2019-2020 WELCOME BOOKLET for MULTILINGUAL FAMILIES and ENGLISH LEARNERS

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This book belongs to:
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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 children’s 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
### 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/](https://www.philasd.org/calendar/academic-calendar-sy-2019-2020/) for the latest version.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 26, 2019</td>
<td>First Day for Staff</td>
</tr>
<tr>
<td>August 26 – 29, 2019</td>
<td>Kindergarten Parent/Teacher Interviews</td>
</tr>
</tbody>
</table>
| 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                  |
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 9, 2019</td>
<td>Yom Kippur&lt;br&gt;– Schools Closed and Administrative Offices Closed</td>
</tr>
<tr>
<td>October 16, 2019</td>
<td>SAT/PSAT school day</td>
</tr>
<tr>
<td>October 22 – 24, 2019</td>
<td>Interim Reports</td>
</tr>
<tr>
<td>October 25, 2019</td>
<td>Professional Development Half Day&lt;br&gt;– 3-Hour Early Dismissal</td>
</tr>
<tr>
<td>November 5, 2019</td>
<td>Election Day&lt;br&gt;– Schools Closed</td>
</tr>
<tr>
<td>November 11, 2019</td>
<td>Veterans’ Day&lt;br&gt;– Schools Closed and Administrative Offices Closed</td>
</tr>
<tr>
<td>November 15, 2019</td>
<td>Professional Development Half Day&lt;br&gt;– 3-Hour Early Dismissal</td>
</tr>
<tr>
<td>November 20 – 22, 2019</td>
<td>Report card conferences</td>
</tr>
<tr>
<td>November 28 – 29, 2019</td>
<td>Thanksgiving Holiday&lt;br&gt;– Schools Closed and Administrative Offices Closed</td>
</tr>
<tr>
<td>December 17 – 19, 2019</td>
<td>Interim Reports</td>
</tr>
<tr>
<td>December 23, 2019</td>
<td>Professional Development Day&lt;br&gt;– Full-Day Professional Development (Staff Only; Schools Closed for Students)</td>
</tr>
<tr>
<td>Date</td>
<td>Activity</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 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  |
<p>| May 13 – 15, 2020             | Interim Reports                                                          |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 22, 2020</td>
<td>Professional Development Half Day – 3-Hour Early Dismissal</td>
</tr>
<tr>
<td>May 25, 2020</td>
<td>Memorial Day</td>
</tr>
<tr>
<td>June 10 – 12, 2020</td>
<td>Graduation Window</td>
</tr>
<tr>
<td>June 12, 2020</td>
<td>Last Day for Students</td>
</tr>
</tbody>
</table>

**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 Carribean 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
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:
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.)

<table>
<thead>
<tr>
<th>Language</th>
<th>Hotline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albanian</td>
<td>215-400-8480</td>
</tr>
<tr>
<td>Arabic</td>
<td>215-400-8481</td>
</tr>
<tr>
<td>Bengali</td>
<td>215-400-8476</td>
</tr>
<tr>
<td>Burmese</td>
<td>215-400-8479</td>
</tr>
<tr>
<td>Chinese</td>
<td>215-400-8482</td>
</tr>
<tr>
<td>French</td>
<td>215-400-8483</td>
</tr>
<tr>
<td>Indonesian</td>
<td>215-400-8492</td>
</tr>
<tr>
<td>Khmer</td>
<td>215-400-8484</td>
</tr>
<tr>
<td>Kurdish</td>
<td>215-400-8472</td>
</tr>
<tr>
<td>Malayalam</td>
<td>215-400-8495</td>
</tr>
<tr>
<td>Nepali</td>
<td>215-400-8496</td>
</tr>
<tr>
<td>Pashto</td>
<td>215-400-8494</td>
</tr>
<tr>
<td>Portuguese</td>
<td>215-400-8474</td>
</tr>
<tr>
<td>Russian</td>
<td>215-400-8485</td>
</tr>
<tr>
<td>Ukranian</td>
<td>215-400-8473</td>
</tr>
<tr>
<td>Uzbek</td>
<td>215-400-8478</td>
</tr>
<tr>
<td>Vietnamese</td>
<td>215-400-8487</td>
</tr>
<tr>
<td>Wolof</td>
<td>215-400-8488</td>
</tr>
</tbody>
</table>
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

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

*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.”

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/](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.
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

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.

- 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.
Dear Parent/Guardian:

As an *English Learner (EL)* student, your child receives English language support services through the *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/](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*
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.
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.

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.
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.

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

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

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

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

8. Log in to your new account with your email address and new password.
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](http://www.hiaspa.org)

**Nationalities Services Center (NSC)**  
Location: 216 Arch Street, Philadelphia, PA 19107  
Phone: 215-893-8400  
Website: [https://www.nscphila.org/](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/](http://www.paimmigrant.org/)

**Juntos - (Advocacy)**  
Location: 600 Washington Avenue, Unit 18UA, Philadelphia, PA 19147  
Phone: 215-218-9079  
Website: [http://www.vamosjuntos.org](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](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](http://www.cagp.org)
Asian Americans United - (Advocacy, youth programs)
Location: 1023 Callowhill Street, Philadelphia, PA 19123
Phone: 215-925-1538
Website: http://www.aunited.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
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: 215-765-0607
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](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](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](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](http://cssphiladelphia.org/familyservicecenters/casa)

**The Lighthouse** – (Social services)  
Location: 152 West Lehigh Avenue  
Phone: 215-425-7800  
Website: [http://www.lighthouse1893.org](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/](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/](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/](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](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](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](https://dvch.org)

Bethana (Behavioral)
Locations:
(South Philadelphia) 2147 Manton Street, First Floor Philadelphia, PA 19146
(South Philadelphia) 2421-33 Dickinson Street Philadelphia, PA 19146
Phone: 215-608-8880
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/](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/](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](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/](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†

<table>
<thead>
<tr>
<th>Subject 1</th>
<th>9th Grade</th>
<th>10th Grade</th>
<th>11th Grade</th>
<th>12th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 - 2.9</td>
<td>ELD 1 or ELD 2 AND English Elective (1 English credit, 1 humanities credit)</td>
<td>ELD 1 or ELD 2 AND English Elective (1 English credit, 1 humanities credit)</td>
<td>ELD 1 or ELD 2 AND English Elective (1 English credit, 1 humanities credit)</td>
<td>ELD 1 or ELD 2 AND English Elective (1 English credit, 1 humanities credit)</td>
</tr>
<tr>
<td>Level 3.0 - 4.5</td>
<td>English 1 Sheltered (1 credit)</td>
<td>English 2 Sheltered (1 credit)</td>
<td>English 3 Sheltered (1 credit)</td>
<td>English 4 Sheltered (1 credit)</td>
</tr>
<tr>
<td>Level 4.6 or</td>
<td>English 1 (1 credit)</td>
<td>English 2 (1 credit)</td>
<td>English 3 (1 credit)</td>
<td>English 4 (1 credit)</td>
</tr>
<tr>
<td>Subject 2</td>
<td>Social Studies (1 credit)</td>
<td>African American History (1 credit)</td>
<td>Social Studies (1 credit)</td>
<td>Social Studies (1 credit)</td>
</tr>
<tr>
<td>----------</td>
<td>---------------------------</td>
<td>-------------------------------------</td>
<td>---------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Subject 3</td>
<td>Math (1 credit)</td>
<td>Math (1 credit)</td>
<td>Math (1 credit)</td>
<td>Math, Science, AP, IB, or CTE Elective (1 credit)</td>
</tr>
<tr>
<td>Subject 4</td>
<td>Science (1 credit)</td>
<td>Science (1 credit)</td>
<td>Science (1 credit)</td>
<td>Health (.5 credit)</td>
</tr>
<tr>
<td>Subject 5</td>
<td>World Language* (1 credit) unless waived</td>
<td>World Language* (1 credit) unless waived</td>
<td>Physical Education (1 credit)</td>
<td>Elective or Senior Capstone Class* (1 credit) if offered</td>
</tr>
<tr>
<td>Subject 6</td>
<td>Arts &amp; Humanities (1 credit)</td>
<td>Arts &amp; Humanities (1 credit)</td>
<td>Elective (1 credit)</td>
<td>Elective (1 credit)</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>6 or 7</strong></td>
<td><strong>6 or 7</strong></td>
<td><strong>6 or 7</strong></td>
<td><strong>5.5 or 6.5</strong></td>
</tr>
</tbody>
</table>

*Your schedule may vary based on the courses offered at your school and any transferred credits. Your [high school counselor](https://example.com) 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:

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

   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.
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