



**The Franklin Academy
Parent Handbook
2022-2023**

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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.

Chapel and Religion at The Franklin Academy

We believe in facilitating growth in all aspects of our students' lives (physical, emotional, social, intellectual, and spiritual). To aid in the spiritual well being of our students, chapel is offered as part of our weekly school rhythm. We are "ecumenical" in that all students, from devoutly religious to nonreligious, participate in our chapel program that offers discussions, 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 believe it is important 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 needs exceed the capacity of TFA staff to provide appropriate and equitable instruction. TFA does not have special education or counseling services.

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 (Cognia).

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 outside of school hours. If a child arrives before their designated drop off time, they are required to go to *Before School Care* and parents will be charged accordingly.

Students 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 per hour, per child.

Before and After School Care

The Franklin Academy offers both before and after school care.

Before School Care is offered at both Markell Hall and Robin Hall and starts at 7:00am.

After School Care is offered at Robin Hall from 2:30pm to 6:00pm.

Please contact the front desk for fees and to sign up.

Traffic

Thank you for your patience in regards to our limitations on drop off and pick up. 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.

- Traffic flow is much like that of the airport. If your student is not ready to exit the vehicle, or is *not* waiting in plain view ready to be picked up, circle around again. Do not park in the line.
 - If you need extra time, you are welcome to park your car in the adjacent parking lot and walk your student to the greeter or door.
- 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.

Security

- Robin Hall and Markell Hall front doors are locked and monitored by the office.
- Students at Robin Hall enter and exit the school via the door adjacent to the playground, during drive thru hours. Otherwise, they enter via the front door adjacent to the E. Victor parking lot. Students at Markell Hall enter the school via the door on the West side of the building, during drive thru hours. Otherwise, they enter via the front door on the East side of the building across from the sports field.
- Parents and or guardians of preschoolers are required to accompany and sign-in and sign-out students when they arrive and when they depart. At dismissal, parents pick their students via the drive thru, unless a note has been sent making other arrangements. The individual picking up must be on the emergency release form.
- Attendance is taken daily. Parents are requested to advise the office of all student absences.

- During the day a student will only leave the school by prior arrangement with the teacher and the office, and only under the supervision of an authorized adult. All students must be signed out.
- During the day, in and around the school, students do not engage in conversation with visitors unless a teacher is present.
- **Parents have free access to their child at any time** during the school day. All parents must sign their child out and back in at the office.
- Parents are responsible for the supervision of students outside of school hours.
- Fire and earthquake safety and evacuation procedures must be recalled and followed.
- Parents/students do not interfere or compromise any of the school's security arrangements and must make reasonable effort to remain familiar with expectations and procedures.

Disaster Plan

- The evacuation plan and routes are posted in each room. Teachers will take an emergency backpack containing each child's emergency forms, rescue medications, a class list, plastic bags and first aid kit.
- Fire drills are conducted monthly and documented in the record book under "fire drills."
- Earthquake drills are conducted once a year and scheduled by the Head of School. They are recorded in the record book under "earthquake drills."
- Pictures, shelving and other wall hangings are secured to the walls, shelving and bookcases are not overfilled.

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. If an issue arises during the school day a teacher may send a student individually to speak with The Associate Head of School and/or The Head of School. The student will have the opportunity to reflect on the situation and clarify the actions that took place. Not all discussions with administrators will warrant parent contact as often a reflection and short problem solving is all that is needed. At that point the student returns to class. If additional follow up or the situation merits parent contact, administration will call and/or email parents.

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 redirection.
- 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
- 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 system
- Vandalism (any defacement of property at school or school functions)
- Possession of "prohibited items" on campus

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>

Not Bullying List

<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 report harassment, or perceived bullying to a school employee as soon as possible to allow TFA to investigate and respond in a timely manner.**

Special Services

TFA does not have special education teachers or a school counselor on staff, so if guidance on personal, social, educational, or psychological problems are needed through specialized services, that will need to be coordinated by guardians/parents outside the school. We do host ISP or Speech services for those who qualify through BPS.

Library Policy

Students have access to the Library at specified times each week. Students may check out books to take home and/or read in class. Library books are considered school

property, and damaged or lost books will need to be replaced in a timely manner. If you know that books your child has borrowed are damaged or lost, please contact the Librarian. Librarians will contact students and then parents if they find damaged or lost books on the student's account.

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. Hurley. 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 use of computers and other technology at The Franklin Academy is a privilege with responsibility. Failure to abide by the following guidelines may result in revoking the privilege or further consequences.

- Do not attempt to modify the appearance or operation of any technology equipment. This includes, but is not limited to, commands, copying or installing software, setting passcode locks or copying files of any type. Each one should remain in its original or teacher-set configuration.
- Tampering with or vandalizing hardware, software, or data will not be tolerated. It is each student's responsibility to check the computer before and after use and to report problems to the teacher immediately.
- Students may use personal headphones or use school headphones, when the instructor of the current class approves use.
- Students will only use applications, software and programs required to complete assignments /projects and only those that have been approved by the teacher of the current class. Failure to stay "on task" may result in loss of technology privileges and/or further disciplinary actions. Students should not use personal or school equipment to play online or video games.
- No food or drink is allowed near any technology at TFA.
- Students may use the Internet only when authorized, and they must abide by the conditions of TFA Internet Acceptable Use Policy.
- A student using the Internet may visit only teacher-approved sites. Game sites are not allowed.

- No websites, software, apps or media should be printed, shared, emailed, or downloaded without teacher approval.
- Students understand that if they violate any of the rules stated above or perform any other disruptive technology-related actions, they will be subject to loss of technology privileges, will receive a written referral (minor or major) and may be subject to further administrative discipline actions.
- Students also understand that they may be financially responsible for the repair or replacement of stolen or abused hardware or materials.

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

- 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.
- 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.

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. We require 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 before joining their class.

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 can 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 administration and teachers **at least two weeks in advance** to assess the potential learning impact from missing the ongoing program.

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. 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 is well recognized and respected in the wider community and 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
2022-2023**

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)

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 Franklin Academy T-shirt is required. New or used P.E. shirts can be purchased from the Used Uniform Exchange through PALS.
- 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 and clean. 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. 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 on these days. 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.

Parent Code of Conduct

The Franklin Academy recognizes and respects the value of a mutually supportive relationship between the school and parents. We believe that a child's education is best served when the school and parents share a commitment to collaboration, respect, and open communication. The school reserves the right to enroll students and families who fully embrace the schools mission, vision, values, policies and procedures adopted by the school, including our core commitments: Engage, Reflect, Create, and Care. It is also an expectation that parents will address any concerns in a positive and supportive manner, avoiding public actions or criticism that may be deemed detrimental to the school or its staff.

Expectations for Parents

- Understand and recognize that the education of each child is a joint responsibility of the parent, student, staff and school community
- Work cooperatively in the best interest of the child
- Treat all staff equally and in a professional respectful manner
- Demonstrate and be a good example for students
- Refrain from negative gossip or criticism that potentially hurts the reputation of the school or staff, including posts on social media.
 - Avoid using social media to fuel discontent or criticism of school, programs, staff, students, or parents
- Refrain from using any school staff or family emails for anything other than playdates, school wide events.
 - The Franklin Academy's email lists or directories are not to be used for political purposes, to advocate against school policies, or to air grievances. Improper use

of this information will be reviewed by the Head of School and could result in disciplinary action. This may include exiting the student from the school.

- Speak with the school directly when clarification of any school matter needs clarifying. Avoid depending upon PALS, an interpretation of another parent, or other non-official school source.
- Clarify a child's view of an event with the school's view in order to avoid misunderstanding to allow a successful resolution to the dispute
- Do not approach or intimidate any staff, student or other faculty member in threatening way
- Comply with all reasonable requests

Anyone who blatantly disrespects the above guidelines may be subject to their student being exited from the school.

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 and math 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. Students in 2-8 grade will take a standardized assessment in the spring. Parents will receive notice of their scores. All preschoolers are assessed by their teachers on a daily basis. You will receive two formal progress reports, as well be invited to attend two conferences.

Field Trips

Apart from occasional celebrations, the purpose of a field trip is to support the curriculum and learning. For local field trips, 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/
- 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:
 - Your driver's license number
 - The last 4 digits of your social security number
 - 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. Driving records expire every three years. Please check with the front office to ensure your record is current.

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.

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.

Parents have the right to refuse to permit our school to release information outside of the TFA community about their children. Notification of special restrictions can be indicated on the registration form and submitted to the School.

Health Records

Documentation regarding immunization and health are components of the student's records.

Washington State Law requires that the school have on file a completed, medically verified, Certificate of Immunization Status (CIS) verifying immunization for measles, mumps, varicella, diphtheria, pertussis, tetanus, polio, rubella and hepatitis B.

Most requirements must be completed for entry into Kindergarten and presented to school prior to the first day to prevent exclusion from school. If requesting an exemption from one or more of the immunization requirements, you must provide the school a completed Certificate of Exemption (COE). Please note as of the 2019 school year the MMR vaccine cannot be exempt for personal/philosophical reasons. 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:

- Birth Certificate (required)
- Student health concern form (required)
- Certificate of Immunization Status (required)
- Certificate of Exemption (optional) - if requesting exemption from a required vaccine
- Authorization for administration of oral medication at school (if needed)

Health and Medication at School

Students must refrain from attending school if fever (temperature $\geq 100.4^{\circ}\text{F}$) or other signs of illness are apparent. **Students should remain out of school until they have been free of fever and/or vomiting/diarrhea 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.

When to Keep Your Child Home

If your child has any of the following symptoms, please keep him/her home:

- **Fever:** temperature of 100.4°F or higher. Students must be fever free for 24 hours before returning to school without medication to reduce the fever.
- **Vomiting:** should not return to school for 24 hours following the last episode of vomiting
- **Diarrhea:** more than one watery stool in a 24-hour period
- **Sore Throat:** especially with fever or swollen glands in the neck. Children with strep throat should be on antibiotics for 24 hours and feel well enough to concentrate to return.
- **Excessive cough and/or runny nose:** with fever, or excessive enough to disrupt learning
- **Rash:** body rash, especially with fever or itching.
- **Eye Infection:** drainage, vision change, and/or redness, itching, pain or sensitivity to light. This may be a sign of "pink eye" (conjunctivitis) and the student should be checked by a healthcare provider.
- **Unusual appearance, behavior:** abnormally tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.

- **Lice:** children may not return to school until 24 hours after they have been treated and all live lice are removed.

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.

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 30 volunteer hours annually (K thru 8th grade), or 15 volunteer hours if your students are only enrolled in preschool.** Parents who are not able to meet their volunteer hours should reach out to PALS to discuss their options. A buy out option of \$30/hour is also available. 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 closing school. The Head of School is responsible for making the decision.

If school is closed, 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 weather 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.

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 was 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.

Closing

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