



The Franklin Academy Parent Handbook 2023-2024

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thefranklin.academy

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Organizational Structure

The Franklin Academy (TFA) 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.

Mission

The mission of TFA is to provide education integrating STEM, rigor, and leadership while developing character based on timeless values in a close-knit community.

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.

History

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.

Chapel and Religion

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. Chapel 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 worshiping traditions where they may receive specific denominational teachings that we do not offer at TFA.

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.

Accreditation

TFA 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).

School Hours

TFA offices are open from 7:45 a.m. until 3:30 p.m. 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. We reserve the right to bill \$25 per hour, per child and students will be sent to after care.

Student Drop Off:

Middle School (5th-8th): 7:45 a.m. to 8:00 a.m.

Lower School (K-4th): 8:00 a.m. to 8:15 a.m.

Preschool (All ages): 8:15 a.m. to 8:30 a.m.

Class Starting Times:

8:00 a.m.

8:15 a.m.

8:30 a.m.

Pick Up Hours:

Early Preschool 2:30 p.m.

Preschool 2:35 p.m.

Pre-K 2:40 p.m.

Early K 2:45 p.m.

Kindergarten 2:50 p.m.

1st Grade 2:55 p.m.

2nd Grade 3:00 p.m.

3rd Grade 3:05 p.m.

4th Grade 3:10 p.m.

5th-8th Grade 3:15 p.m.

Early Release Days

Early PS, Preschool, 2nd Grade 11:30 a.m.

Pre-K and E-K and 3rd Grade 11:35 a.m.

Kindergarten **All** and 4th Grade 11:40 a.m.

1st and Middle School All 11:45 a.m.

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 issued us a conditional use permit which **allows the use of the main arterials: Northwest Ave., Meridian and E. Victor St. Do Not use Elizabeth St. at all, as per our 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, East Victor Street, or Elizabeth St. Cars may not travel north on Walnut Street. Cars are not permitted to use Elizabeth St. 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.

Uniform Guidelines

Only our Kindergarten through 8th grade students wear uniforms. The preschool students do not need to wear a uniform. 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.

Uniforms may be purchased from Lands' End. **TFA school code is: 900064791**

TFA PE shirts and new/used uniform items are available in our Uniform Closet (check with PALS representative), or along with a limited amount of new uniform items, and spirit wear. For any questions or help, email uniforms@thefranklin.academy

Dress Code for Grades K-8

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) please wear polo with logo underneath

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. No hats are allowed except outside and on Free Dress and Spirit Days (as determined by school personnel).
- 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 TFA 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 TFA 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.

Lost and Found

- Each campus has an area designated for lost and found items. A parent volunteer will manage these areas, and take unclaimed (unlabeled) items to local consignment shops two times during the school year. Notice will be sent out prior to this via the all school Friday Newsletter.
- 4th graders are required to change their **shirt only** for P.E. A TFA 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 TFA 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.

Lost and Found

- Each campus has an area designated for lost and found items. A parent volunteer will manage these areas, and take unclaimed (unlabeled) items to local consignment shops two times during the school year. Notice will be sent out prior to this via the all school Friday Newsletter.

NOTICE OF NON-DISCRIMINATORY POLICY

Non-Discrimination Statement for Students and Programs: 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: TFA 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.

ADMISSIONS AND ENROLLMENT POLICIES

General Information

TFA carefully considers each applicant for admission and re-enrollment. TFA seeks students and families who share and support the school's educational philosophy, core commitments, academic goals, and spiritual foundation.

Re-enrollment is not guaranteed from one year to the next. No single factor, such as grades or standardized test scores, is determinative. This Academy values diversity and we serve academically capable and willing students. We welcome the application of all learners – regardless of background or beliefs. Students must be willing and able to demonstrate our core commitments to hard work, respectful behavior, tolerance, and personal responsibility. Grade placements are made in accordance with age and ability. We do not admit students whose needs exceed the capacity of the school's staff to provide appropriate and equitable instruction. TFA does not have special education or counseling services. Tuition Assistance is never a factor connected to acceptance.

The Admission Committee reviews candidates based on the following submitted material: application, confidential teacher feedback form(s), prior progress reports, standardized tests taken at previous schools, special visit days, students age appropriate assessment or Independent School Entrance Examination (ISEE). Matching the needs of the candidate with the mission of the School is the ultimate goal.

TFA admits qualified students of any race, sex, sexual orientation, color, national and ethnic origins, and disability and makes no distinction among such students in the administration of its educational policies and Tuition Assistance. Students possessing physical or emotional disabilities will not be denied admission solely by reason of the disability. The completion of the application material, the approval of an enrollment contract, a determination of available space, and finding the school has the ability to meet the needs of the individual student are also required.

A copy of a birth certificate and immunization forms MUST be submitted by all new students before school begins.

If you have any questions about the admissions process, please look at our website (overview/process, tuition, tuition assistance): <https://thefranklin.academy/admissions/> or contact Admissions Director Natalie Bennett (nbennett@thefranklin.academy).

Enrollment offers will be considered on the following priority basis: current students presently enrolled at TFA, students of families who have children presently enrolled in the school, and then open to general admission based on applicant qualifications. As openings occur for each grade level, students will be admitted and/or placed on a waitlist. A waitlist will be established when a class reaches capacity.

Final acceptance will be shared in writing with the family of a new student admitted for the following school year. In the event the student is not accepted or placed on our waitlist, a family will be informed in writing. An explanation is often not possible due to the confidential admission process.

Accommodations

Students with special accommodations shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, TFA shall make a determination as to whether it can provide an appropriate education for that child in the light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. TFA will consider:

- 1) The severity and degree of the disability;
- 2) The level of support needed from special services and any special equipment or related services the student may require;
- 3) The school's resources, such as availability of support personnel, class size, and accessibility of school facilities;
- 4) The accommodations, if any are necessary, and the school's ability to provide those accommodations
- 5) The child's Student Support Plan (SSP) if one exists, and/or the school's ability to meet a current IEP, 504 or behavioral plan; and
- 6) Any other considerations that may apply to the particular situation.

Parents and/or public school districts in which the student resides shall be responsible for any additional special education services that a student may require. TFA will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. TFA school determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, TFA will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

FINANCIAL POLICIES

Information

The Board of Trustees in collaboration with the Head of School vote to determine the tuition rates and fees each year. Our Board of Trustees works diligently to keep tuition as low as possible and to make TFA's education accessible.

Tuition revenues only cover a portion of TFA's operating costs and relies on the financial support of community members to help close the financial gap. A close analysis of the current and following years' budget, and necessary adjustments, are widely discussed and great consideration taken prior to the Board opening a vote for changes to Tuition Rates.

Enrollment is considered on the following priority basis: current students presently enrolled at TFA, students of families who have children presently enrolled in the school, and then open to general admission based on applicant qualifications.

Enrollment contracts are issued annually to families whose children are invited to return for the following academic year. Parents/Guardians will be provided a one-week priority registration window

in February. Families must fulfill their financial obligation from the prior year(s), or be actively enrolled in a FACTS account showing commitment to complete payments within the scheduled payment period. A student must also be in good standing, both academically and in character.

Prior to accepting re-enrollment contracts, Division Heads can hold students who are not in good standing from eligibility to re-enroll. Division Heads will communicate with those families to explain the reason a contract is being held and how the contract may be released.

As openings occur for each grade level, students will be admitted and/or placed on a waitlist. A waitlist will be established when a class reaches capacity.

Final acceptance will be shared in writing with the family of a new student admitted for the following school year. In the event the student is not accepted or placed on our waitlist, a family will be informed in writing. An explanation is often not possible due to the confidential admission process.

Enrollment Contract

Each family undergoing any stage of the Admissions process will be provided a Tuition Enrollment Contract. This document must be signed and returned for the process of enrolling each student to be completed in entirety.

The Contract states the program offerings and rates, requests student information (Name, Grade, Birthdate), and has a Payment Liability acknowledgment that must be signed.

The acknowledgment states that Tuition payments in any form are non-refundable and non-transferable. This includes a 10% deposit paid to secure the student's place in enrollment. TFA reserves the right to forward delinquent accounts to external agencies for collection.

Tuition for 2023-2024 Academic Year as approved by the Board of Trustees:

Early Preschool 2 Day (T/Th)	\$5,200
Preschool 3 Day (M/W/F)	\$7,000
Preschool, PreK, Early K (5 Day)	\$9,200
Kindergarten - 8th Grade	\$11,500

Tuition Assistance

For those who value a quality education but still find the tuition beyond financial reach, we offer a Tuition Assistance program for families enrolled in **Kindergarten-8th grade**. The maximum assistance able to award is 50% of the tuition value for each qualifying student. A family is not eligible to apply for Tuition Assistance until they have been accepted into our program.

The program is administered through FACTS and they charge an administrative fee of \$40 to process each application (only one application per family is needed to include all enrolled children). FACTS provides the qualifying eligibility award value to the Head of School, and will notify you of the award amount. Upon your acceptance, the amount is then credited from any existing statement balances. The process typically takes two weeks. You may complete the application at one time or start and return to it later. If you already have a FACTS account for tuition payments, you may use the same login information.

Tuition Assistance formally closes after January 31st of the Academy year. Note that certain measures of flexibility and consideration may be taken by The Franklin Academy upon disclosure. For payment hardship, contact the Head of School immediately.

Tuition Assistance funding is funded by generous donors at our annual gala and auction. To donate to our Tuition Assistance fund at any point in time, please speak with our Development Director or visit the GIVE tab on our website.

Tuition Payment Options

Families are provided multiple options to pay the remaining 90% of tuition after the student is enrolled and 10% deposit has been completed. The Enrollment contract provides three choices and requests families to commit to one of them. If you need to change methods, please notify the Finance team by emailing: Accounting@thefranklin.academy.

Payment in Full

During the initial enrollment stage for new/upcoming years, the last business day in April is the due date for all payments to be made in-full. Families enrolling after this date are provided a reasonable time after the deposit to pay the remaining 90% outstanding. Invoices are sent out in the first week of April for all families registered by that point in time. Payment may be received via Cash or Check made out to TFA. Late payments may jeopardize the students' ability to remain in good standing, so we strictly request transparent communication if a payment is expected to be made after the April due date.

Installment Payments via FACTS

The FACTS payment plans provide two default installment options to split the full balance outstanding. Families can choose between 3 quarterly payments (June, Sept and Dec on the 1st of each month) or 10 monthly payments (from June to March with transfer scheduled on either the 1st or the 15th). Custom payment plans can also be made, and dates can be modified liberally within each month, but additional fees may apply. FACTS charges \$50 per family for their services. Email the Finance team at accounting@thefranklin.academy to learn more about custom scheduling.

Credit/Debit Card via FACTS

Please know the use of a credit card may incur additional charges. Families must create a FACTS account as if they would be making an installment plan. A debit or credit card may be linked in lieu of a bank account with ACH transfers. Families may choose an installment plan or pay in-full using this method. Note again that FACTS charges \$50 per family for their services.

Withdrawals

In the event a student must be withdrawn from TFA, parents are asked to notify via an email or note to the school front office and the Head of School. Per the Enrollment Contract signed upon Admission, parents or guardians remain liable for payment of the student's full tuition balance. If formal collections are necessary parents will be liable to TFA for all fees and other expenses, including, but not limited to, attorney's fees, court costs, litigation expenses, and reasonable compensation for efforts conducted by TFA employees or agents to effect collection. All financial obligations must be met before a student's education records will be released to a student's new school. Certain exceptions may apply as applicable or protected by federal and state laws (e.g. military relocations). In such exceptional circumstances, the front office and Head of School must still be notified immediately. An application to request pro-rated refund must be completed and approved to release any family from financial obligation to pay the full balance.

Financial Statement

Financial Statements are available upon request.

Auction

The gala and auction is an annual event TFA hosts on the last Saturday in January. Each year community members come together to celebrate and support our fantastic school. Proceeds of the auction go directly to TFA's general operating fund and tuition assistance fund. Table sponsorship is tax deductible. To purchase a table, sponsor the gala and auction, or make a donation, please get in touch with our Development Director: Katie Cole Dement (kcole@thefranklin.academy).

Annual Fund

Each child's tuition does not cover the full cost of attending TFA. Charitable gifts provide the remaining cost that it takes to educate a student. Please consider donating to TFA. Your tax-deductible gift immediately goes to TFA to help the children reach their potential as students, athletes, artists, leaders, and friends.

ACADEMIC POLICIES

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. 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.

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.

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). All homework assignments for Middle School will be posted in Canvas.

Canvas

All middle school assignments and class information are available in Canvas. Parents can create an observer account to view their students assignments, classes and grades.

By following the steps below you will be able to see assignment dues dates, announcements, and other course content. Parents/Observers can view the course content but cannot participate in the course. This will allow you to stay up to date on your child's progress and enjoy an in-depth look at their learning journey here at the Franklin Academy.

Clever

Clever will allow students to access their educational resources (including Canvas) using their Google credentials! Our school's unique link to access this is below and our front desk can help with any Google password issues.

<http://www.clever.com/in/tfa>

More information about Clever for families

<https://clever.com/families>

How to set up your account:

1. In order to create a Canvas account, you must use the unique Canvas URL associated with our school: <https://thefranklinacademy.instructure.com/>
2. Click the Parents link above the login box and create your account.
3. Your students account creates a student pairing code. These are unique and available in your student's account. These can only be used once per account, a new code must be generated for additional observers.

Notes:

- *If you had an account already last year it will already be active, no need to rejoin.*
- *Once you have an account, you will be able to view student information through the Canvas Parent app. The student's institution controls access to the Canvas Parent app.*

For Technical support about Canvas or Clever please email helpdesk@thefranklin.academy

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. All assessment results will be listed on two formal progress reports.

Progress Reports and Conferences

Our school values parent/teacher relationship, this starts with orientation at the start of the school year. All students at the Franklin Academy (preschool-8th grade) have the following conferences:

In late August, Preschool-4th grade parents and students will have individual orientation meetings with their new teachers. Parents of 5th-8th graders will meet with their student and their advisor for orientation. A sign up will be sent via email prior to orientation.

In November, a progress report will be sent home followed by a parent/teacher conference. Students don't attend these conferences. To facilitate parent/guardian participation, students are released early from classes on these days.

In March, we hold 'Student Led Conferences'. These conferences are designed for students to

showcase their academics and set goals for themselves. Students, parents and teachers attend these conferences.

In June, a progress report will be sent home to summarize how your student ended the year and to provide some recommendations for further progress over the summer.

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.

Library

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.

Field Trips (Parent Driver Information)

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. TFA 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 (Fee \$15)
- 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.

Middle School Travel

Travel opportunities require students to showcase exceptional behavior and self control. Students must be able to follow directions and school expectations the first time. Students who have ongoing behavior or have been suspended will not be considered for the travel opportunity until the behavior has been resolved. Middle school students are given the opportunity to attend a trip that takes place

outside of the classroom. Parents are responsible for the costs associated with these trips, and prices are subject to change based on occupancy and vendor pricing. Typically, the more students on the trip, the lower the cost will be. The Franklin Academy does not fundraise for these trips, as they are an optional additional student experience outside of school. The only exception to this is the Dessert Dash at the Franklin Academy Auction. Financial assistance can be provided. Please ask for the form at any front office or email our Director of Services (jbuntemeyer@thefranklin.academy).

Grade attending	Name of trip/event	Approx. cost
5-8th	Ski Days	\$310 per student (includes lessons, charter, lift, and rentals) all 4 weeks (4 days total)
5th	Canoe Island French Camp	\$246 per student Camp total=\$6,903 Charter total=\$1,670 (3 days total)
6th	NatureBridge	\$374 per student Camp total=\$9,483 Charter total=\$1,350 (3 days total)
7th	Philly & DC	Per student=\$2,020 (5 days total)
8th	International trip	Per student=\$2,800-\$5,000 (4-7 days total)
5-8th	House Day at Camp Saturna and TFA	Cost Currently Covered by a Donor and TFA

School Supplies

All supply fees are built into our tuition, TFA will purchase all the needed bulk supplies for the year (markers, pencils, glue sticks, wipes, sanitizing wipes, tissues, etc.).

Preschool - 4th Grade Student Supplies

A backpack, lunchbox (2 snacks and lunch), water bottle, jacket, boots, complete change of clothing (in a ziplock bag with child's name on it). Preschool-4th grade students also need to bring an individual emergency kit (see below).

Individual Emergency Kit (*Grades PS-4th)

If there is an emergency at the school such as a major fire, earthquake, explosion, etc. your child may be required to remain in the care of the school until it is deemed safe. **Please collect the following items for an individual emergency food kit and send them to school packed in a clearly labeled zip-lock bag:**

- 2 small juice box
- 1 candy bar
- 2 large trash bags
- 1 can of ready to eat soup

- 3 plastic spoons
- 1 individual box of cereal (small)
- 1 small container of prepared pudding
- 1 small can of beans, or other protein
- 1 granola bar
- Family Photo *The photo is meant to provide emotional support for your child
- A letter of assurance to child from parent *Please take the time to write a personal message to your son/daughter
- Space/emergency blanket (usually found in general merchandise type stores in the camping/sporting goods section (Yeager's, Fred Meyer, Walmart, etc.)

Note: Please send these items with your child on the first day of school. They will be returned on the last day of the school year.

Grade 5th-8th Grade Student Supplies

- Sturdy medium sized backpack with no wheels (must fit in a standard school locker)
 - Lunchbox (snacks and lunch)
 - Water bottle
 - Three ring binder, usually made with fabric and a zipper around the closure with a handle and either divided into 8 sections or with a set of 8 dividers with plastic tabs (one for each class).
 - Earbuds/headphones for school computer usage
- *Middle school emergency food supplies are kept on campus and supplied by the school, however, parents with students with allergies should use the list above and bring a kit with their student's name on it to the front office.**

DISCIPLINE AND BEHAVIORAL POLICIES

Procedures and Policies

TFA reserves the right to dismiss any student, or to deny enrollment to any student who, in the sole judgment of the Head of School, is not making satisfactory progress, has engaged in conduct which is detrimental to the school, or whose parent has engaged in conduct which is detrimental to the school.

TFA students Preschool-8th grade are taught the STOP, WALK, TALK strategy. This includes telling the student who is disrupting or causing difficulty to STOP. Then the student WALKS away and TALKS to an adult.

The climate at TFA strives for a collaborative approach where it is a “sharing” and “telling” atmosphere. Students are encouraged to report to an adult when they need assistance in problem solving and/or when conflicts arise. Through the telling climate, students learn that reporting and telling others of when they may be struggling allows each student support through the process of solving issues.

At recess and lunch we have recess trackers where our lunch and recess staff record any physical behavior and/or conflict that needs follow up from administrators. Administrators then take the next steps when a behavior is reported:

1. Behavior Reported
2. Investigate
3. Meet with student
4. Determine action

5. Contact parent
6. Restorative Practices

The Franklin Academy has developed and annually reviews the framework and plan to include:

1. Teaching positive school rules
2. Teaching positive behavior expectations
3. Implementing Responsive Classroom Method
4. Using effective classroom management strategies
5. Providing early intervention through reminders and conversations and support strategies for misconduct
6. Apply appropriate consequences to include restorative practices

In conjunction with TFA's Behavioral Plan, specific behavior expectations from each classroom teacher provide additional guidance and transparent communication to the students, parents and administration. These behavior expectations are reviewed and rehearsed in the classroom to ensure all students clearly understand the expectations. Because of privacy, steps taken to help students who are still working on the behavioral expectations are not informed to other students and parents.

In the spirit of understanding, collaboration and cooperation between the members of the school community, we continue to strive for the creation and/or maintenance of a learning environment that fosters academic exploration and success for all students.

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.

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).

Once a student has earned his or her way to an administrator for major disciplinary action, the discipline guidelines as outlined below will take effect. These guidelines are meant to be a guide for discipline, and they are not all inclusive. **The administration has the final authority for determining the disciplinary assignment for a student.**

Consequences for Student Misconduct

School behavior infractions yield consequences that strive to be consistent, reasonable, fair, and matched to the severity of the student's misbehavior. A progressive discipline plan is used to guide consequence. Each consequence pairs with meaningful conversations, instruction and guidance. Students are afforded an opportunity to connect their misconduct with new learning and change their behavior. Any use of consequence is carefully implemented with defined outcomes.

Offenses	Consequence
General Classroom Misconduct Minor Defiance/Insubordination Minor Disrespect Minor Disruption Dress Code Violations Minor Property Misuse	Teacher Managed 1. Redirection 2. Reminder 3. Parent Contact 4. 2nd Reminder/Parent Contact 5. Parent/Teacher Conference 6. Refer to Admin.
Automatic Administration Referral with Written Documentation	
Assault or Threat Toward Staff Member or Another Student *TAT	*Threat Assessment Team Activated (TAT) Threat Assessment Procedure Activate 1. Report 2. Evidence Collection 3. Investigate and questions asked of all parties 4. Parent investigation and contact by team 5. Determination 6. Action Steps 7. Law enforcement possible involvement Possible Out of school suspension, removal
Bullying/Cyberbullying and/or threats	<ul style="list-style-type: none"> ● Out of school suspension ● Long term suspension and/or removal
Causing an extreme disruption	<ul style="list-style-type: none"> ● Out of school suspension ● Long term suspension and/or removal
Extreme aggression	<ul style="list-style-type: none"> ● Out of school suspension ● Long term suspension and/or removal
Property Damage (including computer vandalism/violation of Technology Policy)	<ul style="list-style-type: none"> ● Out of school suspension ● Long term suspension and/or removal
Extreme Defiance/Insubordination and/or refusal to carry out instructions of staff members	<ul style="list-style-type: none"> ● Out of school suspension ● Long term suspension and/or removal
Fighting	<ul style="list-style-type: none"> ● In school suspension or Alternative Admin. Action ● Out of school suspension ● Long term suspension and/or removal
Horseplay (i.e. pushing, shoving)	<ul style="list-style-type: none"> ● In school suspension or Alternative Admin. Action ● Out of school suspension ● Long term suspension and/or removal
Misbehaving in ISS / lunch recess ISS	Extended In school suspension or Out of school suspension

Possession or use of drugs/alcohol/tobacco/lighters/matches	Law enforcement agency notified possible removal
Profanity or vulgarity	<ul style="list-style-type: none"> ● In school suspension ● Out of school suspension ● possible removal
Inappropriate Location	<ul style="list-style-type: none"> ● Alternative Admin Action and/or ISS ● In school suspension or Out of school suspension/possible removal
Technology and Phone	<ul style="list-style-type: none"> ● In school suspension or Alternative Admin. Action ● Out of school suspension ● Long term suspension and/or removal
Sexual Harassment or Misconduct	<ul style="list-style-type: none"> ● In school suspension or Alternative Admin. Action ● Out of school suspension ● Long term suspension and/or removal
Theft	Petty - In school suspension Major - Out of school suspension and Law enforcement agency notified
Weapons or threat of weapons *TAT	Threat Assessment Team Activated and Procedures Implemented <ul style="list-style-type: none"> ● In school suspension or Alternative Admin. Action ● Out of school suspension ● Long term suspension and/or removal ● Notification of law enforcement
The administration has the final authority for determining the disciplinary assignment for a student. This list is NOT inclusive and the steps may not follow exactly as noted - these are a guide NOT the final determination.	

Note about Violence: Weapons, such as firearms, imitation firearms, pellet guns, knives, tasers, ammunition, fireworks, or other dangerous weapons are never permitted in the school building. Students may never possess weapons on campus or, along with employees and volunteers, on school sponsored off-campus excursions. The School reserves the right to conduct a search of backpacks, lockers, students, or vehicles at any time, with or without probable cause. Guns, violent talk, gestures, pictures: All forms of violence in regard to weapons and talk of violence such as killing and gore are not prohibited at the school. All acts are considered a threat and immediately a threat assessment and removal of the student occurs until the threat assessment is conducted and completed. When this occurs parents are expected to be in support and assist in assurance of the safety of all parties. Parents are required to follow the direction of the administration. Law enforcement may be contacted as well. All acts will be handled seriously and would be grounds for suspension and or removal. There is zero tolerance for violence at the school of any kind.

Students Identified as Having Chronic Behavioral Issues

Students who have received disciplinary action more than twice in one month or have accumulated more than 5 referrals will be considered for removal. The Franklin Academy honors all students and staff to be safe and have a learning environment that is free from distractions, disruptions and negative behaviors.

Threat Assessment Team

When a major behavior and/or threat, or any major harm is made towards another, the Threat Assessment Team will be activated.

The actions the team will take include:

1. Report and Contact Authority if warranted
2. Contact parents
3. Investigate
4. Question parents
5. Analyze Investigation
6. Determination
7. Action
8. Restorative Practices

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 single incident that is considered egregious

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. When a student is expelled from the school, the family and student are not permitted on the school grounds unless meeting with school administrators.

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/ Cyberbullying

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.

Not Bullying List

- 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 serious 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.**

Cyberbullying

The Franklin Academy does not monitor cyber activity outside of school, however if cyberbullying events occur in school or outside of school (but are brought into the school), TFA will address, investigate and inform parents.

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/Cheating

Plagiarism – the stealing of another’s ideas and claiming them as one’s own – is a form of cheating and is not tolerated at TFA. 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 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.

Prohibited Items

- Any item used to intimidate, threaten, or cause bodily harm (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

Search and Seizure

The Head of School and/or designee may search student desks, lockers, and personal belongings, including, but not limited to backpacks, purse/handbags, clothing and other items in a student's possession. Students' backpacks should be kept in their lockers at all times. The police, using drug detecting dogs, may be invited into the school at any time to search lockers as a proactive, preventative measure.

SCHOOL POLICIES

Attendance

Attendance is a critical building block for student learning. If students are not present, they cannot engage in learning. Attending school regularly also helps children feel better about school - and themselves. Your child can start building this habit at any age, but the earlier the better so they learn right away that going to school on time, every day is important.

It is important that you understand our policies and procedures, as well as Washington state law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children to attend a public school, private school, or a district-approved home school program.

Reporting Absences

The parent/guardian is expected to notify the school office on the morning of the absence by email (frontdesk@thefranklin.acadmy) or phone (360-733-1750) and provide the reason for the absence before 9:00 a.m.. If there is no contact from the parents, the school will call/email for verification.

If parents cannot be reached, and no notification is provided, the parent/guardian will submit a justification within 48 hours otherwise the absence will be documented as unexcused.

Excessive Absences

In lower school, after five excused absences in any month, or ten or more excused absences in the school year, the school is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one school employee, to identify the barriers and supports available to you and your child. A conference is not required if your child has provided a doctor's note, or pre-arranged the absence in writing, and the parent, child and school have made a plan so your child does not fall behind academically. If your child has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene. (RCW 28A.225.018)

For any K-8 student, if a student is absent (excused or unexcused) more than 10 days in a trimester, a parent conference will occur and an attendance contract may be established. If a student is absent for 30 days or more in a school year, this is grounds for retention, which will be handled by the Head of School in consultation with the student's teacher(s). Individual circumstances of the reason for the absences will be taken into consideration.

For many students, an extended absence can create a gap in knowledge or hinder academic progress. Although it is possible for students to complete some study independently, a significant portion of the curriculum includes class discussion and group projects, aspects of our curriculum which cannot be reproduced.

Parents should know that while every effort will be made to work with students in any circumstance, teachers are not expected by The Franklin Academy to alter their curriculum plans or classroom schedules in significant ways to accommodate non-emergency absences.

Tardiness

Student arrival times are listed under the school Information section of this handbook as well on the TFA parent portal. Students arriving 15 minutes or more late, will be marked as tardy. Parents may contact the front office by phone, or email at frontoffice@thefranklin.academy. All students arriving late should be accompanied by a parent/guardian, or a note from a parent/guardian, prior to joining their class. Frequent tardiness is disruptive to the teacher and students in the class and can adversely affect the education of the child who is tardy.

Appointments

Taking students out of school during instructional time is strongly discouraged. Parents should make every effort to schedule medical and dental appointments after school.

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.).

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.

Extreme Environment Conditions Heat/Cold/Smoke

Students play outside only briefly or not at all when conditions are colder, or warmer than average. Students wear clothing that is dry and layered for warmth in cold weather. Hats and gloves are suggested. Students typically will play in the gym during adverse conditions. Students have the opportunity to play in the shade during periods of intense sunshine or heat. In the event of severe smoke, students will remain indoors for recess. Students do play outside when it rains. Students (especially the younger ones) should have at school a raincoat, hat and boots.

Inclement Weather

Administrators and support staff from TFA 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.

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.

Student Records

TFA 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 (see FERPA information below).

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.

Student Health Information must be completed or updated annually by the parent/guardian through the following [Annual Health History](#) link. TFA cannot be held liable for information that has not been shared.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

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.

Technology

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 (located in the Parent Portal) 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 TFA 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.
- All technology items are not permitted to be used during lunch or recess and are not permitted outside of the building.
- 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.

Personal Devices

TFA students are not to bring personal computers/ipads, 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 inform Mrs. Bucsko or Ms. Hurley via email. Then inform your student that the phone must be kept in his/her locker 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.

Pets on Campus

TFA does not keep pets on the premises. Pets are not permitted in the classroom, with the exception of service animals. Parents may request permission from the child’s teacher to share their pet on a special sharing day.

Extended Day Program (Before and After School Care)

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

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

Please contact Justin Buntmeyer at jbuntmeyer@thefranklin.academy.

After School Sports/Extracurricular Activities

TFA offers the following sports in middle school for grades 6-8th: Cross Country, Girls Basketball, Boys Basketball, Volleyball, and Track and Field. We also offer a variety of after school enrichment clubs. All clubs and sports require an additional fee. Participating in sports also requires a sports-physical. Please contact Mrs. Fox at sfox@thefranklin.academy for more information.

PARENT POLICIES

Code of Conduct

TFA 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

- 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. TFA'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 any school matter needs clarifying. Avoid depending upon PALS, interpretations 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.

Communication

Communication between parents, students and the school is valued at TFA. 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.

Security

Security and Emergency Procedures

- 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."

- A staff emergency procedure handbook that covers all disasters is available at the front desk.

Health

Health Care at School

The school health room is located near the school front office in both buildings. This room is staffed by a part-time nurse or administrative staff. If your student becomes ill or injured while at school, they will be directed to the health office.

When to Keep Your Child Home

Parents and guardians, keep your child home from school if they:

- Are too sick to participate comfortably in normal activities
- Need a level of care or observation not manageable at school
- Create an unhealthy or unsafe environment for others

In addition to the above, you should keep your child home with the following symptoms:

- **Fever:** keep your child home until their temperature is below 100.4°F for at least 24 hours without the use of fever-reducing medications.
- **Vomiting:** keep your child home until they have not vomited for 24 hours and they can participate comfortably in normal activities.
- **Diarrhea:** keep your child home until diarrhea can be contained and they can participate comfortably in normal activities. Keep your child home if there is blood or mucus in the stool.
- **Skin infections:** keep your child home if they have draining open wounds that you can't cover with a waterproof dressing, and/or mouth sores with drooling. May return after symptoms resolve or a healthcare provider evaluates and treats them.
- **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.
- **Rash:** with fever not associated with heat or allergy. May return 24 hours after the fever is resolved and they feel better. Should be evaluated by a health care provider.
- **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 they have received appropriate treatment and all live lice are removed.

Life-Threatening Health Conditions

Prior to attendance at school, each student with a life-threatening health condition will present a medication or treatment order from a Licensed Healthcare Provider (LHP) addressing the condition. A life-threatening health condition means a condition that will put the student in danger of death during the school day if a medication and treatment order providing authority to a registered nurse (RN) and Individual Health Plan (IHP) is not in place. Following submission of the medication or treatment order, the RN will develop an IHP.

Students who have a life-threatening health condition and no medication or treatment order presented to the school will be excluded from school to the extent that the district can do so consistent with federal requirements for students with disabilities under the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.

Food Accommodations

If your child has a life-threatening or severe food allergy, please complete and return all necessary medical paperwork before the first day of school. Our school nurse will go over all medical forms and advise staff of proper protocol for your child's specific needs. We are not a nut free school. In the event your child has a food allergy we will request families NOT send those particular food items. Students requiring any type of dietary accommodations per their individual health plan will need to provide their own special approved snacks, clearly labeled with their name on. All necessary staff will be notified of these dietary accommodations.

Medication at School

Medication will be administered by trained designated school personnel to a student only when absolutely necessary per RCW 28A.210.260-270 and RCW 18.71.030(3). The school accepts no responsibility for unanticipated reactions when the medication is administered in accordance with the directions of the student's health care provider (HCP).

Students are not permitted to keep prescription or over-the-counter medication on their person without the required documentation signed by their health care provider on file in the front office.

If your child requires medication during school hours, before they can attend school, it is the parent's responsibility to ensure that they deliver all medication to the office together with the required documentation. In addition, it is the responsibility of parents to ensure that medication has not exceeded the expiration date.

Required documentation can be obtained from the school or students doctor's office. Medication must be unexpired and in the original container. 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 for self-administration of medication, such as the need to use an emergency inhaler, are provided via the self-administration of medication form.

School personnel can 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).

Sunscreen (K-8th Grades)

Over-the-counter (OTC) topical sunscreen products may be possessed and used by students, parents, and school staff, without a written prescription or note from a licensed health care provider, if the following conditions are met:

- The product is regulated by the US Food and Drug Administration (FDA) as an OTC sunscreen product; and
- If possessed by a student, the product is provided to the student by their parent or guardian.

Students may bring and self-apply FDA approved sunscreen at school once parents have met the following conditions:

- Sunscreen is unexpired and labeled with student's name and kept with student (backpack/locker).
- Parent/guardian has instructed student on proper self-administration
- Child is instructed by the parent/guardian to not share sunscreen with other students. Some individuals can be very allergic to certain sunscreen products, please be mindful when instructing your child not to share.

Preschool Sunscreen Policy

We ask that families put on the first application of sunscreen in the morning before arriving at TFA. For staff to apply sunscreen to your child we need a parent signed sunscreen authorization form on file. We do not need a doctor's signature for sunscreen to be kept at school.

TFA does not carry bulk sunscreen, so families must provide an OTC sunscreen from home that is unexpired and labeled with your child's name.

Immunization Requirements

Washington State Law (RCW 28A.210.080) requires that children entering school must have medically verified documentation of the required immunizations or an exemption to attend school. The immunization records must be on file and be considered "in compliance" with state laws by the first day of school to prevent exclusion from school.

The Department of Health has a chart of the [Required Immunizations](#) for the 2023-2024 school year. More information about the Washington state immunization requirements is available on the [Department of Health](#) website.

Exemptions from Immunization Requirements

Washington State Law allows parents/guardians to exempt their child from school immunization requirements. Exemptions may be claimed for personal/philosophical, religious or medical reasons. MMR (measles, mumps, and rubella) may not be exempted for personal/philosophical reasons. To request an exemption, a completed [Certificate of Exemption](#) must be submitted to the school by the first day of school to prevent exclusion.

Conditional Status and School Entry

Children who are in the process of completing their required immunizations may remain in school in a temporary conditional status. Contact your school nurse to arrange.

Outbreaks and Exclusion

To control the spread of disease a local health officer may exclude children and staff in schools who are susceptible (i.e., unvaccinated). WAC 246.110-020.

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 trained 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.

PARENT INVOLVEMENT

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 and Volunteer Hours

Volunteers are an important part of our school community. There are many jobs that can be done from home, by email or online, that help to support our teachers, students, and fellow families. Even if you cannot volunteer now, we would love to know about your interests and special skills that might contribute to our community when we are able to gather in-person again.

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 report and track their hours through our parent portal on our website:

<https://thefranklin.academy/parent-portal/volunteer-portal/>

Parents who are not able to meet their volunteer hours should reach out to PALS (pals@thefranklin.academy) 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.

Closing

If you would like more information, a copy of the PALS bylaws, Board bylaws and minutes, Staff Emergency procedure handbook, please contact the front desk. We reserve the right to modify the parent handbook at any time. Please direct any further questions or clarifications regarding this handbook to the Head of School or Associate Head of School.