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###### The Franklin Academy

**Parent Handbook**

**2020-2021**

3000 Northwest Ave./1500 E. Victor St.

Bellingham WA 98225

360 / 733-1750

Fax: 360 / 734-1882

Web Page: thefranklin.academy

Head of School: Gretchen Bucsko

Associate Head of School: Katie den Hartog

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MISSION

**The mission of The Franklin Academy is to provide academically capable and willing students a rigorous course of instruction, emphasizing leadership, achievement and moral and spiritual development embodied in Christian values.**

The Franklin Academy’s Core Commitments

I Will Engage

Embrace life with its joys and frustrations. Connect with family, friends, classmates, colleagues, and people around the world. Tackle problems and challenges – intellectual, practical, spiritual, and social. Discipline yourself, knowing that accomplishment and academic rigor require resilience and persistence. Act upon your convictions with courage and with kindness. Embrace leadership opportunities of all kinds.

I Will Reflect

Consider the meaning of life, what you believe, and your place in the world and in existence. Learn about your own mind, spirituality, and personality and how to get the best from yourself. Learn about others – what they value and what you can appreciate. Talk less, listen more. Question what you hear and read. Embrace the beauty of art, of science, of mathematics, of ideas, of true friendship, and of our world. Learn about history, that we may raise ourselves. Extend your awareness. Strive for knowledge moderated by wisdom.

I Will Create

Find your creative spark and nurture its flame. Keep an open mind; open to insight and inspiration. When others say “it can’t be done,” persevere and prove them wrong. Do what brings you joy. Build things: machines, ideas, songs, theorems, poems, friendships, teams, and communities. Discover what is fun and funny and intriguing and joyful in ways that strengthen, rather than diminish, those around you.

I Will Care

Care for yourself and build your personal strength. In that strength, extend yourself to be generous with your time and your spirit. Care for and respect others. Open your heart to their needs; those who are close at hand and those who are a world away. Care for the world we have been given. Aspire to quality in all you do. Act - meet needs you have not yet discovered. Lead, always, with compassion and integrity.

A Brief History of The Franklin Academy

The seeds for our school were sown in 1971, when Sally Hansberry, a former member of St Paul’s Episcopal Church and the Rector Father John B. Winn began Little Epistles’ Nursery school in the original church building, which was the Parish Hall. Their vision was for a school dedicated to giving children a stimulating educational start, in a nurturing environment, within the framework of the Episcopal tradition. The school was later called Little Epistles' Pre-School (LEPS).

In 1995, St. Paul's Episcopal Church built a new, modern parish hall. That new facility included an educational wing of the basement for Little Epistles' and three classrooms to form a new K-2 school, paid for by generous benefactors to the school. Building on the success of Little Epistles, St. Paul's Primary School was born!

Under the leadership of Susan Hess, the thriving school soon expanded its mission to a full elementary (K-5) program. It outgrew its space into other areas of the church building. By 2001, the school needed more space than the church could comfortably provide. At that time, the school embarked on its first capital campaign, and purchased and renovated a 17,000 sq. ft. building located eight blocks away on Northwest Avenue. The new facility, called the North Campus, allowed the school to expand its program up to Grade 5, and later up to Grade 8. Having grown beyond its primary school mission, the school incorporated separately and was renamed St. Paul's Episcopal School.

In 2004, a generous benefactor of the school acquired the abandoned nursing home on Victor Street near the North Campus. The school tore down the outbuildings and established a playfield for use by the Upper School. The property was acquired to give the school the space it would need to expand its program.

Markell Hall opened on September 8, 2011. The new facility currently houses Grades 2 – 8, and features a full gymnasium and performance space, a commons area, science labs, a chapel, and a library. The school continues to move forward to fulfill the mission of providing a premier STEM education.

**Chapel and Religion at The Franklin Academy**

We are “ecumenical” in that all students, from devoutly religious to nonreligious, participate in our chapel program that offers worship, prayers and Bible teachings without proselytizing so we can encourage our students to experience and value that “what we believe really does matter.”  We encourage all chapel participants to reflect on how their deepest held beliefs shape how they live.

We honor religious diversity and philosophical differences in our school and global community by teaching the similarities and differences of world religions in our class curriculum and by not mixing (for example) Islamic, Jewish and Christian prayers in Chapel Service since each tradition neither accepts the view that “all religions are the same.” We demonstrate the college preparatory mission of The Franklin Academy by attempting to teach students how to think, rather than what to think.

We encourage our students to grow in their spirituality/beliefs/values and demonstrate a devotion to God in order to prepare them as future leaders who will be attuned to their deepest held beliefs, in order to make a positive difference in our communities.

We further encourage our students to participate in their own religious and worshipping traditions where they may receive specific denominational teachings that we do not offer at The Franklin Academy.

The School Chaplain leads our chapels and teaches our religious curriculum.  The Chaplain would be pleased to answer questions concerning chapel services and education in the Christian tradition.

Admissions

The Franklin Academy carefully considers each applicant for admission. In all instances, the interests of the student and the school are considered in equal measure. Students are expected to evidence commitment to hard work and to our core commitments demonstrated by respectful behavior, tolerance, and personal responsibility. Grade placements are made in accordance with age and ability.

We seek families who appreciate being part of a close-knit community and who value developmentally appropriate learning that nurtures academic excellence, social responsibility, and creativity. We do not admit students whose special needs exceed the capacity of TFA staff to provide appropriate and equitable instruction. Students with significant special needs are redirected to the appropriate public school resources by the administration.

The Franklin Academy seeks students and families who share and support the school's educational philosophy, core commitments, academic goals and spiritual foundation. We are committed to diversity and our admissions decisions and financial aid program support this commitment. All admissions decisions are at the discretion of the Head of School and the Admissions Committee, and are intended to support our conviction that a broadly diverse peer group is one of the most vital assets that we can give to our students.

Accreditation

The Franklin Academy is an independent school, certified by the Washington State Board of Education. As such, attendance satisfies Washington’s compulsory school attendance statute. The State of Washington approves private schools based on their compliance with minimum standards pertaining to (1) length of school year and school day, (2) faculty certifications, (3) safeguarding of permanent records, (4) compliance with reasonable health and fire safety requirements, (5) curriculum, and (6) an up-to-date policy statement (this “Parent Guide”) regarding the administration and operation of the school.

The School is a member of the Washington Federation of Independent Schools, and is fully accredited through the Northwest Accreditation Commission (NWAC).

**Non-Discrimination Statement for Students and Programs:** The Franklin Academy (TFA) is an independent 501(c)(3) non-profit educational corporation. TFA admits students of any race, religion, gender, color, sexual orientation, national origin and ethnicity to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. TFA does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, athletic, and school-administered programs.

**Non-Discrimination Statement for Staff and Hiring:** The Franklin Academy is an equal employment opportunity employer. We comply with all applicable federal, state and local laws in providing our employees and applicants with equal opportunity in employment.  Our decisions and criteria governing the employment relationship with all employees are non-discriminatory, and are based on job requirements and an individual’s skills and experience without regard to race, creed, color, sex, religion, age, sexual orientation, marital status, national origin, veteran status, disability, protected genetic information, or any other status protected by state or federal law.  All decisions related to employment are based upon the ability to perform the job, plus dependability, performance and reliability once hired.

**School Hours**

The Franklin Academy offices are open from 7:45am until 3:30pm Monday through Friday every instructional day. During summer vacations, the office is open during scheduled hours as posted on the front doors of the school each week. Hours will be placed on the school phone message machine. The office is closed on state and federal holidays.

Parents are responsible for the supervision of all students (K-4) outside of school hours,

which are 8:00am -- 3:15pm. **If a child arrives before 8:00am, they are**

**required to go to Before School Care and parents will be charged $10 per day per child,**

unless the child is accompanied by a parent willing to sit quietly with them until classrooms

open at 8:00am.

**Children are to be picked up promptly after school. Neither TFA nor its**

**employees are, or can be, responsible for your unsupervised children before and/or after**

**school hours. After an initial warning we reserve the right to bill $20/hour/child.**

Care after this time MUST be setup by parents with the YMCA. The YMCA does not have a

‘drop-in’ policy and must be arranged in advance. Although using our building and providing

a convenience for our parents, the YMCA is not run by TFA, and is its own entity. For all

safety or security questions, hours, fees and other inquiries, please call Shannon Millican at

the YMCA (733-8630).

Traffic

Thank you for your patience in regards to our limitations on drop off. The city of Bellingham dictates our traffic flow and issues us a conditional use permit. The Bellingham Police Department has the authority to ticket people who are not following these restrictions.

Other reminders:

* Our traffic pattern is mandated by the city. We are granted a conditional use permit. Parents’ failure to obey traffic rules may result in the loss of this permit or a ticket.
* Cars may not be parked for the purposes of dropping off or picking up children on Northwest Avenue, Walnut Street, or East Victor Street. Cars may not travel north on Walnut Street.
* Do not park in the reserved spots in front of the school. These spots are purchased by parents and can result in your car being towed.

We often cannot see who is in the car. Please roll down the passenger side window and let us know who you are here to pick up in order to speed up the process.

Thank you for your understanding of this matter. Our goal is to facilitate a stress free pick-up and drop off and keep our kids safe.

**Rules of Behavior**

The goal of the discipline policy at TFA is to develop self-discipline and pro-social behavior in every student. Students are taught to be responsible for their actions. The system is designed to reward appropriate student behavior as often as possible and to provide fair and consistent disciplinary action when necessary.

Students are expected to exhibit self-control and exemplary behavior. Students are required to uphold the image and reputation of their school at all times. And in our Core Commitments, students are directed to, and expected to, care.

*“I Will Care*

*Care for yourself and build your personal strength. In that strength, extend yourself to be generous with your time and your spirit. Care for and respect others. Open your heart to their needs; those who are close at hand and those who are a world away. Care for the world we have been given. Aspire to quality in all you do. Act – meet needs you have not yet discovered. Lead, always, with compassion and integrity.”*

Ongoing patterns of disruptive behavior or a single egregious incident will require an in-person conference to include the Head of School. Students who show, by their actions, a lack of intention to meet the school’s expectations, or a continuing pattern of disruptive or distracting behavior, will eventually be separated from the school community temporarily (suspension) or permanently (expulsion).

**Specific Expectations**

·         Students are to respect each other and adults.  This includes positive and supportive behavior and language.

·         Students are to respect the rights and property of others.

·         Students are to comply with adult requests and re-direction.

·         Students are to do their schoolwork, to be prepared for each class, and to be punctual.

**Suspension/Expulsion**

Actions resulting in suspension and possible cause for dismissal or non-renewal of enrollment include, but are not limited to:

·         An on-going pattern of disruptive behavior (as previously noted)

·         Hazing or harassment, including physical conflict or intimidation, sexual harassment and cyber harassment, and/or bullying

·         Inappropriate use of technology

·         Leaving campus without permission

·         Possession, use, or sale of alcohol or other drugs, explosives, or weapons, at school or at school functions

·         Academic dishonesty

·         Setting off a false emergency alarm or tampering with any school safety equipment or systems

·         Vandalism (any defacement of property at school or school functions)

·         Possession of “prohibited items” on campus

A student who is suspended receives zeros on all work missed during the period of suspension. A student who is suspended may not attend classes, may not attend practices or rehearsals, and may not participate in any school-sponsored activities on the day(s) of suspension. Following the suspension, the student and parent(s) or guardian(s) of the student are required to meet with the Head of School prior to re-admittance.

Prohibited Items

•          Any item that constitutes a weapon

•          Items of considerable value

•          Drugs, tobacco or alcohol – any illegal substance

•          Fireworks, matches and lighters

•          Electronic devices not explicitly permitted

•          Offensive publications, software or games

•          Items which, at the discretion of the administration, would disrupt the orderly operation of the School

Students are not permitted to chew gum at school.

**Harassment Policy**

Any form of harassment (verbal, physical, written, electronic, etc.), including repeated teasing, hazing, and religious, racial, or sexual harassment, is unacceptable and absolutely prohibited. TFA will take prompt disciplinary action, which may include suspension or expulsion, concerning issues of harassment.

**Bullying**

“In order to be considered bullying, the behavior must be aggressive and include:

* An imbalance of power: Kids who bully use their power – such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
* Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.”

[*https://www.stopbullying.gov/what-is-bullying/definition/index.html*](https://www.stopbullying.gov/what-is-bullying/definition/index.html)

**“Not Bullying List -** [*https://www.ronitbaras.com/emotional-intelligence/personal-development/what-is-not-bullying/*](https://www.ronitbaras.com/emotional-intelligence/personal-development/what-is-not-bullying/)

* Not liking someone
* Being excluded
* Accidentally bumping into someone
* Making other kids play things a certain way
* A single act of telling a joke about someone
* Arguments
* Expression of unpleasant thought or feelings regarding others
* Isolated acts of harassment, aggressive behavior, intimidation or meanness

All the behaviors above are unpleasant and need to be addressed, but they are not to be treated as bullying. Many times, labeling a single act of aggression can turn it into bullying just by perceiving it that way.”

Bullying is more serious than simple harassment due to the repetitive and/or planned nature of the offense and the perceived power differential between the victim and the perpetrator. **It is crucial that students and parents report meanness, harassment, or perceived bullying to a school employee as soon as possible and as often as they occur.**

The Franklin Academy will respond to all harassing or bullying behaviors but will avoid labeling any student. For more information on what is and is not bullying, please refer to https://www.ronitbaras.com/emotional-intelligence/personal-development/what-is-not-bullying/

**Technology Policy**

Franklin Academy students are not to bring computers, phones or smart watches to school. If your family determines that there are important safety reasons for your student to have his/her phone on campus for use outside of school hours, please discuss this with Mrs. Bucsko or Ms. den Hartog. Then inform your student that the phone must be kept in his/her backpack until dismissal each day. If you have an emergency message for your student, call the office and we will deliver it. If your student needs to contact you, there is a student phone available at the front office.

Due to security reasons public Wi-Fi (for non-school related use) will not be available to students or parents. Families are responsible for filtering and net safety, and for appropriate usage while on

school property or at school events.

Staff members are prohibited from sharing group email lists. Please use the student directory for

any communication with other parents. Personal matters, e.g. invitations, parties, etc., must be

handled by families using the directory.

The purpose of computer access to electronic information is to enable students to support the work

they do at school. This involves conducting research, developing skills in communication and

publishing work. In order that these uses are respected and misuse does not take place, the

following guidelines must be strictly adhered to:

1. The internet may only be used during regular class time while on campus
2. The student must have permission from the teacher
3. A staff member must be present during use by a student – no free exploration is permitted.
4. All search words must be approved by the teacher before work begins
5. No site may be accessed if there is any uncertainty regarding its appropriateness
6. Facebook and similar social media websites may not be accessed unless specifically directed by the teacher
7. The teacher must grant direct permission for accessing email, downloading or printing
8. Students will in no way attempt to bypass the security that is built into the system or that is suggested by this policy.

Any transgression of the school’s technology policy will have the following consequences:

1. **Accidental** – if a student is found to have unintentionally contravened the policy, by wandering into an inappropriate site for example, the teacher is immediately informed, and the attention of the other students is not drawn to the incident. The student is given a reminder of the acceptable use policy. The incident is recorded by the teacher, but no further action is taken.
2. **Intentional** – if a student purposely enters an inappropriate site, or shares information content of an inappropriate site with others, the incident is investigated by the teacher. A report is forwarded by the teacher to the Head of School and to the parent/guardian. Where an incident is substantiated, the student will lose Internet privileges for a period of time commensurate with the nature of the violation.

Substance Use and Abuse Policy

TFA is committed to protecting the health, safety, and welfare of the students and staff members it serves. Certain substances are prohibited. The unlawful possession, use or distribution of controlled substances, including tobacco and alcohol on TFA premises by students and employees is prohibited. Illegal use of a controlled substance by students is cause for suspension or expulsion. The exception is the use of wine to be used for the sole purpose of the celebration of the Holy Eucharist or PALS events when only adults are present.

For adults, please note that the Head of School has the authority to determine whether or not alcohol may be served at a PALS or school sponsored event. Please consult the Head of School before planning any such event.

**Plagiarism**

Plagiarism – the stealing of another’s ideas and claiming them as one’s own – is a form of cheating and is not tolerated at The Franklin Academy. As part of the Language Arts and Social Studies curriculum, students are taught that plagiarism includes oversights such as omitting reference information in a bibliography or failing to cite properly. Consequences for plagiarism are considered on a case-by-case basis and are at the discretion of the teachers, Associate Head of School, and the Head of School.

**Cheating**

Cheating of any kind, including plagiarism, is not tolerated and is considered a serious disciplinary matter. Some examples of cheating include discussing tests, copying homework, copying answers, turning in someone else’s words or ideas without properly citing them, and working on homework in groups without the teacher’s permission. Consequences for cheating are considered on a case-by-case basis and are at the discretion of the teachers, Associate Head of School, and the Head of School.

Attendance

Regular and punctual attendance is both a school policy and a requirement of the law. State law requires that a written note, phone call, or email from a parent or guardian explaining a student’s absence be furnished upon return to school. Poor attendance that calls into question the student’s commitment to a participatory educational program may lead to an attendance contract.

Tardy students, accompanied by a parent or guardian or a note from a parent or guardian, must report to the office.

During the day a student may be checked out of school early only by a parent or other authorized adult. Students may not check themselves out of school. Parents must fill in the sign in/out sheet located at the front desk. This is important so that we an keep track of students in case of an emergency (fire, lock down, etc.)

Taking students out of school during instructional time is strongly discouraged; **Parents should schedule doctor/dental appointments after school.**

**A pattern of unexcused tardies or absences will result in a conference with the Head of School concerning the importance of attendance for academic success and for continuing enrollment.**

**Family Travel and Absence from School**

Our academic program is designed around direct interaction of students with their teachers and peers.  And while we expect teachers to plan lessons ahead of time, one of the benefits of being a truly independent school is the opportunity for the teacher to respond to student interest, class needs, and the surprise teachable moment.  For these reasons we recommend that students be absent from our regular program as little as possible and that parents consult with Division Directors and teachers at least two weeks **in advance** to assess the potential learning impact from missing the ongoing program.

What does this mean on a day to day basis?

1. Parents must assume responsibility for student learning when absent for reasons other than illness.  This may require an outside tutor to help with catching up with both assignments and critical knowledge.

2. Parents are expected to consult with the appropriate Division Director **as far in advance as possible**.

3. We do not expect teachers to assemble extensive, individual, homework packets or to create curriculum on short notice.

If your family has a genuinely unique opportunity for educational travel, and if teachers have sufficient notice, we will do our best to provide suitable materials.

**Uniform Guidelines**

The school’s uniform, well recognized and respected in the wider community, must be well maintained and worn every day during the school day and at school functions as specified by school staff. Any substitution to the uniform requires authorization from the administration.

**Dress Code for *Grades K-8***

**2020-2021**

**Parents or guardians may be called to bring replacement garments if a student is in violation of the dress code.**

***Tops***

* Navy jacket or vest (logo required)
* Navy or white polo shirts, long or short sleeve (logo required)
* Navy sweater or cardigan (logo required)
* Navy dress no more than 3 inches above the knee (logo required, worn w/ bike shorts or leggings)

***Bottoms***

* Khaki skorts or skirts no more than 3 inches above the knee (with bike shorts or leggings)
* Khaki pants/shorts (not cargo type)
* Plaid jumper or skirts no more than 3 inches above the knee (with bike shorts or leggings)
* Navy dress no more than 3 inches above the knee (logo required, worn w/ bike shorts or leggings)

***Shoes, Socks and Accessories***

* Shoes or boots must be in one of these solid colors: black, brown, white, gray or navy (small detail in a different color is acceptable), in decent repair – without rollers, flashing lights, bright stripes, open toes or heels.
* Socks must match and be white, khaki, navy or black
* Black, white or navy tights, leggings or knee socks may be worn with skirts, skorts or dresses
* Headbands or other hair adornments are allowed
* Natural hair colors only

***Field Trips/Assemblies***

* School uniforms from above only (unless otherwise instructed by their teacher).
* Sport/Club sweatshirts and athletic shoes are NOT allowed on indoor field trips or special events (on or off campus) e.g. assemblies, concerts, theater, museums, etc.

***P.E.***

* 4th graders are required to change their **shirt only** for P.E. A school logo T-shirt is required. New or used P.E. shirts can be purchased from the Used Uniform Exchange
* Grades 5-8 must change into Franklin Academy T-shirt and navy or black shorts or pants
* PE shoes can be any color

***Free Dress***

* Clothes must be tasteful, clean and non-distracting. No hats, sunglasses, costumes or inappropriate garments (as determined by school personnel)

***Labeling Your Clothes***

* It is **extremely important** to label all clothing. Items not labeled will be stored in our lost and found for a limited time and then offered in our used uniform sale or donated to charity

Communication

Communication between parents, students and the school is valued at The Franklin Academy. It is important that parents keep us informed of any developments that might influence a student’s performance at school. Faculty members and administration can be contacted directly via email or phone. All staff can be contacted through email or by calling the front office at 360-733-1750. To find email addresses please visit the faculty portion of the TFA website at thefranklin.academy.

Parent – Teacher Conferences

Formal parent - teacher conferences are scheduled in Fall and Spring to promote the interests of each student and to ensure progress and growth. To facilitate parent/guardian participation, students are released early from classes. Parents and teachers are encouraged to arrange a conference at any time when the need arises. The Head of School and Associate Head are always willing to participate.

If parents have expressed a concern to a teacher or other faculty member and do not feel that the issue was resolved, they have the option of talking to the Head of School or Associate Head. The Head of School or Associate Head or will work with the parent to clarify the issue, develop possible solutions and decide on a solution that may resolve the issue. Then the Head of School or Associate Head will talk to the faculty member about the issue. The parent’s concerns will be conveyed and possible solutions suggested. It may be necessary to bring the parent in to develop solutions that meet the needs of the student, teacher and parent.

# Parent Grievance Policy

On occasion parents have questions and concerns about their student's classroom curriculum or social life. We expect all such concerns will first be expressed directly to the student's teacher. Though this is sometimes difficult for parents and teachers alike, it is productive.

If a matter cannot be resolved with the teacher, the parent may refer the matter to the Head and/or Associate Head of School who will be happy to help parents and guardians confer with teachers regarding sensitive issues. An investigation, conferencing if needed, and a decision by the Head of School and/or Associate Head will ensue. Concerns about the decisions should be expressed to the Head of School, first. If concerns persist the matter may be submitted in writing to the Administration Committee of the School Board for final resolution. Decisions by the Committee are final and not subject to appeal. Conditions in the tuition contract are not contestable.

All parties have an obligation to protect the image and reputation of the school. Constructive criticism in the interest of improvement is always welcome.

Curriculum

The curriculum reflects the school’s desire to offer students a blend of traditional and challenging learning. Learning outcomes are derived from National Standards (by discipline). Teachers use innovative practices and procedures to instruct students and develop curriculum units. The curriculum exceeds the requirements of Washington State’s Office of the Superintendent of Public Instruction (OSPI). The implementation of the school’s curriculum is the responsibility of the professional staff. Our teachers employ a myriad of programs to ensure that the students master the expected learning outcomes and develop a life-long love for learning.

Homework

The purpose of homework is to reinforce skills taught in class by providing practice at home. Homework also helps students learn to be responsible and develop time management skills. Each grade at the Lower School expects reading to be part of your family's nightly routine. Homework length and expectations grow along with your child. Please talk to your child's teacher for specific homework expectations.  Completion time on work will vary based on student need. Please let us know if your child needs extra support or if they are not able to complete their work (either write a note on the homework or send an email).

Student Assessment

Student performance at the school is measured both formally and informally. Students are assessed upon entry to the school using a math and writing assessment to determine their readiness. All K-4 students are given the Developmental Reading Assessment (DRA) and math assessments in the fall and spring. Fourth, seventh and tenth graders take Washington State Assessments for reading, writing and math, and fifth, eighth and tenth graders take the state science assessment.

Field Trips

Apart from occasional celebrations, the purpose of a field trip is to support the curriculum and learning. For local fieldtrips, students travel by private car, licensed bus operators or they are required to walk. For all field trips, the organizers are required to follow school policy. The Franklin Academy uses the following modes of transportation for field trips: private cars driven by a parent or staff member, public transportation and private charter buses. If a parent is planning to drive for a field trip they must provide the office with proof of insurance for the vehicle they will be driving, a valid driver’s license and their driving record. Instructions on how to obtain the driving record are below:

It is now necessary to join License eXpress to obtain a driving record. Please follow the instructions below.

-Go to [www.dol.wa.gov/](https://nam01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.dol.wa.gov%2F&data=02%7C01%7C%7Cee75c7b014564df74d9608d628b4e39e%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C636741154703200934&sdata=C5lZqGjsnrf4EaHtvqzkpe8e0ncKVsotUppROncp6fw%3D&reserved=0" \t "_blank)

-Under the “Drivers” section (in orange), click on “…more driver and ID cards.”

-Click on “Driving record”

-Click on “Purchase a WA driving record.”

-Under “Purchase your WA driving record,” click “Login or join License eXpress for individuals.”

-Click “Join now” or “Already joined? Login”

You will need:

1.Your driver's license number

2.The last 4 digits of your social security number

3. Your Visa or Mastercard number ($13)

-Click on “Employment” (this includes volunteers)

-You may either have your driving record emailed directly to the school office, or print it out and bring it in.

**Your record will be available to print immediately or can be e-mailed to you for printing at a later time.**

**If you have done this in the past, do not assume these records are current. They all expire, and we must have current records to allow you to drive. Check with the front office.**

***A record indicating convictions, violations, or accidents must be reviewed and approved by the Head of School before a driver will be allowed to drive students other than their own children.***

Student Records

The Franklin Academy maintains academic and behavioral records on all students. These include admission applications, records from previous schools, report cards, attendance, standardized test results, health records and general correspondence that pertains to the student. Students’ records are handled confidentially and in accordance with Washington State Law.

Health Records

Documentation regarding immunization and health are components of the student’s records. Washington State Law requires that the school have on file proof of immunization for measles, mumps, varicella, diphtheria, tetanus, polio, rubella and hepatitis B, or a signed exemption from the student’s physician. Please note as of the 2019 school year MMR vaccine cannot be exempt. The school regards the student’s application as incomplete until their immunization documentation is complete and on file.

Additional documents pertaining to health must be on file at the office. These are:

1. Student health concern form
2. Certificate of Immunization (CIS)
3. Authorization for administration of oral medication at school (if needed).

**Child Abuse**

TFA employees are required by Washington State Law, and licensing requirements, to report immediately to the police or Child Protective Services, any incident when there is reason to suspect the occurrence of physical, sexual, emotional child abuse, child neglect or exploitation.

We are not obligated to inform parents if the police or Child Protective Services are called about possible child abuse, neglect or exploitation. If there is immediate danger to a child, TFA staff must also make a report to local law enforcement.

Privacy

Student records are confidential to protect the rights and privacy of both students and parents. Federal law requires parental permission before disclosing information, other than directory information, from student educational records.

Directory information is not covered by the privacy law and includes a student’s name, address, phone number, photo, date of birth, dates of attendance, participation in activities, awards received, parent’s name, and similar information. Information and photographs are sometimes released in school, church, and community newspapers or on broadcast media when students receive awards or participate in school activities. Information may also be shared with parent groups when they publish their school student directories.

In most cases, parents have the right to refuse to permit a school to release information about their children. Notification of special restrictions can be indicated on the Registration Form and submitted to the School.

Parents have the right to review any or all student records with the Head of School. Appointments for conferences with the Head of School should be requested through the school secretary.

School Health and Medication at School

In the interests of everyone, students must refrain from attending school if fever or other signs of illness are apparent. **Students should remain out of school until they have been fever and/or vomit-free for at least 24 hours.** The guidelines for dispensing medication to students are specified by Washington State law. Students are not permitted to keep prescription medication on their person. If a student is required to take medicine during school hours, it is the parents’ responsibility to ensure that they deliver all medication to the office in original containers together with the proper forms completed.

The student’s doctor and parent must fill out the proper forms, which can be obtained from a physician or the school office and the medication must be in the original container from the pharmacist. The dosage on the container and the dosage on the doctor’s directions must match. The student must come to the school office to take the medication. Exceptional circumstances such as the need to use an emergency inhaler are provided for via the medication form.

School personnel will not dispense medication of any kind (including cough drops, ointments, Tylenol, cough syrup, etc.) without written consent on the form, signed by the child’s physician and parent (both signatures are required).

Medical equipment that is specific to a student, such as EpiPens and inhalers, must be in good condition and available to the staff of the school. Detailed instructions on the use of such equipment, together with follow-up instructions must be provided. **It is the responsibility of parents to ensure that medication has not exceeded the expiration date.**

First Aid

In compliance with State law, school staff are trained and certificated for first aid and child CPR. For occurrences of relatively minor injury, such as scrapes and bruises, the child will be taken to the office and attended to by first-aid personnel. The child’s medical records are checked and treatment given. In more serious cases, the school will immediately attempt to contact parents or authorized persons, including physicians or emergency medical services.

**Lice**

Head lice are not considered a health hazard and they do not spread disease and/or illness. Lice spread easily by direct contact with the affected person or by sharing scarves, bed sheets, blankets, pillows, combs, or brushes with a person who has lice. Lice do not jump or fly; they only crawl. Animals do not spread human lice and lice will not survive more than three days without a human host.

**If your child has lice he/she is not permitted to return to school until 24 hours after treatment was begun and all nits are removed.**

Please check your child(ren)’s head for lice. Using a good light source, check the hair, section by section, especially around the ears, nape of the neck and crown, for live head lice and nits (eggs). It is also important to check the head of everyone in the household, including your own. If you find head lice, please notify the school immediately.

When the school is notified of lice, the school nurse will:

1. Do a courtesy check of your child and the rest of the students in the class.
2. Notify parents if we spot any lice or nits on your child, or if we know of an infestation.

Please note that our nurse is not specifically trained in lice remediation and does not do the conditioner comb out extensive check (that you may get at a professional lice removal business).

It is possible that the nurse may not catch every case. That is why we notify you as parents when there is an outbreak. We need you to do the more invasive and intensive check of your child.

Children can pick up lice anywhere at any time. Please check your child frequently.

Thank you for your support in stopping the spread of lice.

**How to get rid of head lice**

\*Use a medication prescribed by your doctor or an over-the-counter, nonprescription product from the drug store.

\* Clean personal items by any of the following methods: Washing in hot water and soap in a washing machine, putting in hot dryer for 20 minutes, dry cleaning, storing in a sealed plastic bag for two weeks, boiling combs, brushes, curlers, etc. for ten minutes, thorough vacuuming of (carpeting) floors and furniture.  Note: extensive housecleaning is not necessary as head lice and nits (eggs) do not live off the head for more than 3 days.

The CDC and the State of Washington no longer recommend “No-Nit” policies (see below).  However, if any signs of lice are found on your child, he/she is not to return to school until thoroughly treated. And you will, of course, continue to examine for live lice for the recommended 10 days to two weeks after treatment.

For further information about treatment, prevention, and identification of lice please refer to the following web links:

Lice Clinics of America <http://liceclinicsbellingham.com/>

Center for Disease Control:

[http://www.cdc.gov/parasites/lice/](http://www.cdc.gov/parasites/lice/" \t "_blank)

[http://www.cdc.gov/parasites/lice/head/parents.html](http://www.cdc.gov/parasites/lice/head/parents.html" \t "_blank)

[http://www.cdc.gov/parasites/lice/head/schools.html](http://www.cdc.gov/parasites/lice/head/schools.html" \t "_blank)

In the event of an outbreak, we proceed with a thorough cleaning of the school and will take the recommended steps in all applicable classrooms. If you have questions or would like someone to check your child for lice, please email the school nurse, Teresa Hubbell at thubbell@thefranklin.academy.

***It is important to remember that head lice are not associated with age, sex, race, social class or hygiene.***

PALS

Parents Actively Lending Support (PALS) is the parent group that oversees our volunteer program and certain fundraising projects. A member of the PALS group serves on the School Board**,** and is liaison for the activities of PALS and those of the trustees.

The goals of PALS are to:

* Support the activities, goals and objectives for the school as described in this guide.
* Plan and implement activities and events that promote a sense of community at the school.
* Promote volunteerism and increase parent participation.
* Support fundraising.
* Promote the image and the reputation of the school.

If you would like to join PALS or have any questions please contact pals@thefranklin.academy

Volunteers

Our school actively encourages and welcomes volunteers. **Parents are required to complete 20 hours of school service during the school year.** Parents who do not meet the 20 hour commitment will be billed at the end of the school year. We believe that the experiences of the students are greatly enhanced through the wide variety of skills and knowledge that are forthcoming through voluntary support. Individuals are encouraged to discuss volunteer opportunities with the classroom teacher or PALS organization.

Inclement Weather

Administrators and support staff from The Franklin Academy will consult about inclement weather conditions that may warrant cancelling school. The Head of School is responsible to make the decision.

If school is cancelled, an announcement will be posted on the school website. An email message will also be sent to families, using our group email distribution list. Barring an unforeseen technical obstacle, the school telephone greeting will be changed to reflect school cancellation. Employees and families are advised to first check email and the website. Another alternative will be to telephone the school to listen to the greeting. Unlike the public school system we do not delay the beginning of school on inclement days.

Organizational Structure

The Franklin Academy is a Washington non-profit member corporation qualified as tax-exempt under paragraph 501(c)(3) of the Internal Revenue Code. Each parent or guardian of a currently enrolled student in the School qualifies as a member of the corporation. An annual meeting of the members is held each fall in accordance with the corporation’s bylaws.

Board of Trustees

TFA has a minimum of 9 and a maximum of 24 members on their Board of Trustees, with responsibilities encompassing governance, financial stability and support for the Head of School and non-profit corporation. Board members work extensively through a number of committees. Qualifications are described in TFA By-Laws, which are available in the office. The Board holds bi-monthly meetings on the third Tuesday of alternating months. Board minutes are available to the school community.

Financial Statement

Financial Statements are available upon request.

Please direct any further questions or clarifications regarding this handbook to the Head of School or Associate Head of School.