by providing interpretation and translation services (e.g., parent teacher

conferences, IEP meetings and disciplinary hearings). Schools cannot require families to provide their own interpreter or use their child in that role.

- From Education Law Center: <https://www.elc-pa.org/resource/rights-of-english-language-learners-families-with-limited-english-proficiency/>
- The School District of Philadelphia's ELs speak over 100 languages
- The School District of Philadelphia's ELs represent over 130 countries

ESL Program

The English as a Second Language (ESL) program helps English Learners (ELs) improve their proficiency in listening, speaking, reading and writing in English. It aims to provide ELs with social and academic language skills as well as cultural aspects of English that are necessary for career and college readiness.

Bilingual/Dual Language Programs

Bilingual/Dual Language Programs put native English-speaking students and native Spanish-speaking students together for a shared learning experience. Dual Language Programs, which constitute one type of bilingual program, provide participating students with instruction in their

native language as well as a second language. Content instruction is delivered in both languages.

The district currently has six schools that offer this unique program:

Bayard Taylor Elementary School

3698 N. Randolph Street, Philadelphia, PA 19140. Tel: 215-400-3880

Cayuga School

4334 N. 5th Street, Philadelphia, PA 19140. Tel: 215-400-3850

Alexander K. McClure School

1600 W. Hunting Park Avenue, Philadelphia, PA 19140. Tel: 215-400-3870

Lewis Elkin Elementary School

3199 D Street, Philadelphia, PA 19134. Tel: 215-400-7140

Hon. Luis Munoz Marin Elementary School

3300 N. 3rd Street, Philadelphia, PA 19140. Tel: 215-400-3920

Southwark Elementary School

1835 S. 9th Street, Philadelphia, PA 19148. Tel: 215-400-8280

Newcomer Learning Academy

The Newcomer Learning Academy (NLA) is a four-year program for students aged 14 - 20 who have arrived in the United States within the past year. It is located at Franklin Learning Center. Students who meet the following eligibility requirements below may choose to participate in this program:

1. Less than one year in the U.S.

AND

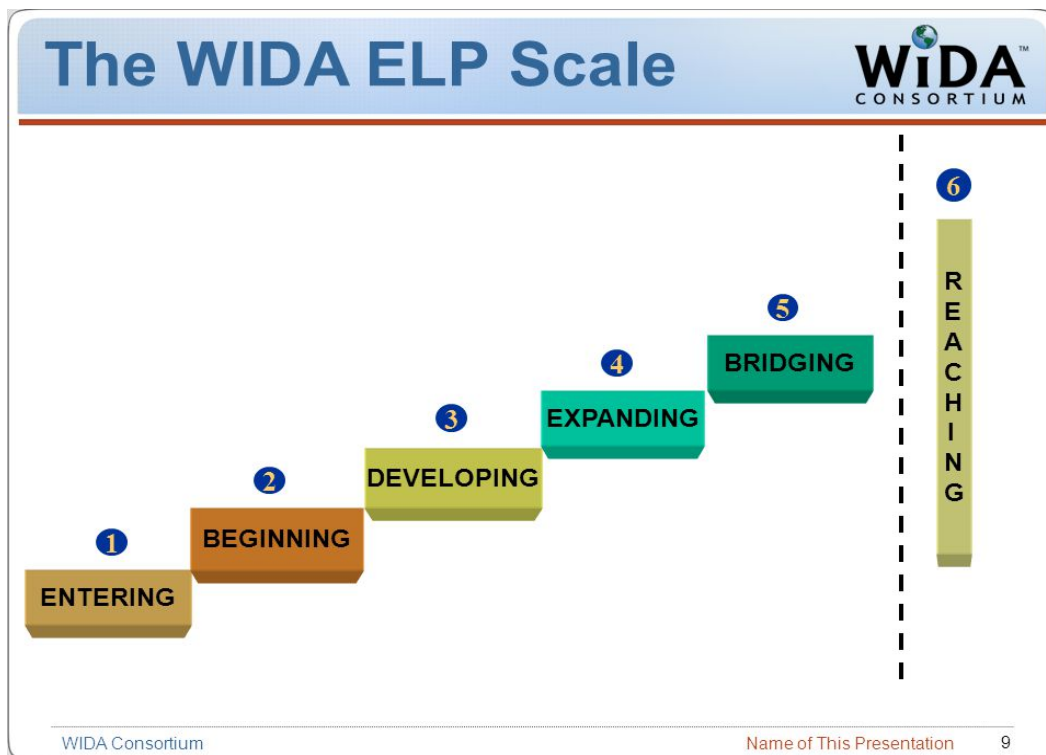
1. Feeder neighborhood high school does not have a program for Level 1 students

OR

Students with interrupted formal education

English Language Levels

English Learners in the School District of Philadelphia are assigned a language proficiency level based on a yearly assessment that includes reading, writing, listening and speaking. This assessment is called the ACCESS test, which is produced by an organization called WIDA. There are six levels; however, once students reach level 4.5, they are eligible to exit the ESL program. Students should be making incremental progress each year.





THE SCHOOL DISTRICT OF PHILADELPHIA

Office of Multilingual Curriculum and Programs

440 North Broad Street, Suite 251

Philadelphia, PA 19130-4015

Fall 2018

Dear Parent/Guardian:

As an **English Learner (EL)** student, your child receives English language support services through **Language Instruction Educational Program (LIEP)**. The goal of the **LIEP** is to help your child learn English so that s/he will be able to meet age-appropriate academic standards for grade promotion and graduation. In order to exit the **LIEP**, your child must meet the Pennsylvania Department of Education's criteria for reclassification. The School District of Philadelphia reviews each child's performance annually in order to determine whether each child is eligible for reclassification. You can view the criteria for reclassification on the Pennsylvania Department of Education's website at <http://www.eslportalpa.info/>. If you are receiving this letter, your child did not meet the requirements for reclassification in 2017-2018, and therefore continues to receive LIEP services this school year.

Under the federal **Every Student Succeeds Act (ESSA)**, some students may be provided supplemental services when available. These services may include tutoring, online programming, or after-school and summer programs. Parents of ELs have the right to refuse these services, and also have the right to refuse certain separate instructional programs that may be part of your child's **LIEP**. If you would like to refuse services or have other questions about **LIEP**, please contact your school's principal or EL Point Person to schedule a meeting with the Office of Multilingual Curriculum and Programs (OMCP).

We look forward to continuing to work with you in supporting the academic achievement of your child.

Revised Fall 2018

Family and Community Engagement Resources

FACE Office



The Office of Family and Community Engagement (FACE) office is dedicated to creating and supporting partnerships among schools, families, and community. As a central resource for family engagement, FACE strives to engage and inform parent leaders and families as essential partners in helping students achieve academic proficiency, and college and career readiness.

The primary focus will be on enhancing family engagement strategies to promote student achievement. Specific responsibilities include providing parents and families with the necessary resources to assist them to effectively perform as their children's first teachers; supporting their advocacy as advisors and decision-makers in the practice and process of their child's education; implementing strategies and systemic initiatives that improve the collaboration between families, schools and the community; creating learning opportunities and collegiate inquiry for parents, ensuring equity and access for all parents and families through multilingual programs; providing ongoing, differentiated and targeted professional and personal development through workshops and Family Academy; providing parents and families with reliable and transparent high quality educational services; and building effective and sustainable family, school and community partnerships.

For any additional information, please contact FACE at ask@philasd.org or call (215) 400-4000.

Parent & Family Portal Account

The School District of Philadelphia is proud to offer a tool that parents and family members may use to stay connected to their child and their school. The School District of Philadelphia's Parent & Family Portal gives you access to valuable information about your child's education and school. You will be able to view your child's academic history, test results, attendance, and more. You can also request to receive text messages, emails and/or phone calls about important issues that might impact your child, (i.e. weather-related school closures and delays, attendance alerts and upcoming events of interest to families).

Please follow the instructions on the following pages to register for an account and access information about your child's education and school.

Philadelphia SIS Project:

Registering for a Parent & Family Portal Account

Registering for an Account without a Confirmation Code

If you already have a Confirmation Code, skip to page 3.

1. Using any computer, tablet, or mobile phone, visit the website <http://signup.philasd.org> in your web browser.

2. Click on **No, I would like to look up my Confirmation Code.**

3. Enter the personal information of your student. If you have more than one student, you only need to enter one student's information.

4. Select your name and a current telephone number from your student's record to request the Confirmation Code. The Confirmation Code can be delivered by voice or text message.

The screenshot shows a web page titled "Look up Confirmation Code" with a breadcrumb "YOU ARE HERE > Registration". It contains instructions and a form. The form fields are: "Student ID" (12345678), "Student's Last Name" (Smith), "Student's Date of Birth" (01/01/2010), "Telephone Number" (a list of three options: Chris J xxx-xxx-5172, Chris J xxx-xxx-6315, and Chris J xxx-xxx-5850), and "Message Delivery" (radio buttons for Voice and SMS Text). A red box highlights the "Telephone Number" and "Message Delivery" sections. Below the form is a button labeled "Send me my Confirmation Code", also highlighted with a red box. A note at the bottom states: "If you do not see your name or a current phone number listed above, please contact your student's school."

Note: If you do not see your name or a current phone number listed, please contact your student's school.

5. Now that you have your Confirmation Code, click on the link to return to Account Registration, and begin the process.

The screenshot shows a web page titled "Confirmation Code Sent" with a breadcrumb "YOU ARE HERE > Registration". It contains a message: "Your Confirmation Code is on its way!" and "Pin Code was sent to telephone number xxx-xxx-5850 via SMS Text." Below this is a link "I received my pin, take me to register." highlighted with a red box. At the bottom, there is a link "I did not receive my pin and would like to try again."

Registering for an Account using a Confirmation Code

1. Using any computer, tablet, or mobile phone, visit the website <http://signup.philasd.org> in your web browser.

The screenshot shows the top of the registration page. The header includes the School District of Philadelphia logo and navigation links: About, Schools, Directory, Careers, Calendar, and Login. The main heading is 'Register for a Parent & Family Portal Account'. Below this, there is explanatory text about the Confirmation Code. A question asks 'Do you have your Portal Confirmation Code?'. Two options are provided: 'Yes, take me to Account Registration.' and 'No, I would like to look up my Confirmation Code.'.

2. If you have a confirmation code, click on **Yes, take me to Account Registration.**

This is a close-up of the question 'Do you have your Portal Confirmation Code?'. The option 'Yes, take me to Account Registration.' is highlighted with a red rectangular box.

3. Enter your Last Name and Confirmation Code. Click **Next**.

The screenshot shows the 'Enter your Confirmation Code' step. It includes a breadcrumb 'YOU ARE HERE > Registration'. The heading is 'Enter your Confirmation Code'. Instructions state to enter the last name and confirmation code, then click 'Next'. A legend indicates that an asterisk denotes a required field. There are two input fields: 'Your Last Name' (containing 'Jones') and 'Confirmation Code' (containing five dots). Both fields are highlighted with red boxes. Below the fields is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. At the bottom, a 'Next' button is highlighted with a red box.

4. Enter your email address.

YOU ARE HERE > Registration > Confirmation Code

Confirm Email

To register for a new Parent & Family Portal account, please enter your personal email address and click **Register**. The email address that you provide will become your new Parent & Family Portal username. You will receive an email allowing you to confirm your account.

* Denotes a required field.

Your Name: Chris Jones

Your Email * chrisjones@email.com

Confirm Email * chrisjones@email.com

Register

Note: You must have a personal email address to sign up for a Parent & Family Portal account. If you do not have an email address, you can register for a free email account using Gmail, Outlook, Yahoo, or a similar service.

5. Confirm your email account by clicking on the link provided in the email message. Click on the web link inside the email message to complete your registration.

THE SCHOOL DISTRICT OF
PHILADELPHIA

About Schools Directory Careers Calendar Login

Thank you for submitting your email address for the Parent & Family Portal. We have just sent a confirmation message to your email address. To complete your registration, please check your email, open the message, and click on the web link inside. This will take you to a web page where you will be asked to create your new password and set up your security questions. If you don't see our email after a few minutes, check your email program's "Spam" folder, in case it was sent there by mistake.

Email: chrisjones@email.com

6. After you confirm registration, you will set up your “Security Settings.” Select a password following the listed guidelines and click **Save**.

The screenshot shows the 'Change Your Password' page. At the top is the district logo and navigation links. The main heading is 'Change Your Password'. Below it, instructions state: 'To set or change your password, please complete form below. You must enter your current password, then enter and retype your new password. The password meter will tell how you secure your password is. In order to be valid, your password:'. A list of guidelines follows: minimum 8 characters, at least one upper and lower case character, at least one number, and inclusion of special characters. Below the guidelines is a 'Change Password' form with fields for 'Username' (pre-filled with 'chrisjones@email.com'), 'Your Email' (pre-filled with 'chrisjones@email.com'), 'New Password', and 'Confirm New Password'. A 'Weak' password strength indicator is shown. A 'Save' button is at the bottom left.

7. Provide answers to three security questions and click **Save**.

The screenshot shows the 'Change your Security Questions and Answers' page. It includes the district logo and navigation links. The heading is 'Change your Security Questions and Answers'. Instructions state: 'You must select three different security questions and enter personal answers. These questions and answers can be used to reset your password in the future, if you should forget it. Each answer must be between 2 and 50 characters long. Please note that if you are asked to provide responses to your security questions in the future, your answers will not distinguish between upper and lowercase letters, however any special characters, including spaces and symbols, will be required to be entered exactly as you enter them below. Be sure to select a combination of questions and answers that wouldn't be known or easily guessed by anyone other than yourself.' Below this is a 'Security Questions and Answer' form with three questions and their corresponding answers: 'In what city or town was your father born?' (Philadelphia), 'What is the name of your first pet?' (Spike), and 'What was your favorite sport in high school?' (Football). A 'Save' button is at the bottom left.

8. Log in to your new account with your email address and new password.

The screenshot shows the 'Thank You!' page. It features the district logo and navigation links. The heading is 'Thank You!'. A message states: 'Your new password and security questions have been confirmed.' Below this is a 'Please note' section: 'You must update your account password on any smartphone or tablet applications which used your old password. This password will also be synchronized to your District Google Apps account, so you must also update the password for any Google Apps on your devices.' At the bottom, there is a 'Click here to login' link highlighted with a red box.

Immigrant and Refugee-Serving Organizations in Philadelphia and Greater Philadelphia

Refugee-Resettlement Organizations

HIAS Pennsylvania

Location: 2100 Arch Street #3, Philadelphia, PA 19103

Phone: 215-832-0900

Website: <http://www.hiaspa.org>

Nationalities Services Center (NSC)

Location: 216 Arch Street, Philadelphia, PA 19107

Phone: 215-893-8400

Website: <https://www.nscphila.org/>

Bethany Christian Services

Location: 610 Old York Road, Suite 220, Jenkintown, PA 19046

Phone: 215-376-6200

Immigrant Rights, Advocacy, and Services

Pennsylvania Immigration and Citizenship Coalition (PICC) - (Advocacy)

Location: 2100 Arch Street, 7th Floor, Philadelphia PA 19103

Phone: 215-832-0636

Website: <http://www.paimmigrant.org/>

Juntos - (Advocacy)

Location: 600 Washington Avenue, Unit 18UA, Philadelphia, PA 19147

Phone: 215-218-9079

Website: <http://www.vamosjuntos.org>

New Sanctuary Movement (NSM) - (Advocacy)

Location: 2601 Potter Street, Philadelphia, PA 19125

Phone: 215-279-7060

Website: <https://www.sanctuaryphiladelphia.org>

Cambodian Association of Greater Philadelphia – (Social, health, and education programs) **Locations:**

(North Philadelphia)

5412 N 5th Street, Philadelphia, PA 19120

215-324-4070

(South Philadelphia)

2416-18 S. 7th Street, Philadelphia, PA 19148

215-389-0748

Website: <http://www.cagp.org>

Asian Americans United - (Advocacy, youth programs)

Location: 1023 Callowhill Street, Philadelphia, PA 19123

Phone: 215-925-1538

Website: <http://www.aaunited.org>

VietLead - (Advocacy, youth programs)

Location: 320 W Oregon Avenue, Philadelphia, PA 19148

Phone: (267) 457-2851

Website: <http://www.vietlead.org>

SEAMAAC – (Health & social services, youth programs, senior programs)

Location: 1711 S Broad Street., Philadelphia, PA 19148

Phone: 215-467-0690

Website: <https://www.seamaac.org>

New World Association - (English classes, career training, youth programs)

Location: 9857 Bustleton Avenue, Philadelphia, PA 19115

Phone: 215-856-7314

Website: <http://www.russworld.us>

The Indochinese American Council - (English & computer classes, youth programs)

Location: 4936 Old York Road, Philadelphia, PA 19141

Phone: 215-457-0272

Website: <http://www.iacphila.org>

JEVS Center for New Americans - (Job placement assistance, vocational English training, computer classes, and youth programs)

Location: 2770 Red Lion Road, Philadelphia, PA 19114

Phone: 215-728-4210

Website: <https://www.jevshumanservices.org/program/center-for-new-americans>

Welcoming Center for New Pennsylvanians - (Employment, education and training, entrepreneurship, community engagement)

Location: 211 N 13th Street, 4th Floor, Philadelphia, PA 19107

Phone: 215-557-2626

Website: <https://www.welcomingcenter.org>

The Bhutanese American Organization of Philadelphia – (ESL classes, health orientations, Yoga and Geetha classes, Bhajan and Kirtan, temple visits, and other social activities)

Location: 2507 S 7th St, Philadelphia, PA 19148

Phone: 215-800-1055

Website: <http://www.bao-phila.org>

Sudanese American Community Center – (Arabic classes, cultural programs,

Location: 1135 South 58th Street, Philadelphia, PA 19143

Phone: 215-921-8489

Council on American-Islamic Relations – (Education, civil rights, advocacy)

Location: 1501 Cherry St, Philadelphia, PA 19102

Phone: 267-515-6710

Website: <http://pa.cair.com>

Migrant Education Program - (After school programs, summer program, parent engagement, leadership programs)

Location: 2029 S 8th St, Philadelphia, PA 19148

Phone: 215-551-4120

Website: <https://www.education.pa.gov/K-12/Migrant%20Education/Pages/default.aspx>

Women's Opportunities Resource Center (WORC) – (Loan and savings programs, training)

Location: 2010 Chestnut Street, Philadelphia, PA 19103

Phone: 215-564-5500

Website: <http://www.worc-pa.com>

AFAHO (African Family Health Organization)

Location: 4415 Chestnut Street, Suite 200, Philadelphia, PA 19104

Phone: 215-546-1232

Website: <http://www.afaho.net>

ACANA (African Cultural Alliance of North America)

Location: 5530 Chester Avenue, Philadelphia PA 19143

Phone: 215-729-8225

Website: <http://www.acanaus.org>

AFRICOM (The Coalition of African & Caribbean Communities)

Location: 6328 Paschall Avenue, Philadelphia, PA 19142

Phone: 267-206-6633

Website: <http://www.africom-philly.org>

Arab American Development Corporation – (Free English classes, immigration and citizenship, health issues)

Location: 1501 Germantown Avenue, Philadelphia, PA 19122

Phone: 267-765-0607

Website: <http://www.arabamericancdc.org>

Moder Patshala – (After school and summer program, parent engagement, ESL classes)

Location: 4416 Market Street, Philadelphia, PA 19104

Phone: 215 - 382 3540

Website: <http://www.moderpatshala.org>

Ceiba – (Free tax preparation, ITIN program, housing counseling, financial literacy, advocacy)

Location: 174 West Diamond Street, Philadelphia, PA 19122

Phone: 215-634-7245

Website: <http://www.ceibaphiladelphia.org>

Philadelphia Chinatown Development Corporation – (Housing counseling, family support services, youth programs, housing and development, cultural programs)

Location: 301 N 9th Street, Philadelphia, PA 19107

Phone: 215-922-2156

Website: <http://www.chinatown-pcdc.org>

Congreso de Latinos Unidos – (Social services, education, training)

Location: 216 W Somerset Street, Philadelphia, PA 19133

Phone: 215-763-8870

Website: <http://www.congreso.net>

Concilio – (Social Services)

Location: 141 East Hunting Park Avenue, Philadelphia, PA 19124

Phone: 215-627-3100

Website: <http://www.elconcilio.net>

APM -Asociación de Puertorriqueños en Marcha, Inc. - (Social services, housing)

Locations:

1116 East Luzerne Street

1900 N. Ninth Street

Phone: 267- 507-1646

Website: <http://apmphila.org>

Catholic Social Services: Casa del Carmen –(Social services)

Location: 4400 North Reese Street

Phone: 215-329-5660

Website: <http://cssphiladelphia.org/familyservicecenters/casa>

The Lighthouse – (Social services)

Location: 152 West Lehigh Avenue

Phone: 215-425-7800

Website: <http://www.lighthouse1893.org>

Health (Physical and Behavioral)

Children’s Hospital of Philadelphia (Physical and Behavioral)

Location: 3401 Civic Center Boulevard, Philadelphia, PA 19104

Phone: 1-800-879-2467

Website: <https://www.chop.edu/>

Puentes de Salud – (Physical and Behavioral)

Location: 1700 South St, Philadelphia, PA 19146

Phone: 215-454-8000

Website: <http://www.puentesdesalud.org/>

La Puerta Abierta - (Individual and family counseling, youth programs, mental health/legal partnership for unaccompanied minors in schools, specialized services to victims of human trafficking)

Locations:

(North Philadelphia)
Norris Square Neighborhood Project
North Howard Street
Philadelphia, PA 19122

(South Philadelphia)
Aquinas Center
1700 Fernon Street
Philadelphia, PA 19145

(Upper Darby)
St. Alice Church
150 Hampden Road
Upper Darby, PA 19082

Phone: 610-745-1952

Website: <https://lpa-theopendoor.org/>

Children's Crisis Treatment Center (Behavioral)

Location: 1080 N. Delaware Avenue, Suite 600, Philadelphia, PA 19125

Phone: 215-496-0707

Website: <http://www.cctckids.org>

African Family Health Organization (AFAHO) – (Behavioral health, maternal and child health program, breast cancer awareness, and human services)

Location: 4415 Chestnut Street #202, Philadelphia, PA 19104

Phone: 215-546-1232

Website: <http://www.afaho.net>

Delaware Valley Community Health Maria de los Santos Health Center - (Physical and behavioral)

Location: 401 West Allegheny Avenue, Philadelphia, PA 19133

Phone: 215-291-2500

Website: <https://dvch.org>

Bethana (Behavioral)

Locations:

(South Philadelphia)
2147 Manton Street, First Floor
Philadelphia, PA 19146
Phone: 215-608-8880

(South Philadelphia)
2421-33 Dickinson Street
Philadelphia, PA 19146
Phone: 267-639-5388

(Center City)
1212 Wood Street
Philadelphia, PA 19107
Phone: 800-285-2435 or 215-568-2435

Website: <http://www.bethanna.org/>

Porch Light Program (Behavioral health through art, ESL classes)

Location: 1727-29 Mt Vernon Street, Philadelphia, PA 19130

Phone: 215-685-0750

Art Programs

Taller Puertorriqueño – (After school programs, youth programs, cultural programs, art exhibits, summer camp)

Location: 2600 N 5th St, Philadelphia, PA 1913

Phone: 215-426-3311

Website: <https://tallerpr.org/>

Asian Arts Initiative – (Youth art workshops, visual arts, neighborhood projects, exhibits)

Location: 1219 Vine St, Philadelphia, PA 19107

Phone: 215-557-0455

Website: <http://www.asianartsinitiative.org>

Al-Bustan Seeds of Culture – (Musical performances and education, special programs with refugee and immigrant students, summer camps, school programs and presentations)

Location: 526 S 46th St, Philadelphia, PA 19143

Phone: 267-809-3668

Website: <https://www.albustanseeds.org/>

Appendix

High School English Learners: Being On Track to Graduation

Graduation Requirements*

A 12th grade student shall graduate if he/she:

- ☐ Earns a total of 23.5 credits, which include:
 - ☐ 4 in English
 - ☐ 3 in Mathematics
 - ☐ 3 in Science
 - ☐ 3 in Social Studies
 - ☐ 1 in African American History
 - ☐ 2 in World Language**
 - ☐ 2 in Arts and Humanities
 - ☐ 1 in Physical Education
 - ☐ 0.5 in Health
 - ☐ 4 in electives***
- ☐ Successfully completes a Multidisciplinary Project or a Service Learning Project

Promotion Policy*

Promotion from grade-level to grade-level is based on credits earned:

- ☐ Promotion from 9th to 10th grade – 5 credits
- ☐ Promotion from 10th to 11th grade – 11 credits
- ☐ Promotion from 11th to 12th grade – 17.5 credits

*These requirements are copied from [SDP's 9th - 12th Grade Marking Guidelines](#).

**EL students may have the opportunity to waive or receive credit for World Language. Please see the attached FAQs for details.

***One elective must be a college preparatory Mathematics or Science course, an IB course, an AP course, or a terminal CTE course. Schools or programs may predetermine specific subject area elective credits.

Sample Schedule for English Learner (EL) Students⁺

		9th Grade	10th Grade	11th Grade	12th Grade
Subject 1	Level 1 - 2.9	ELD 1 or ELD 2 AND English Elective (1 English credit, 1 humanities credit)	ELD 1 or ELD 2 AND English Elective (1 English credit, 1 humanities credit)	ELD 1 or ELD 2 AND English Elective (1 English credit, 1 humanities credit)	ELD 1 or ELD 2 AND English Elective (1 English credit, 1 humanities credit)
	Level 3.0 - 4.5	English 1 Sheltered (1 credit)	English 2 Sheltered (1 credit)	English 3 Sheltered (1 credit)	English 4 Sheltered (1 credit)
	Level 4.6 or	English 1 (1 credit)	English 2 (1 credit)	English 3 (1 credit)	English 4 (1 credit)

	above				
Subject 2		Social Studies (1 credit)	African American History (1 credit)	Social Studies (1 credit)	Social Studies (1 credit)
Subject 3		Math (1 credit)	Math (1 credit)	Math (1 credit)	Math, Science, AP, IB, or CTE Elective (1 credit)
Subject 4		Science (1 credit)	Science (1 credit)	Science (1 credit)	Health (.5 credit)
Subject 5		World Language* (1 credit) <i>*unless waived</i>	World Language* (1 credit) <i>*unless waived</i>	Physical Education (1 credit)	Elective or Senior Capstone Class* (1 credit) <i>*if offered</i>
Subject 6		Arts & Humanities (1 credit)	Arts & Humanities (1 credit)	Elective (1 credit)	Elective (1 credit)
TOTAL CREDITS		6 or 7	6 or 7	6 or 7	5.5 or 6.5

+Your schedule may vary based on the courses offered at your school and any transferred credits. Your **high school counselor** can provide further assistance in ensuring you are on-track to graduation.

Frequently Asked Questions (FAQs)

1. Which English class will I take?

Your English class will depend on your current EL Level, which is determined by your performance on the WIDA screener or ACCESS test, whichever test you took most recently. Students whose current EL Level is 1.0 - 2.9 take ELD 1 or ELD 2, along with an English elective; those whose Level is 3.0 - 4.5 take sheltered English; and those whose Level is 4.6 or above take non-sheltered English.

2. What are the differences between ELD, sheltered English, and non-sheltered English?

ELD, or English Language Development, is for students who are new to learning English (Level 1 - 2.9). In this course, students develop reading, listening, speaking, and writing skills aligned to grade-level English curriculum. ELD courses are comprised solely of English learners, and are taught by a teacher with an English as a Second Language (ESL) and English certification.

Sheltered English is for students with more proficiency in English (Level 3.0 - 4.5). In this course, students receive grade-level English curriculum and content, with embedded language instruction. Sheltered English courses are comprised solely of English learners, and are taught by a teacher with an ESL and English certification.

Non-sheltered English is for students with advanced levels of English proficiency (Level 4.6 and above). Students learn alongside English proficient and native English-speaking students.

3. What about in subject areas other than English? Which classes will I take?

In Social Studies, Math, and Science, you will be placed in courses based on your current EL Level. Level 1 - 1.9 students take sheltered Social Studies, Math, and Science courses; Level 2.0 - 3.9 students take sheltered or ESL friendly courses; and Level 4.0 and above students take non-sheltered courses. The **EL Point Person** at your school can help you determine if these courses are appropriate for you.

4. What additional classes exist for students who have a gap in formal education or need additional support learning English and other subjects?

The following classes are available to English Learners who need additional support:

<i>Course</i>	<i>Recommended for...</i>
Linguistic Development	Level 1 - 1.9 students who are new to the country
Cross Curricular Language Development	ELs with more than 5 years in an ESL program or ELs in need of additional support
Language of Math	Students with Limited or Interrupted Formal Education

The **EL Point Person** at your school can help you determine if these courses are appropriate for you.

5. What if I arrive to the School District after 9th grade? Which courses will I take?

Students who arrive after 9th grade will be placed in classes based on coursework completed in their home country and their current EL level. If you arrive after 9th grade and have prior high school coursework, you should submit your prior transcripts to your school for credit evaluation/attribution.

6. How is grade-level determined?

Grade-level is determined by the number of years of high school completed in your home country. English proficiency is not a factor in determining grade-level. For example, a student with three years of high school will be placed in 12th grade, no matter their English proficiency.

7. How many credits can I transfer from another country?

No more than eight credits will be awarded for each school year completed. In other words, students can transfer in a maximum of eight credits for 9th grade, eight credits for 10th grade, eight credits for 11th grade, and eight credits for 12th grade. Additionally, students may only transfer in one Math, one Science, one English, and one Social Studies credit per grade-level.

8. Is there a way to waive or receive credit for the two required World Language courses?

Yes. To have a World Language credit waived, students must meet the following three criteria:

- First enter the School District of Philadelphia from another country in 7th grade or above
- Have six years of prior education in a language other than English
- Must qualify for ESL at the start of 9th grade

Please submit a [World Language Waiver Request Form](#) to request having World Language credits waived.

To receive credit for a World Language course, students must have:

- Completed a full year of secondary school in which the language of instruction is not English prior to enrolling in a School District of Philadelphia high school
- Entered the School District of Philadelphia from another country in 10th grade or above
- Submitted official transcripts from secondary school showing dates of attendance and courses attended

World Language credits are awarded when foreign transcripts are evaluated.

9. What is the Multidisciplinary Project or Service Learning Project?

The Multidisciplinary Project or Service Learning Project is a comprehensive project completed in 12th grade. The specific components of the Project vary by school, but every student *must* complete a project (according to school guidelines) to graduate.

10. What is Senior Capstone?

Senior Capstone is a 12th grade course available at some high schools. Students in the course (1) write a cover letter, resume, and college essays, (2) complete college and/or job applications, and (3) complete the senior project required for graduation.

Absence Note

You will find samples of the absence note on the next page.

School District of Philadelphia
ABSENCE EXCUSE NOTE

Today's Date: _____

Child's Name: _____

Child's Grade: _____ Room: _____

Number Days Absent: _____

List Date(s) Absent: _____

NOTE: 3 or more days absent in a row requires a doctor's note

Reason for Absence: _____

Parent or Guardian Signature

School District of Philadelphia
ABSENCE EXCUSE NOTE

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