

FRANKLIN ACADEMY CHARTER HIGH SCHOOL HANDBOOK

MISSION STATEMENT

Our mission for the Franklin Academy Charter High School maintains those qualities of the Franklin Academy Elementary & Middle School. In addition, the mission for Franklin Academy Charter High School is to have all students complete their high school studies successfully, possessing the knowledge, skills and character to become productive, responsible and caring citizens who will meet the challenges and experience the successes of their future.

NONDISCRIMINATION STATEMENT

Pursuant to regulations implementing Title VI of the Civil Rights Act of 1964 prohibiting discrimination on the basis of race, color and national origin; Title IX of the Education Amendments of 1972 prohibiting discrimination on the basis of sex; and Section 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of handicap in any program or activity receiving federal financial assistance: All opportunities will be offered without regard to race, religion, color, national origin, sex or handicap.

INTRODUCTION

The purpose of this manual is to present policies on the proper conduct and behavior of students at the Franklin Academy Charter High School.

The policy manual is not intended to restrict in any way the authority of the school's directors, administrators, teachers or staff to make rules, not inconsistent with this code, as they are authorized by law to make for the operation of their school or classes. The Board of Directors encourages and supports the right of the school's administrators to employ a variety of disciplinary actions which may include, but are not limited to: suspension from school events and activities, after-school detention, and out-of-school suspension.

This manual is a work in progress. As policies continue to be reviewed and adopted by the Franklin Academy Board of Directors, amendments to this document will be provided to students, staff and parents.

Each student is expected to respect the rights and privileges of other students, teachers and guests. Students shall exercise their rights responsibly and in compliance with the guidelines established for the orderly conduct of the school's educational mission.

DEFINITIONS

- **Student:** Any person attending the Franklin Academy Charter High School
- **Board:** The Franklin Academy Board of Directors
- **Administrator:** School administrator or any school professional to whom the administrator may officially delegate authority.

- **Parent:** natural parent, legal guardian, or person serving in loco parentis
- **Short-Term Suspension:** suspension from school, school activities, and school grounds for a period of up to ten (10) days*
- **Long-Term Suspension:** Suspension from school, school activities, and school grounds for more than ten (10) school days, but not exceeding the remainder of the school year.
- **365-Day Suspension:** Suspension from school, school activities, and school grounds for 365 calendar days from date of incident.
- **Expulsion:** Permanent exclusion from the Franklin Academy Charter High School beyond the end of the school year.

***Inclement weather days do not count for suspension days**

GOALS

- 1.** A safe environment conducive to learning will be provided.
- 2.** The basic character traits of honesty, self-discipline, responsibility, kindness, respect for students and authority will be emphasized daily.
- 3.** Students will communicate effectively in modalities.
- 4.** Students will be qualified to enter academic or vocational post secondary educational programs.
- 5.** Students will be competent in the use of current technology.
- 6.** Students will become life-long learners.
- 7.** Students will be empowered to become self-motivated and self-directed learners who envision their future opportunities.
- 8.** Work ethic and professionalism will be integrated into the curriculum.
- 9.** Technology will be implemented to all areas of study affording student's proficiency in computer skills.

15 Outcomes of a Franklin Academy Student – Recognizing the importance of character in becoming a good human being, we pay close attention to the formation of character by instructing and challenging our students to absorb and practice several strengths and virtues through variety of curricular methods including our own set of supporting standards incorporated into our rigorous curriculum frameworks. As such, we have an exceptional culture of civility, fairness, and respect at Franklin Academy. By graduation, each of our students will have mastered these fifteen character outcomes implemented through lesson plans and instructional strategies.

1. Self-Reliant

2. Critical Thinker
3. Virtuous Leader with Well-Developed Judgment
4. Continuous Learner
5. Competent Technical Skills
6. Truth Seeker
7. Unfailing Integrity
8. Astute Problem Solver
9. Cooperative and Contributive Team Member
10. Strong Work Ethic
11. Dreams and Aspirations to Change the World
12. Traditional American Values and Entrepreneurialism
13. Well Developed People & Communication Skills
14. Gratitude
15. Healthy Mind, Spirit, and Body

COURSE OF STUDY/GRADING

All students at the Franklin Academy are expected to meet the graduation requirements as prescribed by the North Carolina Department of Public Instructions for Future-Ready Core. In addition to these requirements are several other local requirements for graduation. These include the courses of Research & Writing, Public Speaking, 2 years in high school of a foreign language, the senior project, completion of the CPR awareness program, and 100 hours of community service. **Students are expected to take a math class all four years of high school regardless of position within the math course sequence and the credits required by the state for graduation.**

A “credit” is given for the successful completion of competencies required by a given course. To receive credit, three criteria must be met. These criteria include:

1. A minimum 130 hours of instructional time per credit earned (semester courses must have 65 hours). Any course where the minimum seat time has fallen short due to absences must have time made up outside of school hours or the course will receive a grade of 59 (F) due to the missed instruction.
2. “A”, “B”, “C”, or “D” on as a final grade in the class
3. Competencies are passed

GRADING SCALE

A.....	90 - 100
B.....	80 - 89
C.....	70 - 79
D.....	60 - 69
F.....	0 - 59

If the final grade in any class is an “F”, that class must be retaken if necessary for graduation unless taken at another approved location during the summer break. The grade for ANY class taken during the summer break must result in the student earning state credit for the class in order to not be required to take the class again during the normal school year.

Semester & Final Exams

Fall Semester & Final Exams will be given at the end of each semester respectively. All exams count 25% of the student’s final Fall or Spring Semester average. All Fall Semester Exams are created by the instructor of the course. Final exams include both state End of Course Tests as well as teacher issued exams. AP Exams and State Writing Assessments are not counted as final exams for any class. Some courses require exams tied to performances, long-term projects, and other non-traditional exam types.

Franklin Academy Board of Valedictorians

Revision adopted by the Franklin Academy Board of Directors; August 11, 2016

Previous Policy --

The Franklin Academy recognizes its top students through the Board of Valedictorians. Students may achieve this “Top of the Class” status by reaching a weighted GPA of 4.7 or higher by the end of their first semester of their senior year. If a student drops significantly from this marker by the end of the school year, the honor will be withdrawn. These students will be recognized at graduation with a special tassel designating this achievement. This method of recognition acknowledges the challenging and rigorous nature of our academics and facilitates students taking a broad range of courses, especially their final two years of high school. This method fosters a strong work ethic and educationally sound decision-making regarding the courses a student can take while in high school. All students who attain this recognition will be listed as “Top of the Graduating Class”, with an equivalent ranking of “1”.

Policy Change Rationale and New Adopted Standards --

The state of NC adopted a new grading scale and GPA weighting policy that went into effect with the 2015-2016 school year. In order to fairly account for these grading differences while still recognizing superior achievement, a student’s GPA for Valedictorian consideration will be calculated based on the scale that was in effect during his/her 9th grade year. This will reflect consistency of achievement throughout the high school career. A weighted 4.7 GPA will continue to be the recognition indicator for the Class of 2017 and 2018. In addition, first semester averages for all senior year courses will be included in the final recognition of the Board of Valedictorians in January.

Beginning with the Class of 2019, a 4.4 weighted GPA will be the recognition indicator. (No rounding up)

This policy will only be for Franklin Academy’s determination of the Board of Valedictorians. Official transcripts will continue to always include a student’s actual calculated GPA and class rank based on current state standards.

Honor Code

All students are expected to abide by the honor code on all work and assignments turned in to their instructors.

“I have neither given nor received help on this assignment. I have completed my work following all school rules and procedures related to integrity, behavior, and citing of sources.”

Promotion/Graduation Requirements

Promotion to the next grade is based on successful completion of at least five (5) units each year, one of which must be English. Students must gain at least 25 credits over the course of their high school career to graduate.

No two English courses shall be taken concurrently except in extenuating circumstances as defined by the administrator.

Graduation from high school requires the successful completion of a minimum of 25 units of credit earned in grades 9-12. Students also must meet established competency criteria, which may include the North Carolina Minimum Competency Examination. All students must achieve level III, IV, or V on the state End of Course tests in Algebra I, Math III, Biology, and English II. In addition, students must meet the local established competencies as established by the Franklin Academy. For more information regarding the Future-Ready Core Graduation Standards visit this site:

<http://www.ncpublicschools.org/docs/curriculum/home/graduationrequirements.pdf>

The **Franklin Academy High School local graduation requirements** include completing 100 hours of community service (over 4 years of high school) These hours must be turned in to the office within 6 months of completion and completed by the end of May of senior year; Completion and passing of Public Speaking and Research & Writing courses (typically taken in 10th grade); Passing the Senior Project; and meeting all attendance and behavior policies.

Repeating Courses Policy

If a student does not pass a course and does not earn credit for that course, he/she may retake the course. Thereafter, if the course is passed, both grades are factored into the student's overall GPA, and credit is earned. Any course required for graduation must be taken again if not passed the first time.

If a student passes a course, he/she may decide to retake the course to improve his/her grade. In this case, the new grade will replace the old grade, and no new credit is earned. Retaking of a class is subject to availability and scheduling constraints. Please discuss with the Dean of Students prior to considering this option to ensure it is the best option.

Withdrawal From A Course

Students can withdraw from a chosen class within the first ten (10) days of school - with parent & advisor permission and availability of another class. There will be no withdrawals after the first ten (10) days of school. The ten (10) day rule also applies for semester courses.

Withdrawal after the ten day period would result in the class being recorded on the student's transcript as either a Withdrawn Passing (WP) or Withdrawn Failing (WF). No credit is earned if a student withdraws from a class mid-year.

Pass/Fail Courses

Certain courses may be offered as a Pass/Fail option. Please consult the Dean of Students to determine which courses may qualify for this designation. Pass/Fail option is designated on the transcript and no grade or quality points are awarded. Pass/Fail must be declared in writing within the first 10 days of the class.

Virtual High School Courses

Online Learning - Students taking virtual courses are responsible for all work and management of completion of assignments. The administration will not approve students taking virtual courses in lieu of those that can be offered in their normal schedule at Franklin Academy. Virtual courses may be taken during the normal school

year if approved through the administration. A parent/student meeting is required in order to discuss the options and secure registrations. Some standards found within the approved North Carolina Virtual Public School courses may not satisfy the local graduation requirements of the Franklin Academy.

Credit Recovery – Students may enroll in virtual courses offered through the state as a means of recovering credit for classes not passed. Enrollment in the courses is not guaranteed. It is the philosophy of the school that courses should be taken in house to maximize the benefits of instruction and preparation for subsequent classes and graduation. There are requirements for attendance during our Summer break in order to complete credit recovery courses.

Dual Enrollment

Franklin Academy supports students who wish to take college level course through the dual enrollment program with Wake Technical College or other designated institutions of higher education. The student is responsible for all registration materials and following through with the enrollment process as specified by Wake Technical College. High school students are required to have a full schedule while in attendance all four years. Courses taken through the dual enrollment program may be swapped out on a one-for-one basis. THERE ARE NO GUARANTEES THAT A STUDENT SCHEDULE WILL ACCOMMODATE CLASSES TAKEN OFF CAMPUS. PRIORITY IS GIVEN TO COURSES TAKEN AT THE FRANKLIN ACADEMY.

Study Abroad

The Franklin Academy Charter School has limitations preventing enrollment of new students after the 10th day of school. This policy allows high school students who participate in an approved study abroad program of three months or longer the ability to re-enroll in the Franklin Academy upon the completion of the program. The program may not exceed two years and the student must have attended the Franklin Academy immediately prior to the study abroad. Administrative approval of the program prior to withdrawing from the school is required if they intend on returning once the study abroad experience has been completed. Students and Parents are responsible for providing documentation for any transfer credit earned while in the study abroad program for consideration by the administration and must meet with staff to review completion of graduation requirements.

Homework

- Homework will be given regularly. No late work will be accepted in ANY class at the high school level unless instructed otherwise by the teacher.
- Homework for excused absences will follow guidelines of one (1) day for each day missed.
- Homework for unexcused absences will follow the school-wide guidelines- all work must be collected by student prior to leave and turned in on day of return. No late work will be accepted.

FINAL EXAM EXEMPTION POLICY:

In order for a student to be exempt from final exams in a particular class, the following criteria must be met and instructor(s) must be in agreement that the student is eligible for exemption.

NOTE: Courses in which an end-of-course exam is held are not eligible for final exam exemption.

Exam exemption is limited to **seniors** who have:

- Four absences or fewer during a school year in the class for which the exemption is being considered (2 or fewer for semester-long courses). Both unexcused and excused absences are counted in the 4 minimum. College Visits or other school sponsored activities do not count as an absence against the exam exemption policy.
- No suspension during that school year.
- A 90 or above average in that class.

Students may elect to take a final exam in a class, even if they are entitled to be exempt. Those students should be aware that the grade they receive for that exam is counted toward the final average in that course.

The final exam exemption policy does not apply to long-term projects, performances, or mandatory cumulative exams that count toward the final grade for the course. The instructor of the course will decide if their non-EOC exam falls under this exemption policy with the approval of the administration.

NATIONAL HONOR SOCIETY

Selection Process for Franklin Academy NHS

- 1) Students to be considered must have at least a 3.60 unweighted grade point average.
- 2) Students who meet the grade eligibility requirements in step 1 will be notified and asked to complete the following:
 - I. Professional Resume
 - II. Teacher Recommendation & Review
 - III. Interview
 - IV. Signed Copy of School Honor Code
- 3) Student will complete the application and return to advisor by given deadline.
- 4) Failure to submit a complete application will result in disqualification from consideration for this distinction.
- 5) Score will be tallied and selections made.

Students who receive a total of 200 points will qualify. Other candidates will be reviewed again for a final vote by the Selection Committee.

Possible Points (250):

- 15 Points - Unweighted GPA
- 125 Points - Teacher Recommendation
- 75 Points - Interview

GENERAL INFORMATION

Lunch

Students will eat lunch with their class in the assigned location for any given day. Students will not be permitted to eat lunch in the parking lot at any time. Food is to be eaten only in designated areas of the building. **Students cannot leave campus during lunch or have visitors other than parents and/or siblings.**

Attendance

Regular attendance in class is of paramount importance in the educational process. All students are expected to attend school in all days of the established school calendar as approved annually by the Franklin Academy Board of Directors and in compliance with the North Carolina school attendance laws.

Because the majority of work is done during the school day, regular attendance is the backbone of success. A pattern of absenteeism can rapidly have a significant negative impact on a student's ability to attain the course objectives, which are needed to qualify for course credit that is recognized by the state. High school courses have a minimum of 130 seat hours required for earning credit for the class. **Failure to meet the seat time requirement will result in posting a grade of 59 (F) in the class.** Seat time can be earned back by staying with a teacher after normal school operating hours. One hour per class can be made up in a day. Only absences coded as "excused" in PowerSchool can be made up. Multiple class hours cannot be made up concurrently. Instructors are not bound to adjust their schedules in order to provide time for students to make up seat time. Students with special circumstances (such as hospitalization) should contact the administration to address absences in classes.

The student, the parents/guardians, and the school are all responsible for maintaining a high level of attendance in school activities in order to preserve the instructional integrity of the Franklin Academy program. To that end, the Franklin Academy Board of Directors has adopted the following procedures:

Excused Absences

All absences MUST be handled through the school office.

- Parents/guardians must notify the school office on the day of the student's absence.
- Parents/guardians need to state the following when requesting an absence be excused:
 1. Student's name
 2. Date of absence
 3. Reason for absence
 4. Parent's/Guardian's name and phone number for verification.

A student who leaves during the school day for an excused appointment or illness is required to check out through the school office. Written notification from a parent must be presented at the time of sign out. A note of explanation from the parents/guardians is required on the following school day for any absence to be excused.

Pre-arranged Absences

A student who knows in advance that he or she will be absent from regularly scheduled classes/activities for one full day or more will be required to complete a "Request for Absence" Form from the office. The form must be completed by parent/guardian with an explanation for the request. The student will be required to collect assignments that will be missed and are required to complete all assignments and submit them upon return to school. Determination of excused or unexcused status will be decided by the school along with conditions that must be met.

Absences due to class field trips are considered to be pre-arranged, however, no Request for Absence Form is necessary. Students are expected to get missed work ahead of time and turn in upon return to school. Not following this guideline can result in the student work being counted as late or receiving no credit.

College/University Visits

Students are allowed 2 days during the school year to have excused absences for attending college/university orientations, open houses, or other informational programs on their campuses. The student must submit a copy of the program attended to the office in order for this absence to be counted as excused.

Excessive Absenteeism

Students who are absent 10 or more days per semester will be required to attend a conference with their parents, teachers, and the school administrator to evaluate the situation and determine the need for makeup work to stay on track to meet end-of-course objectives for that academic year. At this meeting, any issues pertaining to improving attendance will be addressed and a plan of action will be created for insuring that the academic goals of the student remain reachable.

Prolonged Absences

Any student absent more than 10 days in a row without contacting the school will be automatically withdrawn from the Franklin Academy in accordance with school attendance laws. A conference with the school administrator will be required to determine if the student may return to school.

Homebound Instruction

Homebound services of Franklin Academy are a privilege. Homebound services provide students the opportunity to receive continuous short-term instruction from temporary physical medical conditions. There is no legal requirement for providing homebound services.

Homebound services will only start after a student is absent from school 30 consecutive school days. Homebound service delivery options will be at the sole discretion of the school's principal/administrator. Eligibility for Homebound services will be reassessed at the start of each new academic year at which point this documentation will need to be completed again for the new school year.

Tardiness

Tardiness can disrupt the learning process, for both the tardy student and his/her classmates. Parents are encouraged to drop their students off at school prior to the

8:13 class start time to avoid a loss of instructional or advising time. Students arriving after the start time must sign in at the school office.

- Three unexcused tardies will count as an unexcused absence for the class.
- Unexcused tardies to first period may result in student drivers losing their parking on campus privileges.

Students must be in their class for 75% of the class time in order to be counted as present for that day.

Field Trips

Teachers may plan field trips from time to time during the school year to enhance the curriculum within the classroom. Parents will be notified of these trips in advance.

1. All children must have written permission to go on field trips PRIOR to leaving campus. Payment for the trip will not replace written parent permission to attend said trip.
2. Once a fee is paid for the field trip, it will not be refunded. This is necessary because the school will be obligated for tickets, transportation, etc.
3. No child will be denied access to a field trip because of an inability to pay. Please contact your building administrator in such cases.
4. Chaperones should not bring younger or older siblings that also attend the Franklin Academy on field trips. Siblings brought along will be considered in violation of this policy and their absence will be considered unexcused.
5. Behavior in school must be acceptable to go on a field trip outside of school property. School administrator has final say in these situations.
6. Students who demonstrate poor behavior in school may not be permitted to attend field trips. Administration may also require that a child's parent/guardian attend field trips as a provision to permit a child's attendance in these situations. Such decisions are at the discretion of the school administrator.
7. School uniforms are required on all fieldtrips unless otherwise noted by the teacher.
8. Chaperones are required to have a school background check before attending a field trip. Parents may get a background form from the office or your child's teacher. Parents must also give the office a copy of their license and insurance information, when driving on school field trips, prior to the event.
9. Children who choose not to attend a field trip and stay home will be marked with an unexcused absence. Children who stay behind from a field trip and attend school will be given alternative activities to work on during the school day.
10. Please see the following Chaperone Guidelines if you are considering signing up to Chaperone a field trip.

Fire/Tornado Drills

The school performs a fire drill one time per month. The students and staff are signaled by an alarm and then they proceed directly to the upper parking lot and their designated areas.

Tornado drills are performed approximately two times per year, particularly during storm season. Students are signaled by a series of alarms and then they proceed to their designated area in the building.

Security Lock Down- Code 300

In the event of an unwanted intruder on the Franklin Academy property, or in the building, the school has a plan that will be implemented. This plan has been practiced in conjunction with the local authorities in the event that we have an incident. All students have been told of the plan and have knowledge about each lock-down drill that we perform.

Evacuation

In the event of an evacuation (i.e. bomb threat) we would proceed to the designated areas in a parking lot. If we need to remain evacuated for an extended amount of time or if a situation arises in which it would be unsafe to remain in the school parking lot, our "Rally Point" is the Flaherty Park. Students will be escorted by teachers and will walk to this location. All information will be posted on WRAL news and radio. We will contact parents of students who are not picked up.

Searches

Students and their belongings may be searched at anytime throughout the school year. The Franklin Academy will be conducting searches as part of our own preparedness drills throughout the school year or any day that events lead us to believe this is necessary for the safety of all at the school. Student vehicles may be searched if deemed necessary to ensure student safety or suspicion of illegal items.

STUDENT CODE OF CONDUCT

All students shall comply with the Student Code of Conduct of the Franklin Academy Charter High School, state and federal laws, school board policies, and local school rules governing student behavior and conduct. This code applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place has a direct or immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the school.

Students shall comply with all directions of administrators, teachers, substitute teachers, student teachers, teacher assistants, and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such school personnel.

Violation of board policies, the Student Code of Conduct, regulations issued by the individual school, or North Carolina General Statutes may result in disciplinary action. Students shall be informed of local school rules that, if broken, may result in short-term or long-term suspension. Serious or repeated violations of any of the policies listed in this code of conduct may result in long-term suspension or expulsion of a student. A student who brings a firearm to school shall be subject to a 365-day suspension or expulsion.

When a school administrator has reasonable belief that an act has occurred on school property involving assault resulting in serious personal injury, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law, a school official shall report immediately such violation to the proper law enforcement agency. In such cases, school officials shall cooperate fully with the law enforcement agency. Internal disciplinary proceedings shall proceed independently from the criminal investigation and prosecution. [Legal Reference: G.S. 115C-391 and 115C-288 (g)].

Student Behavior

In order to maintain an environment that is conducive to teaching and learning, the Board requires maintenance of good order in the schools. Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited. Violation of School Behavior and Discipline Policy can result in the student forfeiting participation in after school activities, extracurricular activities, school social events and other school related programs not necessary to complete graduation from the school. Students may be assigned working lunch or sent home for one or more days for infraction in the following categories.

Zero Tolerance

ZERO TOLERANCE will be in effect while on the property of a public or private school in those portions of any building, stadium or other structure on school grounds which were, at the time of the violation, being used for an activity sponsored by or through

such a school, and/or while riding school provided transportation and/or participation in a school sponsored extra-curricular or academic activity off school grounds.

Closed Campus

Once a student arrives on campus, he/she is to remain on campus. Exceptions to this rule are with a "Permit to Leave" pass issued by the office. If any student leaves the campus without permission during the day, disciplinary action will be taken. The minimum action will be one-day suspension.

Inappropriate Literature & Illustrations

The possession of literature or illustrations which significantly disrupt the educational process or which are obscene is prohibited.

Public Display of Affection (PDA)

Public Display of Affection (PDA) is prohibited at school or a school sponsored activity and is defined as inappropriate physical contact including, but not limited to: hand holding, kissing, intimate touching and hugging.

Verbal Abuse/Disrespect

Serious or persistent verbal action that prevents an orderly and peaceful learning environment is prohibited. Cursing, using vulgar, obscene, or abusive language, including remarks that demean a person's race, religion, sex orientation, national origin, disability, or intellectual ability, and using sexually offensive or degrading language are specifically prohibited.

Peer Relations

No student shall engage in behavior that is immoral, indecent, overly affectionate, or of a sexual nature in the school setting. No student shall engage in sexually harassing behavior toward another student. [*Legal Reference: G.S. 115C-391, 478 U.S. 675 Bethel School Distr. V. Frazer (1986)*].

Arson

The use of any material reasonably likely to result in a fire on school property is prohibited unless specifically authorized by school officials.

Gambling

Students shall not participate in any unauthorized event, action, or statement that relies on chance for the monetary advantage of one participant at the expense of others.

DISRUPTION OF SCHOOL

Violation of any part may result in long-term suspension for students in The Franklin Academy.

Telephones & Electronic Devices

Telephones are for student use with teacher permission and pass only. Students will not be called out of class to answer the telephone. Phone messages will be taken for students only in case of an emergency. No student shall possess or use on school property without administrative/staff consent any wireless communication device, including but not necessarily limited to: cellular telephones, paging devices and two-way radios.

[Legal Reference: G.S. 115C-391, G.S. 115C-36].

Deliveries

Students **will not** be permitted to receive any deliveries on or for any occasion.

Violence

No student shall direct toward any person within the school context in any language, sign or action, which constitutes a threat of force or violence.

Hazing

Hazing is prohibited. No group or individual shall require a student to wear abnormal dress, play abusive or ridiculous tricks on him/her, frighten, scold, beat, harass, or subject him/her to personal indignity.

Fighting

Fighting or assaults on students and other people are prohibited. No student shall hit, shove, scratch, bite, block the passage of, or throw objects at another person. No student shall take any action or make comments or written messages that might reasonably be expected to result in a fight.

Assault on an Individual

No student shall cause or attempt to cause serious physical injury to any person intentionally behave in such a manner that could reasonably cause serious physical injury to any person.

The first violation of this policy during a school year by a student shall result in a suspension from school for up to ten (10) days. The first violation that has serious bodily injury as an actual or foreseeable consequence shall result in long-term suspension from the school for the remainder of the school year.

The second violation during a school year by a student shall result in a long-term suspension from the school for the remainder of the year.

If the first violation involves a student and one or more other persons attacking or behaving in a manner that could reasonably cause serious physical injury to another person, the first violation by a student shall result in long-term suspension for the remainder of the school year.

Assault on a School Employee

No student shall assault or attempt to cause physical injury or behave in such a manner that could reasonably cause physical injury to any school employee or volunteer. The first violation by a student shall result in long-term suspension from the school for the remainder of the school year or expulsion.

Self-Defense

A student who is attacked may use reasonable force in self-defense but only to the extent need to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.

[Legal Reference: G.S. 115C-391, G.S. 14-33(b), 14-269.2, 14-288.4]

Weapons & Dangerous Instruments

No student shall possess, handle, or transmit any weapon or other object that can reasonably be considered or used as a weapon or dangerous instrument.

Definitions: For the purpose of the Student Code of Conduct, a weapon is defined as any firearm, BB gun, stun gun, mace/pepper spray, air rifle, air-pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchable knife, blackjack, metallic knuckles, razors, razor blades, and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance. A firearm includes any gun, rifle, shotgun, pistol, starter pistol, firearm silencer, or part thereof, or any powerful explosive, including dynamite, nitroglycerin, trinitrotoluene, blasting cap, or any firearm or destructive device defined by 18 U.S.C. 921 or G.S. 14-269.2(b) and (g).

Except in cases involving a firearm, the first violation of this policy by students shall result in a short-term or long-term suspension for up to the remainder of the year. Except in cases involving a firearm, a second violation of this policy by a student shall result in long-term suspension from the school for the remainder of the school year or expulsion.

Administrators are required by law to refer any student who brings a firearm or weapon to school to the law enforcement system.

Any student who possesses, handles, or transmits a firearm on school property will be subject to expulsion.

Any weapon used in a threatening or dangerous manner by a student shall result in long-term suspension from the school for the remainder of the school year or expulsion.

[Legal Reference: G.S. 14-269.2, -269.7, -315, G.S. 115C-39]

Threat of Violence

No student shall set off, attempt to set off, or aid and abet anyone in giving a false fire alarm. No student shall interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.

No student shall make, aid, and/or abet in making a bomb threat or hoax by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on the school premises.

No student shall place on school premises any device that would appear to a reasonable person to be a bomb, or similar instrument capable of causing injury or damage.

No student shall attempt to extort money, personal property, or personal services.

Boycotts/Protests

No student on or off the school campus or through social media shall engage in any protest, march, picket, sit-in, or similar activity, which has its purpose of disruption of any lawful function, mission or process of the school.

No student shall participate in any boycott or walkout of any lawful school function at which attendance is required.

[Legal Reference: G.S. 14-35, G.S. 14-69.1, G.S. 14-69.2, G.S. 14-286, G.S. 14-288.4 and G.S. 115C]

Theft or Damage to Property

No student shall steal, attempt to steal, or knowingly be in possession of stolen property. No student shall intentionally damage or attempt to damage or deface school or private property while under school jurisdiction. No student shall knowingly make changes that will damage or prevent the use of any computer.

The first violation of this policy during a school year by a student shall result in a suspension of the student for up to ten (10) days. A second violation during a school year by a student shall result in long-term suspension from the school for the remainder of the school year.

[Legal Reference: G.S. 115C-391, G.S. 14-132, 14-269.7, 14-315]

Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals & Drug Paraphernalia

No student shall possess, use, distribute, sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or other controlled substance, or any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia or counterfeit drugs, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior.

Except as noted below, the first violation of this policy by a student shall result in the long-term suspension of the student from the school for the remainder of the school year.

An exception may be made when a first infraction does not involve the distribution, sale, possession with intent to sell, or conspiracy to distribute or sell a substance prohibited by this policy, and only when the school's directors recommend an alternative to long-term suspension. This alternative may be offered one time to students during their school career (unless an exception is made by the Board). The alternative shall involve corrective education and/or counseling. It shall be designed by the Board and agreed to in writing by the parent, guardian, student, and school administrator. Parents and students shall be provided information by school authorities concerning available counseling, rehabilitation, and re-entry programs. (Note: Long-term suspension will be reactivated should student and family fail to meet the requirements of the exception).

Any student who is fourteen years of age or older and who distributes, sells, possesses with intent to sell or distribute, or conspires to distribute or sell any schedule I or schedule II controlled substance as defined by the North Carolina Controlled Substances Act shall be subject to expulsion.

The proper use of a drug authorized by valid prescription from a legally authorized health care provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed. Documentation must be provided (doctor's note or original prescription bottle with the student's name on it).

Over-the-counter medications (Tylenol etc.) are permitted in their original container with permission note from a parent.

[Legal Reference: G.S. 115C-391, G.S. 90-89, -90]

Tobacco

No student shall possess, smoke, or otherwise use any tobacco product in any school building or school vehicle at any time or on the school premises during the school day or any school-related activities on campus.

[Legal Reference: G.S. 115X-391, Craig O. v. Buncombe Co. Board of Education, 318 NC 285]

Trespassing

No student shall be on campus of any school except the one to which the student is assigned during the school day without knowledge and consent of the officials of that school.

Students who loiter at any school after the close of the school day without special need or the proper supervision are trespassers and may be prosecuted if they do not leave when instructed to do so.

A student under suspension from school is trespassing if he/she appears on the property of any school during the suspension period without the express permission of the school administrator.

[Legal Reference: G.S. 115C-391]

Integrity

Any student who engages in or attempts to engage in plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited:

- Cheating includes giving or receiving unauthorized assistance on academic work.
- Plagiarism includes copying the language, structure, or idea of another and representing it as one's own work.
- Falsification includes verbal or written statement of any untruth.
- Violation of software copyright laws includes unauthorized duplication of computer software (piracy), printed material related to computer software, and/or the use of pirated computer software.
- Violation of computer access is willfully (directly or indirectly) accessing or causing to be accessed any computer, computer system, computer network, or any part thereof without proper authorization.

[Legal Reference: G.S. 14-453, 454, 455, 155C-391]

Discipline Authority

A school climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of youth. Each school administrator has the authority and responsibility to take whatever reasonable and legal action necessary to establish and maintain appropriate student behavior in accordance with Board policy.

[Legal Reference: G.S. 115C-36, 288(e), 289, 307, 390, 391, G.S. 14-269.2(b) and (g), and 20 U.S. C 8921]

Student Grievances

The grievance procedure may be used for any situation occurring within the operation or normal procedures of the school that causes a student or parent to believe the student has been wronged. A student, parent, or guardian may initiate the procedure when they believe that a violation, misapplication or misinterpretation of board policy, or state or federal law or regulation has occurred.

[Legal Reference: Title IX of the Ed. Am. Of 1972]

Grievance Procedure

Step 1: Conference with Administrator

Any student or parent wishing to invoke the grievance procedure shall make a written request for a conference with the administrator to discuss the grievance and seek resolution. The request shall describe the grievance and name the specific policy, rule, or law believed to have been violated.

The following additional guidelines shall be observed in Step 1:

- A grievance shall be field as soon as possible, but no longer than ten (10) days after the disclosure of the facts giving rise to the grievance.
- The administrator shall grant a conference within five (5) school days following receipt of the request. The administrator shall communicate his/her position on the question within five (5) school days following the conference.
- Only the parent, guardian, or someone acting in loco parentis shall be permitted to join or represent the student in the conference with the administrator.

Step 2: Appeal to the Franklin Academy Board of Directors

If the grievance is not solved in Step 1, it may be appealed to the Franklin Academy Board of Directors. A written appeal must be made within ten (10) days of following the written response of the school administrator in Step 1. This written appeal must be submitted to the main office in a sealed envelope to be delivered to the Board of Directors by the designated person on staff. The Board shall consider the testimony of both parties and render a written decision within thirty (30) days.

Search & Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

- *Personal Search-* A student's person and/or personal effects may be searched whenever a staff member has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
- *Locker Search-* Student lockers are school property and remain at all times under the control of the school, however, the students are responsible for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without student consent, and without search warrant.

- **Automobile Search-** Student parking at the school is allowed as a privilege. The school retains the authority to check student parking areas, including inspections of the exteriors of student automobiles when parked at the school. The interiors of student vehicles may be inspected whenever a staff member has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such checks and inspections may be conducted without notice, without student consent, and without a search warrant.
- **Seizure of Illegal Materials-** If a property conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

As used in this policy, the term “lockers” means any location used by the student for onsite storage of academic and personal items on school property.

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

[Legal Reference: G.S. 115C-288(e), 115C-307A(a), State vs. FEW, 360 So. 2d 148 (Fla. App. 1978), Zamora vs. Pomeroy, 639 F.2d 662 (10th cir. 1981), State v. D.T.W. 425 So. 2nd 1383 (Fla. App. 1983)].

Major Infractions

The Franklin Academy Board of Directors has identified the following seven (7) major infractions, which carry a mandatory long-term suspension/expulsion for students in grades 9-12.

- A second violation of board policy 4.2.2.2.2 *Assault on an Individual*, or a first violation where physical injury to another person is an actual or foreseeable consequence.
- Violation of Board Policy when the student assaults or attempts to cause physical injury or behave in such a manner that could reasonably cause physical injury to any school employee.
- Any violation of Board Policy that involves the use of a weapon or other object that could reasonably be considered a weapon.
- A second violation of Board Policy that involves the possession of any weapon by a student. The first violation of Board Policy that involves the possession of a firearm by a student shall result in a 365-day suspension or expulsion.

- Violation of Board Policy that involves the use of any weapon in a threatening or dangerous manner shall result in long term suspension or expulsion.
- A second violation of Board Policy concerning theft or damage to property.
- Any violation of Board Policy prohibiting the possession, sale, distribution or use of narcotic, alcoholic beverages, tobacco, or stimulant drugs shall result in long-term suspension or expulsion.

Sexual Harassment

The Franklin Academy Board believes that all staff and students are entitled to work and learn in school-related environments that are free from sexual harassment. The Board prohibits staff and students from participating in any form of sexual harassment. Complaints of sexual harassment should be made to a faculty member or reported directly to the administrator. When evidence of sexual harassment is established, disciplinary action will be taken.

A student does not have to report a sexual harassment incident for an investigation to begin, if a staff member knows or, in the exercise of reasonable care, should have known about the harassment. Sexual harassment between students is a serious violation of the Student Code of Conduct and may result in the suspension or expulsion of the offender. Students who are guilty of sexual harassment will receive a *minimum* consequence of a one-day suspension.

Once a sexual harassment claim has been made, it will be promptly and thoroughly investigated. Evaluations of sexual harassment complaints are made on a case-by-case basis. The actions taken will be consistent with ending the sexual harassment, eliminating of the hostile environment, and preventing the harassment from occurring again.

Definitions

Sexual Harassment

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly *a term or condition of* an individual's academic achievement/advancement (*quid pro quo*), or
- Submission to, or rejection of such conduct by an individual is used as the *basis of decisions* affecting such individual in matters of academic achievement/advancement (*quid pro quo*), or
- The conduct has the intention or effect of unreasonably *interfering with* an individual's academic performance or of *creating an intimidating, hostile, or offensive* learning environment.

Sexual harassment may involve persons of the opposite sex or persons of the same sex, but it does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered into by the parties.

Unwelcome

Unwelcome means that the staff member or student does not request or invite the conduct and views it as offensive and undesirable. Any unwanted sexual behavior can be sexual harassment, even if the behavior has been tolerated in the past. A student may feel that objecting would increase the harassing conduct, or feel too embarrassed, confused, or fearful to complain or resist. It is also possible that a student who willingly participates in conduct on one occasion may later decide that the same conduct on a subsequent occasion has become unwelcome. As long as the behavior is unwelcome and creates a hostile environment, it is harassment.

Quid Pro Quo

Quid pro quo is a legal term that means “something for something.” This form of sexual harassment involves one person (or persons) asking to trade sexual favors for “something.” For example, in relation to the Franklin Academy that “something” could be a written copy of a paper that a student plagiarizes or a grade given to a student by a staff member, both in trade for a sexual favor.

Hostile Environment

A hostile environment exists when sexual harassment is repeated and/or severe, and when it makes it difficult to learn or participate in schoolwork or school activities. It can affect other people and not just the person targeted. Other people can be affected when unwelcome sexually harassing conduct is severe, persistent, or pervasive, creating an environment that is intimidating, abusive or threatening.

Sexual Harassment Grievance Procedure

The Franklin Academy will investigate and resolve all sexual harassment complaints as soon as they are reported. The following steps outline the procedure for investigation of sexual harassment complaints.

- 1.** The victim (or victim’s advocate) should alert a staff member or one of the administrators. The complaint should include the incident date(s), time of day, actions or words said by all people involved, and the names of possible witnesses who observed the incident. The Franklin Academy will take every effort to prevent public disclosure of the names of all parties involved except to the extent necessary to investigate the complaint.
- 2.** The administrator will review and investigate the complaint to determine the appropriate course of action. If there are insufficient grounds to support the complaint, then the complaint is filed and the procedure is concluded. If there is sufficient evidence to proceed, then the administrator will review the grievance procedure with the parent/guardian or the student who reported the incident.
- 3.** The alleged harasser will be informed of the complaint and advised of the grievance procedure.
- 4.** Interim measures may be taken to protect the accuser during the investigation. These measures may include reporting the incident to law enforcement officials, separating those involved, or allowing the person claiming harassment to transfer to another class. The Franklin Academy will inform the alleged harasser that Title IX prohibits retaliation, and

evidence of such action will result in strong responsive action against the alleged harasser.

- 5.** All staff or students involved with the complaint will be informed of the status of the complaint. All parties directly involved in the complaint will be notified of the outcome after the Franklin Academy staff has determined the appropriate course of action. (This does not include witnesses or others that were interviewed during the investigation). If necessary, the Franklin Academy Board may be consulted before a final decision is made on the complaint.
- 6.** If harassment is substantiated, the Franklin Academy is obligated to stop the behavior(s) and ensure no future incidents occur. This includes eliminating “quid pro quo” harassment, hostile environments, or repetitive behaviors by students or staff. An appropriate sanction will be determined by the school administrator.
- 7.** All parties in a complaint have the opportunity to appeal to the Franklin Academy Board of Directors.

AUTOMOBILES

Parking On Campus

Students in grades eleven and twelve may use private transportation to travel to and from school once approved by the office. All students must register their motor vehicles in the school's office to retain a parking space. Upon arrival, cars must be parked in the student parking lot and locked. **Returning to parked cars between classes and during lunch without permission from the administrator will result in loss of privilege to drive to school.** The parking lot is OFF LIMITS during regular school hours.

Leaving campus by motor vehicle without permission from the administrator or prior to dismissal from school for the day will result in suspension and loss of privilege to drive to school for up to the remainder of the school year.

Students are permitted to park on school premises as a matter of privilege, not of right. The school does not assume any responsibility for loss or damage to cars in the parking lot. However, the school retains authority to conduct routine patrols of student parking lots and inspections may be conducted without notice, without student consent, and without a search warrant. School personnel may search the interior of a student's vehicle if they have reasonable suspicion to believe that it contains illegal or unauthorized materials. A student who brings an automobile to school is responsible for the car and its contents. No parking is allowed on the adjoining streets to the school's campus. The campus speed limit at ALL times is 10 m.p.h.

Driving Privilege

Eligibility

Juniors & Seniors holding a valid driver's license are eligible to be selected for a parking space as long as the rules are followed **and the student remains in good academic standing.** Good academic standing is defined as passing all courses during the current grading period. *Eligibility will be reviewed every semester.*

Fees

The fee for student parking on campus is \$50.00. This fee is waived if two or more eligible drivers agree to share a space and carpool for the school year. Parking spaces will be assigned during Open House of the 2017-2018 school year.

Parking Rules

1. Spaces will be awarded giving preference to seniors and then juniors. A lottery may be necessary if more students apply for spaces than available. All other available slots will be issued at the discretion of the administration.
2. Parking privilege can be revoked at anytime by the administration for any of, but not limited to, the following situations:
 - a. Unsafe driving while on campus
 - b. Being chronically late to first period

- c. Failing any course at designated grade check times
 - d. Loitering in the student parking area before or after school
 - e. Failure to park in assigned spot
 - f. Creating disturbances by playing music loudly
 - g. Disrespectful behavior in the parking lot (such as leaving trash or vandalism)
3. Failure to observe posted signs regarding speed limits or parking in prohibited areas will result in revocation of parking privileges. Park only in assigned spots unless instructed otherwise by the administration. Cars straddling two spaces, parking improperly, or parking without a parking permit will result in the car being towed or booted at the driver's expense.
 4. A valid parking permit is required for all vehicles in the student parking lot.
 5. Automobiles located on Franklin Academy property may be searched by administrators and/or law enforcement units at any time if there is suspicion that controlled substances or weapons are contained inside.
 6. Students who have permission to drive may not pick up other students in any area other than the student parking lot.
 7. The parking lot is off limits to all students during class time. Drivers may not invite other students to sit in their automobiles before or after school. **Loitering in the parking lot is prohibited and will be dealt with according to school policy.**
 8. Mechanical problems with vehicles that result in tardiness or absence are not excused absences.

Consequences for Violating the Driving Rules

Any violation of the driving rules and regulations or behavior rules may include but not be limited to temporary suspension or permanent revocation of privilege.

Driver's License Revocation & Driving Eligibility Certificates

Driver's License Revocation for Students Not Making "Adequate Progress" or Who Drop Out

A law that became effective August 1, 1998 affects all students under the age of 18 who are eligible for a driving permit or license. These students must stay in school and make "adequate progress" in order to keep their permit or license. "Adequate progress" is passing at least 5 out of 7 classes that are required each semester at our high school. The law requires the school system to report to the Department of Motor Vehicles (DMV) any student less than 18 years old who drops out of school or who is not making "adequate progress." Students who do not make "adequate progress" at the end of each semester, or drop out of school, will be reported to DMV and will have their permit or license revoked. Parents and students will be

notified by the school if DMV is going to be notified and the student's parents may appeal this if a hardship exists.

Driver's License Revocation For Certain Offenses

A student who receives a suspension, expulsion, or an assignment to an alternative educational setting for more than 10 consecutive days for, (a) possession or sale of an alcoholic beverage or an illegal controlled substance on school, (b) the possession or use on school property of a firearm, or, (c) the physical assault on a teacher or other school personnel on school property will have their driver's license revoked by the Department of Motor Vehicles.

School property, for this subsection, is defined as the physical premises of the school, or other vehicles under the school's control or contract and that are used to transport students, and school-sponsored or school-related activities that occur on or off the physical premises of the school.

Driving Eligibility Certificates

In order for a student to receive a driving permit or license, he/she must have a Driving Eligibility Certificate. A student must be enrolled in school and be making "adequate progress" in order for the school to issue this certificate. The grades used in making this determination will come from the most recently completed semester. **"Adequate progress" is passing at least 70% of coursework or in most cases at the Franklin Academy this would mean five of the seven classes that are required.** Students who are not making "adequate progress" at the end of a semester, or who drop out of school, will not be able to receive a Driving Eligibility Certificate.

Parents of students who are either denied a Driving Eligibility Certificate or who will be reported to DMV may appeal that decision if a hardship exists. The appeal process is outlined in the "Grievance Procedure" section of this manual.

Computer/Internet Usage

The Franklin Academy believes that the benefits of Internet access far outweigh the risks and that the key to safe Internet usage is based on education and example. The purpose of this policy is to ensure that those using electronic resources at our school will do so with respect for the public trust and in accordance with our school's educational goals and the regulations established by state and/or federal agencies.

- 1.** The transmission of material in violation of any state or federal regulation is prohibited.
- 2.** This prohibition extends to, but is not limited to, copyrighted, threatening, obscene, or unlawful material, and material protected under other legal means.
- 3.** Use of the network for commercial or illegal activities of any kind is prohibited.
- 4.** School officials must apply the same criterion or education suitability used for other educational resources.

The Internet provides access to computer information resources. The Internet is similar to books, videos and other information sources. Students use the Internet as they would any other educational resource. They ask questions of and consult with experts, communicate with others and locate information. Because of the dynamic nature of the Internet, it is impossible to predict what information students might find while using it. Therefore,

1. Each user is responsible for his/her behavior while using our resources.
2. Teachers have a responsibility to assist students in developing the judgment and skills needed to identify, discriminate and evaluate appropriate information resources.

Because Internet sites may contain material that is offensive to common standards of decency, adult-oriented, or otherwise inappropriate, the user is responsible for his/her actions and may not access, download, or print from these sites.

1. The Franklin Academy provides use of e-mail and the Internet on equipment that is the property of the school. The e-mail system is the property of the Franklin Academy and all messages composed, sent or received on this system are and remain the property of the school. The Franklin Academy reserves the right to access and review all e-mail transmissions and web site traffic.
2. Access to the network is a privilege, not a right.
3. Each user is expected to adhere to the Franklin Academy policy on acceptable use.
4. Violation of this policy or abuse of the facilities in any way will result in disciplinary action, and/or appropriate legal action.

Usage Rules of Conduct

1. Students will conduct themselves according to the social and cultural norms of the Franklin Academy community.
2. Students shall learn appropriate etiquette of Internet use, which includes the following:
 - Students shall respect the rights of others.
 - Students shall conduct themselves responsibly, ethically, and politely while online.
 - Students may not use any account, mailbox, or other site that does not belong to them.
 - Students shall use information storage moderately and close unneeded Internet connections.
3. Students must demonstrate grade-level appropriate knowledge of telecommunications technology.
4. Students should be able to use search tools to locate and research curriculum-related activities, assignments, and projects.
5. Students should be able to utilize school e-mail for individual, or group use.
6. Students will only use school-approved, licensed software on school computers and will not bring to school or use other programs or applications without permission.
7. It is the responsibility of the student to check for policy changes.

8. Students are granted the conditional freedom to examine a broad range of opinions and ideas with regard to the educational process, including the reasonably unrestricted location, use, and exchange of information and ideas on the Internet. With this freedom comes a corresponding obligation: Students are responsible for monitoring their own ethical and educational uses of the Internet.
9. Students must not use or respond to any offensive or inappropriate language or harass anyone.
10. School officials must respect a student's right to privacy. This does not give anyone the right to misuse, disrupt, or abuse access time.
11. Students must not reveal any personal address, phone number, or credit card information.
12. Students may not access unauthorized or inappropriate areas, misrepresent themselves or their age, nor make unauthorized copies of software or information.
13. Teachers and/or administrators are the ultimate authorities in determining what is appropriate material and appropriate Internet use.
14. Students and parents will not hold the teacher, school or Board liable for any materials retrieved from the Internet.
15. The Franklin Academy reserves the right to modify this policy at any time.

All students must sign an Internet Use Agreement and have it placed on file before they can be granted an e-mail address and password for Internet access.

Plagiarism Violations

Plagiarism Includes:

- Direct copying of the work of another submitted as the student's own (from that of another student or other persons, from an Internet source, and or from a print source).
- Lack of in-text or in-project documentation
- Documentation that does not match Works Cited/Works Consulted.
- Work that suddenly appears on final due date without clear provenance (does not included checkpoint process requirements).

Words and Ideas of Your Own: How to Avoid Plagiarism and its Consequences

It's an all too familiar situation. You have a paper due tomorrow, not to mention homework for your other classes. It's already midnight and you are staring at a blank computer screen that has the potential for holding the best paper you have ever written...if you only had the time! You have two options: stay up all night and write the paper yourself or simply lift a few paragraphs from your sources without giving credit to the original author. Or you could simply buy an essay off the internet. Your teacher will never know, right? WRONG. These are examples of PLAGIARISM. And plagiarism is wrong.

What is plagiarism and why is it wrong? Plagiarism is using words, phrases, or ideas that you did not create on your own without acknowledging their original source. Plagiarism is wrong because it is a form of cheating, meaning that it is dishonest thievery, and it violates other writers' rights. Not to mention that you are essentially cheating yourself out of a valuable educational experience when you fail to do your own work.

What are the consequences of plagiarism at the Franklin Academy? You are violating the student code of conduct at this institution, whether you intend to plagiarize or not. Therefore, you will be penalized according to Franklin Academy's discipline policy. This can lead to suspension from school.

So how does a teacher know that you plagiarized? Your teachers know you well enough to know your writing style, capabilities, and work ethics. If there is a reasonable doubt that the work could be plagiarized, a teacher simply has to check your work against your sources. If you did not cite sources, the Internet and the tool TurnItIn are great tools for teachers to check for lifted material (We know how to use Google, too!).

And what exactly should you cite in order to avoid plagiarism? ANY facts or ideas that are not common knowledge MUST be acknowledged through citing your sources. If you have done research on a topic and you want to incorporate the author's idea into your paper, all you have to do is correctly tell the reader from where the idea came. There are three main ways to incorporate others' ideas or words into your own essay.

1. Direct Quotations
 - a. Offers exact words of a source
 - b. Used when words show your point precisely and completely
 - c. Use sparingly
 - d. Place quotation marks around quote and the page number from the original source in parenthesis before the end punctuation mark
 - e. Example:

Aristotle affirms in *Poetics* that character holds second place in the heart of a tragedy because "character is that which reveals moral purpose, showing what kind of things a man chooses or avoids" (13).
2. Summary
 - a. Presents the main idea of a source in a shortened form
 - b. Example
Aristotle says that being true to life is important because this is from what propriety and goodness come (28).
3. Paraphrase
 - a. Restates another writer's ideas in YOUR OWN WORDS
 - b. Tests your understanding of an idea
 - c. Be sure to use your own style of wording and not the author's
 - d. Example
She shows her independence from Higgins by not directly falling in love with him, but trying to remember why she wanted to become educated in the first place—to make herself better and be independent (Chance 16).

Your teacher will discuss ways to correctly cite your papers and what format your class will use. If you have any questions about plagiarism, it is always best to ask your teacher before submitting questionable material.

Here is a wonderful resource for the Modern Language Association's guidelines to research and documentation of sources. The Franklin Academy strongly encourages each student and parent to visit this website frequently when essays or papers are assigned in order to prevent cheating and plagiarism.

<http://www.ccc.commnet.edu/mla/index.shtml>

There are also numerous resources available through your English teachers on correct documentation of sources. Please ask if you have any questions before it is too late!

Works Cited

Darling, Charles. "A Guide for Writing Research Papers." Internet. Available:
<http://www.ccc.commnet.edu/mla/index.shtml> .

