



PARENT-STUDENT HANDBOOK

PEMBROKE PINES MS/HS CAMPUS 2017-2018

SCHOOL HOURS

High School (9-12): 7:45 AM – 2:45 PM

Middle School (6-8): 8:45 AM – 3:45 PM

OFFICE HOURS

7:15 AM – 4:15

5000 SW 207 Terrace
Pembroke Pines, FL 33332
Phone: 954-315-0770 ◦ Fax: 954-315-0769

PARENT-STUDENT HANDBOOK

2017-2018

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INTRODUCTION

The inspiration for Franklin Academy is Benjamin Franklin, a founding father who personified the pursuit of excellence, discovery and creativity. Franklin Academy offers an outstanding and unique educational experience.

MISSION STATEMENT, GUIDING PRINCIPLES AND PURPOSE *Building Better People, Every Day*

The mission of Franklin Academy is to create life-long learners by developing critical thinking skills and promoting high levels of academic achievement in students, while meeting the benchmarks of a standards-based curriculum utilizing varied research-based instructional strategies, technologies, and media, with an emphasis on character development. It is the intent that all students will engage in a rigorous curriculum promoting project-based learning, inquiry, technology, creativity, and teamwork while addressing each individual's learning style. At Franklin Academy, highly qualified staff and administration will work with students, parents, and the community to ensure that students set learning goals and empower themselves by mastering all core academic areas and developing a well-rounded education through art, technology, physical education, and music.

To make this mission a reality, the school will:

- Provide students with motivated, highly qualified teachers and administrators;
- Develop and/or utilize standards-based curricula aligning the benchmarks of the Next Generation Sunshine State Standards for Science and Social Studies and the Florida Standards for English Language Arts and Mathematics;
- Empower experienced faculty to collaborate in constructing viable curriculum maps to ensure equity and flexibility in meeting students' educational needs while addressing benchmarks and process skills;
- Regularly monitor student progress by following a Continuous Improvement Model implementing a variety of assessment techniques including formative and authentic skills assessments across all content areas;
- Develop and utilize instructional focus calendars as mandated by each individual class's learning needs based on data, allowing for extended learning opportunities, enhancement and enrichment;
- Implement small learning communities of administrators and teachers to evaluate student data, navigate curriculum maps, facilitate best practices, and promote high-yield strategies across the curriculum;
- Provide teachers with meaningful and applicable professional development and various instructional tools as aligned with their specific curriculum goals and objectives;
- Promote the use of educational technology and highly effective research-based instructional methodologies, including project based learning and inquiry; and
- Foster communication and involvement with parents and the community.

Franklin Academy will have highly qualified teachers, excellent thematic curricula, positive character development programs and vibrant leadership. The school's approach to learning will position and facilitate youth to succeed in and beyond the classroom.

Our rigorous approach to learning, individual needs-based instructional delivery system and differentiated instruction, student empowerment, teaming, and learning centers supplemented with classroom-based technology, continuous monitoring and assessments will help us deliver our mission. The decentralization of services and shared decision

making by all professionals within the school, high level of parental involvement, and a web-based student information system that allows parents to communicate with the school and track their child's progress, will encourage a team framework that will construct success.

EDUCATIONAL PHILOSOPHY

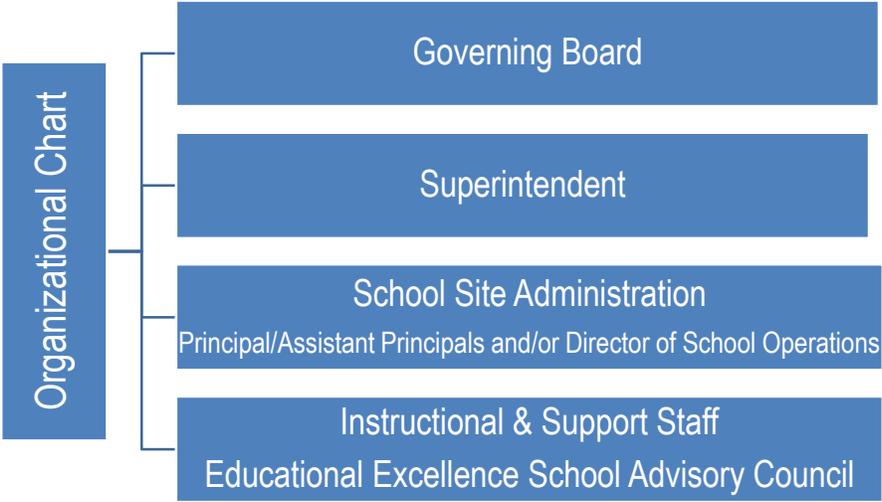
Research has shown that pedagogy is the most significant factor in a child's learning. At Franklin Academy, our educational philosophy and mission is reflected in how our teachers deliver instruction. A rigorous, comprehensive, researched-based curriculum aligned to the Florida Standards for English Language Arts and Mathematics and the Next Generation Sunshine State Standards for Science and Social Studies will be delivered to students in a variety of ways. Our highly-qualified teachers understand where students are in terms of knowledge and reading levels due to pre-assessment data and work collaboratively as a team to determine the route students will take to gain a years plus worth of content knowledge. It is every teacher's objective to address the individual learning needs of our students, and meet the criteria (content and performance) of the Florida Standards and the Next Generation Sunshine State Standards. Each team of teachers evaluates their curriculum in a small learning community, and determines the best method of instruction per benchmark. As a team, they will create an instructional focus that will drive their data discussions and provide a framework for developing meaningful and applicable assessments. Reflection on student performance is key to making proactive changes to meet students' needs. As professionals, our educators will:

- Develop course goals as well as individual student learning goals aligned with the Florida Standards (FS) for English Language Arts (LAFS) and Mathematics (MAFS) and the Next Generation Sunshine State Standards (NGSSS) in Science and Social Studies;
- Adapt content and design their curriculum to meet the interest and needs of the population;
- Select assessment strategies that will authentically reflect learning gains and academic growth;
- Work as professional learning communities within and across disciplines and grade levels to foster horizontal and vertical alignment;
- Focus on and support the development of critical thinking through project-based learning and inquiry;
- Challenge students to invest in their own education by providing numerous types of assessment, timely feedback, and individual reflection time; and
- Serve as role models for attaining life-long learning skills.

GOVERNING BOARD

The Governing Board of Franklin Academy is the ultimate policy-making body that determines the academic direction, curriculum, and operation of the school. The school Principal, hired by the board, is responsible for all aspects of school operations within the scope of operating policy and budgetary approval by the Governing Board. The school's faculty and staff will report directly to the Principal, who reports to the Governing Board.

The school's administrative team, consisting of the Principal and Assistant Principals will ensure that the operations of the school are in accordance with the mission and vision of Franklin Academy. The administrative team, as instructional leaders, will make all school-based decisions, establishing and implementing procedures for the day-to-day operations of the school. The instructional and support staff will be responsible for carrying out these procedures in their daily activities and interactions with students, parents and the community.



ADMISSIONS

Franklin Academy will enroll any eligible student who submits a timely application, as specified in the Charter, unless the number of applicants exceeds the capacity of a program, class, grade level or building. In such cases, the school will employ a random selection process that gives all applicants an equal chance of being admitted (unless otherwise prohibited by law). Preference will be given to active duty military personnel, siblings of students already enrolled in the Charter School, a Governing Board member's child, and to a son or daughter of an employee of the School.

As per Florida Statute 1002.33, a lottery will be conducted at each grade level that has more applications than seats available for that grade. All lotteries will be conducted in a manner that ensures each eligible student receives an equal chance of being selected. Applicants will be selected in random order until all applications have been ordered. Following this order (with consideration of any applicable preference), applicants will be offered admission until capacity targets have been reached. The remaining students' names will be placed on an ordered waiting list in which their name was selected. Once all grades are filled, any additional students who apply shall participate in subsequent lotteries and be placed on the waiting list in the appropriate order. Telephone calls will be made as openings become available.

If an application is submitted more than once for the same child, only the last submission will be included in the lottery pool. All other applications will be disregarded. If more than one application is processed and a single applicant is assigned several outcomes the school will honor the disposition of the last application.

The lottery enrollment window is set for specific time frames. Applications submitted outside of the enrollment window will not be included in the first lottery pool. If an applicant becomes aware of the error they may submit an application within the correct enrollment window. If an applicant misses the opportunity to participate in the lottery, their application may be transferred to the next open enrollment window and included in the following lottery.

If an error occurs on the part of the school and an application is not included in the first lottery (and was intended to be), the applicant will receive the following remedy:

- If the application is for a student receiving a preference for admission, that application will be placed first on the appropriate waitlist. (Preferences for admission will be subject to verification.)
- If the applicant was not entitled to a preference, they will be placed on the appropriate waitlist under the last person receiving a preference.

Parents are responsible for information contained in the application. Verification of grade-level and age will impact the applicant's participation in the appropriate lottery. If an application is submitted for the incorrect lottery pool, a new application will need to be submitted and processed in a subsequent lottery. Applicants who apply for a specific grade level and are then retained must submit an application for the appropriate grade level and participate in the next lottery.

If a student from the lottery results list does not register within the time allowed or chooses not to attend the school, the first person on the ordered waiting list will be given the opportunity to register. This procedure will continue throughout the school year. The waiting list will only be in effect for one school year; students on a waiting list must reapply each year for open spaces in the school.

AGENDA (STUDENT)

The student agenda is an essential component of home-school communication channels. Students are encouraged to record all pertinent information in the agenda, including but not limited to, learning goals and objectives, extra practice

assignments, important dates, and school-wide event dates and information. Parents are encouraged to review the agenda on a nightly basis. The agenda will also serve as the student hall pass.

ANTI-BULLYING POLICY

Franklin Academy is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and any type. Franklin Academy believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. (School Board of Broward County Policy 4001.1)

ARRIVAL/DISMISSAL PROCEDURES

Students need to learn the importance of regular school attendance. In addition, it is important that students report to school on time. Supervision of students begins at 7:15 am for students in grades 9-12 and 8:15 am for students in grades 6-8. Instruction begins promptly at 7:45 am for students in grades 9-12 and 8:45 am for students in grades 6-8. Breakfast will be served in the cafeteria beginning at 7:15 am for students in grades 9-12 and 8:15 am for students in grades 6-8.

Dismissal begins at 2:45 pm for students in grades 9-12. Parents are not permitted to “stack” until 2:00 pm. Parents of students in grades 9-12 not picked up by 3:15 pm will be charged a late fee of \$1.00 per minute, per student. Students in grades 6-8 are dismissed at 3:45 pm. Parents are not permitted to “stack” until 3:30 pm. Parents of students in grades 6-8 not picked up by 4:15 pm will be charged a late fee of \$1.00 per minute, per student. Franklin Academy places the safety of its students at its highest priority. Due to the layout of the surrounding properties and the lack of a reasonably safe and secure walking path with which to access the School’s campus, students are PROHIBITED from walking to or from campus.

The Emergency Contact Information within the Registration Package must be updated annually. Only individuals listed as the EMERGENCY CONTACT will be allowed to pick up students from school. Valid photo identification will be required of all individuals picking up students. If someone arrives at the school to seek the release of a student and the person's name is not listed on the emergency contact, the student will not be released.

Families are assigned a FranklinPass windshield sticker through our FranklinPass system. For car pick-up, place the sticker on the windshield, slightly to the right and slightly below your rear view mirror. As vehicles enter the property, the FranklinPass sticker will be automatically scanned and your child’s name will be displayed in his/her classroom. Proceed through car line, moving forward as space allows. Your child will exit the building for dismissal and will be waiting on either the curb nearest the building or the curbside of the median. Without security FranklinPass sticker, a person trying to pick up a student must bring a photo ID and be verified as someone authorized to pick-up your student before a child can be released.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents indicating who has legal access to the child and his/her records during school hours. Friends and strangers will be denied access to a student in the absence of verified parental consent.

All parents must remain inside their vehicles at dismissal time. Students will be called out of the school building as you pull into the dismissal lane. Vehicles are required to follow the traffic pattern as outlined by the school. The safety of every student, not speed, is the goal of dismissal. **Please Note: Students will not be permitted early dismissal after 1:55 PM.** Club dismissal is separate from school dismissal. Students not enrolled in a club may not wait for their

sibling who is enrolled in a club to be dismissed and must be picked up at their regular dismissal time. Parents of students not picked up by the designated time will be charged a late fee of \$1.00 per minute, per student.

Please do not play loud music or talk on your cell phone while on the pickup line as it endangers the safety of both students and staff. **The safety of your student(s) is our first priority. Please follow drop-off and pick-up procedures very carefully to keep all of our students and staff members safe.**

ATHLETIC PROGRAM

Franklin Academy provides the opportunity for students to participate in a variety of interscholastic teams. The privilege of participation on these teams brings corresponding social and academic responsibilities. Student-athletes and participants are required to abide by the *Broward County Code of Student Conduct* and meet the academic requirements of at least a 2.0 or above on a 4.0 scale in each subject in order to be eligible to participate.

ATTENDANCE POLICY

A student's presence in class is required to maximize the attainment of instructional objectives. The parent of a child of compulsory school age is responsible for the child's daily school attendance (F.S. 1003.24). School staff, parents, students, and appropriate state agencies are expected to work together to ensure that laws are obeyed including, but not limited to, referral to the state designated agency for possible court action for extended absence or truancy (F.S. 1003.27).

ABSENCES:

Your child must be in school every day as mandated by state law. As required by Broward County, all compulsory age students are required to attend school every day of the 180-day school year or equivalent on an hourly basis pursuant to the state board of education. As a college prep charter school, we have designed an attendance policy to meet our unique educational mission and enable our students to achieve their educational goals.

When students are absent from school, parents must email the school at attendance-pphs@franklin-academy.org to report their child's absence. Parents MUST report these absences within three days to excuse the absence. Failure to do so will result in the absence being marked unexcused.

The school guidance counselor will contact the parent via phone conference, email, teacher/parent conference or letter regarding excessive absences. Excessive early dismissals will also result in parental contact. If unexcused absences continue, a formal referral for attendance will be made to administration with supporting documentation of parent contact and non-medical absences attached to the referral. A parent meeting will be required with administration.

If unexcused absences continue to exceed specified days, then the case will be referred to the school's assigned social worker. If absences continue after referral and visit by social worker, the case will be referred to the State Attorney's Office per School Board Policy. Students who have ten (10) or more unexcused absences within a 90 calendar day period risk the possibility of retention and not being invited back the following school year.

Students must be in school unless the absence has been permitted or excused for one of the following reasons (please note that vacations are considered unexcused absences):

1. Excused Absences:
 - a. Illness of student or communicable disease or infestation

- b. Illness of an immediate family member
 - c. Death in the Family
 - d. Religious holidays of the student's own faith
 - e. Required court appearance or subpoena
 - f. Scheduled Medical or dental appointment
 - g. Student special events such as state/national competitions (approval of the AP of Academics & Curriculum)
 - h. Internal suspension or attendance to alternative to suspension program
2. Unexcused Absences: (participation in events or school activities NOT permitted)
- a. Absences not listed above
 - b. Students without a completed Certificate of Immunization (30 days allowed for transfer students)
 - c. External suspension

Middle School - Regardless of Excused or Unexcused, middle school students are permitted to make up their work for credit and grade. They have 2 days per day they were absent. Previously assigned work is due the day of return.

High School - ONLY Excused Absences are permitted to make up their work for credit and grade. They have 2 days per day they were absent. Previously assigned work is due the day of return. Unexcused absences receive a grade of zero for any work missed during the absence. Please note, the student's driving privileges will be removed by the state for habitual absenteeism.

EARLY DISMISSAL/EARLY SIGN OUT

When students are signed out early on an ongoing basis, their academic performance may be negatively impacted. Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. Early dismissal from a field trip site is not permitted. No child will be dismissed from the classroom after 1:55 PM as it disrupts our school-wide dismissal process. Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for any or all part of the day. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences. (F.S.1003.02(1)(b)). Early sign-outs require a parent to come to the front desk and sign the student out before 1:55pm.

TARDY POLICY

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Tardiness is defined as a student not being in the classroom when the class is scheduled to begin. Parents must follow the same process to excuse a tardy as they do to excuse an absence. Excessive tardiness will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. A pattern of non-attendance may be established by an accumulation of tardiness, absences (excused or unexcused), and early sign-outs for all or any part of the day.

Tardiness to any class without documentation may be considered unexcused. Habitual tardiness is defined as being tardy 5 times within a marking period. Principals have the discretion to excuse tardiness for extenuating

circumstances. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1)(b))

EXCUSED TARDY

A student will be considered excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason for the tardy (Refer to the Broward County Code Book of Student Conduct). The reasons for an excused tardy are as follows: doctor's appointments accompanied by a note from the doctor/orthodontist or extreme emergencies approved by administration.

UNEXCUSED TARDY

A student will be considered unexcused due to last minute vacations, alarm clock failures, "parent's fault", car trouble, or inclement weather conditions. Unexcused tardies will count toward the student's record. Students must be in school and ON TIME by state law. Parents are required to park and enter the building to sign in students that are tardy. The procedures for abiding by state law are as follows:

- At five (5) tardies, the attendance clerk will verify any medical excuses submitted and recorded.
- At five (5) tardies, the parent will be contacted regarding excessive tardies or early dismissals via phone conference, email, teacher/parent conference or letter.
- After 10 tardies or early dismissals per semester, the parent may be contacted by Administration and the child may lose their seat to Franklin Academy for the following school year.

SPECIAL EVENTS OR PROGRAMS

From time to time during the school year, special events are planned that require extra effort from all teachers. These events are in the best interest of students and are considered part of their total educational experience. Students must be in attendance for half of the school day in order to participate in special events, athletic events, and/or programs.

BOOK BAGS AND PERSONAL ITEMS

Book bags, backpacks, folders, or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs, or any other item that would be deemed inappropriate, offensive, or reflect negatively on Franklin Academy. Please note that rolling book bags are NOT permitted at Franklin Academy for safety and storage reasons. Failure to comply will constitute a dress code violation and be subject to detention and parental notification.

BUS TRANSPORTATION

Franklin Academy will provide limited bus transportation services for students who meet eligibility criteria for the 2017-2018 academic year. The bus transportation provided is designed in accordance with county transportation guidelines. All public schools have limited transportation boundaries set according to these guidelines. Routes, pick-up/drop-off times and locations will be developed prior to the start of the school year. Please contact **A1A Transportation** for information. All parents and students are to attend a Bus Meeting (date to be announced prior to the start of the school year). Students must exhibit appropriate bus behavior. Bus referrals will be sent to school administration. Students exhibiting inappropriate behavior may lose their privileges to ride the school bus.

CAFETERIA PROCEDURES & EXPECTATIONS

SLA Management is the provider for breakfast and lunch. Parents are not allowed to deliver lunch to their student.

BREAKFAST PROGRAM: Breakfast will be served from 7:15 AM for students in grades 9-12 and 8:15 AM for students in grades 6-8. Please refer to the Fee Policy for the cost of breakfast and lunch. Students in grades 6-8 who are enrolled in Sibling Link may enter the building at 7:15 AM.

LUNCH PROGRAM: Participation in the school lunch program is not a requirement. Students may bring their lunch to school each day if they wish. Free or reduced-price lunch is available for those who qualify.

“Dining at Franklin” Proper etiquette is expected at all times in the cafeteria and on the cafeteria patio. Eating on the outside patio is a **high school privilege**.

1. Use “Please” and “Thank you” and always be polite to staff.
2. Demonstrate common courtesy and respect
 - a. Please socialize while seated
 - b. Please control the volume of conversation
 - c. It is not appropriate to run in the cafeteria.
3. Use appropriate table manners
 - a. Clean & wipe down; Everyone does their part.
 - b. If you see it, pick it up and throw it away
4. At dismissal, tables will be called.
5. 6-8th grade students are not allowed to use their cellular phones.

FREE & REDUCED PRICE LUNCH

An application for free or reduced price lunch is available on the school’s website. Parents must apply for this benefit annually (application is separate from the school district). The application process takes 10 school days. Notification pertaining to qualification for free/reduced lunch will be sent directly to the home by Franklin Academy. Students who had free/reduced lunch during the previous school year will receive their benefits for the first 30 days of school. Students new to Broward County Public Schools will have to pay full price until their application is processed. Please note that students who qualify for free/reduced lunch are entitled to one breakfast and one lunch daily. **Those who choose to take a second breakfast and/or lunch will be charged for that meal.**

Please Remember: Students may not bring carbonated beverages or drinks to school. Beverages in glass containers are prohibited. There are no refrigerators or microwaves available for student use.

PAYMENT

All parents are encouraged to pre-pay for lunches on Friday or monthly so that funds are always available for student purchases. **Franklin Academy DOES NOT ACCEPT CASH.** Instead, lunch payments are debited from the student’s account. If paying by check, please make it payable to **Franklin Academy** and include the **student’s name** as well as his/her assigned **lunch account number**. Credit card payments can be made online via our website at www.franklin-academy.org. Any student whose lunch balance drops below the current cost of a hot meal will no longer be eligible for a hot meal. In such cases, students will be provided a cheese sandwich and a drink. This substitute meal will continue to debit the student’s account balance, at a reduced rate. The student will continue to receive the substitute meal each day that they attempt to purchase lunch while their balance is insufficient. Once a payment has been fully processed and the student’s balance exceeds the cost of a hot meal, they will once again be eligible to purchase a regular meal. **The following is a SAMPLE of what your child will receive if his/her lunch account balance drops below the cost of a hot meal.**

SAMPLE

Please note that _____'s lunch balance has dropped below the cost of a hot meal. Instead of being able to purchase today's hot lunch, he/she was provided a cheese sandwich and a drink at a reduced rate.

Their current lunch balance is \$_____.

Please visit our website at www.franklin-academy.org and process a lunch payment. Once your payment has been fully processed and their balance reaches an amount sufficient to purchase a hot meal, the student will once again be eligible to do so.

Applications for the Free and Reduced-price lunch program must be completed annually and are available from the school office.

CARE OF SCHOOL PROPERTY

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of trash. **Marking or defacing school property is a serious offense leading to suspension and possible expulsion.** Any student who damages/vandalizes school property will be required to make full restitution for damages. **Chewing gum in the school building is strictly forbidden.** All food must be consumed in the cafeteria or area designated by Administration. Students are not permitted to play in the bathrooms. Any student who disregards this rule will receive disciplinary action.

CELLULAR PHONES/ELECTRONIC DEVICES

The use of electronic devices by a 6-8th grade student when school is in session is not allowed. 9-11th grade students may use their phones only when directed by a teacher for instructional purposes, in the cafeteria during breakfast, and in the cafeteria during lunch. Handheld games, headphones, and the like should not be brought to school. Students who bring handheld games and headphones to school will have them confiscated and a parent will have to come to the school to pick them up.

CHARACTER COUNTS

To support our mission of building better people, every day, Franklin Academy has adopted CHARACTER COUNTS as a framework for our character education program. When children learn a consistent set of universal values and teachers model those values, behavior improves and educational focus soars. This widely implemented approach to character education is centered on basic values called the *Six Pillars of Character*: trustworthiness, respect, responsibility, fairness, caring, and citizenship. The *Six Pillars of Character* are embedded in our existing curriculum and classroom management to make focusing on good character part of everything students do. Every year as part of character development, we focus on 5 character builders. We call them the Franklin Five.

CHILD ABUSE

State law requires that teachers, administrators, and other school personnel report suspected cases of abuse, abandonment, or neglect to the **DCF Hotline at 1 800 96-ABUSE.**

CLUBS & ATHLETICS

Students will have an opportunity to participate in an after-school club or sport of choice during the school year. At dismissal from after school clubs, sports, or meetings, students will remain with the teacher/sponsor until picked up.

- Clubs CANNOT be held on early release days, professional development days, or staff meeting days.

- Late payments for clubs WILL NOT be accepted. Parents MUST pay club fees by the established due date or their child will not be eligible to attend the club until the next session.
- Students who are picked up late from clubs/sports will be charged a late fee of \$1.00 per minute, per child.

COMMUNICATION & CONFERENCES

Communication between school and home is essential to the success of every child and the school. The following hierarchy has been organized to support positive communication between home and school. Specific requests for a conferences are scheduled through the school website. Visit the Faculty/Saff page and click on the teacher's name which will allow you to request a meeting through sign-up.com. **Parents are requested to notify school personnel in the following sequence if there are concerns:**

1. **The Classroom Teacher:** Classroom teachers are the first line of communication. If parents have concerns regarding their child's academic performance, behavior, or social interaction with the teacher or students, they first need to have a conversation with the teacher. Email lists are available on the schools' website.
2. **The Guidance Counselor:** Following conversations with the classroom teacher in matters of student behavior and/or academics, parents may request a conference with the guidance counselor to further discuss an issue.
3. **The Assistant Principal:** Following conversations with the classroom teacher and/or the guidance counselor in matters of student behavior and academics, parents may request a conference with the Assistant Principal to further discuss an issue. The Assistant Principal will usually meet with the teacher, and any other necessary personnel who may be directly involved with the child's situation.
4. **The Principal:** Following conversations with the classroom teacher and/or guidance counselor, and Assistant Principal in matters of student behavior and academics, parents may request a conference with the Principal to further discuss an issue. The Principal will usually meet with the teacher, and any other necessary personnel who may be directly involved with the child's situation prior to making conference arrangements with the parent. With regard to all other school-related issues, parents must first contact the Assistant Principal. It may be that the Assistant Principal will refer the individual to the Principal, teacher, guidance counselor, or other appropriate contact for additional information. To request a conference with the Principal, the parent must contact the Office Manager (castello.lisa@franklin-academy.org).
5. **The Superintendent:** Following conversations with the Principal, parents may request a conference with the Superintendent.
6. **The Governing Board:** If you feel further action is necessary, you may contact our Board Liaison, whose email address is located on the school website.

Please adhere to the established chain of command prior to requesting a conference with the Principal.

DISCIPLINE POLICY

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behavior; we desire to teach the student to make the right choices. We do not discipline a student out of anger or for the sake of convenience, but with a true desire to help redirect the student's behavior.

Franklin Academy adheres to the *Broward County Public Schools Code Book of Student Conduct* and utilizes the *Administrative Discipline Matrix* to assign consequences for serious misbehavior. These two items are available on the school website and can also be accessed at <http://www.browardschools.com/Parents-Students/Parent-Student-Pages/Code-Of-Conduct>. The *Code Book of Student Conduct* provides specific information regarding the rules that all students are expected to adhere to, as well as consequences for violations of the policy set forth in this document.

The *Code of Student Conduct* will be distributed electronically. Students and parents are required to sign the Acknowledgment form indicating they are aware of the explanation of rules.

Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines. The following list is not all-inclusive.

1. Students are expected to respect the authority of teachers and adults. All teachers and staff have authority over all students.
2. Malicious destruction of school property results in the replacement, repair, or payment for damages by either the student or his/her parents. The placement of stickers on school property or use of markers/pens/pencils on walls/fixtures is forbidden.
3. Students shall help keep the school clean at all times. Gum chewing is not permitted in any of the school buildings or on the school grounds.
4. Items such as water pistols, matches, radios, CD players, skateboards, toys, collectable trading cards, electronic handheld games, lighters, weapons of any sort, etc. are not permitted at school and will be confiscated and an appropriate consequence will be issued per the Administrative Discipline Matrix.
5. Notebooks, albums, magazines, lunchboxes, etc. that display pictures or slogans referring to drugs, alcohol, gangs, or violence are not permitted.
6. No profane, abusive, or slang language is to be used.
7. Students are not permitted to write on their bodies and/or clothing.
8. Zero-tolerance for bullying or aggression-either verbal or physical.
9. Teachers will encourage a sense of community and inclusiveness that is apparent through the involvement of all children in all class activities.

BUS TRANSPORTATION BEHAVIOR

Riding the school bus is a privilege. Since safety is our main concern, students are expected to remain in their seats at all times. There is no yelling or disruptive behavior of any type allowed. Bus drivers will report inappropriate behavior to school administrators. Students who cannot refrain from disruptive behavior or those who disturb other students will lose transportation privileges in conjunction with penalties from the Broward County Public Schools Administrative Discipline Matrix.

CAFETERIA BEHAVIOR

Each student is required to show good manners, courtesy, and consideration of other students and adults in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion. Students are to stand in a single file line while waiting for food, keep communication noise levels low (no shouting), and remain seated. Containers are provided for the disposal of trash and each student is required to dispose of any trash on his/her table and the surrounding area before the lunch period is over (or immediately upon the request of the monitors). A student is not allowed to leave the school grounds for lunch during their assigned lunch period. The cafeteria rules are posted and all students are expected to adhere to the established rules at all times. Food or objects are not to be thrown at any time while in the cafeteria as this poses a safety concern; such acts will result in suspension from school or possible recommendation for expulsion in the event that a major disruption on campus (i.e. food fight) was created. This policy is consistent with the Broward County Public Schools Administrative Discipline Matrix.

HALLWAY BEHAVIOR

Students should travel through the hallways quietly to avoid interrupting ongoing classes and will follow staff directions for proper procedures. At no time will students be allowed to run or yell in the hallway. Students should walk on the right side of stairs and hallways.

DISCIPLINARY CONSEQUENCES

Disciplinary consequences will be issued in accordance with the Broward County Public Schools Administrative Discipline Matrix. The full Broward County Public Schools Code Book of Student Conduct and the Administrative Discipline Matrix can be viewed at: <http://www.browardschools.com/Parents-Students/Parent-Student-Pages/Code-Of-Conduct/Discipline-Matrix>.

DEMERIT POLICY

Franklin Academy considers the following as demerit violations

- ◆ Being tardy to class
- ◆ Unauthorized use of school elevator
- ◆ Excessive noise, running and/or loitering in the hallways/stairwells
- ◆ Pushing, shoving, horseplay
- ◆ Eating gum or candy
- ◆ Excessive jewelry or make-up
- ◆ Public display of affection
- ◆ Being tardy to school
- ◆ Cell phones must be turned off and stored during school hours
- ◆ Littering
- ◆ Not following lunch procedures/rules
- ◆ Not having shirt tucked in
- ◆ Pants not worn properly around the waist with a belt
- ◆ Missing socks
- ◆ Non uniform apparel

Franklin Academy considers the following as violations that will result in teacher detentions

- ◆ General disruption in the classroom
- ◆ Leaving one's seat without permission
- ◆ Antagonizing/annoying other students, faculty or staff members
- ◆ Sleeping in class
- ◆ Habitual lack of class materials

DISCIPLINARY REFERRAL POLICY

Disciplinary referrals are issued by a teacher or staff member for habitual and/or serious violations of the school conduct code. When a referral is received the student will be called down to the Assistant Principal of IB & Character Development.

A disciplinary referral is to be taken seriously by the teacher, student and parent. Teachers are asked to call the parent in regards to the issuance of a disciplinary referral and inform the Assistant Principal of IB & Character Development.

Franklin Academy classifies the following infractions as:

- ◆ Cheating, or the attempt to cheat (successful or not) this includes cheating on a quiz, test or exam, copying another student's class work, homework or projects, and plagiarism.
- ◆ Blatant insubordination (defying faculty, staff, or administrative directives)

- ◆ Possession and/or distribution of materials considered obscene and/or contrary to the common decency and the moral standards established by Franklin Academy Upper School
- ◆ Fighting (regardless of who started it)
- ◆ Leaving the classroom or school grounds without permission from a faculty, staff, or administrative member
- ◆ Forging a parent's signature
- ◆ Disrupting the routine of evacuation, lockdown or fire drills
- ◆ Skipping class
- ◆ Gossiping/dishonestly with the intent to hurt the reputation or integrity of others
- ◆ Computer Violations- destruction of equipment and/or misuse of technology
- ◆ Chronic absenteeism (9) and/or tardiness (3)
- ◆ Bullying/hazing
- ◆ Sexual Harassment

ZERO TOLERANCY POLICIES

Franklin Academy has a Zero-Tolerance Policy for the following violations:

- ◆ The possession, use, or sale of illegal substances and/or alcohol
- ◆ Bringing and/or using any type of weapon on the School grounds or at a school function
- ◆ Viable threats being made by students or parents to harm or "kill" any member of the student body, faculty, staff, or administration
- ◆ Violent acts (actions with the intent to harm) by students or parents against students, faculty, staff, or administration
- ◆ The destruction of school property (for example, graffiti)
- ◆ Theft/stealing
- ◆ Activating a fire alarm, making a false 911 call or bomb threat under false pretenses
- ◆ Any criminal activity resulting in arrest on or off campus

DISCIPLINARY PROCEDURES/CONSEQUENCES

Students who commit minor violations will be issued a Demerit, and after school detention or other appropriate consequences

Three (3) demerits = 1 hour Saturday detention

Six (6) demerits = 2 hour Saturday detention

Nine (9) demerits = Conference with parent/guardian and a probation/behavioral contract which includes a 4 hour Saturday detention

Twelve (12) demerits = External suspension

SATURDAY DETENTION POLICIES

Detention is an acceptable reprimand for student violation of school and/or classroom rules. The detention period is both a time of reprimand and a time of reflection on the need for the existence and observance of school regulations. All detentions will be served once a month on Saturdays at 8 am & 10 am. A parent must accompany the student to the main office to sign in.

EXTERNAL SUSPENSION

A student may be suspended from school for a serious violation of rules or an accumulation of demerits. Parents will be immediately notified of the suspensions. A student placed on suspension may **not** be permitted to return to classes and may not attend after school activities and other functions until his/her parents have met with school authorities to discuss the situation.

COOPERATION WITH LEGAL AUTHORITIES

It is the practice of the school to cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation. The school will attempt to notify the parents of any student sought to be interviewed in the course of a criminal investigation on the school premises, unless directed by an investigator or law enforcement officer to the contrary, which is usually the case in investigations involving sexual or physical abuse. The school will attempt, as well, to have a representative present during such an interview, unless this is not permitted by the investigators, which is often the case in investigations involving sexual or physical abuse.

DRESS CODE

A higher standard of dress encourages greater respect for individuals, students, and others, resulting in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days for every student. Franklin Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. If a student comes to school without the proper uniform, they will be kept/sent to the front office and will remain there until a parent/guardian brings the proper uniform for the student.

Students are not permitted to wear anything offensive, immodest, or deemed inappropriate by the faculty. Torn or tattered clothing is prohibited. All clothing should be labeled with the student's name. **All uniforms must be purchased from iUniforms, the approved uniform vendor.**

SHIRTS

- All students must wear a uniform shirt with the official school logo.
- Shirts must be neatly tucked-in. Shirts must stay tucked-in when arms are raised, midribs are never to show.

SLACKS, SHORTS, SKORTS AND JUMPERS

- Only properly fitted uniform bottoms with the official school logo may be worn.
- Shorts and skorts must be of appropriate length, at the discretion of the administration.
- Only slacks, shorts, skorts and jumpers with the official school logo may be worn.
- Girls are not permitted to wear shorts.

OUTERWEAR

- Only outerwear with the official school logo may be worn.
- School uniform shirts must be worn under any outerwear.

BELTS

- Students in grades 6 - 12 must wear a belt with a buckle.
- Solid/plain black, brown or navy dress-style belt (no holes or studs)
- Belts must be worn correctly through the belt loops.

SOCKS

- Solid white, black, or navy socks.
- Solid white, black, or navy tights may be worn with skorts in cooler months.

SHOES

- Athletic style (sneaker) shoes
- Dress style shoes (loafer or tie)
- Mary Jane style

HATS

- Hats may **NOT** be worn in school building.
- Hats without logos or hats with the school logo may be worn during outdoor PE and/or recess.

PHYSICAL EDUCATION UNIFORM

- PE shorts and shirts (with the school logo) must be worn, along with socks, and sneakers for PE class.
- PE sweatpants (with the school logo) may be worn in cooler months for PE class only.

OTHER

- **Jewelry** must not pose a threat to safety, and must not be distracting.
- For safety reasons, only stud-style earrings may be worn.
- Necklaces should be tucked under the shirt.
- No unnatural hair color/highlights.
- Hair styles must not be distracting and are subject to administration approval (Mohawk, spikes, etc.).
- Hair should be neat and not fall into the face.
- No body piercings visible other than one earring per ear.
- Torn or tattered clothing is prohibited.
- Sunglasses may not be worn indoors (class, hallways, common areas, etc.).
- Middle school/high school ID badges must be worn around neck with school provided lanyard. (Students are charged \$8 for each lost ID and lanyard)

A student who wears an improperly fitted uniform will be considered in violation of the dress code policy and will not be allowed to attend class until appropriate clothing can be acquired.

EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (EESAC)

The Educational Excellence School Advisory Council (EESAC) works with the Principal and/or Administrative Team on issues related to the overall operation of the school. This council represents all stakeholders within the school. Notices for meetings will be available prior to scheduled meetings.

ELEVATOR

Use of the elevator is for teachers, maintenance, visitors, and parents. Students may only use the elevator with an elevator pass authorized by Administration. **Elevator passes are only issued with a doctor's note.** Any unauthorized use of the elevator by students will result in a consequence.

EMERGENCIES

Franklin Academy has a registered nurse on duty in the school clinic from 7:15 am–3:15 pm each day. The nurse is available to assist in administering medications, treating minor cuts and abrasions, and contacting parents if necessary. In most cases, parents will be contacted to determine a course of action in the event of child illness or non-emergency injuries. Emergency services will be contacted in more serious cases. PLEASE KEEP YOUR CHILD'S EMERGENCY CONTACT information updated. If any changes (phone number, email, address, etc.) occur during the school year, it is vital that the emergency contact is updated.

ILLNESS

The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. Children should be free of fever, vomiting, and diarrhea for at least 24 hours before returning to school after an illness. If a student becomes ill during the school day and it appears that they would be best cared for at home, the parent will be contacted. Students will be sent home if they have a temperature of 100°F or higher. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions, or seizures). This heightens awareness in case of an emergency.

MINOR ACCIDENTS

Minor accidents are reported to the office immediately and a note may be given to the child to bring home at the end of the school day. In some cases the parent may be contacted by telephone.

MAJOR ACCIDENTS

The procedures for dealing with anyone who has an injury are as follows:

- In most cases the nurse will determine if emergency services are necessary. Teacher(s) in charge of the student at the time of the accident have the discretion to request immediate emergency services.
- Possible 911 contact for Emergency Services
- Immediate parent contact attempted.
- Arrangements will be made to have the student transported to the emergency room of the nearest hospital.
- Teachers will be made available to speak with emergency personnel if necessary.
- The nurse or another member of the school staff will accompany the student to the hospital and remain with the student until parents arrive.
- A written report will be completed by the supervising teacher by the end of the school day. The school nurse will provide the teachers any necessary information related to the injury or illness.

EXCEPTIONAL STUDENT EDUCATION (ESE)

Franklin Academy provides a variety of ESE services at the school site. Eligibility for the ESE Program is based on district and state requirements. An ESE Coordinator is available onsite to facilitate implementation of the student's Individual Education Plan (IEP), Education Plan (EP), or 504 Plan.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The revised Family Educational Rights and Privacy Act (FERPA) became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access in writing to allow other agencies working with your child to have access to those records.

FIELD TRIPS

Field trips are arranged periodically by faculty as an enhancement to the learning process. Prior written permission of the parent/guardian is required before the student may leave campus. Special permission is required for all trips that require transportation on a bus. No student will be allowed to go on a field trip without written consent for the trip (telephone consent will not be allowed). Students may not be transported in personal vehicles.

Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children (siblings) accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as parent service hours. The *Guidelines for Chaperones* form must be signed prior to any parent serving as a chaperone on a field trip. Parent chaperones are required to adhere to these guidelines.

Participation in field trips is a **privilege**. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons related to misbehavior or misconduct. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and while at the field trip site. A student who fails to follow instructions will be issued an appropriate consequence upon return to school. If a student is suspended during the first semester, they may be excluded from participating in any field trips, dances, or special events during the first semester. If a student is suspended during the second semester, they may be excluded from participating in any field trips, dances, or special events during the second semester. Students are to wear their uniform on field trips for security reasons (unless authorized otherwise by Administration). **Early dismissal from a field trip site is not permitted. Students with any outstanding financial obligations will not be permitted to attend field trips.**

FLORIDA STANDARDS (FS)

As Florida's schools continue to incorporate the *Florida Standards* (FS) for English Language Arts and Mathematics, classroom instruction will look increasingly different. Parents and students can expect to see more collaborative group assignments, subject overlap, and in-depth reading assignments in all curricular areas. Students are now exposed to:

- **More Non-fiction:** Students will be reading more informational and increasingly complex text as they move through the elementary and secondary grades. Teachers in all subject areas will increase focus on reading and comprehension.
- **More Evidence:** Students will be expected to write more and write better, using facts, details, and examples to inform, describe, and explain. In reading, students will be required to make *evidence-based* claims about what they read. In writing, students will be asked to cite evidence to justify their statements rather than rely on opinions or personal feelings.
- **More Complexity:** Students will be expected to read and comprehend increasingly complex texts.
- **More Speaking/More Listening:** Students will be expected to demonstrate that they can speak and listen effectively. Students will be assessed for both speaking *and* listening skills. In the classroom, this means

more small-group and whole-class discussions. Expect teachers to teach and evaluate students on how well they understand the speaker's points.

FOOD POLICY

Recent changes in society and our environment necessitate that we use caution in allowing students to bring food items to share in the classroom. Increases in food-borne pathogens that can lead to severe illness and an increase in the number of students with potentially lethal food allergies dictate that the any food shared in school **must be from an inspected commercial facility/store-bought** and must be clearly labeled with its contents.

SNACK POLICY

Franklin Academy requires that all food served or consumed on campus must be with the intent of promoting student health and reducing childhood obesity. Therefore, the following healthy snack guidelines have been established for students in grades 6-12: fresh or dried fruit, banana or apple chips, raisins, carrot or celery sticks, baked tortilla chips, cheese crackers, pretzels, granola bars, rice cakes, animal crackers, graham crackers, and string cheese. This list was created under the simple guidelines of decreasing (not eliminating) calories from sugar and fat, while increasing students' consumption of whole, nutritious foods. **Students are permitted to have a healthy, nutritious snack in between classes but not in the classrooms.** Students may NOT consume carbonated or caffeinated beverages while on campus. This policy will be permitted as long as students are conscientious about maintaining our campus clean.

GRADING & STUDENT PROGRESSION PLAN

Franklin Academy follows the District's Student Progression Plan (POLICY 6000.1), where applicable. This policy and the related policies referenced therein constitute the student progression plan for the District. The purpose of the *Student Progression Plan* is to establish the standards for quality instruction, delineate the criteria for promotion, and provide equal educational opportunities to all students, ensuring no child is left behind. Our curriculum is correlated to the *Florida Standards* (FS) for English Language Arts and Mathematics and the *Next Generation Sunshine State Standards* (NGSSS) for Science and Social Studies, as required by Florida law.

ASSESSMENTS

Section 1008.22(3), F.S., states, "Participation in the assessment program is mandatory for all school districts and all students attending public schools..." Section 1008.25(4)(a), F.S., states, "Each student must participate in the state wide, standardized assessment program required by s.1008.22." All students in grades 6-12 will participate in benchmark testing on a regular basis to assess academic levels with regard to meeting grade level standards. Parents will be notified in advance of the dates and times for test administration. These assessments are achievement tests that identify student learning gains or readiness for promotion. Franklin Academy can provide additional information regarding specific tests.

MISSING ASSIGNMENTS & TESTS DUE TO ABSENCES

All students are expected to make up work missed during an absence. For excused absences full credit will be awarded as long as the student makes up the work within TWO days. However, previously assigned work is due the day of return. Students who have an unexcused absence will follow the policy for Missing Assignments & Tests due to late work.

MISSING ASSIGNMENTS & TESTS DUE TO LATE WORK

All students are expected to make up work missed for any reason. In the middle school, late work will be graded and 10 points will be deducted from the grade earned for each day it is late. In the high school, late work will not be accepted. Late work in any grade will not be accepted if the grading quarter in which it was assigned has ended.

PLACEMENT PROCEDURES

Beginning in sixth grade, students may be placed in advanced classes based on standardized assessment scores and final grades from the previous academic term.

PROMOTION CRITERIA

Grades 6-8: In addition to specific elementary promotion criteria for reading and mathematics outlined in Broward County Public School's Student Progression Plan, promotion decisions must take into account student's proficiency in writing. The evaluation of each student's progress must be based upon classwork, observations, tests, district and state assessments, and other relevant information including final grades on report cards.

Grades 6-8: To be promoted, students in grades 6-8 must pass a minimum of four (4) subjects, two of which must be in English, mathematics, science, or social studies. Students who fail any of the four (4) core classes may be given the opportunity to meet the requirements of the course(s) in place of an elective(s) the following year.

Promotion to 9th grade will require passing:

- Three (3) middle school or higher, year-long courses in English
- Three (3) middle school or higher, year-long courses in mathematics
- Three (3) middle school or higher, year-long courses in science
- Three (3) middle school or higher, year-long courses in social studies
- Required course in Career Education
- Other promotion requirements may apply in accordance with state and district guidelines

GRIEVANCE PROCEDURE

If a student or his/her parents feel they have a grievance or complaint they should follow the steps listed in the Communication Section.

GUIDANCE SERVICES

Franklin Academy employs three full-time certified school counselors. The School Counselors assist students, parents, and staff members with student guidance and academic advising. The School Counselors are available by appointment to discuss student issues with parents/guardians. All information discussed with guidance personnel is held strictly confidential. The School Counselor subscribes to the following tenets of the counseling process from which professional responsibilities are derived:

- Each person has the right to respect and dignity as a unique human being and to counseling services without prejudice as to person, character, belief, or practice.
- Each person has the right to self-direction and self-development.
- Each person has the right of choice and the responsibility for decisions reached.
- Each person has the right to privacy and thereby the right to expect the counselor-client relationship to comply with all laws, policies, and ethical standards pertaining to confidentiality.

GUM CHEWING/EATING

Gum chewing on school grounds is strictly prohibited. In addition, eating during class is not permitted unless it is during the approved snack time.

HEALTH SCREENINGS/SUSPECTED HEALTH CONCERNS

Routine screenings such as vision, scoliosis, hearing, and BMI are conducted annually for certain grade levels in accordance with state laws. Please follow up with your child's health care provider if you receive a letter indicating your child did not pass a screening and return the requested documentation to the school office staff. If you do not wish for your child to participate in any of these screenings, you will need to provide the school with written notification by completing the School Board of Broward County Health Screening Opt-Out form. A student will be sent home if authorized school personnel detect lice and/or nits (lice eggs) in his/her hair. The entire class may be checked for any head lice if it is detected on a student in the class. Upon return, the student and parent must report to the office and the student will be checked by the school nurse to determine if any nits are still present before being re-admitted. Under no circumstances are parents permitted to check another student for lice and/or nits.

HOMEWORK POLICY

Franklin Academy recognizes the important role that homework plays in the enhancement of a child's overall education. However, Franklin Academy also recognizes that these benefits must be weighed against legitimate family concerns and desires to have their children participate in after-school activities, religious and family events, as well as much needed leisure and downtime. Studies have shown that any activity, no matter how rewarding, can only be rewarding for a limited time. Therefore, the Franklin Academy homework policy strives to create a balance between the need to give homework and the needs of the family. For these reasons, homework is individualized to meet the specific needs of each student. There are times when, in order to tailor a curriculum that meets each child's specific needs, teachers may assign individualized reinforcement or extra practice in accordance with a child's level within the class. For the high school student, meaningful homework will be issued on a regular basis. Honors, Advanced Placement and Dual Enrollment courses will have the additional expectation of independent learning.

HONOR ROLL REQUIREMENTS

- **Principal's Honor Roll:** A student must maintain an "A" average in all subject areas. The distinction of "Principal's Honor Roll" is a privilege and carries with it the requirement of no more than one (1) disciplinary referral per quarter.
- **A/B Honor Roll:** A student must earn a grade of "A" or "B" in all subject areas. The distinction of "Honor Roll Student" is a privilege and carries with it the requirements of no more than two (2) disciplinary referrals per quarter.

INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS, AND SUPPLIES

All textbooks and library books needed by students for school are furnished by the school. The school also provides the materials and equipment requested by teachers for classroom instruction. Students need to realize that books and materials are costly and must be cared for properly. A fee will be assessed for damaged or lost books and/or materials. Students must learn to be responsible for the care of personal and school materials. Supply lists will be provided on our school website. Students are expected to provide all of the basic supplies. It is the student's responsibility to check and be sure that everything needed for the next day has been packed.

LATE FEES

Parents of students in grades 9-12 not picked up by 3:15 pm will be charged a late fee of \$1.00 per minute, per student. Parents of students in grades 6-8 not picked up by 4:15 pm will be charged a late fee of \$1.00 per minute, per student. The late fee policy applies to all before-school/after-school/after-hours events and activities including late pick up from after-school clubs, special events, etc.

LIBRARY BOOKS

When a student checks out a book from the library, he/she is responsible for that book until it is properly returned. Library books must be returned within two weeks from the date of check out. If a student needs a book for an additional week, he/she may ask the Media Specialist to renew it for them. Renewals will be granted at the Media Specialist's discretion. Students may check out up to two (2) books at any given time. Students with overdue books may not check out additional books until all overdue books are returned and all fees have been paid. Any student who loses a book or returns a book that is damaged beyond repair is responsible to pay a replacement fee as determined by the Media Specialist. Damage beyond repair includes, but is not limited to: removal of barcode, laminate covering, or labels; water or food damage; writing on or marking up of books. Books will be considered lost when the late fee exceeds one half of the replacement cost. Please DO NOT attempt to repair books at home. The library has special materials for book repair. Normal wear and tear is expected and a student will not be charged for minimal damage that can be repaired by the Media Specialist. "At home" repairs may result in a ruined book and the student will be charged a replacement fee.

LOST AND FOUND

Throughout the school year, items that have been lost are turned into the school office. Any time a student loses an item, he/she must email lostandfound.pphs@franklin-academy.org. If the item is found, the student will be called down to retrieve it. There are many lost items that are never claimed each year. These items are donated quarterly to various charitable institutions.

MEDIA CENTER POLICY FOR STUDENTS

The school Media Center is open from 7:15 am until 4:15 pm daily. Media Center passes for before and after school research and checkouts are available for students from the Media Center staff.

MEDIA RELEASE

Franklin Academy or any school approved agent may take photographs/video of students for the purpose of promoting the school or demonstrating the school's accomplishments and activities. Photos may be published on brochures, school website, flyers, advertisements, etc. Consent forms are signed by parents as part of the registration process.

MEDICATION

Teachers and students may not hold or dispense any medication for student use unless there are special circumstances of a field trip and proper guidelines have been followed. All medications must be handled through the school clinic. Students are not permitted to keep any medication, prescription or over the counter, with them. If a child with severe asthma needs an inhaler with him/her at all times, this can be arranged with the school nurse with proper documentation from a physician.

Students requiring medication during school hours are to leave all medications or prescriptions in a locked closet in the clinic. Parents of students receiving medication regularly for allergies, etc., are required to inform the school in writing. Such information is recorded on the Health Information Sheet in the clinic. Information with regard to allergies, medications, etc. must be kept up-to-date. Pursuant to the Federal Lunch Program guidelines, a doctor's note will be required if a student cannot drink milk and needs an alternate beverage at lunch.

Parents are encouraged to give medicine before or after school, if at all possible. Parents must personally deliver and pick up any medication that is dispensed through the clinic. A parent may report to the office for a child to be excused from class so that he or she can administer medication.

Any medication that is given during the school day must be in accordance with the following:

- A Medical Release Form signed by the parent and the child's physician must be on file before medication can be administered.
- Over-the-counter medication(s) such as acetaminophen, ibuprofen, cough medicines, may not be brought to school without a completed and signed (by physician and parent) Medication Permission Form.
- All forms must be renewed each school year. The form may be found in the Broward County Code of Student Conduct on the school website.
- Under no circumstances will any drugs be dispensed without a current form on file.
- All medication must be in the original container with a current date, the doctor's name, and directions for administration.
- All medication must be removed from the clinic before the last day of school.
- All medication will be discarded on the first weekday following the last day of school.
- Teachers will guard students against the unauthorized use of all medications.
- The teacher will assist in ensuring that all prescribed medications are taken by sending the student to the school clinic at the time designated on the official medication form.

NATIONAL HONOR/NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Citizenship, and Character. Information regarding qualifications for membership, membership process, and service projects for this organization will be available from the Chapter Adviser.

OFFICE

All exterior doors will be locked once students have arrived, with the exception of the front office doors. Visitors must report to the office through the front entrance. Staff members will monitor doors at all times. Students are not to open any outside doors for anyone.

VISITORS

Visitors, including parents, are NOT permitted to go to their child's classroom unannounced during school hours as this disrupts the normal routine and instruction. For the safety and protection of all students, visitors (including parents) must sign in and out at the front desk and obtain a visitor's pass before proceeding to a classroom. Per the Jessica Lunsford Act, all visitors must have photo identification and will be scanned using the Raptor Visitor Management Software linked to the Florida Department of Law

Enforcement (FDLE) database. Your cooperation will enable the school to provide a safe and orderly learning environment for all students.

TELEPHONES

The school has a business telephone to help facilitate the business of the school and the lines must be kept open. Students may not use the telephone without permission and are reserved for emergency use only. No phone calls will be allowed for missing assignments, musical instruments, lunches, or after school plans. Students may not use phones in the classroom, music department, or physical education office during the school day. Teachers will encourage students to come to school prepared and to make social and transportation plans ahead of time. Please refer to the section in this document regarding usage of “cellular phones.”

SWIFTK12

Franklin Academy utilizes SwiftK12 as a tool to promote home-school communication. This technology gives our school the ability to deliver text, phone and email messages about school functions and other non-emergency alerts, and deliver phone and email messages concerning school or district emergency situations. Please be sure to keep your telephone and email contact information current to ensure delivery of all SwiftK12 messages.

PARENT SERVICE HOURS

Parent involvement plays a vital role in a student’s academic success. Parent involvement fosters an atmosphere of safety and security and is proven to enhance learning gains in students. Parents are required to provide 8 hours of service to the school throughout the year. Parents have many opportunities to volunteer their time both at school and at home. Opportunities to accrue service hours will be available throughout the school year, based on the school’s needs. Opportunities are listed on the school website.

Half of the service hours should be completed by January 15th and all service hours must be completed by the last day in May. Incomplete service hours may result in the possibility that your child will lose his/her enrollment for the next school year.

Volunteers are required to sign in and out with the front desk and will receive a visitor’s badge, which must be worn at all times while at the school or with students. If a parent fails to sign out after volunteering, the hours will not count toward the service hour requirement.

- The office will determine where and when a volunteer is needed within the school.
- Volunteers will be assigned only to staff members requesting assistance.
- Punctuality and reliability are expected since teachers plan for volunteer assistance.
- Comparing and criticizing teachers and students is not acceptable volunteer behavior.
- Volunteers should be in good physical and mental health.
- Volunteers are expected to be well groomed and appropriately dressed.
- Volunteers should set a good example for students by their manner, appearance, and behavior.
- Service hours may be performed by parents, legal guardians, and immediate family members. Exceptions to this limitation will be allowed only with prior approval and at the discretion and review of the administrative staff.

PAYMENT POLICY

No cash payments will be accepted. All payments must be made by check, money order or online with a major credit card. **Franklin Academy will stop accepting personal checks on May 1st each school year.** After May 1st, all payments must be made by money order or credit card.

Parents that submit checks returned due to insufficient funds, stop payment, or other issue will be charged a \$25.00 returned check fee per check in addition to the amount of the check. After two returned checks, the school will no longer accept personal checks. Payments may only be made by money order or credit card payments. Any student with a negative lunch balance, returned check, late fees, or overdue book(s), will not be permitted to participate in field trips or special activities until all outstanding balances are paid in full.

PETS

Parents are asked to cooperate with the school regarding the bringing of pets or other live animals to school for any purpose. Pets must be kept inside vehicles while on school grounds.

PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism, or the practice of taking someone else's work or ideas and passing them off as one's own without proper acknowledgment, is NOT permitted. Plagiarism/academic dishonesty includes, but is not limited to, cheating, fabricating information or making up sources, and improper collaboration. All acts of academic dishonesty violate the very spirit of our school, undermine the student's learning, violate the trust between teacher and student, and diminish the value of the learning process for all students.

For these reasons, academic dishonesty is taken very seriously at Franklin Academy, with consequences ranging from failing the assignment or the course to being suspended by school administration. Assignments found to be plagiarized to any degree will earn a grade of zero and the parent/guardian will be notified. A student who allows another to copy his/her work will receive the same penalty.

POWERSCHOOL (STUDENT INFORMATION SYSTEM)

All parents will have access to PowerSchool, our official parent student information system, via the Internet. User names and passwords are available through the front office. Parents can get up-to-date grades, attendance, and tardy records while also having access to email teachers, view school calendar, and see how your child is faring with the Florida Standards (FS) in each class and on assessments. It is very important that you keep phone numbers, addresses, and contact information updated on PowerSchool. The Parent Portal can be accessed via a web browser or with the free PowerSchool for Parents App. When you first enroll your child(ren) in Franklin Academy, you will receive an email with your Access ID and Access Password. These two items allow you to create your Parent Portal login.

PROGRESS MONITORING PLAN (PMP)

A Progress Monitoring Plan (PMP) will be developed for any student in grades 6-8 who is not meeting State and District Levels of Proficiency. The PMP will focus learning resources on a student's targeted learning deficiencies. Parents are a vital aspect in the development and implementation of the PMP. They will be invited to a conference to discuss the plan and provide input. Intensive remediation in the areas of concern will begin immediately. Students receiving services through the Exceptional Student Education program may not have a separate PMP developed.

PROGRESS REPORT DISTRIBUTION

Progress reports are issued midway through each nine-week grading period as indicated on the school calendar. This report informs parents/guardians of their child's academic progress before final grades for the quarter are issued. We encourage you to discuss any concerns indicated on the progress report with your child and his/her teacher(s). Progress report *envelopes* are to be signed and returned promptly.

REPORT CARD DISTRIBUTION

Report cards for Quarter 1-3 will be distributed during Report Card Night. Students attending Franklin Academy must be in attendance at least 10 days before a grade can be given by the teacher in a given quarter. Final grades for students entering the school late in the year are based on an average of the prior school's grades and Franklin Academy grades.

RESPONSE TO INTERVENTION (RtI)

Response to Intervention is a multi-tiered approach to the early identification and support of students with learning and behavior needs. The RtI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction.

SCHOOL CLOSINGS

In the event of a campus emergency, weather emergency, or other unusual event that would necessitate the closing of school, the process and updates will be made available on the Franklin Academy website and by Parent Link as long as electrical power is available. In order for the email system to be effective, it requires that we have an accurate database with current parent contact information. Please notify the front office anytime you change phone or email contact information. Please follow *Broward County Public School Districts Closings* alerts carefully.

SEVERE WEATHER INFORMATION

Franklin Academy will follow the same instructions as Broward County Public Schools in case of severe weather emergencies. Parents should watch the local news for information regarding school closings. The campus is equipped with early warning devices. In the case of extreme weather conditions, students will not be allowed into open-air hallways in the back section of the school and will be held in the classrooms.

STUDENT RECORDS

Student records and grades may not be released until property and textbooks have been returned and/or applicable fees paid. All accounts from the Media Center, cafeteria, textbooks, fundraisers, etc. must be brought up-to-date prior to any records being released. The final report card will be held until all account balances are cleared.

STUDENT RIGHTS

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in exclusion from participation in class activities, detentions, suspension, or expulsion.

Parents who have a conflict with a student other than their own child are requested to speak to Administration. At NO TIME may parents approach the student or other parents directly.

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence, or other verbal or physical conduct against a student, parent, or employee will NOT be tolerated.

TRANSFER STUDENTS

Transfer students are students who enter the school after the start of the school year. As available, students' previous school records will be used to determine grade level proficiency and placement in accordance with the Broward County Public Schools Student Progression Plan. Appropriate placement of transfer students shall be based on one or more of the following criteria:

- Previous placement at a school accredited by a state or regional accrediting agency
- Validating examinations
- Scholarship performance during trial placement

Diagnostic assessments to determine grade-level placement may be administered to any child new to school, especially when records are not available, as in the example of students coming from a home-school environment.

TECHNOLOGY USAGE POLICY

Computers, networks, digital curriculum and resources, and online communications and information systems are becoming more commonplace in our classrooms and media centers every year. While these systems deliver a huge number of resources to our classrooms, their ability to serve students and teacher depends on the responsible and ethical use of every device and system. Franklin Academy is responsible for securing its network and computing systems in a reasonable and economically feasible fashion against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. As part of this network system, users are responsible for respecting and adhering to school, local, state, federal, and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. Students accessing the network and computer systems are solely responsible for all actions taken while online and will adhere to the Internet Policy & Guidelines and submit a signed Technology Usage Acknowledgement before they are allowed to access the Internet.

WITHDRAWAL PROCEDURES

Parents/Guardians must complete a withdrawal form with the Registrar when a child leaves the school during the school year. Be sure that the child has returned all school property before he/she leaves the school. All obligations and debts must be paid prior to records being released. An exit interview with a member of the Administrative Team will be required before finalizing the withdrawal process.



TECHNOLOGY USAGE ACKNOWLEDGEMENT

Computers, networks, and online communications and information systems such as the Internet and email are becoming more commonplace in our classrooms and media centers every year. Digital curriculum and resources for students provided by Franklin Academy and the School Board of Broward County are becoming commonplace and accessible via the Internet. While these systems deliver a huge number of resources to our classrooms, their ability to serve students and teachers depends on the responsible and ethical use of every device and system.

Use of the school's technology and/or software for any unauthorized purpose is prohibited. This includes the unauthorized use of a computer/technology, including, but not limited to, accessing or breaking into restricted accounts or networks, creating, modifying or destroying files/records without permission, copying software, entering, distributing, or printing unauthorized files/records, uploading to the Internet and/or sharing or distributing, offensive or inappropriate material, including video, and any other misuse or violation of this policy.

School Board Policy 5306 defines the appropriate use of technology throughout the district. This policy describes how computers and networks must be used to support research and instructional activities in our classrooms, labs, and media centers. It also includes the use of the digital resources provided by the School Board. First, it promotes the use of technology as a powerful educational tool that is increasingly becoming a common part of every student's day. Second, it provides those students who used these computers, and the networks to which they are connected, to act in accordance with prescribed rules and behavioral codes detailed in the policy. Several major provisions are noted below. The full text of Policy 5306 is available on the School Board website. You may view the complete technology policy and all School Board policies at <http://www.broward.k12.fl.us/sbbcpolicies>.

RIGHTS:

- Students have a right to use appropriate online communications and information systems, the Internet and networks to increase their access to information and resources.
- Students have a right to use appropriate online communications and information systems, the Internet and networks to obtain information, create intellectual products, collaborate, and communicate for educational purposes.
- Students have a right to use appropriate online communications and information systems, the Internet and networks without the fear that their products or their personal reputation will be violated, misrepresented, tampered with, destroyed, or stolen.

RULES:

- Use of computers, networks, the Internet and online communication and information systems must be related to students' educational activities
- Students must recognize that computers, networks, and equipment used to support online learning are shared devices and agree to use them in ways which will maintain their continued operability for all users.
- No illegal activity may be conducted using the school's computers, networks, or online communication and information systems.
- Students must not access or distribute offensive, obscene, inflammatory, or pornographic materials, or participate in "sexting".
- Students shall not intentionally spread, or attempt to spread computer viruses, vandalize data, destroy hardware or equipment, infiltrate systems, or degrade/disrupt computer and/or network performance.
- All users of computers, networks, and online communications and information systems shall adhere to laws regarding copyright.

Student's Name (Printed)

Grade

Parent's Signature

Date



2017-2018
PARENT ACKNOWLEDGEMENT FORM

The Parent/Student Handbook describes important information about Franklin Academy, and I understand that it is my responsibility to read, understand, and abide by the rules and expectations. I should consult with a school representative regarding any questions not answered in the Franklin Academy Parent-Student Handbook. Since the information and policies described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have received access to the Franklin Academy Parent-Student Handbook and understand it is my responsibility to read and comply with the policies contained herein and any revisions that may follow.

Student's Name (Printed): _____

Student's Signature: _____

Student's Homeroom Teacher: _____

Parent's Name (Printed): _____

Parent's Signature: _____

Date: _____