



# PARENT/STUDENT HANDBOOK

## Sunrise Campus

**2018-2019**

### SCHOOL HOURS

K - 4 7:30 AM – 2:15 PM

5 - 8 8:30 AM – 3:15 PM

### OFFICE HOURS

7:00 AM – 4:30 PM

### IN-PERSON ASSISTANCE

8:45 AM – 1:45 PM

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4500 NW 103<sup>rd</sup> Ave

Sunrise, FL 33351

Phone: 754-206-0850 ◦ Fax: 786-497-3296

[sun.franklin-academy.org](http://sun.franklin-academy.org)

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**1-14** Teacher Planning  
**13-14** \*Kickstart Franklin --  
 (Kindergarten Only)  
**15** First Day of School

AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**4-8** FTE Week  
**12** Interim Report Cards Issued  
**18** No School / Offices Closed  
**21** Early Release

**3** No School / Offices Closed  
**10** No School / Teacher Planning  
**17** Interim Report Cards Issued  
**19** No School / Offices Closed  
**27** Early Release

SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**21** End of 3<sup>rd</sup> Quarter / Early Release  
**22** No School / Teacher Planning  
**25-29** No School / Spring Break / Offices Open

**8-12** FTE Week  
**18** End of 1<sup>st</sup> Quarter / Early Release  
**19** No School / Teacher Planning  
**26** Report Cards Issued

OCTOBER 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**3** Report Cards Issued  
**19** No School / Offices Closed

**6** No School / Teacher Planning  
**12** No School / Offices Closed  
**20** Interim Report Cards Issued  
**21** No School / Offices Open  
**22-23** No School / Offices Closed

NOVEMBER 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**1** Interim Report Cards Issued  
**9** Early Release  
**27** No School / Offices Closed

**21** End of 2<sup>nd</sup> Quarter / Early Release  
**24-31** Winter Break  
**24-25** No School / Offices Closed  
**26-28** No School / Offices Open  
**31** No School / Offices Closed

DECEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**4** End of 4<sup>th</sup> Quarter / Early Release / Last Day of School/\*No Aftercare  
**5** No School / Teacher Planning

**1-4** Winter Break  
**1** No School / Offices Closed  
**2-4** No School / Offices Open  
**7** No School / Teacher Planning  
**8** Classes Resume  
**9** Report Cards Issued  
**21** No School / Offices Closed  
**31** Early Release

JANUARY 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

No School/Teacher Planning	First/Last Day(s) of School
Interim Report Cards Issued	FTE Week
Report Cards Issued	End of Quarter
No School for Students / Offices Open	Early Release
No School / Administrative Office Closed	

Hurricane Make-Up Days:  
 10/18/18, 12/21/18, 2/21/19,  
 3/21/19, 5/9/19, 6/4/19

\*K-8 Campuses Only

v.20180418

## AFTER SCHOOL CARE

The after school program is operated by *After School Connections*. They offer care every school day including early release days until 6:00 pm. This program provides students with a structured, safe, and positive environment for after school hours. Students are supervised by experienced and state-certified counselors that provide age-appropriate activities and learning opportunities. Please visit their webpage at [www.afterschool-connections.org](http://www.afterschool-connections.org) for more information.

## ANTI-BULLYING POLICY

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

## ARRIVAL/DISMISSAL PROCEDURES

Students need to learn the importance of regular school attendance. In addition, **it is important that students report to school on time. Supervision of students begins at 7:00 AM for students in K-4 and 8:00 AM for students in 5-8.** Instruction begins promptly at 7:30 AM for students in K-4 and 8:30 AM for students in grades 5-8. Students may not be dropped off before 7:00 AM for any reason, including tutoring, safety patrols, etc. Breakfast will be served in the cafeteria beginning at 7:00 AM for students in K-4 and 8:00 AM for students in grades 5-8.

Dismissal is 2:15 PM for students in grades K-4. Parents are not permitted to “stack” until 2:00 PM. Parents of students in grades K-4 not picked up by 2:45 PM will be charged a late fee of \$1.00 per minute, per student. Students in grades 5-8 are dismissed at 3:15 PM. Parents are not permitted to “stack” until 3:00 PM. Parents of students in grades 5-8 not picked up by 3:45 PM will be charged a late fee of \$1.00 per minute, per student. Students who walk or ride their bikes are to sign out in the front lobby and leave the campus within five minutes of the dismissal bell. All students walking or riding bikes must have an authorization form signed by a parent/guardian on file in the school office. Parents who complete this form acknowledge the risk associated with allowing a child to arrive/leave campus unaccompanied by an adult. These forms must be updated annually and may be found on the school’s website.

Only individuals listed on the EMERGENCY CONTACT INFORMATION will be allowed to pick up students from the school. Valid photo identification will be required of all individuals picking up students. If someone arrives at the school to seek the release of a student and the person's name is not listed on the emergency contact information, the student will not be released unless the person can verify the family password as indicated on the emergency contact information.

Families are assigned a security access code and a windshield sticker through our Franklin Pass system. For car pick-up, place the windshield sticker on the top portion of your windshield. As you approach the fob station, your windshield sticker will be scanned and read in your child’s classroom. Proceed to stacking lane and your child will exit the building for dismissal, curbside at the west gate. The fob and access code are also options for notifying your child’s teacher that you have arrived for pick-up. Without one of these forms of security, a person trying to pick up a student must park and bring photo ID to the office before a child will be released.

Parents will be given a color-coded placard with their child's name and grade level, in large print, **which must be displayed on the passenger side of the car dash.** Students will not be released to individuals who do not have a school-issued placard displayed on the dash.

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

All parents must remain inside their vehicles at dismissal/arrival time. Students will be called out of the school building as you pull into the dismissal lane. Vehicles are required to display the name placard in the window to speed the process and to follow the traffic pattern as outlined by the school. Students must enter the car on the curbside and will not be permitted to go around the car to open the door. The safety of every student, not speed, is the goal of dismissal. **Students will not be permitted early dismissal after 1:45 PM.**

Club and sports dismissal is separate from school dismissal. Students not enrolled in a club may not wait for their sibling who is enrolled in a club to be dismissed and must be picked up at their regular dismissal time. Parents of students not picked up by the designated time will be charged a late fee of \$1.00 per minute.

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

## ATTENDANCE POLICY

### ABSENCES:

1. Your child must be in school every day as mandated by state law and the Broward Truancy Intervention Program (BTIP).
2. Parents are required to call the office (754-206-0850) by 9:00 a.m. to notify the school if the student is going to be absent. Parents have two days to excuse the absence. Failure to do so will result in the absence being marked unexcused.
3. The attendance clerk will contact the parent regarding excessive absences (5 or more unexcused absences in a calendar month or 10 or more unexcused absences during a 90 day period) via phone conference, email, teacher/parent conference or letter. Excessive early dismissals will also result in parental contact.
4. If unexcused absences continue, a formal referral for attendance will be made to administration with supporting documentation of parent contact and non-medical absences attached to the referral. A parent meeting will be required with Administration.
5. If unexcused absences continue to exceed specified days, then the case will be referred to the school's assigned social worker.
6. If absences continue after referral and visit by social worker, the case will be referred to the State Attorney's Office per School Board Policy.

Anytime a student returns to school after an absence, a note should be provided. Students must be in school unless the absence has been permitted or excused for one of the following reasons (please note that vacations are considered unexcused absences):

- Illness of student
- Illness of immediate family member
- Death in the family
- Religious holidays of the student's own faith
- Required court appearance or subpoena by a law enforcement agency
- Special Event (public functions, competitions, exceptional cases of family need)
- Scheduled medical or dental appointments
- Students who have, or are suspected of having a communicable disease.

**Students who have 10 or more unexcused absences within a 90 calendar day period risk the possibility of retention.**

#### **TARDY POLICY:**

Tardiness is disruptive to the learning environment and can have a negative impact on student achievement.

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

- Parents must follow the same process to excuse a tardy as they do to excuse an absence.
- Parents must walk in and sign their child in at the front office.
- Excessive tardiness will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. A pattern of non-attendance may be established by an accumulation of tardiness, absences (excused or unexcused), and early sign-outs for all or any part of the day.
- Tardiness to any class without documentation may be considered unexcused.
- Habitual tardiness is defined as being tardy 5 times within a marking period.
- Principals have the discretion to excuse tardiness for extenuating circumstances.
- Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1)(b))

#### **EARLY DISMISSAL/EARLY SIGN-OUT:**

Excused early dismissals are given for doctor's appointments and extreme emergencies. If you need to take your child out of school before the end of the school day, come to the front desk, sign him/her out, and a school employee will call for your child, as long as it is before 1:45 PM. Any student leaving school prior to dismissal will have an early dismissal logged to his/her record. **Early dismissal from a field trip site is not permitted. No child will be dismissed from the classroom after 1:45 PM** as it disrupts our school-wide dismissal process. **Parents must wait until the dismissal time and follow regular dismissal process.** Excessive early sign-outs will be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for any or all part of the day. Unless excused under the provisions of this policy, accumulated early sign-outs will be recorded as unexcused absences. (F.S. 1003.02 (1)(b))

#### **EXCUSED TARDY:**

A student will be considered excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason for the tardy (Refer to the *Broward County Code of Student Conduct*). The reasons for an excused



tardy are as follows: doctor's appointments accompanied by a note from the doctor/orthodontist or extreme emergencies approved by administration. Excused tardies will not count toward the student's tardy record.

#### **UNEXCUSED TARDY:**

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

1. At five (5) tardies, the attendance clerk will verify any medical excuses submitted and recorded.
2. At five (5) tardies, the parent will be contacted regarding excessive tardies or early dismissals via phone conference, email, teacher/parent conference or letter.

**After 10 tardies or early dismissals per semester.**

#### **MEDICAL AND DENTAL APPOINTMENTS:**

If the student is going to leave school during the day for a medical, dental, or other scheduled appointment, a note must be brought to school and shown to the downstairs office. The student must deliver the note to the front office before they are dismissed.

Parents must come to the office to sign out the student. The office must be notified in writing when anyone other than a parent/guardian is sent to pick up a child. The person is expected to show proper identification. Upon return from the appointment, a parent must escort the student to the office to sign in and obtain an admission slip to class.

#### **SPECIAL EVENTS OR PROGRAMS:**

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

### **BOOK BAGS/FOLDERS/PERSONAL ITEMS**

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

### **BUS TRANSPORTATION**

Franklin Academy will provide limited bus transportation services for students who meet eligibility criteria for the 2018-2019 academic year. The bus transportation provided is designed in accordance with county transportation guidelines. All public schools have limited transportation boundaries set according to these guidelines. Routes, pick-up, and drop-off times and locations will be developed prior to the start of the school year. Please contact A1A Transportation for information at (954) 584-5877. Students must exhibit appropriate bus behavior. Bus referrals are sent to the Administration. Students exhibiting inappropriate behavior will lose bus privileges or ability to ride the bus.

## CAFETERIA PROCEDURES & EXPECTATIONS

### **BREAKFAST PROGRAM:**

Breakfast will be served from 7:00-7:20 AM for students in grades K-4 and 8:00-8:20 AM for students in grades 5-8. Please refer to the *Fee Policy* for the cost of breakfast and lunch. Students in grades K-4 and *Sibling Link* students may enter the building at 7:00 AM. Students in grades K-4 will report directly to the cafeteria for breakfast while *Sibling Link* students in grades 5-8 will be sent to a designated activity area and will return to the cafeteria at 8:00 AM for breakfast. Students in grades 5-8 may enter the building at 8:00 AM and report directly to the cafeteria for breakfast.

### **LUNCH PROGRAM:**

Participation in the school lunch program is not a requirement. Students may bring their lunch to school each day if they wish. Please read all options for meal program participation. Free or reduced-price lunch is available for those who qualify.

### **PAYMENT:**

All parents are encouraged to pre-pay for lunches on Friday or monthly so that funds are always available for student purchases. **Franklin Academy does not accept cash.** Instead, lunch payments are debited from the student's account. If paying by check, please make it payable to **Franklin Academy** and include the **student's name** as well as his/her assigned **lunch account number**. Credit card payments can be made online via our website at [www.franklin-academy.org](http://www.franklin-academy.org).

Any student whose lunch balance drops below the current cost of a hot meal will no longer be eligible for a hot meal. In such cases, students will be provided a sandwich and a drink at the expense of the parent. This substitute meal will continue to debit the student's account balance, at a reduced rate. The student will continue to receive the substitute meal each day that they attempt to purchase lunch while their balance is insufficient. Once a payment has been fully processed and the student's balance exceeds the cost of a hot meal, they will once again be eligible to purchase a regular meal.

**The following form will be sent home with your child if his/her lunch account balance drops below the cost of a hot meal.**

#### ***SAMPLE***

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

Their current lunch balance is \$\_\_\_\_\_.

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

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

### **FREE & REDUCED PRICE LUNCH:**

Franklin Academy participates in the National School Lunch Program and free or reduced pricing will be available for those that meet the guidelines. The application is completed online:

<https://www.myschoolapps.com/Application>. Notification pertaining to qualification for free/reduced lunch will be sent directly to the home by Franklin Academy. Students who had free/reduced lunch during the previous school year will receive their benefits for the first 10 days of school. Students new to Broward County Public Schools will have to pay full price until their application is processed. Please note that students who qualify for free/reduced lunch are entitled to one breakfast and one lunch daily. **Those who choose to take a second breakfast and/or lunch will be charged for that meal.**

Please Remember: Students may not bring carbonated beverages or drinks to school. Beverages in glass containers are prohibited. There are no refrigerators or microwaves available for student use. A doctor's note will need to be on file in the office for all allergies. **Parents are not permitted to bring fast food lunches to school for their children. Birthday treats (cupcakes, cookies, pizza, etc.) are not permitted in the cafeteria.** All birthday treats must be given out in the classroom and all classroom students must be allowed to participate. Please coordinate birthday treats directly with your child's teacher. Birthdays for students in grades 6-8 are not celebrated at school.

### **CARE OF SCHOOL PROPERTY**

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

### **CELLULAR PHONES/ELECTRONIC DEVICES**

**The use of electronic devices by a student when school is in session is not allowed.** Handheld games, headphones, smart watches, and the like should not be brought to school. Students who bring handheld games and headphones to school will have them confiscated, unless authorized by Administration. The use of Kindles and Nooks is permitted for reading purposes only. If any of these items are brought to school, and then lost or stolen, the school is not responsible for the loss.

According to the Broward County Public School Board's Code of Conduct, "the possession of a cellular telephone which disrupts the educational process; the use of a cellular telephone during school hours... and the possession or use of a cellular telephone on school buses which disrupts or interferes with safety-to-life issues would be a violation of the Code of Student Conduct, subjecting violators to progressive discipline." **If a student possesses a cellular telephone, it should be turned off and kept out of sight inside a book bag and may not emit any ring tone or other noise on school grounds during school hours.** Consequences are as follows:

- **First Offense:** The cell phone will be returned to the parent/guardian of the student after signing the cellular telephone policy form.
- **Second Offense:** The cell phone will be returned to the parent/guardian of the student after signing the cellular telephone policy form and the student receives a detention.
- **Third Offense:** Parent must sign paperwork that acknowledges that the cell phone will be returned at the end of the academic year.

**Failure to surrender items will result in other disciplinary consequences.**

## CHARACTER COUNTS (CC)

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

## CHILD ABUSE

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

## COMMUNICATION

Communication between school and home is essential to the success of every child and the school. The following chart has been organized to support positive communication between home and school. Specific requests (conferences, etc.) must be in writing, by email, or a phone message must be left at the office for the specific teacher. Parents are requested to notify school personnel in the following sequence if there are concerns:

1. **The Classroom Teacher:** Classroom teachers are the first line of communication. If parents have concerns regarding their child's academic performance, behavior, or social interaction with the teacher or students, they first need to have a conversation with the teacher. Parents may call and leave a message for the teacher to return a call, send a written request to set up a conference, or email a teacher with a conference request. Email lists are available on the schools' website or upon request at the front office. Please allow up to 48 hours for a response from the teacher.
2. **The Assistant Principal:** Following conversations with the classroom teacher and/or the guidance counselor (for social/emotional issues) in matters of student behavior and academics, parents may request a conference with the Assistant Principal to further discuss an issue. The Assistant Principal will usually meet with the teacher, and any other necessary personnel who may be directly involved with the child's situation prior to making conference arrangements with the parent. With regard to all other school-related issues, parents must first contact the Assistant Principal. It may be that the Assistant Principal will refer the individual to the Principal, teacher, guidance counselor, or other appropriate contact for additional information.
3. **The Principal:** Following conversations with the classroom teacher and/or guidance counselor, and Assistant Principal in matters of student behavior and academics, parents may request a conference with the Principal to further discuss an issue. The Principal will usually meet with the teacher, and any other necessary personnel who may be directly involved with the child's situation prior to making conference arrangements with the parent. With regard to all other school-related issues, parents must first contact the Assistant Principal. It may be that the Assistant Principal will refer the individual to the Principal, teacher, guidance counselor, or other appropriate contact for additional information.
4. **Superintendent:** If you feel further action is necessary, you may contact our Superintendent of schools, whose e-mail is located on the school website.
5. **Board:** If you feel further action is necessary, you may contact our Board Liaison, whose email address is located on the school website.

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

## CONFERENCES

Parent and teacher communication are an important part of the school year. Teachers frequently communicate information to parents concerning school assignments, upcoming activities, and student progress. Parents should discuss the importance of teacher communication with their children and develop a system to ensure that all notes, memos, etc. reach home and school in a timely manner.

Conferences can be set up at the request of the school or the request of the parent. A conference with a teacher should be set up through the student's homeroom teacher for students in K-5 and through the classroom teachers or administrative offices for grades 6-8. School personnel will get in touch with the parent and arrange a mutually agreed upon time for the conference.

Conferences *requested by the school* will give a specific time and date for the meeting. All parents and visitors must sign-in at the front office upon entering the building for a visitor's pass before going to any classroom. Please be aware that teachers are not available for unscheduled conferences during the day.

K-5 teachers are required to have a minimum of two conferences with all parents during the school year. Middle school teachers are required to have a minimum of one conference per student, per year. Conferences can be face-to-face or by telephone. All conferences must be scheduled through the teacher of concern via a phone message at the front office or by email contact. For grades 6-8, the administrative assistant can schedule group conferences. If you need to cancel a scheduled appointment, please call the school office as soon as possible.

Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administrative team and the faculty to be of service to both parents and students, and every teacher welcomes a conference with any parent. We do urge, however, that such visits be made **by making an appointment with the teacher at a mutually convenient hour before or after school hours. Parents are asked not to meet with a teacher during school hours unless a conference has been officially scheduled.**

## DISCIPLINE POLICY

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behavior; we desire to teach the student to make the right choices. We do not discipline a student out of anger or for the sake of convenience, but with a true desire to help redirect the student's behavior. Though few students desire discipline, they often need it in order to reach their full potential.

Franklin Academy adheres to the *Broward County Public Schools Code of Student Conduct* and utilizes the *Administrative Discipline Matrix* to assign consequences for misbehavior. These two items are available on the school website and can also be accessed at <http://www.browardschools.com/schools/code.htm>). Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines. The following list is not all-inclusive.

1. Students are expected to respect the authority of teachers and adults. All teachers and staff have authority over all students.
2. Malicious destruction of school property results in the replacement, repair, or payment for damages by either the student or his/her parents. The placement of stickers on school property or use of markers/pens/pencils on walls/fixings is forbidden.
3. Students shall help keep the school clean at all times. Gum chewing is not permitted in any of the school buildings or on the school grounds.

4. Items such as water pistols, matches, radios, skateboards, toys, collectable trading cards, electronic handheld games, lighters, weapons of any sort, etc. are not permitted at school and will be confiscated and an appropriate consequence issued per the Administrative Discipline Matrix.
5. Notebooks, albums, magazines, lunchboxes, etc. that display pictures or slogans referring to drugs, alcohol, gangs, or violence are not permitted.
6. No profane, abusive, or slang language is to be used.
7. Students are not permitted to write on their bodies and/or clothing.
8. Zero tolerance for bullying or aggression-either verbal or physical.
9. Teachers will encourage a sense of community and inclusiveness that is apparent through the involvement of all children in all class activities.

#### **BUS/TRANSPORTATION BEHAVIOR:**

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

#### **CAFETERIA BEHAVIOR:**

Each student is required to show good manners, courtesy, and consideration of other students and adults in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion. Students are to stand in a single file line while waiting for food, keep communication noise levels low (no shouting), and remain seated. Containers are provided for the disposal of trash and each student is required to dispose of any trash on his/her table and the surrounding area before the lunch period is over (or immediately upon the request of the monitors). No student is allowed to leave the cafeteria during the lunch period without a written pass. **A student is not allowed to leave the school grounds for lunch during their assigned lunch period.** NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE CAFETERIA AT ANY TIME. The cafeteria rules are posted and all students are expected to adhere to the established rules at all times. Food or objects are not to be thrown at any time while in the cafeteria as this poses a safety concern; **such acts will result in suspension from school or possible recommendation for expulsion in the event of a major disruption on campus (i.e. food fight) was created.** This policy is consistent with the *Broward County Public Schools Administrative Discipline Matrix*.

#### **HALLWAY BEHAVIOR:**

Students should travel through the hallways quietly to avoid interrupting ongoing classes and will follow staff directions for proper procedures. At no time will students be allowed to run or yell in the hallway. Students in grades K-5 are required to line-up single file, refrain from touching the walls, and use the staircase handrails. Students should walk on the right side of stairs and hallways.

#### **DISCIPLINARY CONSEQUENCES:**

Disciplinary consequences will be issued in accordance with the *Broward County Public Schools Administrative Discipline Matrix*. The full *Broward County Public Schools Code of Student Conduct* and the *Administrative Discipline Matrix* can be viewed at: <https://www.browardschools.com/global6>

### DISCIPLINARY PROBATION:

The Principal or designee may place a student on disciplinary probation for nine weeks when it is felt that such an action will benefit the student. In addition to the restrictions cited for Academic Probation, the student must meet with the Principal or designee once each week during the probationary period.

### **SUSPENSION:**

Suspension is a disciplinary sanction that temporarily removes a student from a class, or all classes for a prescribed period of time not to exceed ten (10) school days. The Principal or the Principal's designee shall make every effort to employ parental assistance with alternative consequences for misconduct prior to issuing an outdoor suspension except in emergencies, disruptive conditions, or incidents involving serious misconduct.

Offenses that constitute outdoor suspension include, but are not limited to, the following:

- Fighting or other dangerous and/or disruptive behavior.
- Profanity directed at an adult.
- Smoking 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: knife, brass knuckles, Chinese stars, chains, mace, etc.
- Defacing or vandalism of school property.
- Igniting any flammable substance.

### **PERMANENT DISMISSAL/EXPULSION:**

A student may be permanently dismissed for any of the following:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of, or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, lewd or lascivious act, arson, vandalism, or any other such act, which disrupts or tends to disrupt the orderly conduct of the school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school.
6. Excessive absences/tardiness/early dismissals.

## **DOMESTIC DISPUTES**

The school will not become involved in personal family conflicts or domestic disputes. Where a legal dispute is concerned, parents or guardians must submit to school authorities an official copy of any legal documents indicating who has legal access to the child and his/her records during school hours.

## **DRESS CODE**

A higher standard of dress encourages greater respect for individuals, students, and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days for every student. Franklin Academy reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. If a student comes to school without the proper

uniform, they will be kept/sent to the front office and will remain there until a parent/guardian brings the proper uniform for the student.

Students are not permitted to wear anything offensive, immodest, or deemed inappropriate by the faculty. Torn or tattered clothing is prohibited. All clothing should be labeled with the student's name. Parents of students in Kindergarten or First Grade are encouraged to leave an extra set of clothes in a labeled Ziploc bag within their backpacks in case of an emergency. All uniforms must be purchased from i-Uniforms, the school approved vendor. Orders may be placed online at [www.i-Uniforms.com](http://www.i-Uniforms.com).

#### **Shirts:**

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

#### **Slacks, Shorts, Skorts, and Jumpers:**

- Only properly fitted uniform bottoms may be worn.
- Shorts and skorts must be of appropriate length (at the discretion of Administration), but no longer than 1 inch below the knee.
- Girls are NOT permitted to wear shorts.

#### **Outerwear**

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

#### **Belts**

- Students in grades 2-8 must wear a belt with a buckle.
- Plain brown, black, or navy dress-style belts (no holes or studs).
- Belts must be worn correctly through the belt loops.

#### **Socks:**

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

#### **Shoes:**

- Athletic-style shoes (sneakers).
- Dress-style shoes (loafer or tie).
- Mary-Jane style shoes.
- No ballet-style shoes.

#### **Hats:**

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

#### **Physical Education Uniform**

- PE shorts and shirts with the school logo must be worn, along with socks, and sneakers for PE class.

#### **Other**

- Jewelry must not pose a threat to safety, and must not be distracting. For safety reasons, only stud-style earrings may be worn.
- Bracelets are limited to three.
- Necklaces should be tucked inside the shirt.
- No unnatural hair color/highlights.
- Hair styles must not be distracting and are subject to administration approval (Spikes, etc.)



- No body piercings visible other than one earring per ear.
- Torn or tattered clothing is prohibited.
- Sunglasses may not be worn in class.
- Middle school ID badges must be worn around the neck with school provided lanyard. (Students are charged \$5 for each lost ID and/or lanyard)

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

## ELEVATOR

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

## EMERGENCIES

Franklin Academy has a nurse on duty in the school clinic from 7:30 AM – 3:30 PM each day. The nurse is available to assist in administering medications, treating minor cuts and abrasions, and contacting parents if necessary. In most cases, parents will be contacted to determine a course of action in the event of child illness or nonemergency injuries. Emergency services will be contacted in more serious cases.

### ILLNESS:

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

**PLEASE KEEP YOUR CHILD'S EMERGENCY CONTACT CARD UPDATED. If any changes (phone number, email, address, etc.) occur during the school year, it is vital that the emergency contact card is updated. Emergency contact cards are filled out annually. SEE SECTION ON MEDICATION.**

### MINOR ACCIDENTS:

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

### MAJOR ACCIDENTS:

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

- In most cases the nurse will determine if emergency services are necessary. Teachers in charge of the student at the time of the accident have the discretion to request immediate emergency services.
- Possible 911 contact for Emergency Services.
- Immediate parent contact attempted.

- Arrangements will be made to have the student transported to the emergency room of the nearest hospital.
- Teachers will be made available to speak with emergency personnel if necessary.
- The nurse or another member of the school staff will accompany the student to the hospital and remain with the student until parents arrive.
- A written report will be filled out by the supervising teacher/adult by the end of the school day. The school nurse will provide the teachers any necessary information related to the injury or illness.

### **SCHOOL CLOSINGS:**

In the event of a campus emergency, weather emergency, or other unusual event that would necessitate the closing of school, the process and updates will be made available on the Franklin Academy website and by Swift K-12 as long as electrical power is available. In order for the email system to be effective, it requires that we have an accurate database with current parent contact information. Please notify the front office anytime you change phone or email contact information. Please follow *Broward County Public School District's Closings* alerts carefully.

### **EXCEPTIONAL STUDENT EDUCATION (ESE)**

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

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

### **FIELD TRIPS**

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

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

There are no refunds due to illness, absence or discipline

Participation in field trips is a **privilege**. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons related to misbehavior or misconduct. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and while at the field trip site. A student who fails to follow instructions will be issued an appropriate consequence upon return to school. If a student is suspended during the first semester, they may be excluded from participating in any field trips, dances, or special events during the first semester. If a student is suspended during the second semester, they may be excluded from participating in any field trips, dances, or special events during the second semester.

Students are to wear their uniform on field trips for security reasons (unless authorized otherwise by Administration). **Early dismissal from a field trip site is not permitted. Students with any outstanding financial obligations will not be permitted to attend field trips.**

## FLORIDA STANDARDS

As Florida's schools incorporate the Florida Standards, classroom instruction will look increasingly different. Parents and students can expect to see more collaborative group assignments, subject overlap, and in-depth reading assignments in all curricular areas. Students should be focusing *on* the new expectations, some of which are listed below:

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

## FOOD POLICY

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

## 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 special area classes to meet high flyer requirements. The distinction of "Franklin Academy High Flyer" is a *privilege* and carries with it the requirement of no disciplinary referrals. Students in grades 1-8 who meet the established criteria will be recognized on the Franklin Academy Principal's Honor Roll list and are presented with an award certificate.

**Honor Roll:** Students in grades 1-8 must earn at least a "B" or above in **all** subject areas, including special area classes and physical education, to meet A/B honor roll requirements. The distinction of honor roll student carries with it the requirement of no more than two (2) disciplinary referrals per quarter.

## GRADING & STUDENT PROGRESSION PLAN

Franklin Academy follows the district Student Progression Plan. This policy and the related policies referenced therein constitute the student progression plan for the district. The purpose of the Student Progression Plan is to establish the standards for quality instruction, delineate the criteria for promotion, and provide equal educational

opportunities to all students, ensuring no child is left behind. Our curriculum is correlated to the Florida Standards, as required by Florida law.

**ASSESSMENTS:**

All students in grades K-8 will participate in benchmark testing on a regular basis to assess academic levels with regard to meeting grade level standards. Parents will be notified in advance of the dates and times for test administration. These assessments are achievement tests that identify student learning gains or readiness for promotion. Franklin Academy can provide additional information regarding specific tests.

**Grade Weights/Category Requirements FY18**

<b>GRADE LEVEL</b>	<b>CATEGORY WEIGHTS</b>
Kindergarten  1 <sup>st</sup> Grade  2 <sup>nd</sup> Grade	35% - Tests 25% - Quizzes 20% - Projects 20% - Classwork

<b>GRADE LEVEL</b>	<b>SUBJECT</b>	<b>CATEGORY WEIGHTS</b>
3 <sup>rd</sup> Grade  4 <sup>th</sup> Grade  5 <sup>th</sup> Grade	ELA	35% - Tests 25% - Quizzes 20% - Projects 20% - Classwork
	Math, Science, and Social Studies	40% - Tests 35% - Quizzes 25% - Classwork

<b>GRADE LEVEL</b>	<b>CATEGORY WEIGHTS</b>
6 <sup>th</sup> Grade – 8 <sup>th</sup> Grade	35% - Tests 25% - Quizzes 20% - Projects 20% - Classwork

Grade weights may differ for specific classes such as Art and PE.

**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.

### **MISSING ASSIGNMENTS & TESTS DUE TO LATE WORK:**

All students are expected to make up work missed for any reason. Late work will be graded and 10 points will be deducted from the grade earned for each day it is late, up to five (5) days. Late work submitted after this time frame will receive half-credit (50%) of the grade earned.

### **PLACEMENT PROCEDURES:**

**Grades 6-8:** Beginning in sixth grade, students may be placed in advanced classes based on standardized assessment scores, the Franklin Academy Placement Exam, and final grades from the previous academic term.

### **PROMOTION CRITERIA:**

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

**Middle School: To be promoted, students in grades six and seven must pass a minimum of four subjects, two of which must be in English, mathematics, science, or social studies.** Students who fail any of the 4 core classes will be given the opportunity to meet the requirements of the course(s) in place of an elective(s) the following year. If students, recommit to the Franklin Academy High School, they will be automatically enrolled and will not have to go through the lottery process.

Promotion to 9<sup>th</sup> grade will require passing:

- 3 middle school or higher, year-long courses in English
- 3 middle school or higher, year-long courses in mathematics
- 3 middle school or higher, year-long courses in science
- 3 middle school or higher, year-long courses in social studies
- Required course in career education

## **GRIEVANCE PROCEDURE**

If a student or his/her parents feel they have a grievance or complaint they should do the following:

- Carefully analyze the problem - be sure you have all the facts.
- Seek to resolve the problem with the teacher if applicable.
- If there is no solution, meet with the School Administration. If you feel further action is necessary, you may contact our Board Liaison, whose email address is located on the school website.

## **GUIDANCE SERVICES**

Franklin Academy employs a full-time guidance counselor. The guidance counselor assists students, parents, and staff members with student guidance and academic advising. The guidance counselor is available by appointment to discuss student issues with parents/guardians.

## HEALTH SCREENINGS/SUSPECTED HEALTH CONCERNS

Routine screenings such as vision, scoliosis, hearing, and BMI are conducted annually for certain grade levels in accordance with state laws. Please follow up with your child's health care provider if you receive a letter indicating your child did not pass a screening and return the requested documentation to the school office staff. If you do not wish for your child to participate in any of these screenings, you will need to provide the school with written notification by completing the *School Board of Broward County Health Screening Opt-Out* form.

Students will be checked periodically for head lice. A student will be sent home if school personnel detect lice and/or nits (lice eggs) in his/her hair. The entire class will be checked for any head lice if it is detected on a student in the class. Upon return, the student and parent must report to the office and the student will be checked to determine if any nits are still present before being re-admitted.

## HOMEWORK (NO-HOMEWORK) POLICY:

Franklin Academy recognizes the important role that homework plays in the enhancement of a child's overall education. However, Franklin Academy also recognizes that these benefits must be weighed against legitimate family concerns and desires to have their children participate in after-school activities, religious and family events, as well as much needed leisure and downtime. Studies have shown that any activity, no matter how rewarding, can only be rewarding for a limited time.

Therefore, the Franklin Academy homework policy strives to create a balance between the need to give homework and the needs of the family. For these reasons, homework time has been built into the school day. However, there are times when, in order to tailor a curriculum that meets each child's specific needs, teachers may assign individualized work in accordance with a student's need for remediation and/or enrichment.

## INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS, AND SUPPLIES

All textbooks and library books needed by students for school are furnished by the school. The school also provides the materials and equipment requested by teachers for classroom instruction. Students need to realize that books and materials are costly and must be cared for properly. A fee will be assessed for damaged or lost books and/or materials. Students must learn to be responsible for the care of personal and school materials.

Supply lists will be provided for all students. These lists can be found on our school website or obtained through the front office. Students are expected to provide all of the basic supplies. Please help your child come prepared for school by helping to pack his/her supplies in the evening to avoid the last minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

## LABELS

Please have your child's name on all personal property such as: lunch boxes, school jackets, binders, etc.

## LIBRARY BOOKS

When a student checks out a book from the library, he/she is responsible for that book until it is properly returned. Library books must be returned within two weeks from the date of check out. If a student needs a book for an additional week, he/she may ask the Media Specialist to renew it for them. Renewals will be granted at the Media Specialist's discretion.

Students may check out up to two (2) books at any given time. Students with overdue books may not check out additional books until all overdue books are returned and all fees have been paid.

Any student who loses a book or returns a book that is damaged beyond repair is responsible to pay a replacement fee as determined by the Media Specialist. Damage beyond repair includes, but is not limited to: removal of barcode, laminate covering, or labels; water or food damage; writing on or marking up of books. Books will be considered lost when the late fee exceeds one half of the replacement cost.

Please DO NOT attempt to repair books at home. The library has special materials for book repair. Normal wear and tear is expected and a student will not be charged for minimal damage that can be repaired by the Media Specialist. "At home" repairs may result in a ruined book and the student will be charged a replacement fee.

## LOST AND FOUND

Throughout the school year, items that have been lost are turned into the school office. Many of these issues would be solved if clothing and personal belongings were labeled with the student's name. Any time a student loses an item, he/she may go to the designated lost and found area to claim it. There are many lost items that are never claimed each year. These items are donated quarterly to various charitable institutions. Therefore, **please label your child's personal belongings**, making them easier to return to the student. Lost and Found can be visited by students and parents between the hours 8:30 AM – 1:30 PM.

## MEDIA CENTER POLICY FOR STUDENTS

The school Media Center is open from 7:00 AM until 3:15 PM daily. Media Center passes for before and after school research and checkouts are available for students from the Media Center staff.

## MEDIA RELEASE

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

## MEDICATION

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

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

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

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

A *Medical Release Form* signed by the parent and the child's physician must be on file before medication can be administered. Over-the-counter medication(s) such as acetaminophen, ibuprofen, cough medicines, may not be brought to school without a completed and signed (by physician and parent) Medication Permission Form. All forms must be renewed each school year. The form may be found in the Broward County Code of Student Conduct on the school website. Under no circumstances will any drugs be dispensed without a current form on file. **All medication must be in the original container with a current date, the doctor's name, and directions for administration.** All medication must be removed from the clinic before the last day of school. All medication will be discarded on the first weekday following the last day of school.

Teachers will guard students against the unauthorized use of all medications. The teacher will assist in ensuring that all prescribed medications are taken by sending the student to the clinic at the time designated on the official medication form.

## NATIONAL JUNIOR HONOR SOCIETY (NJHS)

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

## NEWSLETTERS

Our weekly school newsletter is posted on our school website in order to provide school updates, upcoming events, and other important information. Please be sure to visit our school website on a regular basis. A copy of the newsletter will also be e-mailed to all parents.

## OFFICE

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

### VISITORS:

Visitors, **including parents**, are **NOT** permitted to go to their child's classroom unannounced during school hours as this disrupts the normal routine and instruction. **For the safety and protection of all students, visitors (including parents) must sign in and out at the front desk, state who they are visiting, the purpose of the visit, and obtain a visitor's pass before proceeding to a classroom.** Per the *Jessica Lunsford Act*, all visitors must have photo identification and will be scanned using the **Raptor Visitor Management Software** linked to the Florida Department of Law Enforcement (FDLE) database. Your cooperation will enable the school to provide a safe and orderly learning environment for all students. If you wish to meet with a teacher, please make arrangements for a conference with the teacher via the front office or through email (all email addresses are listed on the Student Information System (PowerSchool) and through the school campus-specific website).

### TELEPHONES:

The school has a business telephone to help facilitate the business of the school and the lines must be kept open. Students may not use the telephone without permission and are reserved for emergency use only. It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Only emergency messages will be delivered to the student in the classroom.



**General use of the office telephones by students is discouraged.** No phone calls will be allowed for missing assignments, musical instruments, lunches, or after school plans. A teacher may send a student to the office with a note authorizing use of a phone when necessary. Students may not use phones in the classroom, music department, or physical education office during the school day. Teachers will encourage students to come to school prepared and to make social and transportation plans ahead of time. Please refer to the section in this document regarding usage of “cellular phones.”

## PARENT SERVICE HOURS

Parent involvement plays a vital role in a student’s academic success. Parent involvement fosters an atmosphere of safety and security and is proven to enhance learning gains in students. Parents are now required to provide eight (8) total hours of service to the school throughout the year. These opportunities can be found by registering with your “Service I.D number” on [www.yourvolunteers.com](http://www.yourvolunteers.com).

Parents have many opportunities to volunteer their time both at school and at home. Volunteer opportunities will be available throughout the school year, based on the school’s needs. Volunteer opportunities are listed on the school website and in person in our lobby.

- **Half of the service hours should be completed by January 15<sup>th</sup> and all service hours must be completed by the last day of June.** Incomplete service hours may result in the possibility that your child will not receive enrollment for the next school year.
- Volunteers are required to sign in and out with the front desk and will receive a visitor’s badge, which must be worn at all times while at the school or with students. If a parent fails to sign out after volunteering, the hours will not count toward the service hour requirement. The office will determine where and when a volunteer is needed within the school.
- Volunteers will be assigned only to staff members requesting assistance.
- Punctuality and reliability are expected since teachers plan for volunteer assistance.
- Comparing and criticizing teachers and students is not acceptable volunteer behavior.
- Volunteers should be in good physical and mental health.
- Volunteers are expected to be well groomed and appropriately dressed.
- Volunteers should set a good example for students by their manner, appearance, and behavior.
- Volunteers will be allowed in the classrooms during instructional time ONLY when the office receives prior written notice by the teacher that a volunteer is scheduled to be in the classroom.
- Service hours may be performed by parents, legal guardians, and immediate family members. Exceptions to this limitation will be allowed only with prior approval and at the discretion and review of the administrative staff.

## PARENT TEACHER ORGANIZATION (PTO)

A great portion of each child’s day is spent at school; therefore, his/her growth and development become a joint responsibility between the home and school. Everyone is urged to become active in helping further the goals and growth of the PTO. The faculty, staff, and Administration encourage all parents to become active members supporting the school and the organization. Officers will be elected yearly according to the school bylaws. Officers are expected to work for the good of the school and students, in accordance with their job descriptions in their efforts to fundraise for the school.

The PTO will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to purchase materials, extended learning opportunities, and equipment for the students. PTO board meetings will

be held regularly and are open to anyone who wishes to attend. All members are eligible to vote on issues brought before them for consideration during the general PTO meetings. Parents receive one (1) volunteer hour for attending general PTO meetings. The PTO may be contacted at [pto-sun@franklin-academy.org](mailto:pto-sun@franklin-academy.org). **Please remember that PTO meetings are not the forum to voice complaints about staff or school issues. The PTO board will not permit these questions or comments. If you have a concern, please follow the procedures for grievance located in this handbook.**

## PAYMENT POLICY

**No cash payments will be accepted.** All payments must be made by check or major credit card. Credit card payments may also be made online. **Franklin Academy will stop accepting personal checks on May 1<sup>st</sup> each school year. After May 1<sup>st</sup>, all payments must be made by Money Order or Credit Card.**

It is the responsibility of the parent to prepay via check or online payment for student lunch accounts. Any student with a zero or negative lunch balance will receive a sandwich, drink and a payment reminder. Parents are responsible for monitoring lunch balances via PowerSchool.

Parents that submit checks returned due to insufficient funds, stop payment, or other issue will be charged a \$25.00 returned check fee per check in addition to the amount of the check.

After two returned checks, the school will no longer accept personal checks. Payments may only be made by money order or credit card payments. **Any student with a negative lunch balance, returned check, or overdue book, will not be permitted to participate in field trips or special activities until all outstanding balances are paid in full.**

## PETS

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

## PLAGIARISM/ACADEMIC DISHONESTY

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

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

## PROGRESS MONITORING PLAN (PMP)

A Progress Monitoring Plan (PMP) will be developed for any student in grades K-8 who is not meeting State and District Levels of Proficiency. The PMP will focus learning resources on a student's targeted learning deficiencies. Parents are a vital aspect in the development and implementation of the PMP. During specific instances, parents will be invited to a conference to discuss the plan and provide input. Intensive remediation in the areas of concern will begin immediately. Students enrolled in a special program such as ESE may not have a separate PMP developed.

## PROGRESS REPORT DISTRIBUTION

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

## REPORT CARD DISTRIBUTION

Report cards are issued on a quarterly basis as indicated on the school calendar. Students attending Franklin Academy must be in attendance at least 25 days before a report card can be issued by the school in a given quarter. Final grades for students entering the school late in the year are based on an average of the prior school's grades and Franklin grades.

## RESPONSE TO INTERVENTION (RtI) = Multi-Tiered System of Supports (MTSS)

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

## SEVERE WEATHER INFORMATION

Franklin Academy will follow the same instructions as Broward County Public Schools in case of severe weather emergencies. Parents should watch the local news for information regarding school closings. The campus is equipped with early warning devices. In the case of extreme weather conditions, students will not be allowed into open-air hallways. In the case of extreme weather during dismissal, walkers/bikers will be held until the all clear is given and dismissal may be paused until the weather improves. This is for the safety of both students and parents. Walkers will not be dismissed if the school is under a severe weather alert. Under these conditions, parents will need to pick students up through the carline.

## SNACK POLICY

Franklin Academy requires that all food served or consumed on campus must be with the intent of promoting student health and reducing childhood obesity. Therefore, the following healthy snack guidelines have been established for students in grades 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. This list was created under the simple guidelines of decreasing (not eliminating) calories from sugar and fat, while increasing students' consumption of whole, nutritious foods. **Students in grades 6-8 are permitted to have a healthy, nutritious snack during a designated time of second period only.** Students may NOT consume carbonated or caffeinated beverages while on campus.

## STUDENT INFORMATION SYSTEM/POWERSCHOOL

All parents will have access to the Parent Student Information System (PowerSchool) via any internet computer. User names and passwords are available through the front office. Parents can get up-to-date grades, attendance, and tardy records while also having access to email teachers, view school calendar, and see how your child is faring

with the Florida Standards in each class and on benchmark tests. It is very important that you keep phone numbers, addresses, and contact information updated on PowerSchool.

## STUDENT RECORDS

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

## STUDENT RIGHTS

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in time-out, exclusion from participation in class activities, detentions, suspension, or expulsion. **Parents who have a conflict with a student other than their own child are requested to speak to Administration. At NO TIME may parents approach the student or other parents directly.**

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

## SWIFT K12 COMMUNICATIONS

Franklin Academy utilizes **SWIFT K12** as a tool to promote home-school communications. This system delivers phone, text and email messages concerning school or district emergency situations. Please be sure to keep your telephone and email contact information current to ensure delivery of all SWIFT K12 messages.

## TECHNOLOGY USAGE POLICY

Franklin Academy is responsible for securing its network and computing systems in a reasonable and economically feasible fashion against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. As part of this network system, users are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. Students accessing the network and computer systems are solely responsible for all actions taken while online and will adhere to the *Internet Policy & Guidelines* and submit a signed *Technology Usage Acknowledgement* before they are allowed to access the Internet.

## TRANSFER STUDENTS

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

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

Diagnostic assessments to determine grade-level placement may be administered to any child new to our school, especially when records are not available, as in the example of students coming from a home-school environment. An Academic Improvement Plan (AIP) will be written, if necessary.

## WITHDRAWAL PROCEDURES

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



## TECHNOLOGY USAGE ACKNOWLEDGEMENT

(Grades 3-8)

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

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

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

### **RIGHTS:**

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

### **RULES:**

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

\_\_\_\_\_  
Student's Name (Printed)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date



## PARENT ACKNOWLEDGEMENT

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

I have received access to the handbook and understand it is my responsibility to read and comply with the policies contained herein and any revisions that may follow.

Parent's Name (Printed): \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Name (Printed): \_\_\_\_\_

Student's Signature: \_\_\_\_\_