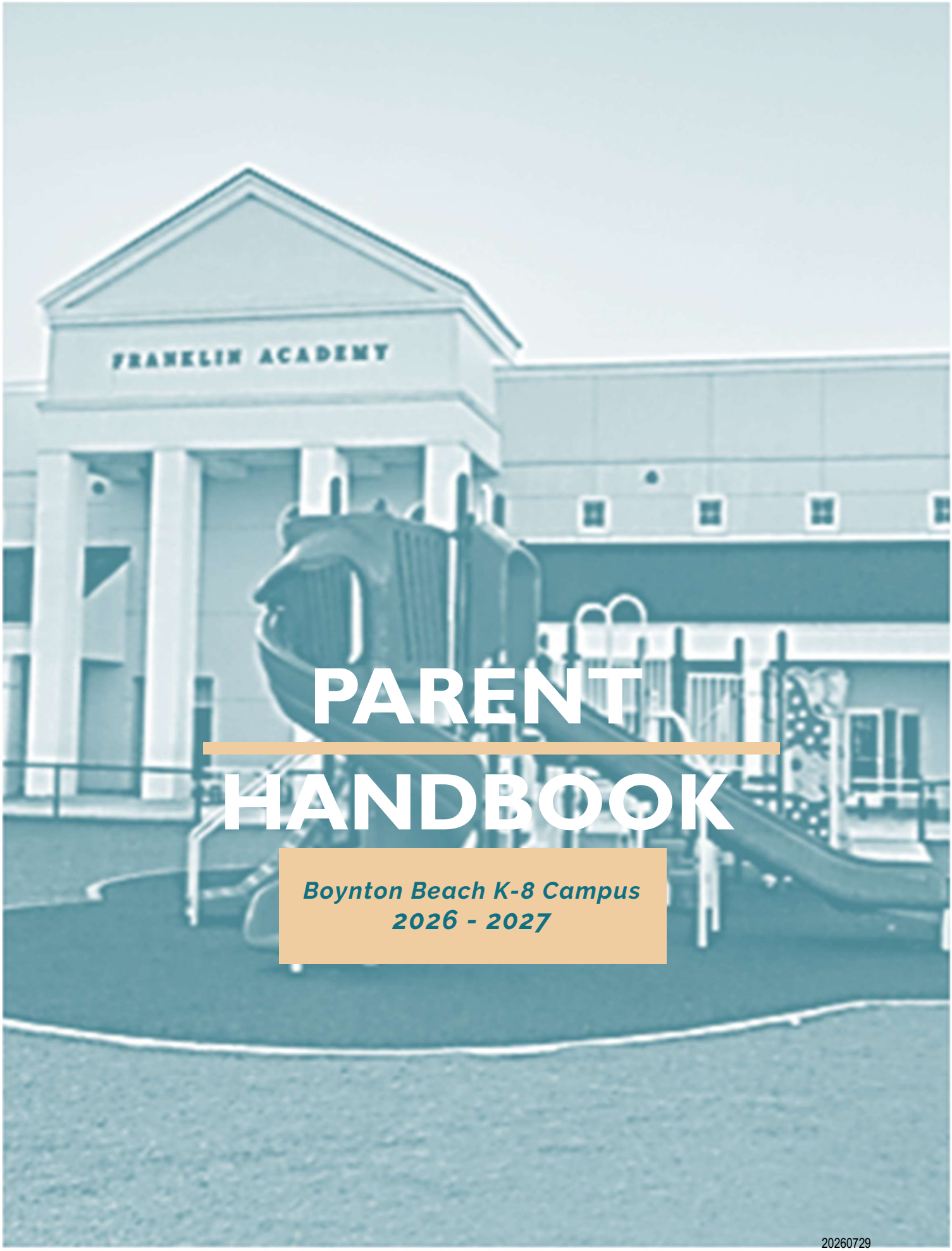



# PARENT HANDBOOK

*Boynton Beach K-8 Campus*
*2026 - 2027*

# 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

*Building Better People, Every Day*

Utilizing an intercultural-mindedness model and a standards-based curriculum, the mission of Franklin Academy is to create compassionate, engaged, life-long learners by promoting a culture of collaboration and high expectations that emphasizes character development through active service in the local, national and international community, while adhering to the principle that all children can learn.

# ACCREDITATION

Franklin Academy has been granted School System Accreditation from Cognia, the national commission that confers the Southern Association of Colleges and Schools. This designation demonstrates our commitment to excellence, our openness to external review and feedback, and our desire to be the best we can be on behalf of the students we serve. School System Accreditation provides Franklin Academy a nationally-recognized mark of quality for our system and all the schools within our system. All of our schools are fully accredited providing our students opportunities such as the chance to earn college and technical school scholarships after graduation along with the opportunity to join the list of accredited schools and school systems.

# 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). Preferences for enrollment are applied in accordance with the published lottery rules and guidelines available on the school website.

In accordance with 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 admitted 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. Families will be contacted 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 apply 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.

Parents/guardians 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 apply 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.

Admission to the International Baccalaureate (IB) Primary Years Programmes at the Boynton Beack K-8 campus will adhere to the principles of the IB World Organization, in which all students in grades K through 5 - if offered a seat to attend Franklin Academy in accordance with the admissions policy - will participate in the Primary Years Programme, regardless of academic performance or learning differences.

# EDUCATIONAL PHILOSOPHY

Research consistently highlights that the quality of instruction is the most significant factor in a child's learning. At Franklin Academy, our educational philosophy and mission are deeply embedded in our approach to teaching. We deliver a rigorous, comprehensive, research-based curriculum, aligned with Florida's academic standards. This curriculum is presented to students through a variety of engaging methods designed to foster active learning and critical thinking.

Our highly qualified teachers begin by assessing students' current knowledge and reading levels using pre-assessment data. This information guides collaborative planning, ensuring each student is on a path to achieve more than a year's worth of content knowledge. Our teachers are dedicated to addressing individual learning needs and meeting the content and performance criteria of Florida's B.E.S.T. Standards for English Language Arts and Mathematics, as well as Florida's State Academic Standards for Science and Social Studies.

In professional learning communities, our teaching teams regularly evaluate the curriculum to determine the most effective instructional methods. These teams create an instructional focus that drives data analysis and forms the basis for developing meaningful assessments and effective action plans aimed at enhancing student learning.

Continuous reflection on student performance enables us to make proactive adjustments to better meet students' needs. By doing so, we ensure that every student at Franklin Academy receives the highest quality education tailored to their individual growth and success.

Instructional models in the International Baccalaureate (IB) Primary Years Programme (PYP) are guided by the IB World Organization Standards and Practices. Our PYP classrooms are designed to connect big ideas, related concepts, and real-world applications. These classrooms prioritize student questions and ideas, focusing on inquiry and collaboration to achieve mastery of Florida's B.E.S.T. Standards for English Language Arts and Mathematics, Florida's State Academic Standards for Science and Social Studies, and the IB objectives for each subject group.

As dedicated professionals, our educators will:

- Develop and utilize standards-based curricula aligned with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, and Florida's State Academic Standards for Science and Social Studies;
- Adapt content and design their curriculum to meet the interests and needs of our diverse student population.
- Select assessment pieces that authentically reflect learning gains and academic growth;
- Collaborate within professional learning communities across disciplines and grade levels to ensure horizontal and vertical alignment;
- Focus on developing critical thinking through project-based learning and inquiry-driven instruction; and
- Challenge students to invest in their education by providing varied assessments, timely feedback, and opportunities for individual reflection.

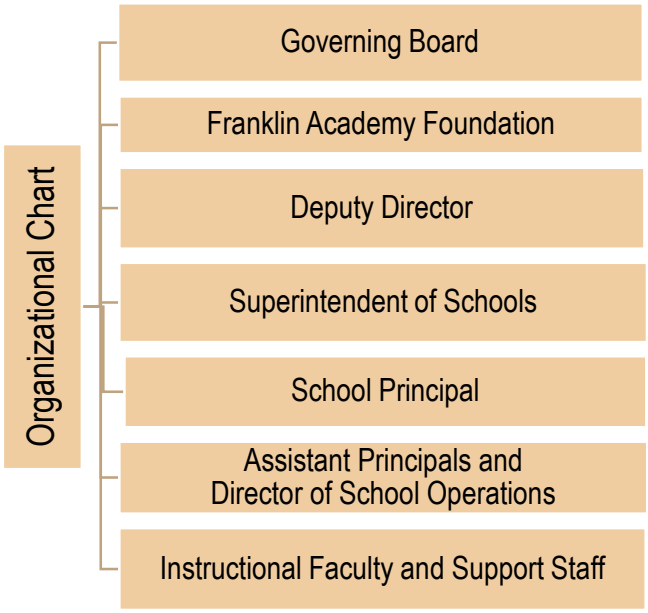
By adhering to these practices, we ensure that our PYP classrooms are dynamic, student-centered environments where learners are encouraged to engage deeply with the content and develop the skills necessary for lifelong learning.

# GOVERNANCE & LEADERSHIP

The Governing Board of Franklin Academy serves as the ultimate policy-making body, determining the school's academic direction, curriculum, and overall operations. The Principal, appointed by the Chairman of the Board, is responsible for managing all aspects of school operations in alignment with the policies and budget approved by the Governing Board. Faculty and staff report directly to the Principal, who in turn reports to the Governing Board, ensuring a clear and effective chain of command that supports the school's mission and goals.

The school's administrative team, comprising the Principal, Assistant Principals, and the Director of School Operations, is dedicated to ensuring that the school's operations align with Franklin Academy's overarching mission and vision. As instructional leaders, this team is responsible for making all school-based decisions and establishing procedures for the school's day-to-day operations.

The instructional and support staff are tasked with implementing these procedures in their daily activities and interactions with students, parents/guardians, and the community, thereby upholding the high standards and goals of Franklin Academy.




# GUIDING PRINCIPLES AND PURPOSE

At Franklin Academy, our goal is to engage all students in a rigorous curriculum that emphasizes project-based learning, inquiry, technology, creativity, and teamwork, tailored to individual learning styles. Our highly qualified staff and administrative professionals collaborate with students, parents/guardians, and the community to help students set learning goals. They also master core academic areas and develop a well-rounded education in art, technology, physical education, music, and other special disciplines.

To achieve this mission, the school will:

- Provide motivated, highly qualified teachers and administrators to guide and support student learning;
- Develop and utilize standards-based curricula aligned with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, and Florida's State Academic Standards for Science and Social Studies;
- Empower experienced faculty to collaborate in constructing effective curriculum maps that ensure equity and flexibility in meeting students' educational needs while addressing benchmarks and process skills;
- Regularly monitor student progress through 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 tailored to each class's learning needs based on data, providing extended learning opportunities, enhancement, and enrichment;
- Implement professional learning communities of school leaders and teachers to evaluate student data, navigate curriculum maps, facilitate best practices, and promote high-yield strategies across the curriculum;
- Provide teachers with meaningful professional development and various instructional tools aligned with their specific curriculum goals and objectives;
- Promote the use of educational technology and highly effective research-based instructional methodologies, including project-based and inquiry-based learning; and
- Foster communication and involvement with parents/guardians and the community to support student achievement and school improvement.

Through these efforts, Franklin Academy ensures that every student receives a high-quality education that prepares them for future success.

At Franklin Academy, our rigorous teaching and learning approach, needs-based instructional delivery system, and differentiated instructional model empower students and promote professional collaboration, all supplemented by 21st-century technology. Continuous progress monitoring and rigorous assessments are integral to achieving our mission.

Key elements include the decentralization of services, shared decision-making among school professionals, high levels of parental involvement, and a web-based student information system that facilitates communication between parents/guardians and the school, allowing them to track their child's progress. This collaborative framework paves the way for student success.

Our instructional models in the International Baccalaureate (IB) Primary Years Programme align with the principles of the IB World Organization. PYP classrooms are concept-based, student-centered, and focused on inquiry and collaboration. This approach ensures mastery of both the B.E.S.T. Standards and the International Baccalaureate Objectives and Strands, fostering a comprehensive and engaging learning environment.

# GENERAL SCHOOL POLICIES

## 10-10 RULE

Maintaining a structured and focused learning environment is crucial for the academic success of our students. To ensure this, we have established the "10-10 Rule" for all middle school classrooms. This rule is designed to maximize instructional time and minimize disruptions during class transitions.

**The 10-10 Rule:** Students are not permitted to leave the classroom during the first ten minutes or the last ten minutes of class.

**Optimize Learning Time:** The beginning and end of each class are often crucial for providing important information, context, and closure. By adhering to this rule, students can fully engage in the lesson without missing essential content.

**Reduce Disruptions:** Frequent exits and entrances at the start and end of a class can be distracting for both teachers and students. The 10-10 Rule helps maintain a focused and respectful classroom environment.

While it is important to adhere to the 10-10 Rule, we understand that emergencies and special circumstances may arise. In such cases, teachers have the discretion to allow a student to leave the classroom if it does not disrupt the flow of the lesson.

## ADULT RESTROOMS

For the safety and comfort of our students, adults are strictly prohibited from using or entering student restrooms. Adults may utilize the adult restrooms located on each floor. Thank you for your cooperation in maintaining a secure and respectful environment for our students.

## AFTER SCHOOL CARE

Franklin operates a fee-based aftercare program, which offers care each school day including early release days until 6:00 pm, excluding the last day of the school year. This program provides students with a structured, safe, and positive environment for after school hours. Students are supervised by certified counselors that provide age-appropriate activities and learning opportunities.

The aftercare site-based manager serves as the first point-of-contact when addressing any issues or concerns related to aftercare. Families should contact the manager before 12:00 PM for a change in their child's dismissal; otherwise, the child must be released from the office.

## 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.

# ARRIVAL PROCEDURES

Supervision of students commences at 7:00 AM for students in grades K-5 and at 8:00 AM for students in grades 6-8. Instruction begins promptly at 7:30 AM for grades K-5 and at 8:30 AM for grades 6-8.
Breakfast will be served in the cafeteria starting at 7:00 AM for grades K-5 and at 8:00 AM for grades 6-8.

**Tardy Arrival Policy:**

- Students in grades K-5 are considered tardy if arriving after 7:30 AM. Parents/guardians must park their vehicle and report to the front office to sign in the student.
- Students in grades 6-8 students are considered tardy if arriving after 8:30 AM. Parents/guardians are required to park their vehicle and report to the front office to sign in the student.

Your cooperation in adhering to these arrival procedures ensures a smooth start to the school day for all students.

# ARTIFICIAL INTELLIGENCE (AI) ACCEPTABLE USE POLICY

At Franklin Academy, we integrate innovative technologies like Chat GPT and other Generative AI tools into our curriculum to enhance students' research, writing, and problem-solving skills. Students are encouraged to use these tools for brainstorming, generating ideas, assisting with research, improving writing, and analyzing data. However, it is crucial to use these tools responsibly and ethically, ensuring all AI-generated content is properly cited and verified.

We also recognize the potential risks, such as plagiarism and cheating, associated with AI use. Students must adhere to guidelines, including verifying AI-provided information with reliable sources, not sharing personal or sensitive information, and writing assignments in their own words. Misuse of AI tools will be addressed according to Franklin's academic integrity policies and appropriate consequences from the Administrative Discipline Matrix will be applied.

# 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…” All students in grades K-8 will participate in benchmark testing on a regular basis to assess progress toward meeting grade level standards. Parents/guardians will be notified in advance of the dates and times for test administration. These assessments are achievement tests that identify student strengths, weaknesses, learning gains and/or readiness for promotion. Franklin Academy will provide additional information regarding school-specific tests and statewide standardized assessments.

# ATHLETIC PROGRAM

At Franklin Academy, we uphold national, state, and district standards of excellence in student performance, offering middle school students opportunities to engage in a diverse range of interscholastic teams. By establishing rigorous educational standards, we aim to equip students to compete at the highest levels of their abilities and to make informed, thoughtful, and healthy decisions throughout their lives.

**Commitment to Education:** Franklin Academy is dedicated to the ongoing advancement of education for our students, ensuring they are prepared for success in all aspects of their lives.

**Student Participation Guidelines:** The Student Code of Conduct, Franklin Academy Athletic Contract, and guidelines established by the  outline the requirements for participation in interscholastic athletics. All students must maintain satisfactory conduct to participate in athletic and extracurricular activities. Participation in after-school activities is considered a privilege, subject to revocation at the discretion of the administration and/or athletic director.

By adhering to these standards and guidelines, we create an environment that fosters personal growth, responsibility, and achievement both inside and outside the classroom.

# ATTENDANCE

The parent/guardian of a child of compulsory school age is responsible for the child's daily school attendance (F.S. 1003.24). School staff, parents/guardians, 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). SB Policy  5.09 outlines the rules that apply to attendance and attendance procedures. A student's presence in class is required to maximize the attainment of instructional objectives. For students who demonstrate patterns of non-attendance, interventions will be recommended.

# ATTENDANCE: ABSENTEE REPORTING

Your child must be in school every day as mandated by state law. When students are absent from school, parents/guardians must report their child's absence via the **Absence Reporting Form**, which can be found in both the **PowerSchool Parent Portal** and the **PowerSchool Mobile App**.

Parents/guardians must report the absence the day before, the day of, or within TWO (2) school days following the absence, or the absence will be considered unexcused. Failure to report your child's absence within the required timeframe will result in the absence being marked unexcused. School staff members have a legal right to request a written medical excuse. Refer to our Attendance Policy for a list of valid reasons. Please allow 72 hours for processing. **NOTE: If reason for absence is not in the Attendance Policy, the absence will remain unexcused.**

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

# ATTENDANCE: EXCUSED ABSENCES

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below (F.S. 1003.24(4), 1003.26). **Family vacations and trips are considered <u>unexcused absences</u>.**

1. Illness of student.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's own faith.
5. Required court appearance or subpoena.
6. Special event with appropriate documentation and prior approval. Examples of special events include important public functions, educational enrichment activities, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need. The school administrator/designee will determine validity and may require documentation in cases of family need.
7. Scheduled medical or dental appointment.
8. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies.

Students on field trips and students who attend alternative to suspension programs or in internal in-school suspensions are not considered absent.

# ATTENDANCE: EARLY SIGN-OUT

Frequent early sign-outs can negatively impact a student's academic performance. Excused early dismissals are allowed for doctor's appointments and extreme emergencies. If you need to take your child out of school before the end of the school day, please come to the front desk to sign them out. A school employee will call for your child, provided the request is made before 1:45 PM. Students will not be dismissed from the classroom after 1:45 PM to avoid disrupting the school-wide dismissal process.

Excessive early sign-outs will be evaluated on a case-by-case basis to identify any patterns of non-attendance. Non-attendance for instructional activities includes tardiness, early sign-outs, or absences for any part or all of the day. Accumulated early sign-outs, unless excused under this policy, will be recorded as unexcused absences in accordance with F.S.1003.02 (1)(b).

**SPECIAL NOTE:** The school utilizes an automated system to record early release requests, which are automatically transferred to the PowerSchool Student Information System. Although this entry may initially appear as an absence in PowerSchool and on student report cards, rest assured that the early release is manually recorded in the district and state reporting database. This ensures that the official attendance record accurately reflects an early release rather than a full day's absence. Your child's attendance history is meticulously maintained to reflect the precise details of their school day.

**Student releases after 1:45 PM are not permitted unless deemed an emergency by the principal or their designee.** Instances of excessive early sign-outs will be addressed individually to determine if a pattern of non-attendance exists.

Additionally, signing out a student to provide missing or forgotten items and then returning them to class is not appropriate. If a student is signed out early, they must remain off campus for at least 30 minutes before being signed back in. Your adherence to these guidelines ensures the safety and accountability of our students.

# ATTENDANCE: TARDINESS

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. Habitual tardiness is defined as being tardy five (5) times within a marking period. 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. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1) (b).

# AWARD DESIGNATIONS

In order to encourage academic excellence, an honor roll system has been implemented. There are two honor roll categories for students in grades one through eight:

*Principal's Honor Roll: A student must maintain an "A" average (90% and above) in all subject areas.

*A/B Honor Roll: A student must earn a grade of "A" or "B" (80% and above) in all subject areas.

Students who earn Honor Roll or Principal's Honor Roll status will be acknowledged in an Honor Roll Ceremony each quarter. Additionally, awards for IB Learner Profile traits are awarded monthly to our K-5 PYP scholars. .

# BATHROOM USE - STUDENTS

In accordance with the Florida Department of Education (FLDOE) ruling, Franklin Academy requires that all students in grades K-12 use bathrooms that align with the gender they were assigned at birth. If a student feels uncomfortable using the assigned bathroom, the school will provide access to a private, single-occupancy restroom upon request. The school is committed to protecting the privacy of all students. Discussions regarding bathroom use and pronoun preferences will be handled with sensitivity and confidentiality. This policy aims to ensure compliance with state regulations while maintaining a respectful and orderly school environment. We understand that this policy may present challenges for some students and families. Our goal is to implement this ruling while fostering an environment of respect and support for all students. If you have any questions or concerns, please contact the school administration.

# BIRTHDAY CELEBRATIONS

Celebrations must be approved in advance by the classroom teacher and should not disrupt the instructional schedule. Please note the following guidelines:

**Birthday Celebrations K-5:** Grades K-5 Birthday Celebrations must be approved, in advance, by the classroom teacher and must not interfere with the instructional schedule. For students in grades K-5, teachers will schedule one day per month to celebrate. Birthday treats (cupcakes, cookies, etc.) re NOT permitted in the cafeteria. All birthday treats must be given out in the classroom or during recess and all students must be included. Due to Federal regulations, PARENTS MAY NOT BRING HOMEMADE TREATS OR FOOD to share. Only store-bought foods/snacks that are clearly labeled with the ingredients may be distributed to students. Candles are not permitted according to State and County Fire Codes. Parents are encouraged to drop off birthday treats in the front office. If parents will be assisting with disbursement of birthday treats, minors may not accompany them on campus.

**Siblings and Guests:** Siblings in other classes/grade levels MAY NOT attend celebrations.

**Testing Days:** Birthday celebrations during "blackout" testing days are not permitted.

**Birthday Celebrations 6-8:** Birthdays for students in grades 6-8 are not celebrated at school.

These guidelines ensure that celebrations are inclusive, safe, and compliant with regulations. Thank you for your cooperation.

# BOOKBAGS | BACKPACKS

To maintain a positive and respectful environment at Franklin Academy, personal items such as book bags, backpacks, folders, or any other belongings must adhere to the following guidelines:

- **Display Restrictions:** Personal items must not display patches, insignias, drawings, obscene words, gang signs, or any other content deemed inappropriate, offensive, or reflective of negativity toward Franklin Academy.
- **Rolling Bookbags/Backpacks:** For safety and storage reasons, rolling bookbags/backpacks are not permitted at Franklin Academy.
- **Medical Exceptions:** If your child has a verifiable medical condition that prevents them from carrying a backpack, proper documentation from a medical professional/physician must be submitted to the school nurse. Upon review, an elevator pass may be issued. The School Nurse may request additional documentation or verification from the authorizing physician before issuing the elevator pass.

Failure to comply with this policy constitutes a dress code violation and may result in disciplinary consequences, along with parental notification. Your cooperation ensures a safe and respectful learning environment for all students at Franklin Academy.

# BREAKFAST PROGRAM

Breakfast is available daily during the following times:

- **Grades K-5:** 7:00 AM - 7:20 AM
- **Grades 6-8:** 8:00 AM - 8:20 AM

**Grades K-5 and SiblingLink Students:** Students in grades K-5 and those enrolled in SiblingLink may enter the building at 7:00 AM. Grade K-5 students will proceed directly to the cafeteria for breakfast.

**SiblingLink Students in Grades 6-8:** SiblingLink students in grades 6-8 will be directed to the cafeteria or a designated activity area upon arrival. They will join their peers in the cafeteria at 8:00 AM for breakfast.

**Students in Grades 6-8:** Students may enter the building at 8:00 AM and have the option to report directly to the cafeteria for breakfast.

Please note that SLA Management is the food service provider for Franklin Academy. We encourage all students to take advantage of our breakfast offerings to start their day off right.

# BRIGHTARROW NOTIFICATION SYSTEM

Franklin Academy utilizes BrightArrow's advanced mass notification system to effectively communicate with parents/guardians. Our system allows for quick delivery of voice, text, and email messages for unexcused absences, informational updates, emergency alerts, and more. With rich database integration technologies, BrightArrow ensures fast and effective communication, enhancing our ability to keep parents/guardians informed.

# CARE OF SCHOOL PROPERTY

Students are expected to respect the school building 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 and will result in a documented behavior infraction.** All food must be consumed in the cafeteria or area designated by the school administration. Students are not permitted to play in the bathrooms. Any student who disregards this rule will be subject to disciplinary action. As an aspect of Service as Action, a principle of the IB World Organization, Primary Years Programme (PYP) students may be asked to help maintain clean and organized classrooms and common areas as an act of Service to the School Community.

# CASH-FREE SCHOOL POLICY

Franklin Academy operates as a **cash-free** school with no exceptions. Payments for school fees, activities, and services must be made using methods approved by the school, such as personal checks, money orders, cashier's checks, or online payments via major credit cards. This policy promotes efficiency, security, and accountability in financial transactions within our school community.

# CELL PHONE USAGE IN A SCHOOL ZONE

For the safety of our students and staff members, cell phone usage is not permitted in the school zone. For purposes of this policy, the school zone refers to an area on the school grounds that has a likely presence of pedestrians (morning arrival, afternoon dismissal, etc.). Law enforcement personnel routinely patrol the school campus and will issue citations at their discretion to enforce all applicable laws and regulations.

# CHAPERONES

Chaperones play a crucial role in ensuring the health, safety, and security of students during Franklin Academy sponsored field trips. To maintain high standards of supervision, all chaperones must meet security eligibility requirements as mandated by State Laws, Federal Regulations, and District policies. **It is important to note that individuals who do not meet these security clearance requirements will not be permitted to serve as chaperones on any school field trip.** Franklin Academy is committed to maintaining a secure environment for all students. With the passage of Senate Bill 676, Florida public schools may require more extensive volunteer background checks, including fingerprinting. Accordingly, all parents who wish to serve as field trip **chaperones must successfully complete a Level 2 background** check prior to participation.

The role of a chaperone is both enjoyable and significant, requiring a commitment to certain responsibilities and adherence to established expectations. Chaperone guidelines are in place to ensure that district-sponsored field trips result in safe and rewarding experiences for all participants.

Chaperones should be aware that district policies apply to all off-site activities sponsored by the school district. Responsibilities assigned to chaperones are substantial, and adherence to established guidelines is essential to ensure the safety, enjoyment, and educational value of these memorable events for students. Your cooperation and dedication are greatly appreciated.

# CHARACTER EDUCATION

To support our mission of 'Building Better People, Every Day', Franklin Academy implements the IB Learner Profile Traits as a framework for character education. IB Learners will work to be Inquirers, Open-Minded, Knowledgeable, Caring, Thinkers, Risk-Takers, Communicators, Balanced, Principled, and Reflective. When children learn a consistent set of universal values and teachers model those values, behavior improves, and educational focus soars. The Learner Profiles is embedded in our existing curriculum and classroom management to make focusing on good character part of everything students do.

At Franklin Academy, our Core Values - Kindness, Integrity, Tenacity, Enthusiasm, and Safety (K.I.T.E.S.) - are the foundation of our school community. These values guide our actions and interactions, fostering a positive and supportive environment for all students, staff, and families.

Kindness: We encourage our students to act with empathy and compassion, creating a culture of respect and understanding.

Integrity: Honesty and strong moral principles are at the heart of our community. We strive to develop students who make ethical decisions and stand up for what is right.

Tenacity: We instill perseverance and determination in our students, empowering them to overcome challenges and persist in their efforts.

Enthusiasm: A passion for learning and a positive attitude are essential. We inspire our students to approach their education and activities with energy and excitement.

Safety: Ensuring a safe and secure environment is our top priority. We are committed to the physical and emotional well-being of every member of our school.

By embracing and practicing K.I.T.E.S., we aim to nurture well-rounded individuals who contribute positively to our school and society.

# CHILD ABUSE AND NEGLECT POLICY

Franklin Academy is committed to the well-being of all students and upholds an ethical obligation to protect them from conditions harmful to their learning, mental, or physical health, and safety. All school personnel are mandated by law to report any suspected cases of child abuse, abandonment, or neglect that may affect a student's health, safety, or welfare. Our staff is dedicated to making reasonable efforts to ensure a safe and supportive environment for every student.

# CLUBS

Eligible students have the opportunity to participate in after-school clubs throughout the school year. At the end of club activities, students will stay with the club sponsor until picked up or signed into aftercare, if they are enrolled in the program. Students are dismissed from clubs via the North Gate Bus Loop Side.

**Important Guidelines:**

- Clubs will not be held on early release days, professional development days, or staff meeting days.
- Late payments for clubs will not be accepted.
- Club fees must be paid by the established due date; otherwise, students will not be eligible to attend the club.
- Students who are picked up late from clubs will be charged a late fee of $1.00 per minute, per student.
- Students with outstanding financial obligations or whose families did not complete the required number of parent service hours the previous year are not eligible to participate in after-school clubs.
- Students may be removed from clubs for disciplinary reasons, and refunds will not be provided.

Your cooperation with these guidelines helps ensure a smooth and enjoyable experience for all participants.

# CODE OF CONDUCT

Franklin Academy firmly believes a positive school culture promotes equal educational opportunity and establishes the framework for a safe learning environment. The Code of Student Conduct, Policy 5090, provides specific information regarding the rules that all students are expected to adhere to, as well as consequences for violations. Important among these rules are consistent and timely attendance, respect for people and property, appropriate dress, technology usage, student publications, student activities, student records and the right to appeal, including grievance procedures.

The Code of Student Conduct is intended to be an instructive policy based on interventions and supports for students. However, when consequences are warranted, they shall be implemented based on a system of progressive discipline. Minor incidents and first offenses have less serious consequences than major incidents and repeat offenses. Factors such as age, grade level, social, emotional, and intellectual development, and overall student rights and responsibilities shall also be considered. Disciplinary issues will be resolved by every means possible prior to exclusion from school. Equitable and reasonable procedures will be followed to assure students of their rights.

Parents/guardians have a fundamental right to direct the upbringing, moral or religious training, education, and care of their children. However, it is the responsibility of all school personnel, students, parents/guardians, external stakeholders, and the greater community to ensure the school environment encourages a climate conducive to learning.

**Parental Involvement:** Parents and guardians are encouraged to review the Student Code of Conduct with their children and support the school's efforts to maintain a positive learning environment. Communication between home and school is vital for addressing and resolving behavioral issues effectively.

**Accessing the Code of Conduct:** The complete Student Code of Conduct is available on the Franklin Academy website. Students and parents/guardians are responsible for familiarizing themselves with the Code of Conduct and adhering to its guidelines.

# COMMUNICATION | CHAIN OF COMMAND

Effective communication between school and home is crucial for the success of each student and the overall school community. To support positive communication, please follow the established hierarchy for addressing concerns and making specific requests (e.g., conferences). Requests should be submitted in writing via email to the appropriate teacher or staff member.

**Hierarchy for Addressing Concerns:**

**Classroom Teacher**:

- **First Point of Contact**: For concerns regarding your child's academic performance, behavior, or social interactions, please first communicate with the classroom teacher.
- **Requesting Conferences**: Send a written request for a conference via email. Email lists are available on the school's website or at the front office.

**CHAIN OF COMMAND**

- The School Counselor: Following conversations with the classroom teacher in matters of student behavior and/or academics, parents may contact or request a conference with the school counselor to further discuss a concern.

**Assistant Principal**:

- **Further Escalation**: If concerns persist after speaking with the classroom teacher and/or school counselor, parents/guardians may contact or request a conference with the Assistant Principal.
- **Procedure**: The Assistant Principal will meet with the teacher and other relevant personnel involved with your child's situation before arranging a conference with you. For other school-related issues, the Assistant Principal should be the first point of contact.

**Principal**:

- **Final School-Level Contact**: Following discussions with the classroom teacher, school counselor, and Assistant Principal, parents/guardians may contact or request a conference with the Principal for further discussion on student behavior and academics.
- **Procedure**: The Principal will consult with the teacher and other relevant personnel before arranging a meeting with you. For other school-related issues, initial contact should be made with the Assistant Principal, who may then refer you to the Principal or another appropriate contact.

**Superintendent of Schools**:

- **Beyond the School Level**: If the issue remains unresolved, parents/guardians may contact the Superintendent of Schools for further action. Contact information is available on the school website.

**Governing Board**:

- **Final Escalation**: If concerns persist after following the appropriate communication protocol, parents/guardians may contact the Board Liaison. The email address is provided on the school website.

**Important Note**: Always follow the established chain of command before requesting a conference with the Principal, Superintendent of Schools, or contacting the Governing Board. This process ensures efficient and effective communication and resolution of concerns.

# COUNSELORS

Franklin Academy employs two full-time school counselors dedicated to supporting students, parents/guardians, and staff with student guidance and academic advising. The school counselors are available by appointment to discuss student issues with parents and guardians. They promote and enhance student achievement through a

comprehensive model that incorporates prevention and intervention with continuous academic, career, and personal development activities, preparing students for meaningful participation in a diverse, changing world.

Counselors offer a range of activities, including classroom guidance, small groups for skill mastery, individual counseling for students with specific needs, and various proactive and innovative approaches to support student performance. Their program is based on the National Standards for School Counseling Programs and the American School Counselor Association (ASCA) National Model.

Additionally, school counselors provide valuable resources to staff, students, families, and the community to ensure a family-friendly environment and access to a safe school climate necessary for academic and social/emotional growth. All information discussed with the school counselor is held in strict confidence unless otherwise required by law.

# DISCIPLINE

At Franklin Academy, it is crucial for students to understand their rights and responsibilities. This includes obeying teachers, all other school employees, bus drivers, and adhering to each rule defined by the school. Students are expected to honor their responsibilities and behave in ways that respect the rights of all individuals within the school community. Franklin Academy follows the School District of Palm Beach County's Student Code of Conduct, and consequences for unacceptable behaviors are outlined in the Administrative Discipline Matrix. These guiding documents are available on the school website and will be distributed electronically.

Students and parents/guardians are required to sign an acknowledgment form indicating their awareness and understanding of these rules. Consequences for rule violations include loss of privileges, such as participation in field trips, dances, special events, athletic events, and ceremonies. It is important to note that details regarding school incidents and disciplinary actions can only be discussed with the parent(s)/legal guardian(s) of the student involved. Information related to other students will not be disclosed.

Each teacher will establish appropriate procedures for discipline in their classroom based on these guidelines. The following list, while not exhaustive, outlines key expectations:

1. **Respect for Authority**: Students are expected to respect the authority of teachers and all staff members, who have authority over all students.
2. **Care for School Property**: Malicious destruction of school property will result in replacement, repair, or payment for damages by the student or their parents/guardians. The placement of stickers on school property or the use of markers/pens/pencils on walls or fixtures is prohibited.
3. **Cleanliness**: Students shall help keep the school clean at all times. Gum chewing is not permitted in any school buildings or on school grounds.
4. **Prohibited Items**: Items such as water pistols, toy guns, matches, lighters, or weapons of any sort are not allowed and will be confiscated. Appropriate consequences will be issued as per the Administrative Discipline Matrix.
5. **Inappropriate Materials**: Notebooks, albums, magazines, lunchboxes, etc., that display pictures or slogans referring to drugs, alcohol, gangs, or violence are prohibited.
6. **Language**: Profane, abusive, or slang language is not allowed.

7. **Zero-Tolerance for Bullying**: Bullying or aggression, whether verbal or physical, will not be tolerated.
8. **Inclusiveness**: Teachers will foster a sense of community and inclusiveness, ensuring all children are involved in class activities.

By adhering to these guidelines, we aim to create a safe, respectful, and inclusive learning environment for all students at Franklin Academy.

## BEHAVIOR EXPECTATIONS: BUS

**Riding the school bus is a privilege**, and maintaining proper behavior is crucial for the safety of all passengers, as well as other motorists, pedestrians, and community members. All rules that apply on school grounds and during school activities also apply while riding the school bus.

Parents /guardians are responsible for their child's behavior on the way to and from school and at the bus stop. While Franklin Academy does not assume any liability for incidents that occur at a bus stop or while traveling to and from school, a student, parent/guardian, or witness may file a complaint following the same procedures for bullying. The school will investigate and provide assistance or intervention as deemed appropriate by the principal or their designee, which may include involving local law enforcement.

Students who cannot refrain from disruptive behavior or disturb other students will lose transportation privileges in conjunction with consequences from the School District of Palm Beach County Student Code of Conduct and Discipline Matrix.

**Important Reminders for Parents/Guardians:**

- Parents/guardians may not board a school bus at any time, as this presents a safety hazard.
- Violation of this rule may result in the suspension of transportation services.

## BEHAVIOR EXPECTATIONS: CAFETERIA

Each student is expected to uphold good manners, courtesy, and consideration for other students and adults while in the cafeteria. To ensure a positive dining experience for all, the following guidelines must be followed:

- **Orderly Entry and Exit:** Students are to enter and exit the cafeteria in an orderly manner.
- **Line Etiquette:** While waiting for food, students should form a single-file line and keep communication noise levels low, refraining from shouting.
- **Seating:** Students are to remain seated during the lunch period unless authorized by school staff.
- **Trash Disposal:** Containers are provided for the disposal of trash. Each student must dispose of any trash on their table and the surrounding area by the end of the lunch period or immediately upon request from monitors.
- **Lunch Period Boundaries:** Students are not permitted to leave the school grounds for lunch during their assigned lunch period.
- **Food and Beverage:** No food or beverage is to be taken out of the cafeteria at any time.
- **Respect for Rules:** All students are expected to adhere to the posted cafeteria rules at all times.
- **Safety Concerns:** Throwing food or objects in the cafeteria is strictly prohibited as it poses a safety concern. Such acts may result in suspension from school or possible recommendation for expulsion, especially in the

event of a major disruption on campus, such as a food fight. This policy aligns with the School District of Palm Beach County Student Code of Conduct and Discipline Matrix.

## BEHAVIOR EXPECTATIONS: HALLWAY

To maintain a conducive learning environment and ensure the safety of all students, the following guidelines for hallway behavior must be observed:

- **Quiet Travel:** Students should move through the hallways quietly to avoid disrupting ongoing classes.
- **Compliance with Staff Directions:** Students are expected to follow staff directions for proper hallway procedures.
- **No Running or Yelling:** Running or yelling in the hallway is not permitted at any time.
- **Proper Line Formation (Grades K-5):** Students in grades K-5 are required to line up single file when moving through the hallways.
- **Respect for Property:** Students should refrain from touching the walls while walking through the hallways.
- **Staircase Safety:** When using staircases, students should use the handrails, walk on the right side, and refrain from pushing or shoving.
- **One-Way Hallway Rule:** In designated areas, students should follow the one-way hallway rule to maintain order and safety.

## DETENTION

Detentions are assigned to students who fail to comply with classroom or school rules. The purpose of detention is to provide students with an opportunity to reflect on their behavior and make better choices in the future.

**Procedures:**

- **Notification:** Parents/guardians will receive an email notification prior to the student's assigned detention.
- **Attendance:** Students must report on time to the detention. Late arrivals may result in rescheduling to the next available detention.
- **Detention::** Students may be issued lunch detention or A.M. detention for failure to comply with classroom/school rules. A.M. detentions will be held on a specific weekday based on your grade level.
- **Detention Activities:** During the detention, students will complete a reflection form and create a plan that will help them make better choices in the future.
- **Rescheduling:** Detentions will not be rescheduled due to conflicts with athletic games/practices, social events, or special events.
- **Pick-Up: Parents/guardians must pick up their child promptly at the designated time. Late pick-ups will result in a fee of $1.00 per minute.**
- **Restrictions:** Students may not participate in school-sponsored extracurricular activities on or off-campus on the day of their detention.

**Consequences:** Failure to attend an assigned detention will result in progressive disciplinary action, potentially leading to a one-day suspension, as per the School District of Palm Beach County Student Code of Conduct and Discipline Matrix.

# DISCIPLINARY SUSPENSION

Suspension is a disciplinary sanction that temporarily removes a student from a class, or all classes for a prescribed period of time. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to issuing an out-of-school (external) suspension except in emergencies, disruptive conditions, or incidents involving serious misconduct. Suspensions will result in the loss of privileges, including but not limited to, field trips, dances, special events, athletic events, ceremonies, etc. **Students serving a suspension are NOT permitted on campus during the term of the suspension and may NOT participate in any school activities, on or off campus, during the suspension period.**

Offenses that constitute out-of-school (external) suspension include, but are not limited to, the following:

- Fighting or other dangerous and/or disruptive behavior;
- Smoking or vaping on school grounds;
- Being under the influence or having alcoholic beverages and/or drugs on school grounds;
- Possession and/or use of a weapon or any object that can be used as a weapon, including but not limited to: knives, brass knuckles, Chinese stars, chains, mace, etc.;
- Defacing or vandalism of school property;
- Igniting any flammable substance;
- Any threat, explicit or implied, that causes a major disruption on campus.

# DISCIPLINE MATRIX

The School District of Palm Beach County Student Code of Conduct and Discipline Matrix serves as a standardized tool utilized by administrators to address student violations of the Code of Student Conduct. Its primary purpose is to ensure consistency in disciplinary actions across all grade levels, thereby promoting fair and equitable treatment of students.

**Functionality:**

- **Consistency:** The Matrix provides a structured framework for assigning interventions and consequences in response to student behavior that extends beyond the classroom.
- **Fairness:** By applying predetermined guidelines, administrators can ensure that disciplinary actions are administered impartially, regardless of individual circumstances.
- **Accessibility:** Different versions of the Matrix are available to accommodate specific grade level groupings, ensuring that disciplinary measures are developmentally appropriate.
- **Transparency:** Parents/guardians and students can access a copy of the Matrix online, facilitating transparency and understanding of disciplinary procedures.

For further details regarding the interventions and consequences outlined in the Administrative Discipline Matrix, please consult Palm Beach County Discipline Matrix available on the school website. This comprehensive resource provides additional explanations and context for the disciplinary framework established by the school district.

# DISMISSAL: DASHPASS

**Families are required to utilize the DashPass app, accessible for download on their mobile devices.** Upon registration, a system-generated email containing detailed instructions will be dispatched to the registering parent/guardian. To facilitate smooth pickup procedures, DashPass must be activated upon the vehicle's arrival on campus. Subsequently, a signal will be transmitted to the student's classroom, where their name will be promptly displayed. Teachers will then release the student via the pickup queue, directing them to proceed directly to the car line.

Parents/guardians have the option to designate additional individuals for student pickup by sharing a student-specific code through the DashPass app. Any authorized pickup person must also download and install the DashPass app on their mobile device.

In the absence of the DashPass app, individuals seeking to pick up a student must present a photo ID for verification. They may also be required to park and visit the office before the student can be released, ensuring adherence to safety protocols.

# DISMISSAL PROCEDURES

To streamline dismissal procedures and ensure the safety of all students, Franklin families are required to designate their child's regular "WAY HOME" method in the PowerSchool Parent Portal. Dismissal commences at **2:15 PM** for students in grades **K-5**, while students in grades **6-8** are dismissed at **3:15 PM**.

For the safety of everyone, parents/guardians are not permitted to enter the campus or queue on the side of the road. until 2:15 PM for grades K-5 and 3:15 PM for grades 6-8. Any students not picked up by 2:45 PM (K-5) or 3:45 PM (6-8) will incur a late fee of $1.00 per minute, per student.

During dismissal, parents/guardians must remain inside their vehicles at all times. As vehicles enter the dismissal lane, students will exit the school building. It is imperative to follow the prescribed traffic pattern, prioritizing safety over speed. **Early dismissal requests after 1:45 PM will not be granted.**

To expedite dismissal, parents/guardians will receive a color-coded placard displaying their child's name and grade level, which must be prominently displayed on the vehicle dashboard. Students will only be released to individuals who have downloaded and installed the DashPass app. Others without verified parental consent will be denied access.

Upon entering the campus, proceed to your assigned stacking lane. Students will be dismissed curbside. Please refrain from loud music or cell phone use in the car line to ensure the safety of students and staff.

Students residing within 0-2 miles from the campus may walk or bike home, provided they have a signed authorization form on file. Those beyond the 2-mile radius must be picked up. **All families must update their child's "WAY HOME" method annually in the PowerSchool Parent Portal.**

Temporary or one-time changes in dismissal method must be communicated in writing to the dismissal teacher and front office by **12:00 PM** on the day of the change. Club dismissal is separate from school dismissal, and late pickups

will incur a fee. We appreciate your cooperation in adhering to these dismissal procedures to ensure the safety and well-being of all our students.

# DOMESTIC DISPUTES

The school does not intervene in personal family conflicts or domestic disputes. In cases involving legal disputes, parents or guardians are required to provide school authorities with an official copy of legal documents that specify who has legal access to the child and their records.

# DRESS CODE

Franklin Academy is a mandatory uniform school, and the dress code is strictly enforced. Students must adhere to both the Code of Student Conduct and the Franklin Academy Dress Code Policy. Exceptions to the dress code may be granted for special school activities with prior approval from the school administration. Maintaining a higher standard of dress fosters greater respect among individuals and contributes to improved behavior.

Dress code guidelines specify appropriate school attire for normal school days. Franklin Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to comply with these guidelines. If a student arrives without the proper uniform, they may be sent to the front office and will remain there until a parent/guardian brings the correct uniform.

Improperly fitted uniforms are considered a violation of the dress code, and students may not be allowed to attend class until appropriate clothing is provided. Offensive, immodest, or inappropriate attire, as deemed by the faculty, is not permitted. Torn or tattered clothing is also prohibited. All clothing should be labeled with the student's name. Parents/guardians of Kindergarten and first grade students are encouraged to leave an extra set of clothes in a labeled Ziploc bag in their child's backpack in case of emergencies.

**All uniforms must be purchased from the school-approved vendor, iUniforms.com. The Franklin Academy logo is a registered trademark. Unauthorized use of the Franklin Academy logo will result in penalties for trademark infringement, including possible legal action. Violations of trademark infringement are serious and will be addressed in accordance with the law.**

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| **SHIRTS** | • All students must wear a uniform shirt with the school logo.<br>• Shirts must be tucked-in and neat.<br>• Shirts must stay tucked-in when arms are raised, midriffs are never to show. |
| **BOTTOMS** | • Only properly fitted uniform bottoms may be worn.<br>• Shorts and skorts must be of appropriate length and at the discretion of the administration, but no longer than 1 inch below the knee.<br>• Only slacks, shorts, skorts and jumpers with the official school logo may be worn. |
| **OUTERWEAR** (JACKETS, SWEATERS) | • Only outerwear with the official school logo may be worn.<br>• School uniform shirts must be worn under any outerwear. |
| **BELTS** | • Students in grades 2 - 12 must wear a belt with a buckle.<br>• Plain brown, blue or black dress style belt (no holes or studs).<br>• Belts must be worn correctly through the belt loops. |

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| **SOCKS** | • Solid white, black, grey or navy socks.<br>• Solid white, black or navy tights may be worn with skorts in cooler months. |
| **SHOES** | • Athletic style (sneaker) shoes.<br>• Dress style shoes (loafer or tie) or Mary Jane style. |
| **HATS** | • Hats may NOT be worn in the school building.<br>• Hats without logos or hats with the school logo may be worn during 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.<br>• PE sweatpants (with the school logo) may be worn in cooler months. |
| **OTHER** | • Jewelry must not pose a threat to safety and must not be distractive.<br>• Necklaces should be tucked into the shirt.<br>• Hair styles must not be distracting and are subject to administration approval (mohawks, spikes, etc.)<br>• Hair should be neat and not fall onto the face.<br>• No body piercings visible other than one earring per ear.<br>• Torn or tattered clothing is prohibited.<br>• Sunglasses may not be worn in class.<br>• Middle/High school ID badges must be worn around neck with school provided lanyard. (Students are charged $10 for each lost ID and lanyard) |

# DRESS-DOWN DAYS & GUIDELINES

Dress-down days are scheduled throughout the school year, offering students the opportunity to enjoy a break from the standard uniform. Participation in dress-down days is optional and restricted to eligible students. If a dress-down day serves as a fundraiser for a particular charity or school organization, the participation cost will be announced in advance. **Students who opt not to participate must wear their official school uniform on that day—NO EXCEPTIONS.** Any violations of the dress code will result in appropriate consequences.

Appropriate dress guidelines will apply on dress-down days. Attire should be neat and modest. The following rules must be adhered to:

- T-Shirts with offensive slogans or wording are not permitted.
- Shirts must have sleeves; midriff and spaghetti strap tops are not allowed.
- Low-riding jeans and ripped jeans are not permitted.
- Leggings are not permitted.
- Flip-flops, Crocs and sandals are not allowed.
- Skirts and shorts must adhere to the original uniform code length.
- No hooded tops (shirts, sweatshirts and jackets)

Inappropriate dress will result in the student being restricted from participating in the next designated dress-down day, and parents/guardians may be called to bring appropriate attire.

# ELECTRONIC / WIRELESS DEVICES

The use of electronic devices by students during school hours is strictly prohibited. Items such as smart watches, earbuds, and handheld games should not be brought to school. If these items are brought to school without prior authorization from the administration, they will be confiscated. However, Kindles, Nooks, and tablets are allowed for reading purposes only. Please note that the school is not responsible for any loss or theft of these items if they are brought to school.

Wireless devices, encompassing cellular/mobile phones, smart watches, smart glasses, AI glasses, wearable technology, personal digital assistants, tablets, and two-way communication devices, are strictly regulated on school grounds and during school hours. **Wireless communication devices should be turned OFF and kept in the student's backpack on school grounds and during school hours.** Carrying cell phones in pockets is prohibited. This "TURN OFF" policy applies from 7:00 AM to 3:45 PM. Cell phones may only be utilized once students have arrived at their dismissal destination, except under specific directives from teachers or school staff under their supervision. It is important to note that the school bears no responsibility for any loss or theft of wireless communication devices that occur on campus, during school functions, or while on school transportation.

This policy complies with Florida law, including §1006.07(2)(f), Florida Statutes, which prohibits student cellphone use during instructional time. All devices must remain silenced and unused during class periods unless specifically authorized for educational purposes or emergencies. The high school cafeteria exception does not apply during instructional blocks.

Consequences for policy violations are as follows:

- **First Offense:** A verbal warning will be issued, and the cell phone will be returned to the student at the end of the day upon signing the cellular telephone policy form.
- **Second Offense:** The cell phone will be returned to the parent or guardian after they sign the cellular telephone policy form, and the student will receive a detention.
- **Third Offense:** The parent or guardian must acknowledge via paperwork that the cell phone will be returned at the end of the academic year. Failure to surrender the item will result in additional disciplinary consequences.

# ELEVATOR USE

The elevator is designated for use by school employees, maintenance personnel, visitors, and parents/guardians. Students may only use the elevator with an elevator pass authorized by the Administration. These passes are issued by the school nurse upon receiving proper documentation from a physician. Students with elevator passes must be accompanied by an elevator buddy chosen by their homeroom teacher. Unauthorized use of the elevator by students will result in disciplinary action.

# ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

The goal of the ESOL program at Franklin Academy is to provide students with limited English proficiency the instruction they need to develop both communicative and academic skills necessary to meet national, state, and district educational standards. Our program ensures that all English Language Learners (ELLs) receive the appropriate accommodations and support tailored to their specific language learning, academic, and cultural integration needs.

At Franklin Academy, ELL students are required to meet the same curriculum standards as their peers in English Language Arts and other content areas. To ensure comprehensible instruction, we use ESOL strategies, supplementary materials, and native language assistance. This comprehensive approach helps ELL students achieve academic success while integrating seamlessly into the school community.

# EXCEPTIONAL STUDENT EDUCATION (ESE)

**Special Programs Director:** Tori Austin | Austin.Tori@franklin-academy.org

At Franklin Academy, we are committed to providing a supportive and inclusive learning environment for all students, including those with disabilities. We adhere to federal and state laws, including the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, to ensure that students with disabilities receive appropriate educational services and accommodations.

**Special Education Services:** Students who qualify for special education services under IDEA may receive individualized education plans (IEPs) tailored to their specific needs. These plans are developed collaboratively with parents, teachers, and specialized staff to outline academic goals, accommodations, and related services necessary to support the student's learning and development.

**504 Accommodations:** Section 504 of the Rehabilitation Act ensures that students with disabilities who do not qualify for special education under IDEA may still receive accommodations to ensure equal access to educational opportunities. Accommodations may include adjustments to classroom instruction, assignments, testing procedures, and the physical environment to accommodate the student's needs without fundamentally altering the curriculum.

# EXTRA CREDIT

Extra credit assignments will only be allowed if they are available to all students. These assignments must be related to the course, aligned with the standards, and approved by the administration in advance.
**Parents/guardians are not permitted to request extra credit.**

# FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, parents/guardians have the right to access their child's educational records, request that inaccurate or misleading information be corrected, and consent to the disclosure of personally identifiable information. However, FERPA also establishes limitations on the disclosure of student records, prohibiting schools from sharing certain information without parental consent. At Franklin Academy, we are committed to upholding the privacy rights of our students and their families in accordance with FERPA regulations. Parents/guardians who have questions or concerns about FERPA or their rights under the law are encouraged to contact the school administration for assistance.

# FAMILY PASSWORD

To ensure the safety and security of our students, only individuals listed as an EMERGENCY CONTACT will be authorized to pick up students from school. Valid photo identification will be mandatory for all individuals seeking to pick up a student. If someone arrives at the school to collect a student and their name is not listed as an emergency contact, the student will not be released unless written or electronic authorization has been provided by the parent/guardian, and the individual attempting to pick up the student can correctly verify the FAMILY PASSWORD as documented in the student information system (PowerSchool). Family passwords are updated annually during the registration period to maintain the integrity of our security protocols.

# FIELD TRIPS

Field trips are arranged periodically as an enhancement to the learning process. All parents/guardians must submit a completed school-issued permission slip so their student may attend any field trip. **Student 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. Students are to wear their uniform on field trips for security reasons (unless authorized otherwise by school administration).

- Early dismissal from a field trip site is not permitted.
- Students who are absent from school on a scheduled field trip date may not attend the field trip.
- Students with any outstanding financial obligations or restrictions due to non-completion of required parent service hours will not be permitted to attend field trips.
- Refunds will NOT be issued due to discipline, illness, absence or outstanding financial obligations.
- Students may not be transported in personal vehicles.

Parents/guardians may be asked to assist the teacher as chaperones. Parents/guardians serving in this capacity may not have other children (siblings) accompany them. Parents/guardians who are officially selected to serve as a chaperone may count time devoted to this function as parent service hours. Parents/guardians are NOT permitted on overnight field trips. For security reasons, parents/guardians may not join a field trip group if they are not designated as an official chaperone. Additionally, all parents who wish to serve as field trip **chaperones must successfully complete a Level 2 background** check prior to participation.

Failure to adhere to this policy may result in the parent/guardian losing the opportunity to be selected as a chaperone for future field trips. The Guidelines for Chaperones form must be signed prior to any parent/guardian serving as a chaperone on a field trip. Parent chaperones are required to adhere to these guidelines.

# FIELD TRIP/FIELD DAY SPIRIT SHIRTS

During school-sponsored field trips, students must wear the designated spirit shirt or school shirt assigned for the trip, unless instructed otherwise by the teacher. This requirement is for safety reasons, as these specially marked shirts facilitate easy identification of all Franklin Academy students.

# FLORIDA'S ACADEMIC STANDARDS

Florida's B.E.S.T. Standards for English Language Arts and Mathematics, along with the State Academic Standards for Science and Social Studies, represent the fundamental expectations set by the Florida Department of Education for student learning from Kindergarten through 12th grade. Our teachers have undergone professional development to effectively incorporate these standards into their instructional planning. At Franklin Academy, we are dedicated to fostering collaboration with parents/guardians and families to ensure our students are well-prepared for success. Together, we all play pivotal roles in guiding students towards reaching their fullest potential. Continuous assessment of our academic program ensures that we are equipping every student with the necessary skills to thrive in college, career, and life.

In addition to adhering to Florida's academic standards, our curriculum integrates the International Baccalaureate Programme which features instructional practices aligned with IB Unit Plans. These plans offer a conceptual framework and linkages to real-world applications of the content and skills outlined by Florida's academic standards. Furthermore, the IB encompasses its own set of four objectives, segmented into strands for each subject group. Throughout the academic year, each objective and strand is taught and assessed a minimum of two times in every IB course, ensuring comprehensive coverage and evaluation of student progress.

# FOOD ALLERGIES

If your child has a peanut or other severe food allergy, please contact the school nurse via email at banton.kacian@franklin-academy.org and inform the classroom teacher as well. It is crucial to provide written notification to the school about any known allergies your child has. This allows us to take proactive measures to minimize exposure to potential allergens and be prepared for any medical emergencies. For students at risk of anaphylaxis, an individualized written plan, along with a Medication Authorization Form and prescribed medication from a physician, should be on file in the school clinic. Peanut allergies, in particular, pose a significant risk as they

can trigger life-threatening reactions even through airborne exposure. We urge parents/guardians to be cautious when packing lunches or snacks for their children. Additionally, please consult with your child's teacher to inquire about any specific food allergies present in the class, such as peanuts or tree nuts, and demonstrate sensitivity to this critical issue.

# FOOD POLICY

In light of recent societal and environmental changes, it is imperative that we exercise caution regarding food items brought into the classroom. The rise in food-related pathogens posing severe health risks, coupled with an increasing number of students with life-threatening food allergies, necessitates stringent guidelines for food consumption at school. Therefore, any food served or shared on school premises must originate from a commercially inspected facility and be clearly labeled with its contents. **Students are strictly prohibited from sharing food with their peers to mitigate potential health risks.**

Additionally, students are not permitted to bring carbonated beverages or glass-contained drinks to school. Please note that there are no facilities available for refrigeration or microwaving of food items. Furthermore, parents/guardians are not allowed to bring fast food lunches to school for their children, and dropping off lunch or food items during school hours disrupts the learning environment. These measures are essential to safeguarding the health and well-being of all students at Franklin Academy.

# FOOD SERVICE PROVIDER

Franklin Academy proudly participates in the National School Lunch Program, offering free or reduced pricing to eligible students in accordance with program guidelines. Our food service partner, SLA Management, is committed to delivering nutritious and high-quality meal programs. Each school lunch adheres to the National School Lunch daily requirements, ensuring a balanced selection of protein, vegetables, fruits, dairy, and grains.

For IB Primary Years Programme (PYP) students, we provide an extensive a-la-carte program featuring healthy and affordable snack options, complementing the diverse lunch menu offerings. This ensures that all students have access to nutritious meals and snacks that support their health and well-being throughout the school day.

# FORGOTTEN LUNCH AND ITEMS

School staff will not accept or deliver forgotten school supplies, PE uniforms, materials, assignments, etc. after the start of the school day. We do not want any child to go without lunch; therefore, lunches and snacks that are delivered after the start of the school day will be delivered from the office to the cafeteria in time for lunch. They will not be delivered to the classroom nor will the student be called out of the classroom to pick up a delivery. We encourage parents to pack healthy lunches to encourage healthy eating habits. No student is permitted to leave campus during lunch or order food during or after school hours, and there will be no food deliveries accepted (i.e. Uber Eats, Chick-Fil-A, etc.).

We strongly encourage parents/guardians to pack healthy lunches to promote positive eating habits among our students. Additionally, it's important to note that leaving campus during lunch, ordering food during or after school

hours, or accepting food deliveries (such as Uber Eats or Chik-Fil-A) are not permitted. By adhering to these guidelines, we ensure the safety and well-being of all students during the school day.

# FORTIFYFL

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. By accessing FortifyFL, students can provide a description of the threat, share photos and videos, and optionally submit their contact information. Submissions can be anonymous or non-anonymous. Submitting a tip is quick and easy using our mobile app or website. ***All Franklin Academy students have access to FortifyFL via their Clever portal dashboard.***

# FUNDRAISERS

Students are not permitted to engage in personal sales on school grounds or use the school's name for fundraising without prior written approval from school administration. Official school organizations are responsible for conducting all sales for the benefit of the school. Consequences for unauthorized sales may include confiscation of items and funds involved, as well as additional disciplinary measures in accordance with the Administrative Discipline Matrix.

# GIFTED EDUCATION REFERRAL PROCESS

**Special Programs Director:** Tori Austin | Austin.Tori@franklin-academy.org

In Florida, a gifted student is defined as one with superior intellectual development capable of high performance. These students may have learning needs that surpass what's typically offered in regular classrooms. Parents, guardians, or faculty members can refer a student for gifted program services by submitting a written request via email to the school's Special Programs Coordinator. The Eligibility Team will review all referrals to determine if existing data and information justify eligibility for a gifted screening.

# GRADE WEIGHTS AND CATEGORIES

| GRADE LEVELS | SUBJECT AREA(S) | CATEGORY | WEIGHT |
|---|---|---|---|
| 1 – 8 | All Subject Areas | Classwork | 40% |
| | | Quiz | 25% |
| | | Test | 35% |

# GRADING SCALE

| Letter Grade | Percentage | Grade Points | Progress Level |
|---|---|---|---|
| **A** | 90 – 100% | 4.0 | Outstanding |

| | | | |
|---|---|---|---|
| **B** | 80 – 89% | 3.0 | Above Average |
| **C** | 70 – 79% | 2.0 | Average/Satisfactory |
| **D** | 60 – 69% | 1.0 | Unsatisfactory |
| **F** | 59 or Below | 0.0 | Failing |
| **I** | Incomplete | 0.0 | Incomplete |

# GRADING AND STUDENT PROGRESSION

At Franklin Academy, we adhere to the guidelines outlined in the Palm Beach School District's Student Progression Plan (Policy 6000.1),, ensuring consistency and excellence in education. This plan sets forth clear standards for effective instruction, defines criteria for student promotion, and ensures equitable access to learning opportunities for all students.

Our curriculum is thoughtfully designed to align with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, as well as the State Academic Standards for Science and Social Studies mandated by Florida law. By adhering to these rigorous standards, we provide our students with a robust educational foundation that prepares them for success in an ever-evolving world.

# GRADE CHANGE POLICY

At Franklin Academy, grades are recorded for each nine-week grading period. Changes to recorded grades will only occur under specific circumstances, including computational errors, inaccurately recorded grades, or the completion of previously incomplete assignments.

We value transparency and encourage students and parents/guardians to seek clarification regarding how grades are determined by teachers. However, it's important to note that grades will not be altered due to external pressures such as athletic eligibility, parental influence, college admissions, or participation in extracurricular activities.

Should there be a need to question a grade listed on the report card, students and parents/guardians are required to reach out to the teacher within one week from the publication of grades. If upon review, it's found that a grade correction is warranted, the teacher will promptly submit the corrected grade to the designated Assistant Principal. It's essential to note that grade changes will not be entertained after the conclusion of the school year.

# GUM CHEWING/EATING

At Franklin Academy, we maintain a strict policy against gum chewing on school grounds. Furthermore, students are expected not to eat during class or in the hallways, except during designated snack times as approved by the school administration.

# HEAD LICE

In the event that authorized school personnel detect lice and/or nits (lice eggs) in a student's hair, the student will be required to return home. Additionally, if lice/nits are detected on a student in a class, the entire class may undergo screening. Siblings of affected students may also be screened for head lice.

Upon the student's return, both the student and parent/guardian must report to the school office. The student will then undergo a thorough examination by the school nurse to ensure the absence of any remaining nits before re-admittance. It's important to note that under no circumstances are parents/guardians permitted to check another student for lice and/or nits.

Each infestation of head lice grants the student a maximum of five (5) excused absences. If a child is returned to school following five days of excused absences due to a lice infestation, and the infestation persists, subsequent absences shall be marked as unexcused.

# HEALTH CONCERNS

To ensure the safety and well-being of all students, we request your cooperation with the following health guidelines:

- Please inform the school if your child is absent due to a diagnosed communicable illness, such as meningitis, measles, salmonella, etc.
- Please keep your child home if they exhibit flu-like symptoms, including a fever greater than 100°F, sore throat, cough, chills, body aches, etc. Additionally, keep your child home for rashes, yellow eye drainage, or greenish-yellow phlegm from a cough or cold, diarrhea, etc.

If your child has any health conditions, such as allergic reactions (food, insect bites, etc.), asthma, diabetes, cystic fibrosis, seizures, sickle cell anemia, or any other medical condition, it's vital to provide the following information to ensure your child's well-being while at school:

- Updates and changes in their health condition as they occur.
- Documentation of any medications and treatments required, which must be detailed on an Authorization for Medication/Treatment form.
- Emergency contact details, including names and phone numbers.

# HEALTH EMERGENCIES

At Franklin Academy, the well-being of our students is paramount. We have a registered nurse available in the school clinic daily. The nurse is equipped to administer medications, provide care for minor cuts and abrasions, and communicate with parents/guardians as needed.

In the event of a child's illness or non-emergency injury, parents/guardians will typically be contacted to discuss the best course of action. However, in more serious cases, emergency medical services will be promptly contacted.

It is imperative to keep your child's emergency contact information up-to-date in PowerSchool. Any changes, whether in phone numbers, email addresses, or residential addresses, must be promptly updated during the school year.

Please note that emergency contact information must be provided annually to ensure swift and accurate communication in case of any health-related emergencies.

# HEALTH IMMUNIZATIONS

Please be aware that Florida statute mandates all students to have the proper immunizations before enrolling in Franklin Academy or any Palm Beach public school. Failure to comply with these immunization requirements may result in students being excluded from school until their immunizations are brought up to date.

If you're uncertain about your child's immunization status, you can consult with your healthcare provider or reach out to the Florida Department of Health - Palm Beach (561) 514-5300 for assistance.

Thank you for your attention to this important matter. Your cooperation in maintaining up-to-date immunizations helps ensure the health and safety of all students within our school community.

# HEALTH SCREENINGS

Florida Statue 381.0056(7)(d) mandates health screenings for public school students in Kindergarten, 1st, 3rd, and 6th grades, as well as for students new to the county. It's important to note that while these screenings are conducted to identify potential health concerns, they are not a substitute for a comprehensive examination by a healthcare provider. The screenings cover vision, hearing, height, weight, Body Mass Index (BMI), and Scoliosis, with the aim of reducing health-related barriers to learning. Screenings may be carried out individually or in groups.

Parents or guardians retain the right to opt their child out of these screenings. Additionally, if parents/guardians receive a letter indicating that their child did not pass a health screening, it is strongly advised to follow up with a healthcare provider. Please be aware that if you prefer your child not to undergo one or more of the mandated screenings, the required "Health Screening Opt-Out Form" must be submitted to the school during the annual registration process or from the date of enrollment if the student enrolls after the start of the school year.

# HOMEWORK POLICY

At Franklin Academy, we understand the significant role that homework plays in enriching a child’s educational experience. However, we also acknowledge the importance of balancing academic responsibilities with family commitments and the need for leisure time.

Research indicates that while homework can be beneficial, it's essential to consider the diverse needs and activities of our students and their families. Therefore, our homework policy at Franklin Academy aims to strike a harmonious balance between academic requirements and family priorities.

Homework assignments are tailored to address each student's unique learning needs. At times, teachers may assign personalized reinforcement or additional practice to be completed at home to support the individual progress of each student.

Furthermore, it's important to note that students enrolled in high school-level courses will have required homework as part of their academic curriculum. This homework is designed to complement classroom learning and reinforce key concepts covered in class.

# ILLNESS OR INJURY AT SCHOOL

While regular attendance is crucial, it's equally important to prioritize the health and well-being of our students. If your child is unwell, they should not be sent to school. **To safeguard the health of all students and staff, children should be free of fever, vomiting, and diarrhea for a minimum of 24 hours before returning to school after an illness.**

If a student falls ill during the school day and it's determined that they would benefit from home care, parents or guardians will be promptly contacted and asked to **pick up the student within one (1) hour**. Our school facilities have limited capacity to accommodate sick students for extended periods, necessitating their timely pickup.

**Students will be sent home if their temperature registers 100°F or higher.** It's imperative that school personnel are informed of any student's chronic illness, such as asthma, diabetes, heart conditions, or seizures, to ensure appropriate care and support can be provided as needed.

# ILLNESS OR INJURY: MAJOR

The procedures for addressing injuries at Franklin Academy are as follows:

- The school nurse will assess the injury to determine if emergency services are required. However, teachers supervising the student at the time of the incident may exercise discretion to request immediate emergency assistance.
- Emergency services, including contacting 911, may be initiated if deemed necessary.
- Immediate attempts will be made to contact the student's parent or guardian.
- Arrangements will be coordinated to transport the student to the nearest hospital's emergency room.
- School officials will be available to provide necessary information to emergency personnel, if required.
- A school staff member, typically the school counselor, administrator, or another designated staff member, will accompany the student to the hospital and stay until the parent/guardian arrives.
- A written incident report will be completed by the supervising teacher by the end of the school day. The school nurse will furnish any pertinent information to the teachers regarding the injury or illness.

# ILLNESS OR INJURY: MINOR

Minor accidents are promptly reported to the school office, and if necessary, a note may be provided to the child to take home at the end of the school day. While efforts are made to notify parents/guardians via telephone in some instances, it's important to note that not all visits to the nurse will result in a personal phone call due to the high volume of students and incidents.

# INSTRUCTIONAL SUPPLIES

All required textbooks and library books are supplied by the school, and teachers are equipped with the materials and equipment needed for classroom instruction. It's imperative that students understand the value of these resources and treat them with care, as any lost or damaged books or materials may result in a fee. To foster responsibility, students are expected to take ownership of their personal supplies and school materials. Grade and course-specific supply lists are available on the school website, and students are responsible for ensuring they have all necessary basic supplies. We encourage parents/guardians to assist their children in preparing for school by ensuring supplies are properly packed the night before to avoid morning rushes. Ultimately, it's the student's responsibility to check and ensure they have everything needed for the next day's classes.

# PRIMARY YEARS PYP

The PYP is a challenging programme of study that encourages students to make practical connections between their studies and the real world, preparing them to become lifelong learners. The International Baccalaureate Organization (IBO) aims to develop active, internationally minded young people who can empathize with others and pursue lives of purpose and contribution. The PYP empowers students to delve into a wide range of issues and ideas of significance locally, nationally, and globally. The intended result of the PYP is young people who care and are creative, critical, and reflective thinkers. This is accomplished through IB PYP Units of Study that are created and revised by our teachers, which provide a conceptual and contextual framework for their lessons. Visit the IB Tab on the Franklin Academy Boynton Beach website for all IB policies and expectations.

# INTERNET SAFETY POLICY

At Franklin Academy, we acknowledge the benefits of electronic devices and the internet in advancing student learning and streamlining school operations. However, it's crucial to recognize that the internet, being an unregulated medium, can expose students and staff to potential risks.

In alignment with Florida law and State Board of Education rules, the Franklin Academy Governing Board has adopted an Internet Safety Policy which outlines guidelines for the safe and responsible use of school networks by students.

- Accessing online content that is lewd, pornographic, scandalous, obscene, illegal, hateful, objectionable, or otherwise does not comply with this policy is strictly prohibited.
- The use of the School's networks to access social media platforms is generally prohibited. However, in specific educational contexts and with explicit direction from a teacher, students may be permitted to access social media platforms solely for educational purposes.
- It's important to note that under no circumstances may any student access TikTok or any other platforms prohibited by Florida's Department of Management Services while on school grounds or participating in school activities. Additionally, using TikTok or similar platforms to communicate or promote the School, School-sponsored clubs, extracurricular organizations, or athletic teams is strictly prohibited.
- Students are only allowed to use sanctioned email, chat rooms, and online messaging platforms while at the School or as part of School activities, and only when authorized by a staff member as part of the educational program.

# LABELS

Please ensure that your child's name is clearly labeled on all personal belongings, including lunch boxes, school jackets, binders, and any other items they bring to school.

# LATE FEES

Parents/guardians of students in grades K-5 are subject to a late fee of $1.00 per minute, per student, for pickups after 2:45 PM. For grades 6-8, the late fee applies after 3:45 PM. This policy extends to all before-school, after-school, and after-hours events and activities, encompassing late pickups from after-school clubs, special events, school-sponsored off-site events, and more.

Furthermore, students with outstanding financial obligations are ineligible to participate in extracurricular activities, including but not limited to field trips, dances, athletic events, ceremonies, and after-school clubs.

# LATE WORK POLICY

Franklin Academy recognizes the importance of accountability and timely submission of assignments. To ensure consistency and fairness across classrooms, the following policy will apply to all late work in grades 3-8:

- Late assignments will be accepted only during the same grading quarter in which they were originally assigned.
- A deduction of 10 points per day will be applied, up to a maximum of two days late.
    - **One day late:** 10-point deduction from the grade earned
    - **Two days late:** 20-point deduction from the grade earned
- Assignments submitted more than two days late will receive a 50% deduction from the grade earned, provided they are submitted before the end of the grading quarter.
- Any assignment not submitted by the end of the grading quarter will receive a grade of zero.

It is the student's responsibility to manage deadlines and ensure that all work is submitted on time. Teachers are expected to apply this policy consistently across all courses.

# LIBRARY BOOKS

When a student checks out a book from the library, they assume responsibility for its safekeeping until it is returned. Library books are to be returned within two weeks from the date of checkout. Each student may borrow up to two (2) books at a time. However, students with overdue books are ineligible to check out additional items until all overdue materials are returned, and any associated fees are settled.

In the event of a lost or irreparably damaged book, the student is responsible for paying a replacement fee, as determined by the Media Specialist/Clerk. Irreparable damage includes but is not limited to, removal of barcode, laminate covering, or labels; water or food damage; and writing or marking within the book.

We kindly request that parents/guardians refrain from attempting to repair books at home. Our Media Centers are equipped with specialized materials for book repair. While normal wear and tear is anticipated and will not incur charges, "at home" repairs may result in further damage, for which the student will be held accountable. In such cases, the parent/guardian may opt to purchase the same title and provide it to the school as a replacement.

# LOCKED DOORS

To ensure the safety and security of our students, staff, and visitors, Franklin Academy adheres to the guidelines set forth by the Florida Department of Education (FLDOE) regarding locked doors. This policy is designed to minimize unauthorized access and enhance the overall security of our school premises.

1. **Classroom Doors:**
    - All classroom doors must remain locked at all times during school hours.
2. **Main Entrances:**
    - The main entrances of the school will remain locked during school hours.
    - Visitors must use the intercom system to request entry and will be admitted only after presenting valid identification and stating their purpose for visiting.

Franklin Academy is committed to providing a safe and secure environment for all members of our school community. Your cooperation is essential in maintaining the safety and security of our school. For any questions or further information regarding this policy, please contact the school administration.

# LOST AND FOUND

Throughout the school year, items that have been lost are turned in to the school office. Many of these instances could be prevented if clothing and personal belongings were labeled with the student's name. Students who lose an item can visit the designated lost and found area to retrieve it, with adult approval and supervision. Unclaimed items are eventually donated to charitable institutions. Therefore, we strongly encourage parents/guardians to label their child's personal belongings, facilitating their return to the student. To ensure the efficiency of our lost and found system, unclaimed items are reviewed periodically. Any items remaining unclaimed after this period will be donated or discarded .

# LUNCH MENUS

Our monthly breakfast and lunch menus are conveniently available online and prominently displayed in the school cafeteria.

Franklin Academy is now qualified for the Community Eligibility Provision (CEP), allowing every student to eat one free breakfast and one free lunch daily. This applies to the first meal only; additional meals must be purchased at full price unless the student qualifies for free or reduced pricing. Students who would like additional food items, such

as a second entrée, a second lunch or snacks, may purchase them through the cafeteria using available funds in their meal account.

Please complete the National School Lunch Program (NSLP) application, as students may also qualify for additional programs with the completion of the NSLP application. Be sure to apply!

# LUNCH PAYMENTS

Parents/guardians are strongly encouraged to pre-pay for lunches on a weekly or monthly basis, ensuring that funds are readily available for student purchases. As part of our commitment to safety and convenience, **Franklin Academy operates as a CASH-FREE school.** Instead, lunch payments are debited from the student's account. For the 2026-27 school year, Franklin Academy participates in the Community Eligibility Provision (CEP), which provides **one free breakfast and one free lunch** to every student each school day. Students who would like additional food items, such as a second entrée, a second lunch or snacks, may purchase them through the cafeteria using available funds in their meal account.

If paying by check, please make it payable to Franklin Academy and include the student's name, homeroom teacher's name, and specify that it is for a lunch payment. It's important to note that lunch payments cannot be processed through the payment section of our website. However, payments for meals can be conveniently made via the PowerSchool Parent Portal.

To access the School Payment Portal through the PowerSchool Parent Portal, locate the "arrow" icon in the upper right-hand corner of the screen after logging in. Clicking this icon will reveal a new menu. From there, select the "School Payment Portal" link to proceed to the payment processing page.

If you haven't already linked your School Payment Portal account to your PowerSchool Parent Portal account, you'll need to do so. Once both accounts are linked, clicking the School Payment Portal link will seamlessly transfer your credentials, granting you direct access to the payment portal without the need for additional login steps.

Please note that any student with a lunch balance below the current cost of an additional item will not be eligible to purchase the additional item.

It's essential to monitor your child's lunch balance regularly on PowerSchool to ensure they have sufficient funds for meal purchases. Once a payment has been successfully processed and the student's balance exceeds the cost of a hot meal, they will regain eligibility for the regular meal option.

# LUNCH PROGRAM

Participation in the school lunch program is entirely optional. Students have the freedom to bring their lunch from home each day if they prefer. We encourage you to explore all meal program options available. For those who qualify, free or reduced-price lunch options are offered.

Please be aware that according to Federal Lunch Program guidelines, if a student cannot consume milk and requires an alternative beverage during lunch, a doctor's note will be necessary.

# MAKE-UP WORK

Make-up work will be accepted for full credit and grade for both excused and unexcused absences, as well as out-of-school (external) suspensions. All make-up assignments, including quizzes and tests, must be submitted or taken within two school days following the return to the missed class, excluding the day of return, for each day of absence. The late work policy will be applied following the two school days provided due to an excused and unexcused absence. In cases where assignments and appropriate instructions are provided prior to the absence, make-up work, including major projects, is due on the day of return to the missed class. However, under extenuating circumstances and at the teacher's discretion, additional time may be granted.

**MISSING ASSIGNMENTS & TESTS DUE TO ABSENCES**: All students are expected to make up work missed during an absence. For absences due to (a) illness of student, (b) illness of an immediate family member, (c) death in the family, the absence is excused hence full credit will be awarded as long as the student makes up the work during the appropriate time frame. A student has TWO days to make up the work for each day the student is absent, not including the day of return. Students who have an unexcused absence will follow the policy for Missing Assignments & Tests due to late work.

# MEDIA RELEASE FORMS

Franklin Academy, or any school-approved agent, may capture photographs or videos of students to promote the school or showcase its achievements and activities. These images may be used in various promotional materials such as brochures, the school website, flyers, and advertisements. During the registration process, parents/guardians are asked to sign Media Release forms. Failure to provide a signed form may result in the student's photograph not appearing in the yearbook, class photos, event captures, or school performances.

Mid-year changes can be submitted via the online PS Parent Portal form

# MEDICATION ADMINISTRATION AT SCHOOL

Our primary goal is to ensure the safety and well-being of all students while at school, especially when it comes to medication administration. Here are the key points to remember:

- **Authorization Form:** Medications should ideally be administered at home during non-school hours. However, if this is not feasible, a completed Authorization for Medication/Treatment Form must be provided for all medications to be administered during school hours.
- **Written Authorization:** No medication, whether prescription or over-the-counter (except for designated emergency rescue inhalers/EpiPens), will be administered in school or during school-sponsored activities without written authorization from the parent/guardian and an authorized prescriber order.
- **Form Renewal:** A new Medication Authorization Form must be completed every school year or when changes are made to an existing one. The form includes crucial details such as the student's name,

diagnosis, allergies, medication name and dosage, administration time, possible side effects, and the prescriber's signature and date.

- **Administration Protocol:** All medications will be administered by the onsite school nurse or a trained staff member designated by the principal.
- **Delivery and Packaging:** Medication must be delivered to the school by the parent/guardian or an authorized adult. Prescription medications must be in their original pharmacy container with a non-expired pharmacy label, while over-the-counter medications must be in their original packaging with the safety seal intact. Students may not deliver medication to the nurse.
- **First Dose at Home:** The first dose of any new non-emergency medication must be given at home before it can be administered at school.
- **Unused Medication:** Parents/guardians are responsible for collecting any unused medication after its expiration date or the expiration date of the authorized prescriber's order.
- **Self-Carry Medication:** Students requiring self-carry/self-administered emergency medications, such as inhalers for asthma or epinephrine auto-injectors for anaphylaxis, must have an authorized prescriber's order and parent/guardian permission. They must also understand the importance of reporting their use to the school nurse or staff members.
- **HIPAA Compliance:** The school nurse may contact the authorized prescriber if any questions arise about the student or their medication, ensuring compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- **Medication Handling:** Teachers and students are not permitted to hold or dispense any medication for student use, except under special circumstances such as field trips where proper guidelines have been followed. All medications must be managed through the school clinic.

It's important to plan ahead for field trips if your child requires medication for an overnight trip that they may not typically take at school. Additionally, any changes to your child's health condition should be promptly updated. All authorized over-the-counter (OTC) topical products must be kept in the student's backpack for easy access when needed.

We prioritize the safety and well-being of our students, and adherence to these medication administration protocols helps ensure a secure and supportive learning environment for all.

# MEDICAL AND DENTAL APPOINTMENTS

For student sign-out for medical appointments, parents/guardians are required to visit the office and sign out their child. If someone other than a parent or guardian is designated to pick up the child, written notification must be provided to the office. The designated individual will be asked to present proper identification upon arrival.

Upon returning from the appointment, a parent/guardian must accompany the student to the front office to sign in and receive an admission slip for class re-entry. **Please note that students are not permitted to return to campus after 1:45 PM, as the campus will be locked down for dismissal procedures.**

# MENTAL HEALTH INSTRUCTION

Florida Statute 1003.42 requires five (5) hours of mental health instruction for grades 6-12 to be implemented annually through developmentally appropriate instruction and skill building. The instruction will address, at a minimum, the following topics: recognition of signs and symptoms of mental health disorders; prevention of mental health disorders; mental health awareness and assistance; how to reduce the stigma around mental health disorders; awareness of resources, including local school and community resources; the process for accessing treatment; strategies to develop health coping techniques; strategies to support a peer, friend, or family member with a mental health disorder; prevention of suicide; and prevention of the abuse of and/or addiction to alcohol, nicotine, and drugs.

# MOMENT OF SILENCE

In compliance with HB 529, a moment of silence will be observed in all first-period classrooms. It's important to respect each student's participation during this time without interference. Teachers are not permitted to suggest the nature of any reflection a student engages in during the moment of silence. Parents or guardians are encouraged to discuss the significance of the moment of silence with their children and offer suggestions on how to utilize this time effectively.

# NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society (NJHS) stands as a prestigious organization aimed at acknowledging exceptional middle school students. NJHS celebrates those who have showcased remarkable attributes in Scholarship, Leadership, Service, Citizenship, and Character.

**NHJS SELECTION CRITERIA**: To be eligible for induction into the Franklin Academy Boynton Beach Chapter of the National Junior Honor Society, students must meet the following prerequisites:

1. Enrollment at Franklin Academy for at least one full semester.
2. Enrollment in the second semester of 6th grade, 7th grade, or 8th grade.
3. Attainment of a cumulative grade point average of at least 3.5 on a 4.0 scale, calculated from enrollment to the current period.

Students meeting these prerequisites will receive a Candidate Form link. This form must be duly completed and submitted by the specified deadline. **Please note that late submissions will not be considered.** Further details and information regarding membership qualifications can be found on the school website.

It's important to note that sustained membership in the NJHS is contingent upon the payment of yearly dues, completion of required service hours, and adherence to the chapter's academic and behavioral standards.

# OFFICE ACCESS & HOURS

Visitors are asked to enter the building through the main office, where they will be required to present a valid state-issued identification card and obtain a visitor’s badge.

For safety reasons, in-person assistance in the school office/main lobby area is available strictly between the hours of 8:45 AM and 1:45 PM. However, exceptions are made for scheduled appointments or signing in for volunteer opportunities. On early release days, in-person assistance concludes at 10:45 AM.

Telephone assistance remains accessible from 7:00 AM - 4:00 PM for any inquiries or support needed.

To maintain security measures, all exterior access doors and gates are locked once students have arrived. Please refrain from attempting entry anywhere other than the front door. Staff members diligently monitor all access points at all times. Students are reminded not to open outside doors under any circumstances, ensuring the safety and security of our school environment.

# OUTERWEAR

Outerwear, including sweatshirts, sweaters, or jackets worn on school grounds, must bear the Franklin Academy logo. If a student is wearing a uniform shirt with an embroidered logo but has a non-logo sweatshirt over it, they will not be in compliance with the dress code and will be asked to remove the unauthorized outerwear. Any unauthorized outerwear may be confiscated until the end of the day.

# PARENT SERVICE HOURS

Parent involvement significantly contributes to students' academic success by fostering a sense of safety and security and enhancing learning gains. At Franklin Academy, families are expected to contribute a minimum of eight (8) Parent Service Hours each academic year, regardless of the number of students enrolled.

These service hours must be completed between July 1st and June 30th of each school year and cannot be fulfilled through financial contributions or donations. Families can earn service hours both at school and at home, with opportunities provided by the school.

Failure to meet this annual requirement may result in consequences, including:

- Possible exclusion from returning the following year.
- Restrictions on students' participation in extra-curricular activities.
- Service hours may only be performed by parents, legal guardians, and immediate family members who have submitted an official volunteer application. Exceptions to this rule require prior approval from school officials.
- Siblings performing service hours on behalf of the family must be 18 years or older and not currently attending a public school.

For safety reasons, parents/guardians completing their service hours on campus may not be accompanied by their minor children. Please refer to the Service Hour Brochure on the school website for detailed policies and requirements.

Volunteers must sign in at the front desk and wear a VOLUNTEER BADGE at all times while on campus. Failure to sign out after volunteering will result in the hours not counting toward the service hour requirement. Parents/guardians are also reminded to dress appropriately and refrain from using cell phones while on campus.

# PARENT SERVICE HOURS – FAQ

**How many service hours does a family need to complete each year?** The requirement is a flat 8 hours per family.

**Can I write a check or purchase something in exchange for earning service hours? NO.** Franklin's service hour policy is all about parental involvement in their child's academic lives. **Under no circumstances can service hours be provided for donations.**

**Can families complete service hours at any campus; even ones where they do not have children attending? YES.**

**Can parents bring their minors with them while they complete their on-campus service ours? NO.** Families performing hours of service may NOT bring minors with them to campus (e.g. a mother of a 3-year-old who is assisting with car line to earn service hours cannot keep both her own child and the students on the curb safe at the same time).

**Can my family complete hours on my behalf? Yes.** Any adult member of your family can complete hours (mom, dad, grandmother, grandfather, aunt, uncle, etc...)

**If your relative also has a child enrolled at Franklin, they can only complete hours for their own immediate family.*

**Can parents earn service hours for making off-campus copies? YES**. However, unlike other service hour approved activities, which are based upon time, off-campus copies are worth a flat amount of 30 MINUTES, regardless of how big or small the copy project may be.

# PARENT-TEACHER CONFERENCES

Effective communication between parents/guardians and teachers is essential for a successful school year. Teachers regularly update parents/guardians on school assignments, upcoming activities, and student progress. It's important for parents/guardians to emphasize the value of teacher communication to their children and establish a system to ensure that all communication reaches home and school promptly.

Conferences can be arranged at the request of either the school or the parent/guardian. To schedule a conference with a teacher, parents/guardians should contact the student's teacher. Teachers in grades K-5 will then coordinate with the parent to determine a mutually convenient time for the conference. For 8-Jun grade parent/teacher conferences, parents are encouraged to meet with the team of teachers for the student. An administrative assistant will reach out to the parent/guardian to schedule the team conference.

Conferences requested by the school will have a specific time and date provided. All parents/guardians and visitors must sign in at the front office for a visitor's pass before proceeding to any classroom. It's important to note that teachers are not available for unscheduled conferences. If a scheduled conference needs to be canceled, please notify the teacher(s) in grades K-5 via email and the front office to speak to the designated administrative assistant who coordinators team conferences in grades 6-8.

All conferences must be arranged through the teacher via email. For grades 6-8, the school counselor can assist in scheduling group conferences as needed. If a scheduled appointment needs to be canceled, please notify the teacher via email.

# PARENT TEACHER ORGANIZATION (PTO)

**Contact PTO:** pto-bb@franklin-academy.org

Each child's growth and development is a collaborative effort between home and school, considering the significant time spent in the educational environment. Families are encouraged to actively contribute to the advancement of school goals and student growth by participating in the Parent Teacher Organization (PTO). PTO officers will be elected in accordance with the organization's bylaws and are expected to fulfill their roles for the betterment of the school and its students.

Throughout the school year, the PTO will organize fundraising events to support various initiatives aimed at enhancing the overall student and staff experience. Funds generated from these events will be utilized to procure materials and equipment for students, as well as to support school programs and initiatives recommended by the Principal in alignment with the school's mission.

Attendance at general PTO meetings may earn parents/guardians one (1) service hour, subject to the discretion of school administration. **However, it is important to note that PTO meetings are not intended for addressing complaints about staff or school-related issues. If parents/guardians have concerns, please follow the appropriate communication procedures outlined by the school administration.**

# PAYMENT POLICY

**Franklin Academy operates as a "CASH-FREE" school,** meaning all transactions must be conducted using checks, money orders, or major credit cards. Personal checks will not be accepted after May 1st of each school year. From May 1st onwards, payments must be made via money order or credit card until the start of the next school year.

In the event of a returned check due to insufficient funds, stop payment, or any other issue, a $25.00 returned check fee will be charged per check, in addition to the amount of the original check. After two instances of returned checks, personal checks will no longer be accepted from the individual, and payments will only be permitted through money orders or major credit cards.

Students with outstanding balances, including negative lunch balances, returned check fees, late fees, or overdue book charges, will not be allowed to participate in field trips or special activities until all outstanding balances are settled in full.

# PETS

We request parental cooperation concerning the presence of pets or live animals on school premises. For safety reasons, all pets must remain inside vehicles while on school grounds. Only officially designated service animals, properly marked, are permitted on campus.

# PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism, the act of presenting someone else's work as your own without proper acknowledgment, is strictly prohibited at Franklin Academy. This includes cheating, making up sources, and improper collaboration, among other forms of academic dishonesty. Such actions undermine the integrity of our school, compromise the learning process, and erode trust between teachers and students.

To uphold academic integrity, Franklin Academy imposes serious consequences for plagiarism. These consequences may range from failing the assignment or course to suspension by school administration. Any plagiarized assignments will receive a grade of zero, and parents or guardians will be promptly notified. Students who enable others to copy their work will face the same penalties.

# PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle and high school statewide. While participation is encouraged, every student possesses the right to refrain from reciting the pledge. Upon written request from a parent/guardian, a student will be excused from reciting the pledge, which includes standing and placing the right hand over the heart. During the recitation of the pledge, students are expected to demonstrate full respect for the flag by standing at attention. Students should remove their headdress, except when worn for religious reasons (F.S 1003.44).

# POWERSCHOOL (STUDENT INFORMATION SYSTEM)

**Parent Portal:** https://ps.franklin-academy.org/public/

Franklin Academy utilizes PowerSchool as our Student Information System (SIS), enabling us to efficiently manage enrollment, grades, assignments, and various other essential components of student data. An integral feature of this system is the PowerSchool Parent Portal, granting families around-the-clock access to their student(s) information. Through the PowerSchool Parent Portal, parents and guardians can view their child's grades, attendance records, lunch and fee balances, service hour totals, and more. Additionally, users can establish and manage automated requests and alerts. Keeping phone numbers, addresses, and contact details updated within PowerSchool is crucial to ensure effective communication.

Accessing the Parent Portal is convenient and flexible, accessible via web browser or through the PowerSchool for Parents App, available free of charge. Upon enrolling your child(ren) at Franklin Academy, you will receive a letter containing your Access ID and Access Password. These credentials are essential for creating your Parent Portal login. Should you require assistance with accessing your account or encounter any issues, please don't hesitate to contact the school.

For additional details, troubleshooting tips, and answers to frequently asked questions, please visit the school website. We are committed to providing parents/guardians with the necessary tools and support to stay informed and engaged in their child's education journey.

# PREFERRED NAMES FOR STUDENTS

In compliance with F.S. §1000.071, parents or legal guardians who wish for their child to be called by a name other than the student's legal name, even if it's a common nickname, must provide consent by completing the **'Use of Preferred Names for Students'** form in the PowerSchool Parent Portal. This form can only be completed by the parent or legal guardian and not by school staff. This process ensures compliance with state law and mandates that faculty and staff cannot ask students for their preferred name or pronouns; all requests must come through the completed form in PowerSchool. Once the form is submitted and verified, the preferred name will be utilized.

# PREFERRED PERSONAL PRONOUNS

For parents/guardians who wish to have their child's preferred pronouns used, upon receipt of written consent, staff may honor this request; however, are not required to do so. If a student makes the request to use pronouns other than those aligned to their sex assigned at birth, the student will be advised to have their parent/guardian visit the school to complete the required documentation. All official school records, including attendance, academic records, and identification documents, will reflect the gender assigned to the student at birth.

# PRIVATE INSTRUCTIONAL PERSONNEL (PIP)

In accordance with Florida Statute §1003.572, school districts shall collaborate with Private Instructional Personnel (PIP) at the request of parents/guardians. All PIP providers (e.g. registered behavior technicians, occupational therapists, physical therapists, mental health counselors, etc.) who will observe, collaborate, and/or provide services in The School District of Palm Beach County (SDPBC) must complete the entire packet and submit it to the school principal or their designee for approval annually. This packet can be obtained from the Special Programs Department. This process ensures that all PIP providers meet the necessary qualifications and standards to collaborate effectively with school staff and support student success.

# PRIVATE TRANSPORTATION

Families have the option to utilize private transportation companies for their students, provided that these companies comply with Franklin Academy's designated pick-up and drop-off protocols. Any details concerning private transportation arrangements must be communicated in writing to the Director of School Operations for review and approval.

# PROGRESS MONITORING

A Progress Monitoring Plan (PMP) is tailored for students in grades K-8 who require additional support to meet State and District Levels of Proficiency. This plan directs resources towards addressing specific learning needs. Parents/guardians play a crucial role in shaping and executing the PMP, and they will be invited to a conference to offer their insights and input. Immediate intensive remediation in areas of concern is initiated as part of the plan. It's important to note that students enrolled in the Exceptional Student Education (ESE) program may not have a separate PMP developed, as their individualized education plans already address their specific needs.

# PROGRESS REPORTS

Midway through each grading period, progress reports are electronically issued, aligning with the school calendar. These reports provide parents/guardians with insights into their child's academic progress ahead of the final grading period. We strongly encourage parents/guardians to engage in discussions with their child and their teacher(s) regarding any concerns highlighted in the progress report. This collaborative approach ensures timely support and fosters ongoing academic success.

# PROMOTION CRITERIA

For grades K-5, School District of Palm Beach County Schools Student Progression Plan. promotion criteria are detailed in the SDPBC Student Progression Plan (Policy 8.01). Student progress is evaluated using various measures, including classwork, observations, tests, district and state assessments, and final grades.

For Students in grades 6-8, promotion requires passing a minimum of four (4) subjects, with two in English, mathematics, science, or social studies. Students failing any of the core classes may have the opportunity to fulfill course requirements in place of electives the following year.

To advance to 9th grade, students must pass:

- Three (3) middle school or higher, year-long English courses;
- Three (3) middle school or higher, year-long mathematics courses;
- Three (3) middle school or higher, year-long science courses;
- Three (3) middle school or higher, year-long social studies courses;
- Additional promotion criteria may apply per District and State guidelines.

# RAINY DAY DISMISSAL

If a thunderstorm or lightning occurs during dismissal, students will remain in their classrooms until it is safe to proceed. This ensures the safety of both students and staff. School officials will wait until the lightning is at a safe distance before releasing students, including those who walk or bike home. We ask for your patience during this process, as rainy day dismissal procedures may cause delays. Parents/guardians will receive a text message to notify them of any delayed dismissal.

# REPORT CARDS

Report cards are electronically issued quarterly in accordance with the school calendar. To receive a grade for a given quarter, students must have attended Franklin Academy for a minimum of 10 days. For students enrolling late in the academic year, final grades are determined by averaging the grades from their previous school with their current grades at Franklin Academy.

# RESPONSE TO INTERVENTION (RTI)

**Rtl Coordinator:**

Response to Intervention (RtI) is a multi-tiered approach to the early identification and support of students with learning and behavior needs. It commences with delivering top-tier instruction and universally screening all students within the general education setting. Those encountering difficulties receive interventions tailored to their needs, progressively increasing in intensity to expedite their learning progress. These interventions are administered by a diverse range of professionals, including general education instructors, special educators, and specialists. Continuous monitoring of progress evaluates both learning speed and performance level, guiding educational decisions on the intensity and duration of interventions based on each student's response to instruction.

# ROOM PARENT GUIDELINES

Room parents play a crucial role in facilitating communication and support between teachers and parent volunteers to enhance classroom activities. They are carefully selected by the teacher and approved by school administration to act as a liaison for various classroom-related tasks. Here are some key responsibilities of room parents:

- Maintain an up-to-date class email list while ensuring privacy through the "bcc" function.
- Assist in coordinating volunteers for classroom activities as per the teacher's request.
- Organize approved class celebrations, such as winter or end-of-year parties.
- Collect and coordinate gifts for the teacher on occasions like holidays, end-of-year, or birthdays.
- Recruit volunteers from the class for school-wide events.
- Ensure inclusion of all parents/guardians interested in participating in classroom events.

**Room parents should refrain from discussing academic matters, curriculum requirements, assessments, or other educational topics. Violation of these guidelines may result in removal from the role by the classroom teacher or school administration**. Further details and guidelines for room parents can be found in the Room Parent Handbook.

# SCHOOL SAFETY AND SECURITY

Ensuring the safety of our students and staff is a top priority at Franklin Academy. We have established comprehensive emergency procedures designed to address various situations that may arise during the school day. These procedures are in strict adherence to guidelines set forth by the Florida Department of Education (FLDOE) to maintain a secure learning environment.

**Emergency Drills:** Regular drills are conducted to prepare students and staff for different emergency scenarios:

- **Fire Drills:** Fire evacuation routes and procedures are practiced periodically to ensure swift and orderly evacuation in the event of a fire.
- **Severe Weather Drills:** Procedures for severe weather, including hurricanes or tornadoes, are practiced to ensure students know where to take shelter and how to remain safe until the all-clear is given.
- **Lockdown Drills:** Lockdown procedures are practiced to prepare students and staff for situations that require securing classrooms and remaining quiet and out of sight until the all-clear is given.

**Security Measures:** We maintain stringent security measures to safeguard our school community:

**Collaboration with Authorities:** We collaborate closely with local law enforcement and emergency responders to review and refine our emergency procedures regularly. This partnership ensures that our protocols align with best practices and that we are prepared to respond effectively to any emergency situation that may arise.

**Parental Notification:** In the event of an emergency or drill, parents will be notified via our emergency communication system. It is essential that all contact information remains current to ensure timely communication in any emergency scenario.

As a parent/guardian, you play a crucial role in ensuring the safety of students during emergencies. While your instinct may be to rush to the school if an incident occurs, it's important to follow specific steps to manage the situation effectively:

- **Remain Calm**: Cooperate with school and public safety officials and follow any instructions provided regarding your child.
- **Keep Roads Clear**: Avoid coming to the school, as doing so could interfere with response efforts and block access for critical resources like emergency responders.
- **Keep Phone Lines Open**: Refrain from calling the school office, as excessive calls could disrupt emergency communications. Avoid contacting your child via cell phone, as this may compromise their safety.
- **Monitor Communications and Be Patient**: Stay tuned to official communications channels for updates and be patient as the situation unfolds.

By adhering to these procedures and maintaining a vigilant approach to safety, we strive to create a secure environment where students can focus on their academic growth and development with peace of mind. Thank you for your continued support and collaboration in maintaining a secure school environment.

# SCHOOL CLOSINGS & SEVERE WEATHER

**Franklin Academy adheres to the same protocols as The School District of Palm Beach County in the event of severe weather or emergencies**. Should a campus emergency, weather-related incident, or any other unforeseen event arise necessitating school closure, we will promptly communicate updates and instructions through multiple channels, including the Franklin Academy website and parent messages, provided electrical power is available.

To ensure the effectiveness of our communication efforts, it is imperative that we maintain an accurate database with current parent/guardian contact information. Therefore, we kindly request that parents/guardians keep their emergency contact information up to date in PowerSchool. Your cooperation in this regard will help us swiftly disseminate important information and instructions during emergencies, thereby ensuring the safety and well-being of our students and staff.

# SEARCHES OF STUDENTS

In order to maintain a conducive environment for learning and ensure the safety of all students, schools must enforce discipline and order while preventing the introduction of harmful, damaging, or unlawful items onto the premises. Acting in loco parentis, school officials and teachers are entrusted with the responsibility of supervising students and maintaining a secure environment during school hours.

In accordance with the law, school authorities are empowered to conduct searches of students, their personal belongings, as well as desks and lockers, under appropriate circumstances. Any decision to search a student, their possessions, or any school property, or area assigned to them for individual use, shall be made in accordance with the law.

# SIBLINGLINK

Students in grades K-5 with a verified sibling in grades 6-8 may stay on campus until their older sibling is dismissed at 3:15 PM. Similarly, students in grades 6-8 with a verified sibling in grades K-5 may arrive on campus at 7:00 AM with their younger sibling. This service, known as SiblingLink, is provided at no cost to our families and is contingent upon eligibility, which will be verified.

To ensure smooth operation and safety, unauthorized students dropped off before the official start time or not picked up at the designated dismissal time will incur a fee of $1.00 per minute, per student. Participation in Sibling Link is also contingent upon students maintaining appropriate behavior. Students may be dismissed from participating in SiblingLink if their behavior disrupts the program's efficiency or compromises safety standards.

# SMOKING REGULATIONS

According to Florida Law, smoking, including the use of vape pens, is strictly prohibited on campus at all times. This policy extends to all areas of school property, including parking lots and inside vehicles.

# SNACK POLICY

Franklin Academy prioritizes student health and aims to reduce childhood obesity by promoting nutritious snacking habits on campus. To align with this goal, the following guidelines have been established for students in grades K-8: 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. These guidelines are designed to decrease calorie intake from sugar and fat, while encouraging the consumption of whole, nutritious foods.

Students in grades 6-8 are allowed to have a healthy, nutritious snack during the end of period 3 (A days) and period 4 (B days). Additionally, students are not permitted to consume carbonated drinks, energy drinks, or any caffeinated beverages while on campus. Only water is allowed, and it must be in a sealable bottle no larger than 20 ounces.

# SOCIAL MEDIA – STAY CONNECTED

You can stay connected with events happening across the different Franklin Academy campuses by connecting with our three different social media platforms.

Facebook – @FranklinAcademyCharter

YouTube – @FranklinAcademyMedia

Instagram – @FranklinCharter

# SOCIAL MEDIA GUIDELINES FOR PARENTS

- Parents/guardians should anticipate communication from teachers regarding their child's participation in any project involving online social media applications, such as blogs, wikis, podcasts, etc.
- Parents/guardians will not engage in any actions intended to destroy or harm online information. Instead, they will promptly report objectionable material to a school administrator and/or counselor.
- Parents/guardians will refrain from using classroom social media platforms for any illegal activities, including the violation of data privacy laws.
- Parents/guardians are strongly encouraged to stay informed about their child's electronic communications and involvement in social media projects.
- Parental involvement is welcomed to ensure that student engagement in social media networking is appropriate and that privacy concerns are adequately addressed.

# SOCIAL MEDIA GUIDELINES FOR STUDENTS

- **Think before you post.** Remember, what you share online, whether on social media platforms, blogs, or photo-sharing sites, is visible to everyone. Be mindful of your digital footprint and avoid posting anything you wouldn't want your friends, family, teachers, or future employers to see.
- **Respect others online.** While it's okay to have different opinions, express them in a respectful manner. Avoid hurtful comments and adhere to the school's code of conduct, ensuring that your online behavior reflects the same standards expected in the classroom.
- **Prioritize online safety.** Protect your personal information by never sharing details like last names, phone numbers, addresses, or exact birthdates. Keep your password private, only sharing it with trusted individuals such as teachers and parents.
- **Use credible sources when linking to external websites to support your ideas.** Always review the entire article before linking to ensure its appropriateness for school-related purposes.
- **Do your own work and respect intellectual property.** Avoid plagiarism by obtaining permission before using others' ideas, images, or designs. When referencing or paraphrasing, cite your sources properly and consider hyperlinking them for easy access.
- **Respect copyright laws when using images.** Ensure you have permission to use the image or that it falls under Creative Commons' attribution.
- **Represent yourself authentically online.** Avoid misrepresenting your identity and ensure that your blog and wiki posts are well-written and adhere to writing conventions.
- **Report inappropriate content promptly.** If you encounter material that makes you uncomfortable or is disrespectful, inform your teacher immediately.

Failure to comply with these guidelines may result in loss of project participation privileges and future access to Franklin Academy's online tools. Additionally, disciplinary or legal action may be taken.

# SPECIAL EVENTS OR PROGRAMS

Throughout the school year, various special events are organized that demand additional dedication from our teachers. These events are meticulously planned to enrich the educational journey of our students. To ensure the seamless execution of these endeavors, it is imperative that all students actively participate. **Students must be present for at least half of the school day to partake in these special events, including athletic competitions and unique programs.** However, students with outstanding financial commitments or those under parental service hour restrictions will regrettably be ineligible to participate in these enriching opportunities.

# STUDENT DISMISSAL

The Principal at Franklin Academy has the authority to recommend the dismissal of a student for any significant violation of the Code of Student Conduct. Offenses qualifying for dismissal include Level 3 or 4 behaviors and repeated Level 2 incidents as outlined in the Code of Conduct. Parents/guardians will receive written notification detailing the reasons for the dismissal, actions taken to assist the student, and information on due process rights and the right to appeal. The notification will also state whether the student is eligible to reapply in the future.

**Effect of Dismissal:** For purposes of this policy, dismissal means the student is involuntarily disenrolled from all Franklin Academy schools and barred from future enrollment at Franklin.

# STUDENT RECORDS

Access to student records and grades is contingent upon the return of all school property, textbooks, and the settlement of any outstanding fees. This includes clearing balances owed to various school departments such as the Media Center, cafeteria, textbook fees, and any outstanding dues from fundraisers. In order to avoid delays in receiving access to student records and grades, all accounts must be brought up-to-date. Failure to clear outstanding balances may result in the withholding of the final report card until all financial obligations are settled.

# STUDENT RIGHTS

Students are entitled to a safe learning environment, free from threats and physical harm. Any disruptive behavior is unacceptable and will be met with appropriate consequences outlined in the School District of Palm Beach County Student Code of Conduct and Discipline Matrix. Consequences may include time-out, exclusion from class activities, detention, suspension, or expulsion.
Parents/guardians who encounter conflicts involving students other than their own child are encouraged to address the issue with the school counselor or administration. **It is strictly prohibited for parents/guardians to directly approach other students or parents/guardians involved in the conflict.**

All individuals within the school community, including students and staff, are entitled to be treated with respect. Any form of derogatory language, hostile behavior, violence, or other forms of verbal or physical misconduct directed at a student, parent, or staff member will not be tolerated under any circumstances.

# STUDENT WELFARE

In compliance with HB 443 (2025), §1002.33(16)(b)(17), F.S. and Rule 6A-6.0791, Florida Administrative Code, this policy reflects the rights of parents and the obligations of the School relating to student welfare.

The "Parental Rights in Education" law, also known as House Bill 1557 (2022), set forth specific procedures for complaints or disputes falling into those categories detailed in Section 1001.42(8)(c)1.-7, Florida Statutes, and on the "Parental Request for Appointment of a Special Magistrate" form published by the Florida Department of Education and available here.

**Parental Notification:**

a) Franklin Academy will notify a student's parent in writing if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student. The School acknowledges the fundamental right of parents to make decisions regarding the upbringing and control of their children. School personnel will encourage a student to discuss issues relating to his or her well-being with his or her parent or to facilitate discussion of the issue with the parent.

b) School personnel are prohibited from discouraging or prohibiting parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being. School personnel may only withhold such information from a parent if a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect, as those terms are defined in section 39.01 Florida Statutes.

c) At the beginning of the school year, the School will notify parents of each health care service offered at the School and the option to withhold consent or decline any specific service in accordance with section 1014.06 Florida Statutes. Parental consent to a health care service does not waive the parent's right to access his or her student's educational or health records or to be notified about a change in his or her student's services or monitoring as provided by this paragraph.

d) Before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade 3, the School will provide the questionnaire or health screening form to the parent and obtain the permission of the parent.

**Instruction & Training:**

a) Classroom instruction by School personnel or third parties on sexual orientation or gender identity will not occur in kindergarten through grade 8, except when required by sections 1003.42(2)(o)3. and 1003.46 Florida Statutes. If such instruction is provided in grades 9 through 12, the instruction must be age-appropriate or developmentally appropriate for students in accordance with state standards.

b) Student support services training developed or provided by the School will adhere to student services guidelines, standards, and frameworks established by the Department of Education.

**Conflict Resolution:**

A parent shall use the following procedure to notify the principal, or his or her designee, regarding concerns under regarding student welfare instruction and training list in this policy:

a) The parent shall send the principal a written complaint. The parent's concern must describe the nature of the dispute and describe the resolution or relief sought with the School. The complaint shall be delivered to the principal via hand delivery, U.S. Mail or email. The principal (or designee) shall provide a written response to the parent within seven (7) days of receiving the complaint. For the purposes of this policy, "days" shall mean business days and exclude state, federal and School holidays.

b) If the parent remains aggrieved after receiving the response from the School, the parent has a right to seek relief from the local school district.

c) Within thirty (30) days after notification by the parent that the concern remains unresolved, the school district must either resolve the concern or provide a statement of the reasons for not resolving the concern. The School shall fully cooperate in the resolution procedures of the school district, and shall comply with the school district's decision for resolution of the complaint.

d) If a concern is not resolved by the school district, the parent may:

i. Request the Commissioner of Education to appoint a special magistrate who is a member of The Florida Bar in good standing and who has at least 5 years' experience in administrative law. The parent shall use the Parental Request for Appointment of a Special Magistrate for Charter School Students, Form CSSM-1 6A-6.0791, which the School shall provide to the parent upon request (or available at the link in Section I of this policy). The special magistrate will determine facts relating to the dispute over the School procedure or practice, consider information provided by the School, and render a recommended decision for resolution to the State Board of Education within 30 days after receipt of the request by the parent. The State Board of Education will approve or reject the recommended decision at its next regularly scheduled meeting that is more than 7 calendar days and no more than 30 days after the date the recommended decision is transmitted.

ii. Bring an action against the School or school district to obtain a declaratory judgment that the School procedure or practice violates sections 1002.20 and 1014.04 Florida Statutes, and seek injunctive relief. A court may award damages and shall award reasonable attorney fees and court costs to a parent who receives declaratory or injunctive relief.

e) The School shall include this policy in its Student Handbook and shall post it on the School's website to notify parents of the conflict resolution procedures.

f) The School shall designate at least one person responsible for responding to inquiries from the Florida Department of Education regarding a request for appointment of a Special Magistrate and shall notify the Department of Education of the name and email address of the individual.

g) Nothing contained within this policy shall be construed to abridge or alter rights of action or remedies in equity already existing under the common law or general law.

# TECHNOLOGY USAGE POLICY

As technology continues to evolve, our classrooms and media centers increasingly integrate computers, networks, digital curriculum, and online resources like the Internet and email. While these tools offer vast educational benefits, their effective use relies on responsible and ethical behavior from every user.

Franklin Academy is committed to safeguarding its network and computing systems against unauthorized access and misuse, while ensuring accessibility for legitimate users. Users of our network are expected to adhere to all relevant school, local, state, federal, and international laws.

Any attempt to violate these laws through network use may result in legal action taken by the appropriate authorities. Unauthorized activities such as accessing restricted accounts or networks, tampering with files without permission, software piracy, and sharing offensive or inappropriate material are strictly prohibited. **Our school's technology resources are provided for educational purposes only, and any unauthorized use is not tolerated.**

# TELEPHONES

The school telephone system is essential for conducting school business and must be kept available for its intended purpose. Students are not permitted to use the telephone without prior permission, and such use is strictly reserved for emergencies only.

Delivering personal messages to individual students disrupts the instructional program, so only emergency messages will be relayed to students in the classroom. Students are discouraged from using office telephones for general purposes, and calls for missing assignments, musical instruments, lunches, or after-school plans will not be accommodated.

Teachers may authorize a student to use the phone with a written note when necessary. Phone use by students is not permitted in classrooms, bathrooms, hallways, or any other areas during the school day. Students are encouraged to plan ahead and come to school prepared, including making social and transportation arrangements in advance.

# TRANSFER STUDENTS

Transfer students are those who join the school after the academic year has commenced. Whenever possible, their prior school records will be utilized to assess grade-level proficiency and determine appropriate placement, aligning with the guidelines outlined in the Palm Beach Palm Beach School District's Student Progression Plan (Policy 6000.1),.

Placement of transfer students will be determined based on various criteria, which may include:

- Previous enrollment at a school accredited by a state or regional accrediting agency;
- Performance in validating examinations; and/or

- Scholarly achievements during a trial placement period.

In cases where records are unavailable, such as students transitioning from a homeschooling environment, diagnostic assessments may be conducted to ascertain grade-level placement. These assessments ensure that every student receives suitable placement within our educational framework.

# TRANSPORTATION

Franklin Academy offers limited bus transportation services to eligible students, following specific eligibility criteria. If you reside within a two-mile radius of the campus, it is expected that you arrange transportation for your child(ren). Our bus transportation aligns with county guidelines and operates within defined transportation boundaries established by these guidelines.

Prior to the commencement of each school year, routes, pick-up/drop-off timings, and locations are finalized and subject to potential changes at the discretion of our transportation provider. For detailed information about bus transportation services, please contact them directly.

Students utilizing bus services are required to adhere to appropriate behavior standards. Instances of misconduct will be reported to school administration, and students may face consequences, including the loss of bus privileges.

For students in grades K-5, it is the responsibility of a parent or legal guardian to ensure their presence at the bus stop, or designate an adult or older sibling to accompany the student. Our contracted transportation providers will not leave students in grades K-5 unattended at the bus stop. In cases where parents/guardians of students in grades 3-5 wish to authorize unsupervised drop-offs, they must complete the PowerSchool Bus Stop Waiver form annually. Until this waiver is received, students will not be left without adult supervision.

# TRESPASSING

To ensure the safety and security of all students, staff, and visitors, Franklin Academy enforces a strict No Trespassing policy. This policy applies to all school grounds, buildings, and properties, including parking lots, athletic fields, and other facilities. School grounds are closed to the public outside of regular school hours and scheduled events. Unauthorized presence on school property after hours will be considered trespassing.

# VIDEO FOOTAGE

At Franklin Academy, the privacy and security of our students and staff are of utmost importance. Therefore, video footage recorded on school premises will not be released to parents or guardians without a valid court order or subpoena. Upon receipt and verification of such documentation, the school will cooperate with the legal request as required by law. This policy is in place to protect the privacy of all individuals captured in the video footage and to comply with legal standards. We appreciate your understanding and cooperation in maintaining the privacy and security of our school community. For any questions or concerns regarding this policy, please contact the school administration.

# VISITORS / VOLUNTEERS

**All visitors to the school are required to check in at the front office upon arrival.** In compliance with the Jessica Lunsford Act, all visitors must present photo identification and undergo scanning using the Raptor Visitor Management Software linked to the Florida Department of Law Enforcement (FDLE) database. **It is important to note that visitors, including parents/guardians, are not permitted to enter their child's classroom unannounced at any time before, during, or after school hours. Under no circumstances should parents/guardians proceed directly to a classroom without prior authorization.**

Arrangements for classroom visits or assistance must be made in advance, preferably at least 24 hours prior, and coordinated with the classroom teacher. Teachers are required to inform the front office of expected visitors to facilitate access to the classroom. For the safety of all students, visitors must sign in and out at the front desk, provide information regarding the purpose of their visit and whom they are visiting, and obtain a VISITOR'S PASS to access the school campus.

Additionally, please adhere to the following volunteer guidelines:

- Volunteers must prominently display the school-issued "VOLUNTEER" badge while on campus.
- Volunteers and visitors should proceed directly to their assigned room and refrain from wandering the campus or deviating from their designated volunteer role.
- Siblings or children who are not enrolled at Franklin Academy are not permitted on campus during volunteer activities.
- Please ensure cell phones are switched off or set to vibrate mode while on campus, and refrain from speaking on cell phones while volunteering.
- Personal food or beverages should not be brought into the classroom by volunteers.
- Avoid comparing or criticizing teachers and students; such behavior is unacceptable.
- Respect the confidentiality of classroom activities and student information. Do not discuss student matters with other students or adults.
- Punctuality and reliability are essential, as teachers plan for volunteer assistance. If unable to fulfill a scheduled volunteering commitment, please notify your child's teacher promptly.
- Volunteers are not authorized to administer any form of medication to students.

**Failure to comply with these expectations or causing disruptions on campus may result in a request to leave the school premises by school administration or the on-duty police officer.** Your cooperation contributes to maintaining a safe and conducive learning environment for all students.

# WARNING SIGNS

In adherence to the requirements set forth by The School District of Palm Beach County, Franklin Academy mandates that all parents or legal guardians of enrolled students complete the Warning Signs Course annually. This course is pivotal in equipping parents/guardians with the knowledge and skills necessary to identify signs of mental health concerns in their children, including depression, anxiety, substance abuse, and suicidal ideation. Parents/guardians will receive instructions on accessing the course online through designated platforms. Franklin Academy is committed

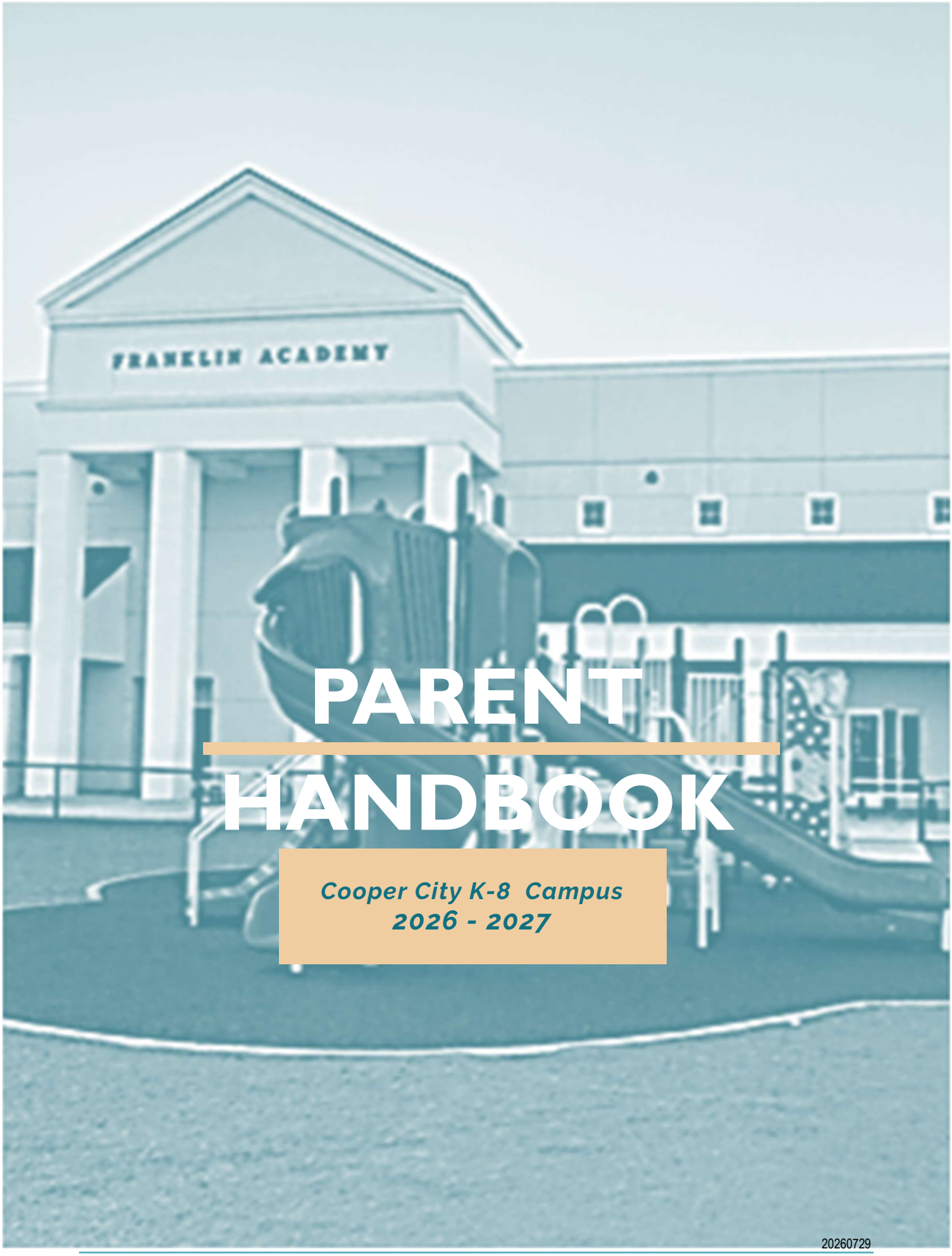
to fostering a supportive environment for student well-being, and views parental involvement in mental health education as integral to achieving this goal.

# WEAPONS

In accordance with Florida Department of Education (FLDOE) regulations and state law, Franklin Academy strictly prohibits the possession, use, or distribution of any weapons on school property, at school-sponsored events, or during school transportation. **AT NO TIME is it appropriate for any student to possess or bring a weapon of any kind onto a school campus.** Any person possessing, displaying, transmitting, and/or using a weapon on school property shall be subject to arrest. This policy applies to all students, staff, parents/guardians, and visitors. Weapons shall be defined as indicated in F.S. 790.001.

# WITHDRAWAL PROCEDURES

To ensure the most efficient processing of a student withdrawal and the release of records, parents/guardians are requested to complete a withdrawal form with the Registrar. It's important to note that in accordance with state statute, **only the registering parent is authorized to withdraw the student.**




# PARENT HANDBOOK

*Cooper City K-8 Campus*
*2026 - 2027*

20260729

# 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

*Building Better People, Every Day*

Utilizing an intercultural-mindedness model and a standards-based curriculum, the mission of Franklin Academy is to create compassionate, engaged, life-long learners by promoting a culture of collaboration and high expectations that emphasizes character development through active service in the local, national and international community, while adhering to the principle that all children can learn.

# ACCREDITATION

Franklin Academy has been granted School System Accreditation from Cognia, the national commission that confers the Southern Association of Colleges and Schools. This designation demonstrates our commitment to excellence, our openness to external review and feedback, and our desire to be the best we can be on behalf of the students we serve. School System Accreditation provides Franklin Academy a nationally-recognized mark of quality for our system and all the schools within our system. All of our schools are fully accredited providing our students opportunities such as the chance to earn college and technical school scholarships after graduation along with the opportunity to join the list of accredited schools and school systems.

# 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). Preferences for enrollment are applied in accordance with the published lottery rules and guidelines available on the school website.

In accordance with 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 admitted 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. Families will be contacted 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 apply 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.

Parents/guardians 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 apply 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.

Admission to the International Baccalaureate (IB) Middle Years Programmes at the Cooper City K-8 campus will adhere to the principles of the IB World Organization, in which all students in grades 6 through 8 - if offered a seat to attend Franklin Academy in accordance with the admissions policy - will participate in the Middle Years Programme, regardless of academic performance or learning differences.

# EDUCATIONAL PHILOSOPHY

Research consistently highlights that the quality of instruction is the most significant factor in a child's learning. At Franklin Academy, our educational philosophy and mission are deeply embedded in our approach to teaching. We deliver a rigorous, comprehensive, research-based curriculum, aligned with Florida's academic standards. This curriculum is presented to students through a variety of engaging methods designed to foster active learning and critical thinking.

Our highly qualified teachers begin by assessing students' current knowledge and reading levels using pre-assessment data. This information guides collaborative planning, ensuring each student is on a path to achieve more than a year's worth of content knowledge. Our teachers are dedicated to addressing individual learning needs and meeting the content and performance criteria of Florida's B.E.S.T. Standards for English Language Arts and Mathematics, as well as Florida's State Academic Standards for Science and Social Studies.

In professional learning communities, our teaching teams regularly evaluate the curriculum to determine the most effective instructional methods. These teams create an instructional focus that drives data analysis and forms the basis for developing meaningful assessments and effective action plans aimed at enhancing student learning.

Continuous reflection on student performance enables us to make proactive adjustments to better meet students' needs. By doing so, we ensure that every student at Franklin Academy receives the highest quality education tailored to their individual growth and success.

Instructional models in the International Baccalaureate (IB) Middle Years Programme (MYP) are guided by the IB World Organization Standards and Practices. Our MYP classrooms are designed to connect big ideas, related concepts, and real-world applications. These classrooms prioritize student questions and ideas, focusing on inquiry and collaboration to achieve mastery of Florida's B.E.S.T. Standards for English Language Arts and Mathematics, Florida's State Academic Standards for Science and Social Studies, and the IB objectives for each subject group.

As dedicated professionals, our educators will:

- Develop and utilize standards-based curricula aligned with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, and Florida's State Academic Standards for Science and Social Studies;
- Adapt content and design their curriculum to meet the interests and needs of our diverse student population.
- Select assessment pieces that authentically reflect learning gains and academic growth;
- Collaborate within professional learning communities across disciplines and grade levels to ensure horizontal and vertical alignment;
- Focus on developing critical thinking through project-based learning and inquiry-driven instruction; and
- Challenge students to invest in their education by providing varied assessments, timely feedback, and opportunities for individual reflection.

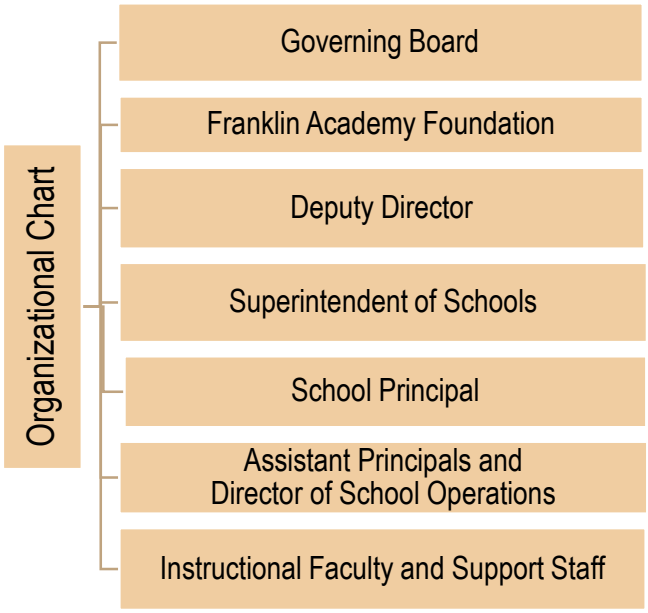
By adhering to these practices, we ensure that our MYP classrooms are dynamic, student-centered environments where learners are encouraged to engage deeply with the content and develop the skills necessary for lifelong learning.

# GOVERNANCE & LEADERSHIP

The Governing Board of Franklin Academy serves as the ultimate policy-making body, determining the school's academic direction, curriculum, and overall operations. The Principal, appointed by the Chairman of the Board, is responsible for managing all aspects of school operations in alignment with the policies and budget approved by the Governing Board. Faculty and staff report directly to the Principal, who in turn reports to the Governing Board, ensuring a clear and effective chain of command that supports the school's mission and goals.

The school's administrative team, comprising the Principal, Assistant Principals, and the Director of School Operations, is dedicated to ensuring that the school's operations align with Franklin Academy's overarching mission and vision. As instructional leaders, this team is responsible for making all school-based decisions and establishing procedures for the school's day-to-day operations.

The instructional and support staff are tasked with implementing these procedures in their daily activities and interactions with students, parents/guardians, and the community, thereby upholding the high standards and goals of Franklin Academy.




# GUIDING PRINCIPLES AND PURPOSE

At Franklin Academy, our goal is to engage all students in a rigorous curriculum that emphasizes project-based learning, inquiry, technology, creativity, and teamwork, tailored to individual learning styles. Our highly qualified staff and administrative professionals collaborate with students, parents/guardians, and the community to help students set learning goals. They also master core academic areas and develop a well-rounded education in art, technology, physical education, music, and other special disciplines.

To achieve this mission, the school will:

- Provide motivated, highly qualified teachers and administrators to guide and support student learning;
- Develop and utilize standards-based curricula aligned with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, and Florida's State Academic Standards for Science and Social Studies;
- Empower experienced faculty to collaborate in constructing effective curriculum maps that ensure equity and flexibility in meeting students' educational needs while addressing benchmarks and process skills;
- Regularly monitor student progress through 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 tailored to each class's learning needs based on data, providing extended learning opportunities, enhancement, and enrichment;
- Implement professional learning communities of school leaders and teachers to evaluate student data, navigate curriculum maps, facilitate best practices, and promote high-yield strategies across the curriculum;
- Provide teachers with meaningful professional development and various instructional tools aligned with their specific curriculum goals and objectives;
- Promote the use of educational technology and highly effective research-based instructional methodologies, including project-based and inquiry-based learning; and
- Foster communication and involvement with parents/guardians and the community to support student achievement and school improvement.

Through these efforts, Franklin Academy ensures that every student receives a high-quality education that prepares them for future success.

At Franklin Academy, our rigorous teaching and learning approach, needs-based instructional delivery system, and differentiated instructional model empower students and promote professional collaboration, all supplemented by 21st-century technology. Continuous progress monitoring and rigorous assessments are integral to achieving our mission.

Key elements include the decentralization of services, shared decision-making among school professionals, high levels of parental involvement, and a web-based student information system that facilitates communication between parents/guardians and the school, allowing them to track their child's progress. This collaborative framework paves the way for student success.

Our instructional models in the International Baccalaureate (IB) Middle Years Programme align with the principles of the IB World Organization. MYP classrooms are concept-based, student-centered, and focused on inquiry and collaboration. This approach ensures mastery of both the B.E.S.T. Standards and the International Baccalaureate Objectives and Strands, fostering a comprehensive and engaging learning environment.

# GENERAL SCHOOL POLICIES

## 10-10 RULE

Maintaining a structured and focused learning environment is crucial for the academic success of our students. To ensure this, we have established the "10-10 Rule" for all middle school classrooms. This rule is designed to maximize instructional time and minimize disruptions during class transitions.

**The 10-10 Rule:** Students are not permitted to leave the classroom during the first ten minutes or the last ten minutes of class.

**Optimize Learning Time:** The beginning and end of each class are often crucial for providing important information, context, and closure. By adhering to this rule, students can fully engage in the lesson without missing essential content.

**Reduce Disruptions:** Frequent exits and entrances at the start and end of a class can be distracting for both teachers and students. The 10-10 Rule helps maintain a focused and respectful classroom environment.

While it is important to adhere to the 10-10 Rule, we understand that emergencies and special circumstances may arise. In such cases, teachers have the discretion to allow a student to leave the classroom if it does not disrupt the flow of the lesson.

## ADULT RESTROOMS

For the safety and comfort of our students, adults are strictly prohibited from using or entering student restrooms. Adults may utilize the adult restrooms located on each floor. Thank you for your cooperation in maintaining a secure and respectful environment for our students.

## AFTER SCHOOL CARE

Franklin operates a fee-based aftercare program, which offers care each school day including early release days until 6:00 pm, excluding the last day of the school year. This program provides students with a structured, safe, and positive environment for after school hours. Students are supervised by certified counselors that provide age-appropriate activities and learning opportunities.

The aftercare site-based manager serves as the first point-of-contact when addressing any issues or concerns related to aftercare. Families should contact the manager before 12:00 PM for a change in their child's dismissal; otherwise, the child must be released from the office.

## 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.

# ARRIVAL PROCEDURES

Supervision of students commences at 7:00 AM for students in grades K-5 and at 8:00 AM for students in grades 6-8. Instruction begins promptly at 7:30 AM for grades K-5 and at 8:30 AM for grades 6-8.
Breakfast will be served in the cafeteria starting at 7:00 AM for grades K-5 and at 8:00 AM for grades 6-8.

**Tardy Arrival Policy:**

- Students in grades K-5 are considered tardy if arriving after 7:30 AM. Parents/guardians must park their vehicle and report to the front office to sign in the student.
- Students in grades 6-8 students are considered tardy if arriving after 8:30 AM. Parents/guardians are required to park their vehicle and report to the front office to sign in the student.

Your cooperation in adhering to these arrival procedures ensures a smooth start to the school day for all students.

# ARTIFICIAL INTELLIGENCE (AI) ACCEPTABLE USE POLICY

At Franklin Academy, we integrate innovative technologies like Chat GPT and other Generative AI tools into our curriculum to enhance students' research, writing, and problem-solving skills. Students are encouraged to use these tools for brainstorming, generating ideas, assisting with research, improving writing, and analyzing data. However, it is crucial to use these tools responsibly and ethically, ensuring all AI-generated content is properly cited and verified.

We also recognize the potential risks, such as plagiarism and cheating, associated with AI use. Students must adhere to guidelines, including verifying AI-provided information with reliable sources, not sharing personal or sensitive information, and writing assignments in their own words. Misuse of AI tools will be addressed according to Franklin's academic integrity policies and appropriate consequences from the Administrative Discipline Matrix will be applied.

# 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…” All students in grades K-8 will participate in benchmark testing on a regular basis to assess progress toward meeting grade level standards. Parents/guardians will be notified in advance of the dates and times for test administration. These assessments are achievement tests that identify student strengths, weaknesses, learning gains and/or readiness for promotion. Franklin Academy will provide additional information regarding school-specific tests and statewide standardized assessments.

The IB Programme includes the completion of authentic summative assessments that demonstrate mastery of the B.E.S.T. Standards along with the IB Objectives and Strands for each subject group. These assessments may or may not be a part of the student's traditional grade in PowerSchool, but they will be evaluated on a scale of 0 - 8

using rubrics aligned with the IB Objectives for each unit. These IB Grades will be used to determine each student's progress in terms of the IB Objectives. A mid-year and end-of-year IB Report Card will be distributed to parents/guardians to inform them of their child's progress in the IB Programme. Additional Information regarding the Franklin Academy IB Assessment Policy can be found on the Franklin Academy Campus Website, underneath the IB Tab.

# ATHLETIC PROGRAM

**Athletic Director:** Coach Aaron Nelson | nelson.aaron@franklin-academy.org

At Franklin Academy, we uphold national, state, and district standards of excellence in student performance, offering Middle Years Programme (MYP) students opportunities to engage in a diverse range of interscholastic teams. By establishing rigorous educational standards, we aim to equip students to compete at the highest levels of their abilities and to make informed, thoughtful, and healthy decisions throughout their lives.

**Commitment to Education:** Franklin Academy is dedicated to the ongoing advancement of education for our students, ensuring they are prepared for success in all aspects of their lives.

**Student Participation Guidelines:** The Student Code of Conduct, Franklin Academy Athletic Contract, and guidelines established by the Middle School Athletic Association (MSAA) outline the requirements for participation in interscholastic athletics. All students must maintain satisfactory conduct to participate in athletic and extracurricular activities. Participation in after-school activities is considered a privilege, subject to revocation at the discretion of the administration and/or athletic director.

By adhering to these standards and guidelines, we create an environment that fosters personal growth, responsibility, and achievement both inside and outside the classroom.

# ATTENDANCE

The parent/guardian of a child of compulsory school age is responsible for the child's daily school attendance (F.S. 1003.24). School staff, parents/guardians, 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). SB Policy 5.5 outlines the rules that apply to attendance and attendance procedures. A student's presence in class is required to maximize the attainment of instructional objectives. For students who demonstrate patterns of non-attendance, interventions will be recommended.

# ATTENDANCE: ABSENTEE REPORTING

Your child must be in school every day as mandated by state law. When students are absent from school, parents/guardians must report their child's absence via the **Absence Reporting Form**, which can be found in both the **PowerSchool Parent Portal** and the **PowerSchool Mobile App**.

Parents/guardians must report the absence the day before, the day of, or within TWO (2) school days following the absence, or the absence will be considered unexcused. Failure to report your child's absence within the required

timeframe will result in the absence being marked unexcused. School staff members have a legal right to request a written medical excuse. Refer to our Attendance Policy for a list of valid reasons. Please allow 72 hours for processing. **NOTE: If reason for absence is not in the Attendance Policy, the absence will remain unexcused.**

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

# ATTENDANCE: EXCUSED ABSENCES

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below (F.S. 1003.24(4), 1003.26). **Family vacations and trips are considered <u>unexcused absences</u>.**

1. Illness of student.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's own faith.
5. Required court appearance or subpoena.
6. Special event with appropriate documentation and prior approval. Examples of special events include important public functions, educational enrichment activities, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need. The school administrator/designee will determine validity and may require documentation in cases of family need.
7. Scheduled medical or dental appointment.
8. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies.

Students on field trips and students who attend alternative to suspension programs or in internal in-school suspensions are not considered absent.

# ATTENDANCE: EARLY SIGN-OUT

Frequent early sign-outs can negatively impact a student's academic performance. Excused early dismissals are allowed for doctor's appointments and extreme emergencies. If you need to take your child out of school before the end of the school day, please come to the front desk to sign them out. A school employee will call for your child, provided the request is made before 1:45 PM. Students will not be dismissed from the classroom after 1:45 PM to avoid disrupting the school-wide dismissal process.

Excessive early sign-outs will be evaluated on a case-by-case basis to identify any patterns of non-attendance. Non-attendance for instructional activities includes tardiness, early sign-outs, or absences for any part or all of the

day. Accumulated early sign-outs, unless excused under this policy, will be recorded as unexcused absences in accordance with F.S.1003.02 (1)(b).

**SPECIAL NOTE:** The school utilizes an automated system to record early release requests, which are automatically transferred to the PowerSchool Student Information System. Although this entry may initially appear as an absence in PowerSchool and on student report cards, rest assured that the early release is manually recorded in the district and state reporting database. This ensures that the official attendance record accurately reflects an early release rather than a full day's absence. Your child's attendance history is meticulously maintained to reflect the precise details of their school day.

**Student releases after 1:45 PM are not permitted unless deemed an emergency by the principal or their designee.** Instances of excessive early sign-outs will be addressed individually to determine if a pattern of non-attendance exists.

Additionally, signing out a student to provide missing or forgotten items and then returning them to class is not appropriate. If a student is signed out early, they must remain off campus for at least 30 minutes before being signed back in. Your adherence to these guidelines ensures the safety and accountability of our students.

# ATTENDANCE: TARDINESS

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. Habitual tardiness is defined as being tardy five (5) times within a marking period. 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. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1) (b).

# AWARD DESIGNATIONS

In order to encourage academic excellence, an honor roll system has been implemented. There are two honor roll categories for students in grades one through eight:

- High Flyer Status/Principal's Honor Roll: A student must maintain an "A" average (90% and above) in all subject areas, including special area classes to qualify for this designation.

- A/B Honor Roll: A student must earn a grade of "A" or "B" (80% and above) in all subject areas, including special area classes to qualify for this designation.

Students who earn Honor Roll or High Flyer status will be acknowledged in their homeroom classroom on a quarterly basis. Additionally, there are several awards given throughout the year including monthly Character Star awards based on the Six Pillars of Character (K-5) and the IB Learner Profile traits (6-8).

# BATHROOM USE - STUDENTS

In accordance with the Florida Department of Education (FLDOE) ruling, Franklin Academy requires that all students in grades K-12 use bathrooms that align with the gender they were assigned at birth. If a student feels uncomfortable using the assigned bathroom, the school will provide access to a private, single-occupancy restroom upon request. The school is committed to protecting the privacy of all students. Discussions regarding bathroom use and pronoun preferences will be handled with sensitivity and confidentiality. This policy aims to ensure compliance with state regulations while maintaining a respectful and orderly school environment. We understand that this policy may present challenges for some students and families. Our goal is to implement this ruling while fostering an environment of respect and support for all students. If you have any questions or concerns, please contact the school administration.

# BIRTHDAY CELEBRATIONS

Celebrations must be approved in advance by the classroom teacher and should not disrupt the instructional schedule. Please note the following guidelines:

**Grades K-5:** Birthday treats such as cupcakes or cookies are not permitted in the cafeteria. Instead, they must be distributed during recess, ensuring all students are included. Due to federal regulations, parents/guardians may not bring homemade treats or food to share. Only store-bought snacks with clearly labeled ingredients may be distributed to students. Please be aware that candles are not permitted according to State and County Fire Codes.

**Siblings and Guests:** Siblings from other classes or grade levels are not permitted to attend celebrations.

**Testing Days:** Birthday celebrations are not allowed on "blackout" testing days.

**Grades 6-8:** Birthday celebrations for students in grades 6-8 are not conducted at school.

These guidelines ensure that celebrations are inclusive, safe, and compliant with regulations. Thank you for your cooperation.

# BOOKBAGS | BACKPACKS

To maintain a positive and respectful environment at Franklin Academy, personal items such as book bags, backpacks, folders, or any other belongings must adhere to the following guidelines:

- **Display Restrictions:** Personal items must not display patches, insignias, drawings, obscene words, gang signs, or any other content deemed inappropriate, offensive, or reflective of negativity toward Franklin Academy.
- **Rolling Bookbags/Backpacks:** For safety and storage reasons, rolling bookbags/backpacks are not permitted at Franklin Academy.
- **Medical Exceptions:** If your child has a verifiable medical condition that prevents them from carrying a backpack, proper documentation from a medical professional/physician must be submitted to the school nurse. Upon review, an elevator pass may be issued. The School Nurse may request additional documentation or verification from the authorizing physician before issuing the elevator pass.

Failure to comply with this policy constitutes a dress code violation and may result in disciplinary consequences, along with parental notification. Your cooperation ensures a safe and respectful learning environment for all students at Franklin Academy.

# BREAKFAST PROGRAM

Breakfast is available daily during the following times:

- **Grades K-5:** 7:00 AM - 7:20 AM
- **Grades 6-8:** 8:00 AM - 8:20 AM

**Grades K-5 and SiblingLink Students:** Students in grades K-5 and those enrolled in SiblingLink may enter the building at 7:00 AM. Grade K-5 students will proceed directly to the cafeteria for breakfast.

**SiblingLink Students in Grades 6-8:** SiblingLink students in grades 6-8 will be directed to the cafeteria or a designated activity area upon arrival. They will join their peers in the cafeteria at 8:00 AM for breakfast.

**Students in Grades 6-8:** Students may enter the building at 8:00 AM and have the option to report directly to the cafeteria for breakfast.

Please note that SLA Management is the food service provider for Franklin Academy. We encourage all students to take advantage of our breakfast offerings to start their day off right.

# BRIGHTARROW NOTIFICATION SYSTEM

Franklin Academy utilizes BrightArrow's advanced mass notification system to effectively communicate with parents/guardians. Our system allows for quick delivery of voice, text, and email messages for unexcused absences, informational updates, emergency alerts, and more. With rich database integration technologies, BrightArrow ensures fast and effective communication, enhancing our ability to keep parents/guardians informed.

# CARE OF SCHOOL PROPERTY

Students are expected to respect the school building 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 and will result in a documented behavior infraction.** All food must be consumed in the cafeteria or area designated by the school administration. Students are not permitted to play in the bathrooms. Any student who disregards this rule will be subject to disciplinary action. As an aspect of Service as Action, a principle of the IB World Organization, Middle Years Programme (MYP) students may be asked to help maintain clean and organized classrooms and common areas as an act of Service to the School Community.

# CASH-FREE SCHOOL POLICY

Franklin Academy operates as a **cash-free** school with no exceptions. Payments for school fees, activities, and services must be made using methods approved by the school, such as personal checks, money orders, cashier's checks, or online payments via major credit cards. This policy promotes efficiency, security, and accountability in financial transactions within our school community.

# CELL PHONE USAGE IN A SCHOOL ZONE

For the safety of our students and staff members, cell phone usage is not permitted in the school zone. For purposes of this policy, the school zone refers to an area on the school grounds that has a likely presence of pedestrians (morning arrival, afternoon dismissal, etc.). Law enforcement personnel routinely patrol the school campus and will issue citations at their discretion to enforce all applicable laws and regulations.

# CHAPERONES

Chaperones play a crucial role in ensuring the health, safety, and security of students during Franklin Academy sponsored field trips. To maintain high standards of supervision, all chaperones must meet security eligibility requirements as mandated by State Laws, Federal Regulations, and District policies. **It is important to note that individuals who do not meet these security clearance requirements will not be permitted to serve as chaperones on any school field trip.** Franklin Academy is committed to maintaining a secure environment for all students. With the passage of Senate Bill 676, Florida public schools may require more extensive volunteer background checks, including fingerprinting. Accordingly, all parents who wish to serve as field trip **chaperones must successfully complete a Level 2 background** check prior to participation.

The role of a chaperone is both enjoyable and significant, requiring a commitment to certain responsibilities and adherence to established expectations. Chaperone guidelines are in place to ensure that district-sponsored field trips result in safe and rewarding experiences for all participants.

Chaperones should be aware that district policies apply to all off-site activities sponsored by the school district. Responsibilities assigned to chaperones are substantial, and adherence to established guidelines is essential to ensure the safety, enjoyment, and educational value of these memorable events for students. Your cooperation and dedication are greatly appreciated.

# CHARACTER EDUCATION

To support our mission of 'Building Better People, Every Day', Franklin Academy implements the IB Learner Profile Traits as a framework for character education. IB Learners will work to be Inquirers, Open-Minded, Knowledgeable, Caring, Thinkers, Risk-Takers, Communicators, Balanced, Principled, and Reflective. When children learn a consistent set of universal values and teachers model those values, behavior improves, and educational focus soars. The Learner Profiles is embedded in our existing curriculum and classroom management to make focusing on good character part of everything students do.

# CHILD ABUSE AND NEGLECT POLICY

Franklin Academy is committed to the well-being of all students and upholds an ethical obligation to protect them from conditions harmful to their learning, mental, or physical health, and safety. All school personnel are mandated by law to report any suspected cases of child abuse, abandonment, or neglect that may affect a student's health, safety, or welfare. Our staff is dedicated to making reasonable efforts to ensure a safe and supportive environment for every student.

# CLUBS

Eligible students have the opportunity to participate in after-school clubs throughout the school year. At the end of club activities, students will stay with the club sponsor until picked up or signed into aftercare, if they are enrolled in the program. Students are dismissed from clubs via the west gate.

**Important Guidelines:**

- Clubs will not be held on early release days, professional development days, or staff meeting days.
- Late payments for clubs will not be accepted.
- Club fees must be paid by the established due date; otherwise, students will not be eligible to attend the club.
- Students who are picked up late from clubs will be charged a late fee of $1.00 per minute, per student.
- Students with outstanding financial obligations or whose families did not complete the required number of parent service hours the previous year are not eligible to participate in after-school clubs.
- Students may be removed from clubs for disciplinary reasons, and refunds will not be provided.

Your cooperation with these guidelines helps ensure a smooth and enjoyable experience for all participants.

# CODE OF CONDUCT

Franklin Academy firmly believes a positive school culture promotes equal educational opportunity and establishes the framework for a safe learning environment. The Code of Student Conduct, Policy 5090, provides specific information regarding the rules that all students are expected to adhere to, as well as consequences for violations. Important among these rules are consistent and timely attendance, respect for people and property, appropriate dress, technology usage, student publications, student activities, student records and the right to appeal, including grievance procedures.

The Code of Student Conduct is intended to be an instructive policy based on interventions and supports for students. However, when consequences are warranted, they shall be implemented based on a system of progressive discipline. Minor incidents and first offenses have less serious consequences than major incidents and repeat offenses. Factors such as age, grade level, social, emotional, and intellectual development, and overall student rights and responsibilities shall also be considered. Disciplinary issues will be resolved by every means possible prior to exclusion from school. Equitable and reasonable procedures will be followed to assure students of their rights.

Parents/guardians have a fundamental right to direct the upbringing, moral or religious training, education, and care of their children. However, it is the responsibility of all school personnel, students, parents/guardians, external

stakeholders, and the greater community to ensure the school environment encourages a climate conducive to learning.

**Parental Involvement:** Parents and guardians are encouraged to review the Student Code of Conduct with their children and support the school's efforts to maintain a positive learning environment. Communication between home and school is vital for addressing and resolving behavioral issues effectively.

**Accessing the Code of Conduct:** The complete Student Code of Conduct is available on the Franklin Academy website. Students and parents/guardians are responsible for familiarizing themselves with the Code of Conduct and adhering to its guidelines.

# COMMUNICATION | CHAIN OF COMMAND

Effective communication between school and home is crucial for the success of each student and the overall school community. To support positive communication, please follow the established hierarchy for addressing concerns and making specific requests (e.g., conferences). Requests should be submitted in writing via email to the appropriate teacher or staff member.

**Hierarchy for Addressing Concerns:**

**Classroom Teacher**:

- **First Point of Contact**: For concerns regarding your child's academic performance, behavior, or social interactions, please first communicate with the classroom teacher.
- **Requesting Conferences**: Send a written request for a conference via email. Email lists are available on the school's website or at the front office.

**School Counselor**

- Next Step: After discussing the matter with the classroom teacher, you may contact or request a conference with the school counselor for further discussion on student behavior and/or academics.

**Assistant Principal**:

- **Further Escalation**: If concerns persist after speaking with the classroom teacher and/or school counselor, parents/guardians may contact or request a conference with the Assistant Principal.
- **Procedure**: The Assistant Principal will meet with the teacher and other relevant personnel involved with your child's situation before arranging a conference with you. For other school-related issues, the Assistant Principal should be the first point of contact.

**Principal**:

- **Final School-Level Contact**: Following discussions with the classroom teacher, school counselor, and Assistant Principal, parents/guardians may contact or request a conference with the Principal for further discussion on student behavior and academics.
- **Procedure**: The Principal will consult with the teacher and other relevant personnel before arranging a meeting with you. For other school-related issues, initial contact should be made with the Assistant Principal, who may then refer you to the Principal or another appropriate contact.

**Superintendent of Schools**:

- **Beyond the School Level**: If the issue remains unresolved, parents/guardians may contact the Superintendent of Schools for further action. Contact information is available on the school website.

**Governing Board**:

- **Final Escalation**: If concerns persist after following the appropriate communication protocol, parents/guardians may contact the Board Liaison. The email address is provided on the school website.

**Important Note**: Always follow the established chain of command before requesting a conference with the Principal, Superintendent of Schools, or contacting the Governing Board. This process ensures efficient and effective communication and resolution of concerns.

# COUNSELORS

Franklin Academy employs two full-time school counselors dedicated to supporting students, parents/guardians, and staff with student guidance and academic advising. The school counselors are available by appointment to discuss student issues with parents and guardians. They promote and enhance student achievement through a comprehensive model that incorporates prevention and intervention with continuous academic, career, and personal development activities, preparing students for meaningful participation in a diverse, changing world.

Counselors offer a range of activities, including classroom guidance, small groups for skill mastery, individual counseling for students with specific needs, and various proactive and innovative approaches to support student performance. Their program is based on the National Standards for School Counseling Programs and the American School Counselor Association (ASCA) National Model.

Additionally, school counselors provide valuable resources to staff, students, families, and the community to ensure a family-friendly environment and access to a safe school climate necessary for academic and social/emotional growth. All information discussed with the school counselor is held in strict confidence unless otherwise required by law.

# DISCIPLINE

At Franklin Academy, it is crucial for students to understand their rights and responsibilities. This includes obeying teachers, all other school employees, bus drivers, and adhering to each rule defined by the school. Students are expected to honor their responsibilities and behave in ways that respect the rights of all individuals within the school

community. Franklin Academy follows the Broward County Public Schools Code Book for Student Conduct, and consequences for unacceptable behaviors are outlined in the Administrative Discipline Matrix. These guiding documents are available on the school website and will be distributed electronically.

Students and parents/guardians are required to sign an acknowledgment form indicating their awareness and understanding of these rules. Consequences for rule violations include loss of privileges, such as participation in field trips, dances, special events, athletic events, and ceremonies. It is important to note that details regarding school incidents and disciplinary actions can only be discussed with the parent(s)/legal guardian(s) of the student involved. Information related to other students will not be disclosed.

Each teacher will establish appropriate procedures for discipline in their classroom based on these guidelines. The following list, while not exhaustive, outlines key expectations:

1. **Respect for Authority**: Students are expected to respect the authority of teachers and all staff members, who have authority over all students.
2. **Care for School Property**: Malicious destruction of school property will result in replacement, repair, or payment for damages by the student or their parents/guardians. The placement of stickers on school property or the use of markers/pens/pencils on walls or fixtures is prohibited.
3. **Cleanliness**: Students shall help keep the school clean at all times. Gum chewing is not permitted in any school buildings or on school grounds.
4. **Prohibited Items**: Items such as water pistols, toy guns, matches, lighters, or weapons of any sort are not allowed and will be confiscated. Appropriate consequences will be issued as per the Administrative Discipline Matrix.
5. **Inappropriate Materials**: Notebooks, albums, magazines, lunchboxes, etc., that display pictures or slogans referring to drugs, alcohol, gangs, or violence are prohibited.
6. **Language**: Profane, abusive, or slang language is not allowed.
7. **Zero-Tolerance for Bullying**: Bullying or aggression, whether verbal or physical, will not be tolerated.
8. **Inclusiveness**: Teachers will foster a sense of community and inclusiveness, ensuring all children are involved in class activities.

By adhering to these guidelines, we aim to create a safe, respectful, and inclusive learning environment for all students at Franklin Academy.

## BEHAVIOR EXPECTATIONS: BUS

**Riding the school bus is a privilege**, and maintaining proper behavior is crucial for the safety of all passengers, as well as other motorists, pedestrians, and community members. All rules that apply on school grounds and during school activities also apply while riding the school bus.

Parents /guardians are responsible for their child's behavior on the way to and from school and at the bus stop. While Franklin Academy does not assume any liability for incidents that occur at a bus stop or while traveling to and from school, a student, parent/guardian, or witness may file a complaint following the same procedures for bullying. The school will investigate and provide assistance or intervention as deemed appropriate by the principal or their designee, which may include involving local law enforcement.

Students who cannot refrain from disruptive behavior or disturb other students will lose transportation privileges in conjunction with consequences from the Broward County Administrative Discipline Matrix.

**Important Reminders for Parents/Guardians:**

- Parents/guardians may not board a school bus at any time, as this presents a safety hazard.
- Violation of this rule may result in the suspension of transportation services.

## BEHAVIOR EXPECTATIONS: CAFETERIA

Each student is expected to uphold good manners, courtesy, and consideration for other students and adults while in the cafeteria. To ensure a positive dining experience for all, the following guidelines must be followed:

- **Orderly Entry and Exit:** Students are to enter and exit the cafeteria in an orderly manner.
- **Line Etiquette:** While waiting for food, students should form a single-file line and keep communication noise levels low, refraining from shouting.
- **Seating:** Students are to remain seated during the lunch period unless authorized by school staff.
- **Trash Disposal:** Containers are provided for the disposal of trash. Each student must dispose of any trash on their table and the surrounding area by the end of the lunch period or immediately upon request from monitors.
- **Lunch Period Boundaries:** Students are not permitted to leave the school grounds for lunch during their assigned lunch period.
- **Food and Beverage:** No food or beverage is to be taken out of the cafeteria at any time.
- **Respect for Rules:** All students are expected to adhere to the posted cafeteria rules at all times.
- **Safety Concerns:** Throwing food or objects in the cafeteria is strictly prohibited as it poses a safety concern. Such acts may result in suspension from school or possible recommendation for expulsion, especially in the event of a major disruption on campus, such as a food fight. This policy aligns with the Broward County Administrative Discipline Matrix.

## BEHAVIOR EXPECTATIONS: HALLWAY

To maintain a conducive learning environment and ensure the safety of all students, the following guidelines for hallway behavior must be observed:

- **Quiet Travel:** Students should move through the hallways quietly to avoid disrupting ongoing classes.
- **Compliance with Staff Directions:** Students are expected to follow staff directions for proper hallway procedures.
- **No Running or Yelling:** Running or yelling in the hallway is not permitted at any time.
- Students in grades K-5 are required to line up single file when moving through the hallways.
- **Respect for Property:** Students should refrain from touching the walls while walking through the hallways.
- **Staircase Safety:** When using staircases, students should use the handrails, walk on the right side, and refrain from pushing or shoving.
- **One-Way Hallway Rule:** In designated areas, students should follow the one-way hallway rule to maintain order and safety.

### DETENTION

Detentions are assigned to students who fail to comply with classroom or school rules. The purpose of detention is to provide students with an opportunity to reflect on their behavior and make better choices in the future.

**Procedures:**

- **Notification:** Parents/guardians will receive an email notification prior to the student's assigned detention. The email will include a confirmation form that must be completed.
- **Attendance:** Students must report on time to the detention. Late arrivals may result in rescheduling to the next available detention.
- **Duration:** After-school detentions will be held on a specified weekday and will last for the designated duration (60-minutes.)
- **Activities:** During detention, students will complete a reflection form and develop a plan to improve their behavior as well work on tasks around campus..
- **Rescheduling:** Detentions will not be rescheduled due to conflicts with athletic games/practices, social events, or special events.
- **Pick-Up: Parents/guardians must pick up their child promptly at the designated time. Late pick-ups will result in a fee of $1.00 per minute.**
- **Restrictions:** Students may not participate in school-sponsored extracurricular activities on or off-campus on the day of their detention.

**Consequences:** Failure to attend an assigned detention will result in progressive disciplinary action, potentially leading to a one-day suspension, as per the Broward County Administrative Discipline Matrix.

# DISCIPLINARY SUSPENSION

Suspension is a disciplinary sanction that temporarily removes a student from a class, or all classes for a prescribed period of time. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to issuing an out-of-school (external) suspension except in emergencies, disruptive conditions, or incidents involving serious misconduct. Suspensions will result in the loss of privileges, including but not limited to, field trips, dances, special events, athletic events, ceremonies, etc. **Students serving a suspension are NOT permitted on campus during the term of the suspension and may NOT participate in any school activities, on or off campus, during the suspension period.**

Offenses that constitute out-of-school (external) suspension include, but are not limited to, the following:

- Fighting or other dangerous and/or disruptive behavior;
- Smoking or vaping on school grounds;
- Being under the influence or having alcoholic beverages and/or drugs on school grounds;
- Possession and/or use of a weapon or any object that can be used as a weapon, including but not limited to: knives, brass knuckles, Chinese stars, chains, mace, etc.;
- Defacing or vandalism of school property;
- Igniting any flammable substance;
- Any threat, explicit or implied, that causes a major disruption on campus.

# DISCIPLINE MATRIX

The Broward County Administrative Discipline Matrix serves as a standardized tool utilized by administrators to address student violations of the Code of Student Conduct. Its primary purpose is to ensure consistency in disciplinary actions across all grade levels, thereby promoting fair and equitable treatment of students.

**Functionality:**

- **Consistency:** The Matrix provides a structured framework for assigning interventions and consequences in response to student behavior that extends beyond the classroom.
- **Fairness:** By applying predetermined guidelines, administrators can ensure that disciplinary actions are administered impartially, regardless of individual circumstances.
- **Accessibility:** Different versions of the Matrix are available to accommodate specific grade level groupings, ensuring that disciplinary measures are developmentally appropriate.
- **Transparency:** Parents/guardians and students can access a copy of the Matrix online, facilitating transparency and understanding of disciplinary procedures.

For further details regarding the interventions and consequences outlined in the Administrative Discipline Matrix, please consult BCPS Code Book for Student Conduct available on the school website. This comprehensive resource provides additional explanations and context for the disciplinary framework established by the school district.

# DISMISSAL: DASHPASS

**Families are required to utilize the DashPass app, accessible for download on their mobile devices.** Upon registration, a system-generated email containing detailed instructions will be dispatched to the registering parent/guardian. To facilitate smooth pickup procedures, DashPass must be activated upon the vehicle's arrival on campus. Subsequently, a signal will be transmitted to the student's classroom, where their name will be promptly displayed. Teachers will then release the student via the pickup queue, directing them to proceed directly to the car line.

Parents/guardians have the option to designate additional individuals for student pickup by sharing a student-specific code through the DashPass app. Any authorized pickup person must also download and install the DashPass app on their mobile device.

In the absence of the DashPass app, individuals seeking to pick up a student must present a photo ID for verification. They may also be required to park and visit the office before the student can be released, ensuring adherence to safety protocols.

# DISMISSAL PROCEDURES

To streamline dismissal procedures and ensure the safety of all students, Franklin families are required to designate their child's regular "WAY HOME" method in the PowerSchool Parent Portal. Dismissal commences at **2:15 PM** for students in grades **K-5**, while students in grades **6-8** are dismissed at **3:15 PM**.

For the safety of everyone, parents/guardians are not permitted to enter the campus or queue on the side of the road. until 2:15 PM for grades K-5 and 3:15 PM for grades 6-8. Any students not picked up by 2:45 PM (K-5) or 3:45 PM (6-8) will incur a late fee of $1.00 per minute, per student.

During dismissal, parents/guardians must remain inside their vehicles at all times. As vehicles enter the dismissal lane, students will exit the school building. It is imperative to follow the prescribed traffic pattern, prioritizing safety over speed. **Early dismissal requests after 1:45 PM will not be granted.**

To expedite dismissal, parents/guardians will receive a color-coded placard displaying their child's name and grade level, which must be prominently displayed on the vehicle dashboard. Students will only be released to individuals who have downloaded and installed the DashPass app. Others without verified parental consent will be denied access.

Upon entering the campus, proceed to your assigned stacking lane. Students will be dismissed curbside. Please refrain from loud music or cell phone use in the car line to ensure the safety of students and staff.

Students residing within 0-2 miles from the campus may walk or bike home, provided they have a signed authorization form on file. Those beyond the 2-mile radius must be picked up. **All families must update their child's "WAY HOME" method annually in the PowerSchool Parent Portal.**

Temporary or one-time changes in dismissal method must be communicated in writing to the dismissal teacher and front office by **12:00 PM** on the day of the change. Club dismissal is separate from school dismissal, and late pickups will incur a fee. We appreciate your cooperation in adhering to these dismissal procedures to ensure the safety and well-being of all our students.

# DOMESTIC DISPUTES

The school does not intervene in personal family conflicts or domestic disputes. In cases involving legal disputes, parents or guardians are required to provide school authorities with an official copy of legal documents that specify who has legal access to the child and their records.

# DRESS CODE

Franklin Academy is a mandatory uniform school, and the dress code is strictly enforced. Students must adhere to both the Code of Student Conduct and the Franklin Academy Dress Code Policy. Exceptions to the dress code may be granted for special school activities with prior approval from the school administration. Maintaining a higher standard of dress fosters greater respect among individuals and contributes to improved behavior.

Dress code guidelines specify appropriate school attire for normal school days. Franklin Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to comply with these guidelines. If a student arrives without the proper uniform, they may be sent to the front office and will remain there until a parent/guardian brings the correct uniform.

Improperly fitted uniforms are considered a violation of the dress code, and students may not be allowed to attend class until appropriate clothing is provided. Offensive, immodest, or inappropriate attire, as deemed by the faculty, is

not permitted. Torn or tattered clothing is also prohibited. All clothing should be labeled with the student's name. Parents/guardians of Kindergarten and first grade students are encouraged to leave an extra set of clothes in a labeled Ziploc bag in their child's backpack in case of emergencies.

**All uniforms must be purchased from the school-approved vendor, iUniforms.com. The Franklin Academy logo is a registered trademark. Unauthorized use of the Franklin Academy logo will result in penalties for trademark infringement, including possible legal action. Violations of trademark infringement are serious and will be addressed in accordance with the law.**

| | |
|---|---|
| **SHIRTS** | • All students must wear a uniform shirt with the school logo.<br>• Shirts must be tucked-in and neat.<br>• Shirts must stay tucked-in when arms are raised, midriffs are never to show. |
| **BOTTOMS** | • Only properly fitted uniform bottoms may be worn.<br>• Shorts and skorts must be of appropriate length and at the discretion of the administration, but no longer than 1 inch below the knee.<br>• Only slacks, shorts, skorts and jumpers with the official school logo may be worn. |
| **OUTERWEAR** (JACKETS, SWEATERS) | • Only outerwear with the official school logo may be worn.<br>• School uniform shirts must be worn under any outerwear. |
| **BELTS** | • Students in grades 2 - 12 must wear a belt with a buckle.<br>• Plain brown, blue or black dress style belt (no holes or studs).<br>• Belts must be worn correctly through the belt loops. |
| **SOCKS** | • Solid white, black, grey or navy socks.<br>• Solid white, black or navy tights may be worn with skorts in cooler months. |
| **SHOES** | • Athletic style (sneaker) shoes.<br>• Dress style shoes (loafer or tie) or Mary Jane style. |
| **HATS** | • Hats may NOT be worn in the school building.<br>• Hats without logos or hats with the school logo may be worn during 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.<br>• PE sweatpants (with the school logo) may be worn in cooler months. |
| **OTHER** | • Jewelry must not pose a threat to safety and must not be distractive.<br>• Necklaces should be tucked into the shirt.<br>• Hair styles must not be distracting and are subject to administration approval (mohawks, spikes, etc.)<br>• Hair should be neat and not fall onto the face.<br>• No body piercings visible other than one earring per ear.<br>• Torn or tattered clothing is prohibited.<br>• Sunglasses may not be worn in class.<br>• Middle/High school ID badges must be worn around neck with school provided lanyard. (Students are charged $10 for each lost ID and lanyard) |

# DRESS-DOWN DAYS & GUIDELINES

Dress-down days are scheduled throughout the school year, offering students the opportunity to enjoy a break from the standard uniform. Participation in dress-down days is optional and restricted to eligible students. If a dress-down day serves as a fundraiser for a particular charity or school organization, the participation cost will be announced in advance. **Students who opt not to participate must wear their official school uniform on that day—NO EXCEPTIONS.** Any violations of the dress code will result in appropriate consequences.

Appropriate dress guidelines will apply on dress-down days. Attire should be neat and modest. The following rules must be adhered to:

- T-Shirts with offensive slogans or wording are not permitted.
- Shirts must have sleeves; midriff and spaghetti strap tops are not allowed.
- Low-riding jeans and ripped jeans are not permitted.
- Leggings are not permitted.
- Flip-flops, Crocs and sandals are not allowed.
- Skirts and shorts must adhere to the original uniform code length.
- No hooded tops (shirts, sweatshirts and jackets)

Inappropriate dress will result in the student being restricted from participating in the next designated dress-down day, and parents/guardians may be called to bring appropriate attire.

# ELECTRONIC / WIRELESS DEVICES

The use of electronic devices by students during school hours is strictly prohibited. Items such as smart watches, earbuds, and handheld games should not be brought to school. If these items are brought to school without prior authorization from the administration, they will be confiscated. However, Kindles, Nooks, and tablets are allowed for reading purposes only. Please note that the school is not responsible for any loss or theft of these items if they are brought to school.

Wireless devices, encompassing cellular/mobile phones, smart watches, smart glasses, AI glasses, wearable technology, personal digital assistants, tablets, and two-way communication devices, are strictly regulated on school grounds and during school hours. **Wireless communication devices should be turned OFF and kept in the student's backpack on school grounds and during school hours.** Carrying cell phones in pockets is prohibited. This "TURN OFF" policy applies from 7:00 AM to 3:45 PM. Cell phones may only be utilized once students have arrived at their dismissal destination, except under specific directives from teachers or school staff under their supervision. It is important to note that the school bears no responsibility for any loss or theft of wireless communication devices that occur on campus, during school functions, or while on school transportation.

This policy complies with Florida law, including §1006.07(2)(f), Florida Statutes, which prohibits student cellphone use during instructional time. All devices must remain silenced and unused during class periods unless specifically authorized for educational purposes or emergencies. The high school cafeteria exception does not apply during instructional blocks.

Consequences for policy violations are as follows:

- **First Offense:** A verbal warning will be issued, and the cell phone will be returned to the student at the end of the day upon signing the cellular telephone policy form.
- **Second Offense:** The cell phone will be returned to the parent or guardian after they sign the cellular telephone policy form, and the student will receive a detention.
- **Third Offense:** The parent or guardian must acknowledge via paperwork that the cell phone will be returned at the end of the academic year. Failure to surrender the item will result in additional disciplinary consequences.

# ELEVATOR USE

The elevator is designated for use by school employees, maintenance personnel, visitors, and parents/guardians. Students may only use the elevator with an elevator pass authorized by the Administration. These passes are issued by the school nurse upon receiving proper documentation from a physician. Students with elevator passes must be accompanied by an elevator buddy chosen by their homeroom teacher. Unauthorized use of the elevator by students will result in disciplinary action.

# ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

**ESOL Program Coordinator**: Gracy Ordonez | ordonez.gracy@franklin-academy.org

The goal of the ESOL program at Franklin Academy is to provide students with limited English proficiency the instruction they need to develop both communicative and academic skills necessary to meet national, state, and district educational standards. Our program ensures that all English Language Learners (ELLs) receive the appropriate accommodations and support tailored to their specific language learning, academic, and cultural integration needs.

At Franklin Academy, ELL students are required to meet the same curriculum standards as their peers in English Language Arts and other content areas. To ensure comprehensible instruction, we use ESOL strategies, supplementary materials, and native language assistance. This comprehensive approach helps ELL students achieve academic success while integrating seamlessly into the school community.

# EXCEPTIONAL STUDENT EDUCATION (ESE)

**Special Programs Director:** Taryn Hackworth | hackworth.taryn@franklin-academy.org

At Franklin Academy, we are committed to providing a supportive and inclusive learning environment for all students, including those with disabilities. We adhere to federal and state laws, including the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, to ensure that students with disabilities receive appropriate educational services and accommodations.

**Special Education Services:** Students who qualify for special education services under IDEA may receive individualized education plans (IEPs) tailored to their specific needs. These plans are developed collaboratively with parents, teachers, and specialized staff to outline academic goals, accommodations, and related services necessary to support the student's learning and development.

**504 Accommodations:** Section 504 of the Rehabilitation Act ensures that students with disabilities who do not qualify for special education under IDEA may still receive accommodations to ensure equal access to educational opportunities. Accommodations may include adjustments to classroom instruction, assignments, testing procedures, and the physical environment to accommodate the student's needs without fundamentally altering the curriculum.

# EXTRA CREDIT

Extra credit assignments will only be allowed if they are available to all students. These assignments must be related to the course, aligned with the standards, and approved by the administration in advance.
**Parents/guardians are not permitted to request extra credit.**

# FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, parents/guardians have the right to access their child's educational records, request that inaccurate or misleading information be corrected, and consent to the disclosure of personally identifiable information. However, FERPA also establishes limitations on the disclosure of student records, prohibiting schools from sharing certain information without parental consent. At Franklin Academy, we are committed to upholding the privacy rights of our students and their families in accordance with FERPA regulations. Parents/guardians who have questions or concerns about FERPA or their rights under the law are encouraged to contact the school administration for assistance.

# FAMILY LIFE & HUMAN SEXUALITY

Broward County Public Schools and Franklin Academy is committed to protecting the health of all of its students by providing comprehensive sexual health education that promotes healthy attitudes concerning growth and development, body image, gender and sexuality, dating, relationships and family. The school board believes comprehensive sexual health education provides our youth with the information, skills and support they need to develop positive values and make healthy decisions. It is essential that a universal comprehensive sexual health curriculum that follows the national sexuality education standards be in place in order to make certain every student receives the same quality information necessary to support their education and live a healthy life.

Broward County Public Schools and Franklin Academy respect the rights of parents/guardians and their role in presenting information in this delicate and sensitive area. According to Florida State Statute 1003.42, Section 3: "Any student whose parent/guardian makes written request to the school principal shall be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development and treatment. A student so exempted may not be penalized by reason of that exemption."

# FAMILY PASSWORD

To ensure the safety and security of our students, only individuals listed as an EMERGENCY CONTACT will be authorized to pick up students from school. Valid photo identification will be mandatory for all individuals seeking to pick up a student. If someone arrives at the school to collect a student and their name is not listed as an emergency contact, the student will not be released unless written or electronic authorization has been provided by the parent/guardian, and the individual attempting to pick up the student can correctly verify the FAMILY PASSWORD as documented in the student information system (PowerSchool). Family passwords are updated annually during the registration period to maintain the integrity of our security protocols.

# FIELD TRIPS

Field trips are arranged periodically as an enhancement to the learning process. All parents/guardians must submit a completed school-issued permission slip so their student may attend any field trip. **Student 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. Students are to wear their uniform on field trips for security reasons (unless authorized otherwise by school administration).

- Early dismissal from a field trip site is not permitted.
- Students who are absent from school on a scheduled field trip date may not attend the field trip.
- Students with any outstanding financial obligations or restrictions due to non-completion of required parent service hours will not be permitted to attend field trips.
- Refunds will NOT be issued due to discipline, illness, absence or outstanding financial obligations.
- Students may not be transported in personal vehicles.

Parents/guardians may be asked to assist the teacher as chaperones. Parents/guardians serving in this capacity may not have other children (siblings) accompany them. Parents/guardians who are officially selected to serve as a chaperone may count time devoted to this function as parent service hours. Parents/guardians are NOT permitted on overnight field trips. For security reasons, parents/guardians may not join a field trip group if they are not designated as an official chaperone. Additionally, all parents who wish to serve as field trip **chaperones must successfully complete a Level 2 background** check prior to participation.

Failure to adhere to this policy may result in the parent/guardian losing the opportunity to be selected as a chaperone for future field trips. The Guidelines for Chaperones form must be signed prior to any parent/guardian serving as a chaperone on a field trip. Parent chaperones are required to adhere to these guidelines.

# FIELD TRIP/FIELD DAY SPIRIT SHIRTS

During school-sponsored field trips, students must wear the designated spirit shirt or school shirt assigned for the trip, unless instructed otherwise by the teacher. This requirement is for safety reasons, as these specially marked shirts facilitate easy identification of all Franklin Academy students.

# FLORIDA'S ACADEMIC STANDARDS

Florida's B.E.S.T. Standards for English Language Arts and Mathematics, along with the State Academic Standards for Science and Social Studies, represent the fundamental expectations set by the Florida Department of Education for student learning from Kindergarten through 12th grade. Our teachers have undergone professional development to effectively incorporate these standards into their instructional planning. At Franklin Academy, we are dedicated to fostering collaboration with parents/guardians and families to ensure our students are well-prepared for success. Together, we all play pivotal roles in guiding students towards reaching their fullest potential. Continuous assessment of our academic program ensures that we are equipping every student with the necessary skills to thrive in college, career, and life.

In addition to adhering to Florida's academic standards, our curriculum integrates the International Baccalaureate Programme which features instructional practices aligned with IB Unit Plans. These plans offer a conceptual framework and linkages to real-world applications of the content and skills outlined by Florida's academic standards. Furthermore, the IB encompasses its own set of four objectives, segmented into strands for each subject group. Throughout the academic year, each objective and strand is taught and assessed a minimum of two times in every IB course, ensuring comprehensive coverage and evaluation of student progress.

# FOOD ALLERGIES

If your child has a peanut or other severe food allergy, please contact the school nurse via email at cc-nurse@franklin-academy.org and inform the classroom teacher as well. It is crucial to provide written notification to the school about any known allergies your child has. This allows us to take proactive measures to minimize exposure to potential allergens and be prepared for any medical emergencies. For students at risk of anaphylaxis, an individualized written plan, along with a Medication Authorization Form and prescribed medication from a physician, should be on file in the school clinic. Peanut allergies, in particular, pose a significant risk as they can trigger life-threatening reactions even through airborne exposure. We urge parents/guardians to be cautious when packing lunches or snacks for their children. Additionally, please consult with your child's teacher to inquire about any specific food allergies present in the class, such as peanuts or tree nuts, and demonstrate sensitivity to this critical issue.

# FOOD POLICY

In light of recent societal and environmental changes, it is imperative that we exercise caution regarding food items brought into the classroom. The rise in food-related pathogens posing severe health risks, coupled with an increasing number of students with life-threatening food allergies, necessitates stringent guidelines for food consumption at school. Therefore, any food served or shared on school premises must originate from a commercially inspected facility

and be clearly labeled with its contents. **Students are strictly prohibited from sharing food with their peers to mitigate potential health risks.**

Additionally, students are not permitted to bring carbonated beverages or glass-contained drinks to school. Please note that there are no facilities available for refrigeration or microwaving of food items. Furthermore, parents/guardians are not allowed to bring fast food lunches to school for their children, and dropping off lunch or food items during school hours disrupts the learning environment. These measures are essential to safeguarding the health and well-being of all students at Franklin Academy.

# FOOD SERVICE PROVIDER

Franklin Academy proudly participates in the National School Lunch Program, offering free or reduced pricing to eligible students in accordance with program guidelines. Our food service partner, SLA Management, is committed to delivering nutritious and high-quality meal programs. Each school lunch adheres to the National School Lunch daily requirements, ensuring a balanced selection of protein, vegetables, fruits, dairy, and grains.

For IB Middle Years Programme (MYP) students, we provide an extensive a-la-carte program featuring healthy and affordable snack options, complementing the diverse lunch menu offerings. This ensures that all students have access to nutritious meals and snacks that support their health and well-being throughout the school day.

# FORGOTTEN LUNCH AND ITEMS

Once the school day begins, our staff is unable to accept or deliver forgotten school supplies, PE uniforms, materials, assignments, or other items. However, we understand the importance of nourishment for every student. Therefore, lunches and snacks delivered after the start of the school day will be taken directly to the cafeteria, ensuring that no child goes without a meal. Please note that these deliveries will not be made to individual classrooms, and students will not be called out of class to retrieve them.

We strongly encourage parents/guardians to pack healthy lunches to promote positive eating habits among our students. Additionally, it's important to note that leaving campus during lunch, ordering food during or after school hours, or accepting food deliveries (such as Uber Eats or Chik-Fil-A) are not permitted. By adhering to these guidelines, we ensure the safety and well-being of all students during the school day.

# FORTIFYFL

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. By accessing FortifyFL, students can provide a description of the threat, share photos and videos, and optionally submit their contact information. Submissions can be anonymous or non-anonymous. Submitting a tip is quick and easy using our mobile app or website. ***All Franklin Academy students have access to FortifyFL via their Clever portal dashboard.***

# FUNDRAISERS

Students are not permitted to engage in personal sales on school grounds or use the school's name for fundraising without prior written approval from school administration. Official school organizations are responsible for conducting all sales for the benefit of the school. Consequences for unauthorized sales may include confiscation of items and funds involved, as well as additional disciplinary measures in accordance with the Administrative Discipline Matrix.

# GIFTED EDUCATION REFERRAL PROCESS

**Special Programs Director:** Taryn Hackworth | hackworth.taryn@franklin-academy.org

In Florida, a gifted student is defined as one with superior intellectual development capable of high performance. These students may have learning needs that surpass what's typically offered in regular classrooms. Parents, guardians, or faculty members can refer a student for gifted program services by submitting a written request via email to the school's Special Programs Coordinator. The Eligibility Team will review all referrals to determine if existing data and information justify eligibility for a gifted screening.

# GRADE WEIGHTS AND CATEGORIES

| GRADE LEVELS | SUBJECT AREA(S) | CATEGORY | WEIGHT |
|---|---|---|---|
| 1 – 8 | All Subject Areas | Classwork | 40% |
| | | Quiz | 25% |
| | | Test | 35% |

# GRADING SCALE

| Letter Grade | Percentage | Grade Points | Progress Level |
|---|---|---|---|
| **A** | 90 – 100% | 4.0 | Outstanding |
| **B** | 80 – 89% | 3.0 | Above Average |
| **C** | 70 – 79% | 2.0 | Average/Satisfactory |
| **D** | 60 – 69% | 1.0 | Unsatisfactory |
| **F** | 59 or Below | 0.0 | Failing |
| **I** | Incomplete | 0.0 | Incomplete |

# GRADING AND STUDENT PROGRESSION

At Franklin Academy, we adhere to the guidelines outlined in the Student Progression Plan (Policy 6000.1), ensuring consistency and excellence in education. This plan sets forth clear standards for effective instruction, defines criteria for student promotion, and ensures equitable access to learning opportunities for all students.

Our curriculum is thoughtfully designed to align with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, as well as the State Academic Standards for Science and Social Studies mandated by Florida law. By adhering to these rigorous standards, we provide our students with a robust educational foundation that prepares them for success in an ever-evolving world.

# GRADE CHANGE POLICY

At Franklin Academy, grades are recorded for each nine-week grading period. Changes to recorded grades will only occur under specific circumstances, including computational errors, inaccurately recorded grades, or the completion of previously incomplete assignments.

We value transparency and encourage students and parents/guardians to seek clarification regarding how grades are determined by teachers. However, it's important to note that grades will not be altered due to external pressures such as athletic eligibility, parental influence, college admissions, or participation in extracurricular activities.

Should there be a need to question a grade listed on the report card, students and parents/guardians are required to reach out to the teacher within one week from the publication of grades. If upon review, it's found that a grade correction is warranted, the teacher will promptly submit the corrected grade to the designated Assistant Principal. It's essential to note that grade changes will not be entertained after the conclusion of the school year.

# GUM CHEWING/EATING

At Franklin Academy, we maintain a strict policy against gum chewing on school grounds. Furthermore, students are expected not to eat during class or in the hallways, except during designated snack times as approved by the school administration.

# HEAD LICE

In the event that authorized school personnel detect lice and/or nits (lice eggs) in a student's hair, the student will be required to return home. Additionally, if lice/nits are detected on a student in a class, the entire class may undergo screening. Siblings of affected students may also be screened for head lice.

Upon the student's return, both the student and parent/guardian must report to the school office. The student will then undergo a thorough examination by the school nurse to ensure the absence of any remaining nits before re-admittance. It's important to note that under no circumstances are parents/guardians permitted to check another student for lice and/or nits.

Each infestation of head lice grants the student a maximum of five (5) excused absences. If a child is returned to school following five days of excused absences due to a lice infestation, and the infestation persists, subsequent absences shall be marked as unexcused.

# HEALTH CONCERNS

To ensure the safety and well-being of all students, we request your cooperation with the following health guidelines:

- Please inform the school if your child is absent due to a diagnosed communicable illness, such as meningitis, measles, salmonella, etc.
- Please keep your child home if they exhibit flu-like symptoms, including a fever greater than 100°F, sore throat, cough, chills, body aches, etc. Additionally, keep your child home for rashes, yellow eye drainage, or greenish-yellow phlegm from a cough or cold, diarrhea, etc.

If your child has any health conditions, such as allergic reactions (food, insect bites, etc.), asthma, diabetes, cystic fibrosis, seizures, sickle cell anemia, or any other medical condition, it's vital to provide the following information to ensure your child's well-being while at school:

- Updates and changes in their health condition as they occur.
- Documentation of any medications and treatments required, which must be detailed on an Authorization for Medication/Treatment form.
- Emergency contact details, including names and phone numbers.

# HEALTH EMERGENCIES

At Franklin Academy, the well-being of our students is paramount. We have a registered nurse available in the school clinic daily. The nurse is equipped to administer medications, provide care for minor cuts and abrasions, and communicate with parents/guardians as needed.

In the event of a child's illness or non-emergency injury, parents/guardians will typically be contacted to discuss the best course of action. However, in more serious cases, emergency medical services will be promptly contacted.

It is imperative to keep your child's emergency contact information up-to-date in PowerSchool. Any changes, whether in phone numbers, email addresses, or residential addresses, must be promptly updated during the school year. Please note that emergency contact information must be provided annually to ensure swift and accurate communication in case of any health-related emergencies.

# HEALTH IMMUNIZATIONS

Please be aware that Florida statute mandates all students to have the proper immunizations before enrolling in Franklin Academy or any Broward County public school. Failure to comply with these immunization requirements may result in students being excluded from school until their immunizations are brought up to date.

If you're uncertain about your child's immunization status, you can consult with your healthcare provider or reach out to the Florida Department of Health - Broward (954) 467-4700 for assistance.

Thank you for your attention to this important matter. Your cooperation in maintaining up-to-date immunizations helps ensure the health and safety of all students within our school community.

# HEALTH SCREENINGS

Florida Statue 381.0056(7)(d) mandates health screenings for public school students in Kindergarten, 1st, 3rd, and 6th grades, as well as for students new to the county. It's important to note that while these screenings are conducted to identify potential health concerns, they are not a substitute for a comprehensive examination by a healthcare provider. The screenings cover vision, hearing, height, weight, Body Mass Index (BMI), and Scoliosis, with the aim of reducing health-related barriers to learning. Screenings may be carried out individually or in groups.

Parents or guardians retain the right to opt their child out of these screenings. Additionally, if parents/guardians receive a letter indicating that their child did not pass a health screening, it is strongly advised to follow up with a healthcare provider. Please be aware that if you prefer your child not to undergo one or more of the mandated screenings, the required "Health Screening Opt-Out Form" must be submitted to the school during the annual registration process or from the date of enrollment if the student enrolls after the start of the school year.

# HOMEWORK POLICY

At Franklin Academy, we understand the significant role that homework plays in enriching a child's educational experience. However, we also acknowledge the importance of balancing academic responsibilities with family commitments and the need for leisure time.

Research indicates that while homework can be beneficial, it's essential to consider the diverse needs and activities of our students and their families. Therefore, our homework policy at Franklin Academy aims to strike a harmonious balance between academic requirements and family priorities.

Homework assignments are tailored to address each student's unique learning needs. At times, teachers may assign personalized reinforcement or additional practice to be completed at home to support the individual progress of each student.

Furthermore, it's important to note that students enrolled in high school-level courses will have required homework as part of their academic curriculum. This homework is designed to complement classroom learning and reinforce key concepts covered in class.

# ILLNESS OR INJURY AT SCHOOL

While regular attendance is crucial, it's equally important to prioritize the health and well-being of our students. If your child is unwell, they should not be sent to school. **To safeguard the health of all students and staff, children should be free of fever, vomiting, and diarrhea for a minimum of 24 hours before returning to school after an illness.**

If a student falls ill during the school day and it's determined that they would benefit from home care, parents or guardians will be promptly contacted and asked to **pick up the student within one (1) hour**. Our school facilities have limited capacity to accommodate sick students for extended periods, necessitating their timely pickup.

**Students will be sent home if their temperature registers 100°F or higher.** It's imperative that school personnel are informed of any student's chronic illness, such as asthma, diabetes, heart conditions, or seizures, to ensure appropriate care and support can be provided as needed.

# ILLNESS OR INJURY: MAJOR

The procedures for addressing injuries at Franklin Academy are as follows:

- The school nurse will assess the injury to determine if emergency services are required. However, teachers supervising the student at the time of the incident may exercise discretion to request immediate emergency assistance.
- Emergency services, including contacting 911, may be initiated if deemed necessary.
- Immediate attempts will be made to contact the student's parent or guardian.
- Arrangements will be coordinated to transport the student to the nearest hospital's emergency room.
- School officials will be available to provide necessary information to emergency personnel, if required.
- A school staff member, typically the school counselor, administrator, or another designated staff member, will accompany the student to the hospital and stay until the parent/guardian arrives.
- A written incident report will be completed by the supervising teacher by the end of the school day. The school nurse will furnish any pertinent information to the teachers regarding the injury or illness.

# ILLNESS OR INJURY: MINOR

Minor accidents are promptly reported to the school office, and if necessary, a note may be provided to the child to take home at the end of the school day. While efforts are made to notify parents/guardians via telephone in some instances, it's important to note that not all visits to the nurse will result in a personal phone call due to the high volume of students and incidents.

# INSTRUCTIONAL SUPPLIES

All required textbooks and library books are supplied by the school, and teachers are equipped with the materials and equipment needed for classroom instruction. It's imperative that students understand the value of these resources and treat them with care, as any lost or damaged books or materials may result in a fee. To foster responsibility, students are expected to take ownership of their personal supplies and school materials. Grade and course-specific supply lists are available on the school website, and students are responsible for ensuring they have all necessary basic supplies. We encourage parents/guardians to assist their children in preparing for school by ensuring supplies are properly packed the night before to avoid morning rushes. Ultimately, it's the student's responsibility to check and ensure they have everything needed for the next day's classes.

# INTERNATIONAL BACCALAUREATE (IB) MIDDLE YEARS PROGRAMME (MYP)

**IB Coordinator:** Daniel Capote | capote.daniel@franklin-academy.org

The Middle Years Programme (MYP) offers a rigorous curriculum designed to foster practical connections between academic studies and real-world contexts, equipping students with essential skills for lifelong learning. Aligned with the International Baccalaureate Organization's (IBO) vision, the MYP aims to cultivate internationally-minded individuals capable of empathizing with others and leading purposeful lives.

Through the MYP, students are empowered to explore diverse local, national, and global issues and ideas, nurturing their capacity for care and fostering creativity, critical thinking, and reflection. Our dedicated teachers develop and refine IB MYP Units of Study, providing students with conceptual and contextual frameworks for their learning experiences.

Students engage in inquiry-based learning, actively participating in asking and answering questions, completing summative assessments, and contributing to Service as Action initiatives integral to the MYP ethos. For comprehensive IB MYP policies and expectations, we encourage you to explore the IB Tab on the school website.

# INTERNET SAFETY POLICY

At Franklin Academy, we acknowledge the benefits of electronic devices and the internet in advancing student learning and streamlining school operations. However, it's crucial to recognize that the internet, being an unregulated medium, can expose students and staff to potential risks.

In alignment with Florida law and State Board of Education rules, the Franklin Academy Governing Board has adopted an Internet Safety Policy which outlines guidelines for the safe and responsible use of school networks by students.

- Accessing online content that is lewd, pornographic, scandalous, obscene, illegal, hateful, objectionable, or otherwise does not comply with this policy is strictly prohibited.
- The use of the School's networks to access social media platforms is generally prohibited. However, in specific educational contexts and with explicit direction from a teacher, students may be permitted to access social media platforms solely for educational purposes.
- It's important to note that under no circumstances may any student access TikTok or any other platforms prohibited by Florida's Department of Management Services while on school grounds or participating in school activities. Additionally, using TikTok or similar platforms to communicate or promote the School, School-sponsored clubs, extracurricular organizations, or athletic teams is strictly prohibited.
- Students are only allowed to use sanctioned email, chat rooms, and online messaging platforms while at the School or as part of School activities, and only when authorized by a staff member as part of the educational program.

# LABELS

Please ensure that your child's name is clearly labeled on all personal belongings, including lunch boxes, school jackets, binders, and any other items they bring to school.

# LATE FEES

Parents/guardians of students in grades K-5 are subject to a late fee of $1.00 per minute, per student, for pickups after 2:45 PM. For grades 6-8, the late fee applies after 3:45 PM. This policy extends to all before-school, after-school, and after-hours events and activities, encompassing late pickups from after-school clubs, special events, school-sponsored off-site events, and more.

Furthermore, students with outstanding financial obligations are ineligible to participate in extracurricular activities, including but not limited to field trips, dances, athletic events, ceremonies, and after-school clubs.

# LATE WORK POLICY

Franklin Academy recognizes the importance of accountability and timely submission of assignments. To ensure consistency and fairness across classrooms, the following policy will apply to all late work in grades 3-8:

- Late assignments will be accepted only during the same grading quarter in which they were originally assigned.
- A deduction of 10 points per day will be applied, up to a maximum of two days late.
    - **One day late:** 10-point deduction from the grade earned
    - **Two days late:** 20-point deduction from the grade earned
- Assignments submitted more than two days late will receive a 50% deduction from the grade earned, provided they are submitted before the end of the grading quarter.
- Any assignment not submitted by the end of the grading quarter will receive a grade of zero.

It is the student's responsibility to manage deadlines and ensure that all work is submitted on time. Teachers are expected to apply this policy consistently across all courses.

# LIBRARY BOOKS

When a student checks out a book from the library, they assume responsibility for its safekeeping until it is returned. Library books are to be returned within two weeks from the date of checkout. Each student may borrow up to two (2) books at a time. However, students with overdue books are ineligible to check out additional items until all overdue materials are returned, and any associated fees are settled.

In the event of a lost or irreparably damaged book, the student is responsible for paying a replacement fee, as determined by the Media Specialist. Irreparable damage includes but is not limited to, removal of barcode, laminate covering, or labels; water or food damage; and writing or marking within the book.

We kindly request that parents/guardians refrain from attempting to repair books at home. Our Media Centers are equipped with specialized materials for book repair. While normal wear and tear is anticipated and will not incur charges, "at home" repairs may result in further damage, for which the student will be held accountable. In such cases, the parent/guardian may opt to purchase the same title and provide it to the school as a replacement.

# LOCKED DOORS

To ensure the safety and security of our students, staff, and visitors, Franklin Academy adheres to the guidelines set forth by the Florida Department of Education (FLDOE) regarding locked doors. This policy is designed to minimize unauthorized access and enhance the overall security of our school premises.

1. **Classroom Doors:**
    - All classroom doors must remain locked at all times during school hours.
2. **Main Entrances:**
    - The main entrances of the school will remain locked during school hours.
    - Visitors must use the intercom system to request entry and will be admitted only after presenting valid identification and stating their purpose for visiting.

Franklin Academy is committed to providing a safe and secure environment for all members of our school community. Your cooperation is essential in maintaining the safety and security of our school. For any questions or further information regarding this policy, please contact the school administration.

# LOST AND FOUND

Throughout the school year, lost items are often turned in to our lost and found cabinets. Many of these instances could be prevented if clothing and personal belongings were labeled with the student's name. Students who lose an item can visit the designated lost and found area to retrieve it, with adult approval and supervision. Unclaimed items are eventually donated to charitable institutions. Therefore, we strongly encourage parents/guardians to label their child's personal belongings, facilitating their return to the student. To ensure the efficiency of our lost and found system, unclaimed items are reviewed periodically. Any items remaining unclaimed after this period will be donated or discarded end of each grading quarter.

# LUNCH MENUS

Our monthly breakfast and lunch menus are conveniently available online and prominently displayed in the school cafeteria.

Franklin Academy is now qualified for the Community Eligibility Provision (CEP), allowing every student to eat one free breakfast and one free lunch daily. This applies to the first meal only; additional meals must be purchased at full price unless the student qualifies for free or reduced pricing. Students who would like additional food items, such

as a second entrée, a second lunch or snacks, may purchase them through the cafeteria using available funds in their meal account.

Please complete the National School Lunch Program (NSLP) application, as students may also qualify for additional programs with the completion of the NSLP application. Be sure to apply!

# LUNCH PAYMENTS

Parents/guardians are strongly encouraged to pre-pay for lunches on a weekly or monthly basis, ensuring that funds are readily available for student purchases. As part of our commitment to safety and convenience, **Franklin Academy operates as a CASH-FREE school.** Instead, lunch payments are debited from the student's account. For the 2026-27 school year, Franklin Academy participates in the Community Eligibility Provision (CEP), which provides **one free breakfast and one free lunch** to every student each school day. Students who would like additional food items, such as a second entrée, a second lunch or snacks, may purchase them through the cafeteria using available funds in their meal account.

If paying by check, please make it payable to Franklin Academy and include the student's name, homeroom teacher's name, and specify that it is for a lunch payment. It's important to note that lunch payments cannot be processed through the payment section of our website. However, payments for meals can be conveniently made via the PowerSchool Parent Portal.

To access the School Payment Portal through the PowerSchool Parent Portal, locate the "arrow" icon in the upper right-hand corner of the screen after logging in. Clicking this icon will reveal a new menu. From there, select the "School Payment Portal" link to proceed to the payment processing page.

If you haven't already linked your School Payment Portal account to your PowerSchool Parent Portal account, you'll need to do so. Once both accounts are linked, clicking the School Payment Portal link will seamlessly transfer your credentials, granting you direct access to the payment portal without the need for additional login steps.

Please note that any student with a lunch balance below the current cost of an additional item will not be eligible to purchase the additional item.

It's essential to monitor your child's lunch balance regularly on PowerSchool to ensure they have sufficient funds for meal purchases. Once a payment has been successfully processed and the student's balance exceeds the cost of a hot meal, they will regain eligibility for the regular meal option.

# LUNCH PROGRAM

Participation in the school lunch program is entirely optional. Students have the freedom to bring their lunch from home each day if they prefer. We encourage you to explore all meal program options available. For those who qualify, free or reduced-price lunch options are offered.

Please be aware that according to Federal Lunch Program guidelines, if a student cannot consume milk and requires an alternative beverage during lunch, a doctor's note will be necessary.

# MAKE-UP WORK

Make-up work will be accepted for full credit and grade for both excused and unexcused absences, as well as out-of-school (external) suspensions. All make-up assignments, including quizzes and tests, must be submitted or taken within two school days following the return to the missed class, excluding the day of return, for each day of absence. The late work policy will be applied following the two school days provided due to an excused and unexcused absence. In cases where assignments and appropriate instructions are provided prior to the absence, make-up work, including major projects, is due on the day of return to the missed class. However, under extenuating circumstances and at the teacher's discretion, additional time may be granted.

**MISSING ASSIGNMENTS & TESTS DUE TO ABSENCES**: All students are expected to make up work missed during an absence. For absences due to (a) illness of student, (b) illness of an immediate family member, (c) death in the family, the absence is excused hence full credit will be awarded as long as the student makes up the work during the appropriate time frame. A student has TWO days to make up the work for each day the student is absent, not including the day of return. Students who have an unexcused absence will follow the policy for Missing Assignments & Tests due to late work.

**IB Assessments:** All MYP students are expected to make up all IB assessments, regardless of the reason missed. Late IB Assessments cannot be accepted after the end of the semester.

# MEDIA RELEASE FORMS

Franklin Academy, or any school-approved agent, may capture photographs or videos of students to promote the school or showcase its achievements and activities. These images may be used in various promotional materials such as brochures, the school website, flyers, and advertisements. During the registration process, parents/guardians are asked to sign Media Release forms. Failure to provide a signed form may result in the student's photograph not appearing in the yearbook, class photos, event captures, or school performances.

Mid-year changes can be submitted via the online PS Parent Portal form

# MEDICATION ADMINISTRATION AT SCHOOL

Our primary goal is to ensure the safety and well-being of all students while at school, especially when it comes to medication administration. Here are the key points to remember:

- **Authorization Form:** Medications should ideally be administered at home during non-school hours. However, if this is not feasible, a completed Authorization for Medication/Treatment Form must be provided for all medications to be administered during school hours.
- **Written Authorization:** No medication, whether prescription or over-the-counter (except for sunscreen/bug spray with a parent form), will be administered in school or during school-sponsored activities without written authorization from the parent/guardian and an authorized prescriber order.

- **Form Renewal:** A new Medication Authorization Form must be completed every school year or when changes are made to an existing one. The form includes crucial details such as the student's name, diagnosis, allergies, medication name and dosage, administration time, possible side effects, and the prescriber's signature and date.
- **Administration Protocol:** All medications will be administered by the onsite school nurse or a trained staff member designated by the principal.
- **Delivery and Packaging:** Medication must be delivered to the school by the parent/guardian or an authorized adult. Prescription medications must be in their original pharmacy container with a non-expired pharmacy label, while over-the-counter medications must be in their original packaging with the safety seal intact. Students may not deliver medication to the nurse.
- **First Dose at Home:** The first dose of any new non-emergency medication must be given at home before it can be administered at school.
- **Unused Medication:** Parents/guardians are responsible for collecting any unused medication after its expiration date or the expiration date of the authorized prescriber's order.
- **Self-Carry Medication:** Students requiring self-carry/self-administered emergency medications, such as inhalers for asthma or epinephrine auto-injectors for anaphylaxis, must have an authorized prescriber's order and parent/guardian permission. They must also understand the importance of reporting their use to the school nurse or staff members.
- **HIPAA Compliance:** The school nurse may contact the authorized prescriber if any questions arise about the student or their medication, ensuring compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- **Medication Handling:** Teachers and students are not permitted to hold or dispense any medication for student use, except under special circumstances such as field trips where proper guidelines have been followed. All medications must be managed through the school clinic.

It's important to plan ahead for field trips if your child requires medication for an overnight trip that they may not typically take at school. Additionally, any changes to your child's health condition should be promptly updated. All authorized over-the-counter (OTC) topical products must be kept in the student's backpack for easy access when needed.

We prioritize the safety and well-being of our students, and adherence to these medication administration protocols helps ensure a secure and supportive learning environment for all.

# MEDICAL AND DENTAL APPOINTMENTS

For student sign-out for medical appointments, parents/guardians are required to visit the office and sign out their child. If someone other than a parent or guardian is designated to pick up the child, written notification must be provided to the office. The designated individual will be asked to present proper identification upon arrival.

Upon returning from the appointment, a parent/guardian must accompany the student to the front office to sign in and receive an admission slip for class re-entry. **Please note that students are not permitted to return to campus after 1:45 PM, as the campus will be locked down for dismissal procedures.**

# MENTAL HEALTH INSTRUCTION

Florida Statute 1003.42 requires five (5) hours of mental health instruction for grades 6-12 to be implemented annually through developmentally appropriate instruction and skill building. The instruction will address, at a minimum, the following topics: recognition of signs and symptoms of mental health disorders; prevention of mental health disorders; mental health awareness and assistance; how to reduce the stigma around mental health disorders; awareness of resources, including local school and community resources; the process for accessing treatment; strategies to develop health coping techniques; strategies to support a peer, friend, or family member with a mental health disorder; prevention of suicide; and prevention of the abuse of and/or addiction to alcohol, nicotine, and drugs.

# MOMENT OF SILENCE

In compliance with HB 529, a moment of silence will be observed in all first-period classrooms. It's important to respect each student's participation during this time without interference. Teachers are not permitted to suggest the nature of any reflection a student engages in during the moment of silence. Parents or guardians are encouraged to discuss the significance of the moment of silence with their children and offer suggestions on how to utilize this time effectively.

# NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society (NJHS) stands as a prestigious organization aimed at acknowledging exceptional middle school students. NJHS celebrates those who have showcased remarkable attributes in Scholarship, Leadership, Service, Citizenship, and Character.

**NHJS SELECTION CRITERIA**: To be eligible for induction into the Franklin Academy Cooper City Chapter of the National Junior Honor Society, students must meet the following prerequisites:

1. Enrollment at Franklin Academy for at least one full semester.
2. Enrollment in the second semester of 6th grade, 7th grade, or 8th grade.
3. Attainment of a cumulative grade point average of at least 3.5 on a 4.0 scale, calculated from enrollment to the current period.

Students meeting these prerequisites will receive an application. This form must be duly completed and submitted by the specified deadline. **Please note that late submissions will not be considered.** Further details and information regarding membership qualifications can be found on the school website.

It's important to note that sustained membership in the NJHS is contingent upon the payment of yearly dues, completion of required service hours, and adherence to the chapter's academic and behavioral standards.

# OFFICE ACCESS & HOURS

Visitors are asked to enter the building through the main office, where they will be required to present a valid state-issued identification card and obtain a visitor’s badge.

For safety reasons, in-person assistance in the school office/main lobby area is available strictly between the hours of 8:45 AM -1:45 PM. However, exceptions are made for scheduled appointments or signing in for volunteer opportunities. On early release days, in-person assistance concludes at 10:45 AM.

Telephone assistance remains accessible from 7:00 AM - 4:00 PM for any inquiries or support needed.

To maintain security measures, all exterior access doors and gates are locked once students have arrived. Please refrain from attempting entry anywhere other than the front door. Staff members diligently monitor all access points at all times. Students are reminded not to open outside doors under any circumstances, ensuring the safety and security of our school environment.

# OUTERWEAR

Outerwear, including sweatshirts, sweaters, or jackets worn on school grounds, must bear the Franklin Academy logo. If a student is wearing a uniform shirt with an embroidered logo but has a non-logo sweatshirt over it, they will not be in compliance with the dress code and will be asked to remove the unauthorized outerwear. Any unauthorized outerwear may be confiscated until the end of the day.

# PARENT SERVICE HOURS

Parent involvement significantly contributes to students' academic success by fostering a sense of safety and security and enhancing learning gains. At Franklin Academy, families are expected to contribute a minimum of eight (8) Parent Service Hours each academic year, regardless of the number of students enrolled.

These service hours must be completed between July 1st and June 30th of each school year and cannot be fulfilled through financial contributions or donations. Families can earn service hours both at school and at home, with opportunities provided by the school.

Failure to meet this annual requirement may result in consequences, including:

- Possible exclusion from returning the following year.
- Restrictions on students' participation in extra-curricular activities.
- Service hours may only be performed by parents, legal guardians, and immediate family members who have submitted an official volunteer application. Exceptions to this rule require prior approval from school officials.
- Siblings performing service hours on behalf of the family must be 18 years or older and not currently attending a public school.

For safety reasons, parents/guardians completing their service hours on campus may not be accompanied by their minor children. Please refer to the Service Hour Brochure on the school website for detailed policies and requirements.

Volunteers must sign in at the front desk and wear a VOLUNTEER BADGE at all times while on campus. Failure to sign out after volunteering will result in the hours not counting toward the service hour requirement. Parents/guardians are also reminded to dress appropriately and refrain from using cell phones while on campus.

# PARENT SERVICE HOURS – FAQ

**How many service hours does a family need to complete each year?** The requirement is a flat 8 hours per family.

**Can I write a check or purchase something in exchange for earning service hours? NO.** Franklin's service hour policy is all about parental involvement in their child's academic lives. **Under no circumstances can service hours be provided for donations.**

**Can families complete service hours at any campus; even ones where they do not have children attending? YES.**

**Can parents bring their minors with them while they complete their on-campus service ours? NO.** Families performing hours of service may NOT bring minors with them to campus (e.g. a mother of a 3-year-old who is assisting with car line to earn service hours cannot keep both her own child and the students on the curb safe at the same time).

**Can my family complete hours on my behalf? Yes.** Any adult member of your family can complete hours (mom, dad, grandmother, grandfather, aunt, uncle, etc...)

**If your relative also has a child enrolled at Franklin, they can only complete hours for their own immediate family.*

**Can parents earn service hours for making off-campus copies? YES**. However, unlike other service hour approved activities, which are based upon time, off-campus copies are worth a flat amount of 30 MINUTES, regardless of how big or small the copy project may be.

# PARENT-TEACHER CONFERENCES

Effective communication between parents/guardians and teachers is essential for a successful school year. Teachers regularly update parents/guardians on school assignments, upcoming activities, and student progress. It's important for parents/guardians to emphasize the value of teacher communication to their children and establish a system to ensure that all communication reaches home and school promptly.

Conferences can be arranged at the request of either the school or the parent/guardian. To schedule a conference with a teacher, parents/guardians should contact the student's teacher. Teachers in grades K-5 will then coordinate with the parent to determine a mutually convenient time for the conference. For 8-Jun grade parent/teacher conferences, parents are encouraged to meet with the team of teachers for the student. An administrative assistant will reach out to the parent/guardian to schedule the team conference.

Conferences requested by the school will have a specific time and date provided. All parents/guardians and visitors must sign in at the front office for a visitor's pass before proceeding to any classroom. It's important to note that teachers are not available for unscheduled conferences. If a scheduled conference needs to be canceled, please notify the teacher(s) in grades K-5 via email and the front office to speak to the designated administrative assistant who coordinators team conferences in grades 6-8.

All conferences must be arranged through the teacher via email. For grades 6-8, the school counselor can assist in scheduling group conferences as needed. If a scheduled appointment needs to be canceled, please notify the teacher via email.

# PARENT TEACHER ORGANIZATION (PTO)

**Contact PTO:** pto-cc@franklin-academy.org

Each child's growth and development is a collaborative effort between home and school, considering the significant time spent in the educational environment. Families are encouraged to actively contribute to the advancement of school goals and student growth by participating in the Parent Teacher Organization (PTO). PTO officers will be elected in accordance with the organization's bylaws and are expected to fulfill their roles for the betterment of the school and its students.

Throughout the school year, the PTO will organize fundraising events to support various initiatives aimed at enhancing the overall student and staff experience. Funds generated from these events will be utilized to procure materials and equipment for students, as well as to support school programs and initiatives recommended by the Principal in alignment with the school's mission.

Attendance at general PTO meetings may earn parents/guardians one (1) service hour, subject to the discretion of school administration. **However, it is important to note that PTO meetings are not intended for addressing complaints about staff or school-related issues. If parents/guardians have concerns, please follow the appropriate communication procedures outlined by the school administration.**

# PAYMENT POLICY

**Franklin Academy operates as a "CASH-FREE" school,** meaning all transactions must be conducted using checks, money orders, or major credit cards. Personal checks will not be accepted after May 1st of each school year. From May 1st onwards, payments must be made via money order or credit card until the start of the next school year.

In the event of a returned check due to insufficient funds, stop payment, or any other issue, a $25.00 returned check fee will be charged per check, in addition to the amount of the original check. After two instances of returned checks, personal checks will no longer be accepted from the individual, and payments will only be permitted through money orders or major credit cards.

Students with outstanding balances, including negative lunch balances, returned check fees, late fees, or overdue book charges, will not be allowed to participate in field trips or special activities until all outstanding balances are settled in full.

# PETS

We request parental cooperation concerning the presence of pets or live animals on school premises. For safety reasons, all pets must remain inside vehicles while on school grounds. Only officially designated service animals, properly marked, are permitted on campus.

# PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism, the act of presenting someone else's work as your own without proper acknowledgment, is strictly prohibited at Franklin Academy. This includes cheating, making up sources, and improper collaboration, among other forms of academic dishonesty. Such actions undermine the integrity of our school, compromise the learning process, and erode trust between teachers and students.

To uphold academic integrity, Franklin Academy imposes serious consequences for plagiarism. These consequences may range from failing the assignment or course to suspension by school administration. Any plagiarized assignments will receive a grade of zero, and parents or guardians will be promptly notified. Students who enable others to copy their work will face the same penalties.

Aligned with the principles of the IB World Organization, Franklin Academy Cooper City IB MYP has instituted an Academic Honesty Policy, accessible on the school website's International Baccalaureate Tab. This policy serves as a guide for all MYP students in upholding academic integrity.

# PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle and high school statewide. While participation is encouraged, every student possesses the right to refrain from reciting the pledge. Upon written request from a parent/guardian, a student will be excused from reciting the pledge, which includes standing and placing the right hand over the heart. During the recitation of the pledge, students are expected to demonstrate full respect for the flag by standing at attention. Students should remove their headdress, except when worn for religious reasons (F.S 1003.44).

# POWERSCHOOL (STUDENT INFORMATION SYSTEM)

**Parent Portal:** https://ps.franklin-academy.org/public/

Franklin Academy utilizes PowerSchool as our Student Information System (SIS), enabling us to efficiently manage enrollment, grades, assignments, and various other essential components of student data. An integral feature of this system is the PowerSchool Parent Portal, granting families around-the-clock access to their student(s) information. Through the PowerSchool Parent Portal, parents and guardians can view their child's grades, attendance records, lunch and fee balances, service hour totals, and more. Additionally, users can establish and manage automated requests and alerts. Keeping phone numbers, addresses, and contact details updated within PowerSchool is crucial to ensure effective communication.

Accessing the Parent Portal is convenient and flexible, accessible via web browser or through the PowerSchool for Parents App, available free of charge. Upon enrolling your child(ren) at Franklin Academy, you will receive a letter containing your Access ID and Access Password. These credentials are essential for creating your Parent Portal login. Should you require assistance with accessing your account or encounter any issues, please don't hesitate to contact the school.

For additional details, troubleshooting tips, and answers to frequently asked questions, please visit the school website. We are committed to providing parents/guardians with the necessary tools and support to stay informed and engaged in their child's education journey.

# PREFERRED NAMES FOR STUDENTS

In compliance with F.S. §1000.071, parents or legal guardians who wish for their child to be called by a name other than the student's legal name, even if it's a common nickname, must provide consent by completing the **'Use of Preferred Names for Students'** form in the PowerSchool Parent Portal. This form can only be completed by the parent or legal guardian and not by school staff. This process ensures compliance with state law and mandates that faculty and staff cannot ask students for their preferred name or pronouns; all requests must come through the completed form in PowerSchool. Once the form is submitted and verified, the preferred name will be utilized.

# PREFERRED PERSONAL PRONOUNS

For parents/guardians who wish to have their child's preferred pronouns used, upon receipt of written consent, staff may honor this request; however, are not required to do so. If a student makes the request to use pronouns other than those aligned to their sex assigned at birth, the student will be advised to have their parent/guardian visit the school to complete the required documentation. All official school records, including attendance, academic records, and identification documents, will reflect the gender assigned to the student at birth.

# PRIVATE INSTRUCTIONAL PERSONNEL (PIP)

In accordance with Florida Statute §1003.572, school districts shall collaborate with Private Instructional Personnel (PIP) at the request of parents/guardians. All PIP providers (e.g. registered behavior technicians, occupational therapists, physical therapists, mental health counselors, etc.) who will observe, collaborate, and/or provide services in Broward County Public Schools (BCPS) must complete the entire packet and submit it to the school principal or their designee for approval annually. This packet can be obtained from the Special Programs Department. This process ensures that all PIP providers meet the necessary qualifications and standards to collaborate effectively with school staff and support student success.

# PRIVATE TRANSPORTATION

Families have the option to utilize private transportation companies for their students, provided that these companies comply with Franklin Academy's designated pick-up and drop-off protocols. Any details concerning private transportation arrangements must be communicated in writing to the Director of School Operations for review and approval.

# PROGRESS MONITORING

A Progress Monitoring Plan (PMP) is tailored for students in grades K-8 who require additional support to meet State and District Levels of Proficiency. This plan directs resources towards addressing specific learning needs. Parents/guardians play a crucial role in shaping and executing the PMP, and they will be invited to a conference to

offer their insights and input. Immediate intensive remediation in areas of concern is initiated as part of the plan. It's important to note that students enrolled in the Exceptional Student Education (ESE) program may not have a separate PMP developed, as their individualized education plans already address their specific needs.

# PROGRESS REPORTS

Midway through each grading period, progress reports are electronically issued, aligning with the school calendar. These reports provide parents/guardians with insights into their child's academic progress ahead of the final grading period. We strongly encourage parents/guardians to engage in discussions with their child and their teacher(s) regarding any concerns highlighted in the progress report. This collaborative approach ensures timely support and fosters ongoing academic success.

# PROMOTION CRITERIA

For grades K-5 promotion criteria are detailed in the Broward County Public Schools Student Progression Plan (Policy 6000.1). Student progress is evaluated using various measures, including classwork, observations, tests, district and state assessments, and final grades.

For MYP Years 1-3 (6-8), promotion requires passing a minimum of four (4) subjects, with two in English, mathematics, science, or social studies. Students failing any of the core classes may have the opportunity to fulfill course requirements in place of electives the following year.

To advance to 9th grade, students must pass:

- Three (3) middle school or higher, year-long English courses;
- Three (3) middle school or higher, year-long mathematics courses;
- Three (3) middle school or higher, year-long science courses;
- Three (3) middle school or higher, year-long social studies courses;
- Additional promotion criteria may apply per District and State guidelines.

# RAINY DAY DISMISSAL

If a thunderstorm or lightning occurs during dismissal, students will remain in their classrooms until it is safe to proceed. This ensures the safety of both students and staff. School officials will wait until the lightning is at a safe distance before releasing students, including those who walk or bike home. We ask for your patience during this process, as rainy day dismissal procedures may cause delays. Parents/guardians will receive a text message to notify them of any delayed dismissal.

# REPORT CARDS

Report cards are electronically issued quarterly in accordance with the school calendar. To receive a grade for a given quarter, students must have attended Franklin Academy for a minimum of 10 days. For students enrolling late in the academic year, final grades are determined by averaging the grades from their previous school with their current grades at Franklin Academy.

# RESPONSE TO INTERVENTION (RTI)

**RtI Coordinator:** Amneris Velasquez | velasquez.amneris@franklin-academy.org

Response to Intervention (RtI) is a multi-tiered approach to the early identification and support of students with learning and behavior needs. It commences with delivering top-tier instruction and universally screening all students within the general education setting. Those encountering difficulties receive interventions tailored to their needs, progressively increasing in intensity to expedite their learning progress. These interventions are administered by a diverse range of professionals, including general education instructors, special educators, and specialists. Continuous monitoring of progress evaluates both learning speed and performance level, guiding educational decisions on the intensity and duration of interventions based on each student's response to instruction.

# ROOM PARENT GUIDELINES

Room parents play a crucial role in facilitating communication and support between teachers and parent volunteers to enhance classroom activities. They are carefully selected by the teacher and approved by school administration to act as a liaison for various classroom-related tasks. Here are some key responsibilities of room parents:

- Maintain an up-to-date class email list while ensuring privacy through the "bcc" function.
- Assist in coordinating volunteers for classroom activities as per the teacher's request.
- Organize approved class celebrations, such as winter or end-of-year parties.
- Collect and coordinate gifts for the teacher on occasions like holidays, end-of-year, or birthdays.
- Recruit volunteers from the class for school-wide events.
- Ensure inclusion of all parents/guardians interested in participating in classroom events.

**Room parents should refrain from discussing academic matters, curriculum requirements, assessments, or other educational topics. Violation of these guidelines may result in removal from the role by the classroom teacher or school administration**.

# SCHOOL SAFETY AND SECURITY

Ensuring the safety of our students and staff is a top priority at Franklin Academy. We have established comprehensive emergency procedures designed to address various situations that may arise during the school day. These procedures are in strict adherence to guidelines set forth by the Florida Department of Education (FLDOE) to maintain a secure learning environment.

**Emergency Drills:** Regular drills are conducted to prepare students and staff for different emergency scenarios:

- **Fire Drills:** Fire evacuation routes and procedures are practiced periodically to ensure swift and orderly evacuation in the event of a fire.
- **Severe Weather Drills:** Procedures for severe weather, including hurricanes or tornadoes, are practiced to ensure students know where to take shelter and how to remain safe until the all-clear is given.
- **Lockdown Drills:** Lockdown procedures are practiced to prepare students and staff for situations that require securing classrooms and remaining quiet and out of sight until the all-clear is given.

**Security Measures:** We maintain stringent security measures to safeguard our school community:

**Collaboration with Authorities:** We collaborate closely with local law enforcement and emergency responders to review and refine our emergency procedures regularly. This partnership ensures that our protocols align with best practices and that we are prepared to respond effectively to any emergency situation that may arise.

**Parental Notification:** In the event of an emergency or drill, parents will be notified via our emergency communication system. It is essential that all contact information remains current to ensure timely communication in any emergency scenario.

As a parent/guardian, you play a crucial role in ensuring the safety of students during emergencies. While your instinct may be to rush to the school if an incident occurs, it's important to follow specific steps to manage the situation effectively:

- **Remain Calm**: Cooperate with school and public safety officials and follow any instructions provided regarding your child.
- **Keep Roads Clear**: Avoid coming to the school, as doing so could interfere with response efforts and block access for critical resources like emergency responders.
- **Keep Phone Lines Open**: Refrain from calling the school office, as excessive calls could disrupt emergency communications. Avoid contacting your child via cell phone, as this may compromise their safety.
- **Monitor Communications and Be Patient**: Stay tuned to official communications channels for updates and be patient as the situation unfolds.

By adhering to these procedures and maintaining a vigilant approach to safety, we strive to create a secure environment where students can focus on their academic growth and development with peace of mind. Thank you for your continued support and collaboration in maintaining a secure school environment.

# SCHOOL CLOSINGS & SEVERE WEATHER

**Franklin Academy adheres to the same protocols as Broward County Public Schools in the event of severe weather or emergencies**. Should a campus emergency, weather-related incident, or any other unforeseen event arise necessitating school closure, we will promptly communicate updates and instructions through multiple channels, including the Franklin Academy website and parent messages, provided electrical power is available.

To ensure the effectiveness of our communication efforts, it is imperative that we maintain an accurate database with current parent/guardian contact information. Therefore, we kindly request that parents/guardians keep their emergency contact information up to date in PowerSchool. Your cooperation in this regard will help us swiftly disseminate important information and instructions during emergencies, thereby ensuring the safety and well-being of our students and staff.

# SEARCHES OF STUDENTS

In order to maintain a conducive environment for learning and ensure the safety of all students, schools must enforce discipline and order while preventing the introduction of harmful, damaging, or unlawful items onto the premises.

Acting in loco parentis, school officials and teachers are entrusted with the responsibility of supervising students and maintaining a secure environment during school hours.

In accordance with the law, school authorities are empowered to conduct searches of students, their personal belongings, as well as desks and lockers, under appropriate circumstances. Any decision to search a student, their possessions, or any school property, or area assigned to them for individual use, shall be made in accordance with the law.

# SIBLINGLINK

Students in grades K-5 with a verified sibling in grades 6-8 may stay on campus until their older sibling is dismissed at 3:15 PM. Similarly, students in grades 6-8 with a verified sibling in grades K-5 may arrive on campus at 7:00 AM with their younger sibling. This service, known as SiblingLink, is provided at no cost to our families and is contingent upon eligibility, which will be verified.

To ensure smooth operation and safety, unauthorized students dropped off before the official start time or not picked up at the designated dismissal time will incur a fee of $1.00 per minute, per student. Participation in Sibling Link is also contingent upon students maintaining appropriate behavior. Students may be dismissed from participating in SiblingLink if their behavior disrupts the program's efficiency or compromises safety standards.

# SMOKING REGULATIONS

According to Florida Law, smoking, including the use of vape pens, is strictly prohibited on campus at all times. This policy extends to all areas of school property, including parking lots and inside vehicles.

# SNACK POLICY

Franklin Academy prioritizes student health and aims to reduce childhood obesity by promoting nutritious snacking habits on campus. To align with this goal, the following guidelines have been established for students in grades K-8: 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. These guidelines are designed to decrease calorie intake from sugar and fat, while encouraging the consumption of whole, nutritious foods.

MYP students in grades 6-8 are allowed to have a healthy, nutritious snack during the end of first period. Additionally, carbonated, or caffeinated beverages are not permitted on campus.

# SOCIAL MEDIA – STAY CONNECTED

You can stay connected with events happening across the different Franklin Academy campuses by connecting with our three different social media platforms.

Facebook – @FranklinAcademyCharter

YouTube – @FranklinAcademyMedia

Instagram – @FranklinCharter

# SOCIAL MEDIA GUIDELINES FOR PARENTS

- Parents/guardians should anticipate communication from teachers regarding their child's participation in any project involving online social media applications, such as blogs, wikis, podcasts, etc.
- Parents/guardians will not engage in any actions intended to destroy or harm online information. Instead, they will promptly report objectionable material to a school administrator and/or counselor.
- Parents/guardians will refrain from using classroom social media platforms for any illegal activities, including the violation of data privacy laws.
- Parents/guardians are strongly encouraged to stay informed about their child's electronic communications and involvement in social media projects.
- Parental involvement is welcomed to ensure that student engagement in social media networking is appropriate and that privacy concerns are adequately addressed.

# SOCIAL MEDIA GUIDELINES FOR STUDENTS

- **Think before you post.** Remember, what you share online, whether on social media platforms, blogs, or photo-sharing sites, is visible to everyone. Be mindful of your digital footprint and avoid posting anything you wouldn't want your friends, family, teachers, or future employers to see.
- **Respect others online.** While it's okay to have different opinions, express them in a respectful manner. Avoid hurtful comments and adhere to the school's code of conduct, ensuring that your online behavior reflects the same standards expected in the classroom.
- **Prioritize online safety.** Protect your personal information by never sharing details like last names, phone numbers, addresses, or exact birthdates. Keep your password private, only sharing it with trusted individuals such as teachers and parents.
- **Use credible sources when linking to external websites to support your ideas.** Always review the entire article before linking to ensure its appropriateness for school-related purposes.
- **Do your own work and respect intellectual property.** Avoid plagiarism by obtaining permission before using others' ideas, images, or designs. When referencing or paraphrasing, cite your sources properly and consider hyperlinking them for easy access.
- **Respect copyright laws when using images.** Ensure you have permission to use the image or that it falls under Creative Commons' attribution.
- **Represent yourself authentically online.** Avoid misrepresenting your identity and ensure that your blog and wiki posts are well-written and adhere to writing conventions.
- **Report inappropriate content promptly.** If you encounter material that makes you uncomfortable or is disrespectful, inform your teacher immediately.

Failure to comply with these guidelines may result in loss of project participation privileges and future access to Franklin Academy's online tools. Additionally, disciplinary or legal action may be taken.

# SPECIAL EVENTS OR PROGRAMS

Throughout the school year, various special events are organized that demand additional dedication from our teachers. These events are meticulously planned to enrich the educational journey of our students. To ensure the seamless execution of these endeavors, it is imperative that all students actively participate. **Students must be present for at least half of the school day to partake in these special events, including athletic competitions and unique programs.** However, students with outstanding financial commitments or those under parental service hour restrictions will regrettably be ineligible to participate in these enriching opportunities.

# STUDENT DISMISSAL

The Principal at Franklin Academy has the authority to recommend the dismissal of a student for any significant violation of the Code of Student Conduct. Offenses qualifying for dismissal include Level 3 or 4 behaviors and repeated Level 2 incidents as outlined in the Code of Conduct. Parents/guardians will receive written notification detailing the reasons for the dismissal, actions taken to assist the student, and information on due process rights and the right to appeal. The notification will also state whether the student is eligible to reapply in the future.

**Effect of Dismissal:** For purposes of this policy, dismissal means the student is involuntarily disenrolled from all Franklin Academy schools and barred from future enrollment at Franklin.

# STUDENT RECORDS

Access to student records and grades is contingent upon the return of all school property, textbooks, and the settlement of any outstanding fees. This includes clearing balances owed to various school departments such as the Media Center, cafeteria, textbook fees, and any outstanding dues from fundraisers. In order to avoid delays in receiving access to student records and grades, all accounts must be brought up-to-date. Failure to clear outstanding balances may result in the withholding of the final report card until all financial obligations are settled.

# STUDENT RIGHTS

Students are entitled to a safe learning environment, free from threats and physical harm. Any disruptive behavior is unacceptable and will be met with appropriate consequences outlined in the Broward County Administrative Discipline Matrix. Consequences may include time-out, exclusion from class activities, detention, suspension, or expulsion. Parents/guardians who encounter conflicts involving students other than their own child are encouraged to address the issue with the school counselor or administration. **It is strictly prohibited for parents/guardians to directly approach other students or parents/guardians involved in the conflict.**

All individuals within the school community, including students and staff, are entitled to be treated with respect. Any form of derogatory language, hostile behavior, violence, or other forms of verbal or physical misconduct directed at a student, parent, or staff member will not be tolerated under any circumstances.

### STUDENT SERVICE AS ACTION - IB MYP

The IB Middle Years Programme (MYP) mandates the completion of a minimum number of service experiences, which must be reported to and verified by the school. Each quarter, students are required to engage in at least one (1) service activity. Families are encouraged to consider activities that involve the entire family, fostering a collective commitment to serving our local, state, national, or international community.

Service as action encompasses four primary options:

1. Direct service: Students directly engage with the community to make an impact on an organization or issue.

2. Indirect service: Students collect donations to support an organization or address an issue.

3. Advocacy: Students utilize various platforms to advocate for change related to an organization or issue.

4. Research: Students undertake research projects, such as writing papers or essays, to highlight the significance of an organization or issue.

Regularly updated lists of service opportunities will be provided to ensure students have a variety of options to fulfill their Service as Action requirement. It's important to note that student service hours do not contribute to the yearly Parent Service Hour requirement.

# STUDENT WELFARE

In compliance with HB 443 (2025), §1002.33(16)(b)(17), F.S. and Rule 6A-6.0791, Florida Administrative Code, this policy reflects the rights of parents and the obligations of the School relating to student welfare.

The “Parental Rights in Education” law, also known as House Bill 1557 (2022), set forth specific procedures for complaints or disputes falling into those categories detailed in Section 1001.42(8)(c)1.-7, Florida Statutes, and on the “Parental Request for Appointment of a Special Magistrate” form published by the Florida Department of Education and available here.

**Parental Notification:**

a) Franklin Academy will notify a student’s parent in writing if there is a change in the student’s services or monitoring related to the student’s mental, emotional, or physical health or well-being and the school’s ability to provide a safe and supportive learning environment for the student. The School acknowledges the fundamental right of parents to make decisions regarding the upbringing and control of their children. School personnel will encourage a student to discuss issues relating to his or her well-being with his or her parent or to facilitate discussion of the issue with the parent.

b) School personnel are prohibited from discouraging or prohibiting parental notification of and involvement in critical decisions affecting a student’s mental, emotional, or physical health or well-being. School personnel may only withhold such information from a parent if a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect, as those terms are defined in section 39.01 Florida Statutes.

c) At the beginning of the school year, the School will notify parents of each health care service offered at the School and the option to withhold consent or decline any specific service in accordance with section 1014.06 Florida Statutes. Parental consent to a health care service does not waive the parent's right to access his or her student's educational or health records or to be notified about a change in his or her student's services or monitoring as provided by this paragraph.

d) Before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade 3, the School will provide the questionnaire or health screening form to the parent and obtain the permission of the parent.

**Instruction & Training:**

a) Classroom instruction by School personnel or third parties on sexual orientation or gender identity will not occur in kindergarten through grade 8, except when required by sections 1003.42(2)(o)3. and 1003.46 Florida Statutes. If such instruction is provided in grades 9 through 12, the instruction must be age-appropriate or developmentally appropriate for students in accordance with state standards.

b) Student support services training developed or provided by the School will adhere to student services guidelines, standards, and frameworks established by the Department of Education.

**Conflict Resolution:**

A parent shall use the following procedure to notify the principal, or his or her designee, regarding concerns under regarding student welfare instruction and training list in this policy:

a) The parent shall send the principal a written complaint. The parent's concern must describe the nature of the dispute and describe the resolution or relief sought with the School. The complaint shall be delivered to the principal via hand delivery, U.S. Mail or email. The principal (or designee) shall provide a written response to the parent within seven (7) days of receiving the complaint. For the purposes of this policy, "days" shall mean business days and exclude state, federal and School holidays.

b) If the parent remains aggrieved after receiving the response from the School, the parent has a right to seek relief from the local school district.

c) Within thirty (30) days after notification by the parent that the concern remains unresolved, the school district must either resolve the concern or provide a statement of the reasons for not resolving the concern. The School shall fully cooperate in the resolution procedures of the school district, and shall comply with the school district's decision for resolution of the complaint.

d) If a concern is not resolved by the school district, the parent may:

i. Request the Commissioner of Education to appoint a special magistrate who is a member of The Florida Bar in good standing and who has at least 5 years' experience in administrative law. The parent shall use the Parental Request for Appointment of a Special Magistrate for Charter School Students, Form CSSM-1 6A-6.0791, which the School shall provide to the parent upon request (or available at the link in Section I of this policy). The special

magistrate will determine facts relating to the dispute over the School procedure or practice, consider information provided by the School, and render a recommended decision for resolution to the State Board of Education within 30 days after receipt of the request by the parent. The State Board of Education will approve or reject the recommended decision at its next regularly scheduled meeting that is more than 7 calendar days and no more than 30 days after the date the recommended decision is transmitted.

ii. Bring an action against the School or school district to obtain a declaratory judgment that the School procedure or practice violates sections 1002.20 and 1014.04 Florida Statutes, and seek injunctive relief. A court may award damages and shall award reasonable attorney fees and court costs to a parent who receives declaratory or injunctive relief.

e) The School shall include this policy in its Student Handbook and shall post it on the School's website to notify parents of the conflict resolution procedures.

f) The School shall designate at least one person responsible for responding to inquiries from the Florida Department of Education regarding a request for appointment of a Special Magistrate and shall notify the Department of Education of the name and email address of the individual.

g) Nothing contained within this policy shall be construed to abridge or alter rights of action or remedies in equity already existing under the common law or general law.

# TECHNOLOGY USAGE POLICY

As technology continues to evolve, our classrooms and media centers increasingly integrate computers, networks, digital curriculum, and online resources like the Internet and email. While these tools offer vast educational benefits, their effective use relies on responsible and ethical behavior from every user.

Franklin Academy is committed to safeguarding its network and computing systems against unauthorized access and misuse, while ensuring accessibility for legitimate users. Users of our network are expected to adhere to all relevant school, local, state, federal, and international laws.

Any attempt to violate these laws through network use may result in legal action taken by the appropriate authorities. Unauthorized activities such as accessing restricted accounts or networks, tampering with files without permission, software piracy, and sharing offensive or inappropriate material are strictly prohibited. **Our school's technology resources are provided for educational purposes only, and any unauthorized use is not tolerated.**

# TELEPHONES

The school telephone system is essential for conducting school business and must be kept available for its intended purpose. Students are not permitted to use the telephone without prior permission, and such use is strictly reserved for emergencies only.

Delivering personal messages to individual students disrupts the instructional program, so only emergency messages will be relayed to students in the classroom. Students are discouraged from using office telephones for general purposes, and calls for missing assignments, musical instruments, lunches, or after-school plans will not be accommodated.

Teachers may authorize a student to use the phone with a written note when necessary. Phone use by students is not permitted in classrooms, bathrooms, hallways, or any other areas during the school day. Students are encouraged to plan ahead and come to school prepared, including making social and transportation arrangements in advance.

# TRANSFER STUDENTS

Transfer students are those who join the school after the academic year has commenced. Whenever possible, their prior school records will be utilized to assess grade-level proficiency and determine appropriate placement, aligning with the guidelines outlined in the Broward County Student Progression Plan (Policy 6000.1).
Placement of transfer students will be determined based on various criteria, which may include:

- Previous enrollment at a school accredited by a state or regional accrediting agency;
- Performance in validating examinations; and/or
- Scholarly achievements during a trial placement period.

In cases where records are unavailable, such as students transitioning from a homeschooling environment, diagnostic assessments may be conducted to ascertain grade-level placement. These assessments ensure that every student receives suitable placement within our educational framework.

# TRANSPORTATION

Franklin Academy offers limited bus transportation services to eligible students, following specific eligibility criteria. If you reside within a two-mile radius of the campus, it is expected that you arrange transportation for your child(ren). Our bus transportation aligns with county guidelines and operates within defined transportation boundaries established by these guidelines.

Prior to the commencement of each school year, routes, pick-up/drop-off timings, and locations are finalized and subject to potential changes at the discretion of our transportation provider. For detailed information about bus transportation services, please contact them directly.

Students utilizing bus services are required to adhere to appropriate behavior standards. Instances of misconduct will be reported to school administration, and students may face consequences, including the loss of bus privileges.

For students in grades K-5, it is the responsibility of a parent or legal guardian to ensure their presence at the bus stop, or designate an adult or older sibling to accompany the student. Our contracted transportation providers will not leave students in grades K-5 unattended at the bus stop. In cases where parents/guardians of students in grades 3-5 wish to authorize unsupervised drop-offs, they must complete the PowerSchool Bus Stop Waiver form annually. Until this waiver is received, students will not be left without adult supervision.

# TRESPASSING

To ensure the safety and security of all students, staff, and visitors, Franklin Academy enforces a strict No Trespassing policy. This policy applies to all school grounds, buildings, and properties, including parking lots, athletic fields, and other facilities. School grounds are closed to the public outside of regular school hours and scheduled events. Unauthorized presence on school property after hours will be considered trespassing.

# VIDEO FOOTAGE

At Franklin Academy, the privacy and security of our students and staff are of utmost importance. Therefore, video footage recorded on school premises will not be released to parents or guardians without a valid court order or subpoena. Upon receipt and verification of such documentation, the school will cooperate with the legal request as required by law. This policy is in place to protect the privacy of all individuals captured in the video footage and to comply with legal standards. We appreciate your understanding and cooperation in maintaining the privacy and security of our school community. For any questions or concerns regarding this policy, please contact the school administration.

# VISITORS / VOLUNTEERS

**All visitors to the school are required to check in at the front office upon arrival.** In compliance with the Jessica Lunsford Act, all visitors must present photo identification and undergo scanning using the Raptor Visitor Management Software linked to the Florida Department of Law Enforcement (FDLE) database. **It is important to note that visitors, including parents/guardians, are not permitted to enter their child's classroom unannounced at any time before, during, or after school hours. Under no circumstances should parents/guardians proceed directly to a classroom without prior authorization.**

Arrangements for classroom visits or assistance must be made in advance, preferably at least 24 hours prior, and coordinated with the classroom teacher. Teachers are required to inform the front office of expected visitors to facilitate access to the classroom. For the safety of all students, visitors must sign in and out at the front desk, provide information regarding the purpose of their visit and whom they are visiting, and obtain a VISITOR'S PASS to access the school campus.

Additionally, please adhere to the following volunteer guidelines:

- Volunteers must prominently display the school-issued "VOLUNTEER" badge while on campus.
- Volunteers and visitors should proceed directly to their assigned room and refrain from wandering the campus or deviating from their designated volunteer role.
- Siblings or children who are not enrolled at Franklin Academy are not permitted on campus during volunteer activities.
- Please ensure cell phones are switched off or set to vibrate mode while on campus, and refrain from speaking on cell phones while volunteering.
- Personal food or beverages should not be brought into the classroom by volunteers.
- Avoid comparing or criticizing teachers and students; such behavior is unacceptable.

- Respect the confidentiality of classroom activities and student information. Do not discuss student matters with other students or adults.
- Punctuality and reliability are essential, as teachers plan for volunteer assistance. If unable to fulfill a scheduled volunteering commitment, please notify your child's teacher promptly.
- Volunteers are not authorized to administer any form of medication to students.

**Failure to comply with these expectations or causing disruptions on campus may result in a request to leave the school premises by school administration or the on-duty police officer.** Your cooperation contributes to maintaining a safe and conducive learning environment for all students.

# WARNING SIGNS

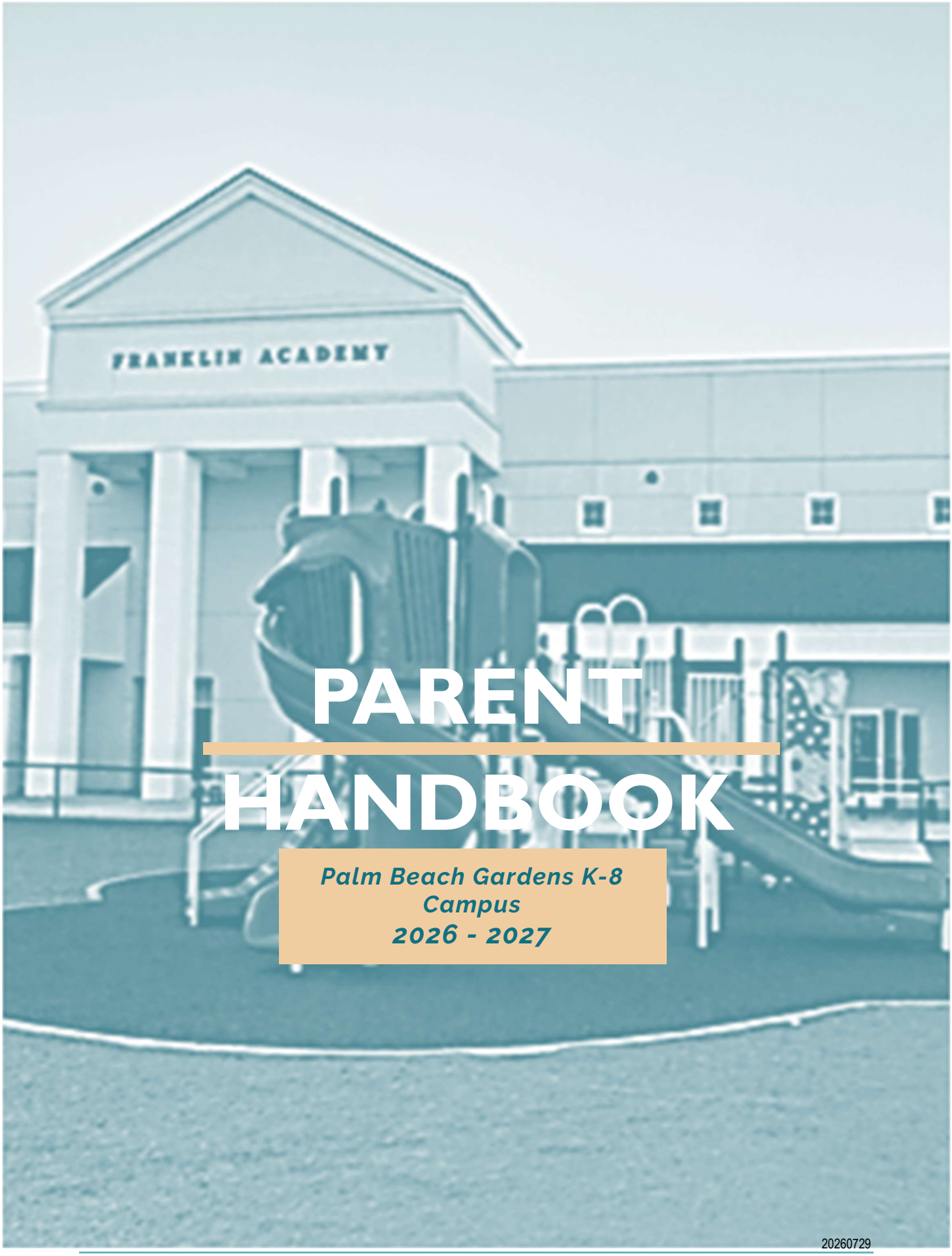
In adherence to the requirements set forth by Broward County Public Schools, Franklin Academy mandates that all parents or legal guardians of enrolled students complete the Warning Signs Course annually. This course is pivotal in equipping parents/guardians with the knowledge and skills necessary to identify signs of mental health concerns in their children, including depression, anxiety, substance abuse, and suicidal ideation. Parents/guardians will receive instructions on accessing the course online through designated platforms. Franklin Academy is committed to fostering a supportive environment for student well-being, and views parental involvement in mental health education as integral to achieving this goal.

# WEAPONS

In accordance with Florida Department of Education (FLDOE) regulations and state law, Franklin Academy strictly prohibits the possession, use, or distribution of any weapons on school property, at school-sponsored events, or during school transportation. **AT NO TIME is it appropriate for any student to possess or bring a weapon of any kind onto a school campus.** Any person possessing, displaying, transmitting, and/or using a weapon on school property shall be subject to arrest. This policy applies to all students, staff, parents/guardians, and visitors. Weapons shall be defined as indicated in F.S. 790.001.

# WITHDRAWAL PROCEDURES

To ensure the most efficient processing of a student withdrawal and the release of records, parents/guardians are requested to complete a withdrawal form with the Registrar. It's important to note that in accordance with state statute, **only the registering parent is authorized to withdraw the student.**




# PARENT HANDBOOK

***Palm Beach Gardens K-8 Campus***
***2026 - 2027***

# 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

*Building Better People, Every Day*

Utilizing an intercultural-mindedness model and a standards-based curriculum, the mission of Franklin Academy is to create compassionate, engaged, life-long learners by promoting a culture of collaboration and high expectations that emphasizes character development through active service in the local, national and international community, while adhering to the principle that all children can learn.

# ACCREDITATION

Franklin Academy has been granted School System Accreditation from Cognia, the national commission that confers the Southern Association of Colleges and Schools. This designation demonstrates our commitment to excellence, our openness to external review and feedback, and our desire to be the best we can be on behalf of the students we serve. School System Accreditation provides Franklin Academy a nationally-recognized mark of quality for our system and all the schools within our system. All of our schools are fully accredited providing our students opportunities such as the chance to earn college and technical school scholarships after graduation along with the opportunity to join the list of accredited schools and school systems.

# 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). Preferences for enrollment are applied in accordance with the published lottery rules and guidelines available on the school website.

In accordance with 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 admitted 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. Families will be contacted 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 apply 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.

Parents/guardians 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 apply 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.

Admission to the International Baccalaureate (IB) Primary Years and Middle Years Programmes at the Palm Beach Gardens K-8 campus will adhere to the principles of the IB World Organization, in which all students in grades K through 8 - if offered a seat to attend Franklin Academy in accordance with the admissions policy - will participate in the Primary & Middle Years Programme, regardless of academic performance or learning differences.

# EDUCATIONAL PHILOSOPHY

Research consistently highlights that the quality of instruction is the most significant factor in a child's learning. At Franklin Academy, our educational philosophy and mission are deeply embedded in our approach to teaching. We deliver a rigorous, comprehensive, research-based curriculum, aligned with Florida's academic standards. This curriculum is presented to students through a variety of engaging methods designed to foster active learning and critical thinking.

Our highly qualified teachers begin by assessing students' current knowledge and reading levels using pre-assessment data. This information guides collaborative planning, ensuring each student is on a path to achieve more than a year's worth of content knowledge. Our teachers are dedicated to addressing individual learning needs and meeting the content and performance criteria of Florida's B.E.S.T. Standards for English Language Arts and Mathematics, as well as Florida's State Academic Standards for Science and Social Studies.

In professional learning communities, our teaching teams regularly evaluate the curriculum to determine the most effective instructional methods. These teams create an instructional focus that drives data analysis and forms the basis for developing meaningful assessments and effective action plans aimed at enhancing student learning.

Continuous reflection on student performance enables us to make proactive adjustments to better meet students' needs. By doing so, we ensure that every student at Franklin Academy receives the highest quality education tailored to their individual growth and success.

Instructional models in the International Baccalaureate (IB) Primary Years & Middle Years Programmes (PYP & MYP) are guided by the IB World Organization Standards and Practices. Our PYP & MYP classrooms are designed to connect big ideas, related concepts, and real-world applications. These classrooms prioritize student questions and ideas, focusing on inquiry and collaboration to achieve mastery of Florida's B.E.S.T. Standards for English Language Arts and Mathematics, Florida's State Academic Standards for Science and Social Studies, and the IB objectives for each subject group.

As dedicated professionals, our educators will:

- Develop and utilize standards-based curricula aligned with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, and Florida's State Academic Standards for Science and Social Studies;
- Adapt content and design their curriculum to meet the interests and needs of our diverse student population.
- Select assessment pieces that authentically reflect learning gains and academic growth;
- Collaborate within professional learning communities across disciplines and grade levels to ensure horizontal and vertical alignment;
- Focus on developing critical thinking through project-based learning and inquiry-driven instruction; and
- Challenge students to invest in their education by providing varied assessments, timely feedback, and opportunities for individual reflection.

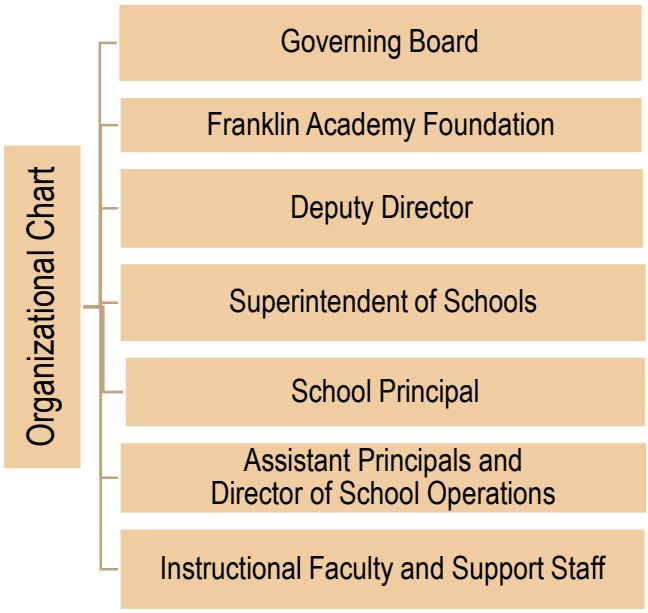
By adhering to these practices, we ensure that our PYP & MYP classrooms are dynamic, student-centered environments where learners are encouraged to engage deeply with the content and develop the skills necessary for lifelong learning.

# GOVERNANCE & LEADERSHIP

The Governing Board of Franklin Academy serves as the ultimate policy-making body, determining the school's academic direction, curriculum, and overall operations. The Principal, appointed by the Chairman of the Board, is responsible for managing all aspects of school operations in alignment with the policies and budget approved by the Governing Board. Faculty and staff report directly to the Principal, who in turn reports to the Governing Board, ensuring a clear and effective chain of command that supports the school's mission and goals.

The school's administrative team, comprising the Principal, Assistant Principals, and the Director of School Operations, is dedicated to ensuring that the school's operations align with Franklin Academy's overarching mission and vision. As instructional leaders, this team is responsible for making all school-based decisions and establishing procedures for the school's day-to-day operations.

The instructional and support staff are tasked with implementing these procedures in their daily activities and interactions with students, parents/guardians, and the community, thereby upholding the high standards and goals of Franklin Academy.




# GUIDING PRINCIPLES AND PURPOSE

At Franklin Academy, our goal is to engage all students in a rigorous curriculum that emphasizes project-based learning, inquiry, technology, creativity, and teamwork, tailored to individual learning styles. Our highly qualified staff and administrative professionals collaborate with students, parents/guardians, and the community to help students set learning goals. They also master core academic areas and develop a well-rounded education in art, technology, physical education, music, and other special disciplines.

To achieve this mission, the school will:

- Provide motivated, highly qualified teachers and administrators to guide and support student learning;
- Develop and utilize standards-based curricula aligned with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, and Florida's State Academic Standards for Science and Social Studies;
- Empower experienced faculty to collaborate in constructing effective curriculum maps that ensure equity and flexibility in meeting students' educational needs while addressing benchmarks and process skills;
- Regularly monitor student progress through 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 tailored to each class's learning needs based on data, providing extended learning opportunities, enhancement, and enrichment;
- Implement professional learning communities of school leaders and teachers to evaluate student data, navigate curriculum maps, facilitate best practices, and promote high-yield strategies across the curriculum;
- Provide teachers with meaningful professional development and various instructional tools aligned with their specific curriculum goals and objectives;
- Promote the use of educational technology and highly effective research-based instructional methodologies, including project-based and inquiry-based learning; and
- Foster communication and involvement with parents/guardians and the community to support student achievement and school improvement.

Through these efforts, Franklin Academy ensures that every student receives a high-quality education that prepares them for future success.

At Franklin Academy, our rigorous teaching and learning approach, needs-based instructional delivery system, and differentiated instructional model empower students and promote professional collaboration, all supplemented by 21st-century technology. Continuous progress monitoring and rigorous assessments are integral to achieving our mission.

Key elements include the decentralization of services, shared decision-making among school professionals, high levels of parental involvement, and a web-based student information system that facilitates communication between parents/guardians and the school, allowing them to track their child's progress. This collaborative framework paves the way for student success.

Our instructional models in the International Baccalaureate (IB) Primary Years & Middle Years Programmes align with the principles of the IB World Organization. PYP & MYP classrooms are concept-based, student-centered, and focused on inquiry and collaboration. This approach ensures mastery of both the B.E.S.T. Standards and the International Baccalaureate Objectives and Strands, fostering a comprehensive and engaging learning environment.

# GENERAL SCHOOL POLICIES

## 10-10 RULE

Maintaining a structured and focused learning environment is crucial for the academic success of our students. To ensure this, we have established the "10-10 Rule" for all middle school classrooms. This rule is designed to maximize instructional time and minimize disruptions during class transitions.

**The 10-10 Rule:** Students are not permitted to leave the classroom during the first ten minutes or the last ten minutes of class.

**Optimize Learning Time:** The beginning and end of each class are often crucial for providing important information, context, and closure. By adhering to this rule, students can fully engage in the lesson without missing essential content.

**Reduce Disruptions:** Frequent exits and entrances at the start and end of a class can be distracting for both teachers and students. The 10-10 Rule helps maintain a focused and respectful classroom environment.

While it is important to adhere to the 10-10 Rule, we understand that emergencies and special circumstances may arise. In such cases, teachers have the discretion to allow a student to leave the classroom if it does not disrupt the flow of the lesson.

## ADULT RESTROOMS

For the safety and comfort of our students, adults are strictly prohibited from using or entering student restrooms. Adults may utilize the adult restrooms located on each floor. Thank you for your cooperation in maintaining a secure and respectful environment for our students.

## AFTER SCHOOL CARE

Franklin operates a fee-based aftercare program, which offers care each school day including early release days until 6:00 pm, excluding the last day of the school year. This program provides students with a structured, safe, and positive environment for after school hours. Students are supervised by certified counselors that provide age-appropriate activities and learning opportunities.

The aftercare site-based manager serves as the first point-of-contact when addressing any issues or concerns related to aftercare. Families should contact the manager before 12:00 PM for a change in their child's dismissal; otherwise, the child must be released from the office.

## 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.

# ARRIVAL PROCEDURES

Supervision of students commences at 7:15 AM for students in grades K-5 and at 8:15 AM for students in grades 6-8. Instruction begins promptly at 7:45 AM for grades K-5 and at 8:45 AM for grades 6-8.
Breakfast will be served in the cafeteria starting at 7:15 AM for grades K-5 and at 8:15 AM for grades 6-8.

**Tardy Arrival Policy:**

- Students in grades K-5 are considered tardy if arriving after 7:45 AM. Parents/guardians must park their vehicle and report to the front office to sign in the student.
- Students in grades 6-8 students are considered tardy if arriving after 8:45 AM. Parents/guardians are required to park their vehicle and report to the front office to sign in the student.

Your cooperation in adhering to these arrival procedures ensures a smooth start to the school day for all students.

# ARTIFICIAL INTELLIGENCE (AI) ACCEPTABLE USE POLICY

At Franklin Academy, we integrate innovative technologies like Chat GPT and other Generative AI tools into our curriculum to enhance students' research, writing, and problem-solving skills. Students are encouraged to use these tools for brainstorming, generating ideas, assisting with research, improving writing, and analyzing data. However, it is crucial to use these tools responsibly and ethically, ensuring all AI-generated content is properly cited and verified.

We also recognize the potential risks, such as plagiarism and cheating, associated with AI use. Students must adhere to guidelines, including verifying AI-provided information with reliable sources, not sharing personal or sensitive information, and writing assignments in their own words. Misuse of AI tools will be addressed according to Franklin's academic integrity policies and appropriate consequences from the Administrative Discipline Matrix will be applied.

# ASSESSMENTS

**Assessment Coordinator**: Catherine Kuhn  Kuhn.catherine@franklin-academy.org

Section 1008.22(3), F.S., states, “Participation in the assessment program is mandatory for all school districts and all students attending public schools…” All students in grades K-8 will participate in benchmark testing on a regular basis to assess progress toward meeting grade level standards. Parents/guardians will be notified in advance of the dates and times for test administration. These assessments are achievement tests that identify student strengths, weaknesses, learning gains and/or readiness for promotion. Franklin Academy will provide additional information regarding school-specific tests and statewide standardized assessments.

The IB Programme includes the completion of authentic summative assessments that demonstrate mastery of the B.E.S.T. Standards along with the IB Objectives and Strands for each subject group. These assessments may or may not be a part of the student's traditional grade in PowerSchool, but they will be evaluated on a scale of 0 - 8 using rubrics aligned with the IB Objectives for each unit. These IB Grades will be used to determine each student's progress in terms of the IB Objectives. A mid-year and end-of-year IB Report Card will be distributed to parents/guardians to inform them of their child's progress in the IB Programme. Additional Information regarding the Franklin Academy IB Assessment Policy can be found on the Franklin Academy Campus Website, underneath the IB Tab.

# ATHLETIC PROGRAM

**Athletic Director:** Johnny Prescott | prescott-o'neal.johnny@franklin-academy.org

At Franklin Academy, we uphold national, state, and district standards of excellence in student performance, offering Middle Years Programme (MYP) students opportunities to engage in a diverse range of interscholastic teams. By establishing rigorous educational standards, we aim to equip students to compete at the highest levels of their abilities and to make informed, thoughtful, and healthy decisions throughout their lives.

**Commitment to Education:** Franklin Academy is dedicated to the ongoing advancement of education for our students, ensuring they are prepared for success in all aspects of their lives.

**Student Participation Guidelines:** The Student Code of Conduct, Franklin Academy Athletic Contract, and guidelines established by the Middle School Athletic Association (MSAA) outline the requirements for participation in interscholastic athletics. All students must maintain satisfactory conduct to participate in athletic and extracurricular activities. Participation in after-school activities is considered a privilege, subject to revocation at the discretion of the administration and/or athletic director.

By adhering to these standards and guidelines, we create an environment that fosters personal growth, responsibility, and achievement both inside and outside the classroom.

# ATTENDANCE

The parent/guardian of a child of compulsory school age is responsible for the child's daily school attendance (F.S. 1003.24). School staff, parents/guardians, 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). SB Policy 5.09 outlines the rules that apply to attendance and attendance procedures. A student's presence in class is required to maximize the attainment of instructional objectives. For students who demonstrate patterns of non-attendance, interventions will be recommended.

# ATTENDANCE: ABSENTEE REPORTING

Your child must be in school every day as mandated by state law. When students are absent from school, parents/guardians must report their child's absence via the **Absence Reporting Form**, which can be found in both the **PowerSchool Parent Portal** and the **PowerSchool Mobile App**.

Parents/guardians must report the absence the day before, the day of, or within TWO (2) school days following the absence, or the absence will be considered unexcused. Failure to report your child's absence within the required timeframe will result in the absence being marked unexcused. School staff members have a legal right to request a written medical excuse. Refer to our Attendance Policy for a list of valid reasons. Please allow 72 hours for processing. **NOTE: If reason for absence is not in the Attendance Policy, the absence will remain unexcused.**

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

# ATTENDANCE: EXCUSED ABSENCES

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below (F.S. 1003.24(4), 1003.26). **Family vacations and trips are considered <u>unexcused absences</u>.**

1. Illness of student.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's own faith.
5. Required court appearance or subpoena.
6. Special event with appropriate documentation and prior approval. Examples of special events include important public functions, educational enrichment activities, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need. The school administrator/designee will determine validity and may require documentation in cases of family need.
7. Scheduled medical or dental appointment.
8. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies.

Students on field trips and students who attend alternative to suspension programs or in internal in-school suspensions are not considered absent.

# ATTENDANCE: EARLY SIGN-OUT

Frequent early sign-outs can negatively impact a student's academic performance. Excused early dismissals are allowed for doctor's appointments and extreme emergencies. If you need to take your child out of school before the end of the school day, please come to the front desk to sign them out. A school employee will call for your child, provided the request is made before 2:00 PM. Students will not be dismissed from the classroom after 2:00 PM to avoid disrupting the school-wide dismissal process.

Excessive early sign-outs will be evaluated on a case-by-case basis to identify any patterns of non-attendance. Non-attendance for instructional activities includes tardiness, early sign-outs, or absences for any part or all of the day. Accumulated early sign-outs, unless excused under this policy, will be recorded as unexcused absences in accordance with F.S.1003.02 (1)(b).

**SPECIAL NOTE:** The school utilizes an automated system to record early release requests, which are automatically transferred to the PowerSchool Student Information System. Although this entry may initially appear as an absence in PowerSchool and on student report cards, rest assured that the early release is manually recorded in the district and state reporting database. This ensures that the official attendance record accurately reflects an early release rather than a full day's absence. Your child's attendance history is meticulously maintained to reflect the precise details of their school day.

**Student releases after 2:00 PM are not permitted unless deemed an emergency by the principal or their designee.** Instances of excessive early sign-outs will be addressed individually to determine if a pattern of non-attendance exists.

Additionally, signing out a student to provide missing or forgotten items and then returning them to class is not appropriate. If a student is signed out early, they must remain off campus for at least 30 minutes before being signed back in. Your adherence to these guidelines ensures the safety and accountability of our students.

# ATTENDANCE: TARDINESS

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. Habitual tardiness is defined as being tardy five (5) times within a marking period. 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. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1) (b).

# AWARD DESIGNATIONS

In order to encourage academic excellence, an honor roll system has been implemented. There are two honor roll categories for students in grades one through eight:

- Principal's Honor Roll: A student must maintain an "A" average (90% and above) in all subject areas.

- A/B Honor Roll: A student must earn a grade of "A" or "B" (80% and above) in all subject areas.

Students who earn Honor Roll or Principal's Honor Roll status will be acknowledged in an Honor Roll Ceremony each quarter. Additionally, awards for IB Learner Profile traits are awarded monthly.

# BATHROOM USE - STUDENTS

In accordance with the Florida Department of Education (FLDOE) ruling, Franklin Academy requires that all students in grades K-12 use bathrooms that align with the gender they were assigned at birth. If a student feels uncomfortable using the assigned bathroom, the school will provide access to a private, single-occupancy restroom upon request. The school is committed to protecting the privacy of all students. Discussions regarding bathroom use and pronoun preferences will be handled with sensitivity and confidentiality. This policy aims to ensure compliance with state regulations while maintaining a respectful and orderly school environment. We understand that this policy may present challenges for some students and families. Our goal is to implement this ruling while fostering an environment of respect and support for all students. If you have any questions or concerns, please contact the school administration.

# BIRTHDAY CELEBRATIONS

Celebrations must be approved in advance by the classroom teacher and should not disrupt the instructional schedule. Please note the following guidelines:

**Grades K-5:** Birthday treats such as cupcakes or cookies are not permitted in the cafeteria. Instead, they must be distributed during recess, ensuring all students are included. Due to federal regulations, parents/guardians may not bring homemade treats or food to share. Only store-bought snacks with clearly labeled ingredients may be distributed to students. Please be aware that candles are not permitted according to State and County Fire Codes.

**Siblings and Guests:** Siblings from other classes or grade levels are not permitted to attend celebrations.

**Testing Days:** Birthday celebrations are not allowed on "blackout" testing days.

**Grades 6-8:** Birthday celebrations for students in grades 6-8 are not conducted at school.

These guidelines ensure that celebrations are inclusive, safe, and compliant with regulations. Thank you for your cooperation.

# BOOKBAGS | BACKPACKS

To maintain a positive and respectful environment at Franklin Academy, personal items such as book bags, backpacks, folders, or any other belongings must adhere to the following guidelines:

- **Display Restrictions:** Personal items must not display patches, insignias, drawings, obscene words, gang signs, or any other content deemed inappropriate, offensive, or reflective of negativity toward Franklin Academy.
- **Rolling Bookbags/Backpacks:** For safety and storage reasons, rolling bookbags/backpacks are not permitted at Franklin Academy.
- **Medical Exceptions:** If your child has a verifiable medical condition that prevents them from carrying a backpack, proper documentation from a medical professional/physician must be submitted to the school nurse. Upon review, an elevator pass may be issued. The School Nurse may request additional documentation or verification from the authorizing physician before issuing the elevator pass.

Failure to comply with this policy constitutes a dress code violation and may result in disciplinary consequences, along with parental notification. Your cooperation ensures a safe and respectful learning environment for all students at Franklin Academy.

# BREAKFAST PROGRAM

Breakfast is available daily during the following times:

- **Grades K-5:** 7:15 AM - 7:35 AM
- **Grades 6-8:** 8:15 AM - 8:35 AM

**Grades K-5 and SiblingLink Students:** Students in grades K-5 and those enrolled in SiblingLink may enter the building at 7:15 AM. Grade K-5 students will proceed directly to the cafeteria for breakfast.

**SiblingLink Students in Grades 6-8:** SiblingLink students in grades 6-8 will be directed to the cafeteria or a designated activity area upon arrival. They will join their peers in the cafeteria at 8:15 AM for breakfast.

**Students in Grades 6-8:** Students may enter the building at 8:15 AM and have the option to report directly to the cafeteria for breakfast.

Please note that SLA Management is the food service provider for Franklin Academy. We encourage all students to take advantage of our breakfast offerings to start their day off right.

# BRIGHTARROW NOTIFICATION SYSTEM

Franklin Academy utilizes BrightArrow's advanced mass notification system to effectively communicate with parents/guardians. Our system allows for quick delivery of voice, text, and email messages for unexcused absences, informational updates, emergency alerts, and more. With rich database integration technologies, BrightArrow ensures fast and effective communication, enhancing our ability to keep parents/guardians informed.

# CARE OF SCHOOL PROPERTY

Students are expected to respect the school building 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 and will result in a documented behavior infraction.** All food must be consumed in the cafeteria or area designated by the school administration. Students are not permitted to play in the bathrooms. Any student who disregards this rule will be subject to disciplinary action. As an aspect of Service as Action, a principle of the IB World Organization, Primary Years (PYP) & Middle Years Programme (MYP) students may be asked to help maintain clean and organized classrooms and common areas as an act of Service to the School Community.

# CASH-FREE SCHOOL POLICY

Franklin Academy operates as a **cash-free** school with no exceptions. Payments for school fees, activities, and services must be made using methods approved by the school, such as personal checks, money orders, cashier's checks, or online payments via major credit cards. This policy promotes efficiency, security, and accountability in financial transactions within our school community.

# CELL PHONE USAGE IN A SCHOOL ZONE

For the safety of our students and staff members, cell phone usage is not permitted in the school zone. For purposes of this policy, the school zone refers to an area on the school grounds that has a likely presence of pedestrians (morning arrival, afternoon dismissal, etc.). Law enforcement personnel routinely patrol the school campus and will issue citations at their discretion to enforce all applicable laws and regulations.

# CHAPERONES

Chaperones play a crucial role in ensuring the health, safety, and security of students during Franklin Academy sponsored field trips. To maintain high standards of supervision, all chaperones must meet security eligibility requirements as mandated by State Laws, Federal Regulations, and District policies. **It is important to note that individuals who do not meet these security clearance requirements will not be permitted to serve as chaperones on any school field trip.** Franklin Academy is committed to maintaining a secure environment for all students. With the passage of Senate Bill 676, Florida public schools may require more extensive volunteer background checks, including fingerprinting. Accordingly, all parents who wish to serve as field trip **chaperones must successfully complete a Level 2 background** check prior to participation.

The role of a chaperone is both enjoyable and significant, requiring a commitment to certain responsibilities and adherence to established expectations. Chaperone guidelines are in place to ensure that district-sponsored field trips result in safe and rewarding experiences for all participants.

Chaperones should be aware that district policies apply to all off-site activities sponsored by the school district. Responsibilities assigned to chaperones are substantial, and adherence to established guidelines is essential to ensure the safety, enjoyment, and educational value of these memorable events for students. Your cooperation and dedication are greatly appreciated.

# CHARACTER EDUCATION

To support our mission of 'Building Better People, Every Day', Franklin Academy implements the IB Learner Profile Traits as a framework for character education. IB Learners will work to be Inquirers, Open-Minded, Knowledgeable, Caring, Thinkers, Risk-Takers, Communicators, Balanced, Principled, and Reflective. When children learn a consistent set of universal values and teachers model those values, behavior improves, and educational focus soars. The Learner Profiles is embedded in our existing curriculum and classroom management to make focusing on good character part of everything students do.

# CHILD ABUSE AND NEGLECT POLICY

Franklin Academy is committed to the well-being of all students and upholds an ethical obligation to protect them from conditions harmful to their learning, mental, or physical health, and safety. All school personnel are mandated by law to report any suspected cases of child abuse, abandonment, or neglect that may affect a student's health, safety, or welfare. Our staff is dedicated to making reasonable efforts to ensure a safe and supportive environment for every student.

# CLUBS

Eligible students have the opportunity to participate in after-school clubs throughout the school year. At the end of club activities, students will stay with the club sponsor until picked up or signed into aftercare, if they are enrolled in the program. Students are dismissed from clubs via the West gate (bus side).

**Important Guidelines:**

- Clubs will not be held on early release days, professional development days, or staff meeting days.
- Late payments for clubs will not be accepted.
- Club fees must be paid by the established due date; otherwise, students will not be eligible to attend the club.
- Students who are picked up late from clubs will be charged a late fee of $1.00 per minute, per student.
- Students with outstanding financial obligations or whose families did not complete the required number of parent service hours the previous year are not eligible to participate in after-school clubs.
- Students may be removed from clubs for disciplinary reasons, and refunds will not be provided.

Your cooperation with these guidelines helps ensure a smooth and enjoyable experience for all participants.

# CODE OF CONDUCT

Franklin Academy firmly believes a positive school culture promotes equal educational opportunity and establishes the framework for a safe learning environment. The Code of Student Conduct, Policy 5.1812 & Policy 5.1813, provides specific information regarding the rules that all students are expected to adhere to, as well as consequences for violations. Important among these rules are consistent and timely attendance, respect for people and property, appropriate dress, technology usage, student publications, student activities, student records and the right to appeal, including grievance procedures.

The Code of Student Conduct is intended to be an instructive policy based on interventions and supports for students. However, when consequences are warranted, they shall be implemented based on a system of progressive discipline. Minor incidents and first offenses have less serious consequences than major incidents and repeat offenses. Factors such as age, grade level, social, emotional, and intellectual development, and overall student rights and responsibilities shall also be considered. Disciplinary issues will be resolved by every means possible prior to exclusion from school. Equitable and reasonable procedures will be followed to assure students of their rights.

Parents/guardians have a fundamental right to direct the upbringing, moral or religious training, education, and care of their children. However, it is the responsibility of all school personnel, students, parents/guardians, external

stakeholders, and the greater community to ensure the school environment encourages a climate conducive to learning.

**Parental Involvement:** Parents and guardians are encouraged to review the Student Code of Conduct with their children and support the school's efforts to maintain a positive learning environment. Communication between home and school is vital for addressing and resolving behavioral issues effectively.

**Accessing the Code of Conduct:** The complete Student Code of Conduct is available on the Franklin Academy website. Students and parents/guardians are responsible for familiarizing themselves with the Code of Conduct and adhering to its guidelines.

# COMMUNICATION | CHAIN OF COMMAND

Effective communication between school and home is crucial for the success of each student and the overall school community. To support positive communication, please follow the established hierarchy for addressing concerns and making specific requests (e.g., conferences). Requests should be submitted in writing via email to the appropriate teacher or staff member.

**Hierarchy for Addressing Concerns:**

**Classroom Teacher**:

- **First Point of Contact**: For concerns regarding your child's academic performance, behavior, or social interactions, please first communicate with the classroom teacher.
- **Requesting Conferences**: Send a written request for a conference via email. Email lists are available on the school's website or at the front office.

**School Counselor**

- Next Step: After discussing the matter with the classroom teacher, you may contact or request a conference with the school counselor for further discussion on student behavior and/or academics.

**Assistant Principal**:

- **Further Escalation**: If concerns persist after speaking with the classroom teacher and/or school counselor, parents/guardians may contact or request a conference with the Assistant Principal.
- **Procedure**: The Assistant Principal will meet with the teacher and other relevant personnel involved with your child's situation before arranging a conference with you. For other school-related issues, the Assistant Principal should be the first point of contact.

**Principal**:

- **Final School-Level Contact**: Following discussions with the classroom teacher, school counselor, and Assistant Principal, parents/guardians may contact or request a conference with the Principal for further discussion on student behavior and academics.
- **Procedure**: The Principal will consult with the teacher and other relevant personnel before arranging a meeting with you. For other school-related issues, initial contact should be made with the Assistant Principal, who may then refer you to the Principal or another appropriate contact.

**Superintendent of Schools**:

- **Beyond the School Level**: If the issue remains unresolved, parents/guardians may contact the Superintendent of Schools for further action. Contact information is available on the school website.

**Governing Board**:

- **Final Escalation**: If concerns persist after following the appropriate communication protocol, parents/guardians may contact the Board Liaison. The email address is provided on the school website.

**Important Note**: Always follow the established chain of command before requesting a conference with the Principal, Superintendent of Schools, or contacting the Governing Board. This process ensures efficient and effective communication and resolution of concerns.

# COMMUNICATION FOLDER

The school-issued communication folder is a vital tool for fostering effective home-school communication. Teachers use this folder to send and receive important paperwork, including school flyers, handouts, field trip forms, extra practice assignments, and other classroom and school-related publications. Parents/guardians are strongly encouraged to review the contents of the communication folder daily to stay informed and engaged in their child's education.

# COUNSELORS

Franklin Academy employs two full-time school counselors dedicated to supporting students, parents/guardians, and staff with student guidance and academic advising. The school counselors are available by appointment to discuss student issues with parents and guardians. They promote and enhance student achievement through a comprehensive model that incorporates prevention and intervention with continuous academic, career, and personal development activities, preparing students for meaningful participation in a diverse, changing world.

Counselors offer a range of activities, including classroom guidance, small groups for skill mastery, individual counseling for students with specific needs, and various proactive and innovative approaches to support student performance. Their program is based on the National Standards for School Counseling Programs and the American School Counselor Association (ASCA) National Model.

Additionally, school counselors provide valuable resources to staff, students, families, and the community to ensure a family-friendly environment and access to a safe school climate necessary for academic and social/emotional

growth. All information discussed with the school counselor is held in strict confidence unless otherwise required by law.

# DISCIPLINE

At Franklin Academy, it is crucial for students to understand their rights and responsibilities. This includes obeying teachers, all other school employees, bus drivers, and adhering to each rule defined by the school. Students are expected to honor their responsibilities and behave in ways that respect the rights of all individuals within the school community. Franklin Academy follows the School District of Palm Beach County's Student Code of Conduct, and consequences for unacceptable behaviors are outlined in the Administrative Discipline Matrix. These guiding documents are available on the school website and will be distributed electronically.

Students and parents/guardians are required to sign an acknowledgment form indicating their awareness and understanding of these rules. Consequences for rule violations include loss of privileges, such as participation in field trips, dances, special events, athletic events, and ceremonies. It is important to note that details regarding school incidents and disciplinary actions can only be discussed with the parent(s)/legal guardian(s) of the student involved. Information related to other students will not be disclosed.

Each teacher will establish appropriate procedures for discipline in their classroom based on these guidelines. The following list, while not exhaustive, outlines key expectations:

1. **Respect for Authority**: Students are expected to respect the authority of teachers and all staff members, who have authority over all students.
2. **Care for School Property**: Malicious destruction of school property will result in replacement, repair, or payment for damages by the student or their parents/guardians. The placement of stickers on school property or the use of markers/pens/pencils on walls or fixtures is prohibited.
3. **Cleanliness**: Students shall help keep the school clean at all times. Gum chewing is not permitted in any school buildings or on school grounds.
4. **Prohibited Items**: Items such as water pistols, toy guns, matches, lighters, or weapons of any sort are not allowed and will be confiscated. Appropriate consequences will be issued as per the Administrative Discipline Matrix.
5. **Inappropriate Materials**: Notebooks, albums, magazines, lunchboxes, etc., that display pictures or slogans referring to drugs, alcohol, gangs, or violence are prohibited.
6. **Language**: Profane, abusive, or slang language is not allowed.
7. **Zero-Tolerance for Bullying**: Bullying or aggression, whether verbal or physical, will not be tolerated.
8. **Inclusiveness**: Teachers will foster a sense of community and inclusiveness, ensuring all children are involved in class activities.

By adhering to these guidelines, we aim to create a safe, respectful, and inclusive learning environment for all students at Franklin Academy.

## BEHAVIOR EXPECTATIONS: BUS

**Riding the school bus is a privilege**, and maintaining proper behavior is crucial for the safety of all passengers, as well as other motorists, pedestrians, and community members. All rules that apply on school grounds and during school activities also apply while riding the school bus.

Parents /guardians are responsible for their child's behavior on the way to and from school and at the bus stop. While Franklin Academy does not assume any liability for incidents that occur at a bus stop or while traveling to and from school, a student, parent/guardian, or witness may file a complaint following the same procedures for bullying. The school will investigate and provide assistance or intervention as deemed appropriate by the principal or their designee, which may include involving local law enforcement.

Students who cannot refrain from disruptive behavior or disturb other students will lose transportation privileges in conjunction with consequences from the School District of Palm Beach County's Student Code of Conduct.

**Important Reminders for Parents/Guardians:**

- Parents/guardians may not board a school bus at any time, as this presents a safety hazard.
- Violation of this rule may result in the suspension of transportation services.

## BEHAVIOR EXPECTATIONS: CAFETERIA

Each student is expected to uphold good manners, courtesy, and consideration for other students and adults while in the cafeteria. To ensure a positive dining experience for all, the following guidelines must be followed:

- **Orderly Entry and Exit:** Students are to enter and exit the cafeteria in an orderly manner.
- **Line Etiquette:** While waiting for food, students should form a single-file line and keep communication noise levels low, refraining from shouting.
- **Seating:** Students are to remain seated during the lunch period unless authorized by school staff.
- **Trash Disposal:** Containers are provided for the disposal of trash. Each student must dispose of any trash on their table and the surrounding area by the end of the lunch period or immediately upon request from monitors.
- **Lunch Period Boundaries:** Students are not permitted to leave the school grounds for lunch during their assigned lunch period.
- **Food and Beverage:** No food or beverage is to be taken out of the cafeteria at any time.
- **Respect for Rules:** All students are expected to adhere to the posted cafeteria rules at all times.
- **Safety Concerns:** Throwing food or objects in the cafeteria is strictly prohibited as it poses a safety concern. Such acts may result in suspension from school or possible recommendation for expulsion, especially in the event of a major disruption on campus, such as a food fight. This policy aligns with the School District of Palm Beach County's Student Code of Conduct.

## BEHAVIOR EXPECTATIONS: HALLWAY

To maintain a conducive learning environment and ensure the safety of all students, the following guidelines for hallway behavior must be observed:

- **Quiet Travel:** Students should move through the hallways quietly to avoid disrupting ongoing classes.
- **Compliance with Staff Directions:** Students are expected to follow staff directions for proper hallway procedures.

- **No Running or Yelling:** Running or yelling in the hallway is not permitted at any time.
- **Proper Line Formation (Grades K-5):** Students in grades K-5 are required to line up single file when moving through the hallways.
- **Respect for Property:** Students should refrain from touching the walls while walking through the hallways.
- **Staircase Safety:** When using staircases, students should use the handrails, walk on the right side, and refrain from pushing or shoving.
- **One-Way Hallway Rule:** In designated areas, students should follow the one-way hallway rule to maintain order and safety.

### DETENTION

Detentions are assigned to students who fail to comply with classroom or school rules. The purpose of detention is to provide students with an opportunity to reflect on their behavior and make better choices in the future.

**Procedures:**

- **Notification:** Parents/guardians will receive an email notification prior to the student's assigned detention. The email will include a confirmation form that must be completed.
- **Attendance:** Students must report on time to the detention. Late arrivals may result in rescheduling to the next available detention.
- **Duration:** Before-school detentions will be held on a specified weekday and will last for the designated duration.
- **Activities:** During detention, students will complete a reflection form and develop a plan to improve their behavior.
- **Rescheduling:** Detentions will not be rescheduled due to conflicts with athletic games/practices, social events, or special events.
- **Pick-Up: Parents/guardians must pick up their child promptly at the designated time. Late pick-ups will result in a fee of $1.00 per minute.**
- **Restrictions:** Students may not participate in school-sponsored extracurricular activities on or off-campus on the day of their detention.

**Consequences:** Failure to attend an assigned detention will result in progressive disciplinary action, potentially leading to a one-day suspension, as per the School District of Palm Beach County's Student Code of Conduct.

# DISCIPLINARY SUSPENSION

Suspension is a disciplinary sanction that temporarily removes a student from a class, or all classes for a prescribed period of time. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to issuing an out-of-school (external) suspension except in emergencies, disruptive conditions, or incidents involving serious misconduct. Suspensions will result in the loss of privileges, including but not limited to, field trips, dances, special events, athletic events, ceremonies, etc. **Students serving a suspension are NOT permitted on campus during the term of the suspension and may NOT participate in any school activities, on or off campus, during the suspension period.**

Offenses that constitute out-of-school (external) suspension include, but are not limited to, the following:

- Fighting or other dangerous and/or disruptive behavior;

- Smoking or vaping on school grounds;
- Being under the influence or having alcoholic beverages and/or drugs on school grounds;
- Possession and/or use of a weapon or any object that can be used as a weapon, including but not limited to: knives, brass knuckles, Chinese stars, chains, mace, etc.;
- Defacing or vandalism of school property;
- Igniting any flammable substance;
- Any threat, explicit or implied, that causes a major disruption on campus.

# DISCIPLINE MATRIX

The School District of Palm Beach County's Student Code of Conduct serves as a standardized tool utilized by administrators to address student violations of the Code of Student Conduct. Its primary purpose is to ensure consistency in disciplinary actions across all grade levels, thereby promoting fair and equitable treatment of students.

**Functionality:**

- **Consistency:** The Matrix provides a structured framework for assigning interventions and consequences in response to student behavior that extends beyond the classroom.
- **Fairness:** By applying predetermined guidelines, administrators can ensure that disciplinary actions are administered impartially, regardless of individual circumstances.
- **Accessibility:** Different versions of the Matrix are available to accommodate specific grade level groupings, ensuring that disciplinary measures are developmentally appropriate.
- **Transparency:** Parents/guardians and students can access a copy of the Matrix online, facilitating transparency and understanding of disciplinary procedures.

For further details regarding the interventions and consequences outlined in the Administrative Discipline Matrix, please consult School District of Palm Beach County's Student Code of Conduct available on the school website. This comprehensive resource provides additional explanations and context for the disciplinary framework established by the school district.

# DISMISSAL: DASHPASS

**Families are required to utilize the DashPass app, accessible for download on their mobile devices.** Upon registration, a system-generated email containing detailed instructions will be dispatched to the registering parent/guardian. To facilitate smooth pickup procedures, DashPass must be activated upon the vehicle's arrival on campus. Subsequently, a signal will be transmitted to the student's classroom, where their name will be promptly displayed. Teachers will then release the student via the pickup queue, directing them to proceed directly to the car line.

Parents/guardians have the option to designate additional individuals for student pickup by sharing a student-specific code through the DashPass app. Any authorized pickup person must also download and install the DashPass app on their mobile device.

In the absence of the DashPass app, individuals seeking to pick up a student must present a photo ID for verification. They may also be required to park and visit the office before the student can be released, ensuring adherence to safety protocols.

# DISMISSAL PROCEDURES

To streamline dismissal procedures and ensure the safety of all students, Franklin families are required to designate their child's regular "WAY HOME" method in the PowerSchool Parent Portal. Dismissal commences at **2:30 PM** for students in grades **K-5**, while students in grades **6-8** are dismissed at **3:30 PM**.

For the safety of everyone, parents/guardians are not permitted to enter the campus or queue on the side of the road. until 2:30 PM for grades K-5 and 3:30 PM for grades 6-8. Any students not picked up by 3:00 PM (K-5) or 4:00 PM (6-8) will incur a late fee of $1.00 per minute, per student.

During dismissal, parents/guardians must remain inside their vehicles at all times. As vehicles enter the dismissal lane, students will exit the school building. It is imperative to follow the prescribed traffic pattern, prioritizing safety over speed. **Early dismissal requests after 2:00 PM will not be granted.**

To expedite dismissal, parents/guardians will receive a color-coded placard displaying their child's name and grade level, which must be prominently displayed on the vehicle dashboard. Students will only be released to individuals who have downloaded and installed the DashPass app. Others without verified parental consent will be denied access.

Upon entering the campus, proceed to your assigned stacking lane. Students will be dismissed curbside. Please refrain from loud music or cell phone use in the car line to ensure the safety of students and staff.

Students residing within 0-2 miles from the campus may walk or bike home, provided they have a signed authorization form on file. Those beyond the 2-mile radius must be picked up. **All families must update their child's "WAY HOME" method annually in the PowerSchool Parent Portal.**

Temporary or one-time changes in dismissal method must be communicated in writing to the dismissal teacher and front office by **12:00 PM** on the day of the change. Club dismissal is separate from school dismissal, and late pickups will incur a fee. We appreciate your cooperation in adhering to these dismissal procedures to ensure the safety and well-being of all our students.

# DOMESTIC DISPUTES

The school does not intervene in personal family conflicts or domestic disputes. In cases involving legal disputes, parents or guardians are required to provide school authorities with an official copy of legal documents that specify who has legal access to the child and their records.

# DRESS CODE

Franklin Academy is a mandatory uniform school, and the dress code is strictly enforced. Students must adhere to both the Code of Student Conduct and the Franklin Academy Dress Code Policy. Exceptions to the dress code may

be granted for special school activities with prior approval from the school administration. Maintaining a higher standard of dress fosters greater respect among individuals and contributes to improved behavior.

Dress code guidelines specify appropriate school attire for normal school days. Franklin Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to comply with these guidelines. If a student arrives without the proper uniform, they may be sent to the front office and will remain there until a parent/guardian brings the correct uniform.

Improperly fitted uniforms are considered a violation of the dress code, and students may not be allowed to attend class until appropriate clothing is provided. Offensive, immodest, or inappropriate attire, as deemed by the faculty, is not permitted. Torn or tattered clothing is also prohibited. All clothing should be labeled with the student's name. Parents/guardians of Kindergarten and first grade students are encouraged to leave an extra set of clothes in a labeled Ziploc bag in their child's backpack in case of emergencies.

**All uniforms must be purchased from the school-approved vendor, iUniforms.com. The Franklin Academy logo is a registered trademark. Unauthorized use of the Franklin Academy logo will result in penalties for trademark infringement, including possible legal action. Violations of trademark infringement are serious and will be addressed in accordance with the law.**

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| **SHIRTS** | • All students must wear a uniform shirt with the school logo.<br>• Shirts must be tucked-in and neat.<br>• Shirts must stay tucked-in when arms are raised, midriffs are never to show. |
| **BOTTOMS** | • Only properly fitted uniform bottoms may be worn.<br>• Shorts and skorts must be of appropriate length and at the discretion of the administration, but no longer than 1 inch below the knee.<br>• Only slacks, shorts, skorts and jumpers with the official school logo may be worn. |
| **OUTERWEAR** (JACKETS, SWEATERS) | • Only outerwear with the official school logo may be worn.<br>• School uniform shirts must be worn under any outerwear. |
| **BELTS** | • Students in grades 2 - 12 must wear a belt with a buckle.<br>• Plain brown, blue or black dress style belt (no holes or studs).<br>• Belts must be worn correctly through the belt loops. |
| **SOCKS** | • Solid white, black, grey or navy socks.<br>• Solid white, black or navy tights may be worn with skorts in cooler months. |
| **SHOES** | • Athletic style (sneaker) shoes.<br>• Dress style shoes (loafer or tie) or Mary Jane style. |
| **HATS** | • Hats may NOT be worn in the school building.<br>• Hats without logos or hats with the school logo may be worn during 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.<br>• PE sweatpants (with the school logo) may be worn in cooler months. |
| **OTHER** | • Jewelry must not pose a threat to safety and must not be distractive.<br>• Necklaces should be tucked into the shirt. |

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| | • Hair styles must not be distracting and are subject to administration approval (mohawks, spikes, etc.)<br>• Hair should be neat and not fall onto the face.<br>• No body piercings visible other than one earring per ear.<br>• Torn or tattered clothing is prohibited.<br>• Sunglasses may not be worn in class.<br>• Middle/High school ID badges must be worn around neck with school provided lanyard. (Students are charged $10 for each lost ID and lanyard) |

# DRESS-DOWN DAYS & GUIDELINES

Dress-down days are scheduled throughout the school year, offering students the opportunity to enjoy a break from the standard uniform. Participation in dress-down days is optional and restricted to eligible students. If a dress-down day serves as a fundraiser for a particular charity or school organization, the participation cost will be announced in advance. **Students who opt not to participate must wear their official school uniform on that day—NO EXCEPTIONS.** Any violations of the dress code will result in appropriate consequences.

Appropriate dress guidelines will apply on dress-down days. Attire should be neat and modest. The following rules must be adhered to:

- T-Shirts with offensive slogans or wording are not permitted.
- Shirts must have sleeves; midriff and spaghetti strap tops are not allowed.
- Low-riding jeans and ripped jeans are not permitted.
- Leggings are not permitted.
- Flip-flops, Crocs and sandals are not allowed.
- Skirts and shorts must adhere to the original uniform code length.
- No hooded tops (shirts, sweatshirts and jackets)

Inappropriate dress will result in the student being restricted from participating in the next designated dress-down day, and parents/guardians may be called to bring appropriate attire.

# ELECTRONIC / WIRELESS DEVICES

The use of electronic devices by students during school hours is strictly prohibited. Items such as smart watches, earbuds, and handheld games should not be brought to school. If these items are brought to school without prior authorization from the administration, they will be confiscated. However, Kindles, Nooks, and tablets are allowed for reading purposes only. Please note that the school is not responsible for any loss or theft of these items if they are brought to school.

Wireless devices, encompassing cellular/mobile phones, smart watches, smart glasses, AI glasses, wearable technology, personal digital assistants, tablets, and two-way communication devices, are strictly regulated on school grounds and during school hours. **Wireless communication devices should be turned OFF and kept in the student's backpack on school grounds and during school hours.** Carrying cell phones in pockets is prohibited. This "TURN OFF" policy applies from 7:15 AM to 4:00 PM. Cell phones may only be utilized once students have arrived at their dismissal destination, except under specific directives from teachers or school staff under their

supervision. It is important to note that the school bears no responsibility for any loss or theft of wireless communication devices that occur on campus, during school functions, or while on school transportation.

This policy complies with Florida law, including §1006.07(2)(f), Florida Statutes, which prohibits student cellphone use during instructional time. All devices must remain silenced and unused during class periods unless specifically authorized for educational purposes or emergencies. The high school cafeteria exception does not apply during instructional blocks.

Consequences for policy violations are as follows:

- **First Offense:** A verbal warning will be issued, and the cell phone will be returned to the student at the end of the day upon signing the cellular telephone policy form.
- **Second Offense:** The cell phone will be returned to the parent or guardian after they sign the cellular telephone policy form, and the student will receive a detention.
- **Third Offense:** The parent or guardian must acknowledge via paperwork that the cell phone will be returned at the end of the academic year. Failure to surrender the item will result in additional disciplinary consequences.

# ELEVATOR USE

The elevator is designated for use by school employees, maintenance personnel, visitors, and parents/guardians. Students may only use the elevator with an elevator pass authorized by the Administration. These passes are issued by the school nurse upon receiving proper documentation from a physician. Students with elevator passes must be accompanied by an elevator buddy chosen by their homeroom teacher. Unauthorized use of the elevator by students will result in disciplinary action.

# ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

**ESOL Program Coordinator**: Laura Blum | blum.laura@franklin-academy.org

The goal of the ESOL program at Franklin Academy is to provide students with limited English proficiency the instruction they need to develop both communicative and academic skills necessary to meet national, state, and district educational standards. Our program ensures that all English Language Learners (ELLs) receive the appropriate accommodations and support tailored to their specific language learning, academic, and cultural integration needs.

At Franklin Academy, ELL students are required to meet the same curriculum standards as their peers in English Language Arts and other content areas. To ensure comprehensible instruction, we use ESOL strategies, supplementary materials, and native language assistance. This comprehensive approach helps ELL students achieve academic success while integrating seamlessly into the school community.

# EXCEPTIONAL STUDENT EDUCATION (ESE)

**Special Programs Director:** Brittany Taylor | taylor.brittany@franklin-academy.org

At Franklin Academy, we are committed to providing a supportive and inclusive learning environment for all students, including those with disabilities. We adhere to federal and state laws, including the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, to ensure that students with disabilities receive appropriate educational services and accommodations.

**Special Education Services:** Students who qualify for special education services under IDEA may receive individualized education plans (IEPs) tailored to their specific needs. These plans are developed collaboratively with parents, teachers, and specialized staff to outline academic goals, accommodations, and related services necessary to support the student's learning and development.

**504 Accommodations:** Section 504 of the Rehabilitation Act ensures that students with disabilities who do not qualify for special education under IDEA may still receive accommodations to ensure equal access to educational opportunities. Accommodations may include adjustments to classroom instruction, assignments, testing procedures, and the physical environment to accommodate the student's needs without fundamentally altering the curriculum.

# EXTRA CREDIT

Extra credit assignments will only be allowed if they are available to all students. These assignments must be related to the course, aligned with the standards, and approved by the administration in advance.
**Parents/guardians are not permitted to request extra credit.**

# FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, parents/guardians have the right to access their child's educational records, request that inaccurate or misleading information be corrected, and consent to the disclosure of personally identifiable information. However, FERPA also establishes limitations on the disclosure of student records, prohibiting schools from sharing certain information without parental consent. At Franklin Academy, we are committed to upholding the privacy rights of our students and their families in accordance with FERPA regulations. Parents/guardians who have questions or concerns about FERPA or their rights under the law are encouraged to contact the school administration for assistance.

# FAMILY PASSWORD

To ensure the safety and security of our students, only individuals listed as an EMERGENCY CONTACT will be authorized to pick up students from school. Valid photo identification will be mandatory for all individuals seeking to pick up a student. If someone arrives at the school to collect a student and their name is not listed as an emergency contact, the student will not be released unless written or electronic authorization has been provided by the parent/guardian, and the individual attempting to pick up the student can correctly verify the FAMILY PASSWORD as documented in the student information system (PowerSchool). Family passwords are updated annually during the registration period to maintain the integrity of our security protocols.

# FIELD TRIPS

Field trips are arranged periodically as an enhancement to the learning process. All parents/guardians must submit a completed school-issued permission slip so their student may attend any field trip. **Student 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. Students are to wear their uniform on field trips for security reasons (unless authorized otherwise by school administration).

- Early dismissal from a field trip site is not permitted.
- Students who are absent from school on a scheduled field trip date may not attend the field trip.
- Students with any outstanding financial obligations or restrictions due to non-completion of required parent service hours will not be permitted to attend field trips.
- Refunds will NOT be issued due to discipline, illness, absence or outstanding financial obligations.
- Students may not be transported in personal vehicles.

Parents/guardians may be asked to assist the teacher as chaperones. Parents/guardians serving in this capacity may not have other children (siblings) accompany them. Parents/guardians who are officially selected to serve as a chaperone may count time devoted to this function as parent service hours. Parents/guardians are NOT permitted on overnight field trips. For security reasons, parents/guardians may not join a field trip group if they are not designated as an official chaperone. Additionally, all parents who wish to serve as field trip **chaperones must successfully complete a Level 2 background** check prior to participation.

Failure to adhere to this policy may result in the parent/guardian losing the opportunity to be selected as a chaperone for future field trips. The Guidelines for Chaperones form must be signed prior to any parent/guardian serving as a chaperone on a field trip. Parent chaperones are required to adhere to these guidelines.

# FIELD TRIP/FIELD DAY SPIRIT SHIRTS

During school-sponsored field trips, students must wear the designated spirit shirt or school shirt assigned for the trip, unless instructed otherwise by the teacher. This requirement is for safety reasons, as these specially marked shirts facilitate easy identification of all Franklin Academy students.

# FLORIDA'S ACADEMIC STANDARDS

Florida's B.E.S.T. Standards for English Language Arts and Mathematics, along with the State Academic Standards for Science and Social Studies, represent the fundamental expectations set by the Florida Department of Education for student learning from Kindergarten through 12th grade. Our teachers have undergone professional development to effectively incorporate these standards into their instructional planning. At Franklin Academy, we are dedicated to fostering collaboration with parents/guardians and families to ensure our students are well-prepared for success. Together, we all play pivotal roles in guiding students towards reaching their fullest potential. Continuous assessment of our academic program ensures that we are equipping every student with the necessary skills to thrive in college, career, and life.

In addition to adhering to Florida's academic standards, our curriculum integrates the International Baccalaureate Programme which features instructional practices aligned with IB Unit Plans. These plans offer a conceptual framework and linkages to real-world applications of the content and skills outlined by Florida's academic standards. Furthermore, the IB encompasses its own set of four objectives, segmented into strands for each subject group. Throughout the academic year, each objective and strand is taught and assessed a minimum of two times in every IB course, ensuring comprehensive coverage and evaluation of student progress.

# FOOD ALLERGIES

If your child has a peanut or other severe food allergy, please contact the school nurse via email at clinic-pbg@franklin-academy.org and inform the classroom teacher as well. It is crucial to provide written notification to the school about any known allergies your child has. This allows us to take proactive measures to minimize exposure to potential allergens and be prepared for any medical emergencies. For students at risk of anaphylaxis, an individualized written plan, along with a Medication Authorization Form and prescribed medication from a physician, should be on file in the school clinic. Peanut allergies, in particular, pose a significant risk as they can trigger life-threatening reactions even through airborne exposure. We urge parents/guardians to be cautious when packing lunches or snacks for their children. Additionally, please consult with your child's teacher to inquire about any specific food allergies present in the class, such as peanuts or tree nuts, and demonstrate sensitivity to this critical issue.

# FOOD POLICY

In light of recent societal and environmental changes, it is imperative that we exercise caution regarding food items brought into the classroom. The rise in food-related pathogens posing severe health risks, coupled with an increasing number of students with life-threatening food allergies, necessitates stringent guidelines for food consumption at school. Therefore, any food served or shared on school premises must originate from a commercially inspected facility

and be clearly labeled with its contents. **Students are strictly prohibited from sharing food with their peers to mitigate potential health risks.**

Additionally, students are not permitted to bring carbonated beverages or glass-contained drinks to school. Please note that there are no facilities available for refrigeration or microwaving of food items. Furthermore, parents/guardians are not allowed to bring fast food lunches to school for their children, and dropping off lunch or food items during school hours disrupts the learning environment. These measures are essential to safeguarding the health and well-being of all students at Franklin Academy.

# FOOD SERVICE PROVIDER

Franklin Academy proudly participates in the National School Lunch Program, offering free or reduced pricing to eligible students in accordance with program guidelines. Our food service partner, SLA Management, is committed to delivering nutritious and high-quality meal programs. Each school lunch adheres to the National School Lunch daily requirements, ensuring a balanced selection of protein, vegetables, fruits, dairy, and grains.

For IB Primary Years & Middle Years Programmes (PYP & MYP) students, we provide an extensive a-la-carte program featuring healthy and affordable snack options, complementing the diverse lunch menu offerings. This ensures that all students have access to nutritious meals and snacks that support their health and well-being throughout the school day.

# FORGOTTEN LUNCH AND ITEMS

Once the school day begins, our staff is unable to accept or deliver forgotten school supplies, PE uniforms, materials, assignments, or other items. However, we understand the importance of nourishment for every student. Therefore, lunches and snacks delivered after the start of the school day will be taken directly to the cafeteria, ensuring that no child goes without a meal. Please note that these deliveries will not be made to individual classrooms, and students will not be called out of class to retrieve them.

We strongly encourage parents/guardians to pack healthy lunches to promote positive eating habits among our students. Additionally, it's important to note that leaving campus during lunch, ordering food during or after school hours, or accepting food deliveries (such as Uber Eats or Chik-Fil-A) are not permitted. By adhering to these guidelines, we ensure the safety and well-being of all students during the school day.

# FORTIFYFL

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. By accessing FortifyFL, students can provide a description of the threat, share photos and videos, and optionally submit their contact information. Submissions can be anonymous or non-anonymous. Submitting a tip is quick and easy using our mobile app or website. ***All Franklin Academy students have access to FortifyFL via their Clever portal dashboard.***

# FUNDRAISERS

Students are not permitted to engage in personal sales on school grounds or use the school's name for fundraising without prior written approval from school administration. Official school organizations are responsible for conducting all sales for the benefit of the school. Consequences for unauthorized sales may include confiscation of items and funds involved, as well as additional disciplinary measures in accordance with the Administrative Discipline Matrix.

# GIFTED EDUCATION REFERRAL PROCESS

**Special Programs Director:** Brittany Taylor | taylor.brittany@franklin-academy.org

In Florida, a gifted student is defined as one with superior intellectual development capable of high performance. These students may have learning needs that surpass what's typically offered in regular classrooms. Parents, guardians, or faculty members can refer a student for gifted program services by submitting a written request via email to the school's Special Programs Coordinator. The Eligibility Team will review all referrals to determine if existing data and information justify eligibility for a gifted screening.

# GRADE WEIGHTS AND CATEGORIES

| GRADE LEVELS | SUBJECT AREA(S) | CATEGORY | WEIGHT |
|---|---|---|---|
| 1 – 8 | All Subject Areas | Classwork | 40% |
| | | Quiz | 25% |
| | | Test | 35% |

# GRADING SCALE

| Letter Grade | Percentage | Grade Points | Progress Level |
|---|---|---|---|
| **A** | 90 – 100% | 4.0 | Outstanding |
| **B** | 80 – 89% | 3.0 | Above Average |
| **C** | 70 – 79% | 2.0 | Average/Satisfactory |
| **D** | 60 – 69% | 1.0 | Unsatisfactory |
| **F** | 59 or Below | 0.0 | Failing |
| **I** | Incomplete | 0.0 | Incomplete |

# GRADING AND STUDENT PROGRESSION

At Franklin Academy, we adhere to the guidelines outlined in the SDPBC Student Progression Plan (Policy 8.01) Palm Beach County, ensuring consistency and excellence in education. This plan sets forth clear standards for effective instruction, defines criteria for student promotion, and ensures equitable access to learning opportunities for all students.

Our curriculum is thoughtfully designed to align with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, as well as the State Academic Standards for Science and Social Studies mandated by Florida law. By adhering to these rigorous standards, we provide our students with a robust educational foundation that prepares them for success in an ever-evolving world.

# GRADE CHANGE POLICY

At Franklin Academy, grades are recorded for each nine-week grading period. Changes to recorded grades will only occur under specific circumstances, including computational errors, inaccurately recorded grades, or the completion of previously incomplete assignments.

We value transparency and encourage students and parents/guardians to seek clarification regarding how grades are determined by teachers. However, it's important to note that grades will not be altered due to external pressures such as athletic eligibility, parental influence, college admissions, or participation in extracurricular activities.

Should there be a need to question a grade listed on the report card, students and parents/guardians are required to reach out to the teacher within one week from the publication of grades. If upon review, it's found that a grade correction is warranted, the teacher will promptly submit the corrected grade to the designated Assistant Principal. It's essential to note that grade changes will not be entertained after the conclusion of the school year.

# GUM CHEWING/EATING

At Franklin Academy, we maintain a strict policy against gum chewing on school grounds. Furthermore, students are expected not to eat during class or in the hallways, except during designated snack times as approved by the school administration.

# HEAD LICE

In the event that authorized school personnel detect lice and/or nits (lice eggs) in a student's hair, the student will be required to return home. Additionally, if lice/nits are detected on a student in a class, the entire class may undergo screening. Siblings of affected students may also be screened for head lice.

Upon the student's return, both the student and parent/guardian must report to the school office. The student will then undergo a thorough examination by the school nurse to ensure the absence of any remaining nits before re-admittance. It's important to note that under no circumstances are parents/guardians permitted to check another student for lice and/or nits.

Each infestation of head lice grants the student a maximum of five (5) excused absences. If a child is returned to school following five days of excused absences due to a lice infestation, and the infestation persists, subsequent absences shall be marked as unexcused.

# HEALTH CONCERNS

To ensure the safety and well-being of all students, we request your cooperation with the following health guidelines:

- Please inform the school if your child is absent due to a diagnosed communicable illness, such as meningitis, measles, salmonella, etc.
- Please keep your child home if they exhibit flu-like symptoms, including a fever greater than 100°F, sore throat, cough, chills, body aches, etc. Additionally, keep your child home for rashes, yellow eye drainage, or greenish-yellow phlegm from a cough or cold, diarrhea, etc.

If your child has any health conditions, such as allergic reactions (food, insect bites, etc.), asthma, diabetes, cystic fibrosis, seizures, sickle cell anemia, or any other medical condition, it's vital to provide the following information to ensure your child's well-being while at school:

- Updates and changes in their health condition as they occur.
- Documentation of any medications and treatments required, which must be detailed on an Authorization for Medication/Treatment form.
- Emergency contact details, including names and phone numbers.

# HEALTH EMERGENCIES

At Franklin Academy, the well-being of our students is paramount. We have a registered nurse available in the school clinic daily. The nurse is equipped to administer medications, provide care for minor cuts and abrasions, and communicate with parents/guardians as needed.

In the event of a child's illness or non-emergency injury, parents/guardians will typically be contacted to discuss the best course of action. However, in more serious cases, emergency medical services will be promptly contacted.

It is imperative to keep your child's emergency contact information up-to-date in PowerSchool. Any changes, whether in phone numbers, email addresses, or residential addresses, must be promptly updated during the school year. Please note that emergency contact information must be provided annually to ensure swift and accurate communication in case of any health-related emergencies.

# HEALTH IMMUNIZATIONS

Please be aware that Florida statute mandates all students to have the proper immunizations before enrolling in Franklin Academy or any Palm Beach County public school. Failure to comply with these immunization requirements may result in students being excluded from school until their immunizations are brought up to date.

If you're uncertain about your child's immunization status, you can consult with your healthcare provider or reach out to the Florida Department of Health - Palm Beach (561) 514-5300 for assistance.

Thank you for your attention to this important matter. Your cooperation in maintaining up-to-date immunizations helps ensure the health and safety of all students within our school community.

# HEALTH SCREENINGS

Florida Statue 381.0056(7)(d) mandates health screenings for public school students in Kindergarten, 1st, 3rd, and 6th grades, as well as for students new to the county. It's important to note that while these screenings are conducted to identify potential health concerns, they are not a substitute for a comprehensive examination by a healthcare provider. The screenings cover vision, hearing, height, weight, Body Mass Index (BMI), and Scoliosis, with the aim of reducing health-related barriers to learning. Screenings may be carried out individually or in groups.

Parents or guardians retain the right to opt their child out of these screenings. Additionally, if parents/guardians receive a letter indicating that their child did not pass a health screening, it is strongly advised to follow up with a healthcare provider. Please be aware that if you prefer your child not to undergo one or more of the mandated screenings, the required "Health Screening Opt-Out Form" must be submitted to the school during the annual registration process or from the date of enrollment if the student enrolls after the start of the school year.

# HOMEWORK POLICY

At Franklin Academy, we understand the significant role that homework plays in enriching a child's educational experience. However, we also acknowledge the importance of balancing academic responsibilities with family commitments and the need for leisure time.

Research indicates that while homework can be beneficial, it's essential to consider the diverse needs and activities of our students and their families. Therefore, our homework policy at Franklin Academy aims to strike a harmonious balance between academic requirements and family priorities.

Homework assignments are tailored to address each student's unique learning needs. At times, teachers may assign personalized reinforcement or additional practice to be completed at home to support the individual progress of each student.

Furthermore, it's important to note that students enrolled in high school-level courses will have required homework as part of their academic curriculum. This homework is designed to complement classroom learning and reinforce key concepts covered in class.

# ILLNESS OR INJURY AT SCHOOL

While regular attendance is crucial, it's equally important to prioritize the health and well-being of our students. If your child is unwell, they should not be sent to school. **To safeguard the health of all students and staff, children should be free of fever, vomiting, and diarrhea for a minimum of 24 hours before returning to school after an illness.**

If a student falls ill during the school day and it's determined that they would benefit from home care, parents or guardians will be promptly contacted and asked to **pick up the student within one (1) hour**. Our school facilities have limited capacity to accommodate sick students for extended periods, necessitating their timely pickup.

**Students will be sent home if their temperature registers 100°F or higher.** It's imperative that school personnel are informed of any student's chronic illness, such as asthma, diabetes, heart conditions, or seizures, to ensure appropriate care and support can be provided as needed.

# ILLNESS OR INJURY: MAJOR

The procedures for addressing injuries at Franklin Academy are as follows:

- The school nurse will assess the injury to determine if emergency services are required. However, teachers supervising the student at the time of the incident may exercise discretion to request immediate emergency assistance.
- Emergency services, including contacting 911, may be initiated if deemed necessary.
- Immediate attempts will be made to contact the student's parent or guardian.
- Arrangements will be coordinated to transport the student to the nearest hospital's emergency room.
- School officials will be available to provide necessary information to emergency personnel, if required.
- A school staff member, typically the school counselor, administrator, or another designated staff member, will accompany the student to the hospital and stay until the parent/guardian arrives.
- A written incident report will be completed by the supervising teacher by the end of the school day. The school nurse will furnish any pertinent information to the teachers regarding the injury or illness.

# ILLNESS OR INJURY: MINOR

Minor accidents are promptly reported to the school office, and if necessary, a note may be provided to the child to take home at the end of the school day. While efforts are made to notify parents/guardians via telephone in some instances, it's important to note that not all visits to the nurse will result in a personal phone call due to the high volume of students and incidents.

# INSTRUCTIONAL SUPPLIES

All required textbooks and library books are supplied by the school, and teachers are equipped with the materials and equipment needed for classroom instruction. It's imperative that students understand the value of these resources and treat them with care, as any lost or damaged books or materials may result in a fee. To foster responsibility, students are expected to take ownership of their personal supplies and school materials. Grade and course-specific supply lists are available on the school website, and students are responsible for ensuring they have all necessary basic supplies. We encourage parents/guardians to assist their children in preparing for school by ensuring supplies are properly packed the night before to avoid morning rushes. Ultimately, it's the student's responsibility to check and ensure they have everything needed for the next day's classes.

# INTERNATIONAL BACCALAUREATE (IB) PRIMARY YEARS PROGRAMME (PYP) AND MIDDLE YEARS PROGRAMME (MYP)

**IB Coordinator:** Tiffany Scott | scott.tiffany@franklin-academy.org

The PYP and MYP is a challenging programme of study that encourages students to make practical connections between their studies and the real world, preparing them to become lifelong learners. The International Baccalaureate Organization (IBO) aims to develop active, internationally-minded young people who can empathize with others and pursue lives of purpose and contribution.

The PYP and MYP empower students to delve into a wide range of issues and ideas of significance locally, nationally, and globally. The intended result of the PYP and MYP is young people who care and are creative, critical, and reflective thinkers. This is accomplished through IB PYP and MYP Units of Study that are created and revised by our teachers, which provide a conceptual and contextual framework for their lessons. MYP Students are expected to ask and answer questions, complete summative assessments, and complete Service as Action as only part of the MYP.

Visit the IB Tab on the Franklin Academy Palm Beach Gardens website for all IB policies and expectations.

# INTERNET SAFETY POLICY

At Franklin Academy, we acknowledge the benefits of electronic devices and the internet in advancing student learning and streamlining school operations. However, it's crucial to recognize that the internet, being an unregulated medium, can expose students and staff to potential risks.

In alignment with Florida law and State Board of Education rules, the Franklin Academy Governing Board has adopted an Internet Safety Policy which outlines guidelines for the safe and responsible use of school networks by students.

- Accessing online content that is lewd, pornographic, scandalous, obscene, illegal, hateful, objectionable, or otherwise does not comply with this policy is strictly prohibited.
- The use of the School's networks to access social media platforms is generally prohibited. However, in specific educational contexts and with explicit direction from a teacher, students may be permitted to access social media platforms solely for educational purposes.
- It's important to note that under no circumstances may any student access TikTok or any other platforms prohibited by Florida's Department of Management Services while on school grounds or participating in school activities. Additionally, using TikTok or similar platforms to communicate or promote the School, School-sponsored clubs, extracurricular organizations, or athletic teams is strictly prohibited.

- Students are only allowed to use sanctioned email, chat rooms, and online messaging platforms while at the School or as part of School activities, and only when authorized by a staff member as part of the educational program.

# LABELS

Please ensure that your child's name is clearly labeled on all personal belongings, including lunch boxes, school jackets, binders, and any other items they bring to school.

# LATE FEES

Parents/guardians of students in grades K-5 are subject to a late fee of $1.00 per minute, per student, for pickups after 3:00 PM. For grades 6-8, the late fee applies after 4:00 PM. This policy extends to all before-school, after-school, and after-hours events and activities, encompassing late pickups from after-school clubs, special events, school-sponsored off-site events, and more.

Furthermore, students with outstanding financial obligations are ineligible to participate in extracurricular activities, including but not limited to field trips, dances, athletic events, ceremonies, and after-school clubs.

# LATE WORK POLICY

Franklin Academy recognizes the importance of accountability and timely submission of assignments. To ensure consistency and fairness across classrooms, the following policy will apply to all late work in grades 3-8:

- Late assignments will be accepted only during the same grading quarter in which they were originally assigned.
- A deduction of 10 points per day will be applied, up to a maximum of two days late.
    - **One day late:** 10-point deduction from the grade earned
    - **Two days late:** 20-point deduction from the grade earned
- Assignments submitted more than two days late will receive a 50% deduction from the grade earned, provided they are submitted before the end of the grading quarter.
- Any assignment not submitted by the end of the grading quarter will receive a grade of zero.

It is the student's responsibility to manage deadlines and ensure that all work is submitted on time. Teachers are expected to apply this policy consistently across all courses.

# LIBRARY BOOKS

When a student checks out a book from the library, they assume responsibility for its safekeeping until it is returned. Library books are to be returned within two weeks from the date of checkout. Each student may borrow up to two (2) books at a time. However, students with overdue books are ineligible to check out additional items until all overdue materials are returned, and any associated fees are settled.

In the event of a lost or irreparably damaged book, the student is responsible for paying a replacement fee, as determined by the Media Specialist/Clerk. Irreparable damage includes but is not limited to, removal of barcode, laminate covering, or labels; water or food damage; and writing or marking within the book.

We kindly request that parents/guardians refrain from attempting to repair books at home. Our Media Centers are equipped with specialized materials for book repair. While normal wear and tear is anticipated and will not incur charges, "at home" repairs may result in further damage, for which the student will be held accountable. In such cases, the parent/guardian may opt to purchase the same title and provide it to the school as a replacement.

# LOCKED DOORS

To ensure the safety and security of our students, staff, and visitors, Franklin Academy adheres to the guidelines set forth by the Florida Department of Education (FLDOE) regarding locked doors. This policy is designed to minimize unauthorized access and enhance the overall security of our school premises.

1. **Classroom Doors:**
    - All classroom doors must remain locked at all times during school hours.
2. **Main Entrances:**
    - The main entrances of the school will remain locked during school hours.
    - Visitors must use the intercom system to request entry and will be admitted only after presenting valid identification and stating their purpose for visiting.

Franklin Academy is committed to providing a safe and secure environment for all members of our school community. Your cooperation is essential in maintaining the safety and security of our school. For any questions or further information regarding this policy, please contact the school administration.

# LOST AND FOUND

Throughout the school year, lost items are often turned in to the school office. Many of these instances could be prevented if clothing and personal belongings were labeled with the student's name. Students who lose an item can visit the designated lost and found area to retrieve it, with adult approval and supervision. Unclaimed items are eventually donated to charitable institutions. Therefore, we strongly encourage parents/guardians to label their child's personal belongings, facilitating their return to the student. To ensure the efficiency of our lost and found system, unclaimed items are reviewed periodically. Any items remaining unclaimed after this period will be donated or discarded end of each grading quarter.

# LUNCH MENUS

Our monthly breakfast and lunch menus are conveniently available online and prominently displayed in the school cafeteria.

Franklin Academy is now qualified for the Community Eligibility Provision (CEP), allowing every student to eat one free breakfast and one free lunch daily. This applies to the first meal only; additional meals must be purchased at

full price unless the student qualifies for free or reduced pricing. Students who would like additional food items, such as a second entrée, a second lunch or snacks, may purchase them through the cafeteria using available funds in their meal account.

Please complete the National School Lunch Program (NSLP) application, as students may also qualify for additional programs with the completion of the NSLP application. Be sure to apply!

# LUNCH PAYMENTS

Parents/guardians are strongly encouraged to pre-pay for lunches on a weekly or monthly basis, ensuring that funds are readily available for student purchases. As part of our commitment to safety and convenience, **Franklin Academy operates as a CASH-FREE school.** Instead, lunch payments are debited from the student's account. For the 2026-27 school year, Franklin Academy participates in the Community Eligibility Provision (CEP), which provides **one free breakfast and one free lunch** to every student each school day. Students who would like additional food items, such as a second entrée, a second lunch or snacks, may purchase them through the cafeteria using available funds in their meal account.

If paying by check, please make it payable to Franklin Academy and include the student's name, homeroom teacher's name, and specify that it is for a lunch payment. It's important to note that lunch payments cannot be processed through the payment section of our website. However, payments for meals can be conveniently made via the PowerSchool Parent Portal.

To access the School Payment Portal through the PowerSchool Parent Portal, locate the "arrow" icon in the upper right-hand corner of the screen after logging in. Clicking this icon will reveal a new menu. From there, select the "School Payment Portal" link to proceed to the payment processing page.

If you haven't already linked your School Payment Portal account to your PowerSchool Parent Portal account, you'll need to do so. Once both accounts are linked, clicking the School Payment Portal link will seamlessly transfer your credentials, granting you direct access to the payment portal without the need for additional login steps.

Please note that any student with a lunch balance below the current cost of an additional item will not be eligible to purchase the additional item.

It's essential to monitor your child's lunch balance regularly on PowerSchool to ensure they have sufficient funds for meal purchases. Once a payment has been successfully processed and the student's balance exceeds the cost of a hot meal, they will regain eligibility for the regular meal option.

# LUNCH PROGRAM

Participation in the school lunch program is entirely optional. Students have the freedom to bring their lunch from home each day if they prefer. We encourage you to explore all meal program options available. For those who qualify, free or reduced-price lunch options are offered.

Please be aware that according to Federal Lunch Program guidelines, if a student cannot consume milk and requires an alternative beverage during lunch, a doctor's note will be necessary.

# MAKE-UP WORK

Make-up work will be accepted for full credit and grade for both excused and unexcused absences, as well as out-of-school (external) suspensions. All make-up assignments, including quizzes and tests, must be submitted or taken within two school days following the return to the missed class, excluding the day of return, for each day of absence. The late work policy will be applied following the two school days provided due to an excused and unexcused absence. In cases where assignments and appropriate instructions are provided prior to the absence, make-up work, including major projects, is due on the day of return to the missed class. However, under extenuating circumstances and at the teacher's discretion, additional time may be granted.

**MISSING ASSIGNMENTS & TESTS DUE TO ABSENCES**: All students are expected to make up work missed during an absence. For absences due to (a) illness of student, (b) illness of an immediate family member, (c) death in the family, the absence is excused hence full credit will be awarded as long as the student makes up the work during the appropriate time frame. A student has TWO days to make up the work for each day the student is absent, not including the day of return. Students who have an unexcused absence will follow the policy for Missing Assignments & Tests due to late work.

**IB Assessments:** All MYP students are expected to make up all IB assessments, regardless of the reason missed. Late IB Assessments cannot be accepted after the end of the semester.

# MEDIA RELEASE FORMS

Franklin Academy, or any school-approved agent, may capture photographs or videos of students to promote the school or showcase its achievements and activities. These images may be used in various promotional materials such as brochures, the school website, flyers, and advertisements. During the registration process, parents/guardians are asked to sign Media Release forms. Failure to provide a signed form may result in the student's photograph not appearing in the yearbook, class photos, event captures, or school performances.

Mid-year changes can be submitted via the online PS Parent Portal form

# MEDICATION ADMINISTRATION AT SCHOOL

Our primary goal is to ensure the safety and well-being of all students while at school, especially when it comes to medication administration. Here are the key points to remember:

- **Authorization Form:** Medications should ideally be administered at home during non-school hours. However, if this is not feasible, a completed Authorization for Medication/Treatment Form must be provided for all medications to be administered during school hours.
- **Written Authorization:** No medication, whether prescription or over-the-counter (except for designated emergency rescue inhalers/EpiPens), will be administered in school or during school-sponsored activities without written authorization from the parent/guardian and an authorized prescriber order.

- **Form Renewal:** A new Medication Authorization Form must be completed every school year or when changes are made to an existing one. The form includes crucial details such as the student's name, diagnosis, allergies, medication name and dosage, administration time, possible side effects, and the prescriber's signature and date.
- **Administration Protocol:** All medications will be administered by the onsite school nurse or a trained staff member designated by the principal.
- **Delivery and Packaging:** Medication must be delivered to the school by the parent/guardian or an authorized adult. Prescription medications must be in their original pharmacy container with a non-expired pharmacy label, while over-the-counter medications must be in their original packaging with the safety seal intact. Students may not deliver medication to the nurse.
- **First Dose at Home:** The first dose of any new non-emergency medication must be given at home before it can be administered at school.
- **Unused Medication:** Parents/guardians are responsible for collecting any unused medication after its expiration date or the expiration date of the authorized prescriber's order.
- **Self-Carry Medication:** Students requiring self-carry/self-administered emergency medications, such as inhalers for asthma or epinephrine auto-injectors for anaphylaxis, must have an authorized prescriber's order and parent/guardian permission. They must also understand the importance of reporting their use to the school nurse or staff members.
- **HIPAA Compliance:** The school nurse may contact the authorized prescriber if any questions arise about the student or their medication, ensuring compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- **Medication Handling:** Teachers and students are not permitted to hold or dispense any medication for student use, except under special circumstances such as field trips where proper guidelines have been followed. All medications must be managed through the school clinic.

It's important to plan ahead for field trips if your child requires medication for an overnight trip that they may not typically take at school. Additionally, any changes to your child's health condition should be promptly updated. All authorized over-the-counter (OTC) topical products must be kept in the student's backpack for easy access when needed.

We prioritize the safety and well-being of our students, and adherence to these medication administration protocols helps ensure a secure and supportive learning environment for all.

# MEDICAL AND DENTAL APPOINTMENTS

For student sign-out for medical appointments, parents/guardians are required to visit the office and sign out their child. If someone other than a parent or guardian is designated to pick up the child, written notification must be provided to the office. The designated individual will be asked to present proper identification upon arrival.

Upon returning from the appointment, a parent/guardian must accompany the student to the front office to sign in and receive an admission slip for class re-entry. **Please note that students are not permitted to return to campus after 2:00 PM, as the campus will be locked down for dismissal procedures.**

# MENTAL HEALTH INSTRUCTION

Florida Statute 1003.42 requires five (5) hours of mental health instruction for grades 6-12 to be implemented annually through developmentally appropriate instruction and skill building. The instruction will address, at a minimum, the following topics: recognition of signs and symptoms of mental health disorders; prevention of mental health disorders; mental health awareness and assistance; how to reduce the stigma around mental health disorders; awareness of resources, including local school and community resources; the process for accessing treatment; strategies to develop health coping techniques; strategies to support a peer, friend, or family member with a mental health disorder; prevention of suicide; and prevention of the abuse of and/or addiction to alcohol, nicotine, and drugs.

# MOMENT OF SILENCE

In compliance with HB 529, a moment of silence will be observed in all first-period classrooms. It's important to respect each student's participation during this time without interference. Teachers are not permitted to suggest the nature of any reflection a student engages in during the moment of silence. Parents or guardians are encouraged to discuss the significance of the moment of silence with their children and offer suggestions on how to utilize this time effectively.

# NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society (NJHS) stands as a prestigious organization aimed at acknowledging exceptional middle school students. NJHS celebrates those who have showcased remarkable attributes in Scholarship, Leadership, Service, Citizenship, and Character.

**NHJS SELECTION CRITERIA**: To be eligible for induction into the Franklin Academy Palm Beach Gardens Chapter of the National Junior Honor Society of the National Junior Honor Society, students must meet the following prerequisites:

1. Enrollment at Franklin Academy for at least one full semester.
2. Enrollment in the second semester of 6th grade, 7th grade, or 8th grade.
3. Attainment of a cumulative grade point average of at least 3.5 on a 4.0 scale, calculated from enrollment to the current period.

Students meeting these prerequisites will receive an application. This form must be duly completed and submitted by the specified deadline. **Please note that late submissions will not be considered.** Further details and information regarding membership qualifications can be found on the school website.

It's important to note that sustained membership in the NJHS is contingent upon the payment of yearly dues, completion of required service hours, and adherence to the chapter's academic and behavioral standards.

# OFFICE ACCESS & HOURS

Visitors are asked to enter the building through the main office, where they will be required to present a valid state-issued identification card and obtain a visitor’s badge.

For safety reasons, in-person assistance in the school office/main lobby area is available strictly between the hours of 8:45 AM -1:45 PM. However, exceptions are made for scheduled appointments or signing in for volunteer opportunities. On early release days, in-person assistance concludes at 10:45 AM.

Telephone assistance remains accessible from 7:00 AM - 4:00 PM for any inquiries or support needed.

To maintain security measures, all exterior access doors and gates are locked once students have arrived. Please refrain from attempting entry anywhere other than the front door. Staff members diligently monitor all access points at all times. Students are reminded not to open outside doors under any circumstances, ensuring the safety and security of our school environment.

# OUTERWEAR

Outerwear, including sweatshirts, sweaters, or jackets worn on school grounds, must bear the Franklin Academy logo. If a student is wearing a uniform shirt with an embroidered logo but has a non-logo sweatshirt over it, they will not be in compliance with the dress code and will be asked to remove the unauthorized outerwear. Any unauthorized outerwear may be confiscated until the end of the day.

# PARENT SERVICE HOURS

Parent involvement significantly contributes to students' academic success by fostering a sense of safety and security and enhancing learning gains. At Franklin Academy, families are expected to contribute a minimum of eight (8) Parent Service Hours each academic year, regardless of the number of students enrolled.

These service hours must be completed between July 1st and June 30th of each school year and cannot be fulfilled through financial contributions or donations. Families can earn service hours both at school and at home, with opportunities provided by the school.

Failure to meet this annual requirement may result in consequences, including:

- Possible exclusion from returning the following year.
- Restrictions on students' participation in extra-curricular activities.
- Service hours may only be performed by parents, legal guardians, and immediate family members who have submitted an official volunteer application. Exceptions to this rule require prior approval from school officials.
- Siblings performing service hours on behalf of the family must be 18 years or older and not currently attending a public school.

For safety reasons, parents/guardians completing their service hours on campus may not be accompanied by their minor children. Please refer to the Service Hour Brochure on the school website for detailed policies and requirements.

Volunteers must sign in at the front desk and wear a VOLUNTEER BADGE at all times while on campus. Failure to sign out after volunteering will result in the hours not counting toward the service hour requirement. Parents/guardians are also reminded to dress appropriately and refrain from using cell phones while on campus.

# PARENT SERVICE HOURS – FAQ

**How many service hours does a family need to complete each year?** The requirement is a flat 8 hours per family.

**Can I write a check or purchase something in exchange for earning service hours? NO.** Franklin's service hour policy is all about parental involvement in their child's academic lives. **Under no circumstances can service hours be provided for donations.**

**Can families complete service hours at any campus; even ones where they do not have children attending? YES.**

**Can parents bring their minors with them while they complete their on-campus service ours? NO.** Families performing hours of service may NOT bring minors with them to campus (e.g. a mother of a 3-year-old who is assisting with car line to earn service hours cannot keep both her own child and the students on the curb safe at the same time).

**Can my family complete hours on my behalf? Yes.** Any adult member of your family can complete hours (mom, dad, grandmother, grandfather, aunt, uncle, etc...)

**If your relative also has a child enrolled at Franklin, they can only complete hours for their own immediate family.*

**Can parents earn service hours for making off-campus copies? YES**. However, unlike other service hour approved activities, which are based upon time, off-campus copies are worth a flat amount of 30 MINUTES, regardless of how big or small the copy project may be.

# PARENT-TEACHER CONFERENCES

Effective communication between parents/guardians and teachers is essential for a successful school year. Teachers regularly update parents/guardians on school assignments, upcoming activities, and student progress. It's important for parents/guardians to emphasize the value of teacher communication to their children and establish a system to ensure that all communication reaches home and school promptly.

Conferences can be arranged at the request of either the school or the parent/guardian. To schedule a conference with a teacher, parents/guardians should contact the student's teacher. Teachers in grades K-5 will then coordinate with the parent to determine a mutually convenient time for the conference. For 8-Jun grade parent/teacher conferences, parents are encouraged to meet with the team of teachers for the student. An administrative assistant will reach out to the parent/guardian to schedule the team conference.

Conferences requested by the school will have a specific time and date provided. All parents/guardians and visitors must sign in at the front office for a visitor's pass before proceeding to any classroom. It's important to note that teachers are not available for unscheduled conferences. If a scheduled conference needs to be canceled, please notify the teacher(s) in grades K-5 via email and the front office to speak to the designated administrative assistant who coordinators team conferences in grades 6-8.

All conferences must be arranged through the teacher via email. For grades 6-8, the school counselor can assist in scheduling group conferences as needed. If a scheduled appointment needs to be canceled, please notify the teacher via email.

# PARENT TEACHER ORGANIZATION (PTO)

**Contact PTO:** pto-pbg@franklin-academy.org

Each child's growth and development is a collaborative effort between home and school, considering the significant time spent in the educational environment. Families are encouraged to actively contribute to the advancement of school goals and student growth by participating in the Parent Teacher Organization (PTO). PTO officers will be elected in accordance with the organization's bylaws and are expected to fulfill their roles for the betterment of the school and its students.

Throughout the school year, the PTO will organize fundraising events to support various initiatives aimed at enhancing the overall student and staff experience. Funds generated from these events will be utilized to procure materials and equipment for students, as well as to support school programs and initiatives recommended by the Principal in alignment with the school's mission.

Attendance at general PTO meetings may earn parents/guardians one (1) service hour, subject to the discretion of school administration. **However, it is important to note that PTO meetings are not intended for addressing complaints about staff or school-related issues. If parents/guardians have concerns, please follow the appropriate communication procedures outlined by the school administration.**

# PAYMENT POLICY

**Franklin Academy operates as a "CASH-FREE" school,** meaning all transactions must be conducted using checks, money orders, or major credit cards. Personal checks will not be accepted after May 1st of each school year. From May 1st onwards, payments must be made via money order or credit card until the start of the next school year.

In the event of a returned check due to insufficient funds, stop payment, or any other issue, a $25.00 returned check fee will be charged per check, in addition to the amount of the original check. After two instances of returned checks, personal checks will no longer be accepted from the individual, and payments will only be permitted through money orders or major credit cards.

Students with outstanding balances, including negative lunch balances, returned check fees, late fees, or overdue book charges, will not be allowed to participate in field trips or special activities until all outstanding balances are settled in full.

# PETS

We request parental cooperation concerning the presence of pets or live animals on school premises. For safety reasons, all pets must remain inside vehicles while on school grounds. Only officially designated service animals, properly marked, are permitted on campus.

# PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism, the act of presenting someone else's work as your own without proper acknowledgment, is strictly prohibited at Franklin Academy. This includes cheating, making up sources, and improper collaboration, among other forms of academic dishonesty. Such actions undermine the integrity of our school, compromise the learning process, and erode trust between teachers and students.

To uphold academic integrity, Franklin Academy imposes serious consequences for plagiarism. These consequences may range from failing the assignment or course to suspension by school administration. Any plagiarized assignments will receive a grade of zero, and parents or guardians will be promptly notified. Students who enable others to copy their work will face the same penalties.

Aligned with the principles of the IB World Organization, Franklin Academy Palm Beach Gardens IB MYP has instituted an Academic Honesty Policy, accessible on the school website's International Baccalaureate Tab. This policy serves as a guide for all MYP students in upholding academic integrity.

# PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle and high school statewide. While participation is encouraged, every student possesses the right to refrain from reciting the pledge. Upon written request from a parent/guardian, a student will be excused from reciting the pledge, which includes standing and placing the right hand over the heart. During the recitation of the pledge, students are expected to demonstrate full respect for the flag by standing at attention. Students should remove their headdress, except when worn for religious reasons (F.S 1003.44).

# POWERSCHOOL (STUDENT INFORMATION SYSTEM)

**Parent Portal:** https://ps.franklin-academy.org/public/

Franklin Academy utilizes PowerSchool as our Student Information System (SIS), enabling us to efficiently manage enrollment, grades, assignments, and various other essential components of student data. An integral feature of this system is the PowerSchool Parent Portal, granting families around-the-clock access to their student(s) information. Through the PowerSchool Parent Portal, parents and guardians can view their child's grades, attendance records, lunch and fee balances, service hour totals, and more. Additionally, users can establish and manage automated requests and alerts. Keeping phone numbers, addresses, and contact details updated within PowerSchool is crucial to ensure effective communication.

Accessing the Parent Portal is convenient and flexible, accessible via web browser or through the PowerSchool for Parents App, available free of charge. Upon enrolling your child(ren) at Franklin Academy, you will receive a letter containing your Access ID and Access Password. These credentials are essential for creating your Parent Portal login. Should you require assistance with accessing your account or encounter any issues, please don't hesitate to contact the school.

For additional details, troubleshooting tips, and answers to frequently asked questions, please visit the school website. We are committed to providing parents/guardians with the necessary tools and support to stay informed and engaged in their child's education journey.

# PREFERRED NAMES FOR STUDENTS

In compliance with F.S. §1000.071, parents or legal guardians who wish for their child to be called by a name other than the student's legal name, even if it's a common nickname, must provide consent by completing the **'Use of Preferred Names for Students'** form in the PowerSchool Parent Portal. This form can only be completed by the parent or legal guardian and not by school staff. This process ensures compliance with state law and mandates that faculty and staff cannot ask students for their preferred name or pronouns; all requests must come through the completed form in PowerSchool. Once the form is submitted and verified, the preferred name will be utilized.

# PREFERRED PERSONAL PRONOUNS

For parents/guardians who wish to have their child's preferred pronouns used, upon receipt of written consent, staff may honor this request; however, are not required to do so. If a student makes the request to use pronouns other than those aligned to their sex assigned at birth, the student will be advised to have their parent/guardian visit the school to complete the required documentation. All official school records, including attendance, academic records, and identification documents, will reflect the gender assigned to the student at birth.

# PRIVATE INSTRUCTIONAL PERSONNEL (PIP)

In accordance with Florida Statute §1003.572, school districts shall collaborate with Private Instructional Personnel (PIP) at the request of parents/guardians. All PIP providers (e.g. registered behavior technicians, occupational therapists, physical therapists, mental health counselors, etc.) who will observe, collaborate, and/or provide services in The School District of Palm Beach County (SDPBC) must complete the entire packet and submit it to the school principal or their designee for approval annually. This packet can be obtained from the Special Programs Department. This process ensures that all PIP providers meet the necessary qualifications and standards to collaborate effectively with school staff and support student success.

# PRIVATE TRANSPORTATION

Families have the option to utilize private transportation companies for their students, provided that these companies comply with Franklin Academy's designated pick-up and drop-off protocols. Any details concerning private transportation arrangements must be communicated in writing to the Director of School Operations for review and approval.

# PROGRESS MONITORING

A Progress Monitoring Plan (PMP) is tailored for students in grades K-8 who require additional support to meet State and District Levels of Proficiency. This plan directs resources towards addressing specific learning needs. Parents/guardians play a crucial role in shaping and executing the PMP, and they will be invited to a conference to

offer their insights and input. Immediate intensive remediation in areas of concern is initiated as part of the plan. It's important to note that students enrolled in the Exceptional Student Education (ESE) program may not have a separate PMP developed, as their individualized education plans already address their specific needs.

# PROGRESS REPORTS

Midway through each grading period, progress reports are electronically issued, aligning with the school calendar. These reports provide parents/guardians with insights into their child's academic progress ahead of the final grading period. We strongly encourage parents/guardians to engage in discussions with their child and their teacher(s) regarding any concerns highlighted in the progress report. This collaborative approach ensures timely support and fosters ongoing academic success.

# PROMOTION CRITERIA

For grades K-5 promotion criteria are detailed in the SDPBC Student Progression Plan (Policy 8.01). Student progress is evaluated using various measures, including classwork, observations, tests, district and state assessments, and final grades.

For MYP Years 1-3 (6-8), promotion requires passing a minimum of four (4) subjects, with two in English, mathematics, science, or social studies. Students failing any of the core classes may have the opportunity to fulfill course requirements in place of electives the following year.

To advance to 9th grade, students must pass:

- Three (3) middle school or higher, year-long English courses;
- Three (3) middle school or higher, year-long mathematics courses;
- Three (3) middle school or higher, year-long science courses;
- Three (3) middle school or higher, year-long social studies courses;
- Additional promotion criteria may apply per District and State guidelines.

# RAINY DAY DISMISSAL

If a thunderstorm or lightning occurs during dismissal, students will remain in their classrooms until it is safe to proceed. This ensures the safety of both students and staff. School officials will wait until the lightning is at a safe distance before releasing students, including those who walk or bike home. We ask for your patience during this process, as rainy day dismissal procedures may cause delays. Parents/guardians will receive a text message to notify them of any delayed dismissal.

# REPORT CARDS

Report cards are electronically issued quarterly in accordance with the school calendar. To receive a grade for a given quarter, students must have attended Franklin Academy for a minimum of 10 days. For students enrolling late in the academic year, final grades are determined by averaging the grades from their previous school with their current grades at Franklin Academy.

# RESPONSE TO INTERVENTION (RTI)

**RtI Coordinator:** Brittany Taylor | taylor.brittany@franklin-academy.org

Response to Intervention (RtI) is a multi-tiered approach to the early identification and support of students with learning and behavior needs. It commences with delivering top-tier instruction and universally screening all students within the general education setting. Those encountering difficulties receive interventions tailored to their needs, progressively increasing in intensity to expedite their learning progress. These interventions are administered by a diverse range of professionals, including general education instructors, special educators, and specialists. Continuous monitoring of progress evaluates both learning speed and performance level, guiding educational decisions on the intensity and duration of interventions based on each student's response to instruction.

# ROOM PARENT GUIDELINES

Room parents play a crucial role in facilitating communication and support between teachers and parent volunteers to enhance classroom activities. They are carefully selected by the teacher and approved by school administration to act as a liaison for various classroom-related tasks. Here are some key responsibilities of room parents:

- Maintain an up-to-date class email list while ensuring privacy through the "bcc" function.
- Assist in coordinating volunteers for classroom activities as per the teacher's request.
- Organize approved class celebrations, such as winter or end-of-year parties.
- Collect and coordinate gifts for the teacher on occasions like holidays, end-of-year, or birthdays.
- Recruit volunteers from the class for school-wide events.
- Ensure inclusion of all parents/guardians interested in participating in classroom events.

**Room parents should refrain from discussing academic matters, curriculum requirements, assessments, or other educational topics. Violation of these guidelines may result in removal from the role by the classroom teacher or school administration**.

# SCHOOL SAFETY AND SECURITY

Ensuring the safety of our students and staff is a top priority at Franklin Academy. We have established comprehensive emergency procedures designed to address various situations that may arise during the school day. These procedures are in strict adherence to guidelines set forth by the Florida Department of Education (FLDOE) to maintain a secure learning environment.

**Emergency Drills:** Regular drills are conducted to prepare students and staff for different emergency scenarios:

- **Fire Drills:** Fire evacuation routes and procedures are practiced periodically to ensure swift and orderly evacuation in the event of a fire.
- **Severe Weather Drills:** Procedures for severe weather, including hurricanes or tornadoes, are practiced to ensure students know where to take shelter and how to remain safe until the all-clear is given.
- **Lockdown Drills:** Lockdown procedures are practiced to prepare students and staff for situations that require securing classrooms and remaining quiet and out of sight until the all-clear is given.

**Security Measures:** We maintain stringent security measures to safeguard our school community:

**Collaboration with Authorities:** We collaborate closely with local law enforcement and emergency responders to review and refine our emergency procedures regularly. This partnership ensures that our protocols align with best practices and that we are prepared to respond effectively to any emergency situation that may arise.

**Parental Notification:** In the event of an emergency or drill, parents will be notified via our emergency communication system. It is essential that all contact information remains current to ensure timely communication in any emergency scenario.

As a parent/guardian, you play a crucial role in ensuring the safety of students during emergencies. While your instinct may be to rush to the school if an incident occurs, it's important to follow specific steps to manage the situation effectively:

- **Remain Calm**: Cooperate with school and public safety officials and follow any instructions provided regarding your child.
- **Keep Roads Clear**: Avoid coming to the school, as doing so could interfere with response efforts and block access for critical resources like emergency responders.
- **Keep Phone Lines Open**: Refrain from calling the school office, as excessive calls could disrupt emergency communications. Avoid contacting your child via cell phone, as this may compromise their safety.
- **Monitor Communications and Be Patient**: Stay tuned to official communications channels for updates and be patient as the situation unfolds.

By adhering to these procedures and maintaining a vigilant approach to safety, we strive to create a secure environment where students can focus on their academic growth and development with peace of mind. Thank you for your continued support and collaboration in maintaining a secure school environment.

# SCHOOL CLOSINGS & SEVERE WEATHER

**Franklin Academy adheres to the same protocols as The School District of Palm Beach County in the event of severe weather or emergencies**. Should a campus emergency, weather-related incident, or any other unforeseen event arise necessitating school closure, we will promptly communicate updates and instructions through multiple channels, including the Franklin Academy website and parent messages, provided electrical power is available.

To ensure the effectiveness of our communication efforts, it is imperative that we maintain an accurate database with current parent/guardian contact information. Therefore, we kindly request that parents/guardians keep their emergency contact information up to date in PowerSchool. Your cooperation in this regard will help us swiftly disseminate important information and instructions during emergencies, thereby ensuring the safety and well-being of our students and staff.

# SEARCHES OF STUDENTS

In order to maintain a conducive environment for learning and ensure the safety of all students, schools must enforce discipline and order while preventing the introduction of harmful, damaging, or unlawful items onto the premises.

Acting in loco parentis, school officials and teachers are entrusted with the responsibility of supervising students and maintaining a secure environment during school hours.

In accordance with the law, school authorities are empowered to conduct searches of students, their personal belongings, as well as desks and lockers, under appropriate circumstances. Any decision to search a student, their possessions, or any school property, or area assigned to them for individual use, shall be made in accordance with the law.

# SIBLINGLINK

Students in grades K-5 with a verified sibling in grades 6-8 may stay on campus until their older sibling is dismissed at 3:30 PM. Similarly, students in grades 6-8 with a verified sibling in grades K-5 may arrive on campus at 7:15 AM with their younger sibling. This service, known as SiblingLink, is provided at no cost to our families and is contingent upon eligibility, which will be verified.

To ensure smooth operation and safety, unauthorized students dropped off before the official start time or not picked up at the designated dismissal time will incur a fee of $1.00 per minute, per student. Participation in Sibling Link is also contingent upon students maintaining appropriate behavior. Students may be dismissed from participating in SiblingLink if their behavior disrupts the program's efficiency or compromises safety standards.

# SMOKING REGULATIONS

According to Florida Law, smoking, including the use of vape pens, is strictly prohibited on campus at all times. This policy extends to all areas of school property, including parking lots and inside vehicles.

# SNACK POLICY

Franklin Academy prioritizes student health and aims to reduce childhood obesity by promoting nutritious snacking habits on campus. To align with this goal, the following guidelines have been established for students in grades K-8: 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. These guidelines are designed to decrease calorie intake from sugar and fat, while encouraging the consumption of whole, nutritious foods.

# SOCIAL MEDIA – STAY CONNECTED

You can stay connected with events happening across the different Franklin Academy campuses by connecting with our three different social media platforms.

Facebook – @FranklinAcademyCharter

YouTube – @FranklinAcademyMedia

Instagram – @FranklinCharter

# SOCIAL MEDIA GUIDELINES FOR PARENTS

- Parents/guardians should anticipate communication from teachers regarding their child's participation in any project involving online social media applications, such as blogs, wikis, podcasts, etc.
- Parents/guardians will not engage in any actions intended to destroy or harm online information. Instead, they will promptly report objectionable material to a school administrator and/or counselor.
- Parents/guardians will refrain from using classroom social media platforms for any illegal activities, including the violation of data privacy laws.
- Parents/guardians are strongly encouraged to stay informed about their child's electronic communications and involvement in social media projects.
- Parental involvement is welcomed to ensure that student engagement in social media networking is appropriate and that privacy concerns are adequately addressed.

# SOCIAL MEDIA GUIDELINES FOR STUDENTS

- **Think before you post.** Remember, what you share online, whether on social media platforms, blogs, or photo-sharing sites, is visible to everyone. Be mindful of your digital footprint and avoid posting anything you wouldn't want your friends, family, teachers, or future employers to see.
- **Respect others online.** While it's okay to have different opinions, express them in a respectful manner. Avoid hurtful comments and adhere to the school's code of conduct, ensuring that your online behavior reflects the same standards expected in the classroom.
- **Prioritize online safety.** Protect your personal information by never sharing details like last names, phone numbers, addresses, or exact birthdates. Keep your password private, only sharing it with trusted individuals such as teachers and parents.
- **Use credible sources when linking to external websites to support your ideas.** Always review the entire article before linking to ensure its appropriateness for school-related purposes.
- **Do your own work and respect intellectual property.** Avoid plagiarism by obtaining permission before using others' ideas, images, or designs. When referencing or paraphrasing, cite your sources properly and consider hyperlinking them for easy access.
- **Respect copyright laws when using images.** Ensure you have permission to use the image or that it falls under Creative Commons' attribution.
- **Represent yourself authentically online.** Avoid misrepresenting your identity and ensure that your blog and wiki posts are well-written and adhere to writing conventions.
- **Report inappropriate content promptly.** If you encounter material that makes you uncomfortable or is disrespectful, inform your teacher immediately.

Failure to comply with these guidelines may result in loss of project participation privileges and future access to Franklin Academy's online tools. Additionally, disciplinary or legal action may be taken.

# SPECIAL EVENTS OR PROGRAMS

Throughout the school year, various special events are organized that demand additional dedication from our teachers. These events are meticulously planned to enrich the educational journey of our students. To ensure the seamless execution of these endeavors, it is imperative that all students actively participate. **Students must be present for at least half of the school day to partake in these special events, including athletic competitions and unique programs.** However, students with outstanding financial commitments or those under parental service hour restrictions will regrettably be ineligible to participate in these enriching opportunities.

# STUDENT DISMISSAL

The Principal at Franklin Academy has the authority to recommend the dismissal of a student for any significant violation of the Code of Student Conduct. Offenses qualifying for dismissal include Level 3 or 4 behaviors and repeated Level 2 incidents as outlined in the Code of Conduct. Parents/guardians will receive written notification detailing the reasons for the dismissal, actions taken to assist the student, and information on due process rights and the right to appeal. The notification will also state whether the student is eligible to reapply in the future.

**Effect of Dismissal:** For purposes of this policy, dismissal means the student is involuntarily disenrolled from all Franklin Academy schools and barred from future enrollment at Franklin.

# STUDENT RECORDS

Access to student records and grades is contingent upon the return of all school property, textbooks, and the settlement of any outstanding fees. This includes clearing balances owed to various school departments such as the Media Center, cafeteria, textbook fees, and any outstanding dues from fundraisers. In order to avoid delays in receiving access to student records and grades, all accounts must be brought up-to-date. Failure to clear outstanding balances may result in the withholding of the final report card until all financial obligations are settled.

# STUDENT RIGHTS

Students are entitled to a safe learning environment, free from threats and physical harm. Any disruptive behavior is unacceptable and will be met with appropriate consequences outlined in the School District of Palm Beach County's Student Code of Conduct. Consequences may include time-out, exclusion from class activities, detention, suspension, or expulsion.
Parents/guardians who encounter conflicts involving students other than their own child are encouraged to address the issue with the school counselor or administration. **It is strictly prohibited for parents/guardians to directly approach other students or parents/guardians involved in the conflict.**

All individuals within the school community, including students and staff, are entitled to be treated with respect. Any form of derogatory language, hostile behavior, violence, or other forms of verbal or physical misconduct directed at a student, parent, or staff member will not be tolerated under any circumstances.

STUDENT SERVICE AS ACTION - IB MYP

The IB Middle Years Programme (MYP) mandates the completion of a minimum number of service experiences, which must be reported to and verified by the school. Each semester, students are required to engage in at least one (1) service activity. Families are encouraged to consider activities that involve the entire family, fostering a collective commitment to serving our local, state, national, or international community.

Service as action encompasses four primary options:

1. Direct service: Students directly engage with the community to make an impact on an organization or issue.

2. Indirect service: Students collect donations to support an organization or address an issue.

3. Advocacy: Students utilize various platforms to advocate for change related to an organization or issue.

4. Research: Students undertake research projects, such as writing papers or essays, to highlight the significance of an organization or issue.

Regularly updated lists of service opportunities will be provided to ensure students have a variety of options to fulfill their Service as Action requirement. It's important to note that student service hours do not contribute to the yearly Parent Service Hour requirement.

# STUDENT WELFARE

In compliance with HB 443 (2025), §1002.33(16)(b)(17), F.S. and Rule 6A-6.0791, Florida Administrative Code, this policy reflects the rights of parents and the obligations of the School relating to student welfare.

The “Parental Rights in Education” law, also known as House Bill 1557 (2022), set forth specific procedures for complaints or disputes falling into those categories detailed in Section 1001.42(8)(c)1.-7, Florida Statutes, and on the “Parental Request for Appointment of a Special Magistrate” form published by the Florida Department of Education and available here.

**Parental Notification:**

a) Franklin Academy will notify a student’s parent in writing if there is a change in the student’s services or monitoring related to the student’s mental, emotional, or physical health or well-being and the school’s ability to provide a safe and supportive learning environment for the student. The School acknowledges the fundamental right of parents to make decisions regarding the upbringing and control of their children. School personnel will encourage a student to discuss issues relating to his or her well-being with his or her parent or to facilitate discussion of the issue with the parent.

b) School personnel are prohibited from discouraging or prohibiting parental notification of and involvement in critical decisions affecting a student’s mental, emotional, or physical health or well-being. School personnel may only withhold such information from a parent if a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect, as those terms are defined in section 39.01 Florida Statutes.

c) At the beginning of the school year, the School will notify parents of each health care service offered at the School and the option to withhold consent or decline any specific service in accordance with section 1014.06 Florida Statutes. Parental consent to a health care service does not waive the parent's right to access his or her student's educational or health records or to be notified about a change in his or her student's services or monitoring as provided by this paragraph.

d) Before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade 3, the School will provide the questionnaire or health screening form to the parent and obtain the permission of the parent.

**Instruction & Training:**

a) Classroom instruction by School personnel or third parties on sexual orientation or gender identity will not occur in kindergarten through grade 8, except when required by sections 1003.42(2)(o)3. and 1003.46 Florida Statutes. If such instruction is provided in grades 9 through 12, the instruction must be age-appropriate or developmentally appropriate for students in accordance with state standards.

b) Student support services training developed or provided by the School will adhere to student services guidelines, standards, and frameworks established by the Department of Education.

**Conflict Resolution:**

A parent shall use the following procedure to notify the principal, or his or her designee, regarding concerns under regarding student welfare instruction and training list in this policy:

a) The parent shall send the principal a written complaint. The parent's concern must describe the nature of the dispute and describe the resolution or relief sought with the School. The complaint shall be delivered to the principal via hand delivery, U.S. Mail or email. The principal (or designee) shall provide a written response to the parent within seven (7) days of receiving the complaint. For the purposes of this policy, "days" shall mean business days and exclude state, federal and School holidays.

b) If the parent remains aggrieved after receiving the response from the School, the parent has a right to seek relief from the local school district.

c) Within thirty (30) days after notification by the parent that the concern remains unresolved, the school district must either resolve the concern or provide a statement of the reasons for not resolving the concern. The School shall fully cooperate in the resolution procedures of the school district, and shall comply with the school district's decision for resolution of the complaint.

d) If a concern is not resolved by the school district, the parent may:

i. Request the Commissioner of Education to appoint a special magistrate who is a member of The Florida Bar in good standing and who has at least 5 years' experience in administrative law. The parent shall use the Parental Request for Appointment of a Special Magistrate for Charter School Students, Form CSSM-1 6A-6.0791, which the School shall provide to the parent upon request (or available at the link in Section I of this policy). The special

magistrate will determine facts relating to the dispute over the School procedure or practice, consider information provided by the School, and render a recommended decision for resolution to the State Board of Education within 30 days after receipt of the request by the parent. The State Board of Education will approve or reject the recommended decision at its next regularly scheduled meeting that is more than 7 calendar days and no more than 30 days after the date the recommended decision is transmitted.

ii. Bring an action against the School or school district to obtain a declaratory judgment that the School procedure or practice violates sections 1002.20 and 1014.04 Florida Statutes, and seek injunctive relief. A court may award damages and shall award reasonable attorney fees and court costs to a parent who receives declaratory or injunctive relief.

e) The School shall include this policy in its Student Handbook and shall post it on the School's website to notify parents of the conflict resolution procedures.

f) The School shall designate at least one person responsible for responding to inquiries from the Florida Department of Education regarding a request for appointment of a Special Magistrate and shall notify the Department of Education of the name and email address of the individual.

g) Nothing contained within this policy shall be construed to abridge or alter rights of action or remedies in equity already existing under the common law or general law.

# TECHNOLOGY USAGE POLICY

As technology continues to evolve, our classrooms and media centers increasingly integrate computers, networks, digital curriculum, and online resources like the Internet and email. While these tools offer vast educational benefits, their effective use relies on responsible and ethical behavior from every user.

Franklin Academy is committed to safeguarding its network and computing systems against unauthorized access and misuse, while ensuring accessibility for legitimate users. Users of our network are expected to adhere to all relevant school, local, state, federal, and international laws.

Any attempt to violate these laws through network use may result in legal action taken by the appropriate authorities. Unauthorized activities such as accessing restricted accounts or networks, tampering with files without permission, software piracy, and sharing offensive or inappropriate material are strictly prohibited. **Our school's technology resources are provided for educational purposes only, and any unauthorized use is not tolerated.**

# TELEPHONES

The school telephone system is essential for conducting school business and must be kept available for its intended purpose. Students are not permitted to use the telephone without prior permission, and such use is strictly reserved for emergencies only.

Delivering personal messages to individual students disrupts the instructional program, so only emergency messages will be relayed to students in the classroom. Students are discouraged from using office telephones for general purposes, and calls for missing assignments, musical instruments, lunches, or after-school plans will not be accommodated.

Teachers may authorize a student to use the phone with a written note when necessary. Phone use by students is not permitted in classrooms, bathrooms, hallways, or any other areas during the school day. Students are encouraged to plan ahead and come to school prepared, including making social and transportation arrangements in advance.

# TRANSFER STUDENTS

Transfer students are those who join the school after the academic year has commenced. Whenever possible, their prior school records will be utilized to assess grade-level proficiency and determine appropriate placement, aligning with the guidelines outlined in the Palm Beach County SDPBC Student Progression Plan (Policy 8.01) Palm Beach County.
Placement of transfer students will be determined based on various criteria, which may include:

- Previous enrollment at a school accredited by a state or regional accrediting agency;
- Performance in validating examinations; and/or
- Scholarly achievements during a trial placement period.

In cases where records are unavailable, such as students transitioning from a homeschooling environment, diagnostic assessments may be conducted to ascertain grade-level placement. These assessments ensure that every student receives suitable placement within our educational framework.

# TRANSPORTATION

Franklin Academy offers limited bus transportation services to eligible students, following specific eligibility criteria. If you reside within a two-mile radius of the campus, it is expected that you arrange transportation for your child(ren). Our bus transportation aligns with county guidelines and operates within defined transportation boundaries established by these guidelines.

Prior to the commencement of each school year, routes, pick-up/drop-off timings, and locations are finalized and subject to potential changes at the discretion of our transportation provider. For detailed information about bus transportation services, please contact them directly.

Students utilizing bus services are required to adhere to appropriate behavior standards. Instances of misconduct will be reported to school administration, and students may face consequences, including the loss of bus privileges.

For students in grades K-5, it is the responsibility of a parent or legal guardian to ensure their presence at the bus stop, or designate an adult or older sibling to accompany the student. Our contracted transportation providers will not leave students in grades K-5 unattended at the bus stop. In cases where parents/guardians of students in grades 3-5 wish to authorize unsupervised drop-offs, they must complete the PowerSchool Bus Stop Waiver form annually. Until this waiver is received, students will not be left without adult supervision.

# TRESPASSING

To ensure the safety and security of all students, staff, and visitors, Franklin Academy enforces a strict No Trespassing policy. This policy applies to all school grounds, buildings, and properties, including parking lots, athletic fields, and other facilities. School grounds are closed to the public outside of regular school hours and scheduled events. Unauthorized presence on school property after hours will be considered trespassing.

# VIDEO FOOTAGE

At Franklin Academy, the privacy and security of our students and staff are of utmost importance. Therefore, video footage recorded on school premises will not be released to parents or guardians without a valid court order or subpoena. Upon receipt and verification of such documentation, the school will cooperate with the legal request as required by law. This policy is in place to protect the privacy of all individuals captured in the video footage and to comply with legal standards. We appreciate your understanding and cooperation in maintaining the privacy and security of our school community. For any questions or concerns regarding this policy, please contact the school administration.

# VISITORS / VOLUNTEERS

**All visitors to the school are required to check in at the front office upon arrival.** In compliance with the Jessica Lunsford Act, all visitors must present photo identification and undergo scanning using the Raptor Visitor Management Software linked to the Florida Department of Law Enforcement (FDLE) database. **It is important to note that visitors, including parents/guardians, are not permitted to enter their child's classroom unannounced at any time before, during, or after school hours. Under no circumstances should parents/guardians proceed directly to a classroom without prior authorization.**

Arrangements for classroom visits or assistance must be made in advance, preferably at least 24 hours prior, and coordinated with the classroom teacher. Teachers are required to inform the front office of expected visitors to facilitate access to the classroom. For the safety of all students, visitors must sign in and out at the front desk, provide information regarding the purpose of their visit and whom they are visiting, and obtain a VISITOR'S PASS to access the school campus.

Additionally, please adhere to the following volunteer guidelines:

- Volunteers must prominently display the school-issued "VOLUNTEER" badge while on campus.
- Volunteers and visitors should proceed directly to their assigned room and refrain from wandering the campus or deviating from their designated volunteer role.
- Siblings or children who are not enrolled at Franklin Academy are not permitted on campus during volunteer activities.
- Please ensure cell phones are switched off or set to vibrate mode while on campus, and refrain from speaking on cell phones while volunteering.
- Personal food or beverages should not be brought into the classroom by volunteers.
- Avoid comparing or criticizing teachers and students; such behavior is unacceptable.

- Respect the confidentiality of classroom activities and student information. Do not discuss student matters with other students or adults.
- Punctuality and reliability are essential, as teachers plan for volunteer assistance. If unable to fulfill a scheduled volunteering commitment, please notify your child's teacher promptly.
- Volunteers are not authorized to administer any form of medication to students.

**Failure to comply with these expectations or causing disruptions on campus may result in a request to leave the school premises by school administration or the on-duty police officer.** Your cooperation contributes to maintaining a safe and conducive learning environment for all students.

# WARNING SIGNS

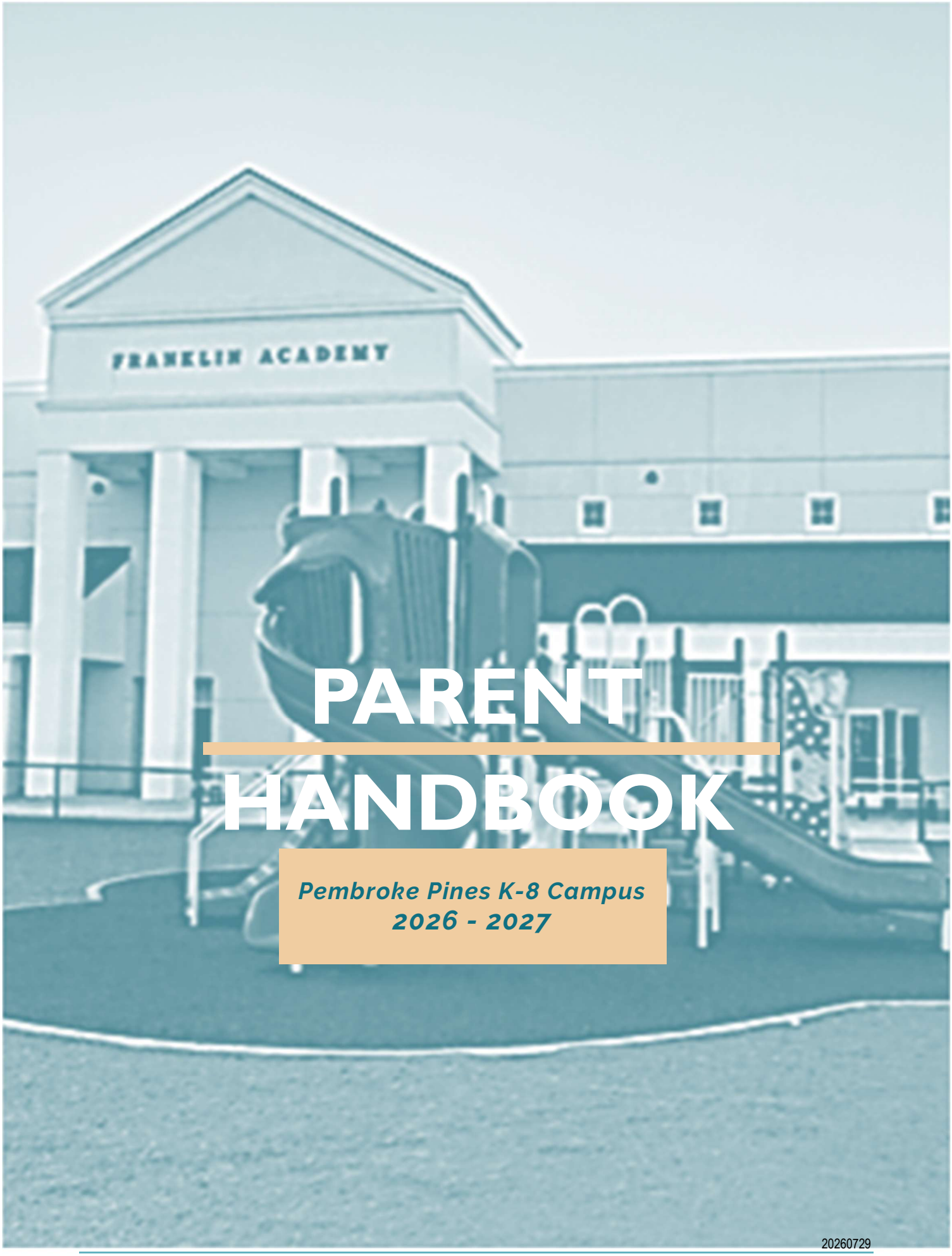
In adherence to the requirements set forth by The School District of Palm Beach County, Franklin Academy mandates that all parents or legal guardians of enrolled students complete the Warning Signs Course annually. This course is pivotal in equipping parents/guardians with the knowledge and skills necessary to identify signs of mental health concerns in their children, including depression, anxiety, substance abuse, and suicidal ideation. Parents/guardians will receive instructions on accessing the course online through designated platforms. Franklin Academy is committed to fostering a supportive environment for student well-being, and views parental involvement in mental health education as integral to achieving this goal.

# WEAPONS

In accordance with Florida Department of Education (FLDOE) regulations and state law, Franklin Academy strictly prohibits the possession, use, or distribution of any weapons on school property, at school-sponsored events, or during school transportation. **AT NO TIME is it appropriate for any student to possess or bring a weapon of any kind onto a school campus.** Any person possessing, displaying, transmitting, and/or using a weapon on school property shall be subject to arrest. This policy applies to all students, staff, parents/guardians, and visitors. Weapons shall be defined as indicated in F.S. 790.001.

# WITHDRAWAL PROCEDURES

To ensure the most efficient processing of a student withdrawal and the release of records, parents/guardians are requested to complete a withdrawal form with the Registrar. It's important to note that in accordance with state statute, **only the registering parent is authorized to withdraw the student.**




# PARENT HANDBOOK

***Pembroke Pines K-8 Campus***
***2026 - 2027***

20260729

# 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

*Building Better People, Every Day*

Utilizing an intercultural-mindedness model and a standards-based curriculum, the mission of Franklin Academy is to create compassionate, engaged, life-long learners by promoting a culture of collaboration and high expectations that emphasizes character development through active service in the local, national and international community, while adhering to the principle that all children can learn.

# ACCREDITATION

Franklin Academy has been granted School System Accreditation from Cognia, the national commission that confers the Southern Association of Colleges and Schools. This designation demonstrates our commitment to excellence, our openness to external review and feedback, and our desire to be the best we can be on behalf of the students we serve. School System Accreditation provides Franklin Academy a nationally-recognized mark of quality for our system and all the schools within our system. All of our schools are fully accredited providing our students opportunities such as the chance to earn college and technical school scholarships after graduation along with the opportunity to join the list of accredited schools and school systems.

# 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). Preferences for enrollment are applied in accordance with the published lottery rules and guidelines available on the school website.

In accordance with 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 admitted 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. Families will be contacted 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 apply 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.

Parents/guardians 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 apply 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.

Admission to the International Baccalaureate (IB) Middle Years Programmes at the Pembroke Pines K-8 campus will adhere to the principles of the IB World Organization, in which all students in grades 6 through 8 - if offered a seat to attend Franklin Academy in accordance with the admissions policy - will participate in the Middle Years Programme, regardless of academic performance or learning differences.

# EDUCATIONAL PHILOSOPHY

Research consistently highlights that the quality of instruction is the most significant factor in a child's learning. At Franklin Academy, our educational philosophy and mission are deeply embedded in our approach to teaching. We deliver a rigorous, comprehensive, research-based curriculum, aligned with Florida's academic standards. This curriculum is presented to students through a variety of engaging methods designed to foster active learning and critical thinking.

Our highly qualified teachers begin by assessing students' current knowledge and reading levels using pre-assessment data. This information guides collaborative planning, ensuring each student is on a path to achieve more than a year's worth of content knowledge. Our teachers are dedicated to addressing individual learning needs and meeting the content and performance criteria of Florida's B.E.S.T. Standards for English Language Arts and Mathematics, as well as Florida's State Academic Standards for Science and Social Studies.

In professional learning communities, our teaching teams regularly evaluate the curriculum to determine the most effective instructional methods. These teams create an instructional focus that drives data analysis and forms the basis for developing meaningful assessments and effective action plans aimed at enhancing student learning.

Continuous reflection on student performance enables us to make proactive adjustments to better meet students' needs. By doing so, we ensure that every student at Franklin Academy receives the highest quality education tailored to their individual growth and success.

Instructional models in the International Baccalaureate (IB) Middle Years Programme (MYP) are guided by the IB World Organization Standards and Practices. Our MYP classrooms are designed to connect big ideas, related concepts, and real-world applications. These classrooms prioritize student questions and ideas, focusing on inquiry and collaboration to achieve mastery of Florida's B.E.S.T. Standards for English Language Arts and Mathematics, Florida's State Academic Standards for Science and Social Studies, and the IB objectives for each subject group.

As dedicated professionals, our educators will:

- Develop and utilize standards-based curricula aligned with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, and Florida's State Academic Standards for Science and Social Studies;
- Adapt content and design their curriculum to meet the interests and needs of our diverse student population.
- Select assessment pieces that authentically reflect learning gains and academic growth;
- Collaborate within professional learning communities across disciplines and grade levels to ensure horizontal and vertical alignment;
- Focus on developing critical thinking through project-based learning and inquiry-driven instruction; and
- Challenge students to invest in their education by providing varied assessments, timely feedback, and opportunities for individual reflection.

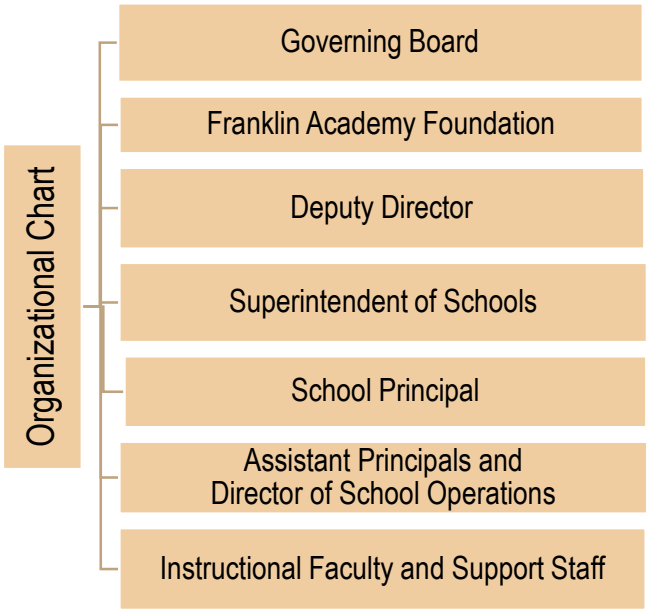
By adhering to these practices, we ensure that our MYP classrooms are dynamic, student-centered environments where learners are encouraged to engage deeply with the content and develop the skills necessary for lifelong learning.

# GOVERNANCE & LEADERSHIP

The Governing Board of Franklin Academy serves as the ultimate policy-making body, determining the school's academic direction, curriculum, and overall operations. The Principal, appointed by the Chairman of the Board, is responsible for managing all aspects of school operations in alignment with the policies and budget approved by the Governing Board. Faculty and staff report directly to the Principal, who in turn reports to the Governing Board, ensuring a clear and effective chain of command that supports the school's mission and goals.

The school's administrative team, comprising the Principal, Assistant Principals, and the Director of School Operations, is dedicated to ensuring that the school's operations align with Franklin Academy's overarching mission and vision. As instructional leaders, this team is responsible for making all school-based decisions and establishing procedures for the school's day-to-day operations.

The instructional and support staff are tasked with implementing these procedures in their daily activities and interactions with students, parents/guardians, and the community, thereby upholding the high standards and goals of Franklin Academy.




# GUIDING PRINCIPLES AND PURPOSE

At Franklin Academy, our goal is to engage all students in a rigorous curriculum that emphasizes project-based learning, inquiry, technology, creativity, and teamwork, tailored to individual learning styles. Our highly qualified staff and administrative professionals collaborate with students, parents/guardians, and the community to help students set learning goals. They also master core academic areas and develop a well-rounded education in art, technology, physical education, music, and other special disciplines.

To achieve this mission, the school will:

- Provide motivated, highly qualified teachers and administrators to guide and support student learning;
- Develop and utilize standards-based curricula aligned with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, and Florida's State Academic Standards for Science and Social Studies;
- Empower experienced faculty to collaborate in constructing effective curriculum maps that ensure equity and flexibility in meeting students' educational needs while addressing benchmarks and process skills;
- Regularly monitor student progress through 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 tailored to each class's learning needs based on data, providing extended learning opportunities, enhancement, and enrichment;
- Implement professional learning communities of school leaders and teachers to evaluate student data, navigate curriculum maps, facilitate best practices, and promote high-yield strategies across the curriculum;
- Provide teachers with meaningful professional development and various instructional tools aligned with their specific curriculum goals and objectives;
- Promote the use of educational technology and highly effective research-based instructional methodologies, including project-based and inquiry-based learning; and
- Foster communication and involvement with parents/guardians and the community to support student achievement and school improvement.

Through these efforts, Franklin Academy ensures that every student receives a high-quality education that prepares them for future success.

At Franklin Academy, our rigorous teaching and learning approach, needs-based instructional delivery system, and differentiated instructional model empower students and promote professional collaboration, all supplemented by 21st-century technology. Continuous progress monitoring and rigorous assessments are integral to achieving our mission.

Key elements include the decentralization of services, shared decision-making among school professionals, high levels of parental involvement, and a web-based student information system that facilitates communication between parents/guardians and the school, allowing them to track their child's progress. This collaborative framework paves the way for student success.

Our instructional models in the International Baccalaureate (IB) Middle Years Programme align with the principles of the IB World Organization. MYP classrooms are concept-based, student-centered, and focused on inquiry and collaboration. This approach ensures mastery of both the B.E.S.T. Standards and the International Baccalaureate Objectives and Strands, fostering a comprehensive and engaging learning environment.

# GENERAL SCHOOL POLICIES

## 10-10 RULE

Maintaining a structured and focused learning environment is crucial for the academic success of our students. To ensure this, we have established the "10-10 Rule" for all middle school classrooms. This rule is designed to maximize instructional time and minimize disruptions during class transitions.

**The 10-10 Rule:** Students are not permitted to leave the classroom during the first ten minutes or the last ten minutes of class.

**Optimize Learning Time:** The beginning and end of each class are often crucial for providing important information, context, and closure. By adhering to this rule, students can fully engage in the lesson without missing essential content.

**Reduce Disruptions:** Frequent exits and entrances at the start and end of a class can be distracting for both teachers and students. The 10-10 Rule helps maintain a focused and respectful classroom environment.

While it is important to adhere to the 10-10 Rule, we understand that emergencies and special circumstances may arise. In such cases, teachers have the discretion to allow a student to leave the classroom if it does not disrupt the flow of the lesson.

## ADULT RESTROOMS

For the safety and comfort of our students, adults are strictly prohibited from using or entering student restrooms. Adults may utilize the adult restrooms located on each floor. Thank you for your cooperation in maintaining a secure and respectful environment for our students.

## AFTER SCHOOL CARE

Franklin operates a fee-based aftercare program, which offers care each school day including early release days until 6:00 pm, excluding the last day of the school year. This program provides students with a structured, safe, and positive environment for after school hours. Students are supervised by certified counselors that provide age-appropriate activities and learning opportunities.

The aftercare site-based manager serves as the first point-of-contact when addressing any issues or concerns related to aftercare. Families should contact the manager before 12:00 PM for a change in their child's dismissal; otherwise, the child must be released from the office.

## 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.

# ARRIVAL PROCEDURES

Supervision of students commences at 7:00 AM for students in grades K-5 and at 8:00 AM for students in grades 6-8. Instruction begins promptly at 7:30 AM for grades K-5 and at 8:30 AM for grades 6-8.
Breakfast will be served in the cafeteria starting at 7:00 AM for grades K-5 and at 8:00 AM for grades 6-8.

**Tardy Arrival Policy:**

- Students in grades K-5 are considered tardy if arriving after 7:30 AM. Parents/guardians must park their vehicle and report to the front office to sign in the student.
- Students in grades 6-8 students are considered tardy if arriving after 8:30 AM. Parents/guardians are required to park their vehicle and report to the front office to sign in the student.

Your cooperation in adhering to these arrival procedures ensures a smooth start to the school day for all students.

# ARTIFICIAL INTELLIGENCE (AI) ACCEPTABLE USE POLICY

At Franklin Academy, we integrate innovative technologies like Chat GPT and other Generative AI tools into our curriculum to enhance students' research, writing, and problem-solving skills. Students are encouraged to use these tools for brainstorming, generating ideas, assisting with research, improving writing, and analyzing data. However, it is crucial to use these tools responsibly and ethically, ensuring all AI-generated content is properly cited and verified.

We also recognize the potential risks, such as plagiarism and cheating, associated with AI use. Students must adhere to guidelines, including verifying AI-provided information with reliable sources, not sharing personal or sensitive information, and writing assignments in their own words. Misuse of AI tools will be addressed according to Franklin's academic integrity policies and appropriate consequences from the Administrative Discipline Matrix will be applied.

# 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…” All students in grades K-8 will participate in benchmark testing on a regular basis to assess progress toward meeting grade level standards. Parents/guardians will be notified in advance of the dates and times for test administration. These assessments are achievement tests that identify student strengths, weaknesses, learning gains and/or readiness for promotion. Franklin Academy will provide additional information regarding school-specific tests and statewide standardized assessments.

The IB Programme includes the completion of authentic summative assessments that demonstrate mastery of the B.E.S.T. Standards along with the IB Objectives and Strands for each subject group. These assessments may or may not be a part of the student's traditional grade in PowerSchool, but they will be evaluated on a scale of 0 - 8

using rubrics aligned with the IB Objectives for each unit. These IB Grades will be used to determine each student's progress in terms of the IB Objectives. A mid-year and end-of-year IB Report Card will be distributed to parents/guardians to inform them of their child's progress in the IB Programme. Additional Information regarding the Franklin Academy IB Assessment Policy can be found on the Franklin Academy Campus Website, underneath the IB Tab.

# ATHLETIC PROGRAM

At Franklin Academy, we uphold national, state, and district standards of excellence in student performance, offering fifth grade and middle school students opportunities to engage in a diverse range of interscholastic teams. By establishing rigorous educational standards, we aim to equip students to compete at the highest levels of their abilities and to make informed, thoughtful, and healthy decisions throughout their lives.

**Commitment to Education:** Franklin Academy is dedicated to the ongoing advancement of education for our students, ensuring they are prepared for success in all aspects of their lives.

**Student Participation Guidelines:** The Student Code of Conduct, Franklin Academy Athletic Contract, and guidelines established by the Middle School Athletic Association (MSAA) outline the requirements for participation in interscholastic athletics. All students must maintain satisfactory conduct to participate in athletic and extracurricular activities. Participation in after-school activities is considered a privilege, subject to revocation at the discretion of the administration and/or athletic director.

By adhering to these standards and guidelines, we create an environment that fosters personal growth, responsibility, and achievement both inside and outside the classroom.

# ATTENDANCE

The parent/guardian of a child of compulsory school age is responsible for the child's daily school attendance (F.S. 1003.24). School staff, parents/guardians, 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). SB Policy 5.5 outlines the rules that apply to attendance and attendance procedures. A student's presence in class is required to maximize the attainment of instructional objectives. For students who demonstrate patterns of non-attendance, interventions will be recommended.

# ATTENDANCE: ABSENTEE REPORTING

Your child must be in school every day as mandated by state law. When students are absent from school, parents/guardians must report their child's absence via the **Absence Reporting Form**, which can be found in both the **PowerSchool Parent Portal** and the **PowerSchool Mobile App**.

Parents/guardians must report the absence the day before, the day of, or within TWO (2) school days following the absence, or the absence will be considered unexcused. Failure to report your child's absence within the required timeframe will result in the absence being marked unexcused. School staff members have a legal right to request a

written medical excuse. Refer to our Attendance Policy for a list of valid reasons. Please allow 72 hours for processing. **NOTE: If reason for absence is not in the Attendance Policy, the absence will remain unexcused.**

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

# ATTENDANCE: EXCUSED ABSENCES

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below (F.S. 1003.24(4), 1003.26). **Family vacations and trips are considered <u>unexcused absences</u>.**

1. Illness of student.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's own faith.
5. Required court appearance or subpoena.
6. Special event with appropriate documentation and prior approval. Examples of special events include important public functions, educational enrichment activities, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need. The school administrator/designee will determine validity and may require documentation in cases of family need.
7. Scheduled medical or dental appointment.
8. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies.

Students on field trips and students who attend alternative to suspension programs or in internal in-school suspensions are not considered absent.

# ATTENDANCE: EARLY SIGN-OUT

Frequent early sign-outs can negatively impact a student's academic performance. Excused early dismissals are allowed for doctor's appointments and extreme emergencies. If you need to take your child out of school before the end of the school day, please come to the front desk to sign them out. A school employee will call for your child, provided the request is made before 1:45 PM. Students will not be dismissed from the classroom after 1:45 PM to avoid disrupting the school-wide dismissal process.

Excessive early sign-outs will be evaluated on a case-by-case basis to identify any patterns of non-attendance. Non-attendance for instructional activities includes tardiness, early sign-outs, or absences for any part or all of the day. Accumulated early sign-outs, unless excused under this policy, will be recorded as unexcused absences in accordance with F.S.1003.02 (1)(b).

**SPECIAL NOTE:** The school utilizes an automated system to record early release requests, which are automatically transferred to the PowerSchool Student Information System. Although this entry may initially appear as an absence in PowerSchool and on student report cards, rest assured that the early release is manually recorded in the district and state reporting database. This ensures that the official attendance record accurately reflects an early release rather than a full day's absence. Your child's attendance history is meticulously maintained to reflect the precise details of their school day.

**Student releases after 1:45 PM are not permitted unless deemed an emergency by the principal or their designee.** Instances of excessive early sign-outs will be addressed individually to determine if a pattern of non-attendance exists.

Additionally, signing out a student to provide missing or forgotten items and then returning them to class is not appropriate. If a student is signed out early, they must remain off campus for at least 30 minutes before being signed back in. Your adherence to these guidelines ensures the safety and accountability of our students.

# ATTENDANCE: TARDINESS

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. Habitual tardiness is defined as being tardy five (5) times within a marking period. 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. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1) (b).

# AWARD DESIGNATIONS

In order to encourage academic excellence, an honor roll system has been implemented. There are two honor roll categories for students in grades one through eight:

- High Flyer Status/Principal's Honor Roll: A student must maintain an "A" average (90% and above) in all subject areas, including special area classes to qualify for this designation.

- A/B Honor Roll: A student must earn a grade of "A" or "B" (80% and above) in all subject areas, including special area classes to qualify for this designation.

Students who earn Honor Roll or High Flyer status will be acknowledged in their homeroom classroom on a quarterly basis. Additionally, there are several awards given throughout the year including monthly Character Star awards based on the Six Pillars of Character (K-5) and the IB Learner Profile traits (6-8).

# BATHROOM USE - STUDENTS

In accordance with the Florida Department of Education (FLDOE) ruling, Franklin Academy requires that all students in grades K-12 use bathrooms that align with the gender they were assigned at birth. If a student feels uncomfortable using the assigned bathroom, the school will provide access to a private, single-occupancy restroom upon request. The school is committed to protecting the privacy of all students. Discussions regarding bathroom use and pronoun preferences will be handled with sensitivity and confidentiality. This policy aims to ensure compliance with state regulations while maintaining a respectful and orderly school environment. We understand that this policy may present challenges for some students and families. Our goal is to implement this ruling while fostering an environment of respect and support for all students. If you have any questions or concerns, please contact the school administration.

# BIRTHDAY CELEBRATIONS

Celebrations must be approved in advance by the classroom teacher and should not disrupt the instructional schedule. Please note the following guidelines:

**Grades K-5:** Birthday treats such as cupcakes or cookies are not permitted in the cafeteria. Instead, they must be distributed during recess, ensuring all students are included. Due to federal regulations, parents/guardians may not bring homemade treats or food to share. Only store-bought snacks with clearly labeled ingredients may be distributed to students. Please be aware that candles are not permitted according to State and County Fire Codes.

**Siblings and Guests:** Siblings from other classes or grade levels are not permitted to attend celebrations.

**Testing Days:** Birthday celebrations are not allowed on "blackout" testing days.

**Grades 6-8:** Birthday celebrations for students in grades 6-8 are not conducted at school.

These guidelines ensure that celebrations are inclusive, safe, and compliant with regulations. Thank you for your cooperation.

# BOOKBAGS | BACKPACKS

To maintain a positive and respectful environment at Franklin Academy, personal items such as book bags, backpacks, folders, or any other belongings must adhere to the following guidelines:

- **Display Restrictions:** Personal items must not display patches, insignias, drawings, obscene words, gang signs, or any other content deemed inappropriate, offensive, or reflective of negativity toward Franklin Academy.
- **Rolling Bookbags/Backpacks:** For safety and storage reasons, rolling bookbags/backpacks are not permitted at Franklin Academy.
- **Medical Exceptions:** If your child has a verifiable medical condition that prevents them from carrying a backpack, proper documentation from a medical professional/physician must be submitted to the school nurse. Upon review, an elevator pass may be issued. The School Nurse may request additional documentation or verification from the authorizing physician before issuing the elevator pass.

Failure to comply with this policy constitutes a dress code violation and may result in disciplinary consequences, along with parental notification. Your cooperation ensures a safe and respectful learning environment for all students at Franklin Academy.

# BREAKFAST PROGRAM

Breakfast is available daily during the following times:

- **Grades K-5:** 7:00 AM - 7:20 AM
- **Grades 6-8:** 8:00 AM - 8:20 AM

**Grades K-5 and SiblingLink Students:** Students in grades K-5 and those enrolled in SiblingLink may enter the building at 7:00 AM. Grade K-5 students will proceed directly to the cafeteria for breakfast.

**SiblingLink Students in Grades 6-8:** SiblingLink students in grades 6-8 will be directed to the cafeteria or a designated activity area upon arrival. They will join their peers in the cafeteria at 8:00 AM for breakfast.

**Students in Grades 6-8:** Students may enter the building at 8:00 AM and have the option to report directly to the cafeteria for breakfast.

Please note that SLA Management is the food service provider for Franklin Academy. We encourage all students to take advantage of our breakfast offerings to start their day off right.

# BRIGHTARROW NOTIFICATION SYSTEM

Franklin Academy utilizes BrightArrow's advanced mass notification system to effectively communicate with parents/guardians. Our system allows for quick delivery of voice, text, and email messages for unexcused absences, informational updates, emergency alerts, and more. With rich database integration technologies, BrightArrow ensures fast and effective communication, enhancing our ability to keep parents/guardians informed.

# CARE OF SCHOOL PROPERTY

Students are expected to respect the school building 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 and will result in a documented behavior infraction.** All food must be consumed in the cafeteria or area designated by the school administration. Students are not permitted to play in the bathrooms. Any student who disregards this rule will be subject to disciplinary action. As an aspect of Service as Action, a principle of the IB World Organization, Middle Years Programme (MYP) students may be asked to help maintain clean and organized classrooms and common areas as an act of Service to the School Community.

# CASH-FREE SCHOOL POLICY

Franklin Academy operates as a **cash-free** school with no exceptions. Payments for school fees, activities, and services must be made using methods approved by the school, such as personal checks, money orders, cashier's checks, or online payments via major credit cards. This policy promotes efficiency, security, and accountability in financial transactions within our school community.

# CELL PHONE USAGE IN A SCHOOL ZONE

For the safety of our students and staff members, cell phone usage is not permitted in the school zone. For purposes of this policy, the school zone refers to an area on the school grounds that has a likely presence of pedestrians (morning arrival, afternoon dismissal, etc.). Law enforcement personnel routinely patrol the school campus and will issue citations at their discretion to enforce all applicable laws and regulations.

# CHAPERONES

Chaperones play a crucial role in ensuring the health, safety, and security of students during Franklin Academy sponsored field trips. To maintain high standards of supervision, all chaperones must meet security eligibility requirements as mandated by State Laws, Federal Regulations, and District policies. **It is important to note that individuals who do not meet these security clearance requirements will not be permitted to serve as chaperones on any school field trip.** Franklin Academy is committed to maintaining a secure environment for all students. With the passage of Senate Bill 676, Florida public schools may require more extensive volunteer background checks, including fingerprinting. Accordingly, all parents who wish to serve as field trip **chaperones must successfully complete a Level 2 background** check prior to participation.

The role of a chaperone is both enjoyable and significant, requiring a commitment to certain responsibilities and adherence to established expectations. Chaperone guidelines are in place to ensure that district-sponsored field trips result in safe and rewarding experiences for all participants.

Chaperones should be aware that district policies apply to all off-site activities sponsored by the school district. Responsibilities assigned to chaperones are substantial, and adherence to established guidelines is essential to ensure the safety, enjoyment, and educational value of these memorable events for students. Your cooperation and dedication are greatly appreciated.

# CHARACTER EDUCATION

To support our mission of 'Building Better People, Every Day', Franklin Academy implements the IB Learner Profile Traits as a framework for character education. IB Learners will work to be Inquirers, Open-Minded, Knowledgeable, Caring, Thinkers, Risk-Takers, Communicators, Balanced, Principled, and Reflective. When children learn a consistent set of universal values and teachers model those values, behavior improves, and educational focus soars. The Learner Profiles is embedded in our existing curriculum and classroom management to make focusing on good character part of everything students do.

# CHILD ABUSE AND NEGLECT POLICY

Franklin Academy is committed to the well-being of all students and upholds an ethical obligation to protect them from conditions harmful to their learning, mental, or physical health, and safety. All school personnel are mandated by law to report any suspected cases of child abuse, abandonment, or neglect that may affect a student's health, safety, or welfare. Our staff is dedicated to making reasonable efforts to ensure a safe and supportive environment for every student.

# CLUBS

Eligible students have the opportunity to participate in after-school clubs throughout the school year. At the end of club activities, students will stay with the club sponsor until picked up or signed into aftercare, if they are enrolled in the program. Students are dismissed from clubs via the west gate.

**Important Guidelines:**

- Clubs will not be held on early release days, professional development days, or staff meeting days.
- Late payments for clubs will not be accepted.
- Club fees must be paid by the established due date; otherwise, students will not be eligible to attend the club.
- Students who are picked up late from clubs will be charged a late fee of $1.00 per minute, per student.
- Students with outstanding financial obligations or whose families did not complete the required number of parent service hours the previous year are not eligible to participate in after-school clubs.
- Students may be removed from clubs for disciplinary reasons, and refunds will not be provided.

Your cooperation with these guidelines helps ensure a smooth and enjoyable experience for all participants.

# CODE OF CONDUCT

Franklin Academy firmly believes a positive school culture promotes equal educational opportunity and establishes the framework for a safe learning environment. The Code of Student Conduct, Policy 5090, provides specific information regarding the rules that all students are expected to adhere to, as well as consequences for violations. Important among these rules are consistent and timely attendance, respect for people and property, appropriate dress, technology usage, student publications, student activities, student records and the right to appeal, including grievance procedures.

The Code of Student Conduct is intended to be an instructive policy based on interventions and supports for students. However, when consequences are warranted, they shall be implemented based on a system of progressive discipline. Minor incidents and first offenses have less serious consequences than major incidents and repeat offenses. Factors such as age, grade level, social, emotional, and intellectual development, and overall student rights and responsibilities shall also be considered. Disciplinary issues will be resolved by every means possible prior to exclusion from school. Equitable and reasonable procedures will be followed to assure students of their rights.

Parents/guardians have a fundamental right to direct the upbringing, moral or religious training, education, and care of their children. However, it is the responsibility of all school personnel, students, parents/guardians, external

stakeholders, and the greater community to ensure the school environment encourages a climate conducive to learning.

**Parental Involvement:** Parents and guardians are encouraged to review the Student Code of Conduct with their children and support the school's efforts to maintain a positive learning environment. Communication between home and school is vital for addressing and resolving behavioral issues effectively.

**Accessing the Code of Conduct:** The complete Student Code of Conduct is available on the Franklin Academy website. Students and parents/guardians are responsible for familiarizing themselves with the Code of Conduct and adhering to its guidelines.

# COMMUNICATION | CHAIN OF COMMAND

Effective communication between school and home is crucial for the success of each student and the overall school community. To support positive communication, please follow the established hierarchy for addressing concerns and making specific requests (e.g., conferences). Requests should be submitted in writing via email to the appropriate teacher or staff member.

**Hierarchy for Addressing Concerns:**

**Classroom Teacher**:

- **First Point of Contact**: For concerns regarding your child's academic performance, behavior, or social interactions, please first communicate with the classroom teacher.
- **Requesting Conferences**: Send a written request for a conference via email. Email lists are available on the school's website or at the front office.

**School Counselor**

- Next Step: After discussing the matter with the classroom teacher, you may contact or request a conference with the school counselor for further discussion on student behavior and/or academics.

**Assistant Principal**:

- **Further Escalation**: If concerns persist after speaking with the classroom teacher and/or school counselor, parents/guardians may contact or request a conference with the Assistant Principal.
- **Procedure**: The Assistant Principal will meet with the teacher and other relevant personnel involved with your child's situation before arranging a conference with you. For other school-related issues, the Assistant Principal should be the first point of contact.

**Principal**:

- **Final School-Level Contact**: Following discussions with the classroom teacher, school counselor, and Assistant Principal, parents/guardians may contact or request a conference with the Principal for further discussion on student behavior and academics.
- **Procedure**: The Principal will consult with the teacher and other relevant personnel before arranging a meeting with you. For other school-related issues, initial contact should be made with the Assistant Principal, who may then refer you to the Principal or another appropriate contact.

**Superintendent of Schools**:

- **Beyond the School Level**: If the issue remains unresolved, parents/guardians may contact the Superintendent of Schools for further action. Contact information is available on the school website.

**Governing Board**:

- **Final Escalation**: If concerns persist after following the appropriate communication protocol, parents/guardians may contact the Board Liaison. The email address is provided on the school website.

**Important Note**: Always follow the established chain of command before requesting a conference with the Principal, Superintendent of Schools, or contacting the Governing Board. This process ensures efficient and effective communication and resolution of concerns.

# COMMUNICATION FOLDER

The school-issued communication folder is a vital tool for fostering effective home-school communication. Teachers use this folder to send and receive important paperwork, including school flyers, handouts, field trip forms, extra practice assignments, and other classroom and school-related publications. Parents/guardians are strongly encouraged to review the contents of the communication folder daily to stay informed and engaged in their child's education. Please note that a replacement fee of $5.00 will be charged for any lost communication folders.

# COUNSELORS

Franklin Academy employs two full-time school counselors dedicated to supporting students, parents/guardians, and staff with student guidance and academic advising. The school counselors are available by appointment to discuss student issues with parents and guardians. They promote and enhance student achievement through a comprehensive model that incorporates prevention and intervention with continuous academic, career, and personal development activities, preparing students for meaningful participation in a diverse, changing world.

Counselors offer a range of activities, including classroom guidance, small groups for skill mastery, individual counseling for students with specific needs, and various proactive and innovative approaches to support student performance. Their program is based on the National Standards for School Counseling Programs and the American School Counselor Association (ASCA) National Model.

Additionally, school counselors provide valuable resources to staff, students, families, and the community to ensure a family-friendly environment and access to a safe school climate necessary for academic and social/emotional

growth. All information discussed with the school counselor is held in strict confidence unless otherwise required by law.

# DISCIPLINE

At Franklin Academy, it is crucial for students to understand their rights and responsibilities. This includes obeying teachers, all other school employees, bus drivers, and adhering to each rule defined by the school. Students are expected to honor their responsibilities and behave in ways that respect the rights of all individuals within the school community. Franklin Academy follows the Broward County Public Schools Code Book for Student Conduct, and consequences for unacceptable behaviors are outlined in the Administrative Discipline Matrix. These guiding documents are available on the school website and will be distributed electronically.

Students and parents/guardians are required to sign an acknowledgment form indicating their awareness and understanding of these rules. Consequences for rule violations include loss of privileges, such as participation in field trips, dances, special events, athletic events, and ceremonies. It is important to note that details regarding school incidents and disciplinary actions can only be discussed with the parent(s)/legal guardian(s) of the student involved. Information related to other students will not be disclosed.

Each teacher will establish appropriate procedures for discipline in their classroom based on these guidelines. The following list, while not exhaustive, outlines key expectations:

1. **Respect for Authority**: Students are expected to respect the authority of teachers and all staff members, who have authority over all students.
2. **Care for School Property**: Malicious destruction of school property will result in replacement, repair, or payment for damages by the student or their parents/guardians. The placement of stickers on school property or the use of markers/pens/pencils on walls or fixtures is prohibited.
3. **Cleanliness**: Students shall help keep the school clean at all times. Gum chewing is not permitted in any school buildings or on school grounds.
4. **Prohibited Items**: Items such as water pistols, toy guns, matches, lighters, or weapons of any sort are not allowed and will be confiscated. Appropriate consequences will be issued as per the Administrative Discipline Matrix.
5. **Inappropriate Materials**: Notebooks, albums, magazines, lunchboxes, etc., that display pictures or slogans referring to drugs, alcohol, gangs, or violence are prohibited.
6. **Language**: Profane, abusive, or slang language is not allowed.
7. **Zero-Tolerance for Bullying**: Bullying or aggression, whether verbal or physical, will not be tolerated.
8. **Inclusiveness**: Teachers will foster a sense of community and inclusiveness, ensuring all children are involved in class activities.

By adhering to these guidelines, we aim to create a safe, respectful, and inclusive learning environment for all students at Franklin Academy.

## BEHAVIOR EXPECTATIONS: BUS

**Riding the school bus is a privilege**, and maintaining proper behavior is crucial for the safety of all passengers, as well as other motorists, pedestrians, and community members. All rules that apply on school grounds and during school activities also apply while riding the school bus.

Parents /guardians are responsible for their child's behavior on the way to and from school and at the bus stop. While Franklin Academy does not assume any liability for incidents that occur at a bus stop or while traveling to and from school, a student, parent/guardian, or witness may file a complaint following the same procedures for bullying. The school will investigate and provide assistance or intervention as deemed appropriate by the principal or their designee, which may include involving local law enforcement.

Students who cannot refrain from disruptive behavior or disturb other students will lose transportation privileges in conjunction with consequences from the Broward County Administrative Discipline Matrix.

**Important Reminders for Parents/Guardians:**

- Parents/guardians may not board a school bus at any time, as this presents a safety hazard.
- Violation of this rule may result in the suspension of transportation services.

## BEHAVIOR EXPECTATIONS: CAFETERIA

Each student is expected to uphold good manners, courtesy, and consideration for other students and adults while in the cafeteria. To ensure a positive dining experience for all, the following guidelines must be followed:

- **Orderly Entry and Exit:** Students are to enter and exit the cafeteria in an orderly manner.
- **Line Etiquette:** While waiting for food, students should form a single-file line and keep communication noise levels low, refraining from shouting.
- **Seating:** Students are to remain seated during the lunch period unless authorized by school staff.
- **Trash Disposal:** Containers are provided for the disposal of trash. Each student must dispose of any trash on their table and the surrounding area by the end of the lunch period or immediately upon request from monitors.
- **Lunch Period Boundaries:** Students are not permitted to leave the school grounds for lunch during their assigned lunch period.
- **Food and Beverage:** No food or beverage is to be taken out of the cafeteria at any time.
- **Respect for Rules:** All students are expected to adhere to the posted cafeteria rules at all times.
- **Safety Concerns:** Throwing food or objects in the cafeteria is strictly prohibited as it poses a safety concern. Such acts may result in suspension from school or possible recommendation for expulsion, especially in the event of a major disruption on campus, such as a food fight. This policy aligns with the Broward County Administrative Discipline Matrix.

## BEHAVIOR EXPECTATIONS: HALLWAY

To maintain a conducive learning environment and ensure the safety of all students, the following guidelines for hallway behavior must be observed:

- **Quiet Travel:** Students should move through the hallways quietly to avoid disrupting ongoing classes.
- **Compliance with Staff Directions:** Students are expected to follow staff directions for proper hallway procedures.

- **No Running or Yelling:** Running or yelling in the hallway is not permitted at any time.
- **Proper Line Formation (Grades K-5):** Students in grades K-5 are required to line up single file when moving through the hallways.
- **Respect for Property:** Students should refrain from touching the walls while walking through the hallways.
- **Staircase Safety:** When using staircases, students should use the handrails, walk on the right side, and refrain from pushing or shoving.
- **One-Way Hallway Rule:** In designated areas, students should follow the one-way hallway rule to maintain order and safety.

### DETENTION

Detentions are assigned to students who fail to comply with classroom or school rules. The purpose of detention is to provide students with an opportunity to reflect on their behavior and make better choices in the future.

**Procedures:**

- **Notification:** Parents/guardians will receive an email notification prior to the student's assigned detention. The email will include a confirmation form that must be completed.
- **Attendance:** Students must report on time to the detention. Late arrivals may result in rescheduling to the next available detention.
- **Duration:** After-school detentions will be held on a specified weekday and will last for the designated duration.
- **Activities:** During detention, students will complete a reflection form and develop a plan to improve their behavior.
- **Rescheduling:** Detentions will not be rescheduled due to conflicts with athletic games/practices, social events, or special events.
- **Pick-Up: Parents/guardians must pick up their child promptly at the designated time. Late pick-ups will result in a fee of $1.00 per minute.**
- **Restrictions:** Students may not participate in school-sponsored extracurricular activities on or off-campus on the day of their detention.

**Consequences:** Failure to attend an assigned detention will result in progressive disciplinary action, potentially leading to a one-day suspension, as per the Broward County Administrative Discipline Matrix.

# DISCIPLINARY SUSPENSION

Suspension is a disciplinary sanction that temporarily removes a student from a class, or all classes for a prescribed period of time. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to issuing an out-of-school (external) suspension except in emergencies, disruptive conditions, or incidents involving serious misconduct. Suspensions will result in the loss of privileges, including but not limited to, field trips, dances, special events, athletic events, ceremonies, etc. **Students serving a suspension are NOT permitted on campus during the term of the suspension and may NOT participate in any school activities, on or off campus, during the suspension period.**

Offenses that constitute out-of-school (external) suspension include, but are not limited to, the following:

- Fighting or other dangerous and/or disruptive behavior;

- Smoking or vaping on school grounds;
- Being under the influence or having alcoholic beverages and/or drugs on school grounds;
- Possession and/or use of a weapon or any object that can be used as a weapon, including but not limited to: knives, brass knuckles, Chinese stars, chains, mace, etc.;
- Defacing or vandalism of school property;
- Igniting any flammable substance;
- Any threat, explicit or implied, that causes a major disruption on campus.

# DISCIPLINE MATRIX

The Broward County Administrative Discipline Matrix serves as a standardized tool utilized by administrators to address student violations of the Code of Student Conduct. Its primary purpose is to ensure consistency in disciplinary actions across all grade levels, thereby promoting fair and equitable treatment of students.

**Functionality:**

- **Consistency:** The Matrix provides a structured framework for assigning interventions and consequences in response to student behavior that extends beyond the classroom.
- **Fairness:** By applying predetermined guidelines, administrators can ensure that disciplinary actions are administered impartially, regardless of individual circumstances.
- **Accessibility:** Different versions of the Matrix are available to accommodate specific grade level groupings, ensuring that disciplinary measures are developmentally appropriate.
- **Transparency:** Parents/guardians and students can access a copy of the Matrix online, facilitating transparency and understanding of disciplinary procedures.

For further details regarding the interventions and consequences outlined in the Administrative Discipline Matrix, please consult BCPS Code Book for Student Conduct available on the school website. This comprehensive resource provides additional explanations and context for the disciplinary framework established by the school district.

# DISMISSAL: DASHPASS

**Families are required to utilize the DashPass app, accessible for download on their mobile devices.** Upon registration, a system-generated email containing detailed instructions will be dispatched to the registering parent/guardian. To facilitate smooth pickup procedures, DashPass must be activated upon the vehicle's arrival on campus. Subsequently, a signal will be transmitted to the student's classroom, where their name will be promptly displayed. Teachers will then release the student via the pickup queue, directing them to proceed directly to the car line.

Parents/guardians have the option to designate additional individuals for student pickup by sharing a student-specific code through the DashPass app. Any authorized pickup person must also download and install the DashPass app on their mobile device.

In the absence of the DashPass app, individuals seeking to pick up a student must present a photo ID for verification. They may also be required to park and visit the office before the student can be released, ensuring adherence to safety protocols.

# DISMISSAL PROCEDURES

To streamline dismissal procedures and ensure the safety of all students, Franklin families are required to designate their child's regular "WAY HOME" method in the PowerSchool Parent Portal. Dismissal commences at **2:00 PM** for students in grades **K-5**, while students in grades **6-8** are dismissed at **3:00 PM**.

For the safety of everyone, parents/guardians are not permitted to enter the campus or queue on the side of the road. until 2:00 PM for grades K-5 and 3:00 PM for grades 6-8. Any students not picked up by 2:45 PM (K-5) or 3:45 PM (6-8) will incur a late fee of $1.00 per minute, per student.

During dismissal, parents/guardians must remain inside their vehicles at all times. As vehicles enter the dismissal lane, students will exit the school building. It is imperative to follow the prescribed traffic pattern, prioritizing safety over speed. **Early dismissal requests after 1:45 PM will not be granted.**

To expedite dismissal, parents/guardians will receive a color-coded placard displaying their child's name and grade level, which must be prominently displayed on the vehicle dashboard. Students will only be released to individuals who have downloaded and installed the DashPass app. Others without verified parental consent will be denied access.

Upon entering the campus, proceed to your assigned stacking lane. Students will be dismissed curbside. Please refrain from loud music or cell phone use in the car line to ensure the safety of students and staff.

Students residing within 0-2 miles from the campus may walk or bike home, provided they have a signed authorization form on file. Those beyond the 2-mile radius must be picked up. **All families must update their child's "WAY HOME" method annually in the PowerSchool Parent Portal.**

Temporary or one-time changes in dismissal method must be communicated in writing to the dismissal teacher and front office by **12:00 PM** on the day of the change. Club dismissal is separate from school dismissal, and late pickups will incur a fee. We appreciate your cooperation in adhering to these dismissal procedures to ensure the safety and well-being of all our students.

# DOMESTIC DISPUTES

The school does not intervene in personal family conflicts or domestic disputes. In cases involving legal disputes, parents or guardians are required to provide school authorities with an official copy of legal documents that specify who has legal access to the child and their records.

# DRESS CODE

Franklin Academy is a mandatory uniform school, and the dress code is strictly enforced. Students must adhere to both the Code of Student Conduct and the Franklin Academy Dress Code Policy. Exceptions to the dress code may be granted for special school activities with prior approval from the school administration. Maintaining a higher standard of dress fosters greater respect among individuals and contributes to improved behavior.

Dress code guidelines specify appropriate school attire for normal school days. Franklin Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to comply with these guidelines. If a student arrives without the proper uniform, they may be sent to the front office and will remain there until a parent/guardian brings the correct uniform.

Improperly fitted uniforms are considered a violation of the dress code, and students may not be allowed to attend class until appropriate clothing is provided. Offensive, immodest, or inappropriate attire, as deemed by the faculty, is not permitted. Torn or tattered clothing is also prohibited. All clothing should be labeled with the student's name. Parents/guardians of Kindergarten and first grade students are encouraged to leave an extra set of clothes in a labeled Ziploc bag in their child's backpack in case of emergencies.

**All uniforms must be purchased from the school-approved vendor, iUniforms.com. The Franklin Academy logo is a registered trademark. Unauthorized use of the Franklin Academy logo will result in penalties for trademark infringement, including possible legal action. Violations of trademark infringement are serious and will be addressed in accordance with the law.**

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|---|---|
| **SHIRTS** | • All students must wear a uniform shirt with the school logo.<br>• Shirts must be tucked-in and neat.<br>• Shirts must stay tucked-in when arms are raised, midriffs are never to show. |
| **BOTTOMS** | • Only properly fitted uniform bottoms may be worn.<br>• Shorts and skorts must be of appropriate length and at the discretion of the administration, but no longer than 1 inch below the knee.<br>• Only slacks, shorts, skorts and jumpers with the official school logo may be worn. |
| **OUTERWEAR** (JACKETS, SWEATERS) | • Only outerwear with the official school logo may be worn.<br>• School uniform shirts must be worn under any outerwear. |
| **BELTS** | • Students in grades 2 - 12 must wear a belt with a buckle.<br>• Plain brown, blue or black dress style belt (no holes or studs).<br>• Belts must be worn correctly through the belt loops. |
| **SOCKS** | • Solid white, black, grey or navy socks.<br>• Solid white, black or navy tights may be worn with skorts in cooler months. |
| **SHOES** | • Athletic style (sneaker) shoes.<br>• Dress style shoes (loafer or tie) or Mary Jane style. |
| **HATS** | • Hats may NOT be worn in the school building.<br>• Hats without logos or hats with the school logo may be worn during 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.<br>• PE sweatpants (with the school logo) may be worn in cooler months. |
| **OTHER** | • Jewelry must not pose a threat to safety and must not be distractive.<br>• Necklaces should be tucked into the shirt.<br>• Hair styles must not be distracting and are subject to administration approval (mohawks, spikes, etc.)<br>• Hair should be neat and not fall onto the face. |

| | |
|---|---|
| | • No body piercings visible other than one earring per ear.<br>• Torn or tattered clothing is prohibited.<br>• Sunglasses may not be worn in class.<br>• Middle/High school ID badges must be worn around neck with school provided lanyard. (Students are charged $10 for each lost ID and lanyard) |

# DRESS-DOWN DAYS & GUIDELINES

Dress-down days are scheduled throughout the school year, offering students the opportunity to enjoy a break from the standard uniform. Participation in dress-down days is optional and restricted to eligible students. If a dress-down day serves as a fundraiser for a particular charity or school organization, the participation cost will be announced in advance. **Students who opt not to participate must wear their official school uniform on that day—NO EXCEPTIONS.** Any violations of the dress code will result in appropriate consequences.

Appropriate dress guidelines will apply on dress-down days. Attire should be neat and modest. The following rules must be adhered to:

- T-Shirts with offensive slogans or wording are not permitted.
- Shirts must have sleeves; midriff and spaghetti strap tops are not allowed.
- Low-riding jeans and ripped jeans are not permitted.
- Leggings are not permitted.
- Flip-flops, Crocs and sandals are not allowed.
- Skirts and shorts must adhere to the original uniform code length.
- No hooded tops (shirts, sweatshirts and jackets)

Inappropriate dress will result in the student being restricted from participating in the next designated dress-down day, and parents/guardians may be called to bring appropriate attire.

# ELECTRONIC / WIRELESS DEVICES

The use of electronic devices by students during school hours is strictly prohibited. Items such as smart watches, earbuds, and handheld games should not be brought to school. If these items are brought to school without prior authorization from the administration, they will be confiscated. However, Kindles, Nooks, and tablets are allowed for reading purposes only. Please note that the school is not responsible for any loss or theft of these items if they are brought to school.

Wireless devices, encompassing cellular/mobile phones, smart watches, smart glasses, AI glasses, wearable technology, personal digital assistants, tablets, and two-way communication devices, are strictly regulated on school grounds and during school hours. **Wireless communication devices should be turned OFF and kept in the student's backpack on school grounds and during school hours.** Carrying cell phones in pockets is prohibited. This "TURN OFF" policy applies from 7:00 AM to 3:45 PM. Cell phones may only be utilized once students have arrived at their dismissal destination, except under specific directives from teachers or school staff under their supervision. It is important to note that the school bears no responsibility for any loss or theft of wireless communication devices that occur on campus, during school functions, or while on school transportation.

This policy complies with Florida law, including §1006.07(2)(f), Florida Statutes, which prohibits student cellphone use during instructional time. All devices must remain silenced and unused during class periods unless specifically authorized for educational purposes or emergencies. The high school cafeteria exception does not apply during instructional blocks.

Consequences for policy violations are as follows:

- **First Offense:** A verbal warning will be issued, and the cell phone will be returned to the student at the end of the day upon signing the cellular telephone policy form.
- **Second Offense:** The cell phone will be returned to the parent or guardian after they sign the cellular telephone policy form, and the student will receive a detention.
- **Third Offense:** The parent or guardian must acknowledge via paperwork that the cell phone will be returned at the end of the academic year. Failure to surrender the item will result in additional disciplinary consequences.

# ELEVATOR USE

The elevator is designated for use by school employees, maintenance personnel, visitors, and parents/guardians. Students may only use the elevator with an elevator pass authorized by the Administration. These passes are issued by the school nurse upon receiving proper documentation from a physician. Students with elevator passes must be accompanied by an elevator buddy chosen by their homeroom teacher. Unauthorized use of the elevator by students will result in disciplinary action.

# ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

**ESOL Program Coordinator**: Yvette Fadraga | fadraga.yvette@franklin-academy.org

The goal of the ESOL program at Franklin Academy is to provide students with limited English proficiency the instruction they need to develop both communicative and academic skills necessary to meet national, state, and district educational standards. Our program ensures that all English Language Learners (ELLs) receive the appropriate accommodations and support tailored to their specific language learning, academic, and cultural integration needs.

At Franklin Academy, ELL students are required to meet the same curriculum standards as their peers in English Language Arts and other content areas. To ensure comprehensible instruction, we use ESOL strategies, supplementary materials, and native language assistance. This comprehensive approach helps ELL students achieve academic success while integrating seamlessly into the school community.

# EXCEPTIONAL STUDENT EDUCATION (ESE)

**Special Programs Director:** Traci Lipman | lipman.traci@franklin-academy.org

At Franklin Academy, we are committed to providing a supportive and inclusive learning environment for all students, including those with disabilities. We adhere to federal and state laws, including the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, to ensure that students with disabilities receive appropriate educational services and accommodations.

**Special Education Services:** Students who qualify for special education services under IDEA may receive individualized education plans (IEPs) tailored to their specific needs. These plans are developed collaboratively with parents, teachers, and specialized staff to outline academic goals, accommodations, and related services necessary to support the student's learning and development.

**504 Accommodations:** Section 504 of the Rehabilitation Act ensures that students with disabilities who do not qualify for special education under IDEA may still receive accommodations to ensure equal access to educational opportunities. Accommodations may include adjustments to classroom instruction, assignments, testing procedures, and the physical environment to accommodate the student's needs without fundamentally altering the curriculum.

# EXTRA CREDIT

Extra credit assignments will only be allowed if they are available to all students. These assignments must be related to the course, aligned with the standards, and approved by the administration in advance.
**Parents/guardians are not permitted to request extra credit.**

# FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, parents/guardians have the right to access their child's educational records, request that inaccurate or misleading information be corrected, and consent to the disclosure of personally identifiable information. However, FERPA also establishes limitations on the disclosure of student records, prohibiting schools from sharing certain information without parental consent. At Franklin Academy, we are committed to upholding the privacy rights of our students and their families in accordance with FERPA regulations. Parents/guardians who have questions or concerns about FERPA or their rights under the law are encouraged to contact the school administration for assistance.

# FAMILY LIFE & HUMAN SEXUALITY

Broward County Public Schools and Franklin Academy is committed to protecting the health of all of its students by providing comprehensive sexual health education that promotes healthy attitudes concerning growth and development, body image, gender and sexuality, dating, relationships and family. The school board believes comprehensive sexual health education provides our youth with the information, skills and support they need to develop positive values and make healthy decisions. It is essential that a universal comprehensive sexual health curriculum that follows the national sexuality education standards be in place in order to make certain every student receives the same quality information necessary to support their education and live a healthy life.

Broward County Public Schools and Franklin Academy respect the rights of parents/guardians and their role in presenting information in this delicate and sensitive area. According to Florida State Statute 1003.42, Section 3:

"Any student whose parent/guardian makes written request to the school principal shall be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development and treatment. A student so exempted may not be penalized by reason of that exemption."

# FAMILY PASSWORD

To ensure the safety and security of our students, only individuals listed as an EMERGENCY CONTACT will be authorized to pick up students from school. Valid photo identification will be mandatory for all individuals seeking to pick up a student. If someone arrives at the school to collect a student and their name is not listed as an emergency contact, the student will not be released unless written or electronic authorization has been provided by the parent/guardian, and the individual attempting to pick up the student can correctly verify the FAMILY PASSWORD as documented in the student information system (PowerSchool). Family passwords are updated annually during the registration period to maintain the integrity of our security protocols.

# FIELD TRIPS

Field trips are arranged periodically as an enhancement to the learning process. All parents/guardians must submit a completed school-issued permission slip so their student may attend any field trip. **Student 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. Students are to wear their uniform on field trips for security reasons (unless authorized otherwise by school administration).

- Early dismissal from a field trip site is not permitted.
- Students who are absent from school on a scheduled field trip date may not attend the field trip.
- Students with any outstanding financial obligations or restrictions due to non-completion of required parent service hours will not be permitted to attend field trips.
- Refunds will NOT be issued due to discipline, illness, absence or outstanding financial obligations.
- Students may not be transported in personal vehicles.

Parents/guardians may be asked to assist the teacher as chaperones. Parents/guardians serving in this capacity may not have other children (siblings) accompany them. Parents/guardians who are officially selected to serve as a chaperone may count time devoted to this function as parent service hours. Parents/guardians are NOT permitted on overnight field trips. For security reasons, parents/guardians may not join a field trip group if they are not designated as an official chaperone. Additionally, all parents who wish to serve as field trip **chaperones must successfully complete a Level 2 background** check prior to participation.

Failure to adhere to this policy may result in the parent/guardian losing the opportunity to be selected as a chaperone for future field trips. The Guidelines for Chaperones form must be signed prior to any parent/guardian serving as a chaperone on a field trip. Parent chaperones are required to adhere to these guidelines.

# FIELD TRIP/FIELD DAY SPIRIT SHIRTS

During school-sponsored field trips, students must wear the designated spirit shirt or school shirt assigned for the trip, unless instructed otherwise by the teacher. This requirement is for safety reasons, as these specially marked shirts facilitate easy identification of all Franklin Academy students.

# FLORIDA'S ACADEMIC STANDARDS

Florida's B.E.S.T. Standards for English Language Arts and Mathematics, along with the State Academic Standards for Science and Social Studies, represent the fundamental expectations set by the Florida Department of Education for student learning from Kindergarten through 12th grade. Our teachers have undergone professional development to effectively incorporate these standards into their instructional planning. At Franklin Academy, we are dedicated to fostering collaboration with parents/guardians and families to ensure our students are well-prepared for success. Together, we all play pivotal roles in guiding students towards reaching their fullest potential. Continuous assessment of our academic program ensures that we are equipping every student with the necessary skills to thrive in college, career, and life.

In addition to adhering to Florida's academic standards, our curriculum integrates the International Baccalaureate Programme which features instructional practices aligned with IB Unit Plans. These plans offer a conceptual framework and linkages to real-world applications of the content and skills outlined by Florida's academic standards. Furthermore, the IB encompasses its own set of four objectives, segmented into strands for each subject group. Throughout the academic year, each objective and strand is taught and assessed a minimum of two times in every IB course, ensuring comprehensive coverage and evaluation of student progress.

# FOOD ALLERGIES

If your child has a peanut or other severe food allergy, please contact the school nurse via email at clinic-ppk8@franklin-academy.org and inform the classroom teacher as well. It is crucial to provide written notification to the school about any known allergies your child has. This allows us to take proactive measures to minimize exposure to potential allergens and be prepared for any medical emergencies. For students at risk of anaphylaxis, an individualized written plan, along with a Medication Authorization Form and prescribed medication from a physician, should be on file in the school clinic. Peanut allergies, in particular, pose a significant risk as they can trigger life-threatening reactions even through airborne exposure. We urge parents/guardians to be cautious when packing lunches or snacks for their children. Additionally, please consult with your child's teacher to inquire about any specific food allergies present in the class, such as peanuts or tree nuts, and demonstrate sensitivity to this critical issue.

# FOOD POLICY

In light of recent societal and environmental changes, it is imperative that we exercise caution regarding food items brought into the classroom. The rise in food-related pathogens posing severe health risks, coupled with an increasing number of students with life-threatening food allergies, necessitates stringent guidelines for food consumption at school. Therefore, any food served or shared on school premises must originate from a commercially inspected facility

and be clearly labeled with its contents. **Students are strictly prohibited from sharing food with their peers to mitigate potential health risks.**

Additionally, students are not permitted to bring carbonated beverages or glass-contained drinks to school. Please note that there are no facilities available for refrigeration or microwaving of food items. Furthermore, parents/guardians are not allowed to bring fast food lunches to school for their children, and dropping off lunch or food items during school hours disrupts the learning environment. These measures are essential to safeguarding the health and well-being of all students at Franklin Academy.

# FOOD SERVICE PROVIDER

Franklin Academy proudly participates in the National School Lunch Program, offering free or reduced pricing to eligible students in accordance with program guidelines. Our food service partner, SLA Management, is committed to delivering nutritious and high-quality meal programs. Each school lunch adheres to the National School Lunch daily requirements, ensuring a balanced selection of protein, vegetables, fruits, dairy, and grains.

For IB Middle Years Programme (MYP) students, we provide an extensive a-la-carte program featuring healthy and affordable snack options, complementing the diverse lunch menu offerings. This ensures that all students have access to nutritious meals and snacks that support their health and well-being throughout the school day.

# FORGOTTEN LUNCH AND ITEMS

Once the school day begins, our staff is unable to accept or deliver forgotten school supplies, PE uniforms, materials, assignments, or other items. However, we understand the importance of nourishment for every student. Therefore, lunches and snacks delivered after the start of the school day will be taken directly to the cafeteria, ensuring that no child goes without a meal. Please note that these deliveries will not be made to individual classrooms, and students will not be called out of class to retrieve them.

We strongly encourage parents/guardians to pack healthy lunches to promote positive eating habits among our students. Additionally, it's important to note that leaving campus during lunch, ordering food during or after school hours, or accepting food deliveries (such as Uber Eats or Chik-Fil-A) are not permitted. By adhering to these guidelines, we ensure the safety and well-being of all students during the school day.

# FORTIFYFL

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. By accessing FortifyFL, students can provide a description of the threat, share photos and videos, and optionally submit their contact information. Submissions can be anonymous or non-anonymous. Submitting a tip is quick and easy using our mobile app or website. ***All Franklin Academy students have access to FortifyFL via their Clever portal dashboard.***

# FUNDRAISERS

Students are not permitted to engage in personal sales on school grounds or use the school's name for fundraising without prior written approval from school administration. Official school organizations are responsible for conducting all sales for the benefit of the school. Consequences for unauthorized sales may include confiscation of items and funds involved, as well as additional disciplinary measures in accordance with the Administrative Discipline Matrix.

# GIFTED EDUCATION REFERRAL PROCESS

**Special Programs Director:** Traci Lipman | lipman.traci@franklin-academy.org

In Florida, a gifted student is defined as one with superior intellectual development capable of high performance. These students may have learning needs that surpass what's typically offered in regular classrooms. Parents, guardians, or faculty members can refer a student for gifted program services by submitting a written request via email to the school's Special Programs Coordinator. The Eligibility Team will review all referrals to determine if existing data and information justify eligibility for a gifted screening.

# GRADE WEIGHTS AND CATEGORIES

| GRADE LEVELS | SUBJECT AREA(S) | CATEGORY | WEIGHT |
|---|---|---|---|
| 1 – 8 | All Subject Areas | Classwork | 40% |
| | | Quiz | 25% |
| | | Test | 35% |

# GRADING SCALE

| Letter Grade | Percentage | Grade Points | Progress Level |
|---|---|---|---|
| **A** | 90 – 100% | 4.0 | Outstanding |
| **B** | 80 – 89% | 3.0 | Above Average |
| **C** | 70 – 79% | 2.0 | Average/Satisfactory |
| **D** | 60 – 69% | 1.0 | Unsatisfactory |
| **F** | 59 or Below | 0.0 | Failing |
| **I** | Incomplete | 0.0 | Incomplete |

# GRADING AND STUDENT PROGRESSION

At Franklin Academy, we adhere to the guidelines outlined in the Student Progression Plan (Policy 6000.1), ensuring consistency and excellence in education. This plan sets forth clear standards for effective instruction, defines criteria for student promotion, and ensures equitable access to learning opportunities for all students.

Our curriculum is thoughtfully designed to align with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, as well as the State Academic Standards for Science and Social Studies mandated by Florida law. By adhering to these rigorous standards, we provide our students with a robust educational foundation that prepares them for success in an ever-evolving world.

# GRADE CHANGE POLICY

At Franklin Academy, grades are recorded for each nine-week grading period. Changes to recorded grades will only occur under specific circumstances, including computational errors, inaccurately recorded grades, or the completion of previously incomplete assignments.

We value transparency and encourage students and parents/guardians to seek clarification regarding how grades are determined by teachers. However, it's important to note that grades will not be altered due to external pressures such as athletic eligibility, parental influence, college admissions, or participation in extracurricular activities.

Should there be a need to question a grade listed on the report card, students and parents/guardians are required to reach out to the teacher within one week from the publication of grades. If upon review, it's found that a grade correction is warranted, the teacher will promptly submit the corrected grade to the designated Assistant Principal. It's essential to note that grade changes will not be entertained after the conclusion of the school year.

# GUM CHEWING/EATING

At Franklin Academy, we maintain a strict policy against gum chewing on school grounds. Furthermore, students are expected not to eat during class or in the hallways, except during designated snack times as approved by the school administration.

# HEAD LICE

In the event that authorized school personnel detect lice and/or nits (lice eggs) in a student's hair, the student will be required to return home. Additionally, if lice/nits are detected on a student in a class, the entire class may undergo screening. Siblings of affected students may also be screened for head lice.

Upon the student's return, both the student and parent/guardian must report to the school office. The student will then undergo a thorough examination by the school nurse to ensure the absence of any remaining nits before re-admittance. It's important to note that under no circumstances are parents/guardians permitted to check another student for lice and/or nits.

Each infestation of head lice grants the student a maximum of five (5) excused absences. If a child is returned to school following five days of excused absences due to a lice infestation, and the infestation persists, subsequent absences shall be marked as unexcused.

# HEALTH CONCERNS

To ensure the safety and well-being of all students, we request your cooperation with the following health guidelines:

- Please inform the school if your child is absent due to a diagnosed communicable illness, such as meningitis, measles, salmonella, etc.
- Please keep your child home if they exhibit flu-like symptoms, including a fever greater than 100°F, sore throat, cough, chills, body aches, etc. Additionally, keep your child home for rashes, yellow eye drainage, or greenish-yellow phlegm from a cough or cold, diarrhea, etc.

If your child has any health conditions, such as allergic reactions (food, insect bites, etc.), asthma, diabetes, cystic fibrosis, seizures, sickle cell anemia, or any other medical condition, it's vital to provide the following information to ensure your child's well-being while at school:

- Updates and changes in their health condition as they occur.
- Documentation of any medications and treatments required, which must be detailed on an Authorization for Medication/Treatment form.
- Emergency contact details, including names and phone numbers.

# HEALTH EMERGENCIES

At Franklin Academy, the well-being of our students is paramount. We have a registered nurse available in the school clinic daily. The nurse is equipped to administer medications, provide care for minor cuts and abrasions, and communicate with parents/guardians as needed.

In the event of a child's illness or non-emergency injury, parents/guardians will typically be contacted to discuss the best course of action. However, in more serious cases, emergency medical services will be promptly contacted.

It is imperative to keep your child's emergency contact information up-to-date in PowerSchool. Any changes, whether in phone numbers, email addresses, or residential addresses, must be promptly updated during the school year. Please note that emergency contact information must be provided annually to ensure swift and accurate communication in case of any health-related emergencies.

# HEALTH IMMUNIZATIONS

Please be aware that Florida statute mandates all students to have the proper immunizations before enrolling in Franklin Academy or any Broward County public school. Failure to comply with these immunization requirements may result in students being excluded from school until their immunizations are brought up to date.

If you're uncertain about your child's immunization status, you can consult with your healthcare provider or reach out to the Florida Department of Health - Broward (954) 467-4700 for assistance.

Thank you for your attention to this important matter. Your cooperation in maintaining up-to-date immunizations helps ensure the health and safety of all students within our school community.

# HEALTH SCREENINGS

Florida Statue 381.0056(7)(d) mandates health screenings for public school students in Kindergarten, 1st, 3rd, and 6th grades, as well as for students new to the county. It's important to note that while these screenings are conducted to identify potential health concerns, they are not a substitute for a comprehensive examination by a healthcare provider. The screenings cover vision, hearing, height, weight, Body Mass Index (BMI), and Scoliosis, with the aim of reducing health-related barriers to learning. Screenings may be carried out individually or in groups.

Parents or guardians retain the right to opt their child out of these screenings. Additionally, if parents/guardians receive a letter indicating that their child did not pass a health screening, it is strongly advised to follow up with a healthcare provider. Please be aware that if you prefer your child not to undergo one or more of the mandated screenings, the required "Health Screening Opt-Out Form" must be submitted to the school during the annual registration process or from the date of enrollment if the student enrolls after the start of the school year.

# HOMEWORK POLICY

At Franklin Academy, we understand the significant role that homework plays in enriching a child's educational experience. However, we also acknowledge the importance of balancing academic responsibilities with family commitments and the need for leisure time.

Research indicates that while homework can be beneficial, it's essential to consider the diverse needs and activities of our students and their families. Therefore, our homework policy at Franklin Academy aims to strike a harmonious balance between academic requirements and family priorities.

Homework assignments are tailored to address each student's unique learning needs. At times, teachers may assign personalized reinforcement or additional practice to be completed at home to support the individual progress of each student.

Furthermore, it's important to note that students enrolled in high school-level courses will have required homework as part of their academic curriculum. This homework is designed to complement classroom learning and reinforce key concepts covered in class.

# ILLNESS OR INJURY AT SCHOOL

While regular attendance is crucial, it's equally important to prioritize the health and well-being of our students. If your child is unwell, they should not be sent to school. **To safeguard the health of all students and staff, children should be free of fever, vomiting, and diarrhea for a minimum of 24 hours before returning to school after an illness.**

If a student falls ill during the school day and it's determined that they would benefit from home care, parents or guardians will be promptly contacted and asked to **pick up the student within one (1) hour**. Our school facilities have limited capacity to accommodate sick students for extended periods, necessitating their timely pickup.

**Students will be sent home if their temperature registers 100°F or higher.** It's imperative that school personnel are informed of any student's chronic illness, such as asthma, diabetes, heart conditions, or seizures, to ensure appropriate care and support can be provided as needed.

# ILLNESS OR INJURY: MAJOR

The procedures for addressing injuries at Franklin Academy are as follows:

- The school nurse will assess the injury to determine if emergency services are required. However, teachers supervising the student at the time of the incident may exercise discretion to request immediate emergency assistance.
- Emergency services, including contacting 911, may be initiated if deemed necessary.
- Immediate attempts will be made to contact the student's parent or guardian.
- Arrangements will be coordinated to transport the student to the nearest hospital's emergency room.
- School officials will be available to provide necessary information to emergency personnel, if required.
- A school staff member, typically the school counselor, administrator, or another designated staff member, will accompany the student to the hospital and stay until the parent/guardian arrives.
- A written incident report will be completed by the supervising teacher by the end of the school day. The school nurse will furnish any pertinent information to the teachers regarding the injury or illness.

# ILLNESS OR INJURY: MINOR

Minor accidents are promptly reported to the school office, and if necessary, a note may be provided to the child to take home at the end of the school day. While efforts are made to notify parents/guardians via telephone in some instances, it's important to note that not all visits to the nurse will result in a personal phone call due to the high volume of students and incidents.

# INSTRUCTIONAL SUPPLIES

All required textbooks and library books are supplied by the school, and teachers are equipped with the materials and equipment needed for classroom instruction. It's imperative that students understand the value of these resources and treat them with care, as any lost or damaged books or materials may result in a fee. To foster responsibility, students are expected to take ownership of their personal supplies and school materials. Grade and course-specific supply lists are available on the school website, and students are responsible for ensuring they have all necessary basic supplies. We encourage parents/guardians to assist their children in preparing for school by ensuring supplies are properly packed the night before to avoid morning rushes. Ultimately, it's the student's responsibility to check and ensure they have everything needed for the next day's classes.

# INTERNATIONAL BACCALAUREATE (IB) MIDDLE YEARS PROGRAMME (MYP)

The Middle Years Programme (MYP) offers a rigorous curriculum designed to foster practical connections between academic studies and real-world contexts, equipping students with essential skills for lifelong learning. Aligned with the International Baccalaureate Organization's (IBO) vision, the MYP aims to cultivate internationally-minded individuals capable of empathizing with others and leading purposeful lives.

Through the MYP, students are empowered to explore diverse local, national, and global issues and ideas, nurturing their capacity for care and fostering creativity, critical thinking, and reflection. Our dedicated teachers develop and refine IB MYP Units of Study, providing students with conceptual and contextual frameworks for their learning experiences.

Students engage in inquiry-based learning, actively participating in asking and answering questions, completing summative assessments, and contributing to Service as Action initiatives integral to the MYP ethos. For comprehensive IB MYP policies and expectations, we encourage you to explore the IB Tab on the school website.

# INTERNET SAFETY POLICY

At Franklin Academy, we acknowledge the benefits of electronic devices and the internet in advancing student learning and streamlining school operations. However, it's crucial to recognize that the internet, being an unregulated medium, can expose students and staff to potential risks.

In alignment with Florida law and State Board of Education rules, the Franklin Academy Governing Board has adopted an Internet Safety Policy which outlines guidelines for the safe and responsible use of school networks by students.

- Accessing online content that is lewd, pornographic, scandalous, obscene, illegal, hateful, objectionable, or otherwise does not comply with this policy is strictly prohibited.
- The use of the School's networks to access social media platforms is generally prohibited. However, in specific educational contexts and with explicit direction from a teacher, students may be permitted to access social media platforms solely for educational purposes.
- It's important to note that under no circumstances may any student access TikTok or any other platforms prohibited by Florida's Department of Management Services while on school grounds or participating in school activities. Additionally, using TikTok or similar platforms to communicate or promote the School, School-sponsored clubs, extracurricular organizations, or athletic teams is strictly prohibited.
- Students are only allowed to use sanctioned email, chat rooms, and online messaging platforms while at the School or as part of School activities, and only when authorized by a staff member as part of the educational program.

# LABELS

Please ensure that your child's name is clearly labeled on all personal belongings, including lunch boxes, school jackets, binders, and any other items they bring to school.

# LATE FEES

Parents/guardians of students in grades K-5 are subject to a late fee of $1.00 per minute, per student, for pickups after 2:45 PM. For grades 6-8, the late fee applies after 3:45 PM. This policy extends to all before-school, after-school, and after-hours events and activities, encompassing late pickups from after-school clubs, special events, school-sponsored off-site events, and more.

Furthermore, students with outstanding financial obligations are ineligible to participate in extracurricular activities, including but not limited to field trips, dances, athletic events, ceremonies, and after-school clubs.

# LATE WORK POLICY

Franklin Academy recognizes the importance of accountability and timely submission of assignments. To ensure consistency and fairness across classrooms, the following policy will apply to all late work in grades 3-8:

- Late assignments will be accepted only during the same grading quarter in which they were originally assigned.
- A deduction of 10 points per day will be applied, up to a maximum of two days late.
    - **One day late:** 10-point deduction from the grade earned
    - **Two days late:** 20-point deduction from the grade earned
- Assignments submitted more than two days late will receive a 50% deduction from the grade earned, provided they are submitted before the end of the grading quarter.
- Any assignment not submitted by the end of the grading quarter will receive a grade of zero.

It is the student's responsibility to manage deadlines and ensure that all work is submitted on time. Teachers are expected to apply this policy consistently across all courses.

# LIBRARY BOOKS

When a student checks out a book from the library, they assume responsibility for its safekeeping until it is returned. Library books are to be returned within two weeks from the date of checkout. Each student may borrow up to two (2) books at a time. However, students with overdue books are ineligible to check out additional items until all overdue materials are returned, and any associated fees are settled.

In the event of a lost or irreparably damaged book, the student is responsible for paying a replacement fee, as determined by the Media Specialist/Clerk. Irreparable damage includes but is not limited to, removal of barcode, laminate covering, or labels; water or food damage; and writing or marking within the book.

We kindly request that parents/guardians refrain from attempting to repair books at home. Our Media Centers are equipped with specialized materials for book repair. While normal wear and tear is anticipated and will not incur charges, "at home" repairs may result in further damage, for which the student will be held accountable. In such cases, the parent/guardian may opt to purchase the same title and provide it to the school as a replacement.

# LOCKED DOORS

To ensure the safety and security of our students, staff, and visitors, Franklin Academy adheres to the guidelines set forth by the Florida Department of Education (FLDOE) regarding locked doors. This policy is designed to minimize unauthorized access and enhance the overall security of our school premises.

1. **Classroom Doors:**
    - All classroom doors must remain locked at all times during school hours.
2. **Main Entrances:**
    - The main entrances of the school will remain locked during school hours.
    - Visitors must use the intercom system to request entry and will be admitted only after presenting valid identification and stating their purpose for visiting.

Franklin Academy is committed to providing a safe and secure environment for all members of our school community. Your cooperation is essential in maintaining the safety and security of our school. For any questions or further information regarding this policy, please contact the school administration.

# LOST AND FOUND

Throughout the school year, lost items are often turned in to our lost and found lockers. Many of these instances could be prevented if clothing and personal belongings were labeled with the student's name. Students who lose an item can visit the designated lost and found area to retrieve it, with adult approval and supervision. Unclaimed items are eventually donated to charitable institutions. Therefore, we strongly encourage parents/guardians to label their child's personal belongings, facilitating their return to the student. To ensure the efficiency of our lost and found system, unclaimed items are reviewed periodically. Any items remaining unclaimed after this period will be donated or discarded end of each grading quarter.

# LUNCH MENUS

Our monthly breakfast and lunch menus are conveniently available online and prominently displayed in the school cafeteria.

Franklin Academy is now qualified for the Community Eligibility Provision (CEP), allowing every student to eat one free breakfast and one free lunch daily. This applies to the first meal only; additional meals must be purchased at full price unless the student qualifies for free or reduced pricing. Students who would like additional food items, such

as a second entrée, a second lunch or snacks, may purchase them through the cafeteria using available funds in their meal account.

Please complete the National School Lunch Program (NSLP) application, as students may also qualify for additional programs with the completion of the NSLP application. Be sure to apply!

# LUNCH PAYMENTS

Parents/guardians are strongly encouraged to pre-pay for lunches on a weekly or monthly basis, ensuring that funds are readily available for student purchases. As part of our commitment to safety and convenience, **Franklin Academy operates as a CASH-FREE school.** Instead, lunch payments are debited from the student's account. For the 2026-27 school year, Franklin Academy participates in the Community Eligibility Provision (CEP), which provides **one free breakfast and one free lunch** to every student each school day. Students who would like additional food items, such as a second entrée, a second lunch or snacks, may purchase them through the cafeteria using available funds in their meal account.

If paying by check, please make it payable to Franklin Academy and include the student's name, homeroom teacher's name, and specify that it is for a lunch payment. It's important to note that lunch payments cannot be processed through the payment section of our website. However, payments for meals can be conveniently made via the PowerSchool Parent Portal.

To access the School Payment Portal through the PowerSchool Parent Portal, locate the "arrow" icon in the upper right-hand corner of the screen after logging in. Clicking this icon will reveal a new menu. From there, select the "School Payment Portal" link to proceed to the payment processing page.

If you haven't already linked your School Payment Portal account to your PowerSchool Parent Portal account, you'll need to do so. Once both accounts are linked, clicking the School Payment Portal link will seamlessly transfer your credentials, granting you direct access to the payment portal without the need for additional login steps.

Please note that any student with a lunch balance below the current cost of an additional item will not be eligible to purchase the additional item.

It's essential to monitor your child's lunch balance regularly on PowerSchool to ensure they have sufficient funds for meal purchases. Once a payment has been successfully processed and the student's balance exceeds the cost of a hot meal, they will regain eligibility for the regular meal option.

# LUNCH PROGRAM

Participation in the school lunch program is entirely optional. Students have the freedom to bring their lunch from home each day if they prefer. We encourage you to explore all meal program options available. For those who qualify, free or reduced-price lunch options are offered.

Please be aware that according to Federal Lunch Program guidelines, if a student cannot consume milk and requires an alternative beverage during lunch, a doctor's note will be necessary.

# MAKE-UP WORK

Make-up work will be accepted for full credit and grade for both excused and unexcused absences, as well as out-of-school (external) suspensions. All make-up assignments, including quizzes and tests, must be submitted or taken within two school days following the return to the missed class, excluding the day of return, for each day of absence. The late work policy will be applied following the two school days provided due to an excused and unexcused absence. In cases where assignments and appropriate instructions are provided prior to the absence, make-up work, including major projects, is due on the day of return to the missed class. However, under extenuating circumstances and at the teacher's discretion, additional time may be granted.

**MISSING ASSIGNMENTS & TESTS DUE TO ABSENCES**: All students are expected to make up work missed during an absence. For absences due to (a) illness of student, (b) illness of an immediate family member, (c) death in the family, the absence is excused hence full credit will be awarded as long as the student makes up the work during the appropriate time frame. A student has TWO days to make up the work for each day the student is absent, not including the day of return. Students who have an unexcused absence will follow the policy for Missing Assignments & Tests due to late work.

**IB Assessments:** All MYP students are expected to make up all IB assessments, regardless of the reason missed. Late IB Assessments cannot be accepted after the end of the semester.

# MEDIA RELEASE FORMS

Franklin Academy, or any school-approved agent, may capture photographs or videos of students to promote the school or showcase its achievements and activities. These images may be used in various promotional materials such as brochures, the school website, flyers, and advertisements. During the registration process, parents/guardians are asked to sign Media Release forms. Failure to provide a signed form may result in the student's photograph not appearing in the yearbook, class photos, event captures, or school performances.

Mid-year changes can be submitted via the online PS Parent Portal form

# MEDICATION ADMINISTRATION AT SCHOOL

Our primary goal is to ensure the safety and well-being of all students while at school, especially when it comes to medication administration. Here are the key points to remember:

- **Authorization Form:** Medications should ideally be administered at home during non-school hours. However, if this is not feasible, a completed Authorization for Medication/Treatment Form must be provided for all medications to be administered during school hours.
- **Written Authorization:** No medication, whether prescription or over-the-counter (except for sunscreen/bug spray with a parent form), will be administered in school or during school-sponsored activities without written authorization from the parent/guardian and an authorized prescriber order.

- **Form Renewal:** A new Medication Authorization Form must be completed every school year or when changes are made to an existing one. The form includes crucial details such as the student's name, diagnosis, allergies, medication name and dosage, administration time, possible side effects, and the prescriber's signature and date.
- **Administration Protocol:** All medications will be administered by the onsite school nurse or a trained staff member designated by the principal.
- **Delivery and Packaging:** Medication must be delivered to the school by the parent/guardian or an authorized adult. Prescription medications must be in their original pharmacy container with a non-expired pharmacy label, while over-the-counter medications must be in their original packaging with the safety seal intact. Students may not deliver medication to the nurse.
- **First Dose at Home:** The first dose of any new non-emergency medication must be given at home before it can be administered at school.
- **Unused Medication:** Parents/guardians are responsible for collecting any unused medication after its expiration date or the expiration date of the authorized prescriber's order.
- **Self-Carry Medication:** Students requiring self-carry/self-administered emergency medications, such as inhalers for asthma or epinephrine auto-injectors for anaphylaxis, must have an authorized prescriber's order and parent/guardian permission. They must also understand the importance of reporting their use to the school nurse or staff members.
- **HIPAA Compliance:** The school nurse may contact the authorized prescriber if any questions arise about the student or their medication, ensuring compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- **Medication Handling:** Teachers and students are not permitted to hold or dispense any medication for student use, except under special circumstances such as field trips where proper guidelines have been followed. All medications must be managed through the school clinic.

It's important to plan ahead for field trips if your child requires medication for an overnight trip that they may not typically take at school. Additionally, any changes to your child's health condition should be promptly updated. All authorized over-the-counter (OTC) topical products must be kept in the student's backpack for easy access when needed.

We prioritize the safety and well-being of our students, and adherence to these medication administration protocols helps ensure a secure and supportive learning environment for all.

# MEDICAL AND DENTAL APPOINTMENTS

For student sign-out for medical appointments, parents/guardians are required to visit the office and sign out their child. If someone other than a parent or guardian is designated to pick up the child, written notification must be provided to the office. The designated individual will be asked to present proper identification upon arrival.

Upon returning from the appointment, a parent/guardian must accompany the student to the front office to sign in and receive an admission slip for class re-entry. **Please note that students are not permitted to return to campus after 1:45 PM, as the campus will be locked down for dismissal procedures.**

# MENTAL HEALTH INSTRUCTION

Florida Statute 1003.42 requires five (5) hours of mental health instruction for grades 6-12 to be implemented annually through developmentally appropriate instruction and skill building. The instruction will address, at a minimum, the following topics: recognition of signs and symptoms of mental health disorders; prevention of mental health disorders; mental health awareness and assistance; how to reduce the stigma around mental health disorders; awareness of resources, including local school and community resources; the process for accessing treatment; strategies to develop health coping techniques; strategies to support a peer, friend, or family member with a mental health disorder; prevention of suicide; and prevention of the abuse of and/or addiction to alcohol, nicotine, and drugs.

# MOMENT OF SILENCE

In compliance with HB 529, a moment of silence will be observed in all first-period classrooms. It's important to respect each student's participation during this time without interference. Teachers are not permitted to suggest the nature of any reflection a student engages in during the moment of silence. Parents or guardians are encouraged to discuss the significance of the moment of silence with their children and offer suggestions on how to utilize this time effectively.

# NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society (NJHS) stands as a prestigious organization aimed at acknowledging exceptional middle school students. NJHS celebrates those who have showcased remarkable attributes in Scholarship, Leadership, Service, Citizenship, and Character.

**NHJS SELECTION CRITERIA**: To be eligible for induction into the Franklin Academy Pembroke Pines Chapter of the National Junior Honor Society, students must meet the following prerequisites:

1. Enrollment at Franklin Academy for at least one full semester.
2. Enrollment in the second semester of 6th grade, 7th grade, or 8th grade.
3. Attainment of a cumulative grade point average of at least 3.5 on a 4.0 scale, calculated from enrollment to the current period.

Students meeting these prerequisites will receive a form. This form must be duly completed and submitted by the specified deadline. **Please note that late submissions will not be considered.** Further details and information regarding membership qualifications can be found on the school website.

It's important to note that sustained membership in the NJHS is contingent upon the payment of yearly dues, completion of required service hours, and adherence to the chapter's academic and behavioral standards.

# OFFICE ACCESS & HOURS

Visitors are asked to enter the building through the main office, where they will be required to present a valid state-issued identification card and obtain a visitor’s badge.

For safety reasons, in-person assistance in the school office/main lobby area is available strictly between the hours of 8:45 AM -1:45 PM. However, exceptions are made for scheduled appointments or signing in for volunteer opportunities. On early release days, in-person assistance concludes at 10:45 AM.

Telephone assistance remains accessible from 7:00 AM - 4:00 PM for any inquiries or support needed.

To maintain security measures, all exterior access doors and gates are locked once students have arrived. Please refrain from attempting entry anywhere other than the front door. Staff members diligently monitor all access points at all times. Students are reminded not to open outside doors under any circumstances, ensuring the safety and security of our school environment.

# OUTERWEAR

Outerwear, including sweatshirts, sweaters, or jackets worn on school grounds, must bear the Franklin Academy logo. If a student is wearing a uniform shirt with an embroidered logo but has a non-logo sweatshirt over it, they will not be in compliance with the dress code and will be asked to remove the unauthorized outerwear. Any unauthorized outerwear may be confiscated until the end of the day.

# PARENT SERVICE HOURS

Parent involvement significantly contributes to students' academic success by fostering a sense of safety and security and enhancing learning gains. At Franklin Academy, families are expected to contribute a minimum of eight (8) Parent Service Hours each academic year, regardless of the number of students enrolled.

These service hours must be completed between July 1st and June 30th of each school year and cannot be fulfilled through financial contributions or donations. Families can earn service hours both at school and at home, with opportunities provided by the school.

Failure to meet this annual requirement may result in consequences, including:

- Possible exclusion from returning the following year.
- Restrictions on students' participation in extra-curricular activities.
- Service hours may only be performed by parents, legal guardians, and immediate family members who have submitted an official volunteer application. Exceptions to this rule require prior approval from school officials.
- Siblings performing service hours on behalf of the family must be 18 years or older and not currently attending a public school.

For safety reasons, parents/guardians completing their service hours on campus may not be accompanied by their minor children. Please refer to the Service Hour Brochure on the school website for detailed policies and requirements.

Volunteers must sign in at the front desk and wear a VOLUNTEER BADGE at all times while on campus. Failure to sign out after volunteering will result in the hours not counting toward the service hour requirement. Parents/guardians are also reminded to dress appropriately and refrain from using cell phones while on campus.

# PARENT SERVICE HOURS – FAQ

**How many service hours does a family need to complete each year?** The requirement is a flat 8 hours per family.

**Can I write a check or purchase something in exchange for earning service hours? NO.** Franklin's service hour policy is all about parental involvement in their child's academic lives. **Under no circumstances can service hours be provided for donations.**

**Can families complete service hours at any campus; even ones where they do not have children attending? YES.**

**Can parents bring their minors with them while they complete their on-campus service ours? NO.** Families performing hours of service may NOT bring minors with them to campus (e.g. a mother of a 3-year-old who is assisting with car line to earn service hours cannot keep both her own child and the students on the curb safe at the same time).

**Can my family complete hours on my behalf? Yes.** Any adult member of your family can complete hours (mom, dad, grandmother, grandfather, aunt, uncle, etc...)

**If your relative also has a child enrolled at Franklin, they can only complete hours for their own immediate family.*

**Can parents earn service hours for making off-campus copies? YES**. However, unlike other service hour approved activities, which are based upon time, off-campus copies are worth a flat amount of 30 MINUTES, regardless of how big or small the copy project may be.

# PARENT-TEACHER CONFERENCES

Effective communication between parents/guardians and teachers is essential for a successful school year. Teachers regularly update parents/guardians on school assignments, upcoming activities, and student progress. It's important for parents/guardians to emphasize the value of teacher communication to their children and establish a system to ensure that all communication reaches home and school promptly.

Conferences can be arranged at the request of either the school or the parent/guardian. To schedule a conference with a teacher, parents/guardians should contact the student's teacher. Teachers in grades K-5 will then coordinate with the parent to determine a mutually convenient time for the conference. For 8-Jun grade parent/teacher conferences, parents are encouraged to meet with the team of teachers for the student. An administrative assistant will reach out to the parent/guardian to schedule the team conference.

Conferences requested by the school will have a specific time and date provided. All parents/guardians and visitors must sign in at the front office for a visitor's pass before proceeding to any classroom. It's important to note that teachers are not available for unscheduled conferences. If a scheduled conference needs to be canceled, please notify the teacher(s) in grades K-5 via email and the front office to speak to the designated administrative assistant who coordinators team conferences in grades 6-8.

All conferences must be arranged through the teacher via email. For grades 6-8, the school counselor can assist in scheduling group conferences as needed. If a scheduled appointment needs to be canceled, please notify the teacher via email.

# PARENT TEACHER ORGANIZATION (PTO)

**Contact PTO:** pto-ppk8@franklin-academy.org

Each child's growth and development is a collaborative effort between home and school, considering the significant time spent in the educational environment. Families are encouraged to actively contribute to the advancement of school goals and student growth by participating in the Parent Teacher Organization (PTO). PTO officers will be elected in accordance with the organization's bylaws and are expected to fulfill their roles for the betterment of the school and its students.

Throughout the school year, the PTO will organize fundraising events to support various initiatives aimed at enhancing the overall student and staff experience. Funds generated from these events will be utilized to procure materials and equipment for students, as well as to support school programs and initiatives recommended by the Principal in alignment with the school's mission.

Attendance at general PTO meetings may earn parents/guardians one (1) service hour, subject to the discretion of school administration. **However, it is important to note that PTO meetings are not intended for addressing complaints about staff or school-related issues. If parents/guardians have concerns, please follow the appropriate communication procedures outlined by the school administration.**

# PAYMENT POLICY

**Franklin Academy operates as a "CASH-FREE" school,** meaning all transactions must be conducted using checks, money orders, or major credit cards. Personal checks will not be accepted after May 1st of each school year. From May 1st onwards, payments must be made via money order or credit card until the start of the next school year.

In the event of a returned check due to insufficient funds, stop payment, or any other issue, a $25.00 returned check fee will be charged per check, in addition to the amount of the original check. After two instances of returned checks, personal checks will no longer be accepted from the individual, and payments will only be permitted through money orders or major credit cards.

Students with outstanding balances, including negative lunch balances, returned check fees, late fees, or overdue book charges, will not be allowed to participate in field trips or special activities until all outstanding balances are settled in full.

# PETS

We request parental cooperation concerning the presence of pets or live animals on school premises. For safety reasons, all pets must remain inside vehicles while on school grounds. Only officially designated service animals, properly marked, are permitted on campus.

# PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism, the act of presenting someone else's work as your own without proper acknowledgment, is strictly prohibited at Franklin Academy. This includes cheating, making up sources, and improper collaboration, among other forms of academic dishonesty. Such actions undermine the integrity of our school, compromise the learning process, and erode trust between teachers and students.

To uphold academic integrity, Franklin Academy imposes serious consequences for plagiarism. These consequences may range from failing the assignment or course to suspension by school administration. Any plagiarized assignments will receive a grade of zero, and parents or guardians will be promptly notified. Students who enable others to copy their work will face the same penalties.

Aligned with the principles of the IB World Organization, Franklin Academy Pembroke Pines IB MYP has instituted an Academic Honesty Policy, accessible on the school website's International Baccalaureate Tab. This policy serves as a guide for all MYP students in upholding academic integrity.

# PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle and high school statewide. While participation is encouraged, every student possesses the right to refrain from reciting the pledge. Upon written request from a parent/guardian, a student will be excused from reciting the pledge, which includes standing and placing the right hand over the heart. During the recitation of the pledge, students are expected to demonstrate full respect for the flag by standing at attention. Students should remove their headdress, except when worn for religious reasons (F.S 1003.44).

# POWERSCHOOL (STUDENT INFORMATION SYSTEM)

**Parent Portal:** https://ps.franklin-academy.org/public/

Franklin Academy utilizes PowerSchool as our Student Information System (SIS), enabling us to efficiently manage enrollment, grades, assignments, and various other essential components of student data. An integral feature of this system is the PowerSchool Parent Portal, granting families around-the-clock access to their student(s) information. Through the PowerSchool Parent Portal, parents and guardians can view their child's grades, attendance records, lunch and fee balances, service hour totals, and more. Additionally, users can establish and manage automated requests and alerts. Keeping phone numbers, addresses, and contact details updated within PowerSchool is crucial to ensure effective communication.

Accessing the Parent Portal is convenient and flexible, accessible via web browser or through the PowerSchool for Parents App, available free of charge. Upon enrolling your child(ren) at Franklin Academy, you will receive a letter containing your Access ID and Access Password. These credentials are essential for creating your Parent Portal login. Should you require assistance with accessing your account or encounter any issues, please don't hesitate to contact the school.

For additional details, troubleshooting tips, and answers to frequently asked questions, please visit the school website. We are committed to providing parents/guardians with the necessary tools and support to stay informed and engaged in their child's education journey.

# PREFERRED NAMES FOR STUDENTS

In compliance with F.S. §1000.071, parents or legal guardians who wish for their child to be called by a name other than the student's legal name, even if it's a common nickname, must provide consent by completing the **'Use of Preferred Names for Students'** form in the PowerSchool Parent Portal. This form can only be completed by the parent or legal guardian and not by school staff. This process ensures compliance with state law and mandates that faculty and staff cannot ask students for their preferred name or pronouns; all requests must come through the completed form in PowerSchool. Once the form is submitted and verified, the preferred name will be utilized.

# PREFERRED PERSONAL PRONOUNS

For parents/guardians who wish to have their child's preferred pronouns used, upon receipt of written consent, staff may honor this request; however, are not required to do so. If a student makes the request to use pronouns other than those aligned to their sex assigned at birth, the student will be advised to have their parent/guardian visit the school to complete the required documentation. All official school records, including attendance, academic records, and identification documents, will reflect the gender assigned to the student at birth.

# PRIVATE INSTRUCTIONAL PERSONNEL (PIP)

In accordance with Florida Statute §1003.572, school districts shall collaborate with Private Instructional Personnel (PIP) at the request of parents/guardians. All PIP providers (e.g. registered behavior technicians, occupational therapists, physical therapists, mental health counselors, etc.) who will observe, collaborate, and/or provide services in Broward County Public Schools (BCPS) must complete the entire packet and submit it to the school principal or their designee for approval annually. This packet can be obtained from the Special Programs Department. This process ensures that all PIP providers meet the necessary qualifications and standards to collaborate effectively with school staff and support student success.

# PRIVATE TRANSPORTATION

Families have the option to utilize private transportation companies for their students, provided that these companies comply with Franklin Academy's designated pick-up and drop-off protocols. Any details concerning private transportation arrangements must be communicated in writing to the Director of School Operations for review and approval.

# PROGRESS MONITORING

A Progress Monitoring Plan (PMP) is tailored for students in grades K-8 who require additional support to meet State and District Levels of Proficiency. This plan directs resources towards addressing specific learning needs. Parents/guardians play a crucial role in shaping and executing the PMP, and they will be invited to a conference to

offer their insights and input. Immediate intensive remediation in areas of concern is initiated as part of the plan. It's important to note that students enrolled in the Exceptional Student Education (ESE) program may not have a separate PMP developed, as their individualized education plans already address their specific needs.

# PROGRESS REPORTS

Midway through each grading period, progress reports are electronically issued, aligning with the school calendar. These reports provide parents/guardians with insights into their child's academic progress ahead of the final grading period. We strongly encourage parents/guardians to engage in discussions with their child and their teacher(s) regarding any concerns highlighted in the progress report. This collaborative approach ensures timely support and fosters ongoing academic success.

# PROMOTION CRITERIA

For grades K-5 promotion criteria are detailed in the Broward County Public Schools Student Progression Plan (Policy 6000.1). Student progress is evaluated using various measures, including classwork, observations, tests, district and state assessments, and final grades.

For MYP Years 1-3 (6-8), promotion requires passing a minimum of four (4) subjects, with two in English, mathematics, science, or social studies. Students failing any of the core classes may have the opportunity to fulfill course requirements in place of electives the following year.

To advance to 9th grade, students must pass:

- Three (3) middle school or higher, year-long English courses;
- Three (3) middle school or higher, year-long mathematics courses;
- Three (3) middle school or higher, year-long science courses;
- Three (3) middle school or higher, year-long social studies courses;
- Additional promotion criteria may apply per District and State guidelines.

# RAINY DAY DISMISSAL

If a thunderstorm or lightning occurs during dismissal, students will remain in their classrooms until it is safe to proceed. This ensures the safety of both students and staff. School officials will wait until the lightning is at a safe distance before releasing students, including those who walk or bike home. We ask for your patience during this process, as rainy day dismissal procedures may cause delays. Parents/guardians will receive a text message to notify them of any delayed dismissal.

# REPORT CARDS

Report cards are electronically issued quarterly in accordance with the school calendar. To receive a grade for a given quarter, students must have attended Franklin Academy for a minimum of 10 days. For students enrolling late in the academic year, final grades are determined by averaging the grades from their previous school with their current grades at Franklin Academy.

# RESPONSE TO INTERVENTION (RTI)

**MTSS Coordinator:** Diana Acevedo | acevedo@franklin-academy.org

Response to Intervention (RtI) is a multi-tiered approach to the early identification and support of students with learning and behavior needs. It commences with delivering top-tier instruction and universally screening all students within the general education setting. Those encountering difficulties receive interventions tailored to their needs, progressively increasing in intensity to expedite their learning progress. These interventions are administered by a diverse range of professionals, including general education instructors, special educators, and specialists. Continuous monitoring of progress evaluates both learning speed and performance level, guiding educational decisions on the intensity and duration of interventions based on each student's response to instruction.

# ROOM PARENT GUIDELINES

Room parents play a crucial role in facilitating communication and support between teachers and parent volunteers to enhance classroom activities. They are carefully selected by the teacher and approved by school administration to act as a liaison for various classroom-related tasks. Here are some key responsibilities of room parents:

- Maintain an up-to-date class email list while ensuring privacy through the "bcc" function.
- Assist in coordinating volunteers for classroom activities as per the teacher's request.
- Organize approved class celebrations, such as winter or end-of-year parties.
- Collect and coordinate gifts for the teacher on occasions like holidays, end-of-year, or birthdays.
- Recruit volunteers from the class for school-wide events.
- Ensure inclusion of all parents/guardians interested in participating in classroom events.

**Room parents should refrain from discussing academic matters, curriculum requirements, assessments, or other educational topics. Violation of these guidelines may result in removal from the role by the classroom teacher or school administration**. Further details and guidelines for room parents can be found in the Room Parent Handbook.

# SCHOOL SAFETY AND SECURITY

Ensuring the safety of our students and staff is a top priority at Franklin Academy. We have established comprehensive emergency procedures designed to address various situations that may arise during the school day. These procedures are in strict adherence to guidelines set forth by the Florida Department of Education (FLDOE) to maintain a secure learning environment.

**Emergency Drills:** Regular drills are conducted to prepare students and staff for different emergency scenarios:

- **Fire Drills:** Fire evacuation routes and procedures are practiced periodically to ensure swift and orderly evacuation in the event of a fire.
- **Severe Weather Drills:** Procedures for severe weather, including hurricanes or tornadoes, are practiced to ensure students know where to take shelter and how to remain safe until the all-clear is given.

- **Lockdown Drills:** Lockdown procedures are practiced to prepare students and staff for situations that require securing classrooms and remaining quiet and out of sight until the all-clear is given.

**Security Measures:** We maintain stringent security measures to safeguard our school community:

**Collaboration with Authorities:** We collaborate closely with local law enforcement and emergency responders to review and refine our emergency procedures regularly. This partnership ensures that our protocols align with best practices and that we are prepared to respond effectively to any emergency situation that may arise.

**Parental Notification:** In the event of an emergency or drill, parents will be notified via our emergency communication system. It is essential that all contact information remains current to ensure timely communication in any emergency scenario.

As a parent/guardian, you play a crucial role in ensuring the safety of students during emergencies. While your instinct may be to rush to the school if an incident occurs, it's important to follow specific steps to manage the situation effectively:

- **Remain Calm**: Cooperate with school and public safety officials and follow any instructions provided regarding your child.
- **Keep Roads Clear**: Avoid coming to the school, as doing so could interfere with response efforts and block access for critical resources like emergency responders.
- **Keep Phone Lines Open**: Refrain from calling the school office, as excessive calls could disrupt emergency communications. Avoid contacting your child via cell phone, as this may compromise their safety.
- **Monitor Communications and Be Patient**: Stay tuned to official communications channels for updates and be patient as the situation unfolds.

By adhering to these procedures and maintaining a vigilant approach to safety, we strive to create a secure environment where students can focus on their academic growth and development with peace of mind. Thank you for your continued support and collaboration in maintaining a secure school environment.

# SCHOOL CLOSINGS & SEVERE WEATHER

**Franklin Academy adheres to the same protocols as Broward County Public Schools in the event of severe weather or emergencies**. Should a campus emergency, weather-related incident, or any other unforeseen event arise necessitating school closure, we will promptly communicate updates and instructions through multiple channels, including the Franklin Academy website and parent messages, provided electrical power is available.

To ensure the effectiveness of our communication efforts, it is imperative that we maintain an accurate database with current parent/guardian contact information. Therefore, we kindly request that parents/guardians keep their emergency contact information up to date in PowerSchool. Your cooperation in this regard will help us swiftly disseminate important information and instructions during emergencies, thereby ensuring the safety and well-being of our students and staff.

# SEARCHES OF STUDENTS

In order to maintain a conducive environment for learning and ensure the safety of all students, schools must enforce discipline and order while preventing the introduction of harmful, damaging, or unlawful items onto the premises. Acting in loco parentis, school officials and teachers are entrusted with the responsibility of supervising students and maintaining a secure environment during school hours.

In accordance with the law, school authorities are empowered to conduct searches of students, their personal belongings, as well as desks and lockers, under appropriate circumstances. Any decision to search a student, their possessions, or any school property, or area assigned to them for individual use, shall be made in accordance with the law.

# SIBLINGLINK

Students in grades K-5 with a verified sibling in grades 6-8 may stay on campus until their older sibling is dismissed at 3:00 PM. Similarly, students in grades 6-8 with a verified sibling in grades K-5 may arrive on campus at 7:00 AM with their younger sibling. This service, known as SiblingLink, is provided at no cost to our families and is contingent upon eligibility, which will be verified.

To ensure smooth operation and safety, unauthorized students dropped off before the official start time or not picked up at the designated dismissal time will incur a fee of $1.00 per minute, per student. Participation in Sibling Link is also contingent upon students maintaining appropriate behavior. Students may be dismissed from participating in SiblingLink if their behavior disrupts the program's efficiency or compromises safety standards.

# SMOKING REGULATIONS

According to Florida Law, smoking, including the use of vape pens, is strictly prohibited on campus at all times. This policy extends to all areas of school property, including parking lots and inside vehicles.

# SNACK POLICY

Franklin Academy prioritizes student health and aims to reduce childhood obesity by promoting nutritious snacking habits on campus. To align with this goal, the following guidelines have been established for students in grades K-8: 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. These guidelines are designed to decrease calorie intake from sugar and fat, while encouraging the consumption of whole, nutritious foods.

MYP students in grades 6-8 are allowed to have a healthy, nutritious snack during the end of first period. Additionally, carbonated, or caffeinated beverages are not permitted on campus.

# SOCIAL MEDIA – STAY CONNECTED

You can stay connected with events happening across the different Franklin Academy campuses by connecting with our three different social media platforms.

Facebook – @FranklinAcademyCharter

YouTube – @FranklinAcademyMedia

Instagram – @FranklinCharter

# SOCIAL MEDIA GUIDELINES FOR PARENTS

- Parents/guardians should anticipate communication from teachers regarding their child's participation in any project involving online social media applications, such as blogs, wikis, podcasts, etc.
- Parents/guardians will not engage in any actions intended to destroy or harm online information. Instead, they will promptly report objectionable material to a school administrator and/or counselor.
- Parents/guardians will refrain from using classroom social media platforms for any illegal activities, including the violation of data privacy laws.
- Parents/guardians are strongly encouraged to stay informed about their child's electronic communications and involvement in social media projects.
- Parental involvement is welcomed to ensure that student engagement in social media networking is appropriate and that privacy concerns are adequately addressed.

# SOCIAL MEDIA GUIDELINES FOR STUDENTS

- **Think before you post.** Remember, what you share online, whether on social media platforms, blogs, or photo-sharing sites, is visible to everyone. Be mindful of your digital footprint and avoid posting anything you wouldn't want your friends, family, teachers, or future employers to see.
- **Respect others online.** While it's okay to have different opinions, express them in a respectful manner. Avoid hurtful comments and adhere to the school's code of conduct, ensuring that your online behavior reflects the same standards expected in the classroom.
- **Prioritize online safety.** Protect your personal information by never sharing details like last names, phone numbers, addresses, or exact birthdates. Keep your password private, only sharing it with trusted individuals such as teachers and parents.
- **Use credible sources when linking to external websites to support your ideas.** Always review the entire article before linking to ensure its appropriateness for school-related purposes.
- **Do your own work and respect intellectual property.** Avoid plagiarism by obtaining permission before using others' ideas, images, or designs. When referencing or paraphrasing, cite your sources properly and consider hyperlinking them for easy access.
- **Respect copyright laws when using images.** Ensure you have permission to use the image or that it falls under Creative Commons' attribution.
- **Represent yourself authentically online.** Avoid misrepresenting your identity and ensure that your blog and wiki posts are well-written and adhere to writing conventions.
- **Report inappropriate content promptly.** If you encounter material that makes you uncomfortable or is disrespectful, inform your teacher immediately.

Failure to comply with these guidelines may result in loss of project participation privileges and future access to Franklin Academy's online tools. Additionally, disciplinary or legal action may be taken.

# SPECIAL EVENTS OR PROGRAMS

Throughout the school year, various special events are organized that demand additional dedication from our teachers. These events are meticulously planned to enrich the educational journey of our students. To ensure the seamless execution of these endeavors, it is imperative that all students actively participate. **Students must be present for at least half of the school day to partake in these special events, including athletic competitions and unique programs.** However, students with outstanding financial commitments or those under parental service hour restrictions will regrettably be ineligible to participate in these enriching opportunities.

# STUDENT DISMISSAL

The Principal at Franklin Academy has the authority to recommend the dismissal of a student for any significant violation of the Code of Student Conduct. Offenses qualifying for dismissal include Level 3 or 4 behaviors and repeated Level 2 incidents as outlined in the Code of Conduct. Parents/guardians will receive written notification detailing the reasons for the dismissal, actions taken to assist the student, and information on due process rights and the right to appeal. The notification will also state whether the student is eligible to reapply in the future.

**Effect of Dismissal:** For purposes of this policy, dismissal means the student is involuntarily disenrolled from all Franklin Academy schools and barred from future enrollment at Franklin.

# STUDENT RECORDS

Access to student records and grades is contingent upon the return of all school property, textbooks, and the settlement of any outstanding fees. This includes clearing balances owed to various school departments such as the Media Center, cafeteria, textbook fees, and any outstanding dues from fundraisers. In order to avoid delays in receiving access to student records and grades, all accounts must be brought up-to-date. Failure to clear outstanding balances may result in the withholding of the final report card until all financial obligations are settled.

# STUDENT RIGHTS

Students are entitled to a safe learning environment, free from threats and physical harm. Any disruptive behavior is unacceptable and will be met with appropriate consequences outlined in the Broward County Administrative Discipline Matrix. Consequences may include time-out, exclusion from class activities, detention, suspension, or expulsion. Parents/guardians who encounter conflicts involving students other than their own child are encouraged to address the issue with the school counselor or administration. **It is strictly prohibited for parents/guardians to directly approach other students or parents/guardians involved in the conflict.**

All individuals within the school community, including students and staff, are entitled to be treated with respect. Any form of derogatory language, hostile behavior, violence, or other forms of verbal or physical misconduct directed at a student, parent, or staff member will not be tolerated under any circumstances.

### STUDENT SERVICE AS ACTION - IB MYP

The IB Middle Years Programme (MYP) mandates the completion of a minimum number of service experiences, which must be reported to and verified by the school. Each quarter, students are required to engage in at least one (1) service activity. Families are encouraged to consider activities that involve the entire family, fostering a collective commitment to serving our local, state, national, or international community.

Service as action encompasses four primary options:

1. Direct service: Students directly engage with the community to make an impact on an organization or issue.

2. Indirect service: Students collect donations to support an organization or address an issue.

3. Advocacy: Students utilize various platforms to advocate for change related to an organization or issue.

4. Research: Students undertake research projects, such as writing papers or essays, to highlight the significance of an organization or issue.

Regularly updated lists of service opportunities will be provided to ensure students have a variety of options to fulfill their Service as Action requirement. It's important to note that student service hours do not contribute to the yearly Parent Service Hour requirement.

# STUDENT WELFARE

In compliance with HB 443 (2025), §1002.33(16)(b)(17), F.S. and Rule 6A-6.0791, Florida Administrative Code, this policy reflects the rights of parents and the obligations of the School relating to student welfare.

The “Parental Rights in Education” law, also known as House Bill 1557 (2022), set forth specific procedures for complaints or disputes falling into those categories detailed in Section 1001.42(8)(c)1.-7, Florida Statutes, and on the “Parental Request for Appointment of a Special Magistrate” form published by the Florida Department of Education and available here.

**Parental Notification:**

a) Franklin Academy will notify a student’s parent in writing if there is a change in the student’s services or monitoring related to the student’s mental, emotional, or physical health or well-being and the school’s ability to provide a safe and supportive learning environment for the student. The School acknowledges the fundamental right of parents to make decisions regarding the upbringing and control of their children. School personnel will encourage a student to discuss issues relating to his or her well-being with his or her parent or to facilitate discussion of the issue with the parent.

b) School personnel are prohibited from discouraging or prohibiting parental notification of and involvement in critical decisions affecting a student’s mental, emotional, or physical health or well-being. School personnel may only withhold such information from a parent if a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect, as those terms are defined in section 39.01 Florida Statutes.

c) At the beginning of the school year, the School will notify parents of each health care service offered at the School and the option to withhold consent or decline any specific service in accordance with section 1014.06 Florida Statutes. Parental consent to a health care service does not waive the parent's right to access his or her student's educational or health records or to be notified about a change in his or her student's services or monitoring as provided by this paragraph.

d) Before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade 3, the School will provide the questionnaire or health screening form to the parent and obtain the permission of the parent.

**Instruction & Training:**

a) Classroom instruction by School personnel or third parties on sexual orientation or gender identity will not occur in kindergarten through grade 8, except when required by sections 1003.42(2)(o)3. and 1003.46 Florida Statutes. If such instruction is provided in grades 9 through 12, the instruction must be age-appropriate or developmentally appropriate for students in accordance with state standards.

b) Student support services training developed or provided by the School will adhere to student services guidelines, standards, and frameworks established by the Department of Education.

**Conflict Resolution:**

A parent shall use the following procedure to notify the principal, or his or her designee, regarding concerns under regarding student welfare instruction and training list in this policy:

a) The parent shall send the principal a written complaint. The parent's concern must describe the nature of the dispute and describe the resolution or relief sought with the School. The complaint shall be delivered to the principal via hand delivery, U.S. Mail or email. The principal (or designee) shall provide a written response to the parent within seven (7) days of receiving the complaint. For the purposes of this policy, "days" shall mean business days and exclude state, federal and School holidays.

b) If the parent remains aggrieved after receiving the response from the School, the parent has a right to seek relief from the local school district.

c) Within thirty (30) days after notification by the parent that the concern remains unresolved, the school district must either resolve the concern or provide a statement of the reasons for not resolving the concern. The School shall fully cooperate in the resolution procedures of the school district, and shall comply with the school district's decision for resolution of the complaint.

d) If a concern is not resolved by the school district, the parent may:

i. Request the Commissioner of Education to appoint a special magistrate who is a member of The Florida Bar in good standing and who has at least 5 years' experience in administrative law. The parent shall use the Parental Request for Appointment of a Special Magistrate for Charter School Students, Form CSSM-1 6A-6.0791, which the School shall provide to the parent upon request (or available at the link in Section I of this policy). The special

magistrate will determine facts relating to the dispute over the School procedure or practice, consider information provided by the School, and render a recommended decision for resolution to the State Board of Education within 30 days after receipt of the request by the parent. The State Board of Education will approve or reject the recommended decision at its next regularly scheduled meeting that is more than 7 calendar days and no more than 30 days after the date the recommended decision is transmitted.

ii. Bring an action against the School or school district to obtain a declaratory judgment that the School procedure or practice violates sections 1002.20 and 1014.04 Florida Statutes, and seek injunctive relief. A court may award damages and shall award reasonable attorney fees and court costs to a parent who receives declaratory or injunctive relief.

e) The School shall include this policy in its Student Handbook and shall post it on the School's website to notify parents of the conflict resolution procedures.

f) The School shall designate at least one person responsible for responding to inquiries from the Florida Department of Education regarding a request for appointment of a Special Magistrate and shall notify the Department of Education of the name and email address of the individual.

g) Nothing contained within this policy shall be construed to abridge or alter rights of action or remedies in equity already existing under the common law or general law.

# TECHNOLOGY USAGE POLICY

As technology continues to evolve, our classrooms and media centers increasingly integrate computers, networks, digital curriculum, and online resources like the Internet and email. While these tools offer vast educational benefits, their effective use relies on responsible and ethical behavior from every user.

Franklin Academy is committed to safeguarding its network and computing systems against unauthorized access and misuse, while ensuring accessibility for legitimate users. Users of our network are expected to adhere to all relevant school, local, state, federal, and international laws.

Any attempt to violate these laws through network use may result in legal action taken by the appropriate authorities. Unauthorized activities such as accessing restricted accounts or networks, tampering with files without permission, software piracy, and sharing offensive or inappropriate material are strictly prohibited. **Our school's technology resources are provided for educational purposes only, and any unauthorized use is not tolerated.**

# TELEPHONES

The school telephone system is essential for conducting school business and must be kept available for its intended purpose. Students are not permitted to use the telephone without prior permission, and such use is strictly reserved for emergencies only.

Delivering personal messages to individual students disrupts the instructional program, so only emergency messages will be relayed to students in the classroom. Students are discouraged from using office telephones for general purposes, and calls for missing assignments, musical instruments, lunches, or after-school plans will not be accommodated.

Teachers may authorize a student to use the phone with a written note when necessary. Phone use by students is not permitted in classrooms, bathrooms, hallways, or any other areas during the school day. Students are encouraged to plan ahead and come to school prepared, including making social and transportation arrangements in advance.

# TRANSFER STUDENTS

Transfer students are those who join the school after the academic year has commenced. Whenever possible, their prior school records will be utilized to assess grade-level proficiency and determine appropriate placement, aligning with the guidelines outlined in the Broward County Student Progression Plan (Policy 6000.1).
Placement of transfer students will be determined based on various criteria, which may include:

- Previous enrollment at a school accredited by a state or regional accrediting agency;
- Performance in validating examinations; and/or
- Scholarly achievements during a trial placement period.

In cases where records are unavailable, such as students transitioning from a homeschooling environment, diagnostic assessments may be conducted to ascertain grade-level placement. These assessments ensure that every student receives suitable placement within our educational framework.

# TRANSPORTATION

Franklin Academy offers limited bus transportation services to eligible students, following specific eligibility criteria. If you reside within a two-mile radius of the campus, it is expected that you arrange transportation for your child(ren). Our bus transportation aligns with county guidelines and operates within defined transportation boundaries established by these guidelines.

Prior to the commencement of each school year, routes, pick-up/drop-off timings, and locations are finalized and subject to potential changes at the discretion of our transportation provider. For detailed information about bus transportation services, please contact them directly.

Students utilizing bus services are required to adhere to appropriate behavior standards. Instances of misconduct will be reported to school administration, and students may face consequences, including the loss of bus privileges.

For students in grades K-5, it is the responsibility of a parent or legal guardian to ensure their presence at the bus stop, or designate an adult or older sibling to accompany the student. Our contracted transportation providers will not leave students in grades K-5 unattended at the bus stop. In cases where parents/guardians of students in grades 3-5 wish to authorize unsupervised drop-offs, they must complete the PowerSchool Bus Stop Waiver form annually. Until this waiver is received, students will not be left without adult supervision.

# TRESPASSING

To ensure the safety and security of all students, staff, and visitors, Franklin Academy enforces a strict No Trespassing policy. This policy applies to all school grounds, buildings, and properties, including parking lots, athletic fields, and other facilities. School grounds are closed to the public outside of regular school hours and scheduled events. Unauthorized presence on school property after hours will be considered trespassing.

# VIDEO FOOTAGE

At Franklin Academy, the privacy and security of our students and staff are of utmost importance. Therefore, video footage recorded on school premises will not be released to parents or guardians without a valid court order or subpoena. Upon receipt and verification of such documentation, the school will cooperate with the legal request as required by law. This policy is in place to protect the privacy of all individuals captured in the video footage and to comply with legal standards. We appreciate your understanding and cooperation in maintaining the privacy and security of our school community. For any questions or concerns regarding this policy, please contact the school administration.

# VISITORS / VOLUNTEERS

**All visitors to the school are required to check in at the front office upon arrival.** In compliance with the Jessica Lunsford Act, all visitors must present photo identification and undergo scanning using the Raptor Visitor Management Software linked to the Florida Department of Law Enforcement (FDLE) database. **It is important to note that visitors, including parents/guardians, are not permitted to enter their child's classroom unannounced at any time before, during, or after school hours. Under no circumstances should parents/guardians proceed directly to a classroom without prior authorization.**

Arrangements for classroom visits or assistance must be made in advance, preferably at least 24 hours prior, and coordinated with the classroom teacher. Teachers are required to inform the front office of expected visitors to facilitate access to the classroom. For the safety of all students, visitors must sign in and out at the front desk, provide information regarding the purpose of their visit and whom they are visiting, and obtain a VISITOR'S PASS to access the school campus.

Additionally, please adhere to the following volunteer guidelines:

- Volunteers must prominently display the school-issued "VOLUNTEER" badge while on campus.
- Volunteers and visitors should proceed directly to their assigned room and refrain from wandering the campus or deviating from their designated volunteer role.
- Siblings or children who are not enrolled at Franklin Academy are not permitted on campus during volunteer activities.
- Please ensure cell phones are switched off or set to vibrate mode while on campus, and refrain from speaking on cell phones while volunteering.
- Personal food or beverages should not be brought into the classroom by volunteers.
- Avoid comparing or criticizing teachers and students; such behavior is unacceptable.

- Respect the confidentiality of classroom activities and student information. Do not discuss student matters with other students or adults.
- Punctuality and reliability are essential, as teachers plan for volunteer assistance. If unable to fulfill a scheduled volunteering commitment, please notify your child's teacher promptly.
- Volunteers are not authorized to administer any form of medication to students.

**Failure to comply with these expectations or causing disruptions on campus may result in a request to leave the school premises by school administration or the on-duty police officer.** Your cooperation contributes to maintaining a safe and conducive learning environment for all students.

# WARNING SIGNS

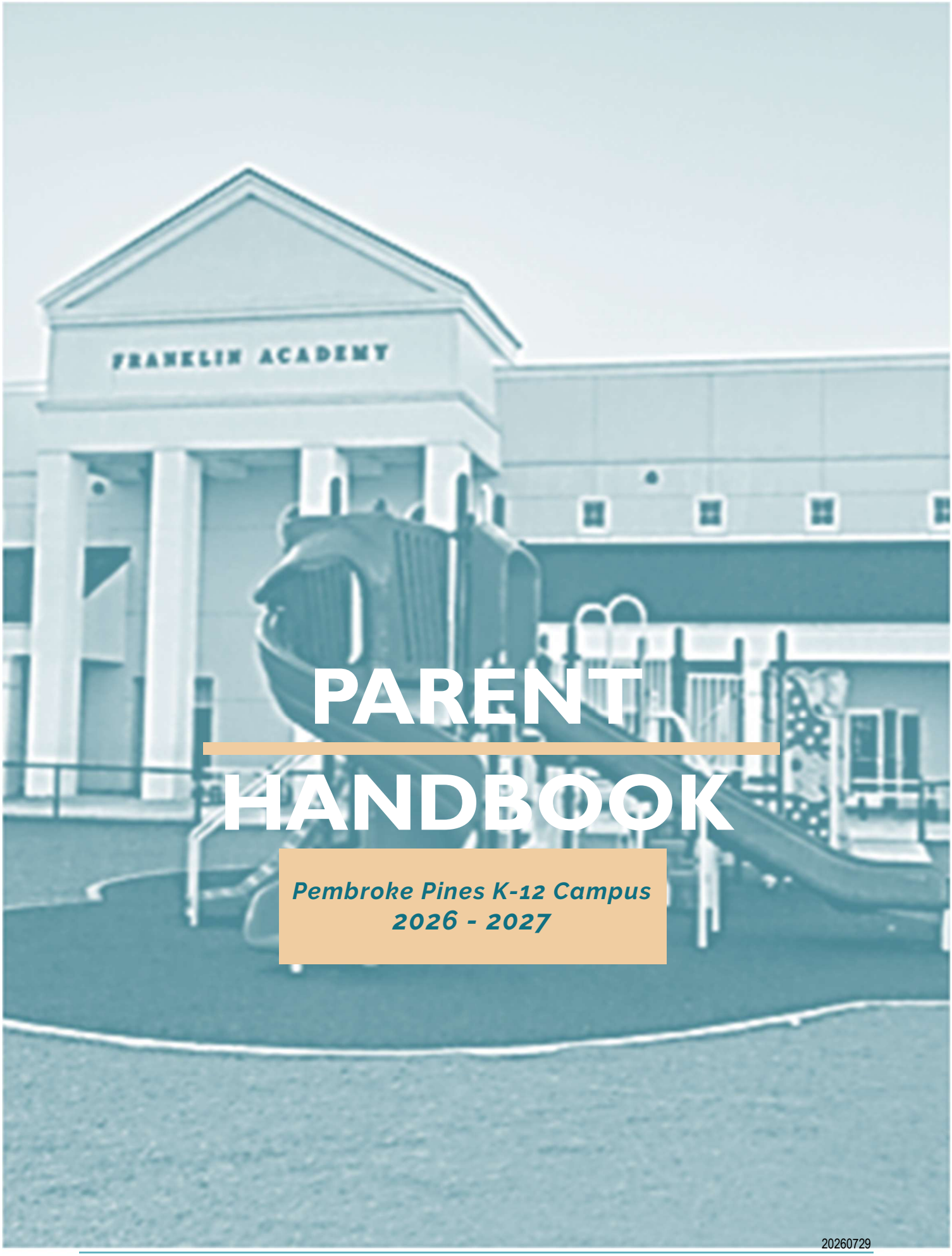
In adherence to the requirements set forth by Broward County Public Schools, Franklin Academy mandates that all parents or legal guardians of enrolled students complete the Warning Signs Course annually. This course is pivotal in equipping parents/guardians with the knowledge and skills necessary to identify signs of mental health concerns in their children, including depression, anxiety, substance abuse, and suicidal ideation. Parents/guardians will receive instructions on accessing the course online through designated platforms. Franklin Academy is committed to fostering a supportive environment for student well-being, and views parental involvement in mental health education as integral to achieving this goal.

# WEAPONS

In accordance with Florida Department of Education (FLDOE) regulations and state law, Franklin Academy strictly prohibits the possession, use, or distribution of any weapons on school property, at school-sponsored events, or during school transportation. **AT NO TIME is it appropriate for any student to possess or bring a weapon of any kind onto a school campus.** Any person possessing, displaying, transmitting, and/or using a weapon on school property shall be subject to arrest. This policy applies to all students, staff, parents/guardians, and visitors. Weapons shall be defined as indicated in F.S. 790.001.

# WITHDRAWAL PROCEDURES

To ensure the most efficient processing of a student withdrawal and the release of records, parents/guardians are requested to complete a withdrawal form with the Registrar. It's important to note that in accordance with state statute, **only the registering parent is authorized to withdraw the student.**




# PARENT HANDBOOK

***Pembroke Pines K-12 Campus***
***2026 - 2027***

# 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

*Building Better People, Every Day*

Utilizing an intercultural-mindedness model and a standards-based curriculum, the mission of Franklin Academy is to create compassionate, engaged, life-long learners by promoting a culture of collaboration and high expectations that emphasizes character development through active service in the local, national and international community, while adhering to the principle that all children can learn.

# ACCREDITATION

Franklin Academy has been granted School System Accreditation from Cognia, the national commission that confers the Southern Association of Colleges and Schools. This designation demonstrates our commitment to excellence, our openness to external review and feedback, and our desire to be the best we can be on behalf of the students we serve. School System Accreditation provides Franklin Academy a nationally-recognized mark of quality for our system and all the schools within our system. All of our schools are fully accredited providing our students opportunities such as the chance to earn college and technical school scholarships after graduation along with the opportunity to join the list of accredited schools and school systems.

# 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). Preferences for enrollment are applied in accordance with the published lottery rules and guidelines available on the school website.

In accordance with 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 admitted 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. Families will be contacted 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 apply 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.

Parents/guardians 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 apply 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.

Admission to the International Baccalaureate (IB) Middle Years Programme and Diploma Programme at the Pembroke Pines K-12 campus will adhere to the principles of the IB World Organization, in which all students in grades 6 through 10 □ if offered a seat to attend Franklin Academy in accordance with the admissions policy □ will participate in the Middle Years Programme, regardless of academic performance or learning differences. Students in grades 11 & 12 are eligible to apply for the Diploma Programme.

# EDUCATIONAL PHILOSOPHY

Research consistently highlights that the quality of instruction is the most significant factor in a child's learning. At Franklin Academy, our educational philosophy and mission are deeply embedded in our approach to teaching. We deliver a rigorous, comprehensive, research-based curriculum, aligned with Florida's academic standards. This curriculum is presented to students through a variety of engaging methods designed to foster active learning and critical thinking.

Our highly qualified teachers begin by assessing students' current knowledge and reading levels using pre-assessment data. This information guides collaborative planning, ensuring each student is on a path to achieve more than a year's worth of content knowledge. Our teachers are dedicated to addressing individual learning needs and meeting the content and performance criteria of Florida's B.E.S.T. Standards for English Language Arts and Mathematics, as well as Florida's State Academic Standards for Science and Social Studies.

In professional learning communities, our teaching teams regularly evaluate the curriculum to determine the most effective instructional methods. These teams create an instructional focus that drives data analysis and forms the basis for developing meaningful assessments and effective action plans aimed at enhancing student learning.

Continuous reflection on student performance enables us to make proactive adjustments to better meet students' needs. By doing so, we ensure that every student at Franklin Academy receives the highest quality education tailored to their individual growth and success.

Instructional models in the International Baccalaureate (IB) Middle Years and Diploma Programme (MYP & DP) are guided by the IB World Organization Standards and Practices. Our MYP & DP classrooms are designed to connect big ideas, related concepts, and real-world applications. These classrooms prioritize student questions and ideas, focusing on inquiry and collaboration to achieve mastery of Florida's B.E.S.T. Standards for English Language Arts and Mathematics, Florida's State Academic Standards for Science and Social Studies, and the IB objectives for each subject group.

As dedicated professionals, our educators will:

- Develop and utilize standards-based curricula aligned with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, and Florida's State Academic Standards for Science and Social Studies;
- Adapt content and design their curriculum to meet the interests and needs of our diverse student population.
- Select assessment pieces that authentically reflect learning gains and academic growth;
- Collaborate within professional learning communities across disciplines and grade levels to ensure horizontal and vertical alignment;
- Focus on developing critical thinking through project-based learning and inquiry-driven instruction; and
- Challenge students to invest in their education by providing varied assessments, timely feedback, and opportunities for individual reflection.

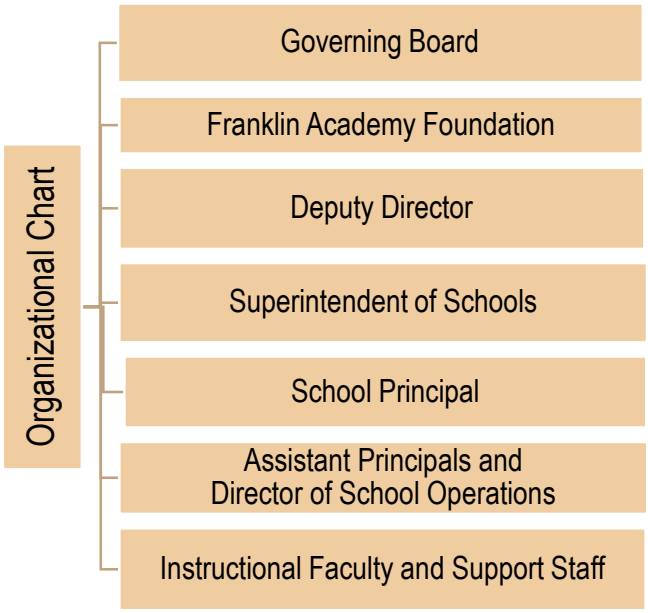
By adhering to these practices, we ensure that our MYP & DP classrooms are dynamic, student-centered environments where learners are encouraged to engage deeply with the content and develop the skills necessary for lifelong learning.

# GOVERNANCE & LEADERSHIP

The Governing Board of Franklin Academy serves as the ultimate policy-making body, determining the school's academic direction, curriculum, and overall operations. The Principal, appointed by the Chairman of the Board, is responsible for managing all aspects of school operations in alignment with the policies and budget approved by the Governing Board. Faculty and staff report directly to the Principal, who in turn reports to the Governing Board, ensuring a clear and effective chain of command that supports the school's mission and goals.

The school's administrative team, comprising the Principal, Assistant Principals, and the Director of School Operations, is dedicated to ensuring that the school's operations align with Franklin Academy's overarching mission and vision. As instructional leaders, this team is responsible for making all school-based decisions and establishing procedures for the school's day-to-day operations.

The instructional and support staff are tasked with implementing these procedures in their daily activities and interactions with students, parents/guardians, and the community, thereby upholding the high standards and goals of Franklin Academy.




# GUIDING PRINCIPLES AND PURPOSE

At Franklin Academy, our goal is to engage all students in a rigorous curriculum that emphasizes project-based learning, inquiry, technology, creativity, and teamwork, tailored to individual learning styles. Our highly qualified staff and administrative professionals collaborate with students, parents/guardians, and the community to help students set learning goals. They also master core academic areas and develop a well-rounded education in art, technology, physical education, music, and other special disciplines.

To achieve this mission, the school will:

- Provide motivated, highly qualified teachers and administrators to guide and support student learning;
- Develop and utilize standards-based curricula aligned with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, and Florida's State Academic Standards for Science and Social Studies;
- Empower experienced faculty to collaborate in constructing effective curriculum maps that ensure equity and flexibility in meeting students' educational needs while addressing benchmarks and process skills;
- Regularly monitor student progress through 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 tailored to each class's learning needs based on data, providing extended learning opportunities, enhancement, and enrichment;
- Implement professional learning communities of school leaders and teachers to evaluate student data, navigate curriculum maps, facilitate best practices, and promote high-yield strategies across the curriculum;
- Provide teachers with meaningful professional development and various instructional tools aligned with their specific curriculum goals and objectives;
- Promote the use of educational technology and highly effective research-based instructional methodologies, including project-based and inquiry-based learning; and
- Foster communication and involvement with parents/guardians and the community to support student achievement and school improvement.

Through these efforts, Franklin Academy ensures that every student receives a high-quality education that prepares them for future success.

At Franklin Academy, our rigorous teaching and learning approach, needs-based instructional delivery system, and differentiated instructional model empower students and promote professional collaboration, all supplemented by 21st-century technology. Continuous progress monitoring and rigorous assessments are integral to achieving our mission.

Key elements include the decentralization of services, shared decision-making among school professionals, high levels of parental involvement, and a web-based student information system that facilitates communication between parents/guardians and the school, allowing them to track their child's progress. This collaborative framework paves the way for student success.

Our instructional models in the International Baccalaureate (IB) Middle Years and Diploma Programme align with the principles of the IB World Organization. MYP & DP classrooms are concept-based, student-centered, and focused on inquiry and collaboration. This approach ensures mastery of both the B.E.S.T. Standards and the International Baccalaureate Objectives and Strands, fostering a comprehensive and engaging learning environment.

# GENERAL SCHOOL POLICIES

## 10-10 RULE

Maintaining a structured and focused learning environment is crucial for the academic success of our students. To ensure this, we have established the "10-10 Rule" for all middle and high school classrooms. This rule is designed to maximize instructional time and minimize disruptions during class transitions.

**The 10-10 Rule:** Students are not permitted to leave the classroom during the first ten minutes or the last ten minutes of class.

**Optimize Learning Time:** The beginning and end of each class are often crucial for providing important information, context, and closure. By adhering to this rule, students can fully engage in the lesson without missing essential content.

**Reduce Disruptions:** Frequent exits and entrances at the start and end of a class can be distracting for both teachers and students. The 10-10 Rule helps maintain a focused and respectful classroom environment.

While it is important to adhere to the 10-10 Rule, we understand that emergencies and special circumstances may arise. In such cases, teachers have the discretion to allow a student to leave the classroom if it does not disrupt the flow of the lesson.

## ADULT RESTROOMS

For the safety and comfort of our students, adults are strictly prohibited from using or entering student restrooms. Adults may utilize the adult restrooms located on each floor. Thank you for your cooperation in maintaining a secure and respectful environment for our students.

## AFTER SCHOOL CARE

Franklin operates a fee-based aftercare program, which offers care each school day including early release days until 6:00 pm, excluding the last day of the school year. This program provides students with a structured, safe, and positive environment for after school hours. Students are supervised by certified counselors that provide age-appropriate activities and learning opportunities.

The aftercare site-based manager serves as the first point-of-contact when addressing any issues or concerns related to aftercare. Families should contact the manager before 12:00 PM for a change in their child's dismissal; otherwise, the child must be released from the office.

## 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.

# ARRIVAL PROCEDURES

Supervision of students commences at 7:00 AM for students in grades 9-12 and at 8:00 AM for students in grades K-8. Instruction begins promptly at 7:30 AM for grades 9-12 and at 8:30 AM for grades K-8.
Breakfast will be served in the cafeteria starting at 7:00 AM for grades 9-12 and at 8:00 AM for grades K-8.

**Tardy Arrival Policy:**

- Students in grades 9-12 are considered tardy if arriving after 7:30 AM. Parents/guardians must park their vehicle and report to the front office to sign in the student.
- Students in grades K-8 students are considered tardy if arriving after 8:30 AM. Parents/guardians are required to park their vehicle and report to the front office to sign in the student.

Your cooperation in adhering to these arrival procedures ensures a smooth start to the school day for all students.

# ARTIFICIAL INTELLIGENCE (AI) ACCEPTABLE USE POLICY

At Franklin Academy, we integrate innovative technologies like Chat GPT and other Generative AI tools into our curriculum to enhance students' research, writing, and problem-solving skills. Students are encouraged to use these tools for brainstorming, generating ideas, assisting with research, improving writing, and analyzing data. However, it is crucial to use these tools responsibly and ethically, ensuring all AI-generated content is properly cited and verified.

We also recognize the potential risks, such as plagiarism and cheating, associated with AI use. Students must adhere to guidelines, including verifying AI-provided information with reliable sources, not sharing personal or sensitive information, and writing assignments in their own words. Misuse of AI tools will be addressed according to Franklin's academic integrity policies and appropriate consequences from the Administrative Discipline Matrix will be applied.

# ASSESSMENTS

**Assessment Coordinator**: Linda Afaneh | afaneh.linda@franklin-academy.org

Section 1008.22(3), F.S., states, “Participation in the assessment program is mandatory for all school districts and all students attending public schools…” All students in grades K-8 will participate in benchmark testing on a regular basis to assess progress toward meeting grade level standards. Parents/guardians will be notified in advance of the dates and times for test administration. These assessments are achievement tests that identify student strengths, weaknesses, learning gains and/or readiness for promotion. Franklin Academy will provide additional information regarding school-specific tests and statewide standardized assessments.

The IB Programme at our campus has both the MYP and the DP. The MYP includes the completion of authentic summative assessments that demonstrate mastery of the B.E.S.T. Standards along with the IB Objectives and Strands for each subject group. These assessments may or may not be a part of the student's traditional grade in PowerSchool, but they will be evaluated on a scale of 0 - 8 using rubrics aligned with the IB Objectives for each unit. These IB Grades will be used to determine each student's progress in terms of the IB Objectives. A mid-year and end-of-year IB Report Card will be distributed to parents/guardians to inform them of their child's progress in the IB Programme. Additional Information regarding the Franklin Academy IB Assessment Policy can be found on the Franklin Academy Campus Website, underneath the IB Tab.

The DP includes Internal and External Assessments that result in an overall grade that can result in college credit, and/or earning an International High School Diploma.

Other non-IB high school classes assess using the B.E.S.T. Standards within the traditional grades in PowerSchool.

Advanced Placement (AP) courses assess using the College Board rubrics within the course, traditional grades within PowerSchool, and end-of year AP Exams that can result in earning college credit depending on the receiving institution.

# ATHLETIC PROGRAM

**Athletic Director:** Brent Marinangeli (6-12) | marinangeli.brent@franklin-academy.org

At Franklin Academy, we uphold national, state, and district standards of excellence in student performance, offering middle school and high school students opportunities to engage in a diverse range of interscholastic teams. By establishing rigorous educational standards, we aim to equip students to compete at the highest levels of their abilities and to make informed, thoughtful, and healthy decisions throughout their lives.

**Commitment to Education:** Franklin Academy is dedicated to the ongoing advancement of education for our students, ensuring they are prepared for success in all aspects of their lives.

**Student Participation Guidelines:** The Student Code of Conduct, Franklin Academy Athletic Contract, and guidelines established by the Middle School Athletic Association (MSAA)

Florida High School Athletic Association (FHSAA) outline the requirements for participation in interscholastic athletics. All students must maintain satisfactory conduct to participate in athletic and extracurricular activities. Participation in after-school activities is considered a privilege, subject to revocation at the discretion of the administration and/or athletic director.

By adhering to these standards and guidelines, we create an environment that fosters personal growth, responsibility, and achievement both inside and outside the classroom.

# ATTENDANCE

The parent/guardian of a child of compulsory school age is responsible for the child's daily school attendance (F.S. 1003.24). School staff, parents/guardians, 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). SB Policy 5.5 outlines the rules that apply to attendance and attendance procedures. A student's presence in class is required to maximize the attainment of instructional objectives. For students who demonstrate patterns of non-attendance, interventions will be recommended.

# ATTENDANCE: ABSENTEE REPORTING

Your child must be in school every day as mandated by state law. When students are absent from school, parents/guardians must report their child's absence via the **Absence Reporting Form**, which can be found in both the **PowerSchool Parent Portal** and the **PowerSchool Mobile App**.

Parents/guardians must report the absence the day before, the day of, or within TWO (2) school days following the absence, or the absence will be considered unexcused. Failure to report your child's absence within the required timeframe will result in the absence being marked unexcused. School staff members have a legal right to request a written medical excuse. Refer to our Attendance Policy for a list of valid reasons. Please allow 72 hours for processing. **NOTE: If reason for absence is not in the Attendance Policy, the absence will remain unexcused.**

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

# ATTENDANCE: EXCUSED ABSENCES

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below (F.S. 1003.24(4), 1003.26). **Family vacations and trips are considered <u>unexcused absences</u>.**

1. Illness of student.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's own faith.
5. Required court appearance or subpoena.
6. Special event with appropriate documentation and prior approval. Examples of special events include important public functions, educational enrichment activities, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need. The school administrator/designee will determine validity and may require documentation in cases of family need.
7. Scheduled medical or dental appointment.
8. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies.

Students on field trips and students who attend alternative to suspension programs or in internal in-school suspensions are not considered absent.

# ATTENDANCE: EARLY SIGN-OUT

Frequent early sign-outs can negatively impact a student's academic performance. Excused early dismissals are allowed for doctor's appointments and extreme emergencies. If you need to take your child out of school before the end of the school day, please come to the front desk to sign them out. A school employee will call for your child, provided the request is made before 1:45 PM. Students will not be dismissed from the classroom after 1:45 PM to avoid disrupting the school-wide dismissal process.

Excessive early sign-outs will be evaluated on a case-by-case basis to identify any patterns of non-attendance. Non-attendance for instructional activities includes tardiness, early sign-outs, or absences for any part or all of the day. Accumulated early sign-outs, unless excused under this policy, will be recorded as unexcused absences in accordance with F.S.1003.02 (1)(b).

**SPECIAL NOTE:** The school utilizes an automated system to record early release requests, which are automatically transferred to the PowerSchool Student Information System. Although this entry may initially appear as an absence in PowerSchool and on student report cards, rest assured that the early release is manually recorded in the district and state reporting database. This ensures that the official attendance record accurately reflects an early release rather than a full day's absence. Your child's attendance history is meticulously maintained to reflect the precise details of their school day.

**Student releases after 1:45 PM are not permitted unless deemed an emergency by the principal or their designee.** Instances of excessive early sign-outs will be addressed individually to determine if a pattern of non-attendance exists.

Additionally, signing out a student to provide missing or forgotten items and then returning them to class is not appropriate. If a student is signed out early, they must remain off campus for at least 30 minutes before being signed back in. Your adherence to these guidelines ensures the safety and accountability of our students.

# ATTENDANCE: TARDINESS

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. Habitual tardiness is defined as being tardy five (5) times within a marking period. 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. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1) (b).

# HONOR ROLL

In order to encourage academic excellence, an honor roll system has been implemented. There are two honor roll categories for students in grades one through twelve:

- Principal's Honor Roll: A student must maintain an "A" average (90% and above) in all subject areas, including special area classes to qualify for this designation.

- A/B Honor Roll: A student must earn a grade of "A" or "B" (80% and above) in all subject areas, including special area classes to qualify for this designation.

Students who earn Honor Roll or Principal status will be acknowledged on a quarterly basis.

- Several awards are given throughout the year including monthly Character Awards based on the Six Pillars of Character (K-5) and the IB Learner Profile traits (6-12).

# BATHROOM USE - STUDENTS

In accordance with the Florida Department of Education (FLDOE) ruling, Franklin Academy requires that all students in grades K-12 use bathrooms that align with the gender they were assigned at birth. If a student feels uncomfortable using the assigned bathroom, the school will provide access to a private, single-occupancy restroom upon request. The school is committed to protecting the privacy of all students. Discussions regarding bathroom use and pronoun preferences will be handled with sensitivity and confidentiality. This policy aims to ensure compliance with state regulations while maintaining a respectful and orderly school environment. We understand that this policy may present challenges for some students and families. Our goal is to implement this ruling while fostering an environment of respect and support for all students. If you have any questions or concerns, please contact the school administration.

# BIRTHDAY CELEBRATIONS

Celebrations must be approved in advance by the classroom teacher and should not disrupt the instructional schedule. Please note the following guidelines:

**Grades K-5:** Birthday treats such as cupcakes or cookies are not permitted in the cafeteria. Instead, they must be distributed during the last hour of the day on the last day of the month, ensuring all students are included. Due to federal regulations, parents/guardians may not bring homemade treats or food to share. Only store-bought snacks with clearly labeled ingredients may be distributed to students. Please be aware that candles are not permitted according to State and County Fire Codes.

**Siblings and Guests:** Siblings from other classes or grade levels are not permitted to attend celebrations. We ask that guests are limited to parents and guardians.

**Testing Days:** Birthday celebrations are not allowed on "blackout" testing days.

**Grades 6-12:** Birthday celebrations for students in grades 6-12 are not conducted at school. Any items delivered or brought to the school will be confiscated.

These guidelines ensure that celebrations are inclusive, safe, and compliant with regulations. Thank you for your cooperation.

# BOOKBAGS | BACKPACKS

To maintain a positive and respectful environment at Franklin Academy, personal items such as book bags, backpacks, folders, or any other belongings must adhere to the following guidelines:

- **Display Restrictions:** Personal items must not display patches, insignias, drawings, obscene words, gang signs, or any other content deemed inappropriate, offensive, or reflective of negativity toward Franklin Academy.
- **Rolling Bookbags/Backpacks:** For safety and storage reasons, rolling bookbags/backpacks are not permitted at Franklin Academy.
- **Medical Exceptions:** If your child has a verifiable medical condition that prevents them from carrying a backpack, proper documentation from a medical professional/physician must be submitted to the school nurse. Upon review, an elevator pass may be issued. The School Nurse may request additional documentation or verification from the authorizing physician before issuing the elevator pass.

Failure to comply with this policy constitutes a dress code violation and may result in disciplinary consequences, along with parental notification. Your cooperation ensures a safe and respectful learning environment for all students at Franklin Academy.

# BREAKFAST PROGRAM

Breakfast is available daily during the following times:

- **Grades 9-12:** 7:00 AM - 7:20 AM
- **Grades K-8:** 8:00 AM - 8:20 AM

**Grades 9-12 and SiblingLink Students:** Students in grades 9-12 and those enrolled in SiblingLink may enter the building at 7:00 AM. Grade 9-12 students will proceed directly to the cafeteria for breakfast.

**SiblingLink Students in Grades K-8:** SiblingLink students in grades K-8 will be directed to the cafeteria or a designated activity area upon arrival. They will join their peers in the cafeteria at 8:00 AM for breakfast.

**Students in Grades K-8:** Students may enter the building at 8:00 AM and have the option to report directly to the cafeteria for breakfast.

Please note that SLA Management is the food service provider for Franklin Academy. We encourage all students to take advantage of our breakfast offerings to start their day off right.

# BRIGHTARROW NOTIFICATION SYSTEM

Franklin Academy utilizes BrightArrow's advanced mass notification system to effectively communicate with parents/guardians. Our system allows for quick delivery of voice, text, and email messages for unexcused absences, informational updates, emergency alerts, and more. With rich database integration technologies, BrightArrow ensures fast and effective communication, enhancing our ability to keep parents/guardians informed.

# CARE OF SCHOOL PROPERTY

Students are expected to respect the school building 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 and will result in a documented behavior infraction.** All food must be consumed in the cafeteria or area designated by the school administration. Students are not permitted to play in the bathrooms. Any student who disregards this rule will be subject to disciplinary action. As an aspect of Service as Action, a principle of the IB World Organization, Middle Years (MYP) & Diploma Programme (DP) students may be asked to help maintain clean and organized classrooms and common areas as an act of Service to the School Community.

# CASH-FREE SCHOOL POLICY

Franklin Academy operates as a **cash-free** school with no exceptions. Payments for school fees, activities, and services must be made using methods approved by the school, such as personal checks, money orders, cashier's checks, or online payments via major credit cards. This policy promotes efficiency, security, and accountability in financial transactions within our school community.

# CELL PHONE USAGE IN A SCHOOL ZONE

For the safety of our students and staff members, cell phone usage is not permitted in the school zone. For purposes of this policy, the school zone refers to an area on the school grounds that has a likely presence of pedestrians (morning arrival, afternoon dismissal, etc.). Law enforcement personnel routinely patrol the school campus and will issue citations at their discretion to enforce all applicable laws and regulations.

# CHAPERONES

Chaperones play a crucial role in ensuring the health, safety, and security of students during Franklin Academy sponsored field trips. To maintain high standards of supervision, all chaperones must meet security eligibility requirements as mandated by State Laws, Federal Regulations, and District policies. **It is important to note that individuals who do not meet these security clearance requirements will not be permitted to serve as chaperones on any school field trip.** Franklin Academy is committed to maintaining a secure environment for all students. With the passage of Senate Bill 676, Florida public schools may require more extensive volunteer background checks, including fingerprinting. Accordingly, all parents who wish to serve as field trip **chaperones must successfully complete a Level 2 background** check prior to participation.

The role of a chaperone is both enjoyable and significant, requiring a commitment to certain responsibilities and adherence to established expectations. Chaperone guidelines are in place to ensure that district-sponsored field trips result in safe and rewarding experiences for all participants.

Chaperones should be aware that district policies apply to all off-site activities sponsored by the school district. Responsibilities assigned to chaperones are substantial, and adherence to established guidelines is essential to ensure the safety, enjoyment, and educational value of these memorable events for students. Your cooperation and dedication are greatly appreciated.

# CHARACTER EDUCATION

To support our mission of 'Building Better People, Every Day', Franklin Academy implements the IB Learner Profile Traits as a framework for character education. IB Learners will work to be Inquirers, Open-Minded, Knowledgeable, Caring, Thinkers, Risk-Takers, Communicators, Balanced, Principled, and Reflective. When children learn a consistent set of universal values and teachers model those values, behavior improves, and educational focus soars. The Learner Profiles is embedded in our existing curriculum and classroom management to make focusing on good character part of everything students do.

# CHILD ABUSE AND NEGLECT POLICY

Franklin Academy is committed to the well-being of all students and upholds an ethical obligation to protect them from conditions harmful to their learning, mental, or physical health, and safety. All school personnel are mandated by law to report any suspected cases of child abuse, abandonment, or neglect that may affect a student's health, safety, or welfare. Our staff is dedicated to making reasonable efforts to ensure a safe and supportive environment for every student.

# CLUBS

Eligible students have the opportunity to participate in after-school clubs throughout the school year. At the end of club activities, students will stay with the club sponsor until picked up or signed into aftercare, if they are enrolled in the program. Students are dismissed from clubs via the .

**Important Guidelines:**

- Clubs will not be held on early release days, professional development days, or staff meeting days.
- Late payments for clubs will not be accepted.
- Club fees must be paid by the established due date; otherwise, students will not be eligible to attend the club.
- Students who are picked up late from clubs will be charged a late fee of $1.00 per minute, per student.
- Students with outstanding financial obligations or whose families did not complete the required number of parent service hours the previous year are not eligible to participate in after-school clubs.
- Students may be removed from clubs for disciplinary reasons, and refunds will not be provided.

Your cooperation with these guidelines helps ensure a smooth and enjoyable experience for all participants.

# CODE OF CONDUCT

Franklin Academy firmly believes a positive school culture promotes equal educational opportunity and establishes the framework for a safe learning environment. The Code of Student Conduct, Policy 5090, provides specific information regarding the rules that all students are expected to adhere to, as well as consequences for violations. Important among these rules are consistent and timely attendance, respect for people and property, appropriate dress, technology usage, student publications, student activities, student records and the right to appeal, including grievance procedures.

The Code of Student Conduct is intended to be an instructive policy based on interventions and supports for students. However, when consequences are warranted, they shall be implemented based on a system of progressive discipline. Minor incidents and first offenses have less serious consequences than major incidents and repeat offenses. Factors such as age, grade level, social, emotional, and intellectual development, and overall student rights and responsibilities shall also be considered. Disciplinary issues will be resolved by every means possible prior to exclusion from school. Equitable and reasonable procedures will be followed to assure students of their rights.

Parents/guardians have a fundamental right to direct the upbringing, moral or religious training, education, and care of their children. However, it is the responsibility of all school personnel, students, parents/guardians, external stakeholders, and the greater community to ensure the school environment encourages a climate conducive to learning.

**Parental Involvement:** Parents and guardians are encouraged to review the Student Code of Conduct with their children and support the school's efforts to maintain a positive learning environment. Communication between home and school is vital for addressing and resolving behavioral issues effectively.

**Accessing the Code of Conduct:** The complete Student Code of Conduct is available on the Franklin Academy website. Students and parents/guardians are responsible for familiarizing themselves with the Code of Conduct and adhering to its guidelines.

# COMMUNICATION | CHAIN OF COMMAND

Effective communication between school and home is crucial for the success of each student and the overall school community. To support positive communication, please follow the established hierarchy for addressing concerns and making specific requests (e.g., conferences). Requests should be submitted in writing via email to the appropriate teacher or staff member.

**Hierarchy for Addressing Concerns:**

**Classroom Teacher**:

- **First Point of Contact**: For concerns regarding your child's academic performance, behavior, or social interactions, please first communicate with the classroom teacher.
- **Requesting Conferences**: Send a written request for a conference via email. Email lists are available on the school's website or at the front office.

**School Counselor**

- Next Step: After discussing the matter with the classroom teacher, you may contact or request a conference with the school counselor for further discussion on student behavior and/or academics.

**Assistant Principal**:

- **Further Escalation**: If concerns persist after speaking with the classroom teacher and/or school counselor, parents/guardians may contact or request a conference with the Assistant Principal.
- **Procedure**: The Assistant Principal will meet with the teacher and other relevant personnel involved with your child's situation before arranging a conference with you. For other school-related issues, the Assistant Principal should be the first point of contact.

**Principal**:

- **Final School-Level Contact**: Following discussions with the classroom teacher, school counselor, and Assistant Principal, parents/guardians may contact or request a conference with the Principal for further discussion on student behavior and academics.
- **Procedure**: The Principal will consult with the teacher and other relevant personnel before arranging a meeting with you. For other school-related issues, initial contact should be made with the Assistant Principal, who may then refer you to the Principal or another appropriate contact.

**Superintendent of Schools**:

- **Beyond the School Level**: If the issue remains unresolved, parents/guardians may contact the Superintendent of Schools for further action. Contact information is available on the school website.

**Governing Board**:

- **Final Escalation**: If concerns persist after following the appropriate communication protocol, parents/guardians may contact the Board Liaison. The email address is provided on the school website.

**Important Note**: Always follow the established chain of command before requesting a conference with the Principal, Superintendent of Schools, or contacting the Governing Board. This process ensures efficient and effective communication and resolution of concerns.

# COMMUNICATION FOLDER

The school-issued communication folder for K-5 is a vital tool for fostering effective home-school communication. Teachers use this folder to send and receive important paperwork, including school flyers, handouts, field trip forms, extra practice assignments, and other classroom and school-related publications. Parents/guardians are strongly encouraged to review the contents of the communication folder daily to stay informed and engaged in their child's education. Please note that a replacement fee of $5.00 will be charged for any lost communication folders.

# COUNSELORS

Franklin Academy employs seven full-time school counselors dedicated to supporting students, parents/guardians, and staff with student guidance and academic advising. The school counselors are available by appointment to discuss student issues with parents and guardians. They promote and enhance student achievement through a comprehensive model that incorporates prevention and intervention with continuous academic, career, and personal development activities, preparing students for meaningful participation in a diverse, changing world.

Counselors offer a range of activities, including classroom guidance, small groups for skill mastery, individual counseling for students with specific needs, and various proactive and innovative approaches to support student performance. Their program is based on the National Standards for School Counseling Programs and the American School Counselor Association (ASCA) National Model.

Additionally, school counselors provide valuable resources to staff, students, families, and the community to ensure a family-friendly environment and access to a safe school climate necessary for academic and social/emotional growth. All information discussed with the school counselor is held in strict confidence unless otherwise required by law.

# DISCIPLINE

At Franklin Academy, it is crucial for students to understand their rights and responsibilities. This includes obeying teachers, all other school employees, bus drivers, and adhering to each rule defined by the school. Students are expected to honor their responsibilities and behave in ways that respect the rights of all individuals within the school community. Franklin Academy follows the Broward County Public Schools' Code Book for Student Conduct, and consequences for unacceptable behaviors are outlined in the Administrative Discipline Matrix. These guiding documents are available on the school website and will be distributed electronically.

Students and parents/guardians are required to sign an acknowledgment form indicating their awareness and understanding of these rules. Consequences for rule violations include loss of privileges, such as participation in field trips, dances, special events, athletic events, and ceremonies. It is important to note that details regarding school incidents and disciplinary actions can only be discussed with the parent(s)/legal guardian(s) of the student involved. Information related to other students will not be disclosed.

Each teacher will establish appropriate procedures for discipline in their classroom based on these guidelines. The following list, while not exhaustive, outlines key expectations:

1. **Respect for Authority**: Students are expected to respect the authority of teachers and all staff members, who have authority over all students.
2. **Care for School Property**: Malicious destruction of school property will result in replacement, repair, or payment for damages by the student or their parents/guardians. The placement of stickers on school property or the use of markers/pens/pencils on walls or fixtures is prohibited.
3. **Cleanliness**: Students shall help keep the school clean at all times. Gum chewing is not permitted in any school buildings or on school grounds.

4. **Prohibited Items**: Items such as water pistols, toy guns, matches, lighters, or weapons of any sort are not allowed and will be confiscated. Appropriate consequences will be issued as per the Administrative Discipline Matrix.
5. **Inappropriate Materials**: Notebooks, albums, magazines, lunchboxes, etc., that display pictures or slogans referring to drugs, alcohol, gangs, or violence are prohibited.
6. **Language**: Profane, abusive, or slang language is not allowed.
7. **Zero-Tolerance for Bullying**: Bullying or aggression, whether verbal or physical, will not be tolerated.
8. **Inclusiveness**: Teachers will foster a sense of community and inclusiveness, ensuring all children are involved in class activities.

By adhering to these guidelines, we aim to create a safe, respectful, and inclusive learning environment for all students at Franklin Academy.

## BEHAVIOR EXPECTATIONS: BUS

**Riding the school bus is a privilege**, and maintaining proper behavior is crucial for the safety of all passengers, as well as other motorists, pedestrians, and community members. All rules that apply on school grounds and during school activities also apply while riding the school bus.

Parents /guardians are responsible for their child's behavior on the way to and from school and at the bus stop. While Franklin Academy does not assume any liability for incidents that occur at a bus stop or while traveling to and from school, a student, parent/guardian, or witness may file a complaint following the same procedures for bullying. The school will investigate and provide assistance or intervention as deemed appropriate by the principal or their designee, which may include involving local law enforcement.

Students who cannot refrain from disruptive behavior or disturb other students will lose transportation privileges in conjunction with consequences from the Broward County Administrative Discipline Matrix.

**Important Reminders for Parents/Guardians:**

- Parents/guardians may not board a school bus at any time, as this presents a safety hazard.
- Violation of this rule may result in the suspension of transportation services.

## BEHAVIOR EXPECTATIONS: CAFETERIA

Each student is expected to uphold good manners, courtesy, and consideration for other students and adults while in the cafeteria. To ensure a positive dining experience for all, the following guidelines must be followed:

- **Orderly Entry and Exit:** Students are to enter and exit the cafeteria in an orderly manner.
- **Line Etiquette:** While waiting for food, students should form a single-file line and keep communication noise levels low, refraining from shouting.
- **Seating:** Students are to remain seated during the lunch period unless authorized by school staff.
- **Trash Disposal:** Containers are provided for the disposal of trash. Each student must dispose of any trash on their table and the surrounding area by the end of the lunch period or immediately upon request from monitors.
- **Lunch Period Boundaries:** Students are not permitted to leave the school grounds for lunch during their assigned lunch period.

- **Food and Beverage:** No food or beverage is to be taken out of the cafeteria at any time.
- **Respect for Rules:** All students are expected to adhere to the posted cafeteria rules at all times.
- **Safety Concerns:** Throwing food or objects in the cafeteria is strictly prohibited as it poses a safety concern. Such acts may result in suspension from school or possible recommendation for expulsion, especially in the event of a major disruption on campus, such as a food fight. This policy aligns with the Broward County Administrative Discipline Matrix.

## BEHAVIOR EXPECTATIONS: HALLWAY

To maintain a conducive learning environment and ensure the safety of all students, the following guidelines for hallway behavior must be observed:

- **Quiet Travel:** Students should move through the hallways quietly to avoid disrupting ongoing classes.
- **Compliance with Staff Directions:** Students are expected to follow staff directions for proper hallway procedures.
- **No Running or Yelling:** Running or yelling in the hallway is not permitted at any time.
- **Proper Line Formation (Grades K-5):** Students in grades K-5 are required to line up single file when moving through the hallways.
- **Respect for Property:** Students should refrain from touching the walls while walking through the hallways.
- **Staircase Safety:** When using staircases, students should use the handrails, walk on the right side, and refrain from pushing or shoving.
- **One-Way Hallway Rule:** Students must follow the one-way hallway rule to maintain order and safety.

## DETENTION

Detentions are assigned to students who fail to comply with classroom or school rules. The purpose of detention is to provide students with an opportunity to reflect on their behavior and make better choices in the future.

**Procedures:**

- **Notification:** Parents/guardians will receive an email notification prior to the student's assigned detention. The email will include a confirmation form that must be completed.
- **Attendance:** Students must report on time to the detention. Late arrivals may result in rescheduling to the next available detention.
- **Duration:** Detentions will be held on a specified weekday or Saturday and will last for the designated duration.
- **Rescheduling:** Detentions will not be rescheduled due to conflicts with athletic games/practices, social events, or special events.
- **Pick-Up: Parents/guardians must pick up their child promptly at the designated time. Late pick-ups will result in a fee of $1.00 per minute.**
- **Restrictions:** Students may not participate in school-sponsored extracurricular activities on or off-campus on the day of their detention.

**Consequences:** Failure to attend an assigned detention will result in progressive disciplinary action, potentially leading to a one-day suspension, as per the Broward County Administrative Discipline Matrix.

# DISCIPLINARY SUSPENSION

Suspension is a disciplinary sanction that temporarily removes a student from a class, or all classes for a prescribed period of time. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to issuing an out-of-school (external) suspension except in emergencies, disruptive conditions, or incidents involving serious misconduct. Suspensions will result in the loss of privileges, including but not limited to, field trips, dances, special events, athletic events, ceremonies, etc. **Students serving a suspension are NOT permitted on campus during the term of the suspension and may NOT participate in any school activities, on or off campus, during the suspension period.**

Offenses that constitute out-of-school (external) suspension include, but are not limited to, the following:

- Fighting or other dangerous and/or disruptive behavior;
- Smoking or vaping on school grounds;
- Being under the influence or having alcoholic beverages and/or drugs on school grounds;
- Possession and/or use of a weapon or any object that can be used as a weapon, including but not limited to: knives, brass knuckles, Chinese stars, chains, mace, etc.;
- Defacing or vandalism of school property;
- Igniting any flammable substance;
- Any threat, explicit or implied, that causes a major disruption on campus.

# DISCIPLINE MATRIX

The Broward County Administrative Discipline Matrix serves as a standardized tool utilized by administrators to address student violations of the Code of Student Conduct. Its primary purpose is to ensure consistency in disciplinary actions across all grade levels, thereby promoting fair and equitable treatment of students.

**Functionality:**

- **Consistency:** The Matrix provides a structured framework for assigning interventions and consequences in response to student behavior that extends beyond the classroom.
- **Fairness:** By applying predetermined guidelines, administrators can ensure that disciplinary actions are administered impartially, regardless of individual circumstances.
- **Accessibility:** Different versions of the Matrix are available to accommodate specific grade level groupings, ensuring that disciplinary measures are developmentally appropriate.
- **Transparency:** Parents/guardians and students can access a copy of the Matrix online, facilitating transparency and understanding of disciplinary procedures.

For further details regarding the interventions and consequences outlined in the Administrative Discipline Matrix, please consult  available on the school website. This comprehensive resource provides additional explanations and context for the disciplinary framework established by the school district.

# DISMISSAL: DASHPASS

**Families are required to utilize the DashPass app, accessible for download on their mobile devices.** Upon registration, a system-generated email containing detailed instructions will be dispatched to the registering

parent/guardian. To facilitate smooth pickup procedures, DashPass must be activated upon the vehicle's arrival on campus. Subsequently, a signal will be transmitted to the student's classroom, where their name will be promptly displayed. Teachers will then release the student via the pickup queue, directing them to proceed directly to the car line.

Parents/guardians have the option to designate additional individuals for student pickup by sharing a student-specific code through the DashPass app. Any authorized pickup person must also download and install the DashPass app on their mobile device.

In the absence of the DashPass app, individuals seeking to pick up a student must present a photo ID for verification. They may also be required to park and visit the office before the student can be released, ensuring adherence to safety protocols.

# DISMISSAL PROCEDURES

To streamline dismissal procedures and ensure the safety of all students, Franklin families are required to designate their child's regular "WAY HOME" method in the PowerSchool Parent Portal. Dismissal commences at **2:30 PM** for students in grades **9-12**, while students in grades **K-8** are dismissed at **3:30 PM**.

For the safety of everyone, parents/guardians are not permitted to enter the campus or queue on the side of the road. until 2:30 PM for grades 9-12 and 3:30 PM for grades K-8. Any students not picked up by 3:00 PM (9-12) or 4:00 PM (K-8) will incur a late fee of $1.00 per minute, per student.

During dismissal, parents/guardians must remain inside their vehicles at all times. As vehicles enter the dismissal lane, students will exit the school building. It is imperative to follow the prescribed traffic pattern, prioritizing safety over speed. **Early dismissal requests after 1:45 PM will not be granted.**

To expedite dismissal, parents/guardians will receive a color-coded placard displaying their child's name and grade level, which must be prominently displayed on the vehicle dashboard. Students will only be released to individuals who have downloaded and installed the DashPass app. Others without verified parental consent will be denied access.

Upon entering the campus, proceed to your assigned stacking lane. Students will be dismissed curbside. Please refrain from loud music or cell phone use in the car line to ensure the safety of students and staff.

Due to a lack of sidewalks on SW 207th Terrace, students are PROHIBITED from walking or bike riding to campus. **All families must update their child's "WAY HOME" method annually in the PowerSchool Parent Portal.**

Temporary or one-time changes in dismissal method must be communicated in writing to the dismissal teacher and front office by **12:00 PM** on the day of the change. Club dismissal is separate from school dismissal, and late pickups will incur a fee. We appreciate your cooperation in adhering to these dismissal procedures to ensure the safety and well-being of all our students.

# DOMESTIC DISPUTES

The school does not intervene in personal family conflicts or domestic disputes. In cases involving legal disputes, parents or guardians are required to provide school authorities with an official copy of legal documents that specify who has legal access to the child and their records.

# DRESS CODE

Franklin Academy is a mandatory uniform school, and the dress code is strictly enforced. Students must adhere to both the Code of Student Conduct and the Franklin Academy Dress Code Policy. Exceptions to the dress code may be granted for special school activities with prior approval from the school administration. Maintaining a higher standard of dress fosters greater respect among individuals and contributes to improved behavior.

Dress code guidelines specify appropriate school attire for normal school days. Franklin Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to comply with these guidelines. If a student arrives without the proper uniform, they may be sent to the front office and will remain there until a parent/guardian brings the correct uniform.

Improperly fitted uniforms are considered a violation of the dress code, and students may not be allowed to attend class until appropriate clothing is provided. Offensive, immodest, or inappropriate attire, as deemed by the faculty, is not permitted. Torn or tattered clothing is also prohibited. All clothing should be labeled with the student's name. Parents/guardians of Kindergarten and first grade students are encouraged to leave an extra set of clothes in a labeled Ziploc bag in their child's backpack in case of emergencies.

**All uniforms must be purchased from the school-approved vendor, iUniforms.com. The Franklin Academy logo is a registered trademark. Unauthorized use of the Franklin Academy logo will result in penalties for trademark infringement, including possible legal action. Violations of trademark infringement are serious and will be addressed in accordance with the law.**

| | |
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| **SHIRTS** | • All students must wear a uniform shirt with the school logo.<br>• Shirts must be tucked-in and neat.<br>• Shirts must stay tucked-in when arms are raised, midriffs are never to show. |
| **BOTTOMS** | • Only properly fitted uniform bottoms may be worn.<br>• Shorts and skorts must be of appropriate length and at the discretion of the administration, but no longer than 1 inch below the knee.<br>• Only slacks, shorts, skorts and jumpers with the official school logo may be worn. |
| **OUTERWEAR** (JACKETS, SWEATERS) | • Only outerwear with the official school logo may be worn.<br>• School uniform shirts must be worn under any outerwear. |
| **BELTS** | • Students in grades 2 - 12 must wear a belt with a buckle.<br>• Plain brown, blue or black dress style belt (no holes or studs).<br>• Belts must be worn correctly through the belt loops. |
| **SOCKS** | • Solid white, black, grey or navy socks.<br>• Solid white, black or navy tights may be worn with skorts in cooler months. |

| | |
|---|---|
| **SHOES** | • Athletic style (sneaker) shoes.<br>• Dress style shoes (loafer or tie) or Mary Jane style. |
| **HATS** | • Hats may NOT be worn in the school building.<br>• Hats without logos or hats with the school logo may be worn during 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.<br>• PE sweatpants (with the school logo) may be worn in cooler months. |
| **OTHER** | • Jewelry must not pose a threat to safety and must not be distractive.<br>• Necklaces should be tucked into the shirt.<br>• Hair styles must not be distracting and are subject to administration approval (mohawks, spikes, etc.)<br>• Hair should be neat and not fall onto the face.<br>• No body piercings visible other than one earring per ear.<br>• Torn or tattered clothing is prohibited.<br>• Sunglasses may not be worn in class.<br>• Middle/High school ID badges must be worn around neck with school provided lanyard. (Students are charged $10 for each lost ID and lanyard) |

# DRESS-DOWN DAYS & GUIDELINES

Dress-down days are scheduled throughout the school year, offering students the opportunity to enjoy a break from the standard uniform. Participation in dress-down days is optional and restricted to eligible students. If a dress-down day serves as a fundraiser for a particular charity or school organization, the participation cost will be announced in advance. **Students who opt not to participate must wear their official school uniform on that day—NO EXCEPTIONS.** Any violations of the dress code will result in appropriate consequences.

Appropriate dress guidelines will apply on dress-down days. Attire should be neat and modest. The following rules must be adhered to:

- T-Shirts with offensive slogans or wording are not permitted.
- Shirts must have sleeves; midriff and spaghetti strap tops are not allowed.
- Low-riding jeans and ripped jeans are not permitted.
- Leggings are not permitted.
- Flip-flops, Crocs and sandals are not allowed.
- Skirts and shorts must adhere to the original uniform code length.
- No hooded tops (shirts, sweatshirts and jackets)

Inappropriate dress will result in the student being restricted from participating in the next designated dress-down day, and parents/guardians may be called to bring appropriate attire.

# ELECTRONIC / WIRELESS DEVICES

The use of electronic devices by students during school hours is strictly prohibited. Items such as smart watches, earbuds, and handheld games should not be brought to school. If these items are brought to school without prior

authorization from the administration, they will be confiscated. However, Kindles, Nooks, and tablets are allowed for reading purposes only. Please note that the school is not responsible for any loss or theft of these items if they are brought to school.

Wireless devices, encompassing cellular/mobile phones, smart watches, smart glasses, AI glasses, wearable technology, personal digital assistants, tablets, and two-way communication devices, are strictly regulated on school grounds and during school hours. **Wireless communication devices should be turned OFF and kept in the student's backpack on school grounds and during school hours.** Carrying cell phones in pockets is prohibited. This "TURN OFF" policy applies from 7:00 AM to 4:00 PM. Cell phones may only be utilized once students have arrived at their dismissal destination, except under specific directives from teachers or school staff under their supervision. It is important to note that the school bears no responsibility for any loss or theft of wireless communication devices that occur on campus, during school functions, or while on school transportation.

This policy complies with Florida law, including §1006.07(2)(f), Florida Statutes, which prohibits student cellphone use during instructional time. All devices must remain silenced and unused during class periods unless specifically authorized for educational purposes or emergencies. The high school cafeteria exception does not apply during instructional blocks.

Cell phones WILL BE COLLECTED AT THE BEGINNING OF EACH CLASS. At all other times, cell phones must be in the student's book bag in the off position. Should the phone be seen or ring during the school day, the phone should be confiscated and brought to the front office labeled with the student's name. The phone will be returned to the high school student at the end of the school day.

Consequences for policy violations are as follows:

- **First Offense:** A verbal warning will be issued, and the cell phone will be returned to the student at the end of the day upon signing the cellular telephone policy form.
- **Second Offense:** The cell phone will be returned to the parent or guardian after they sign the cellular telephone policy form, and the student will receive a detention.
- **Third Offense:** The parent or guardian must acknowledge via paperwork that the cell phone will be returned at the end of the academic year. Failure to surrender the item will result in additional disciplinary consequences.

# ELEVATOR USE

The elevator is designated for use by school employees, maintenance personnel, visitors, and parents/guardians. Students may only use the elevator with an elevator pass authorized by the Administration. These passes are issued by the school nurse upon receiving proper documentation from a physician. Students with elevator passes must be accompanied by an elevator buddy chosen by their homeroom teacher. Unauthorized use of the elevator by students will result in disciplinary action.

# ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

**ESOL Program Coordinator**: Ingrid Marcos (K-8) | marcos.ingrid@franklin-academy.org / Sandra Rios (9-12) | rios.sandra@franklin-academy.org

The goal of the ESOL program at Franklin Academy is to provide students with limited English proficiency the instruction they need to develop both communicative and academic skills necessary to meet national, state, and district educational standards. Our program ensures that all English Language Learners (ELLs) receive the appropriate accommodations and support tailored to their specific language learning, academic, and cultural integration needs.

At Franklin Academy, ELL students are required to meet the same curriculum standards as their peers in English Language Arts and other content areas. To ensure comprehensible instruction, we use ESOL strategies, supplementary materials, and native language assistance. This comprehensive approach helps ELL students achieve academic success while integrating seamlessly into the school community.

# EXCEPTIONAL STUDENT EDUCATION (ESE)

**Special Programs Director:** Marlyse Mathurin (K-8) | mathurin.marlyse@franklin-academy.org / Chelsey Morris (9-12) | morris.chelsey@franklin-academy.org

At Franklin Academy, we are committed to providing a supportive and inclusive learning environment for all students, including those with disabilities. We adhere to federal and state laws, including the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, to ensure that students with disabilities receive appropriate educational services and accommodations.

**Special Education Services:** Students who qualify for special education services under IDEA may receive individualized education plans (IEPs) tailored to their specific needs. These plans are developed collaboratively with parents, teachers, and specialized staff to outline academic goals, accommodations, and related services necessary to support the student's learning and development.

**504 Accommodations:** Section 504 of the Rehabilitation Act ensures that students with disabilities who do not qualify for special education under IDEA may still receive accommodations to ensure equal access to educational opportunities. Accommodations may include adjustments to classroom instruction, assignments, testing procedures, and the physical environment to accommodate the student's needs without fundamentally altering the curriculum.

# EXTRA CREDIT

Extra credit assignments will only be allowed if they are available to all students. These assignments must be related to the course, aligned with the standards, and approved by the administration in advance.
**Parents/guardians are not permitted to request extra credit.**

# FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, parents/guardians have the right to access their child's educational records, request that inaccurate or misleading information be corrected, and consent to the disclosure of personally identifiable information. However, FERPA also establishes limitations on the disclosure of student records, prohibiting schools from sharing certain information without parental consent. At Franklin Academy, we are committed to upholding the privacy rights of our students and their families in accordance with FERPA regulations. Parents/guardians who have questions or concerns about FERPA or their rights under the law are encouraged to contact the school administration for assistance.

# FAMILY LIFE & HUMAN SEXUALITY

Broward County Public Schools and Franklin Academy is committed to protecting the health of all of its students by providing comprehensive sexual health education that promotes healthy attitudes concerning growth and development, body image, gender and sexuality, dating, relationships and family. The school board believes comprehensive sexual health education provides our youth with the information, skills and support they need to develop positive values and make healthy decisions. It is essential that a universal comprehensive sexual health curriculum that follows the national sexuality education standards be in place in order to make certain every student receives the same quality information necessary to support their education and live a healthy life.

Broward County Public Schools and Franklin Academy respect the rights of parents/guardians and their role in presenting information in this delicate and sensitive area. According to Florida State Statute 1003.42, Section 3: "Any student whose parent/guardian makes written request to the school principal shall be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development and treatment. A student so exempted may not be penalized by reason of that exemption."

# FAMILY PASSWORD

To ensure the safety and security of our students, only individuals listed as an EMERGENCY CONTACT will be authorized to pick up students from school. Valid photo identification will be mandatory for all individuals seeking to pick up a student. If someone arrives at the school to collect a student and their name is not listed as an emergency contact, the student will not be released unless written or electronic authorization has been provided by the parent/guardian, and the individual attempting to pick up the student can correctly verify the FAMILY PASSWORD as documented in the student information system (PowerSchool). Family passwords are updated annually during the registration period to maintain the integrity of our security protocols.

# FIELD TRIPS

Field trips are arranged periodically as an enhancement to the learning process. All parents/guardians must submit a completed school-issued permission slip so their student may attend any field trip. **Student 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. Students are to wear their uniform on field trips for security reasons (unless authorized otherwise by school administration).

- Early dismissal from a field trip site is not permitted.
- Students who are absent from school on a scheduled field trip date may not attend the field trip.
- Students with any outstanding financial obligations or restrictions due to non-completion of required parent service hours will not be permitted to attend field trips.
- Refunds will NOT be issued due to discipline, illness, absence or outstanding financial obligations.
- Students may not be transported in personal vehicles.

Parents/guardians may be asked to assist the teacher as chaperones. Parents/guardians serving in this capacity may not have other children (siblings) accompany them. Parents/guardians who are officially selected to serve as a chaperone may count time devoted to this function as parent service hours. Parents/guardians are NOT permitted on overnight field trips. For security reasons, parents/guardians may not join a field trip group if they are not designated as an official chaperone. Additionally, all parents who wish to serve as field trip **chaperones must successfully complete a Level 2 background** check prior to participation.

Failure to adhere to this policy may result in the parent/guardian losing the opportunity to be selected as a chaperone for future field trips. The Guidelines for Chaperones form must be signed prior to any parent/guardian serving as a chaperone on a field trip. Parent chaperones are required to adhere to these guidelines.

# FIELD TRIP/FIELD DAY SPIRIT SHIRTS

During school-sponsored field trips, students must wear the designated spirit shirt or school shirt assigned for the trip, unless instructed otherwise by the teacher. This requirement is for safety reasons, as these specially marked shirts facilitate easy identification of all Franklin Academy students.

# FLORIDA'S ACADEMIC STANDARDS

Florida's B.E.S.T. Standards for English Language Arts and Mathematics, along with the State Academic Standards for Science and Social Studies, represent the fundamental expectations set by the Florida Department of Education for student learning from Kindergarten through 12th grade. Our teachers have undergone professional development to effectively incorporate these standards into their instructional planning. At Franklin Academy, we are dedicated to fostering collaboration with parents/guardians and families to ensure our students are well-prepared for success. Together, we all play pivotal roles in guiding students towards reaching their fullest potential. Continuous assessment of our academic program ensures that we are equipping every student with the necessary skills to thrive in college, career, and life.

In addition to adhering to Florida's academic standards, our curriculum integrates the International Baccalaureate Programme which features instructional practices aligned with IB Unit Plans. These plans offer a conceptual framework and linkages to real-world applications of the content and skills outlined by Florida's academic standards. Furthermore, the IB encompasses its own set of four objectives, segmented into strands for each subject group.

Throughout the academic year, each objective and strand is taught and assessed a minimum of two times in every IB course, ensuring comprehensive coverage and evaluation of student progress.

# FOOD ALLERGIES

If your child has a peanut or other severe food allergy, please contact the school nurse via email at Monica Aylwin |aylwin.monica@franklin-academy.org / Nataly Cruz Torres | cruztorres.nataly@franklin-academy.org and inform the classroom teacher as well. It is crucial to provide written notification to the school about any known allergies your child has. This allows us to take proactive measures to minimize exposure to potential allergens and be prepared for any medical emergencies. For students at risk of anaphylaxis, an individualized written plan, along with a Medication Authorization Form and prescribed medication from a physician, should be on file in the school clinic. Peanut allergies, in particular, pose a significant risk as they can trigger life-threatening reactions even through airborne exposure. We urge parents/guardians to be cautious when packing lunches or snacks for their children. Additionally, please consult with your child's teacher to inquire about any specific food allergies present in the class, such as peanuts or tree nuts, and demonstrate sensitivity to this critical issue.

# FOOD POLICY

In light of recent societal and environmental changes, it is imperative that we exercise caution regarding food items brought into the classroom. The rise in food-related pathogens posing severe health risks, coupled with an increasing number of students with life-threatening food allergies, necessitates stringent guidelines for food consumption at school. Therefore, any food served or shared on school premises must originate from a commercially inspected facility and be clearly labeled with its contents. **Students are strictly prohibited from sharing food with their peers to mitigate potential health risks.**

Additionally, students are not permitted to bring carbonated beverages or glass-contained drinks to school. Please note that there are no facilities available for refrigeration or microwaving of food items. Furthermore, parents/guardians are not allowed to bring fast food lunches to school for their children, and dropping off lunch or food items during school hours disrupts the learning environment. These measures are essential to safeguarding the health and well-being of all students at Franklin Academy.

# FOOD SERVICE PROVIDER

Franklin Academy proudly participates in the National School Lunch Program, offering free or reduced pricing to eligible students in accordance with program guidelines. Our food service partner, SLA Management, is committed to delivering nutritious and high-quality meal programs. Each school lunch adheres to the National School Lunch daily requirements, ensuring a balanced selection of protein, vegetables, fruits, dairy, and grains.

For IB Middle Years and Diploma Programme (MYP & DP) students, we provide an extensive a-la-carte program featuring healthy and affordable snack options, complementing the diverse lunch menu offerings. This ensures that all students have access to nutritious meals and snacks that support their health and well-being throughout the school day.

# FORGOTTEN LUNCH AND ITEMS

Once the school day begins, our staff is unable to accept or deliver forgotten school supplies, PE uniforms, materials, assignments, or other items. However, we understand the importance of nourishment for every student. Therefore, lunches and snacks delivered after the start of the school day will be taken directly to the cafeteria, ensuring that no child goes without a meal. Please note that these deliveries will not be made to individual classrooms, and students will not be called out of class to retrieve them.

We strongly encourage parents/guardians to pack healthy lunches to promote positive eating habits among our students. Additionally, it's important to note that leaving campus during lunch, ordering food during or after school hours, or accepting food deliveries (such as Uber Eats or Chik-Fil-A) are not permitted. By adhering to these guidelines, we ensure the safety and well-being of all students during the school day.

# FORTIFYFL

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. By accessing FortifyFL, students can provide a description of the threat, share photos and videos, and optionally submit their contact information. Submissions can be anonymous or non-anonymous. Submitting a tip is quick and easy using our mobile app or website. ***All Franklin Academy students have access to FortifyFL via their Clever portal dashboard.***

# FUNDRAISERS

Students are not permitted to engage in personal sales on school grounds or use the school's name for fundraising without prior written approval from school administration. Official school organizations are responsible for conducting all sales for the benefit of the school. Consequences for unauthorized sales may include confiscation of items and funds involved, as well as additional disciplinary measures in accordance with the Administrative Discipline Matrix.

# GIFTED EDUCATION REFERRAL PROCESS

**Special Programs Director:** Marlyse Mathurin (K-8) | mathurin.marlyse@franklin-academy.org / Chelsey Morris (9-12) | morris.chelsey@franklin-academy.org

In Florida, a gifted student is defined as one with superior intellectual development capable of high performance. These students may have learning needs that surpass what's typically offered in regular classrooms. Parents, guardians, or faculty members can refer a student for gifted program services by submitting a written request via email to the school's Special Programs Coordinator. The Eligibility Team will review all referrals to determine if existing data and information justify eligibility for a gifted screening.

# GRADE WEIGHTS AND CATEGORIES

| GRADE LEVELS | SUBJECT AREA(S) | CATEGORY | WEIGHT |
|---|---|---|---|

| | | | |
|---|---|---|---|
| 1 – 8 | All Subject Areas | Classwork | 40% |
| | | Quiz | 25% |
| | | Test | 35% |

* High school grade weights vary by department and will be communicated to students and parents on the course syllabus.

# GRADING SCALE

| Letter Grade | Percentage | Grade Points | Progress Level |
|---|---|---|---|
| **A** | 90 – 100% | 4.0 | Outstanding |
| **B** | 80 – 89% | 3.0 | Above Average |
| **C** | 70 – 79% | 2.0 | Average/Satisfactory |
| **D** | 60 – 69% | 1.0 | Unsatisfactory |
| **F** | 59 or Below | 0.0 | Failing |
| **I** | Incomplete | 0.0 | Incomplete |

# GRADING AND STUDENT PROGRESSION

At Franklin Academy, we adhere to the guidelines outlined in the Student Progression Plan (Policy 6000.1), ensuring consistency and excellence in education. This plan sets forth clear standards for effective instruction, defines criteria for student promotion, and ensures equitable access to learning opportunities for all students.

Our curriculum is thoughtfully designed to align with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, as well as the State Academic Standards for Science and Social Studies mandated by Florida law. By adhering to these rigorous standards, we provide our students with a robust educational foundation that prepares them for success in an ever-evolving world.

# GRADE CHANGE POLICY

At Franklin Academy, grades are recorded for each nine-week grading period. Changes to recorded grades will only occur under specific circumstances, including computational errors, inaccurately recorded grades, or the completion of previously incomplete assignments.

We value transparency and encourage students and parents/guardians to seek clarification regarding how grades are determined by teachers. However, it's important to note that grades will not be altered due to external pressures such as athletic eligibility, parental influence, college admissions, or participation in extracurricular activities.

Should there be a need to question a grade listed on the report card, students and parents/guardians are required to reach out to the teacher within one week from the publication of grades. If upon review, it's found that a grade

correction is warranted, the teacher will promptly submit the corrected grade to the designated Assistant Principal. It's essential to note that grade changes will not be entertained after the conclusion of the school year.

# GUM CHEWING/EATING

At Franklin Academy, we maintain a strict policy against gum chewing on school grounds. Furthermore, students are expected not to eat during class or in the hallways, except during designated snack times as approved by the school administration.

# HEAD LICE

In the event that authorized school personnel detect lice and/or nits (lice eggs) in a student's hair, the student will be required to return home. Additionally, if lice/nits are detected on a student in a class, the entire class may undergo screening. Siblings of affected students may also be screened for head lice.

Upon the student's return, both the student and parent/guardian must report to the school office. The student will then undergo a thorough examination by the school nurse to ensure the absence of any remaining nits before re-admittance. It's important to note that under no circumstances are parents/guardians permitted to check another student for lice and/or nits.

Each infestation of head lice grants the student a maximum of five (5) excused absences. If a child is returned to school following five days of excused absences due to a lice infestation, and the infestation persists, subsequent absences shall be marked as unexcused.

# HEALTH CONCERNS

To ensure the safety and well-being of all students, we request your cooperation with the following health guidelines:

- Please inform the school if your child is absent due to a diagnosed communicable illness, such as meningitis, measles, salmonella, etc.
- Please keep your child home if they exhibit flu-like symptoms, including a fever greater than 100°F, sore throat, cough, chills, body aches, etc. Additionally, keep your child home for rashes, yellow eye drainage, or greenish-yellow phlegm from a cough or cold, diarrhea, etc.

If your child has any health conditions, such as allergic reactions (food, insect bites, etc.), asthma, diabetes, cystic fibrosis, seizures, sickle cell anemia, or any other medical condition, it's vital to provide the following information to ensure your child's well-being while at school:

- Updates and changes in their health condition as they occur.
- Documentation of any medications and treatments required, which must be detailed on an Authorization for Medication/Treatment form.
- Emergency contact details, including names and phone numbers.

# HEALTH EMERGENCIES

At Franklin Academy, the well-being of our students is paramount. We have a registered nurse available in the school clinic daily. The nurse is equipped to administer medications, provide care for minor cuts and abrasions, and communicate with parents/guardians as needed.

In the event of a child's illness or non-emergency injury, parents/guardians will typically be contacted to discuss the best course of action. However, in more serious cases, emergency medical services will be promptly contacted.

It is imperative to keep your child's emergency contact information up-to-date in PowerSchool. Any changes, whether in phone numbers, email addresses, or residential addresses, must be promptly updated during the school year. Please note that emergency contact information must be provided annually to ensure swift and accurate communication in case of any health-related emergencies.

# HEALTH IMMUNIZATIONS

Please be aware that Florida statute mandates all students to have the proper immunizations before enrolling in Franklin Academy or any Broward County public school. Failure to comply with these immunization requirements may result in students being excluded from school until their immunizations are brought up to date.

If you're uncertain about your child's immunization status, you can consult with your healthcare provider or reach out to the Florida Department of Health - Broward (954) 467-4700 for assistance.

Thank you for your attention to this important matter. Your cooperation in maintaining up-to-date immunizations helps ensure the health and safety of all students within our school community.

# HEALTH SCREENINGS

Florida Statue 381.0056(7)(d) mandates health screenings for public school students in Kindergarten, 1st, 3rd, and 6th grades, as well as for students new to the county. It's important to note that while these screenings are conducted to identify potential health concerns, they are not a substitute for a comprehensive examination by a healthcare provider. The screenings cover vision, hearing, height, weight, Body Mass Index (BMI), and Scoliosis, with the aim of reducing health-related barriers to learning. Screenings may be carried out individually or in groups.

Parents or guardians retain the right to opt their child out of these screenings. Additionally, if parents/guardians receive a letter indicating that their child did not pass a health screening, it is strongly advised to follow up with a healthcare provider. Please be aware that if you prefer your child not to undergo one or more of the mandated screenings, the required "Health Screening Opt-Out Form" must be submitted to the school during the annual registration process or from the date of enrollment if the student enrolls after the start of the school year.

# HOMEWORK POLICY

At Franklin Academy, we understand the significant role that homework plays in enriching a child's educational experience. However, we also acknowledge the importance of balancing academic responsibilities with family commitments and the need for leisure time.

Research indicates that while homework can be beneficial, it's essential to consider the diverse needs and activities of our students and their families. Therefore, our homework policy at Franklin Academy aims to strike a harmonious balance between academic requirements and family priorities.

Homework assignments are tailored to address each student's unique learning needs. At times, teachers may assign personalized reinforcement or additional practice to be completed at home to support the individual progress of each student.

Furthermore, it's important to note that students enrolled in high school-level courses will have required homework as part of their academic curriculum. This homework is designed to complement classroom learning and reinforce key concepts covered in class.

# ILLNESS OR INJURY AT SCHOOL

While regular attendance is crucial, it's equally important to prioritize the health and well-being of our students. If your child is unwell, they should not be sent to school. **To safeguard the health of all students and staff, children should be free of fever, vomiting, and diarrhea for a minimum of 24 hours before returning to school after an illness.**

If a student falls ill during the school day and it's determined that they would benefit from home care, parents or guardians will be promptly contacted and asked to **pick up the student within one (1) hour**. Our school facilities have limited capacity to accommodate sick students for extended periods, necessitating their timely pickup.

**Students will be sent home if their temperature registers 100°F or higher.** It's imperative that school personnel are informed of any student's chronic illness, such as asthma, diabetes, heart conditions, or seizures, to ensure appropriate care and support can be provided as needed.

# ILLNESS OR INJURY: MAJOR

The procedures for addressing injuries at Franklin Academy are as follows:

- The school nurse will assess the injury to determine if emergency services are required. However, teachers supervising the student at the time of the incident may exercise discretion to request immediate emergency assistance.
- Emergency services, including contacting 911, may be initiated if deemed necessary.
- Immediate attempts will be made to contact the student's parent or guardian.

- Arrangements will be coordinated to transport the student to the nearest hospital's emergency room.
- School officials will be available to provide necessary information to emergency personnel, if required.
- A school staff member, typically the school counselor, administrator, or another designated staff member, will accompany the student to the hospital and stay until the parent/guardian arrives.
- A written incident report will be completed by the supervising teacher by the end of the school day. The school nurse will furnish any pertinent information to the teachers regarding the injury or illness.

# ILLNESS OR INJURY: MINOR

Minor accidents are promptly reported to the school office, and if necessary, a note may be provided to the child to take home at the end of the school day. While efforts are made to notify parents/guardians via telephone in some instances, it's important to note that not all visits to the nurse will result in a personal phone call due to the high volume of students and incidents.

# INSTRUCTIONAL SUPPLIES

All required textbooks and library books are supplied by the school, and teachers are equipped with the materials and equipment needed for classroom instruction. It's imperative that students understand the value of these resources and treat them with care, as any lost or damaged books or materials may result in a fee. To foster responsibility, students are expected to take ownership of their personal supplies and school materials. Grade and course-specific supply lists are available on the school website, and students are responsible for ensuring they have all necessary basic supplies. We encourage parents/guardians to assist their children in preparing for school by ensuring supplies are properly packed the night before to avoid morning rushes. Ultimately, it's the student's responsibility to check and ensure they have everything needed for the next day's classes.

# INTERNATIONAL BACCALAUREATE (IB) MIDDLE YEARS PROGRAMME (MYP)

**IB Coordinator:** Lynda Petry| petry.lynda@franklin-academy.org

The Middle Years Programme (MYP) offers a rigorous curriculum designed to foster practical connections between academic studies and real-world contexts, equipping students with essential skills for lifelong learning. Aligned with the International Baccalaureate Organization's (IBO) vision, the MYP aims to cultivate internationally-minded individuals capable of empathizing with others and leading purposeful lives.

Through the MYP, students are empowered to explore diverse local, national, and global issues and ideas, nurturing their capacity for care and fostering creativity, critical thinking, and reflection. Our dedicated teachers develop and refine IB MYP Units of Study, providing students with conceptual and contextual frameworks for their learning experiences.

Students engage in inquiry-based learning, actively participating in asking and answering questions, completing summative assessments, and contributing to Service as Action initiatives integral to the MYP ethos. For comprehensive IB MYP policies and expectations, we encourage you to explore the IB Tab on the school website.

# INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAMME (DP)

The Diploma Programme (DP) curriculum is made up of six subject groups and the DP core, comprising theory of knowledge (TOK), creativity, activity, service (CAS) and the extended essay.

Through the Diploma Programme (DP) core, students reflect on the nature of knowledge, complete independent research and undertake a project that often involves community service.

# INTERNET SAFETY POLICY

At Franklin Academy, we acknowledge the benefits of electronic devices and the internet in advancing student learning and streamlining school operations. However, it's crucial to recognize that the internet, being an unregulated medium, can expose students and staff to potential risks.

In alignment with Florida law and State Board of Education rules, the Franklin Academy Governing Board has adopted an Internet Safety Policy which outlines guidelines for the safe and responsible use of school networks by students.

- Accessing online content that is lewd, pornographic, scandalous, obscene, illegal, hateful, objectionable, or otherwise does not comply with this policy is strictly prohibited.
- The use of the School's networks to access social media platforms is generally prohibited. However, in specific educational contexts and with explicit direction from a teacher, students may be permitted to access social media platforms solely for educational purposes.
- It's important to note that under no circumstances may any student access TikTok or any other platforms prohibited by Florida's Department of Management Services while on school grounds or participating in school activities. Additionally, using TikTok or similar platforms to communicate or promote the School, School-sponsored clubs, extracurricular organizations, or athletic teams is strictly prohibited.
- Students are only allowed to use sanctioned email, chat rooms, and online messaging platforms while at the School or as part of School activities, and only when authorized by a staff member as part of the educational program.

# LABELS

Please ensure that your child's name is clearly labeled on all personal belongings, including lunch boxes, school jackets, binders, and any other items they bring to school.

# LATE FEES

Parents/guardians of students in grades 9-12 are subject to a late fee of $1.00 per minute, per student, for pickups after 3:00 PM. For grades K-8, the late fee applies after 4:00 PM. This policy extends to all before-school, after-school, and after-hours events and activities, encompassing late pickups from after-school clubs, special events, school-sponsored off-site events, and more.

Furthermore, students with outstanding financial obligations are ineligible to participate in extracurricular activities, including but not limited to field trips, dances, athletic events, ceremonies, and after-school clubs.

# LATE WORK POLICY

Franklin Academy recognizes the importance of accountability and timely submission of assignments. To ensure consistency and fairness across classrooms, the following policy will apply to all late work in grades 3-12:

- Late assignments will be accepted only during the same grading quarter in which they were originally assigned.
- A deduction of 10 points per day will be applied, up to a maximum of two days late.
    - **One day late:** 10-point deduction from the grade earned
    - **Two days late:** 20-point deduction from the grade earned
- Assignments submitted more than two days late will receive a 50% deduction from the grade earned, provided they are submitted before the end of the grading quarter.
- Any assignment not submitted by the end of the grading quarter will receive a grade of zero.

It is the student's responsibility to manage deadlines and ensure that all work is submitted on time. Teachers are expected to apply this policy consistently across all courses.

# LIBRARY BOOKS

When a student checks out a book from the library, they assume responsibility for its safekeeping until it is returned. Library books are to be returned within two weeks from the date of checkout. Each student may borrow up to two (2) books at a time. However, students with overdue books are ineligible to check out additional items until all overdue materials are returned, and any associated fees are settled.

In the event of a lost or irreparably damaged book, the student is responsible for paying a replacement fee, as determined by the Media Specialist. Irreparable damage includes but is not limited to, removal of barcode, laminate covering, or labels; water or food damage; and writing or marking within the book.

We kindly request that parents/guardians refrain from attempting to repair books at home. Our Media Centers are equipped with specialized materials for book repair. While normal wear and tear is anticipated and will not incur charges, "at home" repairs may result in further damage, for which the student will be held accountable. In such cases, the parent/guardian may opt to purchase the same title and provide it to the school as a replacement.

# LOCKED DOORS

To ensure the safety and security of our students, staff, and visitors, Franklin Academy adheres to the guidelines set forth by the Florida Department of Education (FLDOE) regarding locked doors. This policy is designed to minimize unauthorized access and enhance the overall security of our school premises.

1. **Classroom Doors:**
    - All classroom doors must remain locked at all times during school hours.
2. **Main Entrances:**
    - The main entrances of the school will remain locked during school hours.
    - Visitors must use the intercom system to request entry and will be admitted only after presenting valid identification and stating their purpose for visiting.

Franklin Academy is committed to providing a safe and secure environment for all members of our school community. Your cooperation is essential in maintaining the safety and security of our school. For any questions or further information regarding this policy, please contact the school administration.

# LOST AND FOUND

Throughout the school year, lost items are often turned in to our lost and found lockers. Many of these instances could be prevented if clothing and personal belongings were labeled with the student's name. Students who lose an item can visit the designated lost and found area to retrieve it, with adult approval and supervision. Unclaimed items are eventually donated to charitable institutions. Therefore, we strongly encourage parents/guardians to label their child's personal belongings, facilitating their return to the student. To ensure the efficiency of our lost and found system, unclaimed items are reviewed periodically. Any items remaining unclaimed after this period will be donated or discarded end of each grading quarter.

# LUNCH MENUS

Our monthly breakfast and lunch menus are conveniently available online and prominently displayed in the school cafeteria.

Franklin Academy is now qualified for the Community Eligibility Provision (CEP), allowing every student to eat one free breakfast and one free lunch daily. This applies to the first meal only; additional meals must be purchased at full price unless the student qualifies for free or reduced pricing. Students who would like additional food items, such as a second entrée, a second lunch or snacks, may purchase them through the cafeteria using available funds in their meal account.

Please complete the National School Lunch Program (NSLP) application, as students may also qualify for additional programs with the completion of the NSLP application. Be sure to apply!

# LUNCH PAYMENTS

Parents/guardians are strongly encouraged to pre-pay for lunches on a weekly or monthly basis, ensuring that funds are readily available for student purchases. As part of our commitment to safety and convenience, **Franklin Academy operates as a CASH-FREE school.** Instead, lunch payments are debited from the student's account. For the 2026-27 school year, Franklin Academy participates in the Community Eligibility Provision (CEP), which provides **one free breakfast and one free lunch** to every student each school day. Students who would like additional food items, such as a second entrée, a second lunch or snacks, may purchase them through the cafeteria using available funds in their meal account.

If paying by check, please make it payable to Franklin Academy and include the student's name, homeroom teacher's name, and specify that it is for a lunch payment. It's important to note that lunch payments cannot be processed through the payment section of our website. However, payments for meals can be conveniently made via the PowerSchool Parent Portal.

To access the School Payment Portal through the PowerSchool Parent Portal, locate the "arrow" icon in the upper right-hand corner of the screen after logging in. Clicking this icon will reveal a new menu. From there, select the "School Payment Portal" link to proceed to the payment processing page.

If you haven't already linked your School Payment Portal account to your PowerSchool Parent Portal account, you'll need to do so. Once both accounts are linked, clicking the School Payment Portal link will seamlessly transfer your credentials, granting you direct access to the payment portal without the need for additional login steps.

Please note that any student with a lunch balance below the current cost of an additional item will not be eligible to purchase the additional item.

It's essential to monitor your child's lunch balance regularly on PowerSchool to ensure they have sufficient funds for meal purchases. Once a payment has been successfully processed and the student's balance exceeds the cost of a hot meal, they will regain eligibility for the regular meal option.

# LUNCH PROGRAM

Participation in the school lunch program is entirely optional. Students have the freedom to bring their lunch from home each day if they prefer. We encourage you to explore all meal program options available. For those who qualify, free or reduced-price lunch options are offered.

Please be aware that according to Federal Lunch Program guidelines, if a student cannot consume milk and requires an alternative beverage during lunch, a doctor's note will be necessary.

# MAKE-UP WORK

Make-up work will be accepted for full credit and grade for both excused and unexcused absences, as well as out-of-school (external) suspensions. All make-up assignments, including quizzes and tests, must be submitted or taken within two school days following the return to the missed class, excluding the day of return, for each day of absence. The late work policy will be applied following the two school days provided due to an excused and unexcused

absence. In cases where assignments and appropriate instructions are provided prior to the absence, make-up work, including major projects, is due on the day of return to the missed class. However, under extenuating circumstances and at the teacher's discretion, additional time may be granted.

**MISSING ASSIGNMENTS & TESTS DUE TO ABSENCES**: All students are expected to make up work missed during an absence. For absences due to (a) illness of student, (b) illness of an immediate family member, (c) death in the family, the absence is excused hence full credit will be awarded as long as the student makes up the work during the appropriate time frame. A student has TWO days to make up the work for each day the student is absent, not including the day of return. Students who have an unexcused absence will follow the policy for Missing Assignments & Tests due to late work.

**IB Assessments:** All MYP and DP students are expected to make up all IB assessments, regardless of the reason missed. Late IB Assessments cannot be accepted after the end of the semester.

# MEDIA RELEASE FORMS

Franklin Academy, or any school-approved agent, may capture photographs or videos of students to promote the school or showcase its achievements and activities. These images may be used in various promotional materials such as brochures, the school website, flyers, and advertisements. During the registration process, parents/guardians are asked to sign Media Release forms. Failure to provide a signed form may result in the student's photograph not appearing in the yearbook, class photos, event captures, or school performances.

Mid-year changes can be submitted via the online PS Parent Portal form

# MEDICATION ADMINISTRATION AT SCHOOL

Our primary goal is to ensure the safety and well-being of all students while at school, especially when it comes to medication administration. Here are the key points to remember:

- **Authorization Form:** Medications should ideally be administered at home during non-school hours. However, if this is not feasible, a completed Authorization for Medication/Treatment Form must be provided for all medications to be administered during school hours.
- **Written Authorization:** No medication, whether prescription or over-the-counter (except for sunscreen/bug spray with a parent form), will be administered in school or during school-sponsored activities without written authorization from the parent/guardian and an authorized prescriber order. High school students may self-carry, self-administer the following seven over-the-counter medications only: Tylenol, Midol, Ibuprofen, Tums, Allegra, Claritin & Lactaid.
- **Form Renewal:** A new Medication Authorization Form must be completed every school year or when changes are made to an existing one. The form includes crucial details such as the student's name, diagnosis, allergies, medication name and dosage, administration time, possible side effects, and the prescriber's signature and date.
- **Administration Protocol:** All medications will be administered by the onsite school nurse or a trained staff member designated by the principal.

- **Delivery and Packaging:** Medication must be delivered to the school by the parent/guardian or an authorized adult. Prescription medications must be in their original pharmacy container with a non-expired pharmacy label, while over-the-counter medications must be in their original packaging with the safety seal intact. Students may not deliver medication to the nurse.
- **First Dose at Home:** The first dose of any new non-emergency medication must be given at home before it can be administered at school.
- **Unused Medication:** Parents/guardians are responsible for collecting any unused medication after its expiration date or the expiration date of the authorized prescriber's order.
- **Self-Carry Medication:** Students requiring self-carry/self-administered emergency medications, such as inhalers for asthma or epinephrine auto-injectors for anaphylaxis, must have an authorized prescriber's order and parent/guardian permission. They must also understand the importance of reporting their use to the school nurse or staff members.
- **HIPAA Compliance:** The school nurse may contact the authorized prescriber if any questions arise about the student or their medication, ensuring compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- **Medication Handling:** Teachers and students are not permitted to hold or dispense any medication for student use, except under special circumstances such as field trips where proper guidelines have been followed. All medications must be managed through the school clinic.

It's important to plan ahead for field trips if your child requires medication for an overnight trip that they may not typically take at school. Additionally, any changes to your child's health condition should be promptly updated. All authorized over-the-counter (OTC) topical products must be kept in the student's backpack for easy access when needed.

We prioritize the safety and well-being of our students, and adherence to these medication administration protocols helps ensure a secure and supportive learning environment for all.

# MEDICAL AND DENTAL APPOINTMENTS

For student sign-out for medical appointments, parents/guardians are required to visit the office and sign out their child. If someone other than a parent or guardian is designated to pick up the child, written notification must be provided to the office. The designated individual will be asked to present proper identification upon arrival.

Upon returning from the appointment, a parent/guardian must accompany the student to the front office to sign in and receive an admission slip for class re-entry. **Please note that students are not permitted to return to campus after 1:45 PM, as the campus will be locked down for dismissal procedures.**

# MENTAL HEALTH INSTRUCTION

Florida Statute 1003.42 requires five (5) hours of mental health instruction for grades 6-12 to be implemented annually through developmentally appropriate instruction and skill building. The instruction will address, at a minimum, the following topics: recognition of signs and symptoms of mental health disorders; prevention of mental health disorders; mental health awareness and assistance; how to reduce the stigma around mental health disorders; awareness of

resources, including local school and community resources; the process for accessing treatment; strategies to develop health coping techniques; strategies to support a peer, friend, or family member with a mental health disorder; prevention of suicide; and prevention of the abuse of and/or addiction to alcohol, nicotine, and drugs.

# MOMENT OF SILENCE

In compliance with HB 529, a moment of silence will be observed in all first-period classrooms. It's important to respect each student's participation during this time without interference. Teachers are not permitted to suggest the nature of any reflection a student engages in during the moment of silence. Parents or guardians are encouraged to discuss the significance of the moment of silence with their children and offer suggestions on how to utilize this time effectively.

# NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society (NJHS) stands as a prestigious organization aimed at acknowledging exceptional middle school students. NJHS celebrates those who have showcased remarkable attributes in Scholarship, Leadership, Service, Citizenship, and Character.

**NHJS SELECTION CRITERIA**: To be eligible for induction into the Franklin Academy Pembroke Pines K-12 Chapter of the National Junior Honor Society, students must meet the following prerequisites:

1. Enrollment at Franklin Academy for at least one full semester.
2. Enrollment in the second semester of 6th grade, 7th grade, or 8th grade.
3. Attainment of a cumulative grade point average of at least 3.5 on a 4.0 scale, calculated from enrollment to the current period.

Students meeting these prerequisites will receive a form. This form must be duly completed and submitted by the specified deadline. **Please note that late submissions will not be considered.** Further details and information regarding membership qualifications can be found on the school website.

It's important to note that sustained membership in the NJHS is contingent upon the payment of yearly dues, completion of required service hours, and adherence to the chapter's academic and behavioral standards.

# OFFICE ACCESS & HOURS

Visitors are asked to enter the building through the main office, where they will be required to present a valid state-issued identification card and obtain a visitor's badge.

For safety reasons, in-person assistance in the school office/main lobby area is available strictly between the hours of 8:45 AM -1:45 PM. However, exceptions are made for scheduled appointments or signing in for volunteer opportunities. On early release days, in-person assistance concludes at 11:15 AM.

Telephone assistance remains accessible from 7:00 AM - 4:30 PM for any inquiries or support needed.

To maintain security measures, all exterior access doors and gates are locked once students have arrived. Please refrain from attempting entry anywhere other than the front door. Staff members diligently monitor all access points

at all times. Students are reminded not to open outside doors under any circumstances, ensuring the safety and security of our school environment.

# OUTERWEAR

Outerwear, including sweatshirts, sweaters, or jackets worn on school grounds, must bear the Franklin Academy logo. If a student is wearing a uniform shirt with an embroidered logo but has a non-logo sweatshirt over it, they will not be in compliance with the dress code and will be asked to remove the unauthorized outerwear. Any unauthorized outerwear may be confiscated until the end of the day.

# PARENT SERVICE HOURS

Parent involvement significantly contributes to students' academic success by fostering a sense of safety and security and enhancing learning gains. At Franklin Academy, families are expected to contribute a minimum of eight (8) Parent Service Hours each academic year, regardless of the number of students enrolled.

These service hours must be completed between July 1st and June 30th of each school year and cannot be fulfilled through financial contributions or donations. Families can earn service hours both at school and at home, with opportunities provided by the school.

Failure to meet this annual requirement may result in consequences, including:

- Possible exclusion from returning the following year.
- Restrictions on students' participation in extra-curricular activities.
- Service hours may only be performed by parents, legal guardians, and immediate family members who have submitted an official volunteer application. Exceptions to this rule require prior approval from school officials.
- Siblings performing service hours on behalf of the family must be 18 years or older and not currently attending a public school.

For safety reasons, parents/guardians completing their service hours on campus may not be accompanied by their minor children. Please refer to the Service Hour Brochure on the school website for detailed policies and requirements.

Volunteers must sign in at the front desk and wear a VOLUNTEER BADGE at all times while on campus. Failure to sign out after volunteering will result in the hours not counting toward the service hour requirement. Parents/guardians are also reminded to dress appropriately and refrain from using cell phones while on campus.

# PARENT SERVICE HOURS – FAQ

**How many service hours does a family need to complete each year?** The requirement is a flat 8 hours per family.

**Can I write a check or purchase something in exchange for earning service hours? NO.** Franklin's service hour policy is all about parental involvement in their child's academic lives. **Under no circumstances can service hours be provided for donations.**

**Can families complete service hours at any campus; even ones where they do not have children attending? YES.**

**Can parents bring their minors with them while they complete their on-campus service ours? NO.** Families performing hours of service may NOT bring minors with them to campus (e.g. a mother of a 3-year-old who is assisting with car line to earn service hours cannot keep both her own child and the students on the curb safe at the same time).

**Can my family complete hours on my behalf? Yes.** Any adult member of your family can complete hours (mom, dad, grandmother, grandfather, aunt, uncle, etc...)

**If your relative also has a child enrolled at Franklin, they can only complete hours for their own immediate family.*

**Can parents earn service hours for making off-campus copies? YES**. However, unlike other service hour approved activities, which are based upon time, off-campus copies are worth a flat amount of 30 MINUTES, regardless of how big or small the copy project may be.

# PARENT-TEACHER CONFERENCES

Effective communication between parents/guardians and teachers is essential for a successful school year. Teachers regularly update parents/guardians on school assignments, upcoming activities, and student progress. It's important for parents/guardians to emphasize the value of teacher communication to their children and establish a system to ensure that all communication reaches home and school promptly.

Conferences can be arranged at the request of either the school or the parent/guardian. To schedule a conference with a teacher, parents/guardians should contact the student's teacher. Teachers in grades K-5 will then coordinate with the parent to determine a mutually convenient time for the conference. For 12-Sep grade parent/teacher conferences, parents are encouraged to meet with the team of teachers for the student. An administrative assistant will reach out to the parent/guardian to schedule the team conference.

Conferences requested by the school will have a specific time and date provided. All parents/guardians and visitors must sign in at the front office for a visitor's pass before proceeding to any classroom. It's important to note that teachers are not available for unscheduled conferences. If a scheduled conference needs to be canceled, please notify the teacher(s) in grades K-5 via email and the front office to speak to the designated administrative assistant who coordinators team conferences in grades 6-8.

All conferences must be arranged through the teacher via email. For grades K-8, the school counselor can assist in scheduling group conferences as needed. If a scheduled appointment needs to be canceled, please notify the teacher via email.

# PARENT TEACHER ORGANIZATION (PTO)

**Contact PTO:** pto-ppk12@franklin-academy.org

Each child's growth and development is a collaborative effort between home and school, considering the significant time spent in the educational environment. Families are encouraged to actively contribute to the advancement of

school goals and student growth by participating in the Parent Teacher Organization (PTO). PTO officers will be elected in accordance with the organization's bylaws and are expected to fulfill their roles for the betterment of the school and its students.

Throughout the school year, the PTO will organize fundraising events to support various initiatives aimed at enhancing the overall student and staff experience. Funds generated from these events will be utilized to procure materials and equipment for students, as well as to support school programs and initiatives recommended by the Principal in alignment with the school's mission.

Attendance at general PTO meetings may earn parents/guardians one (1) service hour, subject to the discretion of school administration. **However, it is important to note that PTO meetings are not intended for addressing complaints about staff or school-related issues. If parents/guardians have concerns, please follow the appropriate communication procedures outlined by the school administration.**

# PAYMENT POLICY

**Franklin Academy operates as a "CASH-FREE" school,** meaning all transactions must be conducted using checks, money orders, or major credit cards. Personal checks will not be accepted after May 1st of each school year. From May 1st onwards, payments must be made via money order or credit card until the start of the next school year.

In the event of a returned check due to insufficient funds, stop payment, or any other issue, a $25.00 returned check fee will be charged per check, in addition to the amount of the original check. After two instances of returned checks, personal checks will no longer be accepted from the individual, and payments will only be permitted through money orders or major credit cards.

Students with outstanding balances, including negative lunch balances, returned check fees, late fees, or overdue book charges, will not be allowed to participate in field trips or special activities until all outstanding balances are settled in full.

# PETS

We request parental cooperation concerning the presence of pets or live animals on school premises. For safety reasons, all pets must remain inside vehicles while on school grounds. Only officially designated service animals, properly marked, are permitted on campus.

# PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism, the act of presenting someone else's work as your own without proper acknowledgment, is strictly prohibited at Franklin Academy. This includes cheating, making up sources, and improper collaboration, among other forms of academic dishonesty. Such actions undermine the integrity of our school, compromise the learning process, and erode trust between teachers and students.

To uphold academic integrity, Franklin Academy imposes serious consequences for plagiarism. These consequences may range from failing the assignment or course to suspension by school administration. Any plagiarized assignments

will receive a grade of zero, and parents or guardians will be promptly notified. Students who enable others to copy their work will face the same penalties.

Aligned with the principles of the IB World Organization, Franklin Academy Pembroke Pines IB MYP has instituted an Academic Honesty Policy, accessible on the school website's International Baccalaureate Tab. This policy serves as a guide for all MYP students in upholding academic integrity.

# PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle and high school statewide. While participation is encouraged, every student possesses the right to refrain from reciting the pledge. Upon written request from a parent/guardian, a student will be excused from reciting the pledge, which includes standing and placing the right hand over the heart. During the recitation of the pledge, students are expected to demonstrate full respect for the flag by standing at attention. Students should remove their headdress, except when worn for religious reasons (F.S 1003.44).

# POWERSCHOOL (STUDENT INFORMATION SYSTEM)

**Parent Portal:** https://ps.franklin-academy.org/public/

Franklin Academy utilizes PowerSchool as our Student Information System (SIS), enabling us to efficiently manage enrollment, grades, assignments, and various other essential components of student data. An integral feature of this system is the PowerSchool Parent Portal, granting families around-the-clock access to their student(s) information. Through the PowerSchool Parent Portal, parents and guardians can view their child's grades, attendance records, lunch and fee balances, service hour totals, and more. Additionally, users can establish and manage automated requests and alerts. Keeping phone numbers, addresses, and contact details updated within PowerSchool is crucial to ensure effective communication.

Accessing the Parent Portal is convenient and flexible, accessible via web browser or through the PowerSchool for Parents App, available free of charge. Upon enrolling your child(ren) at Franklin Academy, you will receive a letter containing your Access ID and Access Password. These credentials are essential for creating your Parent Portal login. Should you require assistance with accessing your account or encounter any issues, please don't hesitate to contact the school.

For additional details, troubleshooting tips, and answers to frequently asked questions, please visit the school website. We are committed to providing parents/guardians with the necessary tools and support to stay informed and engaged in their child's education journey.

# PREFERRED NAMES FOR STUDENTS

In compliance with F.S. §1000.071, parents or legal guardians who wish for their child to be called by a name other than the student's legal name, even if it's a common nickname, must provide consent by completing the **'Use of Preferred Names for Students'** form in the PowerSchool Parent Portal. This form can only be completed by the parent or legal guardian and not by school staff. This process ensures compliance with state law and mandates that

faculty and staff cannot ask students for their preferred name or pronouns; all requests must come through the completed form in PowerSchool. Once the form is submitted and verified, the preferred name will be utilized.

# PREFERRED PERSONAL PRONOUNS

For parents/guardians who wish to have their child's preferred pronouns used, upon receipt of written consent, staff may honor this request; however, are not required to do so. If a student makes the request to use pronouns other than those aligned to their sex assigned at birth, the student will be advised to have their parent/guardian visit the school to complete the required documentation. All official school records, including attendance, academic records, and identification documents, will reflect the gender assigned to the student at birth.

# PRIVATE INSTRUCTIONAL PERSONNEL (PIP)

In accordance with Florida Statute §1003.572, school districts shall collaborate with Private Instructional Personnel (PIP) at the request of parents/guardians. All PIP providers (e.g. registered behavior technicians, occupational therapists, physical therapists, mental health counselors, etc.) who will observe, collaborate, and/or provide services in Broward County Public Schools (BCPS) must complete the entire packet and submit it to the school principal or their designee for approval annually. This packet can be obtained from the Special Programs Department. This process ensures that all PIP providers meet the necessary qualifications and standards to collaborate effectively with school staff and support student success.

# PRIVATE TRANSPORTATION

Families have the option to utilize private transportation companies for their students, provided that these companies comply with Franklin Academy's designated pick-up and drop-off protocols. Any details concerning private transportation arrangements must be communicated in writing to the Director of School Operations for review and approval.

# PROGRESS MONITORING

A Progress Monitoring Plan (PMP) is tailored for students in grades K-8 who require additional support to meet State and District Levels of Proficiency. This plan directs resources towards addressing specific learning needs. Parents/guardians play a crucial role in shaping and executing the PMP, and they will be invited to a conference to offer their insights and input. Immediate intensive remediation in areas of concern is initiated as part of the plan. It's important to note that students enrolled in the Exceptional Student Education (ESE) program may not have a separate PMP developed, as their individualized education plans already address their specific needs.

# PROGRESS REPORTS

Midway through each grading period, progress reports are electronically issued, aligning with the school calendar. These reports provide parents/guardians with insights into their child's academic progress ahead of the final grading period. We strongly encourage parents/guardians to engage in discussions with their child and their teacher(s) regarding any concerns highlighted in the progress report. This collaborative approach ensures timely support and fosters ongoing academic success.

# PROMOTION CRITERIA

For grades K-5 promotion criteria are detailed in the Broward County Public Schools Student Progression Plan (Policy 6000.1). Student progress is evaluated using various measures, including classwork, observations, tests, district and state assessments, and final grades.

For MYP Years 1-3 (6-8), promotion requires passing a minimum of four (4) subjects, with two in English, mathematics, science, or social studies. Students failing any of the core classes may have the opportunity to fulfill course requirements in place of electives the following year.

To advance to 9th grade, students must pass:

- Three (3) middle school or higher, year-long English courses;
- Three (3) middle school or higher, year-long mathematics courses;
- Three (3) middle school or higher, year-long science courses;
- Three (3) middle school or higher, year-long social studies courses;
- Additional promotion criteria may apply per District and State guidelines.

# RAINY DAY DISMISSAL

If a thunderstorm or lightning occurs during dismissal, students will remain in their classrooms until it is safe to proceed. This ensures the safety of both students and staff. School officials will wait until the lightning is at a safe distance before releasing students, including those who walk or bike home. We ask for your patience during this process, as rainy day dismissal procedures may cause delays. Parents/guardians will receive a text message to notify them of any delayed dismissal.

# REPORT CARDS

Report cards are electronically issued quarterly in accordance with the school calendar. To receive a grade for a given quarter, students must have attended Franklin Academy for a minimum of 10 days. For students enrolling late in the academic year, final grades are determined by averaging the grades from their previous school with their current grades at Franklin Academy.

# RESPONSE TO INTERVENTION (RTI)

**MTSS Coordinator:** Lauren Hernandez (K-12) | hernadez.lauren@franklin-academy.org

Response to Intervention (RtI) is a multi-tiered approach to the early identification and support of students with learning and behavior needs. It commences with delivering top-tier instruction and universally screening all students within the general education setting. Those encountering difficulties receive interventions tailored to their needs, progressively increasing in intensity to expedite their learning progress. These interventions are administered by a diverse range of professionals, including general education instructors, special educators, and specialists. Continuous monitoring of progress evaluates both learning speed and performance level, guiding educational decisions on the intensity and duration of interventions based on each student's response to instruction.

# ROOM PARENT GUIDELINES

Room parents play a crucial role in facilitating communication and support between teachers and parent volunteers to enhance classroom activities. They are carefully selected by the teacher and approved by school administration to act as a liaison for various classroom-related tasks. Here are some key responsibilities of room parents:

- Maintain an up-to-date class email list while ensuring privacy through the "bcc" function.
- Assist in coordinating volunteers for classroom activities as per the teacher's request.
- Organize approved class celebrations, such as winter or end-of-year parties.
- Collect and coordinate gifts for the teacher on occasions like holidays, end-of-year, or birthdays.
- Recruit volunteers from the class for school-wide events.
- Ensure inclusion of all parents/guardians interested in participating in classroom events.

**Room parents should refrain from discussing academic matters, curriculum requirements, assessments, or other educational topics. Violation of these guidelines may result in removal from the role by the classroom teacher or school administration**. Further details and guidelines for room parents can be found in the Room Parent Handbook.

# SCHOOL SAFETY AND SECURITY

Ensuring the safety of our students and staff is a top priority at Franklin Academy. We have established comprehensive emergency procedures designed to address various situations that may arise during the school day. These procedures are in strict adherence to guidelines set forth by the Florida Department of Education (FLDOE) to maintain a secure learning environment.

**Emergency Drills:** Regular drills are conducted to prepare students and staff for different emergency scenarios:

- **Fire Drills:** Fire evacuation routes and procedures are practiced periodically to ensure swift and orderly evacuation in the event of a fire.
- **Severe Weather Drills:** Procedures for severe weather, including hurricanes or tornadoes, are practiced to ensure students know where to take shelter and how to remain safe until the all-clear is given.
- **Lockdown Drills:** Lockdown procedures are practiced to prepare students and staff for situations that require securing classrooms and remaining quiet and out of sight until the all-clear is given.

**Security Measures:** We maintain stringent security measures to safeguard our school community:

**Collaboration with Authorities:** We collaborate closely with local law enforcement and emergency responders to review and refine our emergency procedures regularly. This partnership ensures that our protocols align with best practices and that we are prepared to respond effectively to any emergency situation that may arise.

**Parental Notification:** In the event of an emergency or drill, parents will be notified via our emergency communication system. It is essential that all contact information remains current to ensure timely communication in any emergency scenario.

As a parent/guardian, you play a crucial role in ensuring the safety of students during emergencies. While your instinct may be to rush to the school if an incident occurs, it's important to follow specific steps to manage the situation effectively:

- **Remain Calm**: Cooperate with school and public safety officials and follow any instructions provided regarding your child.
- **Keep Roads Clear**: Avoid coming to the school, as doing so could interfere with response efforts and block access for critical resources like emergency responders.
- **Keep Phone Lines Open**: Refrain from calling the school office, as excessive calls could disrupt emergency communications. Avoid contacting your child via cell phone, as this may compromise their safety.
- **Monitor Communications and Be Patient**: Stay tuned to official communications channels for updates and be patient as the situation unfolds.

By adhering to these procedures and maintaining a vigilant approach to safety, we strive to create a secure environment where students can focus on their academic growth and development with peace of mind. Thank you for your continued support and collaboration in maintaining a secure school environment.

# SCHOOL CLOSINGS & SEVERE WEATHER

**Franklin Academy adheres to the same protocols as Broward County Public Schools in the event of severe weather or emergencies**. Should a campus emergency, weather-related incident, or any other unforeseen event arise necessitating school closure, we will promptly communicate updates and instructions through multiple channels, including the Franklin Academy website and parent messages, provided electrical power is available.

To ensure the effectiveness of our communication efforts, it is imperative that we maintain an accurate database with current parent/guardian contact information. Therefore, we kindly request that parents/guardians keep their emergency contact information up to date in PowerSchool. Your cooperation in this regard will help us swiftly disseminate important information and instructions during emergencies, thereby ensuring the safety and well-being of our students and staff.

# SEARCHES OF STUDENTS

In order to maintain a conducive environment for learning and ensure the safety of all students, schools must enforce discipline and order while preventing the introduction of harmful, damaging, or unlawful items onto the premises. Acting in loco parentis, school officials and teachers are entrusted with the responsibility of supervising students and maintaining a secure environment during school hours.

In accordance with the law, school authorities are empowered to conduct searches of students, their personal belongings, as well as desks and lockers, under appropriate circumstances. Any decision to search a student, their possessions, or any school property, or area assigned to them for individual use, shall be made in accordance with the law.

# SIBLINGLINK

Students in grades 9-12 with a verified sibling in grades K-8 may stay on campus until their older sibling is dismissed at 3:30 PM. Similarly, students in grades K-8 with a verified sibling in grades 9-12 may arrive on campus at 7:00 AM with their younger sibling. This service, known as SiblingLink, is provided at no cost to our families and is contingent upon eligibility, which will be verified.

To ensure smooth operation and safety, unauthorized students dropped off before the official start time or not picked up at the designated dismissal time will incur a fee of $1.00 per minute, per student. Participation in Sibling Link is also contingent upon students maintaining appropriate behavior. Students may be dismissed from participating in SiblingLink if their behavior disrupts the program's efficiency or compromises safety standards.

# SMOKING REGULATIONS

According to Florida Law, smoking, including the use of vape pens, is strictly prohibited on campus at all times. This policy extends to all areas of school property, including parking lots and inside vehicles.

# SNACK POLICY

Franklin Academy prioritizes student health and aims to reduce childhood obesity by promoting nutritious snacking habits on campus. To align with this goal, the following guidelines have been established for students in grades K-8: 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. These guidelines are designed to decrease calorie intake from sugar and fat, while encouraging the consumption of whole, nutritious foods.

MYP students in grades 6-8 are allowed to have a healthy, nutritious snack. Additionally, carbonated, or caffeinated beverages are not permitted on campus.

# SOCIAL MEDIA – STAY CONNECTED

You can stay connected with events happening across the different Franklin Academy campuses by connecting with our three different social media platforms.

Facebook – @FranklinAcademyCharter

YouTube – @FranklinAcademyMedia

Instagram – @FranklinCharter

# SOCIAL MEDIA GUIDELINES FOR PARENTS

- Parents/guardians should anticipate communication from teachers regarding their child's participation in any project involving online social media applications, such as blogs, wikis, podcasts, etc.
- Parents/guardians will not engage in any actions intended to destroy or harm online information. Instead, they will promptly report objectionable material to a school administrator and/or counselor.
- Parents/guardians will refrain from using classroom social media platforms for any illegal activities, including the violation of data privacy laws.
- Parents/guardians are strongly encouraged to stay informed about their child's electronic communications and involvement in social media projects.
- Parental involvement is welcomed to ensure that student engagement in social media networking is appropriate and that privacy concerns are adequately addressed.

# SOCIAL MEDIA GUIDELINES FOR STUDENTS

- **Think before you post.** Remember, what you share online, whether on social media platforms, blogs, or photo-sharing sites, is visible to everyone. Be mindful of your digital footprint and avoid posting anything you wouldn't want your friends, family, teachers, or future employers to see.
- **Respect others online.** While it's okay to have different opinions, express them in a respectful manner. Avoid hurtful comments and adhere to the school's code of conduct, ensuring that your online behavior reflects the same standards expected in the classroom.
- **Prioritize online safety.** Protect your personal information by never sharing details like last names, phone numbers, addresses, or exact birthdates. Keep your password private, only sharing it with trusted individuals such as teachers and parents.
- **Use credible sources when linking to external websites to support your ideas.** Always review the entire article before linking to ensure its appropriateness for school-related purposes.
- **Do your own work and respect intellectual property.** Avoid plagiarism by obtaining permission before using others' ideas, images, or designs. When referencing or paraphrasing, cite your sources properly and consider hyperlinking them for easy access.
- **Respect copyright laws when using images.** Ensure you have permission to use the image or that it falls under Creative Commons' attribution.
- **Represent yourself authentically online.** Avoid misrepresenting your identity and ensure that your blog and wiki posts are well-written and adhere to writing conventions.
- **Report inappropriate content promptly.** If you encounter material that makes you uncomfortable or is disrespectful, inform your teacher immediately.

Failure to comply with these guidelines may result in loss of project participation privileges and future access to Franklin Academy's online tools. Additionally, disciplinary or legal action may be taken.

# SPECIAL EVENTS OR PROGRAMS

Throughout the school year, various special events are organized that demand additional dedication from our teachers. These events are meticulously planned to enrich the educational journey of our students. To ensure the

seamless execution of these endeavors, it is imperative that all students actively participate. **Students must be present for at least half of the school day to partake in these special events, including athletic competitions and unique programs.** However, students with outstanding financial commitments or those under parental service hour restrictions will regrettably be ineligible to participate in these enriching opportunities.

# STUDENT DISMISSAL

The Principal at Franklin Academy has the authority to recommend the dismissal of a student for any significant violation of the Code of Student Conduct. Offenses qualifying for dismissal include Level 3 or 4 behaviors and repeated Level 2 incidents as outlined in the Code of Conduct. Parents/guardians will receive written notification detailing the reasons for the dismissal, actions taken to assist the student, and information on due process rights and the right to appeal. The notification will also state whether the student is eligible to reapply in the future.

**Effect of Dismissal:** For purposes of this policy, dismissal means the student is involuntarily disenrolled from all Franklin Academy schools and barred from future enrollment at Franklin.

# STUDENT RECORDS

Access to student records and grades is contingent upon the return of all school property, textbooks, and the settlement of any outstanding fees. This includes clearing balances owed to various school departments such as the Media Center, cafeteria, textbook fees, and any outstanding dues from fundraisers. In order to avoid delays in receiving access to student records and grades, all accounts must be brought up-to-date. Failure to clear outstanding balances may result in the withholding of the final report card until all financial obligations are settled.

# STUDENT RIGHTS

Students are entitled to a safe learning environment, free from threats and physical harm. Any disruptive behavior is unacceptable and will be met with appropriate consequences outlined in the Broward County Administrative Discipline Matrix. Consequences may include time-out, exclusion from class activities, detention, suspension, or expulsion. Parents/guardians who encounter conflicts involving students other than their own child are encouraged to address the issue with the school counselor or administration. **It is strictly prohibited for parents/guardians to directly approach other students or parents/guardians involved in the conflict.**

All individuals within the school community, including students and staff, are entitled to be treated with respect. Any form of derogatory language, hostile behavior, violence, or other forms of verbal or physical misconduct directed at a student, parent, or staff member will not be tolerated under any circumstances.

## STUDENT SERVICE AS ACTION - IB MYP

The IB Middle Years Programme (MYP) mandates the completion of a minimum number of service experiences, which must be reported to and verified by the school. Each quarter, students are required to engage in at least one (1) service activity. Families are encouraged to consider activities that involve the entire family, fostering a collective commitment to serving our local, state, national, or international community.

Service as action encompasses four primary options:

1. Direct service: Students directly engage with the community to make an impact on an organization or issue.

2. Indirect service: Students collect donations to support an organization or address an issue.

3. Advocacy: Students utilize various platforms to advocate for change related to an organization or issue.

4. Research: Students undertake research projects, such as writing papers or essays, to highlight the significance of an organization or issue.

Regularly updated lists of service opportunities will be provided to ensure students have a variety of options to fulfill their Service as Action requirement. It's important to note that student service hours do not contribute to the yearly Parent Service Hour requirement.

# STUDENT WELFARE

In compliance with HB 443 (2025), §1002.33(16)(b)(17), F.S. and Rule 6A-6.0791, Florida Administrative Code, this policy reflects the rights of parents and the obligations of the School relating to student welfare.

The "Parental Rights in Education" law, also known as House Bill 1557 (2022), set forth specific procedures for complaints or disputes falling into those categories detailed in Section 1001.42(8)(c)1.-7, Florida Statutes, and on the "Parental Request for Appointment of a Special Magistrate" form published by the Florida Department of Education and available here.

**Parental Notification:**

a) Franklin Academy will notify a student's parent in writing if there is a change in the student's services or monitoring related to the student's mental, emotional, or physical health or well-being and the school's ability to provide a safe and supportive learning environment for the student. The School acknowledges the fundamental right of parents to make decisions regarding the upbringing and control of their children. School personnel will encourage a student to discuss issues relating to his or her well-being with his or her parent or to facilitate discussion of the issue with the parent.

b) School personnel are prohibited from discouraging or prohibiting parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being. School personnel may only withhold such information from a parent if a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect, as those terms are defined in section 39.01 Florida Statutes.

c) At the beginning of the school year, the School will notify parents of each health care service offered at the School and the option to withhold consent or decline any specific service in accordance with section 1014.06 Florida Statutes. Parental consent to a health care service does not waive the parent's right to access his or her student's educational or health records or to be notified about a change in his or her student's services or monitoring as provided by this paragraph.

d) Before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade 3, the School will provide the questionnaire or health screening form to the parent and obtain the permission of the parent.

**Instruction & Training:**

a) Classroom instruction by School personnel or third parties on sexual orientation or gender identity will not occur in kindergarten through grade 8, except when required by sections 1003.42(2)(o)3. and 1003.46 Florida Statutes. If such instruction is provided in grades 9 through 12, the instruction must be age-appropriate or developmentally appropriate for students in accordance with state standards.

b) Student support services training developed or provided by the School will adhere to student services guidelines, standards, and frameworks established by the Department of Education.

**Conflict Resolution:**

A parent shall use the following procedure to notify the principal, or his or her designee, regarding concerns under regarding student welfare instruction and training list in this policy:

a) The parent shall send the principal a written complaint. The parent's concern must describe the nature of the dispute and describe the resolution or relief sought with the School. The complaint shall be delivered to the principal via hand delivery, U.S. Mail or email. The principal (or designee) shall provide a written response to the parent within seven (7) days of receiving the complaint. For the purposes of this policy, "days" shall mean business days and exclude state, federal and School holidays.

b) If the parent remains aggrieved after receiving the response from the School, the parent has a right to seek relief from the local school district.

c) Within thirty (30) days after notification by the parent that the concern remains unresolved, the school district must either resolve the concern or provide a statement of the reasons for not resolving the concern. The School shall fully cooperate in the resolution procedures of the school district, and shall comply with the school district's decision for resolution of the complaint.

d) If a concern is not resolved by the school district, the parent may:

i. Request the Commissioner of Education to appoint a special magistrate who is a member of The Florida Bar in good standing and who has at least 5 years' experience in administrative law. The parent shall use the Parental Request for Appointment of a Special Magistrate for Charter School Students, Form CSSM-1 6A-6.0791, which the School shall provide to the parent upon request (or available at the link in Section I of this policy). The special magistrate will determine facts relating to the dispute over the School procedure or practice, consider information provided by the School, and render a recommended decision for resolution to the State Board of Education within 30 days after receipt of the request by the parent. The State Board of Education will approve or reject the recommended decision at its next regularly scheduled meeting that is more than 7 calendar days and no more than 30 days after the date the recommended decision is transmitted.

ii. Bring an action against the School or school district to obtain a declaratory judgment that the School procedure or practice violates sections 1002.20 and 1014.04 Florida Statutes, and seek injunctive relief. A court may award damages and shall award reasonable attorney fees and court costs to a parent who receives declaratory or injunctive relief.

e) The School shall include this policy in its Student Handbook and shall post it on the School's website to notify parents of the conflict resolution procedures.

f) The School shall designate at least one person responsible for responding to inquiries from the Florida Department of Education regarding a request for appointment of a Special Magistrate and shall notify the Department of Education of the name and email address of the individual.

g) Nothing contained within this policy shall be construed to abridge or alter rights of action or remedies in equity already existing under the common law or general law.

# TECHNOLOGY USAGE POLICY

As technology continues to evolve, our classrooms and media centers increasingly integrate computers, networks, digital curriculum, and online resources like the Internet and email. While these tools offer vast educational benefits, their effective use relies on responsible and ethical behavior from every user.

Franklin Academy is committed to safeguarding its network and computing systems against unauthorized access and misuse, while ensuring accessibility for legitimate users. Users of our network are expected to adhere to all relevant school, local, state, federal, and international laws.

Any attempt to violate these laws through network use may result in legal action taken by the appropriate authorities. Unauthorized activities such as accessing restricted accounts or networks, tampering with files without permission, software piracy, and sharing offensive or inappropriate material are strictly prohibited. **Our school's technology resources are provided for educational purposes only, and any unauthorized use is not tolerated.**

# TELEPHONES

The school telephone system is essential for conducting school business and must be kept available for its intended purpose. Students are not permitted to use the telephone without prior permission, and such use is strictly reserved for emergencies only.

Delivering personal messages to individual students disrupts the instructional program, so only emergency messages will be relayed to students in the classroom. Students are discouraged from using office telephones for general purposes, and calls for missing assignments, musical instruments, lunches, or after-school plans will not be accommodated.

Teachers may authorize a student to use the phone with a written note when necessary. Phone use by students is not permitted in classrooms, bathrooms, hallways, or any other areas during the school day. Students are encouraged to plan ahead and come to school prepared, including making social and transportation arrangements in advance.

# TRANSFER STUDENTS

Transfer students are those who join the school after the academic year has commenced. Whenever possible, their prior school records will be utilized to assess grade-level proficiency and determine appropriate placement, aligning with the guidelines outlined in the Broward County Student Progression Plan (Policy 6000.1).
Placement of transfer students will be determined based on various criteria, which may include:

- Previous enrollment at a school accredited by a state or regional accrediting agency;
- Performance in validating examinations; and/or
- Scholarly achievements during a trial placement period.

In cases where records are unavailable, such as students transitioning from a homeschooling environment, diagnostic assessments may be conducted to ascertain grade-level placement. These assessments ensure that every student receives suitable placement within our educational framework.

# TRANSPORTATION

Franklin Academy offers limited bus transportation services to eligible students, following specific eligibility criteria. If you reside within a two-mile radius of the campus, it is expected that you arrange transportation for your child(ren). Our bus transportation aligns with county guidelines and operates within defined transportation boundaries established by these guidelines.

Prior to the commencement of each school year, routes, pick-up/drop-off timings, and locations are finalized and subject to potential changes at the discretion of our transportation provider. For detailed information about bus transportation services, please contact them directly.

Students utilizing bus services are required to adhere to appropriate behavior standards. Instances of misconduct will be reported to school administration, and students may face consequences, including the loss of bus privileges.

For students in grades K-5, it is the responsibility of a parent or legal guardian to ensure their presence at the bus stop, or designate an adult or older sibling to accompany the student. Our contracted transportation providers will not leave students in grades K-5 unattended at the bus stop. In cases where parents/guardians of students in grades 3-5 wish to authorize unsupervised drop-offs, they must complete the PowerSchool Bus Stop Waiver form annually. Until this waiver is received, students will not be left without adult supervision.

# TRESPASSING

To ensure the safety and security of all students, staff, and visitors, Franklin Academy enforces a strict No Trespassing policy. This policy applies to all school grounds, buildings, and properties, including parking lots, athletic fields, and other facilities. School grounds are closed to the public outside of regular school hours and scheduled events. Unauthorized presence on school property after hours will be considered trespassing.

# VIDEO FOOTAGE

At Franklin Academy, the privacy and security of our students and staff are of utmost importance. Therefore, video footage recorded on school premises will not be released to parents or guardians without a valid court order or subpoena. Upon receipt and verification of such documentation, the school will cooperate with the legal request as required by law. This policy is in place to protect the privacy of all individuals captured in the video footage and to comply with legal standards. We appreciate your understanding and cooperation in maintaining the privacy and security of our school community. For any questions or concerns regarding this policy, please contact the school administration.

# VISITORS / VOLUNTEERS

**All visitors to the school are required to check in at the front office upon arrival.** In compliance with the Jessica Lunsford Act, all visitors must present photo identification and undergo scanning using the Raptor Visitor Management Software linked to the Florida Department of Law Enforcement (FDLE) database. **It is important to note that visitors, including parents/guardians, are not permitted to enter their child's classroom unannounced at any time before, during, or after school hours. Under no circumstances should parents/guardians proceed directly to a classroom without prior authorization.**

Arrangements for classroom visits or assistance must be made in advance, preferably at least 24 hours prior, and coordinated with the classroom teacher. Teachers are required to inform the front office of expected visitors to facilitate access to the classroom. For the safety of all students, visitors must sign in and out at the front desk, provide information regarding the purpose of their visit and whom they are visiting, and obtain a VISITOR'S PASS to access the school campus.

Additionally, please adhere to the following volunteer guidelines:

- Volunteers must prominently display the school-issued "VOLUNTEER" badge while on campus.
- Volunteers and visitors should proceed directly to their assigned room and refrain from wandering the campus or deviating from their designated volunteer role.
- Siblings or children who are not enrolled at Franklin Academy are not permitted on campus during volunteer activities.
- Please ensure cell phones are switched off or set to vibrate mode while on campus, and refrain from speaking on cell phones while volunteering.
- Personal food or beverages should not be brought into the classroom by volunteers.
- Avoid comparing or criticizing teachers and students; such behavior is unacceptable.
- Respect the confidentiality of classroom activities and student information. Do not discuss student matters with other students or adults.
- Punctuality and reliability are essential, as teachers plan for volunteer assistance. If unable to fulfill a scheduled volunteering commitment, please notify your child's teacher promptly.
- Volunteers are not authorized to administer any form of medication to students.

**Failure to comply with these expectations or causing disruptions on campus may result in a request to leave the school premises by school administration or the on-duty police officer.** Your cooperation contributes to maintaining a safe and conducive learning environment for all students.

# WARNING SIGNS

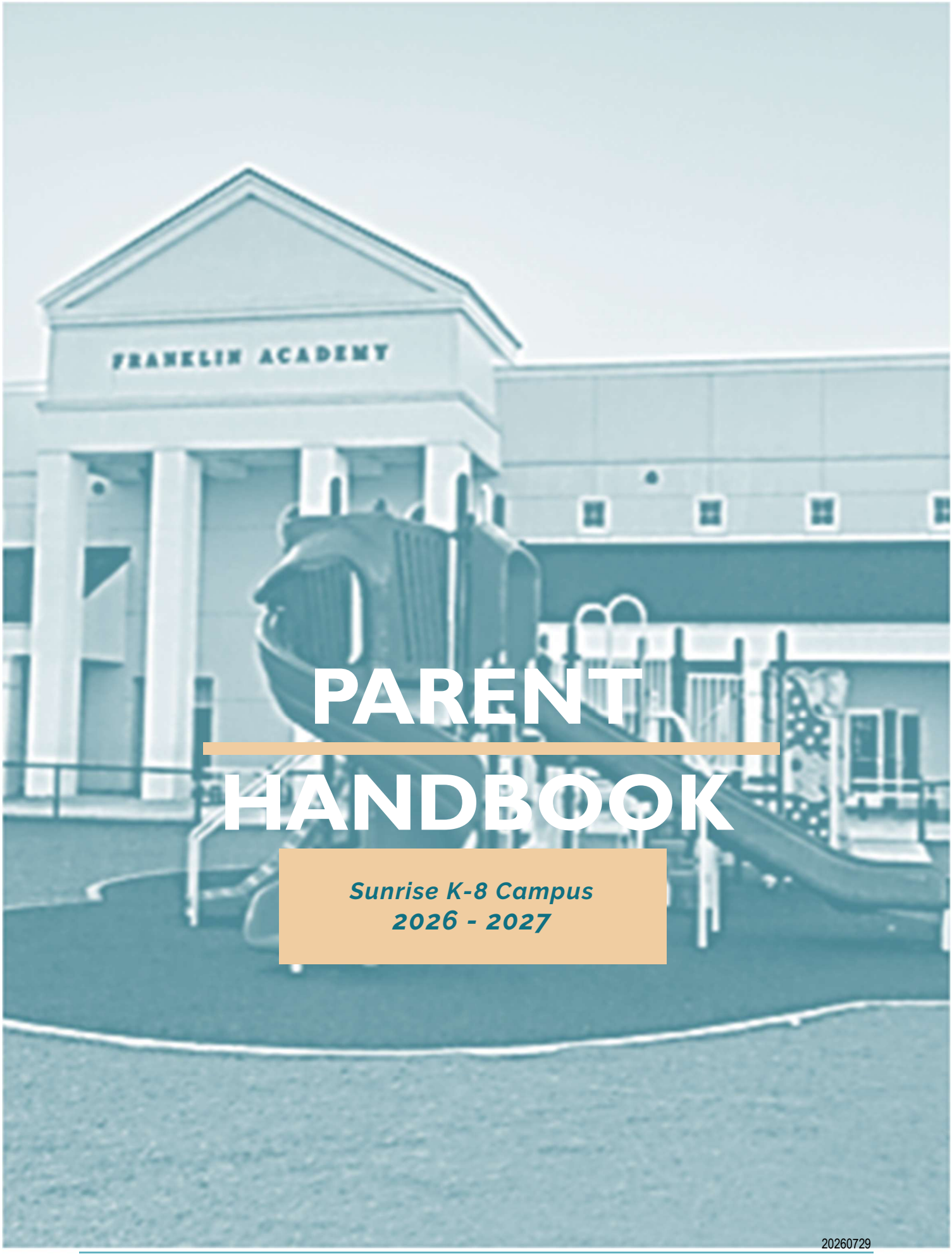
In adherence to the requirements set forth by Broward County Public Schools, Franklin Academy mandates that all parents or legal guardians of enrolled students complete the Warning Signs Course annually. This course is pivotal in equipping parents/guardians with the knowledge and skills necessary to identify signs of mental health concerns in their children, including depression, anxiety, substance abuse, and suicidal ideation. Parents/guardians will receive instructions on accessing the course online through designated platforms. Franklin Academy is committed to fostering a supportive environment for student well-being, and views parental involvement in mental health education as integral to achieving this goal.

# WEAPONS

In accordance with Florida Department of Education (FLDOE) regulations and state law, Franklin Academy strictly prohibits the possession, use, or distribution of any weapons on school property, at school-sponsored events, or during school transportation. **AT NO TIME is it appropriate for any student to possess or bring a weapon of any kind onto a school campus.** Any person possessing, displaying, transmitting, and/or using a weapon on school property shall be subject to arrest. This policy applies to all students, staff, parents/guardians, and visitors. Weapons shall be defined as indicated in F.S. 790.001.

# WITHDRAWAL PROCEDURES

To ensure the most efficient processing of a student withdrawal and the release of records, parents/guardians are requested to complete a withdrawal form with the Registrar. It's important to note that in accordance with state statute, **only the registering parent is authorized to withdraw the student.**




# PARENT HANDBOOK

*Sunrise K-8 Campus*
*2026 - 2027*

# 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

*Building Better People, Every Day*

Utilizing an intercultural-mindedness model and a standards-based curriculum, the mission of Franklin Academy is to create compassionate, engaged, life-long learners by promoting a culture of collaboration and high expectations that emphasizes character development through active service in the local, national and international community, while adhering to the principle that all children can learn.

# ACCREDITATION

Franklin Academy has been granted School System Accreditation from Cognia, the national commission that confers the Southern Association of Colleges and Schools. This designation demonstrates our commitment to excellence, our openness to external review and feedback, and our desire to be the best we can be on behalf of the students we serve. School System Accreditation provides Franklin Academy a nationally-recognized mark of quality for our system and all the schools within our system. All of our schools are fully accredited providing our students opportunities such as the chance to earn college and technical school scholarships after graduation along with the opportunity to join the list of accredited schools and school systems.

# 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). Preferences for enrollment are applied in accordance with the published lottery rules and guidelines available on the school website.

In accordance with 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 admitted 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. Families will be contacted 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 apply 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.

Parents/guardians 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 apply 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.

Admission to the International Baccalaureate (IB) Middle Years Programmes at the Sunrise K-8 campus will adhere to the principles of the IB World Organization, in which all students in grades 6 through 8 - if offered a seat to attend Franklin Academy in accordance with the admissions policy - will participate in the Middle Years Programme, regardless of academic performance or learning differences.

# EDUCATIONAL PHILOSOPHY

Research consistently highlights that the quality of instruction is the most significant factor in a child's learning. At Franklin Academy, our educational philosophy and mission are deeply embedded in our approach to teaching. We deliver a rigorous, comprehensive, research-based curriculum, aligned with Florida's academic standards. This curriculum is presented to students through a variety of engaging methods designed to foster active learning and critical thinking.

Our highly qualified teachers begin by assessing students' current knowledge and reading levels using pre-assessment data. This information guides collaborative planning, ensuring each student is on a path to achieve more than a year's worth of content knowledge. Our teachers are dedicated to addressing individual learning needs and meeting the content and performance criteria of Florida's B.E.S.T. Standards for English Language Arts and Mathematics, as well as Florida's State Academic Standards for Science and Social Studies.

In professional learning communities, our teaching teams regularly evaluate the curriculum to determine the most effective instructional methods. These teams create an instructional focus that drives data analysis and forms the basis for developing meaningful assessments and effective action plans aimed at enhancing student learning.

Continuous reflection on student performance enables us to make proactive adjustments to better meet students' needs. By doing so, we ensure that every student at Franklin Academy receives the highest quality education tailored to their individual growth and success.

Instructional models in the International Baccalaureate (IB) Middle Years Programme (MYP) are guided by the IB World Organization Standards and Practices. Our MYP classrooms are designed to connect big ideas, related concepts, and real-world applications. These classrooms prioritize student questions and ideas, focusing on inquiry and collaboration to achieve mastery of Florida's B.E.S.T. Standards for English Language Arts and Mathematics, Florida's State Academic Standards for Science and Social Studies, and the IB objectives for each subject group.

As dedicated professionals, our educators will:

- Develop and utilize standards-based curricula aligned with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, and Florida's State Academic Standards for Science and Social Studies;
- Adapt content and design their curriculum to meet the interests and needs of our diverse student population.
- Select assessment pieces that authentically reflect learning gains and academic growth;
- Collaborate within professional learning communities across disciplines and grade levels to ensure horizontal and vertical alignment;
- Focus on developing critical thinking through project-based learning and inquiry-driven instruction; and
- Challenge students to invest in their education by providing varied assessments, timely feedback, and opportunities for individual reflection.

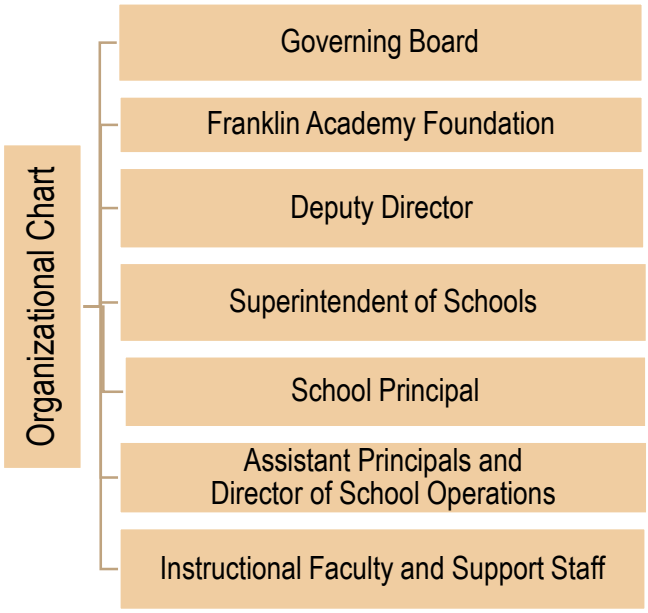
By adhering to these practices, we ensure that our MYP classrooms are dynamic, student-centered environments where learners are encouraged to engage deeply with the content and develop the skills necessary for lifelong learning.

# GOVERNANCE & LEADERSHIP

The Governing Board of Franklin Academy serves as the ultimate policy-making body, determining the school's academic direction, curriculum, and overall operations. The Principal, appointed by the Chairman of the Board, is responsible for managing all aspects of school operations in alignment with the policies and budget approved by the Governing Board. Faculty and staff report directly to the Principal, who in turn reports to the Governing Board, ensuring a clear and effective chain of command that supports the school's mission and goals.

The school's administrative team, comprising the Principal, Assistant Principals, and the Director of School Operations, is dedicated to ensuring that the school's operations align with Franklin Academy's overarching mission and vision. As instructional leaders, this team is responsible for making all school-based decisions and establishing procedures for the school's day-to-day operations.

The instructional and support staff are tasked with implementing these procedures in their daily activities and interactions with students, parents/guardians, and the community, thereby upholding the high standards and goals of Franklin Academy.




# GUIDING PRINCIPLES AND PURPOSE

At Franklin Academy, our goal is to engage all students in a rigorous curriculum that emphasizes project-based learning, inquiry, technology, creativity, and teamwork, tailored to individual learning styles. Our highly qualified staff and administrative professionals collaborate with students, parents/guardians, and the community to help students set learning goals. They also master core academic areas and develop a well-rounded education in art, technology, physical education, music, and other special disciplines.

To achieve this mission, the school will:

- Provide motivated, highly qualified teachers and administrators to guide and support student learning;
- Develop and utilize standards-based curricula aligned with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, and Florida's State Academic Standards for Science and Social Studies;
- Empower experienced faculty to collaborate in constructing effective curriculum maps that ensure equity and flexibility in meeting students' educational needs while addressing benchmarks and process skills;
- Regularly monitor student progress through 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 tailored to each class's learning needs based on data, providing extended learning opportunities, enhancement, and enrichment;
- Implement professional learning communities of school leaders and teachers to evaluate student data, navigate curriculum maps, facilitate best practices, and promote high-yield strategies across the curriculum;
- Provide teachers with meaningful professional development and various instructional tools aligned with their specific curriculum goals and objectives;
- Promote the use of educational technology and highly effective research-based instructional methodologies, including project-based and inquiry-based learning; and
- Foster communication and involvement with parents/guardians and the community to support student achievement and school improvement.

Through these efforts, Franklin Academy ensures that every student receives a high-quality education that prepares them for future success.

At Franklin Academy, our rigorous teaching and learning approach, needs-based instructional delivery system, and differentiated instructional model empower students and promote professional collaboration, all supplemented by 21st-century technology. Continuous progress monitoring and rigorous assessments are integral to achieving our mission.

Key elements include the decentralization of services, shared decision-making among school professionals, high levels of parental involvement, and a web-based student information system that facilitates communication between parents/guardians and the school, allowing them to track their child's progress. This collaborative framework paves the way for student success.

Our instructional models in the International Baccalaureate (IB) Middle Years Programme align with the principles of the IB World Organization. MYP classrooms are concept-based, student-centered, and focused on inquiry and collaboration. This approach ensures mastery of both the B.E.S.T. Standards and the International Baccalaureate Objectives and Strands, fostering a comprehensive and engaging learning environment.

# GENERAL SCHOOL POLICIES

## 10-10 RULE

Maintaining a structured and focused learning environment is crucial for the academic success of our students. To ensure this, we have established the "10-10 Rule" for all middle school classrooms. This rule is designed to maximize instructional time and minimize disruptions during class transitions.

**The 10-10 Rule:** Students are not permitted to leave the classroom during the first ten minutes or the last ten minutes of class.

**Optimize Learning Time:** The beginning and end of each class are often crucial for providing important information, context, and closure. By adhering to this rule, students can fully engage in the lesson without missing essential content.

**Reduce Disruptions:** Frequent exits and entrances at the start and end of a class can be distracting for both teachers and students. The 10-10 Rule helps maintain a focused and respectful classroom environment.

While it is important to adhere to the 10-10 Rule, we understand that emergencies and special circumstances may arise. In such cases, teachers have the discretion to allow a student to leave the classroom if it does not disrupt the flow of the lesson.

## ACCELERATED READER BOOKFINDER

http://www.arbookfind.com
Searching for books with a corresponding Renaissance Accelerated Reader quiz is easy with Accelerated Reader Bookfinder. Students, teachers, parents/guardians and librarians can search in English or Spanish using criteria such as book level or Lexile measure, interest level, title, author, fiction/nonfiction, subject, award-winners, state lists and more.

## ADULT RESTROOMS

For the safety and comfort of our students, adults are strictly prohibited from using or entering student restrooms. Adults may utilize the adult restrooms located on each floor. Thank you for your cooperation in maintaining a secure and respectful environment for our students.

## AFTER SCHOOL CARE

Franklin operates a fee-based aftercare program, which offers care each school day including early release days until 6:00 pm, excluding the last day of the school year. This program provides students with a structured, safe, and positive environment for after school hours. Students are supervised by certified counselors that provide age-appropriate activities and learning opportunities.

The aftercare site-based manager serves as the first point-of-contact when addressing any issues or concerns related to aftercare. Families should contact the manager before 12:00 PM for a change in their child's dismissal; otherwise, the child must be released from the office.

# 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.

# ARRIVAL PROCEDURES

Supervision of students commences at 7:00 AM for students in grades K-4 and at 8:00 AM for students in grades 5-8. Instruction begins promptly at 7:30 AM for grades K-4 and at 8:30 AM for grades 5-8.
Breakfast will be served in the cafeteria starting at 7:00 AM for grades K-4 and at 8:00 AM for grades 5-8.

**Tardy Arrival Policy:**

- Students in grades K-4 are considered tardy if arriving after 7:30 AM. Parents/guardians must park their vehicle and report to the front office to sign in the student.
- Students in grades 5-8 students are considered tardy if arriving after 8:30 AM. Parents/guardians are required to park their vehicle and report to the front office to sign in the student.

Your cooperation in adhering to these arrival procedures ensures a smooth start to the school day for all students.

# ARTIFICIAL INTELLIGENCE (AI) ACCEPTABLE USE POLICY

At Franklin Academy, we integrate innovative technologies like Chat GPT and other Generative AI tools into our curriculum to enhance students' research, writing, and problem-solving skills. Students are encouraged to use these tools for brainstorming, generating ideas, assisting with research, improving writing, and analyzing data. However, it is crucial to use these tools responsibly and ethically, ensuring all AI-generated content is properly cited and verified.

We also recognize the potential risks, such as plagiarism and cheating, associated with AI use. Students must adhere to guidelines, including verifying AI-provided information with reliable sources, not sharing personal or sensitive information, and writing assignments in their own words. Misuse of AI tools will be addressed according to Franklin's academic integrity policies and appropriate consequences from the Administrative Discipline Matrix will be applied.

# 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…" All students in grades K-8 will participate in benchmark testing on a regular basis

to assess progress toward meeting grade level standards. Parents/guardians will be notified in advance of the dates and times for test administration. These assessments are achievement tests that identify student strengths, weaknesses, learning gains and/or readiness for promotion. Franklin Academy will provide additional information regarding school-specific tests and statewide standardized assessments.

All students in grades K-8 will participate in benchmark testing (state/district/school level) on a regular basis to assess progress toward meeting grade level standards. Parents/guardians will be notified in advance of the dates and times for test administration. These assessments are achievement tests that identify student strengths, weaknesses, learning gains and/or readiness for promotion. Franklin Academy will provide additional information regarding school-specific tests and statewide standardized assessments. Parents/guardians will be provided with the method of accessing state/district scores for their child. School based assessments, aligned with the approved curriculum per content area, will be inputted into PowerSchool for grades 1-8, and inputted on a Standard-Based Report Card for each Kindergarten student. Kindergarten - Year 3 (8th grade) educators administer these assessments throughout the year to assess the student's mastery of the grade level state standards. The IB Programme, Grades Year 1 - Year 3 (6-8), includes the completion of authentic summative assessments that demonstrate mastery of the B.E.S.T. Standards along with the IB Objectives and Strands for each subject group. These assessments may or may not be a part of the student's traditional grade in PowerSchool, but they will be evaluated on a scale of 0 - 8 using rubrics aligned with the IB Objectives for each unit. These IB Grades will be used to determine each student's progress in terms of the IB Objectives. A mid-year and end-of-year IB Report Card will be distributed to parents/guardians to inform them of their child's progress in the IB Programme. Additional Information regarding the Franklin Academy IB Assessment Policy can be found on the Franklin Academy Campus Website, underneath the IB Tab.

# ATHLETIC PROGRAM

At Franklin Academy, we uphold national, state, and district standards of excellence in student performance, offering Middle Years Programme (MYP) students (Grades 6-8) opportunities to engage in a diverse range of interscholastic teams. By establishing rigorous educational standards, we aim to equip students to compete at the highest levels of their abilities and to make informed, thoughtful, and healthy decisions throughout their lives.

**Commitment to Education:** Franklin Academy is dedicated to the ongoing advancement of education for our students, ensuring they are prepared for success in all aspects of their lives.

**Student Participation Guidelines:** The Student Code of Conduct, Franklin Academy Athletic Contract, and guidelines established by the Middle School Athletic Association (MSAA) outline the requirements for participation in interscholastic athletics. All students must maintain satisfactory conduct to participate in athletic and extracurricular activities. Participation in after-school activities is considered a privilege, subject to revocation at the discretion of the administration and/or athletic director.

By adhering to these standards and guidelines, we create an environment that fosters personal growth, responsibility, and achievement both inside and outside the classroom.

# ATTENDANCE

The parent/guardian of a child of compulsory school age is responsible for the child's daily school attendance (F.S. 1003.24). School staff, parents/guardians, 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). SB Policy 5.5 outlines the rules that apply to attendance and attendance procedures. A student's presence in class is required to maximize the attainment of instructional objectives. For students who demonstrate patterns of non-attendance, interventions will be recommended.

# ATTENDANCE: ABSENTEE REPORTING

Your child must be in school every day as mandated by state law. When students are absent from school, parents/guardians must report their child's absence via the **Absence Reporting Form**, which can be found in both the **PowerSchool Parent Portal** and the **PowerSchool Mobile App**.

Parents/guardians must report the absence the day before, the day of, or within TWO (2) school days following the absence, or the absence will be considered unexcused. Failure to report your child's absence within the required timeframe will result in the absence being marked unexcused. School staff members have a legal right to request a written medical excuse. Refer to our Attendance Policy for a list of valid reasons. Please allow 72 hours for processing. **NOTE: If reason for absence is not in the Attendance Policy, the absence will remain unexcused.**

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

# ATTENDANCE: EXCUSED ABSENCES

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below (F.S. 1003.24(4), 1003.26). **Family vacations and trips are considered <u>unexcused absences</u>.**

1. Illness of student.
2. Illness of an immediate family member.
3. Death in the family.
4. Religious holidays of the student's own faith.
5. Required court appearance or subpoena.
6. Special event with appropriate documentation and prior approval. Examples of special events include important public functions, educational enrichment activities, conferences, state/national competitions, college/university campus tour/visit as well as exceptional cases of family need. The school administrator/designee will determine validity and may require documentation in cases of family need.
7. Scheduled medical or dental appointment.
8. Students having, or suspected of having, a communicable disease or infestation which can be transmitted are to be excluded from school and are not allowed to return to school until they no longer present a

health hazard (F.S. 1003.22). Examples of communicable diseases and infestations include, but are not limited to, fleas, head lice, ringworm, impetigo and scabies.

Students on field trips and students who attend alternative to suspension programs or in internal in-school suspensions are not considered absent.

# ATTENDANCE: EARLY SIGN-OUT

Frequent early sign-outs can negatively impact a student's academic performance. Excused early dismissals are allowed for doctor's appointments and extreme emergencies. If you need to take your child out of school before the end of the school day, please come to the front desk to sign them out. A school employee will call for your child, provided the request is made before 1:30 PM. Students will not be dismissed from the classroom after 1:30 PM to avoid disrupting the school-wide dismissal process.

Excessive early sign-outs will be evaluated on a case-by-case basis to identify any patterns of non-attendance. Non-attendance for instructional activities includes tardiness, early sign-outs, or absences for any part or all of the day. Accumulated early sign-outs, unless excused under this policy, will be recorded as unexcused absences in accordance with F.S.1003.02 (1)(b).

**SPECIAL NOTE:** The school utilizes an automated system to record early release requests, which are automatically transferred to the PowerSchool Student Information System. Although this entry may initially appear as an absence in PowerSchool and on student report cards, rest assured that the early release is manually recorded in the district and state reporting database. This ensures that the official attendance record accurately reflects an early release rather than a full day's absence. Your child's attendance history is meticulously maintained to reflect the precise details of their school day.

**Student releases after 1:30 PM are not permitted unless deemed an emergency by the principal or their designee.** Instances of excessive early sign-outs will be addressed individually to determine if a pattern of non-attendance exists.

Additionally, signing out a student to provide missing or forgotten items and then returning them to class is not appropriate. If a student is signed out early, they must remain off campus for at least 30 minutes before being signed back in. Your adherence to these guidelines ensures the safety and accountability of our students.

# ATTENDANCE: TARDINESS

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. Habitual tardiness is defined as being tardy five (5) times within a marking period. 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. Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1) (b).

# FRANKLIN ACADEMY PRINCIPAL'S/HONOR ROLL CRITERIA:

Franklin Academy Principal's Honor Roll: Students in Grades 1 - 8 must earn an "A" average (90%-100%) in all subject areas, including elective courses (applicable to grades 6-8), to meet Principal's Honor Roll requirements. Students in grades 1 - 8 who meet the established criteria will be recognized at a scheduled Franklin Academy Principal's Honor Roll Ceremony and will be presented with a Principal's Honor Roll award certificate. Honor Roll: Students in grades 1 - 8 must earn at least a "B" or above in all subject areas, including elective courses (applicable to grades 6-8), to meet Honor roll requirements. Students in grades 1 - 8 who meet the established criteria will be recognized at a scheduled Franklin Academy Honor Roll Ceremony and will be presented with an Honor Roll award certificate. Character Attribute Awards: Students will be nominated by their educator(s) for a Character Attribute Award based on demonstration of the monthly Character Attribute. Students who are nominated will be recognized at the Honor Roll award ceremony and presented with a Character Attribute certificate.

# BATHROOM USE - STUDENTS

In accordance with the Florida Department of Education (FLDOE) ruling, Franklin Academy requires that all students in grades K-12 use bathrooms that align with the gender they were assigned at birth. If a student feels uncomfortable using the assigned bathroom, the school will provide access to a private, single-occupancy restroom upon request. The school is committed to protecting the privacy of all students. Discussions regarding bathroom use and pronoun preferences will be handled with sensitivity and confidentiality. This policy aims to ensure compliance with state regulations while maintaining a respectful and orderly school environment. We understand that this policy may present challenges for some students and families. Our goal is to implement this ruling while fostering an environment of respect and support for all students. If you have any questions or concerns, please contact the school administration.

# BIRTHDAY CELEBRATIONS

Celebrations must be approved in advance by the classroom teacher and should not disrupt the instructional schedule. Please note the following guidelines:

**Grades K-5:** Birthday treats such as cupcakes, cookies, pizza, etc. are not permitted in the cafeteria. Instead, they must be distributed during recess, or in the classroom setting, ensuring all students are included. Due to federal regulations, parents/guardians may not bring homemade treats or food to share. Only store-bought items with clearly labeled ingredients may be distributed to students. All classroom students must be allowed to participate. Please coordinate birthday treats directly with your child's teacher. Please remember you may have students in the class with allergies- please inquire. Please be aware that candles are not permitted according to State and County Fire Codes.

Please arrive to the front office to sign in as a visitor prior to 1 PM.

**Siblings and Guests:** Siblings from other classes or grade levels are not permitted to attend K-5 birthday celebrations.

**Testing Days:** Please coordinate birthday celebrations directly with your child's teacher, due to possible conflicts.

**Grades 6-8:** Birthday celebrations for students in grades 6-8 are not conducted at school.

These guidelines ensure that celebrations are inclusive, safe, and compliant with regulations. Thank you for your cooperation.

# BOOKBAGS | BACKPACKS

To maintain a positive and respectful environment at Franklin Academy, personal items such as book bags, backpacks, folders, or any other belongings must adhere to the following guidelines:

- **Display Restrictions:** Personal items must not display patches, insignias, drawings, obscene words, gang signs, or any other content deemed inappropriate, offensive, or reflective of negativity toward Franklin Academy.
- **Rolling Bookbags/Backpacks:** For safety and storage reasons, rolling bookbags/backpacks are not permitted at Franklin Academy.
- **Medical Exceptions:** If your child has a verifiable medical condition that prevents them from carrying a backpack, proper documentation from a medical professional/physician must be submitted to the school nurse. Upon review, an elevator pass may be issued. The School Nurse may request additional documentation or verification from the authorizing physician before issuing the elevator pass.

Failure to comply with this policy constitutes a dress code violation and may result in disciplinary consequences, along with parental notification. Your cooperation ensures a safe and respectful learning environment for all students at Franklin Academy.

# BREAKFAST PROGRAM

Breakfast is available daily during the following times:

- **Grades K-4:** 7:00 AM - 7:20 AM
- **Grades 5-8:** 8:00 AM - 8:20 AM

**Grades K-4 and SiblingLink Students:** Students in grades K-4 and those enrolled in SiblingLink may enter the building at 7:00 AM. Grade K-4 students will proceed directly to the cafeteria for breakfast.

**SiblingLink Students in Grades 5-8:** SiblingLink students in grades 5-8 will be directed to the cafeteria or a designated activity area upon arrival. They will join their peers in the cafeteria at 8:00 AM for breakfast.

**Students in Grades 5-8:** Students may enter the building at 8:00 AM and have the option to report directly to the cafeteria for breakfast.

Please note that SLA Management is the food service provider for Franklin Academy. We encourage all students to take advantage of our breakfast offerings to start their day off right.

# BRIGHTARROW NOTIFICATION SYSTEM

Franklin Academy utilizes BrightArrow's advanced mass notification system to effectively communicate with parents/guardians. Our system allows for quick delivery of voice, text, and email messages for unexcused absences, informational updates, emergency alerts, and more. With rich database integration technologies, BrightArrow ensures fast and effective communication, enhancing our ability to keep parents/guardians informed.

# CARE OF SCHOOL PROPERTY

Students are expected to respect the school building 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 and will result in a documented behavior infraction.** All food must be consumed in the cafeteria or area designated by the school administration. Students are not permitted to play in the bathrooms. Any student who disregards this rule will be subject to disciplinary action. As an aspect of Service as Action, a principle of the IB World Organization, Middle Years Programme (MYP) students may be asked to help maintain clean and organized classrooms and common areas as an act of Service to the School Community.

# CASH-FREE SCHOOL POLICY

Franklin Academy operates as a **cash-free** school with no exceptions. Payments for school fees, activities, and services must be made using methods approved by the school, such as personal checks, money orders, cashier's checks, or online payments via major credit cards. This policy promotes efficiency, security, and accountability in financial transactions within our school community.

# CELL PHONE USAGE IN A SCHOOL ZONE

For the safety of our students and staff members, cell phone usage is not permitted in the school zone. For purposes of this policy, the school zone refers to an area on the school grounds that has a likely presence of pedestrians (morning arrival, afternoon dismissal, etc.). Law enforcement personnel routinely patrol the school campus and will issue citations at their discretion to enforce all applicable laws and regulations.

# CHAPERONES

Chaperones play a crucial role in ensuring the health, safety, and security of students during Franklin Academy sponsored field trips(applicable to grades K-5). To maintain high standards of supervision, all chaperones must meet security eligibility requirements as mandated by State Laws, Federal Regulations, and District policies. **It is important to note that individuals who do not meet these security clearance requirements will not be permitted to serve as chaperones on any school field trip.** Franklin Academy is committed to maintaining a secure environment for all students. With the passage of Senate Bill 676, Florida public schools may require more extensive volunteer background checks, including fingerprinting. Accordingly, all parents who wish to serve as field trip **chaperones must successfully complete a Level 2 background** check prior to participation.

The role of a chaperone is both enjoyable and significant, requiring a commitment to certain responsibilities and adherence to established expectations. Chaperone guidelines are in place to ensure that district-sponsored field trips result in safe and rewarding experiences for all participants.

Chaperones should be aware that district policies apply to all off-site activities sponsored by the school district. Responsibilities assigned to chaperones are substantial, and adherence to established guidelines is essential to ensure the safety, enjoyment, and educational value of these memorable events for students. Your cooperation and dedication are greatly appreciated.

# CHARACTER EDUCATION

To support our mission of 'Building Better People, Every Day', Franklin Academy implements the IB Learner Profile Traits as a framework for character education. IB Learners will work to be Inquirers, Open-Minded, Knowledgeable, Caring, Thinkers, Risk-Takers, Communicators, Balanced, Principled, and Reflective. When children learn a consistent set of universal values and teachers model those values, behavior improves, and educational focus soars. The Learner Profiles is embedded in our existing curriculum and classroom management to make focusing on good character part of everything students do.

# CHILD ABUSE AND NEGLECT POLICY

Franklin Academy is committed to the well-being of all students and upholds an ethical obligation to protect them from conditions harmful to their learning, mental, or physical health, and safety. All school personnel are mandated by law to report any suspected cases of child abuse, abandonment, or neglect that may affect a student's health, safety, or welfare. Our staff is dedicated to making reasonable efforts to ensure a safe and supportive environment for every student.

# CLUBS

Eligible students have the opportunity to participate in after-school clubs throughout the school year. At the end of club activities, students will stay with the club sponsor until picked up or signed into aftercare, if they are enrolled in the program. Students are dismissed from clubs via the Bus Loop.

**Important Guidelines:**

- Clubs will not be held on early release days, professional development days, or staff meeting days.
- Late payments for clubs will not be accepted.
- Club fees must be paid by the established due date; otherwise, students will not be eligible to attend the club.
- Students who are picked up late from clubs will be charged a late fee of $1.00 per minute, per student.
- Students with outstanding financial obligations or whose families did not complete the required number of parent service hours the previous year are not eligible to participate in after-school clubs.
- Students may be removed from clubs for disciplinary reasons, and refunds will not be provided.

Your cooperation with these guidelines helps ensure a smooth and enjoyable experience for all participants.

# CODE OF CONDUCT

Franklin Academy firmly believes a positive school culture promotes equal educational opportunity and establishes the framework for a safe learning environment. The Code of Student Conduct, Policy 5090, provides specific information regarding the rules that all students are expected to adhere to, as well as consequences for violations. Important among these rules are consistent and timely attendance, respect for people and property, appropriate dress, technology usage, student publications, student activities, student records and the right to appeal, including grievance procedures.

The Code of Student Conduct is intended to be an instructive policy based on interventions and supports for students. However, when consequences are warranted, they shall be implemented based on a system of progressive discipline. Minor incidents and first offenses have less serious consequences than major incidents and repeat offenses. Factors such as age, grade level, social, emotional, and intellectual development, and overall student rights and responsibilities shall also be considered. Disciplinary issues will be resolved by every means possible prior to exclusion from school. Equitable and reasonable procedures will be followed to assure students of their rights.

Parents/guardians have a fundamental right to direct the upbringing, moral or religious training, education, and care of their children. However, it is the responsibility of all school personnel, students, parents/guardians, external stakeholders, and the greater community to ensure the school environment encourages a climate conducive to learning.

**Parental Involvement:** Parents and guardians are encouraged to review the Student Code of Conduct with their children and support the school's efforts to maintain a positive learning environment. Communication between home and school is vital for addressing and resolving behavioral issues effectively.

**Accessing the Code of Conduct:** The complete Student Code of Conduct is available on the Franklin Academy website. Students and parents/guardians are responsible for familiarizing themselves with the Code of Conduct and adhering to its guidelines.

# COMMUNICATION | CHAIN OF COMMAND

Effective communication between school and home is crucial for the success of each student and the overall school community. To support positive communication, please follow the established hierarchy for addressing concerns and making specific requests (e.g., conferences). Requests should be submitted in writing via email to the appropriate teacher or staff member.

**Hierarchy for Addressing Concerns:**

**Classroom Teacher**:

- **First Point of Contact**: For concerns regarding your child's academic performance, behavior, or social interactions, please first communicate with the classroom teacher.
- **Requesting Conferences**: Send a written request for a conference via email. Email lists are available on the school's website or at the front office.

**Assistant Principal**:

- **Further Escalation**: If concerns persist after speaking with the classroom teacher and/or school counselor, parents/guardians may contact or request a conference with the Assistant Principal.
- **Procedure**: The Assistant Principal will meet with the teacher and other relevant personnel involved with your child's situation before arranging a conference with you. For other school-related issues, the Assistant Principal should be the first point of contact.

**Principal**:

- **Final School-Level Contact**: Following discussions with the classroom teacher, school counselor, and Assistant Principal, parents/guardians may contact or request a conference with the Principal for further discussion on student behavior and academics.
- **Procedure**: The Principal will consult with the teacher and other relevant personnel before arranging a meeting with you. For other school-related issues, initial contact should be made with the Assistant Principal, who may then refer you to the Principal or another appropriate contact.

**Superintendent of Schools**:

- **Beyond the School Level**: If the issue remains unresolved, parents/guardians may contact the Superintendent of Schools for further action. Contact information is available on the school website.

**Governing Board**:

- **Final Escalation**: If concerns persist after following the appropriate communication protocol, parents/guardians may contact the Board Liaison. The email address is provided on the school website.

**Important Note**: Always follow the established chain of command before requesting a conference with the Principal, Superintendent of Schools, or contacting the Governing Board. This process ensures efficient and effective communication and resolution of concerns.

# COUNSELORS

Franklin Academy employs two full-time school counselors dedicated to supporting students, parents/guardians, and staff with student guidance and academic advising. The school counselors are available by appointment to discuss student issues with parents and guardians. They promote and enhance student achievement through a comprehensive model that incorporates prevention and intervention with continuous academic, career, and personal development activities, preparing students for meaningful participation in a diverse, changing world.

Counselors offer a range of activities, including classroom guidance, small groups for skill mastery, individual counseling for students with specific needs, and various proactive and innovative approaches to support student performance. Their program is based on the National Standards for School Counseling Programs and the American School Counselor Association (ASCA) National Model.

Additionally, school counselors provide valuable resources to staff, students, families, and the community to ensure a family-friendly environment and access to a safe school climate necessary for academic and social/emotional growth. All information discussed with the school counselor is held in strict confidence unless otherwise required by law.

# DISCIPLINE

At Franklin Academy, it is crucial for students to understand their rights and responsibilities. This includes obeying teachers, all other school employees, bus drivers, and adhering to each rule defined by the school. Students are expected to honor their responsibilities and behave in ways that respect the rights of all individuals within the school community. Franklin Academy follows the Broward County Public Schools Code Book for Student Conduct, and consequences for unacceptable behaviors are outlined in the Administrative Discipline Matrix. These guiding documents are available on the school website and will be distributed electronically.

Students and parents/guardians are required to sign an acknowledgment form indicating their awareness and understanding of these rules. Consequences for rule violations include loss of privileges, such as participation in field trips, dances, special events, athletic events, and ceremonies. It is important to note that details regarding school incidents and disciplinary actions can only be discussed with the parent(s)/legal guardian(s) of the student involved. Information related to other students will not be disclosed.

Each teacher will establish appropriate procedures for discipline in their classroom based on these guidelines. The following list, while not exhaustive, outlines key expectations:

1. **Respect for Authority**: Students are expected to respect the authority of teachers and all staff members, who have authority over all students.
2. **Care for School Property**: Malicious destruction of school property will result in replacement, repair, or payment for damages by the student or their parents/guardians. The placement of stickers on school property or the use of markers/pens/pencils on walls or fixtures is prohibited.
3. **Cleanliness**: Students shall help keep the school clean at all times. Gum chewing is not permitted in any school buildings or on school grounds.
4. **Prohibited Items**: Items such as water pistols, toy guns, matches, lighters, or weapons of any sort are not allowed and will be confiscated. Appropriate consequences will be issued as per the Administrative Discipline Matrix.
5. **Inappropriate Materials**: Notebooks, albums, magazines, lunchboxes, etc., that display pictures or slogans referring to drugs, alcohol, gangs, or violence are prohibited.
6. **Language**: Profane, abusive, or slang language is not allowed.
7. **Zero-Tolerance for Bullying**: Bullying or aggression, whether verbal or physical, will not be tolerated.
8. **Inclusiveness**: Teachers will foster a sense of community and inclusiveness, ensuring all children are involved in class activities.

By adhering to these guidelines, we aim to create a safe, respectful, and inclusive learning environment for all students at Franklin Academy.

## BEHAVIOR EXPECTATIONS: BUS

**Riding the school bus is a privilege**, and maintaining proper behavior is crucial for the safety of all passengers, as well as other motorists, pedestrians, and community members. All rules that apply on school grounds and during school activities also apply while riding the school bus.

Parents /guardians are responsible for their child's behavior on the way to and from school and at the bus stop. While Franklin Academy does not assume any liability for incidents that occur at a bus stop or while traveling to and from school, a student, parent/guardian, or witness may file a complaint following the same procedures for bullying. The school will investigate and provide assistance or intervention as deemed appropriate by the principal or their designee, which may include involving local law enforcement.

Students who cannot refrain from disruptive behavior or disturb other students will lose transportation privileges in conjunction with consequences from the Broward County Administrative Discipline Matrix.

**Important Reminders for Parents/Guardians:**

- Parents/guardians may not board a school bus at any time, as this presents a safety hazard.
- Violation of this rule may result in the suspension of transportation services.

## BEHAVIOR EXPECTATIONS: CAFETERIA

Each student is expected to uphold good manners, courtesy, and consideration for other students and adults while in the cafeteria. To ensure a positive dining experience for all, the following guidelines must be followed:

- **Orderly Entry and Exit:** Students are to enter and exit the cafeteria in an orderly manner.
- **Line Etiquette:** While waiting for food, students should form a single-file line and keep communication noise levels low, refraining from shouting.
- **Seating:** Students are to remain seated during the lunch period unless authorized by school staff.
- **Trash Disposal:** Containers are provided for the disposal of trash. Each student must dispose of any trash on their table and the surrounding area by the end of the lunch period or immediately upon request from monitors.
- **Lunch Period Boundaries:** Students are not permitted to leave the school grounds for lunch during their assigned lunch period.
- **Food and Beverage:** No food or beverage is to be taken out of the cafeteria at any time.
- **Respect for Rules:** All students are expected to adhere to the posted cafeteria rules at all times.
- **Safety Concerns:** Throwing food or objects in the cafeteria is strictly prohibited as it poses a safety concern. Such acts may result in suspension from school or possible recommendation for expulsion, especially in the event of a major disruption on campus, such as a food fight. This policy aligns with the Broward County Administrative Discipline Matrix.

## BEHAVIOR EXPECTATIONS: HALLWAY

To maintain a conducive learning environment and ensure the safety of all students, the following guidelines for hallway behavior must be observed:

- **Quiet Travel:** Students should move through the hallways quietly to avoid disrupting ongoing classes.
- **Compliance with Staff Directions:** Students are expected to follow staff directions for proper hallway procedures.

- **No Running or Yelling:** Running or yelling in the hallway is not permitted at any time.
- **Proper Line Formation (Grades K-5):** Students in grades K-5 are required to line up single file, refrain from touching the walls, when moving through the hallways, and use the staircase handrails. Students should walk on the right side of stairs and hallways.
- **Respect for Property:** Students should refrain from touching the walls while walking through the hallways.
- **Staircase Safety:** When using staircases, students should use the handrails, walk on the right side, and refrain from pushing or shoving.
- **One-Way Hallway Rule (Applicable for MYP students (grades 6-8)):** Students should follow the one-way hallway rule to maintain order and safety.

### DETENTION

Detentions are assigned to students who fail to comply with classroom or school rules. The purpose of detention is to provide students with an opportunity to reflect on their behavior and make better choices in the future.

**Procedures:**

- **Notification:** Parents/guardians will receive an email notification prior to the student's assigned detention. The detention form will be sent home to be signed by the parent/guardian and a confirmation form as designated on the detention form will be returned to the Dean of Students upon serving the detention.
- **Attendance:** Students must report on time to the detention. Late arrivals may result in rescheduling to the next available detention.
- **Duration:** Detentions will be held during lunch time and will last for the designated duration of lunch as communicated by our Dean of Students.
- **Activities:** During Detention, students will complete a reflection form and develop a plan to improve their behavior.
- **Rescheduling:** Detentions will be rescheduled by the Dean of Students if the student is absent on the date of the scheduled detention.
- **Restrictions:** Students may not participate in school-sponsored extracurricular activities on or off-campus on the day of their detention.

**Consequences:** Failure to attend an assigned detention will result in progressive disciplinary action, potentially leading to a one-day suspension, as per the Broward County Administrative Discipline Matrix.

# DISCIPLINARY SUSPENSION

Suspension is a disciplinary sanction that temporarily removes a student from a class, or all classes for a prescribed period of time. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to issuing an out-of-school (external) suspension except in emergencies, disruptive conditions, or incidents involving serious misconduct. Suspensions will result in the loss of privileges, including but not limited to, field trips, dances, special events, athletic events, ceremonies, etc. **Students serving a suspension are NOT permitted on campus during the term of the suspension and may NOT participate in any school activities, on or off campus, during the suspension period.**

Offenses that constitute out-of-school (external) suspension include, but are not limited to, the following:

- Fighting or other dangerous and/or disruptive behavior;

- Smoking or vaping on school grounds;
- Being under the influence or having alcoholic beverages and/or drugs on school grounds;
- Possession and/or use of a weapon or any object that can be used as a weapon, including but not limited to: knives, brass knuckles, Chinese stars, chains, mace, etc.;
- Defacing or vandalism of school property;
- Igniting any flammable substance;
- Any threat, explicit or implied, that causes a major disruption on campus.

# DISCIPLINE MATRIX

The Broward County Administrative Discipline Matrix serves as a standardized tool utilized by administrators to address student violations of the Code of Student Conduct. Its primary purpose is to ensure consistency in disciplinary actions across all grade levels, thereby promoting fair and equitable treatment of students.

**Functionality:**

- **Consistency:** The Matrix provides a structured framework for assigning interventions and consequences in response to student behavior that extends beyond the classroom.
- **Fairness:** By applying predetermined guidelines, administrators can ensure that disciplinary actions are administered impartially, regardless of individual circumstances.
- **Accessibility:** Different versions of the Matrix are available to accommodate specific grade level groupings, ensuring that disciplinary measures are developmentally appropriate.
- **Transparency:** Parents/guardians and students can access a copy of the Matrix online, facilitating transparency and understanding of disciplinary procedures.

For further details regarding the interventions and consequences outlined in the Administrative Discipline Matrix, please consult BCPS Code Book for Student Conduct available on the school website. This comprehensive resource provides additional explanations and context for the disciplinary framework established by the school district.

# DISMISSAL: DASHPASS

**Families are required to utilize the DashPass app, accessible for download on their mobile devices.** Upon registration, a system-generated email containing detailed instructions will be dispatched to the registering parent/guardian. To facilitate smooth pickup procedures, DashPass must be activated upon the vehicle's arrival on campus. Subsequently, a signal will be transmitted to the student's classroom, where their name will be promptly displayed. Teachers will then release the student via the pickup queue, directing them to proceed directly to the car line.

Parents/guardians have the option to designate additional individuals for student pickup by sharing a student-specific code through the DashPass app. Any authorized pickup person must also download and install the DashPass app on their mobile device.

In the absence of the DashPass app, individuals seeking to pick up a student must present a photo ID for verification. They may also be required to park and visit the office before the student can be released, ensuring adherence to safety protocols.

# DISMISSAL PROCEDURES

To streamline dismissal procedures and ensure the safety of all students, Franklin families are required to designate their child's regular "WAY HOME" method in the PowerSchool Parent Portal. Dismissal commences at **2:00 PM** for students in grades **K-4**, while students in grades **5-8** are dismissed at **3:00 PM**.

For the safety of everyone, parents/guardians are not permitted to enter the campus or queue on the side of the road. until 2:00 PM for grades K-4 and 3:00 PM for grades 5-8. Any students not picked up by 2:45 PM (K-4) or 3:45 PM (5-8) will incur a late fee of $1.00 per minute, per student.

During dismissal, parents/guardians must remain inside their vehicles at all times. As vehicles enter the dismissal lane, students will exit the school building. It is imperative to follow the prescribed traffic pattern, prioritizing safety over speed. **Early dismissal requests after 1:30 PM will not be granted.**

To expedite dismissal, parents/guardians will receive a color-coded placard displaying their child's name and grade level, which must be prominently displayed on the vehicle dashboard. Students will only be released to individuals who have downloaded and installed the DashPass app. Others without verified parental consent will be denied access.

Upon entering the campus, proceed to your assigned stacking lane. Students will be dismissed curbside. Please refrain from loud music or cell phone use in the car line to ensure the safety of students and staff.

Guardians must complete the required form on PowerSchool to authorize their child to walk or bike from school to home or home to school. It is a violation of our policies, if you park in community businesses to meet or drop off your walker or biker. Failure to follow the policy for walkers and bikers can result in a revocation of permission to use this arrival/dismissal option. Students residing within 0-2 miles from the campus may walk or bike home, provided they have an approved authorization form on file. Those beyond the 2-mile radius must be picked up. **All families must update their child's "WAY HOME" method annually in the PowerSchool Parent Portal.**

Temporary or one-time changes in dismissal method must be communicated in writing to the dismissal teacher and front office by **12:00 PM** on the day of the change. Club dismissal is separate from school dismissal, and late pickups will incur a fee. We appreciate your cooperation in adhering to these dismissal procedures to ensure the safety and well-being of all our students.

# DOMESTIC DISPUTES

The school does not intervene in personal family conflicts or domestic disputes. In cases involving legal disputes, parents or guardians are required to provide school authorities with an official copy of legal documents that specify who has legal access to the child and their records.

# DRESS CODE

Franklin Academy is a mandatory uniform school, and the dress code is strictly enforced. Students must adhere to both the Code of Student Conduct and the Franklin Academy Dress Code Policy. Exceptions to the dress code may

be granted for special school activities with prior approval from the school administration. Maintaining a higher standard of dress fosters greater respect among individuals and contributes to improved behavior.

Dress code guidelines specify appropriate school attire for normal school days. Franklin Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to comply with these guidelines. If a student arrives without the proper uniform, they may be sent to the front office and will remain there until a parent/guardian brings the correct uniform.

Improperly fitted uniforms are considered a violation of the dress code, and students may not be allowed to attend class until appropriate clothing is provided. Offensive, immodest, or inappropriate attire, as deemed by the faculty, is not permitted. Torn or tattered clothing is also prohibited. All clothing should be labeled with the student's name. Parents/guardians of Kindergarten and first grade students are encouraged to leave an extra set of clothes in a labeled Ziploc bag in their child's backpack in case of emergencies.

**All uniforms must be purchased from the school-approved vendor, iUniforms.com. The Franklin Academy logo is a registered trademark. Unauthorized use of the Franklin Academy logo will result in penalties for trademark infringement, including possible legal action. Violations of trademark infringement are serious and will be addressed in accordance with the law.**

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|---|---|
| **SHIRTS** | • All students must wear a uniform shirt with the school logo.<br>• Shirts must be tucked-in and neat.<br>• Shirts must stay tucked-in when arms are raised, midriffs are never to show. |
| **BOTTOMS** | • Only properly fitted uniform bottoms may be worn.<br>• Shorts and skorts must be of appropriate length and at the discretion of the administration, but no longer than 1 inch below the knee.<br>• Only slacks, shorts, skorts and jumpers with the official school logo may be worn. |
| **OUTERWEAR** (JACKETS, SWEATERS) | • Only outerwear with the official school logo may be worn.<br>• School uniform shirts must be worn under any outerwear. |
| **BELTS** | • Students in grades 2 - 12 must wear a belt with a buckle.<br>• Plain brown, blue or black dress style belt (no holes or studs).<br>• Belts must be worn correctly through the belt loops. |
| **SOCKS** | • Solid white, black, grey or navy socks.<br>• Solid white, black or navy tights may be worn with skorts in cooler months. |
| **SHOES** | • Athletic style (sneaker) shoes.<br>• Dress style shoes (loafer or tie) or Mary Jane style. |
| **HATS** | • Hats may NOT be worn in the school building.<br>• Hats without logos or hats with the school logo may be worn during 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.<br>• PE sweatpants (with the school logo) may be worn in cooler months. |
| **OTHER** | • Jewelry must not pose a threat to safety and must not be distractive.<br>• Necklaces should be tucked into the shirt. |

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| | • Hair styles must not be distracting and are subject to administration approval (mohawks, spikes, etc.)<br>• Hair should be neat and not fall onto the face.<br>• No body piercings visible other than one earring per ear.<br>• Torn or tattered clothing is prohibited.<br>• Sunglasses may not be worn in class.<br>• Middle/High school ID badges must be worn around neck with school provided lanyard. (Students are charged $10 for each lost ID and lanyard) |

# DRESS-DOWN DAYS & GUIDELINES

Dress-down days are scheduled throughout the school year, offering students the opportunity to enjoy a break from the standard uniform. Participation in dress-down days is optional and restricted to eligible students. If a dress-down day serves as a fundraiser for a particular charity or school organization, the participation cost will be announced in advance. **Students who opt not to participate must wear their official school uniform on that day—NO EXCEPTIONS.** Any violations of the dress code will result in appropriate consequences.

Appropriate dress guidelines will apply on dress-down days. Attire should be neat and modest. The following rules must be adhered to:

- T-Shirts with offensive slogans or wording are not permitted.
- Shirts must have sleeves; midriff and spaghetti strap tops are not allowed.
- Low-riding jeans and ripped jeans are not permitted.
- Leggings are not permitted.
- Flip-flops, Crocs and sandals are not allowed.
- Skirts and shorts must adhere to the original uniform code length.
- No hooded tops (shirts, sweatshirts and jackets)

Inappropriate dress will result in the student being restricted from participating in the next designated dress-down day, and parents/guardians may be called to bring appropriate attire.

# ELECTRONIC / WIRELESS DEVICES

The use of electronic devices by students during school hours is strictly prohibited. Items such as smart watches, earbuds, and handheld games should not be brought to school. If these items are brought to school without prior authorization from the administration, they will be confiscated. However, Kindles, Nooks, and tablets are allowed for reading purposes only. Please note that the school is not responsible for any loss or theft of these items if they are brought to school.

Wireless devices, encompassing cellular/mobile phones, smart watches, smart glasses, AI glasses, wearable technology, personal digital assistants, tablets, and two-way communication devices, are strictly regulated on school grounds and during school hours. **Wireless communication devices should be turned OFF and kept in the student's backpack on school grounds and during school hours.** Carrying cell phones in pockets is prohibited. This "TURN OFF" policy applies from 7:00 AM to 3:45 PM. Cell phones may only be utilized once students have arrived at their dismissal destination, except under specific directives from teachers or school staff under their

supervision. It is important to note that the school bears no responsibility for any loss or theft of wireless communication devices that occur on campus, during school functions, or while on school transportation.

This policy complies with Florida law, including §1006.07(2)(f), Florida Statutes, which prohibits student cellphone use during instructional time. All devices must remain silenced and unused during class periods unless specifically authorized for educational purposes or emergencies. The high school cafeteria exception does not apply during instructional blocks.

Consequences for policy violations are as follows:

- **First Offense:** A verbal warning will be issued, and the cell phone will be returned to the student at the end of the day upon signing the cellular telephone policy form.
- **Second Offense:** The cell phone will be returned to the parent or guardian after they sign the cellular telephone policy form, and the student will receive a detention.
- **Third Offense:** The parent or guardian must acknowledge via paperwork that the cell phone will be returned at the end of the academic year. Failure to surrender the item will result in additional disciplinary consequences.

# ELEVATOR USE

The elevator is designated for use by school employees, maintenance personnel, visitors, and parents/guardians. Students may only use the elevator with an elevator pass authorized by the Administration. These passes are issued by the school nurse upon receiving proper documentation from a physician. Students with elevator passes must be accompanied by an elevator buddy chosen by their homeroom teacher. Unauthorized use of the elevator by students will result in disciplinary action.

# ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

**ESOL Program Coordinator**: Dielisse Gonzalez | gonzalez.dielisse@franklin-academy.org

The goal of the ESOL program at Franklin Academy is to provide students with limited English proficiency the instruction they need to develop both communicative and academic skills necessary to meet national, state, and district educational standards. Our program ensures that all English Language Learners (ELLs) receive the appropriate accommodations and support tailored to their specific language learning, academic, and cultural integration needs.

At Franklin Academy, ELL students are required to meet the same curriculum standards as their peers in English Language Arts and other content areas. To ensure comprehensible instruction, we use ESOL strategies, supplementary materials, and native language assistance. This comprehensive approach helps ELL students achieve academic success while integrating seamlessly into the school community.

# EXCEPTIONAL STUDENT EDUCATION (ESE)

**Special Programs Director:** Tiffany Harden | harden.tiffany@franklin-academy.org

At Franklin Academy, we are committed to providing a supportive and inclusive learning environment for all students, including those with disabilities. We adhere to federal and state laws, including the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act, to ensure that students with disabilities receive appropriate educational services and accommodations.

**Special Education Services:** Students who qualify for special education services under IDEA may receive individualized education plans (IEPs) tailored to their specific needs. These plans are developed collaboratively with parents, teachers, and specialized staff to outline academic goals, accommodations, and related services necessary to support the student's learning and development.

**504 Accommodations:** Section 504 of the Rehabilitation Act ensures that students with disabilities who do not qualify for special education under IDEA may still receive accommodations to ensure equal access to educational opportunities. Accommodations may include adjustments to classroom instruction, assignments, testing procedures, and the physical environment to accommodate the student's needs without fundamentally altering the curriculum.

# EXTRA CREDIT

Extra credit assignments will only be allowed if they are available to all students. These assignments must be related to the course, aligned with the standards, and approved by the administration in advance.
**Parents/guardians are not permitted to request extra credit.**

# FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, parents/guardians have the right to access their child's educational records, request that inaccurate or misleading information be corrected, and consent to the disclosure of personally identifiable information. However, FERPA also establishes limitations on the disclosure of student records, prohibiting schools from sharing certain information without parental consent. At Franklin Academy, we are committed to upholding the privacy rights of our students and their families in accordance with FERPA regulations. Parents/guardians who have questions or concerns about FERPA or their rights under the law are encouraged to contact the school administration for assistance.

# FAMILY LIFE & HUMAN SEXUALITY

Broward County Public Schools and Franklin Academy respect the rights of parents/guardians and their role in presenting information in this delicate and sensitive area. According to Florida State Statute 1003.42, Section 3: "Any student whose parent/guardian makes written request to the school principal shall be exempted from the teaching of reproductive health or any disease, including HIV/AIDS, its symptoms, development and treatment. A student so exempted may not be penalized by reason of that exemption."

# FAMILY PASSWORD

To ensure the safety and security of our students, only individuals listed as an EMERGENCY CONTACT will be authorized to pick up students from school. Valid photo identification will be mandatory for all individuals seeking to pick up a student. If someone arrives at the school to collect a student and their name is not listed as an emergency contact, the student will not be released unless written or electronic authorization has been provided by the parent/guardian, and the individual attempting to pick up the student can correctly verify the FAMILY PASSWORD as documented in the student information system (PowerSchool). Family passwords are updated annually during the registration period to maintain the integrity of our security protocols.

# FIELD TRIPS

Field trips are arranged periodically as an enhancement to the learning process. All parents/guardians must submit a completed school-issued permission slip so their student may attend any field trip. **Student 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. Students are to wear their uniform on field trips for security reasons (unless authorized otherwise by school administration).

- Early dismissal from a field trip site is not permitted.
- Students who are absent from school on a scheduled field trip date may not attend the field trip.
- Students with any outstanding financial obligations or restrictions due to non-completion of required parent service hours will not be permitted to attend field trips.
- Refunds will NOT be issued due to discipline, illness, absence or outstanding financial obligations.
- Students may not be transported in personal vehicles.

Parents/guardians may be asked to assist the teacher as chaperones. Parents/guardians serving in this capacity may not have other children (siblings) accompany them. Parents/guardians who are officially selected to serve as a chaperone may count time devoted to this function as parent service hours. Parents/guardians are NOT permitted on overnight field trips. For security reasons, parents/guardians may not join a field trip group if they are not designated as an official chaperone. Additionally, all parents who wish to serve as field trip **chaperones must successfully complete a Level 2 background** check prior to participation.

Failure to adhere to this policy may result in the parent/guardian losing the opportunity to be selected as a chaperone for future field trips. The Guidelines for Chaperones form must be signed prior to any parent/guardian serving as a chaperone on a field trip. Parent chaperones are required to adhere to these guidelines.

# FIELD TRIP/FIELD DAY SPIRIT SHIRTS

During school-sponsored field trips, students must wear the designated spirit shirt or school shirt assigned for the trip, unless instructed otherwise by the teacher. This requirement is for safety reasons, as these specially marked shirts facilitate easy identification of all Franklin Academy students.

# FLORIDA'S ACADEMIC STANDARDS

Florida's B.E.S.T. Standards for English Language Arts and Mathematics, along with the State Academic Standards for Science and Social Studies, represent the fundamental expectations set by the Florida Department of Education for student learning from Kindergarten through 12th grade. Our teachers have undergone professional development to effectively incorporate these standards into their instructional planning. At Franklin Academy, we are dedicated to fostering collaboration with parents/guardians and families to ensure our students are well-prepared for success. Together, we all play pivotal roles in guiding students towards reaching their fullest potential. Continuous assessment of our academic program ensures that we are equipping every student with the necessary skills to thrive in college, career, and life.

In addition to adhering to Florida's academic standards, our curriculum integrates the International Baccalaureate Programme which features instructional practices aligned with IB Unit Plans. These plans offer a conceptual framework and linkages to real-world applications of the content and skills outlined by Florida's academic standards. Furthermore, the IB encompasses its own set of four objectives, segmented into strands for each subject group. Throughout the academic year, each objective and strand is taught and assessed a minimum of two times in every IB course, ensuring comprehensive coverage and evaluation of student progress.

# FOOD ALLERGIES

If your child has a peanut or other severe food allergy, please contact the school nurse via email at sun-nurse@franklin-academy.org and inform the classroom teacher as well. It is crucial to provide written notification to the school about any known allergies your child has. This allows us to take proactive measures to minimize exposure to potential allergens and be prepared for any medical emergencies. For students at risk of anaphylaxis, an individualized written plan, along with a Medication Authorization Form and prescribed medication from a physician, should be on file in the school clinic. Peanut allergies, in particular, pose a significant risk as they can trigger life-threatening reactions even through airborne exposure. We urge parents/guardians to be cautious when packing lunches or snacks for their children. Additionally, please consult with your child's teacher to inquire about any specific food allergies present in the class, such as peanuts or tree nuts, and demonstrate sensitivity to this critical issue.

# FOOD POLICY

In light of recent societal and environmental changes, it is imperative that we exercise caution regarding food items brought into the classroom. The rise in food-related pathogens posing severe health risks, coupled with an increasing number of students with life-threatening food allergies, necessitates stringent guidelines for food consumption at school. Therefore, any food served or shared on school premises must originate from a commercially inspected facility

and be clearly labeled with its contents. **Students are strictly prohibited from sharing food with their peers to mitigate potential health risks.**

Additionally, students are not permitted to bring carbonated beverages or glass-contained drinks to school. Please note that there are no facilities available for refrigeration or microwaving of food items. Furthermore, parents/guardians are not allowed to bring fast food lunches to school for their children, and dropping off lunch or food items during school hours disrupts the learning environment. These measures are essential to safeguarding the health and well-being of all students at Franklin Academy.

# FOOD SERVICE PROVIDER

Franklin Academy proudly participates in the National School Lunch Program, offering free or reduced pricing to eligible students in accordance with program guidelines. Our food service partner, SLA Management, is committed to delivering nutritious and high-quality meal programs. Each school lunch adheres to the National School Lunch daily requirements, ensuring a balanced selection of protein, vegetables, fruits, dairy, and grains.

For IB Middle Years Programme (MYP) students, we provide an extensive a-la-carte program featuring healthy and affordable snack options, complementing the diverse lunch menu offerings. This ensures that all students have access to nutritious meals and snacks that support their health and well-being throughout the school day.

# FORGOTTEN LUNCH AND ITEMS

If your child has forgotten their lunch for the school day, you can chose to drop off a lunch in the front office on the designated table set aside in the front lobby. The child's name should be on the items being dropped off. Please note any lunch or snack item dropped off to the front lobby must not be from any fast food establishments. If you are unable to bring their lunch or snack, your child will have to obtain a lunch through our cafeteria food service program.

We strongly encourage parents/guardians to pack healthy lunches to promote positive eating habits among our students. Additionally, it's important to note that leaving campus during lunch, ordering food during or after school hours, or accepting food deliveries (such as Uber Eats or Chik-Fil-A) are not permitted. By adhering to these guidelines, we ensure the safety and well-being of all students during the school day.

# FORTIFYFL

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. By accessing FortifyFL, students can provide a description of the threat, share photos and videos, and optionally submit their contact information. Submissions can be anonymous or non-anonymous. Submitting a tip is quick and easy using our mobile app or website. ***All Franklin Academy students have access to FortifyFL via their Clever portal dashboard.***

# FUNDRAISERS

Students are not permitted to engage in personal sales on school grounds or use the school's name for fundraising without prior written approval from school administration. Official school organizations are responsible for conducting

all sales for the benefit of the school. Consequences for unauthorized sales may include confiscation of items and funds involved, as well as additional disciplinary measures in accordance with the Administrative Discipline Matrix.

# GIFTED EDUCATION REFERRAL PROCESS

**Special Programs Director:** Tiffany Harden | harden.tiffany@franklin-academy.org

In Florida, a gifted student is defined as one with superior intellectual development capable of high performance. These students may have learning needs that surpass what's typically offered in regular classrooms. Parents, guardians, or faculty members can refer a student for gifted program services by submitting a written request via email to the school's Special Programs Coordinator. The Eligibility Team will review all referrals to determine if existing data and information justify eligibility for a gifted screening.

# GRADE WEIGHTS AND CATEGORIES

| GRADE LEVELS | SUBJECT AREA(S) | CATEGORY | WEIGHT |
|---|---|---|---|
| 1 – 8 | All Subject Areas | Classwork | 40% |
| | | Quiz | 25% |
| | | Test | 35% |

# GRADING SCALE

| Letter Grade | Percentage | Grade Points | Progress Level |
|---|---|---|---|
| **A** | 90 – 100% | 4.0 | Outstanding |
| **B** | 80 – 89% | 3.0 | Above Average |
| **C** | 70 – 79% | 2.0 | Average/Satisfactory |
| **D** | 60 – 69% | 1.0 | Unsatisfactory |
| **F** | 59 or Below | 0.0 | Failing |
| **I** | Incomplete | 0.0 | Incomplete |

# GRADING AND STUDENT PROGRESSION

At Franklin Academy, we adhere to the guidelines outlined in the Student Progression Plan (Policy 6000.1), ensuring consistency and excellence in education. This plan sets forth clear standards for effective instruction, defines criteria for student promotion, and ensures equitable access to learning opportunities for all students.

Our curriculum is thoughtfully designed to align with Florida's B.E.S.T. Standards for English Language Arts and Mathematics, as well as the State Academic Standards for Science and Social Studies mandated by Florida law. By adhering to these rigorous standards, we provide our students with a robust educational foundation that prepares them for success in an ever-evolving world.

# GRADE CHANGE POLICY

At Franklin Academy, grades are recorded for each nine-week grading period. Changes to recorded grades will only occur under specific circumstances, including computational errors, inaccurately recorded grades, or the completion of previously incomplete assignments.

We value transparency and encourage students and parents/guardians to seek clarification regarding how grades are determined by teachers. However, it's important to note that grades will not be altered due to external pressures such as athletic eligibility, parental influence, college admissions, or participation in extracurricular activities.

Should there be a need to question a grade listed on the report card, students and parents/guardians are required to reach out to the teacher within one week from the publication of grades. If upon review, it's found that a grade correction is warranted, the teacher will promptly submit the corrected grade to the designated Assistant Principal. It's essential to note that grade changes will not be entertained after the conclusion of the school year.

# GUM CHEWING/EATING

At Franklin Academy, we maintain a strict policy against gum chewing on school grounds. Furthermore, students are expected not to eat during class or in the hallways, except during designated snack times as approved by the school administration.

# HEAD LICE

In the event that authorized school personnel detect lice and/or nits (lice eggs) in a student's hair, the student will be required to return home. Additionally, if lice/nits are detected on a student in a class, the entire class may undergo screening. Siblings of affected students may also be screened for head lice.

Upon the student's return, both the student and parent/guardian must report to the school office. The student will then undergo a thorough examination by the school nurse to ensure the absence of any remaining nits before re-admittance. It's important to note that under no circumstances are parents/guardians permitted to check another student for lice and/or nits.

Each infestation of head lice grants the student a maximum of five (5) excused absences. If a child is returned to school following five days of excused absences due to a lice infestation, and the infestation persists, subsequent absences shall be marked as unexcused.

# HEALTH CONCERNS

To ensure the safety and well-being of all students, we request your cooperation with the following health guidelines:

- Please inform the school if your child is absent due to a diagnosed communicable illness, such as meningitis, measles, salmonella, etc.
- Please keep your child home if they exhibit flu-like symptoms, including a fever greater than 100°F, sore throat, cough, chills, body aches, etc. Additionally, keep your child home for rashes, yellow eye drainage, or greenish-yellow phlegm from a cough or cold, diarrhea, etc.

If your child has any health conditions, such as allergic reactions (food, insect bites, etc.), asthma, diabetes, cystic fibrosis, seizures, sickle cell anemia, or any other medical condition, it's vital to provide the following information to ensure your child's well-being while at school:

- Updates and changes in their health condition as they occur.
- Documentation of any medications and treatments required, which must be detailed on an Authorization for Medication/Treatment form.
- Emergency contact details, including names and phone numbers.

# HEALTH EMERGENCIES

At Franklin Academy, the well-being of our students is paramount. We have a registered nurse available in the school clinic daily. The nurse is equipped to administer medications, provide care for minor cuts and abrasions, and communicate with parents/guardians as needed.

In the event of a child's illness or non-emergency injury, parents/guardians will typically be contacted to discuss the best course of action. However, in more serious cases, emergency medical services will be promptly contacted.

It is imperative to keep your child's emergency contact information up-to-date in PowerSchool. Any changes, whether in phone numbers, email addresses, or residential addresses, must be promptly updated during the school year. Please note that emergency contact information must be provided annually to ensure swift and accurate communication in case of any health-related emergencies.

# HEALTH IMMUNIZATIONS

Please be aware that Florida statute mandates all students to have the proper immunizations before enrolling in Franklin Academy or any Broward County public school. Failure to comply with these immunization requirements may result in students being excluded from school until their immunizations are brought up to date.

If you're uncertain about your child's immunization status, you can consult with your healthcare provider or reach out to the Florida Department of Health - Broward (954) 467-4700 for assistance.

Thank you for your attention to this important matter. Your cooperation in maintaining up-to-date immunizations helps ensure the health and safety of all students within our school community.

# HEALTH SCREENINGS

Florida Statue 381.0056(7)(d) mandates health screenings for public school students in Kindergarten, 1st, 3rd, and 6th grades, as well as for students new to the county. It's important to note that while these screenings are

conducted to identify potential health concerns, they are not a substitute for a comprehensive examination by a healthcare provider. The screenings cover vision, hearing, height, weight, Body Mass Index (BMI), and Scoliosis, with the aim of reducing health-related barriers to learning. Screenings may be carried out individually or in groups.

Parents or guardians retain the right to opt their child out of these screenings. Additionally, if parents/guardians receive a letter indicating that their child did not pass a health screening, it is strongly advised to follow up with a healthcare provider. Please be aware that if you prefer your child not to undergo one or more of the mandated screenings, the required "Health Screening Opt-Out Form" must be submitted to the school during the annual registration process or from the date of enrollment if the student enrolls after the start of the school year.

# HOMEWORK POLICY

At Franklin Academy, we understand the significant role that homework plays in enriching a child's educational experience. However, we also acknowledge the importance of balancing academic responsibilities with family commitments and the need for leisure time.

Research indicates that while homework can be beneficial, it's essential to consider the diverse needs and activities of our students and their families. Therefore, our homework policy at Franklin Academy aims to strike a harmonious balance between academic requirements and family priorities.

Homework assignments are tailored to address each student's unique learning needs. At times, teachers may assign personalized reinforcement or additional practice to be completed at home to support the individual progress of each student.

Furthermore, it's important to note that students enrolled in high school-level courses will have required homework as part of their academic curriculum. This homework is designed to complement classroom learning and reinforce key concepts covered in class.

# ILLNESS OR INJURY AT SCHOOL

While regular attendance is crucial, it's equally important to prioritize the health and well-being of our students. If your child is unwell, they should not be sent to school. **To safeguard the health of all students and staff, children should be free of fever, vomiting, and diarrhea for a minimum of 24 hours before returning to school after an illness.**

If a student falls ill during the school day and it's determined that they would benefit from home care, parents or guardians will be promptly contacted and asked to **pick up the student within one (1) hour**. Our school facilities have limited capacity to accommodate sick students for extended periods, necessitating their timely pickup.

**Students will be sent home if their temperature registers 100°F or higher.** It's imperative that school personnel are informed of any student's chronic illness, such as asthma, diabetes, heart conditions, or seizures, to ensure appropriate care and support can be provided as needed.

# ILLNESS OR INJURY: MAJOR

The procedures for addressing injuries at Franklin Academy are as follows:

- The school nurse will assess the injury to determine if emergency services are required. However, teachers supervising the student at the time of the incident may exercise discretion to request immediate emergency assistance.
- Emergency services, including contacting 911, may be initiated if deemed necessary.
- Immediate attempts will be made to contact the student's parent or guardian.
- Arrangements will be coordinated to transport the student to the nearest hospital's emergency room.
- School officials will be available to provide necessary information to emergency personnel, if required.
- A school staff member, typically the school counselor, administrator, or another designated staff member, will accompany the student to the hospital and stay until the parent/guardian arrives.
- A written incident report will be completed by the supervising teacher by the end of the school day. The school nurse will furnish any pertinent information to the teachers regarding the injury or illness.

# ILLNESS OR INJURY: MINOR

Minor accidents are promptly reported to the school office, and if necessary, a note may be provided to the child to take home at the end of the school day. While efforts are made to notify parents/guardians via telephone in some instances, it's important to note that not all visits to the nurse will result in a personal phone call due to the high volume of students and incidents.

# INSTRUCTIONAL SUPPLIES

All required textbooks and library books are supplied by the school, and teachers are equipped with the materials and equipment needed for classroom instruction. It's imperative that students understand the value of these resources and treat them with care, as any lost or damaged books or materials may result in a fee. To foster responsibility, students are expected to take ownership of their personal supplies and school materials. Grade and course-specific supply lists are available on the school website, and students are responsible for ensuring they have all necessary basic supplies. We encourage parents/guardians to assist their children in preparing for school by ensuring supplies are properly packed the night before to avoid morning rushes. Ultimately, it's the student's responsibility to check and ensure they have everything needed for the next day's classes.

# INTERNATIONAL BACCALAUREATE (IB) MIDDLE YEARS PROGRAMME (MYP)

**IB Coordinator:** Callie Scott | scott.callie@franklin-academy.org

The Middle Years Programme (MYP) offers a rigorous curriculum designed to foster practical connections between academic studies and real-world contexts, equipping students with essential skills for lifelong learning. Aligned with

the International Baccalaureate Organization's (IBO) vision, the MYP aims to cultivate internationally-minded individuals capable of empathizing with others and leading purposeful lives.

Through the MYP, students are empowered to explore diverse local, national, and global issues and ideas, nurturing their capacity for care and fostering creativity, critical thinking, and reflection. Our dedicated teachers develop and refine IB MYP Units of Study, providing students with conceptual and contextual frameworks for their learning experiences.

Students engage in inquiry-based learning, actively participating in asking and answering questions, completing summative assessments, and contributing to Service as Action initiatives integral to the MYP ethos. For comprehensive IB MYP policies and expectations, we encourage you to explore the IB Tab on the school website.

# INTERNET SAFETY POLICY

At Franklin Academy, we acknowledge the benefits of electronic devices and the internet in advancing student learning and streamlining school operations. However, it's crucial to recognize that the internet, being an unregulated medium, can expose students and staff to potential risks.

In alignment with Florida law and State Board of Education rules, the Franklin Academy Governing Board has adopted an Internet Safety Policy which outlines guidelines for the safe and responsible use of school networks by students.

- Accessing online content that is lewd, pornographic, scandalous, obscene, illegal, hateful, objectionable, or otherwise does not comply with this policy is strictly prohibited.
- The use of the School's networks to access social media platforms is generally prohibited. However, in specific educational contexts and with explicit direction from a teacher, students may be permitted to access social media platforms solely for educational purposes.
- It's important to note that under no circumstances may any student access TikTok or any other platforms prohibited by Florida's Department of Management Services while on school grounds or participating in school activities. Additionally, using TikTok or similar platforms to communicate or promote the School, School-sponsored clubs, extracurricular organizations, or athletic teams is strictly prohibited.
- Students are only allowed to use sanctioned email, chat rooms, and online messaging platforms while at the School or as part of School activities, and only when authorized by a staff member as part of the educational program.

# LABELS

Please ensure that your child's name is clearly labeled on all personal belongings, including lunch boxes, school jackets, binders, and any other items they bring to school.

# LATE FEES

Parents/guardians of students in grades K-4 are subject to a late fee of $1.00 per minute, per student, for pickups after 2:45 PM. For grades 5-8, the late fee applies after 3:45 PM. This policy extends to all before-school, after-school, and after-hours events and activities, encompassing late pickups from after-school clubs, special events, school-sponsored off-site events, and more.

Furthermore, students with outstanding financial obligations are ineligible to participate in extracurricular activities, including but not limited to field trips, dances, athletic events, ceremonies, and after-school clubs.

# LATE WORK POLICY

Franklin Academy recognizes the importance of accountability and timely submission of assignments. To ensure consistency and fairness across classrooms, the following policy will apply to all late work in grades 3-8:

- Late assignments will be accepted only during the same grading quarter in which they were originally assigned.
- A deduction of 10 points per day will be applied, up to a maximum of two days late.
    - **One day late:** 10-point deduction from the grade earned
    - **Two days late:** 20-point deduction from the grade earned
- Assignments submitted more than two days late will receive a 50% deduction from the grade earned, provided they are submitted before the end of the grading quarter.
- Any assignment not submitted by the end of the grading quarter will receive a grade of zero.

It is the student's responsibility to manage deadlines and ensure that all work is submitted on time. Teachers are expected to apply this policy consistently across all courses.

# LIBRARY BOOKS

When a student checks out a book from the library, they assume responsibility for its safekeeping until it is returned. Library books are to be returned within two weeks from the date of checkout. Each student may borrow up to two (2) books at a time. However, students with overdue books are ineligible to check out additional items until all overdue materials are returned, and any associated fees are settled.

In the event of a lost or irreparably damaged book, the student is responsible for paying a replacement fee, as determined by the Media Specialist. Irreparable damage includes but is not limited to, removal of barcode, laminate covering, or labels; water or food damage; and writing or marking within the book.

We kindly request that parents/guardians refrain from attempting to repair books at home. Our Media Centers are equipped with specialized materials for book repair. While normal wear and tear is anticipated and will not incur charges, "at home" repairs may result in further damage, for which the student will be held accountable. In such cases, the parent/guardian may opt to purchase the same title and provide it to the school as a replacement.

# LOCKED DOORS

To ensure the safety and security of our students, staff, and visitors, Franklin Academy adheres to the guidelines set forth by the Florida Department of Education (FLDOE) regarding locked doors. This policy is designed to minimize unauthorized access and enhance the overall security of our school premises.

1. **Classroom Doors:**
    - All classroom doors must remain locked at all times during school hours.
2. **Main Entrances:**
    - The main entrances of the school will remain locked during school hours.
    - Visitors must use the intercom system to request entry and will be admitted only after presenting valid identification and stating their purpose for visiting.

Franklin Academy is committed to providing a safe and secure environment for all members of our school community. Your cooperation is essential in maintaining the safety and security of our school. For any questions or further information regarding this policy, please contact the school administration.

# LOST AND FOUND

Throughout the school year, lost items are often turned in to our lost and found closet. Many of these instances could be prevented if clothing and personal belongings were labeled with the student's name. Students who lose an item can visit the designated lost and found area to retrieve it, with adult approval and supervision. Unclaimed items are eventually donated to charitable institutions. Therefore, we strongly encourage parents/guardians to label their child's personal belongings, facilitating their return to the student. To ensure the efficiency of our lost and found system, unclaimed items are reviewed periodically. Any items remaining unclaimed after this period will be donated or discarded end of each grading quarter.

# LUNCH MENUS

Our monthly breakfast and lunch menus are conveniently available online and prominently displayed in the school cafeteria.

Franklin Academy is now qualified for the Community Eligibility Provision (CEP), allowing every student to eat one free breakfast and one free lunch daily. This applies to the first meal only; additional meals must be purchased at full price unless the student qualifies for free or reduced pricing. Students who would like additional food items, such as a second entrée, a second lunch or snacks, may purchase them through the cafeteria using available funds in their meal account.

Please complete the National School Lunch Program (NSLP) application, as students may also qualify for additional programs with the completion of the NSLP application. Be sure to apply!

# LUNCH PAYMENTS

Parents/guardians are strongly encouraged to pre-pay for lunches on a weekly or monthly basis, ensuring that funds are readily available for student purchases. As part of our commitment to safety and convenience, **Franklin Academy operates as a CASH-FREE school.** Instead, lunch payments are debited from the student's account. For the 2026-27 school year, Franklin Academy participates in the Community Eligibility Provision (CEP), which provides **one free breakfast and one free lunch** to every student each school day. Students who would like additional food items, such as a second entrée, a second lunch or snacks, may purchase them through the cafeteria using available funds in their meal account.

If paying by check, please make it payable to Franklin Academy and include the student's name, homeroom teacher's name, and specify that it is for a lunch payment. It's important to note that lunch payments cannot be processed through the payment section of our website. However, payments for meals can be conveniently made via the PowerSchool Parent Portal.

To access the School Payment Portal through the PowerSchool Parent Portal, locate the "arrow" icon in the upper right-hand corner of the screen after logging in. Clicking this icon will reveal a new menu. From there, select the "School Payment Portal" link to proceed to the payment processing page.

If you haven't already linked your School Payment Portal account to your PowerSchool Parent Portal account, you'll need to do so. Once both accounts are linked, clicking the School Payment Portal link will seamlessly transfer your credentials, granting you direct access to the payment portal without the need for additional login steps.

Please note that any student with a lunch balance below the current cost of an additional item will not be eligible to purchase the additional item.

It's essential to monitor your child's lunch balance regularly on PowerSchool to ensure they have sufficient funds for meal purchases. Once a payment has been successfully processed and the student's balance exceeds the cost of a hot meal, they will regain eligibility for the regular meal option.

# LUNCH PROGRAM

Participation in the school lunch program is entirely optional. Students have the freedom to bring their lunch from home each day if they prefer. We encourage you to explore all meal program options available. For those who qualify, free or reduced-price lunch options are offered.

Please be aware that according to Federal Lunch Program guidelines, if a student cannot consume milk and requires an alternative beverage during lunch, a doctor's note will be necessary.

# MAKE-UP WORK

Make-up work will be accepted for full credit and grade for both excused and unexcused absences, as well as out-of-school (external) suspensions. All make-up assignments, including quizzes and tests, must be submitted or taken within two school days following the return to the missed class, excluding the day of return, for each day of absence. The late work policy will be applied following the two school days provided due to an excused and unexcused

absence. In cases where assignments and appropriate instructions are provided prior to the absence, make-up work, including major projects, is due on the day of return to the missed class. However, under extenuating circumstances and at the teacher's discretion, additional time may be granted.

**MISSING ASSIGNMENTS & TESTS DUE TO ABSENCES**: All students are expected to make up work missed during an absence. For absences due to (a) illness of student, (b) illness of an immediate family member, (c) death in the family, the absence is excused hence full credit will be awarded as long as the student makes up the work during the appropriate time frame. A student has TWO days to make up the work for each day the student is absent, not including the day of return. Students who have an unexcused absence will follow the policy for Missing Assignments & Tests due to late work.

**IB Assessments:** All MYP students are expected to make up all IB assessments, regardless of the reason missed. Late IB Assessments cannot be accepted after the end of the semester.

# MEDIA RELEASE FORMS

Franklin Academy, or any school-approved agent, may capture photographs or videos of students to promote the school or showcase its achievements and activities. These images may be used in various promotional materials such as brochures, the school website, flyers, and advertisements. During the registration process, parents/guardians are asked to sign Media Release forms. Failure to provide a signed form may result in the student's photograph not appearing in the yearbook, class photos, event captures, or school performances.

Mid-year changes can be submitted via the online PS Parent Portal form

# MEDICATION ADMINISTRATION AT SCHOOL

Our primary goal is to ensure the safety and well-being of all students while at school, especially when it comes to medication administration. Here are the key points to remember:

- **Authorization Form:** Medications should ideally be administered at home during non-school hours. However, if this is not feasible, a completed Authorization for Medication/Treatment Form must be provided for all medications to be administered during school hours.
- **Written Authorization:** No medication, whether prescription or over-the-counter (except for sunscreen/bug spray with a parent form), will be administered in school or during school-sponsored activities without written authorization from the parent/guardian and an authorized prescriber order.
- **Form Renewal:** A new Medication Authorization Form must be completed every school year or when changes are made to an existing one. The form includes crucial details such as the student's name, diagnosis, allergies, medication name and dosage, administration time, possible side effects, and the prescriber's signature and date.
- **Administration Protocol:** All medications will be administered by the onsite school nurse or a trained staff member designated by the principal.
- **Delivery and Packaging:** Medication must be delivered to the school by the parent/guardian or an authorized adult. Prescription medications must be in their original pharmacy container with a non-expired pharmacy

label, while over-the-counter medications must be in their original packaging with the safety seal intact. Students may not deliver medication to the nurse.

- **First Dose at Home:** The first dose of any new non-emergency medication must be given at home before it can be administered at school.
- **Unused Medication:** Parents/guardians are responsible for collecting any unused medication after its expiration date or the expiration date of the authorized prescriber's order.
- **Self-Carry Medication:** Students requiring self-carry/self-administered emergency medications, such as inhalers for asthma or epinephrine auto-injectors for anaphylaxis, must have an authorized prescriber's order and parent/guardian permission. They must also understand the importance of reporting their use to the school nurse or staff members.
- **HIPAA Compliance:** The school nurse may contact the authorized prescriber if any questions arise about the student or their medication, ensuring compliance with the Health Insurance Portability and Accountability Act (HIPAA).
- **Medication Handling:** Teachers and students are not permitted to hold or dispense any medication for student use, except under special circumstances such as field trips where proper guidelines have been followed. All medications must be managed through the school clinic.

It's important to plan ahead for field trips if your child requires medication for an overnight trip that they may not typically take at school. Additionally, any changes to your child's health condition should be promptly updated. All authorized over-the-counter (OTC) topical products must be kept in the student's backpack for easy access when needed.

We prioritize the safety and well-being of our students, and adherence to these medication administration protocols helps ensure a secure and supportive learning environment for all.

# MEDICAL AND DENTAL APPOINTMENTS

For student sign-out for medical appointments, parents/guardians are required to visit the office and sign out their child. If someone other than a parent or guardian is designated to pick up the child, written notification must be provided to the office. The designated individual will be asked to present proper identification upon arrival.

Upon returning from the appointment, a parent/guardian must accompany the student to the front office to sign in and receive an admission slip for class re-entry. **Please note that students are not permitted to return to campus after 1:30 PM, as the campus will be locked down for dismissal procedures.**

# MENTAL HEALTH INSTRUCTION

Florida Statute 1003.42 requires five (5) hours of mental health instruction for grades 6-12 to be implemented annually through developmentally appropriate instruction and skill building. The instruction will address, at a minimum, the following topics: recognition of signs and symptoms of mental health disorders; prevention of mental health disorders; mental health awareness and assistance; how to reduce the stigma around mental health disorders; awareness of resources, including local school and community resources; the process for accessing treatment; strategies to

develop health coping techniques; strategies to support a peer, friend, or family member with a mental health disorder; prevention of suicide; and prevention of the abuse of and/or addiction to alcohol, nicotine, and drugs.

# MOMENT OF SILENCE

In compliance with HB 529, a moment of silence will be observed in all first-period classrooms. It's important to respect each student's participation during this time without interference. Teachers are not permitted to suggest the nature of any reflection a student engages in during the moment of silence. Parents or guardians are encouraged to discuss the significance of the moment of silence with their children and offer suggestions on how to utilize this time effectively.

# NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society (NJHS) stands as a prestigious organization aimed at acknowledging exceptional middle school students. NJHS celebrates those who have showcased remarkable attributes in Scholarship, Leadership, Service, Citizenship, and Character.

**NHJS SELECTION CRITERIA**: To be eligible for induction into the Franklin Academy Sunrise Chapter of the National Junior Honor Society, students must meet the following prerequisites:

1. Enrollment at Franklin Academy for at least one full semester.
2. Enrollment in the second semester of 6th grade, 7th grade, or 8th grade.
3. Attainment of a cumulative grade point average of at least 3.5 on a 4.0 scale, calculated from enrollment to the current period.

Students meeting these prerequisites will receive an application. This form must be duly completed and submitted by the specified deadline. **Please note that late submissions will not be considered.** Further details and information regarding membership qualifications can be found on the school website.

It's important to note that sustained membership in the NJHS is contingent upon the payment of yearly dues, completion of required service hours, and adherence to the chapter's academic and behavioral standards.

# OFFICE ACCESS & HOURS

Visitors are asked to enter the building through the main office, where they will be required to present a valid state-issued identification card and obtain a visitor's badge.

For safety reasons, in-person assistance in the school office/main lobby area is available strictly between the hours of 8:45 AM -1:30 PM. However, exceptions are made for scheduled appointments or signing in for volunteer opportunities. On early release days, in-person assistance concludes at 10:45 AM.

Telephone assistance remains accessible from 7:00 AM - 4:00 PM for any inquiries or support needed.

To maintain security measures, all exterior access doors and gates are locked once students have arrived. Please refrain from attempting entry anywhere other than the front door. Staff members diligently monitor all access points at all times. Students are reminded not to open outside doors under any circumstances, ensuring the safety and security of our school environment.

# OUTERWEAR

Outerwear, including sweatshirts, sweaters, or jackets worn on school grounds, must bear the Franklin Academy logo. If a student is wearing a uniform shirt with an embroidered logo but has a non-logo sweatshirt over it, they will not be in compliance with the dress code and will be asked to remove the unauthorized outerwear. Any unauthorized outerwear may be confiscated until the end of the day.

# PARENT SERVICE HOURS

Parent involvement significantly contributes to students' academic success by fostering a sense of safety and security and enhancing learning gains. At Franklin Academy, families are expected to contribute a minimum of eight (8) Parent Service Hours each academic year, regardless of the number of students enrolled.

These service hours must be completed between July 1st and June 30th of each school year and cannot be fulfilled through financial contributions or donations. Families can earn service hours both at school and at home, with opportunities provided by the school.

Failure to meet this annual requirement may result in consequences, including:

- Possible exclusion from returning the following year.
- Restrictions on students' participation in extra-curricular activities.
- Service hours may only be performed by parents, legal guardians, and immediate family members who have submitted an official volunteer application. Exceptions to this rule require prior approval from school officials.
- Siblings performing service hours on behalf of the family must be 18 years or older and not currently attending a public school.

For safety reasons, parents/guardians completing their service hours on campus may not be accompanied by their minor children. Please refer to the Service Hour Brochure on the school website for detailed policies and requirements.

Volunteers must sign in at the front desk and wear a VOLUNTEER BADGE at all times while on campus. Failure to sign out after volunteering will result in the hours not counting toward the service hour requirement. Parents/guardians are also reminded to dress appropriately and refrain from using cell phones while on campus.

# PARENT SERVICE HOURS – FAQ

**How many service hours does a family need to complete each year?** The requirement is a flat 8 hours per family.

**Can I write a check or purchase something in exchange for earning service hours? NO.** Franklin's service hour policy is all about parental involvement in their child's academic lives. **Under no circumstances can service hours be provided for donations.**

**Can families complete service hours at any campus; even ones where they do not have children attending? YES.**

**Can parents bring their minors with them while they complete their on-campus service ours? NO.** Families performing hours of service may NOT bring minors with them to campus (e.g. a mother of a 3-year-old who is assisting with car line to earn service hours cannot keep both her own child and the students on the curb safe at the same time).

**Can my family complete hours on my behalf? Yes.** Any adult member of your family can complete hours (mom, dad, grandmother, grandfather, aunt, uncle, etc...)

**If your relative also has a child enrolled at Franklin, they can only complete hours for their own immediate family.*

**Can parents earn service hours for making off-campus copies? YES**. However, unlike other service hour approved activities, which are based upon time, off-campus copies are worth a flat amount of 30 MINUTES, regardless of how big or small the copy project may be.

# PARENT-TEACHER CONFERENCES

Effective communication between parents/guardians and teachers is essential for a successful school year. Teachers regularly update parents/guardians on school assignments, upcoming activities, and student progress. It's important for parents/guardians to emphasize the value of teacher communication to their children and establish a system to ensure that all communication reaches home and school promptly.

Conferences can be arranged at the request of either the school or the parent/guardian. To schedule a conference with a teacher, parents/guardians should contact the student's teacher. Teachers in grades K-5 will then coordinate with the parent to determine a mutually convenient time for the conference. For 8-Jun grade parent/teacher conferences, parents are encouraged to meet with the team of teachers for the student. An administrative assistant will reach out to the parent/guardian to schedule the team conference.

Conferences requested by the school will have a specific time and date provided. All parents/guardians and visitors must sign in at the front office for a visitor's pass before proceeding to any classroom. It's important to note that teachers are not available for unscheduled conferences. If a scheduled conference needs to be canceled, please notify the teacher(s) in grades K-5 via email and the front office to speak to the designated administrative assistant who coordinators team conferences in grades 6-8.

All conferences must be arranged through the teacher via email. For grades 5-8, the school counselor can assist in scheduling group conferences as needed. If a scheduled appointment needs to be canceled, please notify the teacher via email.

# PARENT TEACHER ORGANIZATION (PTO)

**Contact PTO:** pto-sun@franklin-academy.org

Each child's growth and development is a collaborative effort between home and school, considering the significant time spent in the educational environment. Families are encouraged to actively contribute to the advancement of school goals and student growth by participating in the Parent Teacher Organization (PTO). PTO officers will be

elected in accordance with the organization's bylaws and are expected to fulfill their roles for the betterment of the school and its students.

Throughout the school year, the PTO will organize fundraising events to support various initiatives aimed at enhancing the overall student and staff experience. Funds generated from these events will be utilized to procure materials and equipment for students, as well as to support school programs and initiatives recommended by the Principal in alignment with the school's mission.

Attendance at general PTO meetings may earn parents/guardians one (1) service hour, subject to the discretion of school administration. **However, it is important to note that PTO meetings are not intended for addressing complaints about staff or school-related issues. If parents/guardians have concerns, please follow the appropriate communication procedures outlined by the school administration.**

# PAYMENT POLICY

**Franklin Academy operates as a "CASH-FREE" school,** meaning all transactions must be conducted using checks, money orders, or major credit cards. Personal checks will not be accepted after May 1st of each school year. From May 1st onwards, payments must be made via money order or credit card until the start of the next school year.

In the event of a returned check due to insufficient funds, stop payment, or any other issue, a $25.00 returned check fee will be charged per check, in addition to the amount of the original check. After two instances of returned checks, personal checks will no longer be accepted from the individual, and payments will only be permitted through money orders or major credit cards.

Students with outstanding balances, including negative lunch balances, returned check fees, late fees, or overdue book charges, will not be allowed to participate in field trips or special activities until all outstanding balances are settled in full.

# PETS

We request parental cooperation concerning the presence of pets or live animals on school premises. For safety reasons, all pets must remain inside vehicles while on school grounds. Only officially designated service animals, properly marked, are permitted on campus.

# PLAGIARISM/ACADEMIC DISHONESTY

Plagiarism, the act of presenting someone else's work as your own without proper acknowledgment, is strictly prohibited at Franklin Academy. This includes cheating, making up sources, and improper collaboration, among other forms of academic dishonesty. Such actions undermine the integrity of our school, compromise the learning process, and erode trust between teachers and students.

To uphold academic integrity, Franklin Academy imposes serious consequences for plagiarism. These consequences may range from failing the assignment or course to suspension by school administration. Any plagiarized assignments

will receive a grade of zero, and parents or guardians will be promptly notified. Students who enable others to copy their work will face the same penalties.

Aligned with the principles of the IB World Organization, Franklin Academy Sunrise Campus IB MYP has instituted an Academic Honesty Policy, accessible on the school website's International Baccalaureate Tab. This policy serves as a guide for all MYP students in upholding academic integrity.

# PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the flag shall be recited at the beginning of the day in each public elementary, middle and high school statewide. While participation is encouraged, every student possesses the right to refrain from reciting the pledge. Upon written request from a parent/guardian, a student will be excused from reciting the pledge, which includes standing and placing the right hand over the heart. During the recitation of the pledge, students are expected to demonstrate full respect for the flag by standing at attention. Students should remove their headdress, except when worn for religious reasons (F.S 1003.44).

# POWERSCHOOL (STUDENT INFORMATION SYSTEM)

**Parent Portal:** https://ps.franklin-academy.org/public/

Franklin Academy utilizes PowerSchool as our Student Information System (SIS), enabling us to efficiently manage enrollment, grades, assignments, and various other essential components of student data. An integral feature of this system is the PowerSchool Parent Portal, granting families around-the-clock access to their student(s) information. Through the PowerSchool Parent Portal, parents and guardians can view their child's grades, attendance records, lunch and fee balances, service hour totals, and more. Additionally, users can establish and manage automated requests and alerts. Keeping phone numbers, addresses, and contact details updated within PowerSchool is crucial to ensure effective communication.

Accessing the Parent Portal is convenient and flexible, accessible via web browser or through the PowerSchool for Parents App, available free of charge. Upon enrolling your child(ren) at Franklin Academy, you will receive a letter containing your Access ID and Access Password. These credentials are essential for creating your Parent Portal login. Should you require assistance with accessing your account or encounter any issues, please don't hesitate to contact the school.

For additional details, troubleshooting tips, and answers to frequently asked questions, please visit the school website. We are committed to providing parents/guardians with the necessary tools and support to stay informed and engaged in their child's education journey.

# PREFERRED NAMES FOR STUDENTS

In compliance with F.S. §1000.071, parents or legal guardians who wish for their child to be called by a name other than the student's legal name, even if it's a common nickname, must provide consent by completing the **'Use of Preferred Names for Students'** form in the PowerSchool Parent Portal. This form can only be completed by the parent or legal guardian and not by school staff. This process ensures compliance with state law and mandates that

faculty and staff cannot ask students for their preferred name or pronouns; all requests must come through the completed form in PowerSchool. Once the form is submitted and verified, the preferred name will be utilized.

# PREFERRED PERSONAL PRONOUNS

For parents/guardians who wish to have their child's preferred pronouns used, upon receipt of written consent, staff may honor this request; however, are not required to do so. If a student makes the request to use pronouns other than those aligned to their sex assigned at birth, the student will be advised to have their parent/guardian visit the school to complete the required documentation. All official school records, including attendance, academic records, and identification documents, will reflect the gender assigned to the student at birth.

# PRIVATE INSTRUCTIONAL PERSONNEL (PIP)

In accordance with Florida Statute §1003.572, school districts shall collaborate with Private Instructional Personnel (PIP) at the request of parents/guardians. All PIP providers (e.g. registered behavior technicians, occupational therapists, physical therapists, mental health counselors, etc.) who will observe, collaborate, and/or provide services in Broward County Public Schools (BCPS) must complete the entire packet and submit it to the school principal or their designee for approval annually. This packet can be obtained from the Special Programs Department. This process ensures that all PIP providers meet the necessary qualifications and standards to collaborate effectively with school staff and support student success.

# PRIVATE TRANSPORTATION

Families have the option to utilize private transportation companies for their students, provided that these companies comply with Franklin Academy's designated pick-up and drop-off protocols. Any details concerning private transportation arrangements must be communicated in writing to the Director of School Operations for review and approval.

# PROGRESS MONITORING

A Progress Monitoring Plan (PMP) is tailored for students in grades K-8 who require additional support to meet State and District Levels of Proficiency. This plan directs resources towards addressing specific learning needs. Parents/guardians play a crucial role in shaping and executing the PMP, and they will be invited to a conference to offer their insights and input. Immediate intensive remediation in areas of concern is initiated as part of the plan. It's important to note that students enrolled in the Exceptional Student Education (ESE) program may not have a separate PMP developed, as their individualized education plans already address their specific needs.

# PROGRESS REPORTS

Midway through each grading period, progress reports are electronically issued, aligning with the school calendar. These reports provide parents/guardians with insights into their child's academic progress ahead of the final grading period. We strongly encourage parents/guardians to engage in discussions with their child and their teacher(s) regarding any concerns highlighted in the progress report. This collaborative approach ensures timely support and fosters ongoing academic success.

# PROMOTION CRITERIA

For grades K-5 promotion criteria are detailed in the Broward County Public Schools Student Progression Plan (Policy 6000.1). Student progress is evaluated using various measures, including classwork, observations, tests, district and state assessments, and final grades.

For MYP Years 1-3 (6-8), promotion requires passing a minimum of four (4) subjects, with two in English, mathematics, science, or social studies. Students failing any of the core classes may have the opportunity to fulfill course requirements in place of electives the following year.

To advance to 9th grade, students must pass:

- Three (3) middle school or higher, year-long English courses;
- Three (3) middle school or higher, year-long mathematics courses;
- Three (3) middle school or higher, year-long science courses;
- Three (3) middle school or higher, year-long social studies courses;
- Additional promotion criteria may apply per District and State guidelines.

# RAINY DAY DISMISSAL

If a thunderstorm or lightning occurs during dismissal, students will remain in their classrooms until it is safe to proceed. This ensures the safety of both students and staff. School officials will wait until the lightning is at a safe distance before releasing students, including those who walk or bike home. We ask for your patience during this process, as rainy day dismissal procedures may cause delays. Parents/guardians will receive a text message to notify them of any delayed dismissal.

# REPORT CARDS

Report cards are electronically issued quarterly in accordance with the school calendar. To receive a grade for a given quarter, students must have attended Franklin Academy for a minimum of 10 days. For students enrolling late in the academic year, final grades are determined by averaging the grades from their previous school with their current grades at Franklin Academy.

# RESPONSE TO INTERVENTION (RTI)

**RtI Coordinator:** Michelle Gonzalez | gonzalez.michelle@franklin-academy.org

Response to Intervention (RtI) is a multi-tiered approach to the early identification and support of students with learning and behavior needs. It commences with delivering top-tier instruction and universally screening all students within the general education setting. Those encountering difficulties receive interventions tailored to their needs, progressively increasing in intensity to expedite their learning progress. These interventions are administered by a diverse range of professionals, including general education instructors, special educators, and specialists. Continuous monitoring of progress evaluates both learning speed and performance level, guiding educational decisions on the intensity and duration of interventions based on each student's response to instruction.

# ROOM PARENT GUIDELINES

Room parents play a crucial role in facilitating communication and support between teachers and parent volunteers to enhance classroom activities. They are carefully selected by the teacher and approved by school administration to act as a liaison for various classroom-related tasks. Here are some key responsibilities of room parents:

- Maintain an up-to-date class email list while ensuring privacy through the "bcc" function.
- Assist in coordinating volunteers for classroom activities as per the teacher's request.
- Organize approved class celebrations, such as winter or end-of-year parties.
- Collect and coordinate gifts for the teacher on occasions like holidays, end-of-year, or birthdays.
- Recruit volunteers from the class for school-wide events.
- Ensure inclusion of all parents/guardians interested in participating in classroom events.

**Room parents should refrain from discussing academic matters, curriculum requirements, assessments, or other educational topics. Violation of these guidelines may result in removal from the role by the classroom teacher or school administration**.

# SCHOOL SAFETY AND SECURITY

Ensuring the safety of our students and staff is a top priority at Franklin Academy. We have established comprehensive emergency procedures designed to address various situations that may arise during the school day. These procedures are in strict adherence to guidelines set forth by the Florida Department of Education (FLDOE) to maintain a secure learning environment.

**Emergency Drills:** Regular drills are conducted to prepare students and staff for different emergency scenarios:

- **Fire Drills:** Fire evacuation routes and procedures are practiced periodically to ensure swift and orderly evacuation in the event of a fire.
- **Severe Weather Drills:** Procedures for severe weather, including hurricanes or tornadoes, are practiced to ensure students know where to take shelter and how to remain safe until the all-clear is given.
- **Lockdown Drills:** Lockdown procedures are practiced to prepare students and staff for situations that require securing classrooms and remaining quiet and out of sight until the all-clear is given.

**Security Measures:** We maintain stringent security measures to safeguard our school community:

**Collaboration with Authorities:** We collaborate closely with local law enforcement and emergency responders to review and refine our emergency procedures regularly. This partnership ensures that our protocols align with best practices and that we are prepared to respond effectively to any emergency situation that may arise.

**Parental Notification:** In the event of an emergency or drill, parents will be notified via our emergency communication system. It is essential that all contact information remains current to ensure timely communication in any emergency scenario.

As a parent/guardian, you play a crucial role in ensuring the safety of students during emergencies. While your instinct may be to rush to the school if an incident occurs, it's important to follow specific steps to manage the situation effectively:

- **Remain Calm**: Cooperate with school and public safety officials and follow any instructions provided regarding your child.
- **Keep Roads Clear**: Avoid coming to the school, as doing so could interfere with response efforts and block access for critical resources like emergency responders.
- **Keep Phone Lines Open**: Refrain from calling the school office, as excessive calls could disrupt emergency communications. Avoid contacting your child via cell phone, as this may compromise their safety.
- **Monitor Communications and Be Patient**: Stay tuned to official communications channels for updates and be patient as the situation unfolds.

By adhering to these procedures and maintaining a vigilant approach to safety, we strive to create a secure environment where students can focus on their academic growth and development with peace of mind. Thank you for your continued support and collaboration in maintaining a secure school environment.

# SCHOOL CLOSINGS & SEVERE WEATHER

**Franklin Academy adheres to the same protocols as Broward County Public Schools in the event of severe weather or emergencies**. Should a campus emergency, weather-related incident, or any other unforeseen event arise necessitating school closure, we will promptly communicate updates and instructions through multiple channels, including the Franklin Academy website and parent messages, provided electrical power is available.

To ensure the effectiveness of our communication efforts, it is imperative that we maintain an accurate database with current parent/guardian contact information. Therefore, we kindly request that parents/guardians keep their emergency contact information up to date in PowerSchool. Your cooperation in this regard will help us swiftly disseminate important information and instructions during emergencies, thereby ensuring the safety and well-being of our students and staff.

# SEARCHES OF STUDENTS

In order to maintain a conducive environment for learning and ensure the safety of all students, schools must enforce discipline and order while preventing the introduction of harmful, damaging, or unlawful items onto the premises. Acting in loco parentis, school officials and teachers are entrusted with the responsibility of supervising students and maintaining a secure environment during school hours.

In accordance with the law, school authorities are empowered to conduct searches of students, their personal belongings, as well as desks and lockers, under appropriate circumstances. Any decision to search a student, their possessions, or any school property, or area assigned to them for individual use, shall be made in accordance with the law.

# SIBLINGLINK

Students in grades K-4 with a verified sibling in grades 5-8 may stay on campus until their older sibling is dismissed at 3:00 PM. Similarly, students in grades 5-8 with a verified sibling in grades K-4 may arrive on campus at 7:00 AM with their younger sibling. This service, known as SiblingLink, is provided at no cost to our families and is contingent upon eligibility, which will be verified.

To ensure smooth operation and safety, unauthorized students dropped off before the official start time or not picked up at the designated dismissal time will incur a fee of $1.00 per minute, per student. Participation in Sibling Link is also contingent upon students maintaining appropriate behavior. Students may be dismissed from participating in SiblingLink if their behavior disrupts the program's efficiency or compromises safety standards.

# SMOKING REGULATIONS

According to Florida Law, smoking, including the use of vape pens, is strictly prohibited on campus at all times. This policy extends to all areas of school property, including parking lots and inside vehicles.

# SNACK POLICY

Franklin Academy prioritizes student health and aims to reduce childhood obesity by promoting nutritious snacking habits on campus. To align with this goal, the following guidelines have been established for students in grades K-8: 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. These guidelines are designed to decrease calorie intake from sugar and fat, while encouraging the consumption of whole, nutritious foods.

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# SOCIAL MEDIA – STAY CONNECTED

You can stay connected with events happening across the different Franklin Academy campuses by connecting with our three different social media platforms.

Facebook – @FranklinAcademyCharter

YouTube – @FranklinAcademyMedia

Instagram – @FranklinCharter

# SOCIAL MEDIA GUIDELINES FOR PARENTS

- Parents/guardians should anticipate communication from teachers regarding their child's participation in any project involving online social media applications, such as blogs, wikis, podcasts, etc.
- Parents/guardians will not engage in any actions intended to destroy or harm online information. Instead, they will promptly report objectionable material to a school administrator and/or counselor.
- Parents/guardians will refrain from using classroom social media platforms for any illegal activities, including the violation of data privacy laws.
- Parents/guardians are strongly encouraged to stay informed about their child's electronic communications and involvement in social media projects.
- Parental involvement is welcomed to ensure that student engagement in social media networking is appropriate and that privacy concerns are adequately addressed.

# SOCIAL MEDIA GUIDELINES FOR STUDENTS

- **Think before you post.** Remember, what you share online, whether on social media platforms, blogs, or photo-sharing sites, is visible to everyone. Be mindful of your digital footprint and avoid posting anything you wouldn't want your friends, family, teachers, or future employers to see.
- **Respect others online.** While it's okay to have different opinions, express them in a respectful manner. Avoid hurtful comments and adhere to the school's code of conduct, ensuring that your online behavior reflects the same standards expected in the classroom.
- **Prioritize online safety.** Protect your personal information by never sharing details like last names, phone numbers, addresses, or exact birthdates. Keep your password private, only sharing it with trusted individuals such as teachers and parents.
- **Use credible sources when linking to external websites to support your ideas.** Always review the entire article before linking to ensure its appropriateness for school-related purposes.
- **Do your own work and respect intellectual property.** Avoid plagiarism by obtaining permission before using others' ideas, images, or designs. When referencing or paraphrasing, cite your sources properly and consider hyperlinking them for easy access.
- **Respect copyright laws when using images.** Ensure you have permission to use the image or that it falls under Creative Commons' attribution.
- **Represent yourself authentically online.** Avoid misrepresenting your identity and ensure that your blog and wiki posts are well-written and adhere to writing conventions.
- **Report inappropriate content promptly.** If you encounter material that makes you uncomfortable or is disrespectful, inform your teacher immediately.

Failure to comply with these guidelines may result in loss of project participation privileges and future access to Franklin Academy's online tools. Additionally, disciplinary or legal action may be taken.

# SPECIAL EVENTS OR PROGRAMS

Throughout the school year, various special events are organized that demand additional dedication from our teachers. These events are meticulously planned to enrich the educational journey of our students. To ensure the seamless execution of these endeavors, it is imperative that all students actively participate. **Students must be present for at least half of the school day to partake in these special events, including athletic competitions and unique programs.** However, students with outstanding financial commitments or those under parental service hour restrictions will regrettably be ineligible to participate in these enriching opportunities.

# STUDENT DISMISSAL

The Principal at Franklin Academy has the authority to recommend the dismissal of a student for any significant violation of the Code of Student Conduct. Offenses qualifying for dismissal include Level 3 or 4 behaviors and repeated Level 2 incidents as outlined in the Code of Conduct. Parents/guardians will receive written notification detailing the reasons for the dismissal, actions taken to assist the student, and information on due process rights and the right to appeal. The notification will also state whether the student is eligible to reapply in the future.

**Effect of Dismissal:** For purposes of this policy, dismissal means the student is involuntarily disenrolled from all Franklin Academy schools and barred from future enrollment at Franklin.

# STUDENT RECORDS

Access to student records and grades is contingent upon the return of all school property, textbooks, and the settlement of any outstanding fees. This includes clearing balances owed to various school departments such as the Media Center, cafeteria, textbook fees, and any outstanding dues from fundraisers. In order to avoid delays in receiving access to student records and grades, all accounts must be brought up-to-date. Failure to clear outstanding balances may result in the withholding of the final report card until all financial obligations are settled.

# STUDENT RIGHTS

Students are entitled to a safe learning environment, free from threats and physical harm. Any disruptive behavior is unacceptable and will be met with appropriate consequences outlined in the Broward County Administrative Discipline Matrix. Consequences may include time-out, exclusion from class activities, detention, suspension, or expulsion. Parents/guardians who encounter conflicts involving students other than their own child are encouraged to address the issue with the school counselor or administration. **It is strictly prohibited for parents/guardians to directly approach other students or parents/guardians involved in the conflict.**

All individuals within the school community, including students and staff, are entitled to be treated with respect. Any form of derogatory language, hostile behavior, violence, or other forms of verbal or physical misconduct directed at a student, parent, or staff member will not be tolerated under any circumstances.

### STUDENT SERVICE AS ACTION - IB MYP

The IB Middle Years Programme (MYP) mandates the completion of a minimum number of service experiences, which must be reported to and verified by the school. Each quarter, students are required to engage in at least one (1) service activity. Families are encouraged to consider activities that involve the entire family, fostering a collective commitment to serving our local, state, national, or international community.

Service as action encompasses four primary options:

1. Direct service: Students directly engage with the community to make an impact on an organization or issue.

2. Indirect service: Students collect donations to support an organization or address an issue.

3. Advocacy: Students utilize various platforms to advocate for change related to an organization or issue.

4. Research: Students undertake research projects, such as writing papers or essays, to highlight the significance of an organization or issue.

Regularly updated lists of service opportunities will be provided to ensure students have a variety of options to fulfill their Service as Action requirement. It's important to note that student service hours do not contribute to the yearly Parent Service Hour requirement.

# STUDENT WELFARE

In compliance with HB 443 (2025), §1002.33(16)(b)(17), F.S. and Rule 6A-6.0791, Florida Administrative Code, this policy reflects the rights of parents and the obligations of the School relating to student welfare.

The “Parental Rights in Education” law, also known as House Bill 1557 (2022), set forth specific procedures for complaints or disputes falling into those categories detailed in Section 1001.42(8)(c)1.-7, Florida Statutes, and on the “Parental Request for Appointment of a Special Magistrate” form published by the Florida Department of Education and available here.

**Parental Notification:**

a) Franklin Academy will notify a student’s parent in writing if there is a change in the student’s services or monitoring related to the student’s mental, emotional, or physical health or well-being and the school’s ability to provide a safe and supportive learning environment for the student. The School acknowledges the fundamental right of parents to make decisions regarding the upbringing and control of their children. School personnel will encourage a student to discuss issues relating to his or her well-being with his or her parent or to facilitate discussion of the issue with the parent.

b) School personnel are prohibited from discouraging or prohibiting parental notification of and involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being. School personnel may only withhold such information from a parent if a reasonably prudent person would believe that disclosure would result in abuse, abandonment, or neglect, as those terms are defined in section 39.01 Florida Statutes.

c) At the beginning of the school year, the School will notify parents of each health care service offered at the School and the option to withhold consent or decline any specific service in accordance with section 1014.06 Florida Statutes. Parental consent to a health care service does not waive the parent's right to access his or her student's educational or health records or to be notified about a change in his or her student's services or monitoring as provided by this paragraph.

d) Before administering a student well-being questionnaire or health screening form to a student in kindergarten through grade 3, the School will provide the questionnaire or health screening form to the parent and obtain the permission of the parent.

**Instruction & Training:**

a) Classroom instruction by School personnel or third parties on sexual orientation or gender identity will not occur in kindergarten through grade 8, except when required by sections 1003.42(2)(o)3. and 1003.46 Florida Statutes. If such instruction is provided in grades 9 through 12, the instruction must be age-appropriate or developmentally appropriate for students in accordance with state standards.

b) Student support services training developed or provided by the School will adhere to student services guidelines, standards, and frameworks established by the Department of Education.

**Conflict Resolution:**

A parent shall use the following procedure to notify the principal, or his or her designee, regarding concerns under regarding student welfare instruction and training list in this policy:

a) The parent shall send the principal a written complaint. The parent's concern must describe the nature of the dispute and describe the resolution or relief sought with the School. The complaint shall be delivered to the principal via hand delivery, U.S. Mail or email. The principal (or designee) shall provide a written response to the parent within seven (7) days of receiving the complaint. For the purposes of this policy, "days" shall mean business days and exclude state, federal and School holidays.

b) If the parent remains aggrieved after receiving the response from the School, the parent has a right to seek relief from the local school district.

c) Within thirty (30) days after notification by the parent that the concern remains unresolved, the school district must either resolve the concern or provide a statement of the reasons for not resolving the concern. The School shall fully cooperate in the resolution procedures of the school district, and shall comply with the school district's decision for resolution of the complaint.

d) If a concern is not resolved by the school district, the parent may:

i. Request the Commissioner of Education to appoint a special magistrate who is a member of The Florida Bar in good standing and who has at least 5 years' experience in administrative law. The parent shall use the Parental Request for Appointment of a Special Magistrate for Charter School Students, Form CSSM-1 6A-6.0791, which the School shall provide to the parent upon request (or available at the link in Section I of this policy). The special magistrate will determine facts relating to the dispute over the School procedure or practice, consider information provided by the School, and render a recommended decision for resolution to the State Board of Education within 30 days after receipt of the request by the parent. The State Board of Education will approve or reject the recommended decision at its next regularly scheduled meeting that is more than 7 calendar days and no more than 30 days after the date the recommended decision is transmitted.

ii. Bring an action against the School or school district to obtain a declaratory judgment that the School procedure or practice violates sections 1002.20 and 1014.04 Florida Statutes, and seek injunctive relief. A court may award damages and shall award reasonable attorney fees and court costs to a parent who receives declaratory or injunctive relief.

e) The School shall include this policy in its Student Handbook and shall post it on the School's website to notify parents of the conflict resolution procedures.

f) The School shall designate at least one person responsible for responding to inquiries from the Florida Department of Education regarding a request for appointment of a Special Magistrate and shall notify the Department of Education of the name and email address of the individual.

g) Nothing contained within this policy shall be construed to abridge or alter rights of action or remedies in equity already existing under the common law or general law.

# TECHNOLOGY USAGE POLICY

As technology continues to evolve, our classrooms and media centers increasingly integrate computers, networks, digital curriculum, and online resources like the Internet and email. While these tools offer vast educational benefits, their effective use relies on responsible and ethical behavior from every user.

Franklin Academy is committed to safeguarding its network and computing systems against unauthorized access and misuse, while ensuring accessibility for legitimate users. Users of our network are expected to adhere to all relevant school, local, state, federal, and international laws.

Any attempt to violate these laws through network use may result in legal action taken by the appropriate authorities. Unauthorized activities such as accessing restricted accounts or networks, tampering with files without permission, software piracy, and sharing offensive or inappropriate material are strictly prohibited. **Our school's technology resources are provided for educational purposes only, and any unauthorized use is not tolerated.**

# TELEPHONES

The school telephone system is essential for conducting school business and must be kept available for its intended purpose. Students are not permitted to use the telephone without prior permission, and such use is strictly reserved for emergencies only.

Delivering personal messages to individual students disrupts the instructional program, so only emergency messages will be relayed to students in the classroom. Students are discouraged from using office telephones for general purposes, and calls for missing assignments, musical instruments, lunches, or after-school plans will not be accommodated.

Teachers may authorize a student to use the phone with a written note when necessary. Phone use by students is not permitted in classrooms, bathrooms, hallways, or any other areas during the school day. Students are encouraged to plan ahead and come to school prepared, including making social and transportation arrangements in advance.

# TRANSFER STUDENTS

Transfer students are those who join the school after the academic year has commenced. Whenever possible, their prior school records will be utilized to assess grade-level proficiency and determine appropriate placement, aligning with the guidelines outlined in the Broward County Student Progression Plan (Policy 6000.1).
Placement of transfer students will be determined based on various criteria, which may include:

- Previous enrollment at a school accredited by a state or regional accrediting agency;
- Performance in validating examinations; and/or
- Scholarly achievements during a trial placement period.

In cases where records are unavailable, such as students transitioning from a homeschooling environment, diagnostic assessments may be conducted to ascertain grade-level placement. These assessments ensure that every student receives suitable placement within our educational framework.

# TRANSPORTATION

Franklin Academy offers limited bus transportation services to eligible students, following specific eligibility criteria. If you reside within a two-mile radius of the campus, it is expected that you arrange transportation for your child(ren). Our bus transportation aligns with county guidelines and operates within defined transportation boundaries established by these guidelines.

Prior to the commencement of each school year, routes, pick-up/drop-off timings, and locations are finalized and subject to potential changes at the discretion of our transportation provider. For detailed information about bus transportation services, please contact them directly.

Students utilizing bus services are required to adhere to appropriate behavior standards. Instances of misconduct will be reported to school administration, and students may face consequences, including the loss of bus privileges.

For students in grades K-5, it is the responsibility of a parent or legal guardian to ensure their presence at the bus stop, or designate an adult or older sibling to accompany the student. Our contracted transportation providers will not leave students in grades K-5 unattended at the bus stop. In cases where parents/guardians of students in grades 3-5 wish to authorize unsupervised drop-offs, they must complete the PowerSchool Bus Stop Waiver form annually. Until this waiver is received, students will not be left without adult supervision.

# TRESPASSING

To ensure the safety and security of all students, staff, and visitors, Franklin Academy enforces a strict No Trespassing policy. This policy applies to all school grounds, buildings, and properties, including parking lots, athletic fields, and other facilities. School grounds are closed to the public outside of regular school hours and scheduled events. Unauthorized presence on school property after hours will be considered trespassing.

# VIDEO FOOTAGE

At Franklin Academy, the privacy and security of our students and staff are of utmost importance. Therefore, video footage recorded on school premises will not be released to parents or guardians without a valid court order or subpoena. Upon receipt and verification of such documentation, the school will cooperate with the legal request as required by law. This policy is in place to protect the privacy of all individuals captured in the video footage and to comply with legal standards. We appreciate your understanding and cooperation in maintaining the privacy and security of our school community. For any questions or concerns regarding this policy, please contact the school administration.

# VISITORS / VOLUNTEERS

**All visitors to the school are required to check in at the front office upon arrival.** In compliance with the Jessica Lunsford Act, all visitors must present photo identification and undergo scanning using the Raptor Visitor Management Software linked to the Florida Department of Law Enforcement (FDLE) database. **It is important to note that visitors, including parents/guardians, are not permitted to enter their child's classroom unannounced at any time before, during, or after school hours. Under no circumstances should parents/guardians proceed directly to a classroom without prior authorization.**

Arrangements for classroom visits or assistance must be made in advance, preferably at least 24 hours prior, and coordinated with the classroom teacher. Teachers are required to inform the front office of expected visitors to facilitate access to the classroom. For the safety of all students, visitors must sign in and out at the front desk, provide information regarding the purpose of their visit and whom they are visiting, and obtain a VISITOR'S PASS to access the school campus.

Additionally, please adhere to the following volunteer guidelines:

- Volunteers must prominently display the school-issued "VOLUNTEER" badge while on campus.
- Volunteers and visitors should proceed directly to their assigned room and refrain from wandering the campus or deviating from their designated volunteer role.

- Siblings or children who are not enrolled at Franklin Academy are not permitted on campus during volunteer activities.
- Please ensure cell phones are switched off or set to vibrate mode while on campus, and refrain from speaking on cell phones while volunteering.
- Personal food or beverages should not be brought into the classroom by volunteers.
- Avoid comparing or criticizing teachers and students; such behavior is unacceptable.
- Respect the confidentiality of classroom activities and student information. Do not discuss student matters with other students or adults.
- Punctuality and reliability are essential, as teachers plan for volunteer assistance. If unable to fulfill a scheduled volunteering commitment, please notify your child's teacher promptly.
- Volunteers are not authorized to administer any form of medication to students.

**Failure to comply with these expectations or causing disruptions on campus may result in a request to leave the school premises by school administration or the on-duty police officer.** Your cooperation contributes to maintaining a safe and conducive learning environment for all students.

# WARNING SIGNS

In adherence to the requirements set forth by Broward County Public Schools, Franklin Academy mandates that all parents or legal guardians of enrolled students complete the Warning Signs Course annually. This course is pivotal in equipping parents/guardians with the knowledge and skills necessary to identify signs of mental health concerns in their children, including depression, anxiety, substance abuse, and suicidal ideation. Parents/guardians will receive instructions on accessing the course online through designated platforms. Franklin Academy is committed to fostering a supportive environment for student well-being, and views parental involvement in mental health education as integral to achieving this goal.

# WEAPONS

In accordance with Florida Department of Education (FLDOE) regulations and state law, Franklin Academy strictly prohibits the possession, use, or distribution of any weapons on school property, at school-sponsored events, or during school transportation. **AT NO TIME is it appropriate for any student to possess or bring a weapon of any kind onto a school campus.** Any person possessing, displaying, transmitting, and/or using a weapon on school property shall be subject to arrest. This policy applies to all students, staff, parents/guardians, and visitors. Weapons shall be defined as indicated in F.S. 790.001.

# WITHDRAWAL PROCEDURES

To ensure the most efficient processing of a student withdrawal and the release of records, parents/guardians are requested to complete a withdrawal form with the Registrar. It's important to note that in accordance with state statute, **only the registering parent is authorized to withdraw the student.**