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## PARENT-STUDENT HANDBOOK

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### **SECTION 1. BEN FRANKLIN ACADEMY**

#### **MISSION**

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

#### **VISION**

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

#### **PURPOSE**

The Parent-Student Handbook outlines various policies of Ben Franklin Academy. This document is not meant to cover every aspect of the Academy in specific detail. Instead, this document outlines the basic expectations, policies, and day-to-day practices. Please be mindful that these policies were created with the best interest of the school as a whole in mind. A charter school is a school of choice, by enrolling your child at Ben Franklin Academy you have chosen to abide by this policy. Please review this document thoroughly.

This document may be modified throughout the year as necessary. As such, please check the website for the latest version.

#### **THE THIRTEEN VIRTUES**

- Temperance – Control is the key to improvement. Keep your words, actions, and temper in control.
  - Silence – There is a time and place to speak up and a time to listen. You learn more by listening than speaking.
  - Order – All things have their place. Keep your work area in order; keep your day in order.
  - Resolution – Keep your word. When you have a task, get it done. Turn in your homework on time and be prepared.
  - Frugality – Be frugal. Do not waste the school's resources. Respect what you have been given. Reduce, reuse, recycle.
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- Industry – Keep on task. There is a time for work and a time for play – do both with a good attitude.
- Sincerity – Be kind. Say kind words and treat others as you want to be treated. Encourage each other to succeed.
- Justice – Be respectful. Give everyone a chance to work or play. Give others a chance to express themselves. Share. Remember that others are counting on you, so live up to your duty.
- Moderation – Keep yourself in balance. Focus both on accomplishing things in which you excel and those you do not. Try new things.
- Cleanliness – Keep yourself and your work area clean. Keep your uniform clean. Keep your school clean. Keep your words clean.
- Tranquility – Keep yourself from reacting poorly to others. People are not perfect and the world is not fair. Learn to deal with both despite imperfections. Be patient.
- Purity – Be pure in thought and deed. White lies, a little gossip, and small, mean words are painful and say more about you than about others. What you think about others is how you will treat them. Develop good thoughts and feelings toward all.
- Humility – Be mindful of others before yourself. Treat them as you want to be treated. Think about how you can help others before being asked. Let others speak when it is their turn.

## **SECTION 2. STUDENT, PARENT AND TEACHER RIGHTS & RESPONSIBILITIES**

### **STUDENT RIGHTS**

As a student you have the right to:

1. attend a safe, orderly and caring school.
2. receive daily instruction that is competent, well-planned and geared to increase student achievement.
3. be treated with respect by all staff, students and school personnel.
4. receive the extra support needed to help you excel at your individual level.
5. receive ongoing assessment of progress.
6. receive academic and personal guidance as needed.

### **STUDENT RESPONSIBILITIES**

As a student you have the responsibility to:

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1. learn and live the 13 virtues.
2. abide by all rules of behavior and to demonstrate your personal best in all areas.
3. attend school on a regular and timely basis.
4. make Ben Franklin Academy a better place.
5. treat all students, staff, and teachers with respect.
6. take home your daily academic planner, homework and correspondence as required by your teacher.
7. follow the Academy's Discipline Policy.
8. make up work missed due to an excused absence.

## **PARENT RIGHTS**

As a parent you have the right to:

1. be informed of your child's progress on a regular basis.
2. be involved in your child's education.
3. have your child attend a safe, orderly and caring school.
4. be properly informed of all ongoing school issues by obtaining information from the Academy's website [bfcademy.org](http://bfcademy.org).

## **PARENT RESPONSIBILITIES**

As a parent you have the responsibility to:

1. check your child's academic planner, review interim reports and report cards.
2. provide educational support by ensuring your child attends school daily, is on time and prepared to learn by having the necessary materials.
3. support school rules and work cooperatively with the school, avoiding confrontational and adversarial resolution of grievances.
4. be familiar with and follow school procedures found on the Academy's website.
5. review the Academy's proactive discipline plan with your child.

## **TEACHER RIGHTS**

As a teacher you have the right to:

1. work in a safe, caring and orderly environment, conducive to teaching and learning.
2. receive support required to provide optimum learning in the classroom.
3. work with students who make an honest effort to learn.
4. receive support from parents in the teaching and learning process.

5. have distractions from educational tasks kept to a minimum.
6. be treated with respect by all students, parents and school personnel.
7. correct inappropriate behavior to maximize the learning environment.

**TEACHER RESPONSIBILITIES**

As a teacher you have the responsibility to:

1. come to school dressed appropriately, for a professional environment, prepared to teach all students.
2. provide well-planned instruction.
3. make every effort to address the needs, concerns and problems of each student.
4. provide assessments, data and feedback to students and parents.
5. read and know the Academy's policies and procedures, including the Discipline Policy.
6. treat all students, parents, and school personnel with respect.
7. to inform parents of behavior changes in students that may potentially affect their academic success.

## SECTION 3. ACADEMIC CALENDAR



### 2011-2012 School Calendar

August 2011						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
						0

September 2011						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						19

October 2011						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					18

November 2011						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						18

December 2011						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						12

January 2012						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						19

February 2012						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			
						19

March 2012						
S	M	T	W	TH	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						16

April 2012						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						19

May 2012						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						21

June 2012						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						1

- Teacher meet and greet
- School in session
- No school - holiday
- No school - Teachers only
- Science expo / Science fair
- Possible extension to be determined in January
- Snow make up day
- Trimester ends
- 162 Total student days

Revised: 8/2/2011  
Approved: 8/2/11

## **SECTION 4. SCHOOL OPERATIONS**

### **CONTACT INFORMATION**

Address: 2270 Plaza Drive, Highlands Ranch, CO 80129

Main phone number: 720.383.4519

Email: [info@bfacademy.org](mailto:info@bfacademy.org)

Attendance phone number: 720.432.9239

Attendance email: [attendance@bfacademy.org](mailto:attendance@bfacademy.org)

### **OFFICE HOURS**

The office is open from 7:30 a.m. to 4:30 p.m., Monday through Friday. The school office is closed on all holidays listed on the school calendar and during weather-related school closures.

### **SCHOOL HOURS**

Regular School hours: 8:15 a.m. – 3:30 p.m.

Morning Kindergarten: 8:15 a.m. – 11:15 a.m.

Afternoon Kindergarten: 12:30 p.m. – 3:30 p.m.

### **CHANGE OF CONTACT INFORMATION**

Please notify the school office of any change in contact information in writing immediately. Changes can include phone numbers, address, email, and emergency contacts.

### **MESSAGES FOR STUDENTS**

Messages for students must be called into the school office and only should be urgent. Parents are not allowed to call directly into the student's classroom to speak with their student. Messages received after 2:00 p.m. may not be delivered before the end of the school day.

### **EARLY STUDENT PICK-UP**

Early pick-up of students must be completed before 3:00 p.m. Parents must sign out their student in the office. The student will be paged to come to the office for dismissal. For the safety and security of all students, parents must wait in the office for their child. No dismissals will occur through the front office after 3:00 p.m. All parents will be directed to the carpool line to pick up their student after 3:00 p.m.

### **LATE STUDENT PICK-UP**

The afternoon carpool is from 3:30 p.m. to 4:00 p.m., and all parents are expected to pick up their children during this time. Students not picked up by the end of the afternoon

carpool will be sent to BASE and parents will be charged at the current BASE tuition rate. Students must be picked up from BASE by 6:00 p.m.

**WEATHER RELATED SCHOOL CLOSURES AND DELAYS**

The Academy will follow Douglas County School District (“DCSD”) for school closures and delays. Closure information can be found at the district website or any local news source. Please use your discretion regarding late starts to ensure the safety of your family. Please call the office if your child will be tardy or absent on these days.

**VISITORS/GUESTS**

Visitors must come to the office to register and receive a visitor’s pass to visit classes or be in the building.

**ATTENDANCE PROCEDURES**

All absences and tardies must be called in to the attendance line at 720.432.9239 or emailed to [attendance@bfacadmy.org](mailto:attendance@bfacadmy.org) by 8:30 a.m. Extended or planned absences should be reported in advance to the office. If you have not contacted the main office by 8:30 a.m., the main office will contact you to ensure the safety of your child(ren).

*Tardiness*

Being late to class is detrimental to the educational process. The front doors of the school will be locked at 8:10 a.m. students will be tardy if they are not in the building by then. After 8:10 a.m., students will be required to enter through the front office where they will receive a tardy slip. Students will also be tardy if they are not in their classroom, settled in, and ready to learn at 8:15 a.m.

All tardies will be recorded including beginning of the school day, morning and afternoon breaks, and individual classes. The consequence for tardies is spelled out in the Discipline Policy.

*Absences*

Participation in daily classroom activities is an important and necessary part of school life. All full-day and partial-day absences will be recorded.

*Truancies*

Truancy occurs when a student misses classes without permission or notification from a parent or guardian. If a student is deemed truant, by law, parents and the local police are contacted immediately. Truancy is a major behavior violation and will result in the consequences detailed in the Discipline Policy.

*Make up work*

Make up work shall be allowed in accordance with the Homework Policy.

**TRANSPORTATION PROCEDURES**

These transportation procedures will be modified throughout the year to seek the most efficient and effective procedures possible. Please check the Academy’s website for the more current transportation procedure.

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The Academy will not operate a bus service. Parents must provide all transportation to and from the school. Carpools are highly encouraged.

## *Arrival Procedures*

The building doors will be open from 7:45 a.m. to 8:10 a.m. There will be no supervision prior to 7:45 a.m.

## *Dismissal Procedures*

The Academy is a closed campus. Students are expected to remain on school grounds at all times unless special permission is granted. Parents must check students in and out of the office if they leave for any reason throughout the day. School dismisses at 3:30 p.m. Students who are not picked up by 4:00 p.m. will be sent to BASE and parents will be charged at the current BASE tuition rate. Students must be picked up from BASE by 6:00 p.m.

## *Hours*

Morning carpool drop-off: 7:45 a.m. – 8:10 a.m.

Afternoon carpool pick-up: 3:30 p.m. – 3:55 p.m.

Morning kindergarten pick-up: 11:15 a.m. – 11:25 a.m.

Afternoon kindergarten drop-off: 12:10 p.m. – 12:20 p.m.

## *Parking Lot Procedures*

The parking lot procedures will be developed in August 2011. All parents shall abide by the parking lot procedures. Parents must understand that drop off and pick up at a charter school is often organized chaos. Please pay attention, follow the policy, and follow any direction provided by staff. The chaos associated with pick up and drop off can only be mitigated if everyone cooperates and is patient. But most importantly please be patient and remember your kids are watching how you behave.

## **SCHOOL LUNCH**

The parent teacher organization (PTO) is responsible for making lunch available for purchase for the students. Lunch will be provided by Lunch on the Go Catering.

School lunch can be ordered online at [www.lunchonthegocatering.com](http://www.lunchonthegocatering.com). Please direct questions about lunch (e.g., placing orders, maintaining an account, health information, etc.) to Lunch on the Go Catering at 720-870-8646 or [lunchonthego@msn.com](mailto:lunchonthego@msn.com).

## *Ordering Schedule*

Month(s)	Order Start Date	Order End Date
Aug 22 – Sept 30	7/25/11	8/12/11
Oct 1 – Oct 31	9/1/11	9/21/11
Nov 1 – Nov 30	10/1/11	10/21/11
Dec 1 – Dec 31	11/1/11	11/21/11
Jan 1 – Jan 31	12/1/11	12/21/11
Feb 1 – Feb 29	1/1/12	1/21/12

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Mar 1 – Mar 31	2/1/12	2/21/12
Apr 1 – Apr 30	3/1/12	3/21/12
May 1 – May TBD	4/1/12	4/21/12

### *Late Orders*

A salad or sandwich lunch can be ordered after the “order end date”. But such orders must be made 48 hours in advance.

### *Field Trip Lunches*

If a field trip is scheduled after your lunch order has been processed Lunch on the Go will provide a sack lunch for your student.

### *Form of Payment*

Lunch on the Go accepts credit cards and personal checks. Make checks payable to: Lunch on the Go Catering and mail to PO Box 461264, Aurora, CO 80046. A \$20 fee will be applied to all returned checks.

You will not be able to make changes or additions during the open ordering period until your check has been received and processed. If you have a balance due from the previous month you will not be able to order any new lunches.

## **STUDENT FEES**

Student fees are due by July 1 of each year. For the 2011-12 academic year, the fees are \$150 per child for full-day kindergarten through 6<sup>th</sup> grade. The fees are \$100 per child for half-day kindergarten. These fees are classroom fees and the majority of the funds will go directly to a classroom budget for classroom supplies. You will not be asked to provide school supplies for your child’s classroom. Student fees are non-refundable. These fees do not include field trip fees.

All textbooks and electronic devices are the property of the Academy and are on loan to students for their use during the school year. Students are responsible for the proper care of textbooks and electronic devices, and must maintain them in good condition. Students should not highlight or write in textbooks. At the end of the year or unit of study, students must return the exact numbered copy they were issued to get credit for turning in the book. Excessive damage will be noted at this time and students may be charged for damages beyond typical wear and tear.

Students/parents will be responsible for the replacement cost of textbooks or electronic devices that are damaged beyond repair or not returned for any reason. If a textbook or electronic devices is lost during the school year, a duplicate item will not be issued until the cost of replacing the lost item is paid. All replacement textbooks or electronic devices will be purchased by the Academy.

Failure to pay these fees may result in withholding report cards, transcripts, and web portal privileges, denying participation in graduation/end-of-year party activities and loss of library privileges for the student. Any outstanding fees for lost/damaged textbooks or electronic devices at the end of an academic year will automatically be added to a

student's registration fees the following year. If a student graduates or ends his/her enrollment, but has siblings at the Academy, these fees will be added to the oldest student's account for billing purposes.

### **BIRTHDAY PARTIES AND INVITATIONS**

Students are permitted to bring in small treats to celebrate their birthdays. Please ask your student's teacher before bringing in treats to check for allergies and to determine the appropriate number. Treats must be brought for the entire class or not at all.

Invitations for birthday parties can be delivered at school only if every student in the class is invited or if only all the boys or girls in a class are invited. No exceptions.

### **HEALTH INFORMATION**

#### *Dispensing Medication*

Medication can be dispensed at the school only if the Medication Form is completed. This form will be kept with medication. The medication must be prescribed by a doctor and in its originally labeled container. This includes over the counter pain relievers. Medication will be stored in a locked location at all times. In rare circumstances and in consultation with the school nurse and the principal, students may be allowed special medication privileges.

#### *Ill Students*

Please do not send your child to school if your child has vomited in the last 24 hours, your child has a contagious illness or condition, your child has had a fever of 100 degrees or higher in the last 24 hours, or if your child has any contagious illness (i.e. chicken pox, pink eye, strep, measles, upper respiratory infection or impetigo). Your child will be sent home if they vomit, have a fever of over 100 degrees, or other symptoms that interfere with the learning environment.

#### *Emergency Contact Information*

Please be sure to keep your emergency contact information up to date in case we need to contact you to pick your child up.

#### *Immunizations*

The following immunizations are required by the State of Colorado for kindergarteners for the 2011-2012 school year. More information is available at the DCSD website.

1. Hepatitis B Vaccine
  - a. All students must have had three doses of the Hepatitis B vaccine.
  - b. Must be administered such that dose two is given not less than 30 calendar days after dose one, and dose three is given not less than 60 calendar days or more than 150 calendar days after dose two.
2. Measles/Mumps/Rubella
  - a. Two doses of Measles/Mumps/Rubella are required.

3. Chicken Pox
  - a. All students are required to have either a Chicken Pox vaccine or documented history of the disease.

A Certificate of Immunizations must be completed certifying that the students have received the minimum immunizations as indicated above.

## **SAFETY**

### *Drills*

The Academy will hold emergency drills.

### *Crisis and Emergency Response Plan*

The administration and staff of the Academy have taken significant steps to ensure the safety and well being of your child(ren) at school. The school has created a School Crisis and Emergency Plan in accordance with DCSD. This plan takes into consideration a variety of situations that could potentially arise in our school or our neighborhood and plans have been created should an emergency or crisis arise.

In the event of an emergency situation, parents will be contacted via email and phone.

Please avoid coming to the school until you've been instructed to do so. It is possible that, during a crisis in the neighborhood, you may not be able to enter the school building if it compromises the safety of the children during a lockdown.

Please DO NOT call the school directly during an emergency as this ties up phone lines and prevents important inbound or outbound calls with emergency personnel.

### *Communications*

The Academy website - [www.bfacademy.org](http://www.bfacademy.org) - shall be up to date on all school matters and will be the primary communication tool. This website as well as email communication shall be the primary mode of communication between the Academy and parents.

A school newsletter shall be emailed weekly to registered users. These newsletters shall include information about assemblies, special events, etc.

### *Parent-Teacher Communication*

Regular communication is critical in the educational process. Email is the primary form of communication between teachers and parents. If a parent meeting is necessary or a parent wishes to come visit with a teacher, such meetings should occur after the school day so that teachers are not interrupted as they prepare for their day. When sending an email message for a teacher, please understand that a teacher's daily schedule may limit the time available to return calls. Every effort will be made to respond within 24 hours.

## **SECTION 5. ACADEMIC PROGRAM**

### **CORE KNOWLEDGE**

The Academy will provide a rigorous educational program, challenging all students at their own level. The Core Knowledge Sequence – with an emphasis on math, science, and literacy – combined with programming for music, art, physical education, and principle-based character education constitute the backbone of the Academy’s academic program. Students exposed to the Core Knowledge Sequence have shown significant gains on standardized tests in reading comprehension, vocabulary, science, mathematics concepts, and social studies. The Academy’s academic program will fully align with the Colorado Academic Standards. A brief overview of the Academy’s principal curricula is set forth below.

### **SAXON MATH**

Saxon Math will be implemented as the Academy’s primary mathematics program. This program’s innovative, instructional approach breaks complex concepts into simpler increments, recognizing that smaller pieces of information are easier to learn and teach. Through a spiraling approach, new concepts are introduced while previously taught concepts are continually reviewed. Research shows that the Saxon approach has produced significantly higher levels of student learning than those found in programs with a chapter-based approach.

### **SCIENCE**

Students, beginning in kindergarten, will have daily science exposure. The Academy’s science curriculum, as supplemented by *Scott Foresman Science* (K-5) and *Prentice Hall Science Explorer* (6-8), will increase students’ scientific literacy and expose them to the scientific method: teaching them to ask questions, hypothesize, make observations, collect and analyze data using various tools, draw conclusions, and communicate their results. The Academy intends to provide its students with increased opportunities for inquiry-based learning through three hands-on labs: 1) a traditional science lab, 2) an on-site classroom-size greenhouse, and 3) a mobile light and dissecting microscope lab. This unique hands-on program will expose students to a number of scientific disciplines

### **LITERACY**

The Academy will emphasize literacy by supplementing the CK Sequence in language arts and literature with *McGraw Hill’s Treasures* (reading levels K-6), *Prentice Hall Writing and Grammar* (reading levels 7-8), *Step Up to Writing* and *6+1 Traits* (K-6), *Accelerated Reader* (K-8), *Word Masters Challenge* (3-8), *Sadlier Vocabulary Workshop Series* (7-8) and *D’Nealian Handwriting* (K-6). Further, the Academy’s civics department will use *Pearson Learning Core Knowledge History and Geography* (K-8).

### **CHARACTER EDUCATION**

For its principle-based character education, the Academy will use *Core Virtues*, as aligned with Benjamin Franklin’s Thirteen Virtues.

### **TECHNOLOGY**

The Academy will also create a dynamic learning environment by integrating technology into its curricula. The Academy will provide opportunities for students to access information, organize data, create, and problem-solve using a variety of age-appropriate technologies, that may include iPod Touches (K-1), iPads (2-8), and a technology lab. Classrooms will have Promethean Interactive Whiteboards and document readers that enable teachers to display information from computers, creating a dynamic learning environment for students through the technology's interactive nature, vivid images, and video and audio capabilities. Research shows that students engaged in technology-rich environments show significant gains and achievements in all subject areas, improved attitudes toward learning, and increased self-esteem.

### **ASSESSMENTS**

As a data-driven institution, the Academy will conduct annual Family and Staff Satisfaction Surveys as well as collect, review, and analyze data from the Colorado Student Assessment Program ("CSAP"), North West Evaluation Assessment Measures of Academic Success ("NWEA MAP"), Developmental Reading Assessment, 2<sup>nd</sup> Edition ("DRA2"), Accelerated Reader/STAR Early Literacy ("STAR"), AIMSweb, curriculum-embedded assessments, and teacher observations, in addition to any new State assessments, to make decisions about the progress and direction of each student. Notably, these standardized tests will not only assess individual student achievement but also score how the Academy is performing relative to State standards and other schools' programming.

Recognizing that the success of its students is directly related to the effectiveness of its Board, administrators, faculty, and staff in implementing the Academy's vision and mission, the Academy has developed a professional development plan to provide all of its professionals with opportunities for continuous growth and improvement of their skills, which will, in turn, further strengthen the Academy's programs and improve student achievement. The Academy will use technology, such as Alpine Achievement, to conduct and analyze assessments thus enabling teachers to effectively differentiate instruction for each student and quickly identify students who are falling behind, as well as allowing administrators to determine the training needs of the Academy's faculty. Continuing evaluations, including the student assessments identified above, Family and Staff Satisfaction Survey results, and needs assessments, are integral to the Academy's professional development.

### **PROFESSIONAL DEVELOPMENT**

Initially, the Academy's professional development plan for administrators, faculty and staff focuses on its mission and vision, CK Sequence and supplemental curriculum, assessments, differentiated instruction, flexible ability groupings, character education and general policies and resources. Research suggests that when professional development is focused on academic content and curriculum that is aligned with standards-based reform, teaching practice and student achievement are likely to improve. Throughout the year, staff also will participate in scheduled, structured and purposeful weekly team meetings,

and may visit and observe faculty at nearby successful charter schools. While subsequent training activities will review and reinforce prior topics, quarterly needs assessments and evaluations will be conducted to ensure that the Academy is providing adequate resources to support its academic program as well as to determine the effectiveness of the training activities as they relate to increasing student achievement. Pre- and post-assessments in writing, reading, math, and science will be used to gauge whether students are benefiting from teacher development opportunities.

**GRADE SCALE**

Grades shall be distributed in accordance with the Academy's Grading Policy.

**REPORT CARDS**

Report cards will be distributed at the end of each trimester. The Academy will provide traditional letter grade report cards.

**HOMEWORK**

Homework shall be assigned in accordance with the Academy's Homework Policy.

**PARENT-TEACHER CONFERENCES**

Parent-teacher conference sessions will be scheduled twice a year during the first and third trimesters. Parents will be notified via email regarding the schedule for parent-teacher conferences. A confirmation email will be sent to you to confirm your conference time for each child.

**FIELD TRIPS**

A field trip can be a valuable extension of the classroom experience. Only field trips that have a specific goal clearly related to the curriculum and a significant educational value will be considered. The principal must give approval and sanction arrangements for all field trips.

For more information please refer to the Field Trip Policy.

**RESPONSE TO INTERVENTION (RTI)**

Response to Intervention is a multi-level prevention system to maximize student achievement and to reduce behavior problems.

With RTI, schools identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities.

Through this process, ongoing data collection is used to recognize students with learning disabilities much earlier than in the past. This allows students to be provided with the help they need before further learning disabilities develop.

## **SECTION 6. ACADEMY RULES**

### **CODE OF CONDUCT**

The Academy's code of conduct is based on the premise that all students are capable of behaving in the school setting. Each student has the right to the school environment as a means of self-improvement and intellectual growth. It is, therefore, expected that all students will conduct themselves in a manner compatible with the Academy's function as an educational facility.

Discipline is an interaction with the student, both from Academy personnel as well as parents. Students must learn that there are consequences for their actions or inactions. Rules are established to serve a reasonable purpose, be practical and within the child's capability and be consistent and clearly defined. Our goal is to help each student learn self-control, self-direction and responsibility for their behavior.

Discipline is only as effective as the support we get from the parents. Please discuss any discipline referral that is sent home with your child and use it as a learning opportunity for your child and to reinforce the Academy's code of conduct.

### **RECESS AND PLAYGROUND RULES**

#### *Recess*

Outdoor recess will be held every day unless it is raining or snowing heavily, or below 22 degrees. Students should come prepared with appropriate outerwear for the variable Colorado weather. If students wear snow boots to school, they need to bring shoes that conform to the dress code to wear in the classroom.

#### *Playground*

1. The playground equipment is to be used the way it was intended.
2. Students must wear appropriate shoes at all times on the playground.
3. Fighting/wrestling of any kind is prohibited.
4. Toy guns or weapons of any kind are not allowed on the school grounds.
5. Students may not throw snow, rocks, or sand.
6. Students must stay in the playground boundaries.
7. Students may not go outside of playground boundaries to retrieve a piece of equipment (examples; ball, Frisbee, etc.). Students should notify the playground supervisor.
8. Students are not to participate in overly aggressive, tackle games of any kind.
9. A pass is required from the playground supervisor if a student needs to come back into the school building during recess times.

Students are encouraged to work through their own disagreements during recess but may consult with the playground supervisor when necessary.

**DISCIPLINE**

The Academy's discipline policy is detailed in the Discipline Policy.

**SECTION 7. VOLUNTEERING**

**COMMITMENT HOURS**

Parents are responsible for completing the family volunteer hour commitment of 30 approved hours per year. There will be multiple opportunities throughout the year to get involved. Siblings are not allowed to be with the parent/guardian during the volunteer time. These tasks can include such things as:

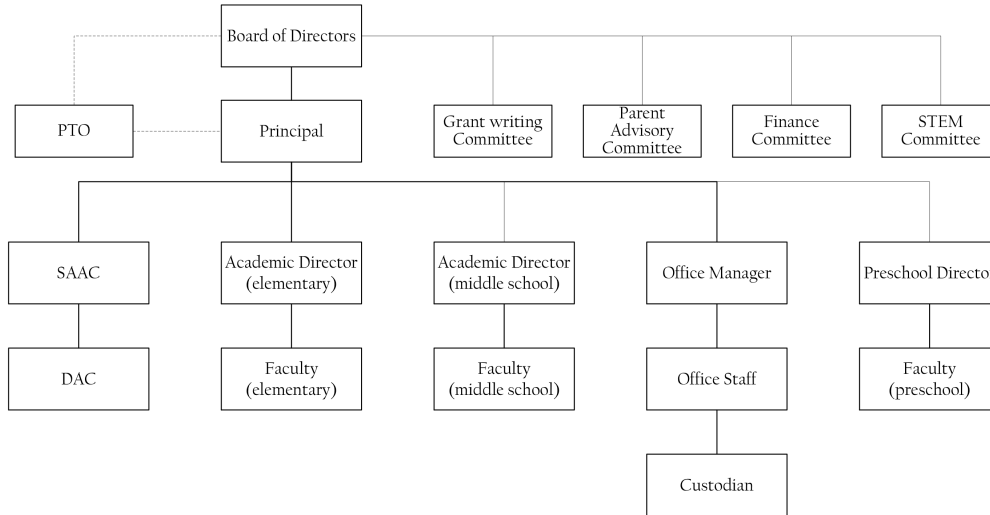
- Planning and organizing various events and activities including field days, art shows, science fairs, and musical programs.
- Assisting students with Accelerated Reader testing.
- Helping with classroom projects throughout the year, including many at-home projects that must be returned to school in the designated timeframe.
- Assisting the school's Building Engineer with various building maintenance related projects such as snow shoveling, painting, and more.
- Supporting the library/media room and assisting the school's Library/Media Specialist.
- Provide for and support after school programs.

Please contact [volunteer@bfacademy.org](mailto:volunteer@bfacademy.org) for more information.

**SECTION 8. SCHOOL COMMUNITY**

**GOVERNANCE**

The Academy will be organized in accordance with the following organizational chart.



*Board of Directors*

The Board of Directors will operate as a policy-setting board in accordance with the Founding Board’s bylaws. Board members shall be elected in accordance with the Board Election Policy. The Academy’s Board of Directors shall:

- Establish and maintain the mission and vision of the Academy.
- Implement policies that are consistent with the mission, vision, and goals of the Academy.
- Hire and evaluate the Principal.
- Provide financial and legal oversight to ensure that the Academy’s integrity is maintained.
- Be responsible for final accountability for the Academy’s academic success, organizational viability, and faithfulness to the terms of the contract.
- Organize subcommittees that report to the board of directors.
- Recruit and orient new Board members and assess Board performance.

*Principal*

The Principal will be responsible for the day-to-day operations of the school. The Principal reports to the Board and is responsible for: hiring and evaluating the Academic Director, Business Manager, teachers, preschool, and other staff; directing grant and fundraising efforts; assisting the Board with its long-term strategic plan; and overseeing and managing the development of the annual school budget. The principal manages all disciplinary matters for students and staff. The principal sets the tone for the school and

is responsible for achieving the school goals, following the vision, and achieving the mission.

*Academic Director*

The Academic Director reports to the Principal and is responsible for the development of the educational program and staff professional development plan, as well as the data collection and analysis of student assessments. The Academic Director shall also work with teachers and groups of teachers in developing and refining the Academy's curriculum. A separate Academic Director for the middle school shall be appointed when the middle school is fully functioning.

*Business Manager*

The Business Manager reports to the Principal and is responsible for providing financial management. The Business Manager shall work with the finance committee to ensure the financial success of the school.

*Preschool Director*

The Preschool Director runs and operates the preschool. The Preschool Director reports to the principal.

*Office Manager*

The office manager reports to the principal and is responsible for school property, risk, and human resource management support. The office manager shall ensure that all staff has the needed resources to successfully do their job. The Office Manager shall manage the Academy's documents, records, supplies, property, reporting to the district, reporting to the state, and shall work within the school budget. The office manager shall manage the office and the office staff.

*Parent Advisory Committee (PAC)*

The PAC is a subcommittee of the board of directors that will run all social events in conjunction with the PTO. Its directives include uniting the community and the Academy, as well as supporting the Board of Directors on policies and supporting the administration on the implementation of policies.

Email: [pac@bfacademy.org](mailto:pac@bfacademy.org).

*School Accountability Committee (SAC)*

The SAC is tasked with informing, encouraging, and providing opportunities for parent and community members to be involved in the planning and evaluation of the school's instructional program and quality improvement processes. The SAC reports to the principal and participates in the District Accountability Committee. The state of Colorado requires each school to have a School Accountability Committee consisting of parents, teachers, and community members charged with advising the administration on the improvement of the school. SAC also serves as a sounding board for community concerns. All meetings are open to the public and publicized beforehand. We encourage parents and other community members to attend.

Email: [sac@bfacademy.org](mailto:sac@bfacademy.org).

*Science, Technology, Engineering and Math (STEM):*

The STEM Committee reports to the board on science matters and is a resource to the staff on Science Expos, Science Fairs, and other extracurricular science activities. Along with advising on the latest science curriculum, the STEM committee is responsible for bringing in speakers and sponsoring clubs for students after school, as well as participating in our science fairs and science expo. STEM seeks qualified scientists and “techies” for this committee.

Email: [stem@bfacademy.org](mailto:stem@bfacademy.org).

*Grant Writing Committee*

The Grant Committee reports to the board on potential grant opportunities, drafting grant applications, and ensuring compliance with received grants.

Email: [grants@bfacademy.org](mailto:grants@bfacademy.org).

*Parent Teacher Organization (PTO)*

The PTO is an organization for parents separate and distinct from the Academy. But the PTO shall work closely with the Academy for fundraising events. The objectives of the PTO are as follows: 1) Build a strong school spirit by working to enhance the quality of our student’s education; 2) Support the school administration by serving as a volunteer resource; 3) Promote communication with the BFA community; 4) raising funds. Every parent is a member of the PTO. The PTO has a board, elected each year by parent vote, which oversees the activities of the PTO. The PTO plays a major role in fund raising and organizing parent volunteers in the classroom.

Email: [pto@bfacademy.org](mailto:pto@bfacademy.org).

**SECTION 9. POLICIES**

All other policies of Ben Franklin Academy are incorporated herein by reference. The most up to date version of the Academy’s policies can be found on the Academy’s website.

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**POLICY HISTORY:**

Original: approved by the board June 6, 2011.