MISSION STATEMENT

The mission of the Franklin Academy is to provide an environment that fosters and encourages high standards of academic achievement, creativity, technological sophistication, the love of learning, accountability, self-esteem and the development of good citizens. Through exceptional instruction, by highly skilled and qualified teachers; the highest possible student outcomes will be achieved.

THE FRANKLIN ACADEMY: PAST, PRESENT AND FUTURE

The Franklin Academy began in 1998 as a Public Charter School serving kindergarten through fifth grade. Since then, we have added sixth through twelfth grade and more than doubled our student population. North Carolina’s Department of Public Instruction recognized our school as a School of Distinction and a School of Excellence and we are one of the most established operating charter schools in the state.

The future of the Franklin Academy is just beginning and we are glad you choose to grow with us!

We Believe

We believe that all students deserve a safe, supportive, structured and orderly learning environment.

We encourage appropriate behavior through the implementation of high expectations consistently held in all classrooms throughout our school which are supported and enforced through teaching, guiding, directing and providing opportunities for new learning to occur.

We create opportunities for students to practice and succeed in making responsible effective choices in order to reach their academic and personal goals while being a productive member of the school community.
## Important Phone Numbers for Student and Families

If you need assistance beyond our school, the following offices and services in the community may be helpful:

### School Support Counseling Services and Referrals
- Wake County Social Services: 919-212-7000
- Franklin County Social Services: 919-496-5827

### County Social Services
- Wake County Social Services: 919-212-7000
- Franklin County Social Services: 919-496-5827

### Local Food/Clothing Banks
- Food Bank of North Carolina: 919-875-0707
- Inter-Faith Food Shuttle: 919-250-6043
- Raleigh Rescue Mission: 919-828-9014
- Tri-Area Ministries: 919-556-7144

### Mental Health Evaluations/Support
- Holly Hill Hospital: 919-250-7000
- Carolina Partners in Mental Health Care, PLLC: 919-929-9610
- Brynn Marr Hospital: 910-577-1900

### Substance/Alcohol Abuse Services
- Southlight: www.southlight.org
- First Step Services, LLC: www.firststepgarner.com
- HELP GUIDE: www.helpguide.org
- F.A.C.E. - Family & Community Education: 919-833-8899

### Have the Courage to Make the Report!

**Worried about a friend or situation at school? Need someone to talk to?**

All calls/online reports are anonymous and confidential and are available 24 hours a day/7 days a week!

### If you are having thoughts of suicide, feel depressed, are having personal problems at home, or if you know someone who is, or you just feel the need to talk anonymously to a counselor...

- **Hopeline Network**
  - 919-231-4525
  - 877-235-4525
  - www.hope-line-nc.org

- **Lifeline Network**
  - 800-273-8255

### If you see or hear about bullying, fighting, abuse, harassment, weapons, or any other dangerous situation at school...

- “Harassment Form” FA Confidential Online Form
  - www.franklinacademy.org
- Go to “Quick Links” to find our

### Say Something Anonymous Reporting

Say Something Anonymous Reporting System allows you to submit secure & anonymous safety concerns to help identify and intervene upon at-risk individuals BEFORE they hurt themselves or others.

- 844-5-SAY-NOW
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WELCOME TO THE FRANKLIN ACADEMY
Welcome, parents and students, to the 2020-2021 school year at the Franklin Academy. Franklin Academy is a public charter school that has been approved by the State Board of Education. As a charter school, we provide parents with a choice within the public school arena. The Franklin Academy Board of Directors and staff look forward to providing a positive school experience for our parents and students.

FRANKLIN ACADEMY BOARD OF DIRECTORS
Mr. Robert L. Luddy, Chairman

Board Members
Mr. Rick Eddins • Mr. Bill Francis • Mr. Alphonza C. Merritt • Mrs. Judy Nunnenkamp

CAMPUS LOCATIONS AND CONTACT INFORMATION

Kindergarten to Second Grade
Franklin Academy—FA1 and FA2
604 S. Franklin Street, Wake Forest, NC 27587
Head Administrator: Denise Kent
Administrator: Melissa Lloyd
Phone Number: 919.554.4911
Fax Number: 919.554.2340

Third to Eighth Grade
Franklin Academy—FA3 and FA4
1127/1137 Chalk Road, Wake Forest, NC 27587
Head Administrator: Denise Kent
Senior Administrator: Amy Daniels
Administrator: John Crosland
Phone Number: 919.570.8262
Fax Number: 919.570.8241

Ninth to Twelfth Grade
Franklin Academy—FA5
648 Flaherty Avenue, Wake Forest, NC 27587
Head Administrator: MaryJo Birschbach
Administrator: Brian Fouts
Phone Number: 919.453.5090
Fax Number: 919.453.5099

THE TOP 15 ATTRIBUTES OF A LUDDY SCHOOL GRADUATE
Unfailing Integrity
Continuous Learner
Cooperative & Contributive Team Member
Ability to Find the Best Solutions & Outcomes
Self-Reliant Individual
Strong Work Ethic
Truth Seeker
Healthy Mind, Spirit & Body
Critical Thinker & Problem Solver
Spirit of Gratitude
Virtuous Leader with Well-Developed Judgement
Traditional American Values & Entrepreneurialism
Competent Technical Skills
Well-Developed People & Communication Skills
Dreams and Aspires to Change the World
INTRODUCTION TO OUR HANDBOOK

This handbook is provided to present an overview of the policies, regulations and procedures followed at the Franklin Academy.

As Franklin Academy partners with parents and students, it is essential for families to understand, be in agreement with, and remain supportive of the vision, mission, purpose and beliefs of the school. Additionally, as a partner with Franklin Academy, your utmost respect for the advancement of the school’s mission as well as the support of the school’s rules, policies, procedure, administration and faculty are imperative. By enrolling your child as a Franklin Academy student, it is important for parents to understand that you and your student are agreeing to abide by the mission, standards, and policies of Franklin Academy. 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.

In light of this it is essential that the school and home work together to assure that all students meet the high expectations for behavior and academics set forth in our handbooks and through daily practice within our classrooms. As such, we strongly encourage and welcome parents/guardians to be involved in their child’s education, and to become part of the school community by attending events or volunteering at school where such opportunities are available. When participating at school events, all guests are expected to act in an appropriate and courteous manner towards school faculty, staff and students.

This handbook is not intended to in any way restrict the authority of the school’s administrators, teachers or staff to make such 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 administrator to employ a variety of disciplinary actions which may include, but are not limited to, suspension from school events and activities and out-of-school suspension. Grievances and expressions of dissatisfaction may be directed to school administration or the board of directors to be addressed directly.

As a living document, the policies contained within this handbook continue to be reviewed and updated by the Franklin Academy Board of Directors. Any amendments to this document will be provided to students, staff and parents.

ORGANIZATIONAL PATTERN AND CURRICULUM

Teachers at all grade levels follow the North Carolina Common Core and Essential Standards as a skeletal framework for content taught at each grade level. Parents can view the Common Core and Essential Standards by visiting North Carolina’s Department of Public Instruction at www.ncpublicschools.org.

Kindergarten is located in Franklin Academy I (the lower building). Grades one and two are located in Franklin Academy II (the upper building). Grades three through five are located at Franklin Academy IV, and grades six through eight are located at Franklin Academy III on Chalk Road. Grades nine through twelve are located at Franklin Academy V which is located on Flaherty Avenue.

The Franklin Academy has adopted a Direct Instruction format for instruction of core curriculum. The goal of Direct Instruction is to accelerate learning by maximizing efficiency in the design and delivery of instruction. Some of the delivery elements of Direct Instruction are rapid pacing and choral group responses, which are punctuated by individual turns. The design of Direct Instruction lessons includes every component to make a lesson successful. Each Direct Instruction program is extensively revised based on specific student error data from field tests. While using Direct Instruction, teachers are able to consistently test for mastery of each objective being taught. This allows for a higher time-on-task and retention level.
SCHOOL-WIDE GRADING AND ACADEMIC INFORMATION

SCHOOL HOURS BY BUILDING

<table>
<thead>
<tr>
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<th>Student Drop Off Start</th>
<th>Class Starts</th>
<th>Class Ends</th>
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<td>K</td>
<td>7:30</td>
<td>7:35</td>
<td>8:00</td>
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<tr>
<td>1-2</td>
<td>7:30</td>
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<td>8:00</td>
<td>3:00</td>
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<tr>
<td>3-5</td>
<td>7:20</td>
<td>7:25</td>
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<td>6-8</td>
<td>7:20</td>
<td>7:25</td>
<td>7:55</td>
<td>2:47</td>
</tr>
<tr>
<td>9-12</td>
<td>7:45</td>
<td>8:00</td>
<td>8:08</td>
<td>3:20</td>
</tr>
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REQUIRED SEAT TIME FOR HIGH SCHOOL LEVEL COURSES

Students must earn a minimum of 130 hours in a year-long course in order to earn course credit. If seat time is missed in excess of the allotted time, students will be required to make up that time in order to earn credit for the course. Missed seat time due to **excused absences** can be made up. Making up of seat time must be done outside of instructional hours (before, after school, lunch time, carpool) with the instructor of the class or other designated instructor as approved by administration. A student may make up a maximum of one hour per day. In order for the time to be credited, the student must log the time and have the instructor sign off. This is then submitted by the student to the office for recording. Instructors are not required 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 the class. Absences acquired as a result of suspension are excused absences, however, seat time requirements still apply. Students who fail a course due to not meeting the seat time requirement will not earn credit for the course which will be reflected on their transcript.

PROGRESS REPORTS AND REPORT CARDS

Report cards will be issued four times a year at the end of every marking period via PowerSchool. Progress Reports will be available to view at the midpoint of each grading period via Canvas. Parents will be notified when Progress Reports are available to be viewed. Please contact the office if you need paper copies. Progress reports are used to keep parents informed on their student’s progress throughout the marking period. All make-up work will be graded at the discretion of the teacher. Please use progress reports to work with your student’s teacher to insure your student is meeting the expectations for his/her grade.

PROGRESS REPORTS AND REPORT CARD DATES FOR 2020-2021

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<th>Progress Report Date</th>
<th>Report Card Date</th>
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<td>Sept. 18&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Third Quarter</td>
<td>Feb. 12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>March 19&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Second Quarter</td>
<td>Nov. 13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Dec. 18&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Fourth Quarter</td>
<td>May 14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>June 11&lt;sup&gt;th&lt;/sup&gt;</td>
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**SCHOOL-WIDE GRADING AND ACADEMIC INFORMATION**

**GRADING SCALE**

Progress is evaluated on the following scale

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

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**

Midterm Semester & Final Exams will be given at the end of each semester respectively. Midterm exams, if given, count 20% of the student’s final Fall 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 are counted as 20% of a student’s final course grade per state policy. 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.

**SENIOR EXAM EXEMPTIONS**

Graduating Seniors may qualify for final exam exemptions at teacher discretion. To qualify the student must have a 90 or above for overall for the year AND have no more than 4 absence (excused or unexcused). Please note: College visits (no more than 4) and school activities (games, field trips) are not to be counted toward absences. Teachers may opt to give and require students to complete an exam in accordance with the requirements of the course. Please see your teacher for specific information for their class.

**PARENT REQUESTS FOR HONORS/ADVANCED PLACEMENT**

Franklin Academy aims to provide an environment that fosters and encourages high standards of academic achievement while helping students to develop the skills necessary to handle the rigors of challenging course work. An important component in academic skill development is ensuring that students are placed in courses appropriate to their mastered skills. Ultimately, requests for advanced classes with no supporting evidence negate the differentiation and rigor provided to students in an Honors or AP level course.

In an effort to maintain the integrity of all Honors and AP courses, the Franklin Academy Board of Directors approved the following policy with regard to course recommendations.

- Teacher recommendations will be required in order for students to enroll in an advanced-level course. Recommendations are required as a means of ensuring students who demonstrate a need for acceleration are placed in an academic setting with the appropriate level of challenge and rigor.
- Students seeking an Honors or Advanced Placement level class must meet the criteria outlined in the Honors/AP Course Criteria Chart. Students will not be permitted to enroll in an Honors or Advanced Placement course without a teacher recommendation signifying successful achievement of this criteria.
- Parental overrides will no longer be available as an option.

Students have the opportunity to request a Reconsideration of the Recommendation. The process includes:

- A student must speak with the teacher(s) of the courses in which they would like their placement reconsidered in order to gain an understanding of areas they need to work on through the second semester.
- At the conclusion of the school year, the teacher will review the student's performance in relation to the criteria. Teachers will then have the ability to submit a recommendation change, only if the student's performance in the second semester consistently meets the criteria for the course, thereby warranting a change.
- Parents and students will be notified once this is completed.
- Once the Reconsideration process is completed, all placement recommendations will be considered final and overrides will not be permitted.
SCHOOL-WIDE GRADING AND ACADEMIC INFORMATION

HOMEWORK GUIDELINES

- Homework will be given regularly.
- Homework for excused absences will follow guidelines of one (1) day to complete the homework 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.

HOMEWORK ON THE WEEKENDS

Students in standard courses for grades 9-12 will not be assigned written homework on the weekends. As a result, students and parents can expect that homework will only be assigned for Monday night through Thursday night for those classes. Please note that long-term (one week or more) assignments/projects may be assigned at teacher discretion and may include the weekend in the time frame for completion. Additionally, students in Honors and/or AP Courses will have homework assigned as needed in accordance with the course requirements.

LATE WORK POLICY: GRADES 9-12

Work turned in one day late will receive a maximum grade of an 80%. Work turned in two days late or more will receive a maximum grade of a 50%. Students have three (3) school days from the due date of an assignment to turn it in for credit. After three days it will become a permanent zero. PLEASE NOTE: This is the general school policy with regard to late work. Grade level policies may differ in their expectations. All independent grade level policies must have their policies approved prior to implementation by administration.

MAKE-UP WORK POLICY

The teacher will determine credit for make-up work following an unexcused absence. In making the determination about credit, they will take into account the following:
1. The past performance of the student;
2. Circumstances that may have made the unexcused absences unavoidable;
3. Unusual family circumstances;
4. Nature of specific learning activity;
5. Other issues that the teacher determines to be relevant to the situation.

School work will be made up for excused absences under the following conditions:
1. If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school.
2. If the make-up work has not been assigned in advance, the student will have one (1) day for each day absent to complete the assigned work.

Absences resulting from an out-of-school suspension are excused. The following conditions apply:
1. Work will be assigned during the suspension. Students are expected to complete assigned work throughout the duration of their suspension When the student has completed serving his/her suspension they should plan to bring all of their completed work when returning to the school.

EXTRA CREDIT

Opportunities for students to receive extra credit are left to the discretion of the teacher. Providing extra credit is not encouraged nor endorsed by the school.
SCHOOL-WIDE GRADING AND ACADEMIC INFORMATION

COMPLETION OF ALGEBRA 1 AT THE MIDDLE SCHOOL LEVEL

Per the State Board of Education (SBE) policy GCS-M-001, a student who successfully completes Algebra 1 in middle school shall: Receive a final grade for the course based upon his or her performance and, in this case, his or her End of Course assessment score; Receive one high school credit for Algebra 1, thereby meeting the Algebra 1 graduation requirement and fulfilling one of the four mathematics course requirements; Enter high school as a freshman with a requirement to complete N-1 additional credits, where N is the number of credits required by the district to graduate. A student whose school system requires 28 credits to graduate would enter high school needing only 27 more. Please Note: Grades earned by students while in middle school shall not be included in the students’ high school GPA calculation under any circumstances, regardless of how many high school courses a student takes in middle school.

COMPLETION OF A HIGH SCHOOL LEVEL FOREIGN LANGUAGE COURSE AT THE MIDDLE SCHOOL

Students who elect to take and successfully complete either Spanish I or French I during their 8th grade year will receive a year of credit towards their High School foreign language requirement. This year of credit will allow the student to enroll in the subsequent level 2 course in their freshman year. It is important to note that students will still be required to take two consecutive years of a language during their high school years regardless of whether or not a high school level foreign language course is taken during the students’ 8th grade year. This means students completing a level 1 foreign language course in 8th grade will be required to complete a minimum of levels 2 and 3 during their first two years of high school. Subsequent language studies may be continued beyond this point at the students’ discretion.

HIGH SCHOOL CREDIT EARNED IN MIDDLE SCHOOL

The State Board of Education recently passed a new policy which allows students in middle school taking high school mathematics and second language classes to receive graduation credit for these classes. To receive credit students must pass the class (60% or higher) and score at least a level III on any End-of-Course test (EOC) related to the class. At the Franklin Academy this policy effects students in Algebra I, Spanish I, and/or French I in middle school. Please note: When a student elects to take a Foreign Language Elective for High School credit the course and final grade will appear on the high school transcript and earns the student an elective credit toward graduation, however the grade does NOT calculate in a student's GPA. Students are still required to take 2 years once they get to high school; however, the level at which they begin may differ based upon their enrollment in and successful completion of these courses in 8th grade.

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.”

PASS/FAIL COURSES

Certain courses may be offered as a Pass/Fail option. Please consult our Academic Success Coordinator or School Administrator 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.

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 Academic Success Coordinator or School Administrator prior to considering this option to ensure it is the best option.
PROMOTION & GRADUATION INFORMATION

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 Math 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

FRANKLIN ACADEMY LOCAL GRADUATION REQUIREMENTS
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.

COURSE OF STUDY AND 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:

- 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.
- “A”, “B”, “C”, or “D” as a final grade in the class
- Competencies are passed
The Franklin Academy provides the courses necessary for students to meet the graduation requirements of the North Carolina Future Ready Course of Study.

Students following the Future Ready Course of Study are required to earn the following credits for a High School Diploma from our school:

- English: 4 credits
- Math: 4 credits (Algebra I, Geometry, Algebra II and a fourth math class aligned with the student’s post high school plans)
- Science: 3 credits (A Physical Science course, Biology, Earth/Environmental Science)
- Health and Physical Education: 1 credit
- Electives*: 6 credits (2 elective credits of any combination from either: Career Technical Education, Arts Education, or Foreign Languages. The remaining 4 credits from Career Technical Education, Arts Education or any other subject area.)
  - *As a college preparatory school, all students should take at least 2 years of a foreign language, preferably during their 9th and 10th grade years.

In addition to these requirements are several other local requirements for graduation:

- Accumulate at least 100 hours of community service over the four years.
- Take the PSAT during 9th & 10th grade years.
- Pass the additional classes of Public Speaking and Research & Writing courses by the end of their senior year*
- As a college preparatory school, all students should take a minimum of at least 2 years of a foreign language, preferably during their 9th and 10th grade years.
- Complete and pass the Senior Project as prescribed in the Franklin Academy Senior Project Handbook.
  - *It is required that Research & Writing and Public Speaking be taken during the sophomore year

Along with the above courses, students are expected to earn passing scores on the End-of-Course tests required for the following courses: Math I, Math III, Biology, and English II. The End-of-Course test results also count as 25 percent of the student’s final grade. 11th grade students are required to take the ACT as well.

EXPLANATION OF LOCAL REQUIREMENT COMPONENTS

Community Service

Students who attend Franklin Academy will be required to complete a total of 100 hours participating in community service as a graduation requirement. The students will be required to complete a minimum of 25 hours per school year with the option of completing all of their community service hours at any time. See below for more information with regard to this requirement:

- Students who enter the Franklin Academy in the middle of their high school career will need to complete a minimum of 25 hours per school year until their senior year.
  - The requirement may be fulfilled in a variety of ways, however students are encouraged to gain pre-approval of activities prior to completing them.
- Students will need to provide documentation of service hours by completing a community service form. Please note that a supervising adult’s signature is REQUIRED on this form. Parents or other family members are not permitted to sign for their student’s service.
- Students should be involved in activities that are volunteer opportunities only. Students may not apply time spent for personal family activities toward their community service requirement.
- Students should not exceed 8-hours per day of service.
- Notably, community service is the most popular requirement of many scholarships closely following a student’s grade point average.
- The Franklin Academy hopes to promote a feeling of community, citizenship, and growth in character through this requirement.
PROMOTION & GRADUATION INFORMATION

Community Service Guidelines
Students should count activities that involve direct service to the community through independently arranged activities or through participation through established agencies. Non-performing activities through church youth groups, cultural organizations, and established non-profit agencies are good choices. Any community service activity that may be in question should be preapproved before completing the activity to ensure it would satisfy the requirements for the school. All hours must be submitted to the office within 6 months of completion and all hours must be completed by the end of May of a student’s senior year.

PSAT
In mid-October each year the PSAT is given at the Franklin Academy. PSAT/NMSQT stands for Preliminary SAT/National Merit Scholarship Qualifying Test. It is a standardized test that provides firsthand practice for the SAT I: Reasoning Test and SAT II: Writing Test. It also gives you a chance to qualify for National Merit Scholarship Corporation's (NMSC) scholarship programs. The PSAT/NMSQT measures: verbal reasoning skills, critical reading skills, math problem-solving skills, writing skill.

Academic Courses
Public Speaking and Research & Writing courses must be passed prior to graduating from the Franklin Academy. Each is a semester course earning the student .5 credit hours. Through evaluation of expectations of many major colleges and universities, these courses have proven to be invaluable when completed during high school.

- Public Speaking – This course prepares students for important moments in their lives: when they interview; when they are trying to persuade a group to see their point of view; or when interacting in a professional environment. It also teaches them to organize thoughts and to present them effectively.
- Research & Writing – This course is designed to have students explore their understanding of the world through questioning the basis of knowledge. The analysis and articulation of cultural perspectives will provide the students with a seamless understanding of important issues from the classical era of great thinkers to the modern theories in our world.
- Foreign Language—As a college preparatory school, all students are expected to take at least 2 years of a foreign language. Franklin Academy expects all students to complete 2 consecutive years of a foreign language during grades 9-12.

Senior Research Project
The purpose of the senior project is to allow every graduating senior to exhibit the skills and knowledge that he or she has gained in high school. This project encourages the three “R’s” identified by the State Board of Education: Rigor, Relevance, and Relationships. Students develop and explore a rigorous research topic, establish a relationship with an expert mentor outside the school community, demonstrate relevance by presenting to a panel of judges, and create a culminating product that is a tangible and scholarly manifestation of the research.

The Components of the Senior Project
The Paper: Every senior will develop an Essential Question and Thesis Statement which is the foundation of the research. The paper must prove the thesis, answer the Essential Question, and reflect the student’s knowledge of the Modern Language Association’s (MLA) research format using a variety of credible and scholarly sources.

- The Presentation: After submitting and passing the research paper, each student will present his or her findings to a panel of judges. This is a formal and professional opportunity for the student to explain and elaborate on the information in the paper and answer questions from the judges. The presentation must be accompanied by a Power Point.
- The Product: Preferably, the product will be one that will benefit the greater community; however, this is not a requirement. All products must be completed outside of the school environment. The product is a physical manifestation of the results of the research.
- The Portfolio: The final assignment is to create a professional portfolio for the judges. The portfolio will include: the final paper, mentor and product logs, project proposal and letter of intent, mentor verification form, and the reflection on the research process.
ADDITIONAL ACADEMIC INFORMATION

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.

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.

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. Core classes must be taken on campus. All dual enrollment courses will be credited as elective courses on a student’s high school transcript. THERE ARE NO GUARANTEE THAT A STUDENT SCHEDULE WILL ACCOMMODATE CLASSES TAKEN OFF CAMPUS. PRIORITY IS GIVEN TO COURSES TAKEN AT THE FRANKLIN ACADEMY.

CREDIT RECOVERY
Credit Recovery has been defined as just that, recovering a high school credit for an initially failed course. Credit Recovery allows students to earn required credits needed to graduate from high school. Credit Recovery provides eligible students with access to an accelerated blueprint of the initially failed course. This course will then specifically address deficiencies in a student’s mastery of the initial course and target specific components necessary for successful course completion.

Credit Recovery is available for currently enrolled rising juniors and seniors who have failed a course needed to graduate from high school. The final grade in Canvas must be 59% or below for courses failed during the regular school year in order for students to be eligible to participate in Credit Recovery. Students must have the principal’s approval prior to registering.

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 for EOC courses. The ten (10) day rule also applies for semester courses. Non-EOC courses may be dropped with administrative approval only.

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.
STUDENT SERVICES INFORMATION

SPECIAL EDUCATION
The Individual with Disabilities Education Act (IDEA) ensures that students with a disability who are eligible and in need of special education receive a free appropriate public education. IDEA mandates that eligible students receive individualized instruction specifically designed to meet the unique needs of the learner. Federal and state procedures mandate that services be provided in the least restrictive environment. This means that a student must be placed in the regular education setting which the student would attend if he or she did not have a disability, unless the nature or the severity of the disability makes it impossible for the student to progress, even with the use of supplementary services.

OVERVIEW OF EC PROCESS
Referral or request for evaluation: A school professional may identify students suspected of having a disability. Additionally, parents may contact the student’s teacher or other school personnel and request evaluations. An IEP Team, which includes the parent, would meet in either case and complete a Special Education Referral. During this meeting, the team will review information about the student’s strengths and weaknesses, results of any interventions, information about educational history and daily classroom performance, state testing results (if available), etc. Based on a review of the information the team will decide if further data is needed to determine eligibility. If further data is needed, parental consent is required (Informed Consent for Evaluation).

Evaluations requested by the team will be completed and an IEP Team, of which the parent is a part, will meet to review results and determine if the student meets the requirements for one or more of the 14 disability categories recognized within North Carolina (Eligibility Determination). If the disability has an adverse effect on educational performance and requires specially designed instruction, the student is found eligible for special education.

An Individual Education Program (IEP) will be developed which outlines the student’s strengths and weaknesses and the services, supplemental aids, modifications and accommodations required to meet the student’s needs to progress in the general education curriculum.

The IEP Team’s decisions and the rationale for those decisions are outlined on the Prior Written Notice. Parents are provided this document that explains the team’s decisions before any of those decisions are implemented.

Informed Consent for Services must be signed by the parent before the IEP can be implemented.

Reevaluation: At least once every three years (and no more than once per calendar year unless agreed on by the team) a student must be reevaluated to determine if eligibility requirements continue to be met and to determine if the student continues to be in need of special education. This is done via the Reevaluation Determination process.
STUDENT SERVICES INFORMATION

DISCIPLINARY PROCEDURES
Franklin Academy Charter School may suspend any student for violations of the Student Code of Conduct. When a student with disabilities violates the Student Code of Conduct and warrants suspension from school for ten (10) school days or less in a given school year, the school may follow its normal disciplinary procedures. School personnel may consider any unique circumstances on a case-by-case basis when determining whether suspension is appropriate. Circumstances considered should include area of disability, functioning level of the student, intent of the behavior and other relevant factors. After 10 school days of suspension, the student’s IEP Team must determine whether the student’s misconduct is a manifestation of the disability. A removal from current placement is generally termed an out-of-school suspension (OSS) or in-school suspension (ISS) if special education services are not provided.

A student with a disability who is removed from their current placement for more than 10 school days must continue to receive educational services, so as to allow him/her to continue to participate in the general education curriculum in another setting; continue to progress toward meeting goals outlined in his/her IEP; AND receive, as appropriate, a functional behavioral assessment (FBA), and behavioral intervention services and modifications that are designed to address the behavior violation.

CHILD FIND
In accordance with Child Find provisions, Franklin Academy Charter School is committed to meeting the needs of students with disabilities.

CHILDREN’S DIVISION - PROJECT CHILD FIND
Transfer Information (In-state or Out-of-State): When an EC student transfers from another school system, Franklin Academy Charter School begins providing services comparable to those provided in the previous school system. A copy of the IEP from the previous school or verification of EC service via an email or phone call with the previous school is needed. Once services have been confirmed, parents will be requested to sign a Provision of Comparable Services form, which gives Franklin Academy permission to provide services while awaiting records from the previous school. Once records are received and reviewed, an IEP Team will meet and develop the IEP based on a review of the records from the previous school and the student's daily performance since enrolling in Franklin Academy Charter School. If the student is transferring from out-of-state, the team will also review formal and informal assessment data and determine if additional data is needed to determine eligibility in the state of NC. Reference: NC Policies 1503-4.4 (f)

LOCAL DISPUTE RESOLUTION
Occasionally, members of IEP Teams will not agree about how to meet a student’s needs or about exactly what should be included in an IEP. Franklin Academy and the NC Department of Public Instruction, Exceptional Children’s Division, provide a range of resources to help the team resolve disagreements.

When challenges arise, first communicate with the person closest to the issues. Discuss your concerns with your child’s teacher, the IEP Team and the administrator of your child’s school. If additional support is needed, informal and formal processes are available from DPI.

NCDPI Exceptional Children Division’s consultants for dispute resolution and consultants for instructional support and related services are also able to offer consultation to assist parents, advocates, school system, or state operated programs personnel who request help with problem-solving.

Consultants at the Department of Public Instruction are neutral and refrain from taking sides when there is a disagreement, but consistently advocate for appropriate services for children with disabilities. They are committed to the protection of rights for children with disabilities and their parents.

An informal means of problem solving is provided through the Exceptional Children Division's Facilitated IEP Program for school systems, charter schools, state operated programs, and parents.
STUDENT SERVICES INFORMATION

STUDENT SUPPORT TEAM (SST)
The Student Support Team (SST) is a school-based group of people with a common mission – to support students in the regular classroom who are having difficulty in school. Teachers (regular and special education), social workers and administrators are examples of some of the people who may comprise the SST. Parents are also critical to the team, both in their participation and their input. Parents can contact the school for more information on SST. Referrals to SST should be due to: academic concerns in reading, writing, or math, severe behavior concerns, or severe focus/attention concerns.

STEPS TO SST
Prior to meeting with the SST Team the following steps should be taken:
• At least 2 parent/teacher conferences need to take place to discuss the area(s) of concern.
• These regular conferences should include a plan to remediate the area(s) concern and include specific methods to document the progress.
• 6-8 weeks should be given between meeting times in order to properly assess the plan in place to remediate concerns.
• If after 2 meetings and 12-16 weeks of targeted intervention the student is still struggling the student should be referred to SST.
• During the SST meeting the team will discuss if interventions are successful, need to be modified or if a referral to the IEP team is needed.
• If a student is referred to the IEP team the IEP team begins process of determining the student's eligibility for an IEP.
• If a student is found not eligible for an IEP the team may consider eligibility for a 504 plan.

ACADEMICALLY/INTELLECTUALLY GIFTED EDUCATION (AIG)
Franklin Academy's curriculum allows for leveled grouping and differentiation. We serve students at their specific level, which is integral to our program's success, especially at the K-5 arena where our core programs are very systematic and leveled. Since our staff integrates differentiation in seamlessly to everyday learning, parents may not realize the amount of specific ability-based instruction that our students receive.

Traditionally, students are identified as "academically gifted" after demonstrating ability in either math or reading. In the past at Franklin Academy, students were identified using two standardized test- the CogAT and IOWA Test of Basic Skills. These tests allowed for identification in Math or English/LA/Reading only. Our school has long realized that students should not have to wait until they are identified to have their strengths recognized. Recognizing this, our Board decided a student's strengths need to be recognized in any area, not just math and reading, especially since they are served in their level of math or reading daily.

As a charter school, we are not required to identify students as AG, although we value, recognize and serve our students' gifts on a daily basis. In that end, Franklin Academy will no longer be identifying students as academically gifted. Students previously identified as academically gifted are still identified. Their paperwork will remain in their cumulative file. Their paperwork will be viewed as inactive. Students who are not identified at Franklin Academy will not be precluded from being identified in another school system. Albeit, our students whether previously identified as gifted or not, are anything but inactive; they are in fact actively engaged in a program that simultaneously supports skills and actively works to develop them to their fullest potential.

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.
FAMILY AND SCHOOL COMMUNICATION

Communication between parents, students, teachers and administrators is key to ensuring everyone can work together in the best interest of the student. In a continuing effort to increase effective communication, we ask that everyone use the following protocol listed below when addressing questions or concerns:

Parents should contact the classroom teacher directly for the following
1. Student progress
2. Classroom management/discipline
3. Field trips
4. Grades
5. Projects and assignments
6. Conferences
7. Curriculum questions

Please Note: Teachers should be your first line of contact for classroom questions and concerns. As professionals, they will work with you to address your concerns in a timely manner. If you contact an administrator prior to contacting the teacher you will be redirected to the teacher. Any question not answered by the classroom teacher may be directed to the administrator.

Parents should contact the school office for the following
1. Attendance
2. School schedule
3. Volunteer program
4. Lunch program
5. Student records
6. School programs (SST, after-school programs, etc.)

CONFERENCES

Parent-teacher conferences are a very important contact between home and school. Should parents wish to schedule a conference with a teacher, they should email or call the teacher (please see our website for contact information). Please do not drop in during the school day for a conference, especially since teachers have student responsibilities during this time. Also, please note that teachers will not answer their classroom phones during the instructional time. As a result, you may need to leave a message for the teacher. Calls will be returned within 24 hours on school days.

Teachers will schedule regular parent-teacher conferences during the first and third marking periods.
ATTENDANCE POLICIES AND INFORMATION

Regular attendance in class is of paramount importance in the educational process. All students are expected to attend school 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.

SEAT TIME POLICY
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. If seat time is missed in excess of the allotted time, students will be required to make up that time in order to earn credit for the course. Missed seat time due to excused absences can be made up. Making up of seat time must be done outside of instructional hours (before, after school, lunch time, carpool) with the instructor of the class or other designated instructor as approved by administration. In order for the time to be credited, the student must log the time and have the instructor sign off. The student to the office for recording then submits this. Instructors are not required 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 the class. Absences acquired as a result of suspension are excused absences, however, seat time requirements still apply. Students who fail a course due to not meeting the seat time requirement will not earn credit for the course, which will be reflected on their transcript.

EXCUSED ABSENCES
The following are considered reasons for lawful absence:

- Illness or Injury
- Quarantine
- Death in the Immediate Family
- Religious Observances
- Medical or Dental Appointments (with a note from the doctor)
- Educational Opportunity (see prearranged 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:

- Student’s name
- Date of absence
- Reason for absence
- 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.

PREARRANGED 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.
ATTENDANCE POLICIES AND INFORMATION

COLLEGE/UNIVERSITY VISITS
Students are allowed 4 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.

FIELD TRIPS/SCHOOL ACTIVITIES
Absences due to class field trips are coded as a “School Activity” and thus do not count as an absence. Seat time is not impacted when classes are missed due to school-approved field trips. 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.

ILLNESS
Regular school attendance is expected. However, if the student is ill, he or she should not be permitted to attend school*. Please do not send your child to school in the morning if:

1. a fever of 100 degrees or higher is present
2. vomiting or diarrhea is present
3. there is evidence of a severe head cold, persistent cough or sore throat
4. there is evidence of a suspicious skin rash or other contagious condition (i.e. pink-eye)

*Students must be symptom free for 24 hours prior to returning to school.

The school should be notified if your student has a contagious disease including, but not limited to, chickenpox, pink-eye, impetigo, or pediculosis (head lice).

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 8:08 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 class period.*
**ATTENDANCE POLICIES AND INFORMATION**

**ATTENDANCE BENCHMARKS AND SCHOOL PROTOCOLS**
We follow the NC Compulsory Attendance Law (NC General Statute 115C-378) to keep parents informed of all unexcused absences. Attendance will be assessed at regular intervals throughout the school year and we will email out letters to parents regarding students that reach 3, 6, and 10 unexcused absences as well as actions that will be taken once a student reaches 14 or more absences for the year. Below is an outline of these benchmarks with corresponding actions.

<table>
<thead>
<tr>
<th>Number of Days Absent</th>
<th>Actions Taken by School</th>
<th>Corresponding Law/Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Unexcused Absences</td>
<td>Verbal or Written Communication to Parent. (via School Attendance Record).</td>
<td></td>
</tr>
<tr>
<td>6 Unexcused Absences</td>
<td>Written Notice to Parent along with Copy of Article 26, 115C-378 (Compulsory Attendance Law).</td>
<td></td>
</tr>
<tr>
<td>10 Unexcused Absences</td>
<td>Written Notice to Parent along with Copy of Article 26, 115C-378 (Compulsory Attendance Law).</td>
<td>All actions taken by the school are done so in accordance with policies outlined in NC General Statute 115C-378</td>
</tr>
<tr>
<td>14 Absences (Excused and Unexcused)</td>
<td>Written Notice to Parent along with Copy of Article 26, 115C-378 (Compulsory Attendance Law); Parent required to submit doctor's note to excuse any further absences incurred.</td>
<td></td>
</tr>
<tr>
<td>20 or more Absences</td>
<td>Written Notice to Parent along with Copy of Article 26, 115C-378 (Compulsory Attendance Law); School will consider filing complaint with the District Court for violation of Compulsory Attendance Law.</td>
<td></td>
</tr>
<tr>
<td>15 absences per semester and/or 30 or more absences in one school year</td>
<td>School will consider student retention for failure to meet Compulsory Attendance Law.</td>
<td></td>
</tr>
</tbody>
</table>
STUDENT HEALTH POLICIES AND INFORMATION

ACCESS TO AND ADMINISTRATION OF MEDICATION DURING THE SCHOOL DAY
When an illness or diagnosis is serious enough to warrant the administration of medication during the school day, including both over the counter medication and/or prescription medication, the medication must be sent directly to the office in the original packaging and must be labeled with:

1. Student’s name and grade
2. Name of the medication
3. Amount of the medication to be taken
4. Time the student is to take the medication
5. Medication must be sent in original bottle—prescription medication will only be administered in accordance with printed directives given by healthcare provider

Please Note: A note from the physician may be required.

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.

INDIVIDUAL DIABETES CARE PLANS
In accordance with G.S. 115C-47 Franklin Academy will create individual diabetes care plans at a parent’s request. Please contact the office for more information.

IMMUNIZATIONS
A record of immunizations is required by law within 30 days of enrollment for all students. Failure to provide a complete immunization record within that time will result in the student being suspended from school until such time as the immunizations are complete, or a schedule for completion of the required immunizations, authorized by a physician, is presented to the school.

SEAT TIME (ATTENDANCE) AND CHRONIC MEDICAL CONDITIONS
Students who have a diagnosed chronic medical condition which may impact seat time may have seat time waived at administrative discretion provided the following criteria is followed:

• Doctor’s letter describing an on-going problem with chronic illness, communicable disease or injury which may impact attendance at school along with a description of the anticipated duration of the illness and impact on attendance.
  o Parent’s and/or doctor notes should be provided to the office within 2 days of absences related to chronic illness and the note should reference the impact of the illness in preventing attendance for that school day.
• Unplanned hospitalizations due to surgery or other reasons with appropriate documentation from the treating medical facility.

Please Note: Seat Time will be reviewed on a case-by-case basis and determinations about waiving seat time will be made at administrative discretion.
STUDENT HEALTH POLICIES AND INFORMATION

ILLNESS/INJURY DURING THE SCHOOL DAY
We do not have a school nurse on staff at the Franklin Academy. As a result, students who are ill or injured are brought to the office to call home. Beyond basic first aid for injuries (washing cuts with soap and water, providing band-aids and/or acetaminophen/ibuprofen), we cannot provide any other care. Students sent to the office for illness/injury will be instructed to call their parent. In cases of medical emergency, 911 will be called as well as parents.

PEANUT POLICY/TREE NUT POLICY
Franklin Academy I and II (Grades K-2) are peanut free/tree nut free campuses; therefore, no peanut or tree nut products should be brought to school. Franklin Academy III, IV, and V campuses (Grades 3 through 12) are NOT peanut free/ tree nut free. Since the students in these buildings are older and more cognitive of their allergies, we do not restrict peanut or tree nut products; however, please know that every effort is made to alert all adults and students in the classrooms and throughout the buildings of peanut or tree nut allergies.

STUDENTS WITH ALLERGIES
If your student has a severe allergy to food or other products, it is important that you complete an allergy plan each school year and provide a copy of the office. Medications or treatments for such allergies may be kept in the office as well as with the student’s allergy plan.

PEDICULOSIS (HEAD LICE)
Students who are suspected of having lice and/or nits (eggs) by school personnel, must be removed from the school and properly treated. The student must be completely free of any nits or lice before reentry to the school can be allowed and the student must be re-checked by school personnel before re-entry. If a student is showing signs of pediculosis at school, the parent will be notified and given instructions as to proper methods of treatment and procedures for reentry of the student. Parents who find their student has pediculous outside of school are asked to notify the office to facilitate a check of both the student and others in their grade level to help contain lice infestations.

PROLONGED ABSENCES
Any student absent more than 10 school 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 may be required to determine if the student may return to school.

HOMEBOUND SERVICES
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. Continued need for Homebound services, once granted, will be assessed each quarter.
STUDENT HEALTH POLICIES AND INFORMATION

GARRETT’S LAW (SENATE BILL 444)
Garrett’s Law (Senate Bill 444) is a North Carolina statute enacted in 2004 that mandates that schools provide parents and guardians with information about meningococcal meningitis, influenza, and the vaccines that protect against these diseases. This law was expanded in 2007 to mandate that information also be provided about the human papillomavirus (HPV) and the vaccines available to protect against HPV.

INFLUENZA (THE FLU)
The flu (influenza) is a viral infection that can cause illness with symptoms ranging from mild to severe. Symptoms of the flu include fever, cough, sore throat, runny nose, body aches, chills, fatigue, and headache. Sometimes, vomiting and/or diarrhea can occur, although they are not usually the primary symptoms. The flu is spread through respiratory droplets from a cough or a sneeze, or from droplets on unwashed hands.

It is important to protect yourself and others against the flu and other illnesses by doing the following:
- Wash hands frequently and thoroughly with soap and water. If soap and water are not readily available, use alcohol-based hand sanitizers.
- Cover your coughs and sneezes with tissues.
- Avoid touching eyes, nose, and mouth.
- Stay away from people who are sick.
- Stay home from work or school until 24 hours fever-free (without the use of fever-reducing medications). The flu can be especially dangerous in people with chronic health conditions and people with lowered immunity.
- Get vaccinated against the flu. Contact your physician or local health department.

For more information and for educational materials about the flu, please go to http://www.immunizenc.com/FluSeason.htm

MENINGOCOCCAL MENINGITIS
Meningitis is an infection of the fluid surrounding the brain and spinal cord. It can be caused by a virus or bacteria. Viral meningitis is more common, and people usually recover fully. Bacterial meningitis is rare, but much more serious. Meningococcal disease is a serious bacterial illness. It is the leading cause of bacterial meningitis in children in the United States. Meningococcal disease can also cause blood infections.

Symptoms of bacterial meningitis include severe headache, high fever, nausea/vomiting, stiff neck, rash, fatigue, and confusion. Not all of these symptoms may be present. Meningitis is spread by close exchange of saliva and respiratory secretions. It can be spread through coughing, sneezing, kissing, and sharing items such as eating utensils, lip balms, drinks, and cigarettes. You can protect yourself against this disease and other illnesses by not sharing food items or utensils, by having good hand washing etiquette, and by covering coughs and sneezes, as stated above. Getting vaccinated is the best way to prevent this disease. A vaccine against meningococcal meningitis, which is recommended for school-aged children, is available through the local health department or private physicians.

For more information and for educational materials about meningococcal meningitis, please go to http://www.immunizenc.com/Meningitis.htm

HUMAN PAPILLOMAVIRUS (HPV)
HPV is a common virus that is spread from one person to another by close intimate contact. It is the most common sexually transmitted virus in the United States. There are many different types of HPV that can infect both men and women, and can raise the risk of cervical cancer in women.

The virus lives in the body and usually causes no symptoms, but some types of HPV can cause visible growths or bumps on the genital area. Other types of HPV can lead to cervical cancer in women. Many people with HPV do not know they are infected, which is why it can be easily passed to others without realizing it. A vaccine is available which can protect females (ages 9-26) against 4 of the major types of HPV.

For more information and for educational materials about the human papillomavirus (HPV), please go to http://www.immunizenc.com/HPV.htm
STUDENT DRESS CODE GRADES 9-12

SCHOOL APPROVED BOTTOMS
PANTS/SHORTS
Color: Khaki or navy blue full-length pants or shorts. Shorts are to be no more than 3 inches above knee. No knit, stretch, denim, or corduroy. Pants/shorts must fit appropriately and must not be excessively tight or baggy.
BELTS: Must be worn with pants/shorts if they have belt loops. Belts must be solid in color and cannot be embellished with decorations.

SCHOOL APPROVED TOPS
SHIRTS/SWEATERS/FLEECE
Inside: All non-dress code outerwear must be removed once in the school building. The following items are acceptable to be worn inside the building:
- Collared shirts – long sleeve or short sleeve; button down oxford shirt or Polo style; turtleneck shirts. Colors are solid, plain navy blue, white, light blue, or red.
- Pullover sweater or standard button-down cardigan – crewneck or v-neck in solid navy blue, white, red, or light blue. Fleece – ½ zip or full zip in solid, plain navy blue, white, light blue, or red.
  - Note: The FA School logo or a student's initials monogram (under 3” in size) may be embroidered onto fleeces, pullover sweaters or cardigans but are OPTIONAL at the discretion of parents; otherwise these items must be solid and plain. Monograms/Logos must be applied only through school-approved vendors. Only school approved colors will be permitted to be worn during the school day.
  - Polos must be worn under any fleeces, pullover sweaters or cardigans.
  - Sweat shirts ARE NOT permitted for students in grades 9-12.
- School Approved Athletic or Organization jackets/fleeces acceptable.

OUTERWEAR (I.E. CARPOOL, PE)
There are no restrictions on outerwear worn outside of the school building.

SHOES
Sneakers: closed toe and heel. Must have laces and be tied at all times.
Dress Shoes: Must have closed toe and heel. No heels higher than ¼ inch. No sandals, clogs, flip flops, boots, slippers or mules.

HAIR AND ACCESSORIES
- Jewelry/watches/belt buckles: These items should not be excessively large or gaudy and should not contain inappropriate text or symbols. Earrings should not be excessively large. Jewelry should be limited. Please Note: Teachers may ask students to remove any accessory or jewelry item that violates dress code or is otherwise distracting from the classroom instructional process.
- Standard ties or bow ties in school approved colors ONLY may be worn with Oxford-style shirts.
- No facial piercings.
- Make-up should not be heavy.
- Hair must be of natural colors.
- Student's hair should be well-maintained, neat in appearance, and not serve as a distraction to the learning environment. Facial hair should be groomed and neat at all times. No ear piercing jewelry worn for males.
- The following ARE NOT PERMITTED: heavy chains or necklaces, temporary and/or permanent tattoos, face/body glitter, colored, highlighted, tinted and/or dyed hair in unnatural colors, faux hawks, boys with earrings, hats inside buildings, bandanas, decorative hair cuts/designs or other hair adornments. Students with tattoos will be asked to cover them so they are not visible during the school day. Non-compliance may result in suspension
- Undergarments must not be visible when students are in uniform. Undershirts and camisoles should be white and/or match school colors and should be tucked in appropriately.
- Shirts must be properly buttoned and must be tucked in at all times. If it is not long enough to “stay” tucked in, it is not an appropriate shirt.
- Attire should be professional and neat at all times. No deep V-necks or plunging necklines. Clothing should be properly sized to ensure appropriate fit. Clothing should not be excessively tight or baggy.
- School PE Uniforms are REQUIRED for participation in PE Classes

BOOK BAGS
Students are not permitted to carry book bags throughout the school day. Wheeled backpacks are also not permitted.

School administration has final say on whether or not an item is acceptable in reference to dress code.
STUDENT LIFE AND ACTIVITIES

HIGH SCHOOL PE CLASS UNIFORM REQUIREMENT
High School must dress-out for PE and will be required to wear a gym uniform. It will consist of Navy Shorts and a Franklin Academy Grey T-shirt. T-shirts and shorts must be purchased from the school. If you are unable to purchase a PE uniform, please contact the office. All students should have their name written clearly on each article of clothing purchased. It is recommended that this be placed on the collar of the shirt and tag of the shorts.

HIGH SCHOOL ATHLETICS
Sports are offered to all eligible students in grades 9-12. Please contact our Athletic Director, Chris Straits at (919) 453-5090 with any questions about our High School Athletics program.

GRADES AND ATHLETIC ELIGIBILITY REQUIREMENTS
Student athletes must maintain a combined grade point average (all core classes and elective classes) of 60% or higher and must not be failing any class to attain and remain eligible throughout the season. Progress report and report card grades only will be used to determine if the athlete keeps his or her eligibility. Complete eligibility guidelines are found in the Athletic Eligibility Requirements section of the Athletic Handbook.

DRESS CODE GUIDELINES FOR FEMALE AND MALE ATHLETES
HS Athletes will have the option of purchasing a school approved athletic polo for game day dress. Otherwise, students should come to school in standard Franklin Academy Dress Code. Violations of this policy will result in the loss of privilege and return to standard student dress code for game days.

AFTER SCHOOL EVENTS AND ACTIVITIES
Throughout the year, Franklin Academy will host various events after school hours as well as athletic events that are for Franklin Academy families to enjoy. Unfortunately, we do not have staff available to supervise students during after school events. As a result, students opting to attend events are expected to behave in accordance with all school rules, policies and regulations. Violation of these rules will, at a minimum, result in loss of privileges with regard to attending after school functions for the remainder of that academic year. Additional consequences may be issued dependent upon the nature of the violation(s).
STUDENT LIFE AND ACTIVITIES

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 students 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 student 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 must be in good academic standing (passing all classes) in order to be approved to attend field trips that require a full or partial school day absence.
7. Students must be in good attendance standing (no seat time deficits) in order to be approved to attend field trips that require a full or partial school day absence.
8. Students who demonstrate poor behavior in school may not be permitted to attend field trips. Administration may also require that a student’s parent/guardian attend field trips as a provision to permit a student’s attendance in these situations. Such decisions are at the discretion of the school administrator.
9. School uniforms are required on all field trips unless otherwise noted by the teacher.
10. 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 student’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.
11. Students who stay behind from a field trip and attend school will be given alternative activities to work on during the school day.

SCHOOL LUNCH
The Franklin Academy does not have a cafeteria and does not provide in-house lunches. We do, however, contract with local vendors to have lunches brought in for a reasonable price. Current lunch offerings and schedules will be emailed home. 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.

SNACK
Students may bring a healthy snack to school to eat during a time designated by their teacher. The classroom teacher reserves the right to deem when the snack is to be eaten. If your student has specific dietary needs, please let the school office know.
Selection Criteria & Membership in NHS

The NHS chapter establishes rules for membership that are based upon a student’s outstanding performance in the areas of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and its activities are built.

Scholarship: Students who have a cumulative unweighted unrounded cumulative GPA of 3.6 or higher meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy concern, and respect for others and generally maintains a good clean lifestyle.

Selection Procedures for Selection into NHS

For many students selection as a member of NHS is the pinnacle of their achievement in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Because of the importance placed upon this aspect of secondary school life, local chapters are charged with creating a selection process that conforms to national guidelines, is applied fairly and consistently to all candidates, and provides a meaningful recognition of deserving students.

Selection to NHS is a privilege not a right. Students do not apply for membership to NHS, instead they are invited to apply by meeting the local scholarship requirements of an unweighted, unrounded 3.6 cumulative GPA. Students then provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS is more than just an honor roll.

The following selection process is used at The Franklin Academy:

Section 1: To be eligible for membership the candidate must be a member of those classes (11th and 12th grade) designated as eligible in the chapter bylaws. As the first step in the process, students’ academic records are reviewed to determine students who are scholastically eligible for membership, i.e., students who meet the required 3.6 cumulative grade point average.
NATIONAL HONOR SOCIETY

Section 2: Students who are eligible scholastically, (i.e., “candidates”) will be notified and informed that for further consideration for selection to the chapter, they must complete an application as set forth by the selection committee for that year. The application will include the following components:

a. A professional resume

The professional resume is an important component that students will use to inform teachers and selection committee members of their scholarship, leadership, service, and character in both academic and extracurricular activities.

b. Teacher evaluations

Students will seek out and request, in person, evaluations from six teachers at the high school. Students should submit a copy of their resume to those teachers after confirming that the teacher is willing to write them an evaluation. Teacher evaluations are kept in the highest confidence are considered confidential information. To maintain the integrity of teacher evaluations, no information disclosed within evaluations will be discussed with anyone outside of persons involved in the selection process.

c. A signed copy of the Honor Code

Students will submit a signed copy of the Franklin Academy Honor Code. In addition to signing the honor code, there will be a line for them to initial with how many hours of community service they have on file with the front office and another line indicating that they have not had any disciplinary issues inside or outside of school.

d. A personal statement.

Students are invited to also demonstrate their communication skills that are so important to leadership through a form of personal statement. This component varies from year to year and has previously taken the form of panel interviews, video recorded personal statements, or essays that answer a prompt. This can of course take different forms in the future as well.

Section 3: The selection committee will gather the aggregate information and use it to score students in the three categories of leadership, character, and service. Each category will have a set passing score as determined by the selection committee. In order to be selected to NHS a student must earn a passing score in all three categories. Failure to earn a passing score in any single category will result in non-selection.

Section 4: A final list of selected and non-selected students will be submitted to administration. Administration will check the list of selected students to look for previous suspension (which leads to automatic disqualification), or other disciplinary issues we should be made aware of. At this time they can also inquire as to why some of the non-selected students were not selected. This process will assure the support of the administration prior to any notification of acceptance.
**Appeals**

Appeals will only be considered in instances where a procedural error may have occurred. Appeals of the Selection Committee's decision will not be considered. The process to file an appeal for procedural error is as follows:

1. Contact the NHS advisor to share your specific concern and procedural error
2. If resolution is not found with NHS Advisor, the matter will then be referred to an administrator
3. An administrator will review all documents and information and make a determination.

**Timeline**

At the end of first semester, student records are reviewed. Invitation for membership will go out no later than the end of the third quarter and the selection process will begin. Those selected will be inducted during the early part of the fourth quarter.
ARRIVAL, DISMISSAL AND CARPOOL PROCEDURES

In order to ensure the safety of our students at all times, we must adhere to strict procedures during arrival and dismissal times.

**Morning Carpool Procedures:**

- **Students Beginning the Day with a Zero Period Class:**
  - Zero period begins at 7:15a. Students arriving for a Zero period class will not be permitted to enter the building until 7:10a.
  - Students arriving after 7:15a for Zero period will need to sign in in the office prior to reporting to class.
- **Students Beginning the Day with a First Period Class:**
  - School begins at 8:08a and students may arrive as early as 7:15a however they will be required to wait in a designated study hall room.
  - Doors will open by 8:03a for the day.
  - Students who arrive after 8:08 a.m. will need to sign in in the office prior to reporting to class.
  - Students may be dropped off in the carpool line in the front of the school.
  - Parents dropping students off in the carpool line should only form ONE line closest to the building.
  - **Please DO NOT form two lines for morning carpool until staff are present to facilitate two lines.**
  - Student drivers are expected to park and promptly report to the building—loitering in the parking lot or inside cars is strictly prohibited.
    - Juniors and Seniors who have paid for and been granted a parking spot must only park in their assigned spots. Parking spots are not transferable and should not be used by anyone other than the designated vehicle approved by the school.
  - All students are expected to report to their first period class once they have unpacked their belongings.
    - **Please Note:** 3 Unexcused tardies equates to ONE full absence which does impact seat time.

**Afternoon Carpool Procedures:**

- After entering the Flaherty Avenue Campus form **two lines** and follow the arrows around to the front of the school.
- Student drivers will be released at 3:15p.
  - Student drivers are expected leave campus promptly in order for carpool to begin.
- Carpool will begin following the release of drivers.
- **It is imperative to not come too early for carpool, since the parking lot is used during the day.**
  - Do not cut through the parking lot as pedestrians may be out.
  - Do not park in the area in front of the school (blocking the fire lane) prior to carpool starting.
  - Do not make arrangements to pick your student up from the main roads—this is a safety hazard.
  - PLEASE USE CAUTION while driving through the parking lot AND **DO NOT** use your cell phone while in the carpool line.
  - Smoking is strictly prohibited on our campus.
  - The office will call student names and students will safely exit the building.
  - The school asks that all parents/guardians remain outside of the building until all call is made. If you need assistance from the office, please wait. You may enter the building if necessary at the conclusion of carpool.
  - Students are required to remain in their assigned carpool rooms for dismissal until their name has been called to leave. Leaving the classroom without being called and without permission is considered skipping class and will be addressed accordingly with disciplinary measures including suspension.

By following these simple procedures, our school will be able to expedite the arrival and dismissal procedures of the students.
ARRIVAL, DISMISSAL AND CARPOOL PROCEDURES

PROCEDURES FOR CARPOOL IN INCLEMENT WEATHER
Carpool will proceed as usual during inclement weather, albeit please be extra patient on these days. The school does its best to get students out quickly and safely.

LATE PICK-UP
All students are to be picked up on time. Students not picked up by 4:00p will be sent to After School Care and parents will be charged $15 for each occurrence. Payment is due in cash at the time the student is picked up. **Please do not ask to be excused from this fee.** The school does understand that emergencies arise and will deal with them on an individual basis. If a parent knows he/she will be late, they should call the school office. If a parent knows they will be late to pick up their student regularly they are expected to secure after school care for their student.

STUDENTS RELEASED AS WALKERS
Students released as walkers will be released at the conclusion of carpool daily and will need to leave campus immediately upon release. Parents wishing to have their student released as a walker will be required to sign and submit official authorization to the school.

DELAYED SCHOOL OPENING AND SCHOOL CLOSING DUE TO INCLEMENT WEATHER
The Franklin Academy may choose to implement a one-hour delay. In cases of severe weather, watch WRAL-TV Channel 5 to obtain information on The Franklin Academy delays or closings. There will not be a listing on WRAL-TV if we are open or running on a normal schedule. An email and text message will be sent to all parents in the morning once the decision to close school has been made. Please Note: Franklin Academy DOES NOT follow Wake County directives with regard to inclement weather.

AFTER SCHOOL CARE
The After School Program offers structured after school care for students. Below is an outline of the program:
1. Program runs from the end of the school day until 6 p.m.;
2. Structured homework time
3. Staffed by Franklin Academy employees;
4. Offered to students 9-12

*Parents who are interested in the Afterschool Care can contact the office for more information. These programs run separate of the school and are optional. Participation is voluntary and at the sole discretion of school administration.*
AUTOMOBILES ON CAMPUS

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. 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. If the number of student drivers is great than the number of allocated student parking spots, Seniors will get preference and a lottery will be held for Juniors.

Fees

The fee for student parking on campus is $65.00. 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 at the start of the year for the new school year.

Driving Eligibility Certificates

In order for a student to receive a driving permit or license, he/she must have a Driving Eligibility Certificate. PARENTS are required to pick up this form from the front office. 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.

STUDENTS PARKED ON THE STREET

As a reminder, students who park on the street along Flaherty Avenue are considered “walkers” and are not permitted to be released until the end of carpool (approximately 3:40p). This delay is in place to ensure the safety of our students who are walking to their cars. Please note that students electing to leave prior to this time will be considered to be skipping carpool and will incur related consequences for such actions. We appreciate your understanding as we work to ensure the safety of your student.
AUTOMOBILES ON CAMPUS

PARKING RULES
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. Parking privilege can be revoked at anytime by the administration for any of, but not limited to, the following situations:

- Unsafe driving while on campus
- Being chronically late to first period
- Failing any course at designated grade check times
- Loitering in the student parking area before or after school
- Failure to park in assigned spot
- Creating disturbances by playing music loudly
- Disrespectful behavior in the parking lot (such as leaving trash or vandalism)
- 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.
- A valid parking permit is required for all vehicles in the student parking lot.
- 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.
- Students who have permission to drive may not pick up other students in any area other than the student parking lot.
- 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.
- 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.
ACCEPTABLE USE POLICIES

It is a Franklin Academy objective to make appropriate electronic information resources available to students to assist in furthering educational goals and to provide for efficient school-related communication. This policy governs the use of Franklin Academy electronic information resources and defines students’ proper conduct and responsibilities while using Franklin Academy electronic information resources. Electronic information resources are defined as all Franklin Academy computer equipment, including any desktop or laptop computers, iPads or other hardware owned or leased by the school; the Franklin Academy computer network; e-mail accounts; and any computer software licensed to the Franklin Academy; and stored data. Because electronic information resources are an integral part of the educational curriculum all students must comply with this policy.

Families are warned that some sites or pages accessible via the Internet contain material that is offensive, illegal, sexually explicit and discriminatory. In accordance with federal law, the Franklin Academy uses appropriate measures, including the use of advanced software for Internet content filtering and has procedures in place to further block accessibility to language and visual depictions that are obscene, lewd, pornographic, or harmful to minors, if necessary. Although it is the intent of the Franklin Academy that school electronic information resources be used only to pursue educational goals and objectives, filters may not block all offensive material and/or students may find ways to access inappropriate materials.

Internet access provides a wide range of resources to students beyond the customary retrieval or viewing of information. Teacher directed activities may involve interactive services or tools which allow greater student involvement through external collaboration and communications.

The Franklin Academy believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for communication and collaboration, exceed any disadvantages; but ultimately, parents and legal guardians of minors are responsible for setting and conveying the behaviors that their student should follow when using media and information resources. Students are granted access to the Internet automatically. However, Internet access is considered a privilege and may be revoked at any time by school administration.

A. School administrators and staff are responsible for enforcing this policy for any and all students in the school in which they work. Technology Services personnel are responsible for operating and monitoring of Internet content filtering software. Administrators and staff must supervise student use of electronic information resources in a manner that is appropriate to the students’ age and the circumstances of use.

B. Appropriate Use: All students are expected to exercise good judgment, use the electronic resources in an appropriate manner and adhere to this policy and all applicable laws and regulations.

Student use of the equipment is expected to be related to the Franklin Academy’s educational goals and objectives. The Franklin Academy recognizes, however, that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with Franklin Academy business, and is not otherwise prohibited by Franklin Academy policy or procedures.

B1. Use of Franklin Academy Software: Franklin Academy software is licensed to the Franklin Academy Schools by a large number of vendors and may have specific license restrictions regarding copying or using a particular program. Users must obtain permission from the Franklin Academy prior to copying or loading Franklin Academy software onto any computer, whether the computer is privately owned or is a Franklin Academy computer.

The use of non-Franklin Academy software on any Franklin Academy computers (including laptops, desktops, and the network) is discouraged. Prior to loading non-Franklin Academy software onto Franklin Academy computers (including laptops, desktops, and network), a student user must receive express permission from the Franklin Academy chief technology officer or designee. The use of such software will be subject to any restrictions imposed by the chief technology officer or designee. All software must be legally licensed by the user or the Franklin Academy prior to loading onto Franklin Academy equipment. The unauthorized use of and/or copying of software is illegal.
ACCEPTABLE USE POLICIES

C. Prohibited Uses: Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. The following are specifically not permitted. Franklin Academy electronic information resources may not be used for the following purposes:

C1. Commercial Use: Using Franklin Academy computers for personal or private gain, personal business, or commercial advantage is prohibited.

C2. Political Use: Using Franklin Academy computers to advocate, directly or indirectly, for or against legislation is prohibited.

C3. Illegal or Inappropriate Use: Using Franklin Academy computers for illegal, harassing, vandalizing, or inappropriate purposes, or in support of such activities is prohibited.

Illegal activities are any violations of federal, state, or local laws and include, but are not limited to, copyright infringement and/or illegal file sharing; posting or publishing false or defamatory information about a person or organization; committing fraud; cyberstalking; cyberharassment; threatening another person; or intentionally engaging in communications for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing another person.

Harassment includes, but is not limited to, slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, visual depictions, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual' work or school performance, or (3) interfere with school operations.

Vandalism is any attempt to harm or destroy the operating system, hardware, application software, or data. Inappropriate use is any violation of other provisions of this policy and includes, but is not limited to, using another person' ID or password; giving out one' user ID or password; plagiarizing; accessing, producing, storing, posting, sending, displaying, or viewing inappropriate or offensive material, including pornographic, obscene, discriminatory, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, or images of exposed private body parts; and accessing material advocating illegal acts or violence, including hate literature.

The Franklin Academy network may not be used for downloading entertainment software or other files not related to the mission and objectives of Franklin Academy for use on Franklin Academy's network or computers or transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Franklin Academy.

C4. Unauthorized Use: Franklin Academy electronic devices may only be used by Franklin Academy staff and students, and others expressly authorized by the Franklin Academy to use the equipment.

C5. Disruptive Use: Franklin Academy electronic devices may not be used to interfere with or disrupt other users, services, or equipment. For example, disruptions include, but are not limited to, distribution of unsolicited advertising (spam), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (i.e. chain letters, network games, or broadcasting messages), and any unauthorized access to or destruction of Franklin Academy computers or other resources accessible through the Franklin Academy computer network (cracking or hacking). Disruptive use may also be considered inappropriate and/or illegal.
ACCEPTABLE USE POLICIES

The following are considered disruptions and are also prohibited: posting personal or private information about the user or other people on the Internet; arranging or agreeing to meet with someone the user has met on-line for purposes other than official school business; attempting to gain unauthorized access to the Franklin Academy network, electronic devices, or systems; installing, downloading, storing, or running software used for hacking; attempting to bypass any Franklin Academy security control; posting information that could be disruptive, cause damage, or endanger students or staff; and accessing chat-rooms unless for a valid educational purpose or official school and/or Franklin Academy business.

D. This policy is applicable to all student users of Franklin Academy electronic devices and refers to all electronic information resources whether individually controlled, shared, stand alone, or networked. Disciplinary action, if any, for students or other users shall be consistent with the Franklin Academy standard policies and practices, including the Franklin Academy Student Handbooks. Violations may constitute cause for revocation of access privileges, suspension of access to Franklin Academy electronic devices, other disciplinary action, and/or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis.

E. Franklin Academy electronic information resources, the Internet, and use of e-mail are not inherently secure or private. Students shall have no expectation of privacy while using Franklin Academy electronic information resources. The Franklin Academy reserves the right to search data or e-mail stored on all school-owned or leased computers or other electronic information resources at any time for any reason. The Franklin Academy reserves the right to monitor students’ use of Franklin Academy electronic information resources and to take appropriate disciplinary action based on use that is in violation of this policy. The Franklin Academy reserves the right to disclose any electronic message or data to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials or other third parties, for example, in response to a subpoena or court order.

F. Security on any computer system is a high priority, especially when the system involves many users. Students are responsible for reporting information security violations to appropriate personnel. Students should not demonstrate suspected security violations to other users. Attempts to log onto any system with escalated privileges may result in cancellation of user privileges and may result in additional disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

G. Users of Franklin Academy computers are expected to respect the Franklin Academy property and be responsible in using the equipment. Users are to follow any Franklin Academy instructions regarding maintenance or care of the equipment. Users may be held responsible for any damage caused by intentional or negligent acts in caring for Franklin Academy electronic devices while under their control.

H. The Franklin Academy makes no warranties of any kind, whether express or implied, for the service it is providing. The Franklin Academy will not be responsible for any damages suffered by users, including loss of data resulting from delays, non-delivery, service interruptions, or any other cause. The Franklin Academy will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of Franklin Academy electronic information resources. Use of any information obtained via the Internet is at the user’s risk. The Franklin Academy specifically denies any responsibility for the accuracy or quality of information obtained through its service. Users are responsible for any losses sustained by the Franklin Academy resulting from the user’ intentional misuse of the Franklin Academy electronic information resources.

ELECTRONICS AND INTERNET POLICIES

STUDENT INTERNET ACCESS AND ELECTRONIC MAIL

The Franklin Academy offers Internet access and electronic mail (e-mail) for student use. E-mail access is available for students in grade six and up. Access to the Internet will enable students to explore thousands of libraries and databases. Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find other ways to access other materials as well. We believe that the benefits to students exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information sources. To that end, The Franklin Academy supports and respects each family’s right to decide whether or not to grant permission for access. A student account agreement form has been developed by the school and must be signed by the student and parent/guardian before access is permitted.

Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. The following are not permitted:

1. Accessing, producing, posting, sending, or displaying material that is offensive in nature.
2. Harassing, insulting, or attacking others.
3. Engaging in behavior that could cause damage—whether accidentally or intentionally—to computers, computer systems, software, computer records, etc.
4. Using another’s ID or password
5. Illegal use of data in folders or work files.
6. Intentionally wasting limited resources.
7. Employing the network for commercial purposes.
8. Using the system for political lobbying.
9. Posting personal or private information about you or other people on the Internet. This also includes posting information that could be disrupting, cause damage, libelous, or endanger students or staff.
10. Arranging or agreeing to meet with someone you have met on-line.
11. Downloading files without prior approval from school personnel.
13. Accessing another’s email.
14. Sending mass emails to students, teachers, etc.

In the event a student engages in any of the above referenced activities, his/her access privileges will be revoked and other disciplinary measures may result.

TECHNOLOGY SAFETY EDUCATION

Through technology and character education classes, Franklin Academy students are instructed about the importance of online safety in relation to social media interactions, chat rooms and cyber-bullying. Information is also provided to parents when possible to assist them in understanding the latest trends in relation to online concerns and related safety precautions.

STUDENT CELL PHONES & ELECTRONIC DEVICES

No student shall use a personal electronic device on school property without administrative consent including but not necessarily limited to: cellular telephones, paging devices and two-way radios. If brought to school, students are required to keep cell phones locked inside their school issued locker during the instructional day. [Legal Reference: G.S. 115C-39I, G.S. 115C-36].

PHOTOGRAPHS

Individual photographs are taken of students each year as a service to parents. Photographs are made available at a cost basis and purchase of these pictures is voluntary. Notices are sent home prior to the date on which pictures will be taken. On picture day, students are expected to follow the regular dress code policy.
STUDENT BEHAVIOR

STUDENT CONDUCT
All students shall comply with the Student Code of Conduct of The Franklin Academy, 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, Dress Code, 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, the 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 to a school-based consequences or sent home for one or more days for infraction in the following categories.

DEFINITION OF CONSEQUENCES
- **School-Based Consequences:** Consequences served at the school. Such consequences will be issued at the discretion of school administration. Opportunities for school based consequences are very limited and will not be given for repeated offenses. Consequences may include working lunch or after school detention.
- **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.
STUDENT BEHAVIOR

STUDENT CODE OF CONDUCT

In order to ensure a safe and secure environment for all students and staff of the school, students will follow the Student Code of Conduct. Parents should read over and discuss the following policies, expectations and consequences. It is imperative that all families of the Franklin Academy understand and support the Student Code of Conduct.

The following offenses will be considered serious and may result in a student being immediately sent home with a suspension of up to ten (10) days as determined by the administrator upon investigation.

1. Physical Aggression—i.e. bodily harm and/or destruction of property, etc.
2. Social Aggression—i.e. rumors, or exclusion from a group that inhibits learning or physical space, etc.
3. Verbal Aggression
4. Intimidation—i.e. verbal or physical
5. Written Aggression
6. Sexual Harassment
7. Racial and/or Cultural Harassment
8. Inappropriate School Computer/Technology Use
9. Possession of a Weapon—i.e. bringing to school a weapon or other object that can be reasonably considered a weapon or dangerous instrument. Toy weapons are not allowed to be brought to school.
10. Theft
11. Repeated Violations—i.e. repeated classroom violations and/or any violation that has increased in intensity, frequency and/or duration.
12. Cheating—includes copying from the work of others AND providing work to others for them to copy; first offense may result in a zero being issued for the assignment. Subsequent offenses may result in suspension.
13. Plagiarism
14. Inappropriate Behavior—i.e. lying, disrespecting authority, etc.
15. Public Displays of Affection
16. Skipping/Cutting Class—i.e. failure to report to any school assigned activity including homeroom, lunch, and carpool
17. Cyber Bullying—use of school time or equipment for bullying through cyberspace.
18. Inappropriate language—use of curse words or diminutive words used with the intent to be derogatory or hurtful towards another person or group as determined by school administration.
19. Disruption of the educational environment—includes but is not limited to engaging in any behaviors, as determined by administration, that interfere, impede, or distract from the educational environment both within the classroom and in common areas.
20. Non-Compliance—includes but is not limited to a students’ failure to adhere or comply with school/classroom rules and teacher directives as determined by an administrator.
21. Personal Device Usage at School—use of a personal/non-school issued device during the school day to take pictures, create video or audio recordings without expressed approval of administration prior to the device being used at school.
22. Staff and School Safety—A student whose actions off-campus effect the safety and well-being of the school or staff will be subject to disciplinary action by school authorities up to and including suspension from school.
23. Tobacco use

Before reentry after extended suspensions (5 days or more), parents and student may be required to meet with school administration to determine the conditions of re-admittance. A second violation of any of the above stated behaviors may result in a long-term suspension.

Written warnings may be issued in addition to other school-based consequences at administrator discretion. Written warnings are used to document behaviors that, if continued, would be considered worthy of suspension in accordance with the student code of conduct.
STUDENT BEHAVIOR

ADDITIONAL OFFENSES THAT MAY RESULT IN SUSPENSION

ACADEMIC INTEGRITY INFRACTIONS
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.
- Sharing class materials between courses from years past. This includes, but is not limited to, homework, tests, quizzes, and essays.
- 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]

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

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.
STUDENT BEHAVIOR

ADDITIONAL OFFENSES THAT MAY RESULT IN SUSPENSION

CYBER-BULLYING OF SCHOOL EMPLOYEE BY STUDENT

In accordance with § 14-458.2, it is unlawful for any student to use a computer or computer network to do any of the following:

With the intent to intimidate or torment a school employee, do any of the following:

- Build a fake profile or Web site.
- Post or encourage others to post on the Internet private, personal, or sexual information pertaining to a school employee.
- Post a real or doctored image of the school employee on the Internet.
- Access, alter, or erase any computer network, computer data, computer program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords.
- Use a computer system for repeated, continuing, or sustained electronic communications, including electronic mail or other transmissions, to a school employee.
- Make any statement, whether true or false, intending to immediately provoke, and that is likely to provoke, any third party to stalk or harass a school employee.
- Copy and disseminate, or cause to be made, an unauthorized copy of any data pertaining to a school employee for the purpose of intimidating or tormenting that school employee (in any form, including, but not limited to, any printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network).
- Sign up a school employee for a pornographic Internet site with the intent to intimidate or torment the employee.
- Without authorization of the school employee, sign up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages, with the intent to intimidate or torment the school employee.

Any student who violates this section is guilty of cyber-bullying a school employee, which offense is punishable as a Class 2 misdemeanor. Situations involving violation of this statute will be referred to the proper authorities.

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.

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.

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.
STUDENT BEHAVIOR

ADDITIONAL OFFENSES THAT MAY RESULT IN SUSPENSION

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

LEAVING 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 for skipping school.

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.

Expect 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]

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)].
STUDENT BEHAVIOR

ADDITIONAL OFFENSES THAT MAY RESULT IN SUSPENSION

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.

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]

STUDENTS SELLING ITEMS AT SCHOOL
Students are strictly prohibited from selling any items of any kind at any time while at school.

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]

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.
STUDENT BEHAVIOR

ADDITIONAL OFFENSES THAT MAY RESULT IN SUSPENSION

TOBACCO / VAPING / E-CIGARETTE PRODUCTS

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

General Statement of Policy

- It shall be a violation of this policy for any student of Franklin Academy to possess, use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes (vaporizers) at any time on school property or at off-campus, school-sponsored events.
- It shall be a violation of this policy for any student, staff member or visitor of Franklin Academy to use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products or electronic cigarettes at any time on school property.
- It shall be a violation of the policy for any student, staff member or visitor of Franklin Academy to use, consume, display, or sell any tobacco products, tobacco-related devices, imitation tobacco products, or electronic cigarettes at any off-campus, school-sponsored events.
- It shall be a violation of this policy for Franklin Academy to solicit or accept any contributions, gifts, money, curricula, or materials from the electronic cigarette industry, tobacco industry, tobacco-related device industry or from any tobacco products shop. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall also be a violation of this policy to participate in any type of service funded by any of the industries listed above.
- It shall be a violation of this policy for any person to promote, or for Franklin Academy to promote or allow promotion of tobacco products, tobacco-related devices, or e-cigarettes on the school property or at off-campus, school-sponsored events. This includes promotion of these products via gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.
- Franklin Academy shall act to enforce this policy and to take appropriate action against any student, staff, administrator, or visitor who is found to have violated this policy.
- Enforcement
  - The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of both tobacco-users and non-users. All individuals on school premises including students, staff, administrators, and visitors share in the responsibility for adhering to and enforcing this policy.
- Students
  - The first violation shall result in an immediate, multi-day suspension from school.
  - The second and subsequent violations may result in long-term suspension from school.

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]
STUDENT BEHAVIOR

ADDITIONAL OFFENSES THAT MAY RESULT IN SUSPENSION

VERBAL ABUSE/DISRESPECT
Serious or persistent verbal action that prevents and 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.

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.

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.

STUDENT BEHAVIOR

AFTER SCHOOL DETENTION
Franklin Academy utilizes lunch detention and after school detention (ASD) as school based consequences assigned by a school administrator. After school detention will be held 1 day per week for 1 hour from 3:30 to 4:30. Students assigned ASD will not be permitted to participate in after school activities, including clubs, sports practices or games, until detention is served. Students are expected to follow all rules and directives when assigned lunch or after school detention. Students who choose not to comply with these directives will be removed from lunch or after school detention and will incur a suspension from school.

CORPORAL PUNISHMENT
The Franklin Academy prohibits the use of corporal punishment.

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 is necessary to establish and maintain appropriate student behavior in accordance with Board policy. Any parent who refuses to pick up their student after disciplinary action, will need to meet with the administrator to discuss the status of the student at the Franklin Academy. The school administrator is the final arbiter of all rules and policies governing the school. [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. δ 8921]

Days missed due to inclement weather do not count towards the days a student is suspended.

Students serving a suspension occurring prior to 12:00 PM must be picked up from school before 12:00 PM, if not another suspendable day will be added.

SEARCH AND 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 car 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 notice, without student consent, and without a 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 properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.
STUDENT BEHAVIOR

SEARCH AND SEIZURE (CONTINUED)

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)].

INTERROGATIONS BY SCHOOL OFFICIALS

The principal of each school, and his/her authorized representatives have the authority to conduct reasonable interrogations of students in order to properly investigate charges of misconduct.

MAJOR DISCIPLINARY 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 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.

STUDENT BEHAVIOR AND FIELD TRIPS/OFF-CAMPUS ACTIVITIES

Students who are suspended from school for any reason may be restricted from attending any field trips and/or off-campus activities for the remainder of the school year in which the suspension occurs. Attendance will be determined at the discretion of administration in consideration of the violations of the Student Code of Conduct which resulted in suspension.
STUDENT BEHAVIOR

STUDENT LEAVE DURING PENDING INVESTIGATION
When necessary, a student may be placed on an investigatory leave to permit the principal and his/her authorized representatives to investigate actions, including but not limited to dishonesty, theft, violence or threats of violence, acts endangering others, use or distribution of unauthorized substances or any other conduct that warrants removing the student from the school as a means of maintaining the learning environment. The leave will be confirmed in writing, stating the reason and the expected duration of the leave. Upon conclusion of the investigation, the student and parents will be informed in writing of the findings and determination of consequences.

STUDENT PRIVACY AND SCHOOL DISCIPLINE
Franklin Academy is committed to providing equitable learning for all students. We have policies and protocols in place to prevent any disruption to the learning environment. Due to privacy laws, we are unable to discuss appropriate disciplinary consequences about a specific student.

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 filed 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 and legal representation 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 resolved at Step 1, it may be appealed to The Franklin Academy Board of Directors. A written appeal must be made within ten (10) days following the written response of the school administrator in Step 1. Written appeals may be submitted to the Board secretary, Julie Connell. The Board shall consider the written testimony of both parties and render a written decision within thirty (30) days.
STUDENT BEHAVIOR

PLAGIARISM/HONOR CODE INFRINGEMENTS

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.

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

Summary
- Presents the main idea of a source in a shortened form
- Example
  - Aristotle says that being true to life is important because this is from what propriety and goodness come (28).

Paraphrase
- Restates another writer’s ideas in YOUR OWN WORDS
- Tests your understanding of an idea
- Be sure to use your own style of wording and not the author’s
- 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

§ 115C-391.1. Permissible use of seclusion and restraint.

(a) It is the policy of the State of North Carolina to:

(1) Promote safety and prevent harm to all students, staff, and visitors in the public schools.

(2) Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law.

(3) Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools.

(4) Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.

(5) Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.

(b) The following definitions apply in this section:

(1) "Assistive technology device" means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a student with a disability.

(2) "Aversive procedure" means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following:

a. Significant physical harm, such as tissue damage, physical illness, or death.

b. Serious, foreseeable long-term psychological impairment.

c. Obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable, standard practice, for example: electric shock applied to the body; extremely loud auditory stimuli; forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin; placement in a tub of cold water or shower; slapping, pinching, hitting, or pulling hair; blindfolding or other forms of visual blocking; unreasonable withholding of meals; eating one's own vomit; or denial of reasonable access to toileting facilities.

(3) "Behavioral intervention" means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.

(4) "IEP" means a student's Individualized Education Plan.

(5) "Isolation" means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.

(6) "Law enforcement officer" means a sworn law enforcement officer with the power to arrest.

(7) "Mechanical restraint" means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.
STUDENT RESTRAINT POLICY

(8) "Physical restraint" means the use of physical force to restrict the free movement of all or a portion of a student's body.

(9) "School personnel" means:

a. Employees of a local board of education.

b. Any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide educational or related services to students.

c. Any person working on school grounds or at a school function for another agency providing educational or related services to students.

(10) "Seclusion" means the confinement of a student alone in an enclosed space from which the student is:

a. Physically prevented from leaving by locking hardware or other means.

b. Not capable of leaving due to physical or intellectual incapacity.

(11) "Time-out" means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.

(c) Physical Restraint:

(1) Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances:

a. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.

b. As reasonably needed to maintain order or prevent or break up a fight.

c. As reasonably needed for self-defense.

d. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior.

e. As reasonably needed to escort a student safely from one area to another.

f. If used as provided for in a student's IEP or Section 504 plan or behavior intervention plan.

g. As reasonably needed to prevent imminent destruction to school or another person's property.

(2) Except as set forth in subdivision (1) of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited.

(3) Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.
(4) Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.

(d) Mechanical Restraint:

(1) Mechanical restraint of students by school personnel is permissible only in the following circumstances:

a. When properly used as an assistive technology device included in the student's IEP or Section 504 plan or behavior intervention plan or as otherwise prescribed for the student by a medical or related service provider.

b. When using seat belts or other safety restraints to secure students during transportation.

c. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.

d. As reasonably needed for self-defense.

e. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present.

(2) Except as set forth in subdivision (1) of this subsection, mechanical restraint, including the tying, taping, or strapping down of a student, shall not be considered a reasonable use of force, and its use is prohibited.

(3) Nothing in this subsection shall be construed to prevent the use of mechanical restraint devices such as handcuffs by law enforcement officers in the lawful exercise of their law enforcement duties.

(e) Seclusion:

(1) Seclusion of students by school personnel may be used in the following circumstances:

a. As reasonably needed to respond to a person in control of a weapon or other dangerous object.

b. As reasonably needed to maintain order or prevent or break up a fight.

c. As reasonably needed for self-defense.

d. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property.

e. When used as specified in the student's IEP, Section 504 plan, or behavior intervention plan; and

1. The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times.

2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 plan.

3. The space in which the student is confined has been approved for such use by the local education agency.
STUDENT RESTRAINT POLICY

4. The space is appropriately lighted.

5. The space is appropriately ventilated and heated or cooled.

6. The space is free of objects that unreasonably expose the student or others to harm.

(2) Except as set forth in subdivision (1) of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted.

(3) Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence.

(4) Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties.

(f) Isolation. - Isolation is permitted as a behavior management technique provided that:

(1) The space used for isolation is appropriately lighted, ventilated, and heated or cooled.

(2) The duration of the isolation is reasonable in light of the purpose of the isolation.

(3) The student is reasonably monitored while in isolation.

(4) The isolation space is free of objects that unreasonably expose the student or others to harm.

(g) Time-Out. - Nothing in this section is intended to prohibit or regulate the use of time-out as defined in this section.

(h) Aversive Procedures. - The use of aversive procedures as defined in this section is prohibited in public schools.

(i) Nothing in this section modifies the rights of school personnel to use reasonable force as permitted under G.S. 115C-390.3 or modifies the rules and procedures governing discipline under G.S. 115C-390.1 through G.S. 115C-390.12.

(j) Notice, Reporting, and Documentation.

(1) Notice of procedures. - Each local board of education shall provide copies of this section and all local board policies developed to implement this section to school personnel and parents or guardians at the beginning of each school year.

(2) Notice of specified incidents:

a. School personnel shall promptly notify the principal or principal's designee of:

1. Any use of aversive procedures.
**STUDENT RESTRAINT POLICY**

2. Any prohibited use of mechanical restraint.

3. Any use of physical restraint resulting in observable physical injury to a student.

4. Any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan.

b. When a principal or principal's designee has personal knowledge or actual notice of any of the events described in this subdivision, the principal or principal's designee shall promptly notify the student's parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident.

(3) As used in subdivision (2) of this subsection, "promptly notify" means by the end of the workday during which the incident occurred when reasonably possible, but in no event later than the end of following workday.

(4) The parent or guardian of the student shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include:

a. The date, time of day, location, duration, and description of the incident and interventions.

b. The events or events that led up to the incident.

c. The nature and extent of any injury to the student.

d. The name of a school employee the parent or guardian can contact regarding the incident.

(5) No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.

(k) Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or any institutions of teacher education or their agents or employees or to create a criminal offense. (2005-205, s. 2; 2006-264, s. 58; 2011-282, s. 3.)
PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

Franklin Academy is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. At Franklin Academy, bullying or harassment of any student for any reason is not acceptable and will not be tolerated. Every staff member, teacher, volunteer and student associated with this school is expected to treat their fellow colleagues, students, peers and classmates with respect and compassion regardless of differences.

Pursuant to GS section 115C-407.5 (a), bullying or harassing behavior is defined as: any pattern of gestures or written, electronic or verbal communications, any physical act or threatening communication, that takes place on school property, at any school-sponsored event or on a school bus, and that:

- Places a student or school employee in actual or reasonable fear of harm to his or her person or damage to his or her property; or
- Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. For the purposes of this section, 'hostile environment' means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

"Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by an actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation or mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics."

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Any school employee, student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to an act of bullying or harassing behavior should report the incident to the Principal or his designee.

Harassment on the basis of affirmation or discussion of behaviors associated with the terms "sexual orientation" or "gender identity", including homosexuality, bisexuality and transgenderism, are expressly prohibited.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo’s, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

In recognition of state and federal laws protecting freedoms of speech and religion, including GS section 115C-407.8 (a), this policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or building, classroom, or program rules.

Counseling, corrective discipline and referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation against any person for reporting harassment, intimidation or bullying also constitute violations of this policy.
PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

STUDENT PROCEDURES FOR REPORTING AND RESOLVING COMPLAINTS OF HARASSMENT, INTIMIDATION, AND BULLYING

Informal Complaint Process: Anyone may use informal procedures to report and resolve complaints of harassment, intimidation, or bullying. Programs may be established for receiving anonymous complaints, but no disciplinary action can be taken based on an anonymous complaint. Such complaints must be appropriately investigated and handled consistent with due process requirements. Informal reports may be made to any staff member, although staff shall always inform complainants of their right to, and the process for, filing a formal complaint. Staff shall also direct potential complaints to the administrator or their designee who can explain the informal and formal complaint process and what a complainant can expect. Staff shall also inform an appropriate supervisor or designated staff person when they receive complaints of harassment, intimidation, or bullying, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

Informal remedies include an opportunity for the complainant to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face-to-face; a statement from a staff member to the alleged perpetrator that the alleged conduct is not appropriate and could lead to discipline if proven or repeated; or a general public statement from an administrator reviewing the school harassment, intimidation and bullying policy without identifying the complainant, parent, guardian.

Formal Complaint Process: Anyone may initiate a formal complaint of harassment, intimidation or bullying, even if the informal complaint process is being utilized. Complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. Efforts should be made to increase the confidence and trust of the person making the complaint. The school will fully implement the anti-retaliation provisions of this policy to protect complainants and witness(es). Student complainants and witnesses may have a parent or trusted adult with them, if requested, during any school initiated investigatory activities. The administrator or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the school needs to conduct an investigation based on information in their possession regardless of the complainant's interest in filing a formal complaint. The following process shall be followed:

A. All formal complaints shall be in writing and state that they intend to file a formal complaint. Formal complaints shall set forth the specific acts, conditions or circumstances alleged to have occurred that may constitute harassment, intimidation or bullying. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.

B. Regardless of the complainant’s interest in filing a formal complaint, the compliance officer may conclude that the school needs to draft a formal complaint based on the information in the officer’s possession.

C. The compliance officer shall investigate all formal, written complaints of harassment, intimidation or bullying, and other information in the compliance officer’s possession that the officer believes requires further investigation.

D. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the result of the investigation. If the matter has not been resolved to the complainant’s satisfaction, the administrator shall take further action on the report.

E. The principal or designee, who is not the compliance officer, shall respond in writing to the complainant and the accused within thirty days, stating:

1. That the school intends to take corrective action; or
2. That the investigation is incomplete to date and will be continuing; or
3. That the school does not have adequate evidence to conclude that bullying, harassment or intimidation occurred.
F. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the principal’s written response, unless the accused is appealing the imposition of discipline. In that event, the accused must provide a written appeal within 15 days of the written response to the Chairperson of the Board of Directors.

G. If a student remains aggrieved by the principal’s or designee’s response, the student may file a written appeal to the Chairperson of Board of Directors within 15 days of the written response.

H. The Board will hear the appeal in closed session and may invite witnesses to provide testimony in the closed session. The appealing student and their parents or guardian have a right to be present and present relevant evidence and testimony of witnesses. The Board has the absolute discretion to refuse to hear from any witness in the interests of time, privacy or of justice. The Board will issue a written decision within 5 days of the hearing.

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 is 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, elimination 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:

1. 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

2. submission to, or rejection of such conduct by an individual is used as the basis for decisions affecting such individual in matters of academic achievement/advancement (quid pro quo), or

3. 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.
PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

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 a 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.
ADDITIONAL INFORMATION

AHERA MANAGEMENT PLAN
Each year, in compliance with the US Environmental Protection Agency (EPA) Asbestos Hazards Emergency Response Act(AHERA), we are required to notify all Franklin Academy Families and Staff that our school does not contain any asbestos-containing building materials (ACBM). Per AHERA regulation, we also have a signed statement from the project engineer responsible for constructing the school stating that no asbestos-containing building materials were specified for use in the construction of the school.

The EPA requires all Public, Charter and Non-Profit Private Schools to annually notify their student's families and staff that we are aware of the AHERA regulation, and that we are in compliance. The Management Plan is on file in the office and available for review upon request.

FRANKLIN ACADEMY BOARD OF VALEDICTORIANS
Revision adopted by the Franklin Academy Board of Directors; August 11, 2016

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 4.4 or higher by the end of their first semester of their senior year (effective as of 2019). 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”.

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.

ADMINISTRATIVE DISCRETION AND STUDENT HANDBOOKS
These handbooks are provided to present an overview of the policies, regulations and procedures followed at the Franklin Academy. Handbooks are not intended to restrict in any way the authority of the school’s administrators, teachers or staff to make such 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 and out-of-school suspension.
ADDITIONAL INFORMATION

CRISIS PLAN
The Franklin Academy has a fully developed crisis plan in place to deal with any type of emergency.

The safety and welfare of our students is top priority. Staff and students are familiar with their roles and responsibilities during an emergency, and practice procedures through drills. School administrators collaborate with local law enforcement agencies to provide a safe learning environment for students on a regular basis. In some emergency situations, it may be necessary for the school to be placed on lockdown.

Once a lockdown is in place, police and school administrators work together to ensure the safety of everyone on campus. Once the situation has been stabilized, an email will be sent to parents to inform them that the school was placed on lockdown and the nature of the incident. During a lockdown, your child’s school is a secure area. School officials and law enforcement are working together to keep everyone safe. To ensure the safety of all involved, we ask that parents please refrain from coming to school campuses during a lockdown. Once the all-clear is given, students and staff will be permitted to enter and exit the school again.

If the school must evacuate for a prolonged period of time, children in grades K-2 will be escorted to the Brookdale Senior Center; children in grades 3-8 will be escorted to the Heritage Golf Club. Dismissal and sign-outs will take place there.

Our school conducts quarterly announced (to teachers and staff) and unannounced drills to prepare and practice our procedures. Students are not made aware of these drills in advance but will be notified by staff at the conclusion of the drill that a drill was completed.

School doors remain locked at all times. Please help staff to provide a safe and conducive learning environment, by limiting traffic in and out of the building during the school day.

EVACUATION
In the event of an evacuation (i.e. bomb threat) we would proceed to the designated areas on the soccer field. 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 on our soccer field, 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.

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.
ADDITIONAL INFORMATION

CUSTODY CONCERNS
A student may be picked up from school by a parent or by the persons designated as an approved emergency contact. Any other person must be verified by the prime custodial parent (i.e., the parent with whom the student resides). If one parent is not allowed to pick up the student, the school must have in our possession a current signed court order (restraining order) in order to prevent it. The Franklin Academy will remain neutral in all family matters and follow all orders in our possession that are made through the Court as they are written. The Franklin Academy will not amend or make exceptions to these orders unless the order itself has been updated by the court reflecting the requested changes.

DELIVERIES
Students will not be permitted to receive any deliveries on campus or for any occasion. This includes but is not limited to deliveries of gifts or food/beverage items from outside vendors. Items delivered to school will be housed in the office where the student may pick them up at the end of the school day.

DISSEMINATION OF INFORMATION CONCERNING STUDENTS
In accordance with FERPA, The Franklin Academy will not develop nor maintain a directory of student-related information for distribution to educational, occupational, or military recruiters. Parents/guardians must request, in writing, the release of student record information to such agencies on a case-by-case basis.

FERPA: PARENTS’ RIGHTS REGARDING STUDENT RECORDS
The Family Educational Rights and Privacy Act (FERPA) affords parents and students, over 18 years of age, certain rights with respect to the student’s educational records. Unless a school has written legal documentation that denies release of student records to a parent or guardian, all rights of access will be afforded to both parents. Parents have the right to see, challenge, and/or receive a copy of their student’s educational records. They should contact the administrator to exercise their right.
1. The school will let parents inspect and review their student’s records within 45 days of the day the school receives a request for access.
2. Parents may have copies of their student’s records.
3. Parents may request an explanation of their student’s records by school officials.
4. Parents may challenge any records they think are inaccurate.
5. The school will let parents inspect and review their student’s records within 45 days of the day the school receives a request for access.
6. Parents may have copies of their student’s records.
7. Parents may request an explanation of their student’s records by school officials.
8. Parents may challenge any records they think are inaccurate.
9. Parents may also exercise opt-out opportunities through surveys covered by the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h
**ADDITIONAL INFORMATION**

**FRANKLIN ACADEMY PARENT SUPPORT (FAPs)**
The Franklin Academy Parent Support is the parent/teacher organization at our school. Its purpose is to assist in the promotion of excellence in the programs and atmosphere at the Franklin Academy. FAPs provide aid and services for the school's educational and social activities. All are welcome to attend. Please contact the school's office for more information.

**FUNDRAISING AND THE FRANKLIN ACADEMY**
The Franklin Academy Boards’ stance and expectation of fundraising is in accordance with our school's mission statement. Activities prohibited by the Board of Directors include community service and/or fundraising activities that require pledging of money, activities that are tied to collecting funds and/or competitions tied to any allowed community service/fundraising activity. Our board feels strongly that applying pressure and commercializing our school not be the approved outcome of any community service venture.

**GUIDELINES PERTAINING TO THE FLAG AND PLEDGE OF ALLEGIANCE**
The flag and Pledge of Allegiance to the flag are important symbols of the democratic heritage of the United States. The pledge is said at the beginning of the day in school. Students who, because of religious or other deep personal conviction, do not participate in the salute and Pledge of Allegiance to the flag will stand or sit in silence.

**HOME SCHOOL STUDENTS: REQUIRED ENROLLMENT INFORMATION**
Students enrolling from a home school setting must meet the regular enrollment requirements for all students and Home school parents must also provide the following documentation on behalf of their student(s):

- Dates of Attendance- one sheet for each academic year a form listing names of courses with their books/materials used, total number of instructional hours, and dates of enrollment; one sheet per academic year
- Materials Used- a form listing names of courses with their books/materials used, total number of instructional hours, and dates of enrollment; one sheet per academic year
- Curriculum- the title of each course completed followed by a written course description
- Home School Transcript
- Home School Name, Address and Phone/Fax/Email Parent Name(s), Address, Phone/Email
- Student Name, DOB
- Academic year with grade level, course names, semester/quarter grades, final grade, credit issued for each course, grading profile (ex. A=90-100, etc) and parent signature (signifying an official transcript)
- Standardized test scores from each academic year from a nationally normed test [Iowa Test of Basic Skills (ITBS), California Achievement Test (CAT), Stanford Achievement Test (Stanford), etc]

**INSTRUCTIONAL HOURS**
Per the NC General Assembly Charter Schools Act, Charter schools are required to be in session for either 185 days OR for a total of 1025 Instructional Hours.
INJURY REPORTS
Injury reports will be completed for students injured during the school day. A copy of the injury report will be sent home to parents. If a serious injury occurs, parents will be notified by phone.

LOST AND FOUND
Please label all of your student's clothing and possessions to expedite locating lost articles. If articles are lost, check with the office to claim lost articles.

MOVIES
Movies may be utilized by teachers to enhance or reinforce something that is being taught in the classroom. There are a few occasions that movies are shown as a reward or part of a classroom celebration. Teachers must preview movies before they are shown to the class and movie showing is limited. The Franklin Academy observes the movie/TV rating guides as instituted by the Motion Picture Industry. Educational films and G-rated movies are allowed to be shown for student's grades 9-12. Parents/Guardians will receive information if a PG movie will be shown at school and must provide permission for their student to view the movie. The information will include a synopsis of the movie and the reason for the movie (i.e. celebration, reward).

REQUEST FOR A SPECIFIC TEACHER
Franklin Academy does not accept requests for specific teachers. Considerations of educational, academic and social factors are the primary determinants in placement decisions for every student. Please notify a school administrator with any specific issues that need to be considered regarding placement.

SECURITY LOCK DOWN
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.

SERVICES PROVIDED BY OUTSIDE AGENCIES NOT CONTRACTED BY THE SCHOOL
A number of private and other outside agencies have contacted the school requesting to provide students with psychological, social work, counseling or other specialized services within the school building during school hours. The agencies are requesting to utilize the Franklin Academy school property to deliver such services. There is a critical need for our students to receive a myriad of social and other supportive services. Franklin Academy provides many of these services to students. It is important to encourage families to take advantage of opportunities offered as well in the community. Private agency services, however, may not be delivered in Franklin Academy facilities. Franklin Academy must assure that all staff and volunteers who are working with students have passed the required background checks and have the appropriate oversight and supervision of the services. There are also significant issues of liability for the actions of or injuries to non-Franklin Academy employees while in a school or while performing activities, which are not a part of Franklin Academy service delivery. In the future there may be more collaborative relationships that are developed and approved by the school. Building administrators will be informed as these develop so they have sufficient information in order to continue to protect the safety and confidentiality of students.
ADDITIONAL INFORMATION

SUICIDE THREATS AND MENTAL HEALTH ASSESSMENTS
The school social worker, principal or designated representative will contact the parent/guardian as soon as possible after a student expresses suicidal thoughts. Parents will be asked to sign documentation to indicate that relevant information has been provided to them as well as to acknowledge that the student will only be allowed to return to school once a medical evaluation has been conducted and confirmation of the evaluation is provided to the school.

TELEPHONE USE
There is no public telephone in Franklin Academy. Therefore, telephone calls by the students are not permitted unless permission is given. Telephone calls will be made by school personnel in case of an emergency. Students may use the phone in the office as needed to contact parents during the school day. Please do not call your student during the school day. Except in cases of emergency we will not be able to call your student out of class to speak via phone. You are welcome to leave a message for your student to call you back later in the day should it be necessary.

TEXTBOOKS
Textbooks are school property and must be treated accordingly. All textbooks must be covered. If any textbooks are lost or damaged, they must be paid for. Payment for the textbook(s) must be secured before any grades and/or records are released. If a book is lost full price to replace the book will be charged. The following schedule of fees for payment shall apply if the book is damaged:

One year old: 100% of full price; Two years old: 80% of full price; Three years old: 60% of full price; Four years old: 40% of full price; Five years old: 20% of full price

If a student transfers to another school, their books must be returned to their teacher.

VISITORS
Franklin Academy Schools are Closed Campuses. As a result, visitor access will be limited during the school day. All visitors are to report to the school office before going to any other part of the building. This includes parents eating lunch, parent volunteers, parents coming in just to visit, and all others entering the building. Strangers in the building will be asked if assistance is needed and then directed to the office. In no case, should a parent take a student from the school without signing the “Sign-Out Form” in the office.

The Franklin Academy believes while parent and community involvement are encouraged, student and staff safety and protection of instructional time must be maintained. Parent conferences, volunteer activities, and ANY visits should be by appointment only and ARRANGEMENTS MUST BE MADE IN ADVANCE and agreed upon by all participants. No individual shall by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence or any other form of conduct cause disruption of any lawful function, mission or process of the school. Individuals who fail to follow this policy shall be subject to the restriction or revocation of visiting privileges at the school. All visitors are expected to leave promptly when their business is completed.

WITHDRAWAL PROCEDURES
Parents wishing to withdraw their student from a school term should secure a withdrawal form from the office. Once this form is complete, it is the parent’s responsibility to assure any outstanding indebtedness with the school is resolved. Please note: If Franklin Academy receives a request for records from another school we are legally required to provide those records in a timely manner. In such instances, your student will be withdrawn from the school in order to facilitate the issuance of the records requested. Once withdrawn, students will need to re-enter through the lottery system.
CONCUSSION POLICY
Franklin Academy Charter School
Management of Concussions

Franklin Academy Charter School has developed this protocol to address the issue of the management of concussions for enrolled students.

A safe return to activity protocol (learning and athletics) is important for all students following any injury, but it is essential after a concussion. The goal of this concussion protocol is to ensure that concussed students are identified, treated and accommodated appropriately for Return to Learn and Return to Play. Consistent use of a concussion management protocol will ensure that the student receives appropriate support and/or academic accommodations, as needed, prior to returning to full academic and athletic activity.

All coaches are required to certify concussion management training annually. Parents and athletes must be educated about concussions annually. The written documentation of the annual training shall be maintained by FACS Athletic Director.

All teachers are required to attend staff development, annually, on concussions and other brain injuries with particular focus on Return to Learn. The written documentation of the annual training shall be maintained by FACS Administration.

Recognition of Concussion
These signs and symptoms – following a witnessed or suspected blow to the head or body – are indicative of a probable concussion.

<table>
<thead>
<tr>
<th>Signs (observed by others)</th>
<th>Symptoms (reported by student)</th>
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<tbody>
<tr>
<td>Forgets plays</td>
<td>Headache</td>
</tr>
<tr>
<td>Appears dazed or stunned</td>
<td>Fatigue</td>
</tr>
<tr>
<td>Exhibits confusion</td>
<td>Nausea or vomiting</td>
</tr>
<tr>
<td>Unsure about game, score, opponent</td>
<td>Double vision, blurry vision</td>
</tr>
<tr>
<td>Moves clumsily (altered coordination)</td>
<td>Sensitive to light or noise</td>
</tr>
<tr>
<td>Balance problems</td>
<td>Feels sluggish</td>
</tr>
<tr>
<td>Personality change</td>
<td>Feels “foggy”</td>
</tr>
<tr>
<td>Responds slowly to questions</td>
<td>Problems concentrating</td>
</tr>
<tr>
<td>Forgets events prior to hit</td>
<td>Problems remembering</td>
</tr>
<tr>
<td>Forgets events after the hit</td>
<td></td>
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<tr>
<td>Loss of consciousness (not required)</td>
<td></td>
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</tbody>
</table>

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion must be removed from competition, practice or play and will not be allowed to train or compete with a school athletic team until the athlete has been examined by and received written permission to participate in athletic activities from a health care provider.
CONCUSSION POLICY

Athletes with a suspected concussion should not be permitted to drive home.

School must notify parents/guardians within 24 hours if student sustains a concussion.

Return to Learn Protocol: The following steps are required before the student can return to academic activity. When a student is ready for Step 3 of Return to Learn, the school will complete a Concussion Care Plan with an appropriate team (student, student’s parents, principal, social worker, teachers, etc.).

- **Step 1:** Home - Total Rest
- **Step 2:** Home – Light Mental Activity
- **Step 3:** School – part time – maximum accommodations
- **Step 4:** School - part time – moderate accommodations
- **Step 5:** School – full time – minimal accommodations
- **Step 6:** School – full time – full academics, no accommodations

Return to Play Protocol for Student Athletes: The Return to Play plan should start only when a student has been without any symptoms for 24 hours.

- It is important to wait for 24 hours between steps because symptoms may develop several hours after completing a step.
- The student should not take any pain medications while moving through this plan (no ibuprofen, aspirin, Aleve, or Tylenol).
- This program should be supervised by a health care professional trained in the management of concussions

  - **Step 1:** 20-30 minutes of cardio activity: walking, stationary bike. Weightlifting at light intensity: low weight, high reps.
  - **Step 2:** 30 minutes of cardio activity: jogging at medium pace.
  - **Step 3:** 30 minutes of cardio activity: jogging at medium pace.
  - **Step 4:** Participate in non-contact practice drills. Warm-up and stretch x 10 minutes. Intense, non-contact, sport-specific agility drills x 60 minutes.
  - **Step 5:** Participate in controlled contact practice.
  - **Step 6:** Resume full participation in competition.
**CONCUSSION POLICY**

**Concussion Care Plan:** Once the school is in receipt of a medical diagnosis of concussion, the following actions are taken:

- The recommendations made by the doctor are reviewed by the student, student’s parents, teachers and administration to determine what accommodations are necessary to help assist the student as they attend school while healing.
- These accommodations are then documented on the Concussion Care Plan and provided to all teachers who work with the student, office personnel and the parents to ensure that the accommodations are clear, communicated and implemented across classroom settings.
- As updates are made to the Concussion Care Plan, updated accommodations are reported to the teachers to ensure they are abreast of progress made in healing and/or continued need for accommodations.
- These accommodations remain in place until the student is cleared to return to regular school and physical activities by their healthcare provider.

*Remember: When in doubt, sit them out!*
Setting Your Pathway on the Road to Success: Early Tips for Post-Secondary Planning
Franklin Academy Charter High School

As holistic acceptance processes becomes more widely used by colleges nationwide, it is impossible for high schools to know the specific formula that each college uses to determine which students will be accepted each year. We have, however, noticed a few trends over the past few years that are helpful to remember as you begin your journey with Franklin Academy High School!

**Schools Look for Growth in Students**
Increasing levels of challenge and difficulty in their course selection over a 4-year span is important. While a student may start out with a one or two honors level courses, colleges like to see that students have worked each year to build their way up to taking more Honor courses along with AP or Dual Enrollment courses.

**Schools like to see 3-5 years of Foreign Language Courses**
Many of the students that I see being accepted to colleges such as those mentioned have spent 3 or more years studying a foreign language. While the college may say that 2 years are needed for admission, with the competition rising as it is, the languages seem to be what set some apart from others. This is not always the case, but definitely something to keep in mind.

**Extracurriculars & Community Service are Key Components to ANY Application**
Be sure to include ALL of the involvement the student has participated in. While I am not positive of how different schools weight them, I feel that these experiences can definitely positively impact a student’s chances of admission, and a lack of these experiences can do the opposite.

**Sometimes the "Intended Major" Makes the Difference**
Colleges that are "known" for certain majors are going to be much more competitive in those majors. That doesn’t mean a student should not pursue that school but they DO need to be aware that not all majors are created equal when it comes to competitiveness for acceptance.

**Recommendations Matter!**
Ensuring students are working to create good relationships with their teachers and other supervisors, especially those who have seen the student’s work ethic and academic rigor is a great start. Teacher recommendations are incredibly important to the application process as these are the adults who have spent 50 minutes per day with the student for, at the very minimum, one year.