



PARENT-STUDENT HANDBOOK

PEMBROKE PINES K-8 CAMPUS 2017-2018

SCHOOL HOURS

Elementary (K-5): 7:00 AM – 3:00 PM

Middle Years Programme (6-8): 8:00 AM – 4:00 PM

OFFICE HOURS

7:00 AM – 4:00 PM

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PARENT-STUDENT HANDBOOK

PEMBROKE PINES K-8 CAMPUS

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

The mission of Franklin Academy is to create life-long learners by developing critical thinking skills and promoting high levels of academic achievement in students, while meeting the benchmarks of a standards-based curriculum utilizing varied research-based instructional strategies, technologies, and media, with an emphasis on character development.

INTERNATIONAL BACCALAUREATE (IB) MISSION STATEMENT

Utilizing an intercultural-mindedness model, the mission of the Franklin Academy International Baccalaureate Middle Years Programme 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.

GUIDING PRINCIPLES AND PURPOSE

It is the intent that all students will engage in a rigorous curriculum promoting project-based learning, inquiry, technology, creativity, and teamwork while addressing each individual's learning style. At Franklin Academy, highly qualified staff and administrative professionals will work with students, parents and the community to ensure that students set learning goals and empower themselves by mastering all core academic areas and developing a well-rounded education through art, technology, physical education, and music.

To make this mission a reality, the school will:

- Provide students with motivated, highly qualified teachers and administrators;
- Develop and/or utilize standards-based curricula aligning the benchmarks of the Florida Standards for English Language Arts and Mathematics and the Next Generation Sunshine State Standards for Science and Social Studies;
- Empower experienced faculty to collaborate in constructing viable curriculum maps to ensure equity and flexibility in meeting students' educational needs while addressing benchmarks and process skills;
- Regularly monitor student progress by following a Continuous Improvement Model implementing a variety of assessment techniques including formative and authentic skills assessments across all content areas;
- Develop and utilize instructional focus calendars as mandated by each individual class's learning needs based on data, allowing for extended learning opportunities, enhancement and enrichment;

- Implement 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 and applicable professional development and various instructional tools as aligned with their specific curriculum goals and objectives;
- Promote the use of educational technology and highly effective research-based instructional methodologies, including project-based and inquiry-based learning;
- Foster communication and involvement with parents and the community.

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

Our rigorous approach to teaching and learning, individual needs-based instructional delivery system, differentiated instructional model, student empowerment and professional collaboration supplemented by 21st century technology, continuous progress monitoring and rigorous assessments will help us deliver our mission. The decentralization of services and shared decision-making by professionals within the school, high level of parental involvement, and a web-based student information system that allows parents to communicate with the school and track their child's progress will encourage a collaborative framework that will facilitate a path to success.

EDUCATIONAL PHILOSOPHY

Research has shown that the quality of instruction is the most significant factor in a child's learning. At Franklin Academy, our educational philosophy and mission is reflected in how our teachers deliver instruction. A rigorous, comprehensive, researched-based curriculum aligned to the Florida Standards for English Language Arts and Mathematics and the Next Generation Sunshine State Standards for Science and Social Studies will be delivered to students in a variety of ways.

Our highly-qualified teachers understand where students are in terms of knowledge and reading levels due to pre-assessment data and work collaboratively as a team to determine the route students will take to gain one year's worth of content knowledge. It is every teacher's objective to address the individual learning needs of our students, and meet the criteria (content and performance) of the Florida Standards and the Next Generation Sunshine State Standards.

Each team of teachers evaluates their curriculum within professional learning communities, and determines the best method of instruction according to the rigor of the standard. As a team, they will create an instructional focus that will drive data analysis and provide a framework for developing meaningful assessments and effective action plans to increase a student's rate of learning. Reflection on student performance is key to making proactive changes to meet students' needs. As professionals, our educators will:

- Develop course goals as well as individual student learning goals aligned with the Florida Standards (FS) for English Language Arts (LAFS) and Mathematics (MAFS) and the Next Generation Sunshine State Standards (NGSSS) in Science and Social Studies;
- Adapt content and design their curriculum to meet the interest and needs of the population;
- Select assessment pieces that will authentically reflect learning gains and academic growth;
- Work as professional learning communities within and across disciplines and grade levels to foster horizontal and vertical alignment;

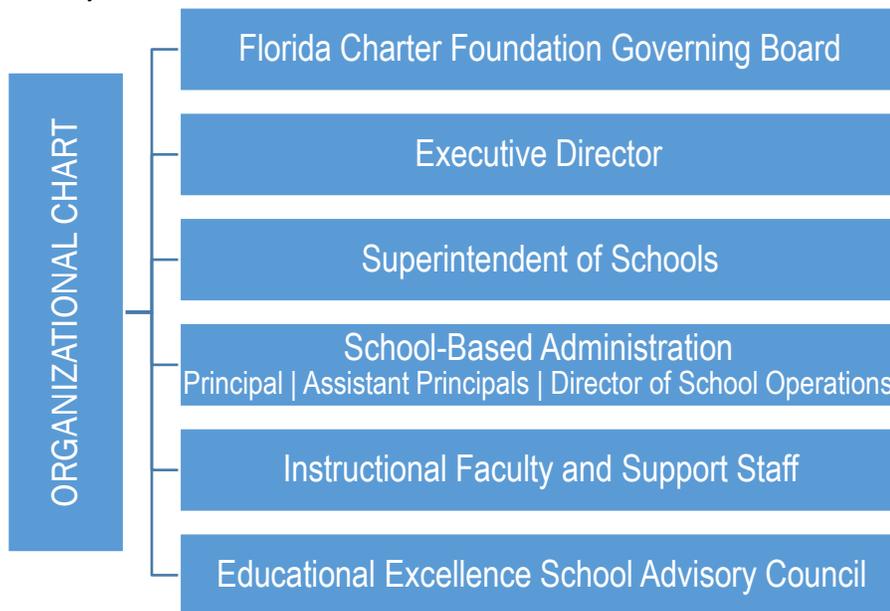
- Focus on and support the development of critical thinking through project-based learning and inquiry;
- Challenge students to invest in their own education by providing numerous types of assessment, timely feedback, and individual reflection time; and
- Serve as role models for attaining life-long learning skills.

Instructional models in the International Baccalaureate (IB) Middle Years Programme (MYP) will align with the principles of the IB World Organization. MYP Classrooms will be concept-based, student-centered and focused on inquiry and collaboration in order to achieve mastery of both the Florida Standards and the International Baccalaureate Objectives and Strands.

GOVERNING BOARD

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

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



ADMISSIONS

Franklin Academy will enroll any eligible student who submits a timely application, as specified in the Charter, unless the number of applicants exceeds the capacity of a program, class, grade level or building. In such cases, the school will employ a random selection process that gives all applicants an equal chance of being admitted (unless otherwise

prohibited by law). Preference will be given to active duty military personnel, siblings of students already enrolled in the Charter School, a Governing Board member's child, and to a son or daughter of an employee of the School.

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 offered admission until capacity targets have been reached. The remaining students' names will be placed on an ordered waiting list in which their name was selected. Once all grades are filled, any additional students who apply shall participate in subsequent lotteries and be placed on the waiting list in the appropriate order. 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 submit an application within the correct enrollment window. If an applicant misses the opportunity to participate in the lottery, their application may be transferred to the next open enrollment window and included in the following lottery.

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

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

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

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

Admission to the International Baccalaureate (IB) Middle Years Programme (MYP) 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 MYP, regardless of academic performance or learning differences.

ACCELERATED READER (AR)

Accelerated Reader is a reading program that encourages differentiated reading practice to create strong readers.

Based on each student's independent reading level, teachers set personalized goals for each student and guide students to books difficult enough to keep them challenged, but not so difficult to cause frustration. AR helps teachers monitor students' vocabulary growth, development of literacy skills and provides immediate information, helping teachers monitor the comprehension skills of each student to inform further instruction or intervention.

Students will receive two (2) grades per quarter in English Language Arts as established by the school's administrative team. All students are required to reach at least 50% of their individualized goal by the middle of each grading quarter. Grades for AR will not be reflected in the PowerSchool Parent Portal until the end of each grading quarter.

Parents are encouraged to monitor their child's progress by visiting Renaissance Home Connect, a digital tool designed to improve the school-to-home connection by allowing parents and students to log in to a website and view the student's reading practice and progress towards goals. Access to online results promotes discussion between parents and students, which motivates students and can make reading practice even more effective. In addition, parents can specify up to six email addresses to receive automatic updates in English or Spanish on their student's reading progress. Contact your child's homeroom teacher for your child's unique AR login credentials.

AFTER SCHOOL CARE

The after school program is operated by **After School Connections**. They offer care each school day including early release days until 6:00 pm and excluding the last day of school. 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. The After School Connections site-based manager administration is your first point-of-contact when addressing any issues or concerns related to after care. For more information, visit the official website at www.afterschool-connections.org.

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 6:50 am for students in grades K-5 and 8:00 am for students in grades 6-8. Instruction begins promptly at 7:30 am for students in grades K-5 and 8:30 am for students in grades 6-8. Breakfast will be served in the cafeteria beginning at 7:00 am for students in grades K-5 and 8:00 am for students in grades 6-8.

Dismissal begins at 2:15 pm for students in grades K-5. Parents are not permitted to "stack" until 2:10 pm. Parents of students in grades K-5 students not picked up by 2:45 pm will be charged a late fee of \$1.00 per minute, per student. Students in grades 6-8 are dismissed at 3:15 pm. Parents are not permitted to "stack" until 3:10 pm. Parents of students in grades 6-8 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 a bicycle home are required to sign out in the front lobby and leave 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. Dismissal forms must be updated annually, or as needed, and may be found on the school's website.

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

Families are provided with a windshield sticker through our FranklinPass system. For car pick-up, place the windshield sticker on the top portion of your windshield. As vehicles approach the fob/scanning station, the windshield sticker will be automatically scanned and your child's name will be displayed in his/her classroom. Proceed to your assigned stacking lane and your child will exit the building for dismissal, curbside at the west gate. **Without a FranklinPass, a person trying to pick up a student must park and bring a photo ID to the office before a child can be released.**

Parents will be provided with 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 dashboard. Students will not be released to individuals who do not have a valid FranklinPass sticker and a school-issued placard displayed on the dashboard.

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 a copy of any legal documents indicating who has legal access to the child and his/her records during school hours. Friends and strangers will be denied access to a student in the absence of verified parental consent.

All parents must remain inside their vehicles at dismissal time. Students will be called out of the school building as you pull into the dismissal lane. Vehicles are required to display the name placard in the window to speed the process and follow the traffic pattern as outlined by the school. The safety of every student, not speed, is the goal of dismissal. **In accordance with Governing Board rule, students will not be permitted early dismissal after 1:45 pm.**

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

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

ASSESSMENTS (SCHOOL, DISTRICT AND STATE)

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 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.

- a) Each student must participate in statewide, standardized assessments at designated grade levels, as required by F.S. 1008.22.
- b) Students with disabilities who meet state-defined exemption criteria may be administered an alternate assessment (F.S. 1008.22(8)) or any one or a combination of the accommodations as authorized by law.
- c) For English Language Learners who are currently receiving services, the assessments may be administered with any one or a combination of the accommodations as authorized by F.A.C. 6A-6.09091, to enable them to fully participate in all assessments. Revised 06/21/16 Policy 6000.1 - Student Progression Plan 8
- d) Ongoing assessment is an integral part of the instructional process and the school will provide parents with the results of each statewide, standardized assessment (F.S. 1008.25(4)).
- e) Middle Years Programme (MYP) students enrolled in Civics or high school Algebra I or Geometry must take the statewide, standardized End-of-Course (EOC) Assessment for those courses.
- f) Students who take the statewide, standardized EOC assessment for a course shall not take the corresponding subject and grade level statewide, standardized assessment (F.S. 1008.22(8)).
- g) All statewide, standardized EOC assessments and ELA, mathematics, and science assessments shall use scaled scores and achievement levels. Achievement levels shall range from 1 through 5, with level 1 being the lowest achievement level, level 5 being the highest achievement level, and level 3 indicating satisfactory performance on an assessment.
- h) A statewide, standardized EOC assessment must be used as the final cumulative examination for its associated course. No additional final assessment will be administered in a course with a statewide, standardized EOC assessment.

Participation in the International Baccalaureate (IB) MYP includes the completion of authentic summative assessments that demonstrate mastery of the Florida Standards along with the IB Objectives and Strands. These assessments may or may not be a part of the student's traditional grade, but they will be evaluated using rubrics aligned with the IB Performance Criteria and will be used to determine each student's progress in terms of the IB Objectives and Strands. At a minimum, a separate mid-year and end-of-year progress report will be distributed to parents to inform them of their child's progress in the MYP. Additional information regarding the Franklin Academy Pembroke Pines IB Assessment Policy can be found on the Franklin Academy Pembroke Pines Website on the IB Tab.

ATHLETIC PROGRAM

Franklin Academy provides opportunities for Middle Years Programme (MYP) students to participate in a variety of interscholastic teams. The privilege of participation on these teams brings corresponding social and academic responsibilities. Student athletes and participants are required to abide by the Broward County Code of Student Conduct. To participate in interscholastic extracurricular athletics, MYP students must meet the following requirements: 1. Students must have been regularly promoted and must maintain a quarterly grade point average of 2.0 or above on a 4.0 scale. 2. Students may receive no more than one administrative (1) discipline referral for misconduct. Failure to meet requirements makes the student/athlete ineligible for contests for the entire next nine weeks.

ATTENDANCE POLICY

The parent of a child of compulsory school age is responsible for the child's daily school attendance (F.S. 1003.24). School staff, parents, students, and appropriate state agencies are expected to work together to ensure that laws are obeyed including, but not limited to, referral to the state designated agency for possible court action for extended

absence or truancy (F.S. 1003.27). 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 may be recommended.

ABSENCE REPORTS: Your child must be in school every day as mandated by state law. When students are absent from school, parents must email the school at attendance-pp@franklin-academy.org to report their child's absence. Parents MUST report these absences within two (2) days to excuse the absence. Failure to do so will result in the absence being marked unexcused. School staff members have a legal right to ask for a written medical excuse.

The school counselor will contact the parent via phone conference, email, teacher/parent conference or letter regarding excessive absences or patterns of non-attendance. Excessive early dismissals will also result in parental contact.

If unexcused absences continue, a formal referral for attendance will be made to administration with supporting documentation of parent contact and non-medical absences attached to the referral. A parent meeting will be required.

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

1. Illness of student
2. Illness of an immediate family member
3. Death in the family
4. Religious holidays of the student's specific faith
5. Required court appearance or subpoena by a law enforcement agency
6. Special event (public functions, competitions, exceptional cases of family need)
7. Scheduled medical or dental appointments
8. Students who have, or are suspected of having a communicable disease

Students who have ten (10) or more unexcused absences within a 90 calendar day period risk the possibility of retention and not being invited back the following school year.

EARLY DISMISSAL/EARLY SIGN OUT: When students are signed out early on an ongoing basis, their academic performance may be negatively impacted. 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. 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)

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. Habitual tardiness

is defined as being tardy 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.

- Tardiness to any class without documentation may be considered unexcused.
- Principals have the discretion to excuse tardiness for extenuating circumstances.
- Unless excused under the provisions of this policy, accumulated tardiness will be recorded as unexcused absences. (F.S. 1003.02 (1)(b))

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

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

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 homeroom teacher. 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, athletic events, and/or programs.

BIRTHDAY CELEBRATIONS

For students in grades K-5, birthday treats (cupcakes, cookies, etc.) are NOT permitted in the cafeteria. All birthday treats must be given out in the classroom or during recess and **all students must be included**. PARENTS MAY NOT BRING HOMEMADE TREATS OR FOOD. Only store-bought foods/snacks that are clearly labeled with the ingredients may be distributed to students. Parents must arrange this celebration with the teacher in advance. Please note: siblings in other classes/grade levels MAY NOT attend. Birthdays for students in grades 6-8 are not celebrated at school.

BOOK BAGS/BACKPACKS

Book bags, backpacks, folders, or any other personal items must not display patches, insignias, drawings, obscene words, gang signs, or any other item that would be deemed inappropriate, offensive, or reflect negatively on Franklin Academy. **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. The bus transportation provided is designed in accordance with county transportation guidelines. All public schools have limited transportation boundaries set according to these guidelines. Routes, pick-up/drop-off times and locations will be developed prior to the start of the school year. Please contact **A1A Transportation** directly for details and information regarding bus transportation services. Students must exhibit appropriate bus behavior. Bus referrals will be sent to school administration. Students exhibiting inappropriate behavior may lose their privileges to ride the school bus.

CAFETERIA PROCEDURES AND EXPECTATIONS

Preferred Meal System is the provider for breakfast and lunch.

BREAKFAST PROGRAM: Breakfast will be served from 7:00-7:20 am for students in grades K-5 and 8:00-8:20 am for students in grades 6-8. Please refer to the school website for current pricing and menu options. Students in grades K-5 and students enrolled in Sibling Link may enter the building at 7:00 am. Students in grades K-5 will report directly to the cafeteria for breakfast while Sibling Link students in grades 6-8 will be sent to a designated activity area and will return to the cafeteria at 8:00 am for breakfast. Students in grades 6-8 may enter the building at 8:00 am and report directly to the cafeteria for breakfast, if desired.

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. Refer to the school website for current pricing and menu options. Pursuant to the Federal Lunch Program guidelines, a doctor's note will be required if a student cannot drink milk and needs an alternate beverage at lunch.

FREE AND REDUCED-PRICE MEALS: To apply for free or reduced-price meals, visit the school website and follow the appropriate link to complete the online application process. Parents must apply for this benefit annually (application is separate from the school district). The application process takes 10 school days. Notification pertaining to qualification for free/reduced lunch will be sent directly to the home by Franklin Academy. Students who had free/reduced lunch during the previous school year will receive their benefits for the first 30 days of school. Students new to Broward County Public Schools will have to pay full price until their application is processed. Please note that students who qualify for free/reduced lunch are entitled to one breakfast and one lunch daily. **Those who choose to take a second breakfast and/or lunch will be charged for that meal.**

Please Remember: Students may not bring carbonated beverages or drinks to school. Beverages in glass containers are prohibited. There are no refrigerators or microwaves available for student use. 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. Parents may not drop off lunch or food items as it disrupts the school day.**

PAYMENTS: All parents are encouraged to pre-pay for lunches on Friday or monthly so that funds are always available for student purchases. **Franklin Academy DOES NOT ACCEPT CASH.** Instead, lunch payments are debited from the student's account. If paying by check, please make it payable to **Franklin Academy** and include the **student's name** as well as his/her assigned **lunch account number**. Credit card payments can be made online via our website at www.franklin-academy.org. Any student whose lunch balance drops below the current cost of a hot meal will not be eligible for a hot meal. In such cases, students will be provided a cheese sandwich and a drink. This substitute meal will continue to debit the student's account balance, at a reduced rate. The student will continue to receive the substitute meal each day that they attempt to purchase lunch while their balance is insufficient. Once a payment has been fully processed and the student's balance exceeds the cost of a hot meal, they will once again be eligible to purchase a regular meal. **The following is a SAMPLE of what your child will receive if his/her lunch account balance drops below the cost of a hot meal.**

SAMPLE NOTICE

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

Their current lunch balance is \$_____.

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

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

CARE OF SCHOOL PROPERTY

Students are expected to respect the school buildings and property. Containers are provided throughout the buildings and grounds for proper disposal of trash. **Marking or defacing school property is a serious offense leading to suspension and possible expulsion.** Any student who damages/vandalizes school property will be required to make full restitution for damages. **Chewing gum in the school building is strictly forbidden.** All food must be consumed in the cafeteria or area designated by 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.

CELLULAR PHONES/ELECTRONIC DEVICES

The use of electronic devices by a student when school is in session is not permitted. Handheld games, headphones, and the like should not be brought to school. Students who bring handheld games and headphones to school will have them confiscated, 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 Book of Student 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 Book 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.**

CHAPERONES

Chaperones are essential for proper supervision and are intended to address the health, safety and security needs of the students. All individuals serving as a chaperone on any Franklin Academy sponsored field trip must have the appropriate security clearance. Therefore, they are expected to meet the security eligibility requirements in accordance with State Laws, Federal Regulations and District required security clearances. Parents who do not meet security clearance requirements will not be permitted to serve in the capacity of chaperone on any school field trip.

CHARACTER COUNTS

To support our mission of 'Building Better People, Every Day', Franklin Academy implements **Character Counts** as a framework for character education. When children learn a consistent set of universal values and teachers model those values, behavior improves and educational focus soars. This widely implemented approach to character education is centered on basic values referred to as 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.

The Franklin Academy IB MYP has a set of Learner Profile traits that are emphasized in the character development of our MYP students. IB Learners will work to be inquirers, open-minded, knowledgeable, caring, thinkers, risk-takers, communicators, balanced, principled, and reflective.

CHILD ABUSE

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

CLUBS & ATHLETICS

Students will have an opportunity to participate in an after-school club or sport of choice during the school year. At dismissal from after school clubs, sports, or meetings, students will remain with the teacher/sponsor until picked up or signed in to after care if enrolled in the program. Students are dismissed from clubs via the east gate (bus side).

- Clubs will not be held on early release days, professional development days, or staff meeting days.
- Late payments for clubs WILL NOT be accepted. Parents MUST pay club fees by the established due date or their child will not be eligible to attend the club until the next session.
- Students who are picked up late from clubs or athletic events will be charged a late fee of \$1.00 per minute, per student.

COMMUNICATION AND GRIEVANCE PROCEDURES

Communication between school and home is essential to the success of every child and the school. The following hierarchy has been organized to support positive communication between home and school. Specific requests (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.
2. **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 an issue.
3. **The Assistant Principal:** Following conversations with the classroom teacher and/or the school counselor in matters of student behavior and academics, parents may contact or 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.
4. **The Principal:** Following conversations with the classroom teacher and/or school counselor, and Assistant Principal in matters of student behavior and academics, parents may contact or 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.
5. **The Superintendent of Schools:** If you feel further action is necessary, parents may contact the Superintendent of Schools to escalate concerns beyond the school level. Contact information is located on the school website.
6. **The Governing Board:** If an issue persists after adhering to the appropriate protocol for escalating concerns, parents may contact the 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, Superintendent of Schools or contacting the Governing Board.

COMMUNICATION FOLDER

The school-issued communication folder is an essential component of home-school communication. Teachers will utilize the folder to send and receive required paperwork, including but not limited to, report cards, progress reports, school flyers, handouts, field trip forms, extra practice assignments and other classroom and school-specific communication pieces. Parents are strongly encouraged to review the communication folder on a daily basis.

CONFERENCES

Parent and teacher communication is 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. School personnel will get in touch with the parent and arrange a mutually agreed upon time for the conference. Conferences with multiple middle school teachers are scheduled through the guidance counselor.

Conferences *requested by the school* will indicate 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 encouraged to have a minimum of two (2) conferences with all parents during the school year. Middle school teachers are encouraged to have a minimum of one (1) group 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 school counselor 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 time 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 MATRIX

The Discipline Matrix is a tool used by administrators when students have committed serious violations of the Code of Student Conduct. This tool is designed to offer consistency at all levels so that students are disciplined fairly when their behavior requires a consequence beyond the classroom. There are four different versions of the Matrix which assign interventions and consequences for the following grade levels: Grades K-2; 3-5; 6-8 and 9-12. A copy of each matrix is available online. If you have questions about the Discipline Matrix, please contact your school administrator.

DISCIPLINE POLICY

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

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

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

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

BUS BEHAVIOR: Riding the school bus is a privilege. Misconduct by any student while riding a school bus represents a serious threat to the safety of all occupants of the bus as well as other motorists, pedestrians, and members of the community. All rules that apply to the school grounds and school activities also apply to the school bus. Parents are responsible for their student'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 en-route to and from school, a student, parent, or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/designee deems appropriate, which may include the use of the School Resource Officer. Students who cannot refrain from disruptive behavior or those who disturb other students will lose transportation privileges in conjunction with consequences from the Broward County Administrative Discipline Matrix.

CAFETERIA BEHAVIOR: Each student is required to show good manners, courtesy, and consideration of other students and adults in the cafeteria. Students are to enter and exit the cafeteria in an orderly fashion. Students are to stand in a single file line while waiting for food, keep communication noise levels low (no shouting), and remain seated. Containers are provided for the disposal of trash and each student is required to dispose of any trash on his/her table and the surrounding area before the lunch period is over (or immediately upon the request of the monitors). 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 that a major disruption on campus (i.e. food fight) was created. This policy is consistent with the Broward County Public Schools Administrative Discipline Matrix.

HALLWAY BEHAVIOR: Students should travel through the hallways quietly to avoid interrupting ongoing classes and will follow staff directions for proper procedures. At no time will students be allowed to run or yell in the hallway. Students 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 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.

DETENTION: Students may be issued a lunch detention, after-school detention (3:30 – 4:30 pm) or a Saturday Work Detention (8:30 am to 10:00 am) for failure to comply with classroom/school rules. For Saturday Work Detentions, students must be dropped off promptly at 8:30 am, dressed in full uniform. Students arriving late will be rescheduled to serve the next detention. Work detentions involve cleaning the school grounds. Students must be picked up promptly at 10:00 am. Failure to do so will result in parents being charged a late fee of \$1.00 per minute. Detentions will NOT be rescheduled due to athletic games/practices, parties, special events, etc. Failure to attend an assigned detention will result in progressive disciplinary action, up to and including a one-day outdoor suspension, in accordance with the *Broward County Public Schools Administrative Discipline Matrix*.

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
- 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:

- Possession, use of or transmission of a weapon including a gun, knife, razor, explosive, ice pick or club
- Possession, use of, or transmission of a substance capable of modifying mood or behavior
- Using any article as a weapon or in a manner calculated to threaten any person
- 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
- 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
- Excessive absences/tardiness/early dismissals

DRESS CODE

Franklin Academy is a mandatory uniform school. Appropriate dress and grooming can help to create a positive learning environment. Other attire may be allowed for special school activities with approval of the school administration. A higher standard of dress encourages greater respect for individuals, students, and others, resulting in a higher standard of behavior. 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. 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.

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 with the classroom teacher in case of an emergency. All uniforms must be purchased from the school approved vendor, iuniforms.com.

All uniforms must be purchased from the approved uniform vendor.

SHIRTS	<ul style="list-style-type: none"> 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, midriffs are never to show.
BOTTOMS	<ul style="list-style-type: none"> Only properly fitted uniform bottoms with the official school logo may be worn. Shorts and skorts must be of appropriate length (discretion of school administration) Only slacks, shorts, skorts and jumpers with the official school logo may be worn Girls are not permitted to wear shorts (skorts or pants only) Sweatpants with the Franklin Academy logo are permitted ONLY for PE classes.
OUTERWEAR (JACKETS, SWEATERS)	<ul style="list-style-type: none"> Only outerwear (jackets, sweaters) with the official school logo may be worn School uniform shirts must be worn under any outerwear
BELTS	<ul style="list-style-type: none"> Students in grades 2 - 8 must wear a belt with a buckle Solid/plain black, brown or navy dress-style belt (no holes or studs) Belts must be worn correctly through the belt loops
SOCKS	<ul style="list-style-type: none"> Solid white, black, or navy Solid white, black, or navy tights may be worn with skorts in cooler months
SHOES	<ul style="list-style-type: none"> Athletic style (sneaker) shoes Dress style shoes (loafer or tie) or Mary Jane style
HATS	<ul style="list-style-type: none"> Hats may NOT be worn in the school building. Hats without logos or hats with the school logo may be worn during outdoor PE and/or recess
PHYSICAL EDUCATION UNIFORM	<ul style="list-style-type: none"> PE shorts and shirts (with the school logo) must be worn, along with socks, and sneakers for PE class PE sweatpants (with the school logo) may be worn in cooler months for PE only

OTHER

- **Jewelry** must not pose a threat to safety, and must not be distracting. For safety reasons, only stud-style earrings may be worn.
- **Necklaces** should be tucked under the shirt
- No unnatural **hair color**/highlights are permitted
- **Hair styles** must not be distracting and are subject to administration approval (Mohawk, spikes, designs, sculpted styles, etc.)
- Hair should be neat and not fall into the face
- No **body piercings** visible other than one earring per ear
- Torn or tattered clothing is prohibited
- Sunglasses may not be worn indoors without a physician's note
- ID badges must be worn around neck with school provided lanyard (MYP students only). Students are charged \$8 for each lost ID and lanyard.

EDUCATIONAL EXCELLENCE SCHOOL ADVISORY COUNCIL (EESAC)

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

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

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.

MAJOR ACCIDENTS:

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

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

MINOR ACCIDENTS:

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

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, state and federal requirements. A Special Programs Coordinator is available onsite to facilitate implementation of the student's Individual Education Plan (IEP), Education Plan (EP), or A Section 504 Plan.

According to the IB World Organization, all IB MYP schools must implement and adhere to a philosophically-aligned Inclusion Policy. This policy is published in the Franklin Academy Pembroke Pines Website on the International Baccalaureate Tab.

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 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. 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 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 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 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 serve as a chaperone may count time devoted to this function 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.

FLORIDA STANDARDS

The Florida Standards reflect the Florida Department of Education's foundational expectations of what ALL students should know and be able to do in each grade from kindergarten through 12th grade. Teachers have participated in professional learning sessions to inform ongoing planning to implement the standards. Franklin Academy is committed to engaging parents and families to prepare students for success. All of us play important roles preparing students to achieve their potential. We will continue to assess our academic program and work together to ensure they are preparing ALL students to succeed in college, career and life.

- **Non-fiction:** Students will read more informational and increasingly complex text as they move through the grade levels. Teachers in all subject areas will increase focus on reading and comprehension.
- **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.
- **Complexity:** Students will be expected to read and comprehend increasingly complex texts.
- **Speaking/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 evaluate students on how well they understand the speaker's points.

Implementation of the IB MYP includes instruction within a conceptual framework connected to real world application of the content and skills outlined by the Florida Standards. In addition, the IB MYP has its own set of objectives and strands in each subject group. These learning goals will be addressed a minimum of two (2) times per year in each course in the Middle Years Programme.

FOOD POLICY

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

GIFTED REFERRAL PROCESS

The State of Florida defines a gifted student as "one who has superior intellectual development and is capable of high performance." These students often have learning needs that go beyond what is traditionally offered in the

regular classroom. Parent/Guardians or faculty members may refer a student to be screened for gifted program services by sending a written request via email to the school's Special Programs Coordinator or Response to Intervention (RtI) Specialist. All referrals will be reviewed by the Eligibility Team to consider if existing data sources and information warrants eligibility for a gifted screening.

GRADE WEIGHTS AND CATEGORIES

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

GRADING AND STUDENT PROGRESSION PLAN

Franklin Academy follows the District's Student Progression Plan (POLICY 6000.1), where applicable. 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. Our curriculum is aligned to the *Florida Standards (FS)* for English Language Arts and Mathematics and the *Next Generation Sunshine State Standards (NGSSS)* for Science and Social Studies, as required by Florida law.

GUM CHEWING/EATING

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

HEALTH CONCERNS

- **Please inform the school:** If your child is out sick with a diagnosed communicable illness, such as meningitis, measles, salmonella, etc.
- **Please keep your child home:** If your child has flu-like symptoms such as, fever greater than 100.5, sore throat, cough, chills, body aches etc. Also keep your child home for rashes, yellow eye drainage, or greenish-yellow phlegm from a cough or cold, diarrhea, etc.
- **If your student has any health conditions such as:** Allergic Reactions (food, insect bites, etc.), Asthma, Diabetes, Cystic Fibrosis, Seizures, Sickle Cell Anemia, or any other health condition, the following information is needed to care for your student safely at school: updates and changes in health condition as they occur; medications and treatments needed – must be documented on an Authorization for Medication/Treatment form; emergency contacts (names and phone numbers).

A student will be sent home if authorized school personnel detect lice and/or nits (lice eggs) in his/her hair. The entire class may be checked for any head lice if it is detected on a student in the class. Upon return, the student and parent must report to the office and the student will be checked by the school nurse to determine if any nits are still present before being re-admitted. Under no circumstances are parents permitted to check another student for lice and/or nits

HEALTH IMMUNIZATIONS

Safety is essential at Franklin Academy. Keeping students safe from infectious diseases is one important aspect of safety. Make sure your child's required immunizations are up to date. If you are not sure, you can check with your healthcare provider or the Florida Department of Health-Broward at (954) 467-4700. Florida statute requires that all

students have the proper immunizations before enrolling in Franklin Academy or any Broward County public school. Information is available on Broward County Public Schools website at browardhealthservices.com/resources/.

HEALTH SCREENINGS

According to the guidelines established by the Florida Legislature, at the beginning of each year, parents shall be notified of the screening activities available through the School Health Services Program. Florida Statute 381.0056(7)(d), mandates health screening to public school students in Kindergarten (KG), 1st, 3rd and 6th grades and for students new to the county. It should be understood that such screenings do not substitute for a thorough examination by a health care provider. The screenings include vision, hearing, height and weight, Body Mass Index (BMI) and Scoliosis. They are offered in an effort to decrease health barriers to learning and may be performed individually or in groups. Parents or guardians have the right to opt their child out of the screenings. Parents are encouraged to follow up with a health care provider if a letter is received indicating their child did not pass a health screening. **Note:** If you DO NOT want your child to receive one or more of the mandated screenings, please submit the required “Health Screening Opt-Out Form” to the school WITHIN 10 DAYS FROM THE FIRST DAY OF SCHOOL or from the date of enrollment, if a student enrolls after the start of each school year.

HOMEWORK POLICY

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

HONOR ROLL REQUIREMENTS

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

INSTRUCTIONAL BOOKS, EQUIPMENT, MATERIALS, AND SUPPLIES

All textbooks and library books needed by students for school are furnished by the school. The school also provides the materials and equipment requested by teachers for classroom instruction. Students need to realize that books and materials are costly and must be cared for properly. A fee will be assessed for damaged or lost books and/or materials. Students must learn to be responsible for the care of personal and school materials. Supply lists will be provided for all students. These lists can be found on the school website. Students are expected to provide all of the basic supplies. Please help your child come prepared for school by packing 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.

I-READY DIAGNOSTIC AND INSTRUCTION

i-Ready Diagnostic & Instruction is an online, interactive learning environment designed to assess students and then provide individualized instruction based on each student's unique needs. The exciting format and engaging content draws in students right away. The i-Ready experience builds students' investment in their learning by giving them real-time feedback on their progress in each skill. As students complete each assignment successfully, they earn credits that they can use to play games. i-Ready also provides opportunities to learn both at school and at home.

i-Ready Diagnostic & Instruction is designed to complement what is being taught in the classroom. The lessons are assigned based on how your child performed in the Diagnostic test, which he/she must complete before starting work on the lessons. The lessons are presented in three parts: tutorial, guided practice, and graded activity. Your child will get relevant instruction with supportive feedback as he/she progresses through the lessons. For more information on i-Ready, go to www.i-Ready.com/Tour.

LABELS

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

LATE FEES

Parents of students in grades K-5 not picked up by 2:45 pm will be charged a late fee of \$1.00 per minute, per student. Parents of students in grades 6-8 not picked up by 3:45 pm will be charged a late fee of \$1.00 per minute, per student. The late fee policy applies to all before-school/after-school/after-hours events and activities including but not limited to late pick up from after-school clubs, special events, etc.

LIBRARY BOOKS

When a student checks out a book from the library, he/she is responsible for that book until it is properly returned. Library books must be returned within two weeks from the date of check out. If a student needs a book for an additional week, he/she may ask the Media Specialist to renew it for them. Renewals will be granted at the Media Specialist's discretion. Students may check out up to two (2) books at a 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 Media Center is equipped with 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.

LUNCH MENUS

Monthly breakfast and lunch menus are posted online as well as in the school cafeteria.

MEDIA CENTER POLICY FOR STUDENTS

The **Elementary Media Center** will be open from 7:00 am until 3:00 pm daily. Media Center passes for before and after school research and book circulation are available for students from the Media Center staff.

The **Middle Years Programme (MYP) Media Center** will be open between 7:45 am and 8:15 am, during MYP lunch, and from 3:15 pm until 4:00 pm for use by MYP students to conduct research, practice skills and content from their classes, or check out books.

MEDIA RELEASE

Franklin Academy or any school approved agent may take photographs/video of students for the purpose of promoting the school or demonstrating the school's accomplishments and activities. Photos may be published on brochures, school website, flyers, advertisements, etc. Consent forms are signed by parents as part of the registration process. Failure to provide a signed Media Release form may prevent the student's photograph from appearing in the yearbook and class photos.

MEDICATION ADMINISTRATION PROCEDURES

Every attempt must be made by the student's parent and healthcare provider to have medications administered at home during non-school hours. When this is not possible a completed Authorization for Medication/Treatment Form must be provided for all medications to be administered during school hours.

School personnel may not administer medication unless the parent presents the school with a completed Authorization for Medication/Treatment Form signed by the parent and the healthcare provider – NO EXCEPTIONS will be made.

- Authorization for Medication/Treatment Forms are only valid for one year from the date the form was completed by the physician.
- Any changes in the type, dosage, frequency of medication will require a new Authorization for Medication/Treatment Form to be completed by the physician and signed by the parent. An original form must be obtained.
- The Authorization for Medication/Treatment Form must be current.
- In an emergency situation an Authorization for Medication/Treatment Form can be faxed to the healthcare provider and returned by fax to the school. An original must be obtained from the healthcare provider and include parent signature within one week of obtaining the order.
- Medications are to be brought to the school by the student's parent.
- Non-prescription (over the counter) medications must be received in the original container and labeled with the student's name. A completed Authorization for Medication/Treatment Form must accompany each over the counter medication.
- Prescription medication must be received in a pharmacy labeled container with the student's name, healthcare provider's name, pharmacy's name and phone number, name of medication, directions concerning dosage and date of prescription.
- Over-the-counter medication(s) such as acetaminophen, ibuprofen, cough medicines, may NOT be brought to school without a completed and signed Authorization for Medication/Treatment Form.

- All medication must be removed from the clinic before the last day of school.
- All medication not picked up by the parent will be discarded on the first weekday following the last day of school.

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.

MEDICATION: SELECT OVER-THE-COUNTER (OTC) TOPICAL PRODUCTS

Students in all grade levels are permitted to self-carry and self-administer bug, insect, mosquito repellent (wipes or lotions only) and sunscreen (no aerosol products permitted). An Authorization for Over-the-Counter (OTC) Topical Products with Parental Approval Only form must be completed and signed by the parent/guardian. **Note:** Plan ahead for field trips if your child needs medication for an overnight trip that he/she may not normally take at school. Update changes to your child's health condition as they occur. All over-the-counter (OTC) topical products must be kept in the student's backpack.

MISSING ASSIGNMENTS

DUE TO EXCUSED 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. However, previously assigned work is due the day of return. Students who have an unexcused absence will follow the policy for Missing Assignments & Tests due to late work.

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 of the grade earned. Late work will not be accepted if the grading quarter in which it was assigned has ended.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school students. NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Citizenship, and Character.

Selection Criteria: In order to be considered a candidate for induction to the Franklin Academy Pembroke Pines Chapter of the National Junior Honor Society, a student must meet the following minimum prerequisites: 1. Student must be enrolled at Franklin Academy Pembroke Pines Middle School for at least one full semester. 2. Student must be in the second semester of 6th grade, 7th grade or 8th grade. 3. Student must have a cumulative grade point average of all classes taken at Franklin Academy from enrollment to the present time of at least 3.5 on a 4.0 scale.

Students having been identified as meeting the above prerequisites will receive a Candidate Packet. The Candidate Packet should be completed and returned to the student's homeroom teacher within 2 weeks' time from the distribution date. Late submissions will NOT be considered. Additional details and information regarding qualifications for membership, membership process, and service projects for this organization are available on the school website.

OFFICE

All visitors are required to enter the building through the main office, provide a valid state-issued identification card and obtain a visitors badge. For safety reasons, all exterior access doors/gates will be locked once students have arrived, with the exception of the front office doors. Staff members will monitor doors at all times. Students are not to open any outside under any circumstances. Entry is NOT permitted via the east or west access gates.

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. Effective with the 2017-2018 school year, **Franklin families will be required to perform a MINIMUM of eight (8) Parent Service Hours each academic year regardless of the number of students enrolled at the school.**

All service hours must be earned between July 1st and June 30th of each school year. **Service hours may not be satisfied with financial contributions of any kind.** Families may earn hours both at school and at home. Families that fail to satisfy this annual requirement will be notified and are subject to the following:

- The family may be asked not to return the following year.
- Students will be restricted from extra-curricular activities (field trips, after-school clubs, dances, etc.).
- 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.
- 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 completing their service hours on campus MAY NOT be accompanied by their minor children and may not earn hours in their own child's classroom. Please refer to the Service Hour Brochure available on the school website for all policies and requirements of the Service Hour Program.

Volunteers are required to sign in at the front desk and receive a VOLUNTEER BADGE, which must be worn at all times while on campus. If a parent fails to sign out after volunteering, the hours will not count toward the service hour requirement. Parents are asked to dress appropriately and avoid using cell phones while on campus.

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. All families are encouraged to become active in helping further the goals and growth of the school by joining the Parent Teacher Organization. Officers will be elected according to the Parent-Teacher Organization bylaws. PTO Officers are expected to work for the good of the school and students, in accordance with their role descriptions.

The PTO will sponsor fundraisers throughout the school year. Monies generated by fundraising events will be used to enhance the overall student and staff experience, purchase materials and equipment for the students, and support school programs and initiatives as recommended by the Principal in furtherance of the school mission. All active members are eligible to vote on issues brought before them for consideration during the general PTO meetings. Parents receive one (1) service hour for attending general PTO meetings. The PTO may be contacted at pto@franklin-academy.org. Please remember that PTO meetings are not the forum to voice complaints about staff or

school issues. The PTO board cannot address these questions or comments. If you have a concern, please follow the procedures for communication in this handbook.

PAYMENT POLICY

Franklin Academy is a NO CASH school. All payments must be made by check, money order or online with a major credit card. **Franklin Academy will stop accepting personal checks on May 1st each school year.** After May 1st, all payments must be made by money order or credit card until the next school year.

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 major credit card. **Any student with a negative lunch balance, returned check, late fees, or overdue book(s), will not be permitted to participate in field trips or special activities until all outstanding balances are paid in full.**

PETS

Parents are asked to cooperate with the school regarding the bringing of pets or other live animals to school for any purpose. Teachers will send written notices home if and when animals are permitted in the classroom. 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.

The Franklin Academy Pembroke Pines IB MYP has developed an Academic Honesty Policy that is aligned with the principles of the IB World Organization and will be enforced with all MYP students. The policy is published on the Franklin Academy Pembroke Pines Website on the International Baccalaureate Tab.

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 in the state. Each student has the right not to participate in reciting the pledge. Upon written request by his or her parent, the student will be excused from reciting the pledge, including standing and placing the right hand over his or her heart. When the pledge is given, unexcused students must show full respect of the flag by standing at attention and men removing the headdress, except when such headdress is worn for religious purposes (F.S 1003.44).

POWERSCHOOL (STUDENT INFORMATION SYSTEM)

All parents will have access to PowerSchool, our official parent student information system, via the Internet. User names and passwords are available through the front office. Parents can receive up-to-date grades, attendance, and tardy records while also having access to email teachers, view school calendar, and see how your child is faring with the Florida Standards (FS) in each class and on assessments. It is very important that you keep phone numbers, addresses, and contact information updated in PowerSchool. The Parent Portal can be accessed via a web browser or with the free PowerSchool for Parents App. When you first enroll your child(ren) in Franklin Academy, you will receive a letter with your Access ID and Access Password. These two items allow you to create your Parent Portal login. If you do not have your access information, please contact the school. Visit the school website for details and information.

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 and will be invited to a conference to discuss the plan and provide input. Intensive remediation in the areas of concern will begin immediately. Students receiving services through the Exceptional Student Education program may not have a separate PMP developed.

PROGRESS REPORT DISTRIBUTION

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

PROMOTION CRITERIA

Grades K-5: Specific promotion criteria is outlined in the Broward County Public School's Student Progression Plan. The evaluation of each student's progress is based on multiple measures including, but not limited to, classwork, observations, tests, district and state assessments, and other data including final grades on report cards.

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

Promotion to 9th grade will require passing:

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

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 10 days before a grade can be issued by the teacher in any 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 current Franklin Academy grades.

RESPONSE TO INTERVENTION (RtI)

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

SCHOOL CLOSINGS

In the event of a campus emergency, weather emergency, or other unusual event that would necessitate the closing of school, the process and updates will be made available on the Franklin Academy website and by SwiftK12 parent message 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 maintain emergency contact information current in PowerSchool.

SCHOOL COUNSELOR

Franklin Academy employs a full-time certified school counselor. The School Counselor assists students, parents, and staff members with student guidance and academic advising. The School Counselor is available by appointment to discuss student issues with parents/guardians. School counselors promote and enhance achievement through a comprehensive model that incorporates prevention and intervention with continuous academic, career and personal/development activities that will prepare students for meaningful participation in a diverse, changing world. These activities may include classroom guidance, small groups for skill mastery, individual counseling for students with specific needs and a variety of other proactive and innovative ways to support student performance. School counselors implement a program based on the National Standards for School Counseling programs and the American School Counselor Association (ASCA) National Model. They also provide resources to staff, students, families and others to ensure that a family friendly environment is established and ensure that students have 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.

SEVERE WEATHER INFORMATION

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

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 the last five (5) minutes of second period only.** Students may NOT consume carbonated or caffeinated beverages while on campus.

SOCIAL MEDIA GUIDELINES

Student Guidelines:

- Be aware of what you post online. Social media venues including wikis, blogs, photo and video sharing sites are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, or a future employer to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with someone else's opinions, however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom will be inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended when appropriate. However, be sure to read the entire article prior to linking to ensure that all information is appropriate for school.
- Do your own work! Do not use other people's intellectual property without their permission. It is a violation of copyright law to copy and paste other's thoughts, images, designs, etc. When paraphrasing another's idea(s) be sure to cite your source with the URL. It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons' attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity. Blog and wiki posts should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable, or is not respectful, tell your teacher right away.
- Students who do not abide by these guidelines may lose their opportunity to take part in the project and/or access to future use of Franklin Academy online tools. In addition, disciplinary or legal action may apply.

Parent Guidelines:

- Parents should expect communication from teachers regarding their child's involvement in any project using online social media applications, i.e., blogs, wikis, podcast, etc.
- Parents will not attempt to destroy or harm any information online. Instead they will report objectionable material to a school administrator and/or school counselor.
- Parents will not use classroom social media sites for illegal activity, including violation of data privacy laws.
- Parents are highly encouraged to be aware of their child's electronic communications and participation in social media projects.
- Parent participation is encouraged to help ensure that student involvement in social media networking is appropriate and that the privacy concerns are protected.

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 appropriate consequences in accordance with the *Broward County Administrative Discipline Matrix* and may include 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 the school counselor or school 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.

STUDENT SERVICE HOURS – IB MYP

Participation in the IB MYP requires the completion of a minimum number of service hours that are reported to and verified by the school. Students and families may wish to select activities that include the whole family as a way of enhancing a family sense of service to our local, state, national or international community. Service opportunities will be published on a regular basis so that students have many options for activities that will satisfy their Service as Action Requirement.

SWIFT K12 – PARENT MESSAGING SYSTEM

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

TECHNOLOGY USAGE POLICY

Computers, networks, digital curriculum and resources, and online information systems such as the Internet and email are becoming more commonplace in our classrooms and media centers every year. While these systems deliver a huge number of resources to our classrooms, their ability to serve students and teacher depends on the responsible and ethical use of every device and system. Franklin Academy is responsible for securing its network and computing systems in a reasonable and economically feasible fashion against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. As part of this network system, users are responsible for respecting and adhering to school, local, state, federal, and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. Students accessing the network and computer systems are solely responsible for all actions taken while online and will adhere to the Internet Policy and Guidelines and submit a signed Technology Usage Agreement acknowledgement form before they are allowed to access the Internet. 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 the School Board of Broward County Technology-Acceptable Use Policy 5306, Section 6.

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 use is reserved for emergencies 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, etc. 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, bathrooms, hallways, or any other areas 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.

TRANSFER STUDENTS

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

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

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

VISITORS

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. 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 to be permitted access to the school campus. 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 available through the Student Information System (PowerSchool) and the school website.

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 may be required before finalizing the withdrawal process.



TECHNOLOGY USAGE AGREEMENT 2017-2018 Parent Acknowledgement Form

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

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

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

RIGHTS:

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

RULES:

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

Student's Name (Printed)

Grade

Student's Signature

Date

Parent's Signature

Date



PARENT-STUDENT HANDBOOK
2017-2018 Parent Acknowledgement Form

The Franklin Academy Pembroke Pines 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 contained therein. These rules apply to all activities occurring on school grounds, on other sites being used for school activities, and on any vehicles authorized to transport students. I should consult with a school representative regarding any questions not answered in the Franklin Academy Parent-Student Handbook. Since the information and policies described are necessarily subject to change, I acknowledge that revisions to the Parent-Student 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.

The electronic copy of these rules is available at <http://pp.franklin-academy.org/policies-and-procedures.php>. Your signature below indicates that you have received access to the Franklin Academy Parent-Student Handbook and understand it is your responsibility to read and comply with the policies contained in the publication and any revisions that may follow.

All parents are required to sign and return this form to school within three (3) days from the first day of school or from the date of enrollment.

Student's Name (Printed): _____

Student's Signature: _____

Student's Homeroom Teacher: _____

Parent's Name (Printed): _____

Parent's Signature: _____

Date: _____