



STUDENT HANDBOOK

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

This document.....

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.
 - 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.
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- 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

1. to learn and live the 13 virtues.
2. to attend a safe, orderly and caring school and make it a better place.
3. to receive daily instruction that is competent, well-planned and geared to increase student achievement.
4. to be treated with respect by all and staff, students and school personnel.
5. to receive the extra support needed to overcome knowledge deficiencies or learning disabilities.
6. to receive ongoing assessment of progress.
7. to receive academic and personal guidance as needed.

STUDENT RESPONSIBILITIES

As a student you have the responsibility:

1. to abide by all rules of behavior and to demonstrate your personal best in all academic areas.
2. to attend school on a regular and timely basis
3. to treat all students, teacher with respect.

4. to take home your daily academic planner, homework and correspondence as required by your teacher.
5. to follow the Academy's Discipline Plan.
6. to make up work missed due to an excused absence.

PARENT RIGHTS

As a parent you have the right:

1. to be informed of your child's progress on a regular basis
2. to be involved in your child's education.
3. to have your child attend a safe, orderly and caring school.
4. to be properly informed of all ongoing school issues obtain information from proper sources; bfacademy.org, Teacher and/or Web Sites.

PARENT RESPONSIBILITIES

As a parent you have the responsibility:

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

TEACHER RIGHTS

As a teacher you have the right:

1. to work in a safe, caring and orderly environment, conducive to teaching and learning.
2. to receive support required to provide optimum learning in the classroom.
3. to work with students who make an honest effort to learn.
4. to receive support from parents in the teaching and learning process
5. to have distractions from educational tasks kept to a minimum.
6. to be treated with respect by all students, parents and school personnel.
7. to correct inappropriate behavior to maximize the learning environment

TEACHER RESPONSIBILITIES

As a teacher you have the responsibility:

1. to come to school dressed appropriately, for a professional environment, prepared to teach all students.

2. to provide well-planned instruction
3. to make every effort to address the needs, concerns and problems of each student.
4. to provide assessments, data and feedback to students and parents.
5. to read and know The Academy's policies and procedures, including the school-wide discipline plan.
6. to treat all students, parents, and school personnel with respect.
7. in students that may potentially affect their academic success.

SECTION 3. CALENDAR

SECTION 4. SCHOOL OPERATIONS

CONTACT INFORMATION

Address: 2270 Plaza Drive, Highlands Ranch, CO 80129

Main phone number: 720.383.4519

Email: info@bfacademy.org

Attendance phone number: 720.432.9239

Attendance email: attendance@bfacademy.org

BEN FRANKLIN

ACADEMY

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 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 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 p.m. All parents will be directed to the carpool line to pick up their student after 3 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 p.m.***

WEATHER RELATED SCHOOL CLOSURES AND DELAYS

The Academy will follow Douglas County School District 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

Adult visitors must come to the office to register and receive a visitor's pass to visit classes or be in the building.

Attendance Procedures

Tardiness

Being late to class is detrimental to the educational process for the student who is tardy and to the other students in the class who are distracted by the late entrance. All students must report to the front office when tardy to school. Students are not permitted to enter the classroom without a note from the front office. All tardies will be recorded including beginning of the school day, morning and afternoon breaks, and individual classes. The consequences for tardies are spelled out in the discipline policy.

All absences and tardies must be called in to the attendance line at 720.432.9239 or emailed to attendance@bfacadmy.org by 8:30 am. 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).

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. Attendance is vital. Absences occur and are defined as follows:

1. Excused: Illness, doctor's appointment, funeral, religious observation and hazardous conditions.
2. Unexcused: Student is absent with parent knowledge but notification did not take place.
3. Truant: Student is absent without parent knowledge.

Excused Absences

For planned extended excused absences, it is the student/parents responsibility to check the Academy website for up to date homework assignments. A planned extended excused absence is an absence that is longer than two days in duration and the teacher must be notified a week in advance. The student's assignments will be due two school days after the first school day back in attendance.

Unexcused Absences

The Academy emphasizes direct teacher instruction; thus missing school for reasons other than illness, emergency, family matters, or medical appointments is strongly discouraged. Although students can make up the assignments upon their return or completed on a planned extended excused absence, the benefit of direct instruction and classroom discussion cannot be replaced.

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.

CARPOOL PROCEDURES

The Academy will not operate a bus service. All parents must secure their own transportation to and from the Academy.

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Arrival Procedures

Students may be dropped off between 7:45 a.m. to 8:10 a.m. Supervision will begin at 7:45 a.m. on the playground. On days with inclement weather, the students will be in the gym for supervision; otherwise, the gym and lunchroom are “off limits” except with special permission.

Students are expected to be in their classrooms and ready to learn by 8:10 a.m. Students arriving after 8:10 p.m. will be considered tardy.

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 p.m.***

Hours

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

Afternoon carpool pick-up: 3:30 p.m. – 4:00 p.m.

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

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

PARKING LOT PROCEDURES

The parking lot procedures will be developed in early August.

SCHOOL LUNCH

The parent teacher organization (PTO) is responsible for providing a lunch for the students. For the first year, we’ve outsourced the lunch program to Lunch on the Go Catering.

School lunch can be ordered online at 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.

Ordering Schedule

Month(s)	Order Start Date	Order End Date
Aug 23 – 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
Mar 1 – Mar 31	2/1/12	2/21/12
Apr 1 – Apr 30	3/1/12	3/21/12

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May 1 – May TBD	4/1/12	4/21/12
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Late Orders

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

Field Trip Lunches

If a field trip is scheduled after your lunch order has been processed we 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 NSF 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. To unlock, simply make the appropriate payment and as soon as it's recorded as paid, you can order.

STUDENT FEES

Ben Franklin Academy student fees are due by July 1 of each year. For the 2011-12 academic year, the fees are \$150 per child. These fees are classroom fees and 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 (including CD-ROM’s and other forms of instructional resources) are the property of Ben Franklin Academy and are on loan to students for their use during the school year. Students are responsible for the proper care of textbooks 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 that are damaged beyond repair or not returned for any reason. If a textbook is lost during the school year, a duplicate textbook will not be issued until the cost of replacing the lost textbook is paid. All replacement textbooks will be purchased by Ben Franklin Academy.

Failure to pay these fees may result in withholding report cards, transcripts, and 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 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 Ben Franklin Academy, these fees will be added to the oldest student’s account for billing purposes.

BIRTHDAY PARTIES

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.

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.

Birthday invitations may be disturbed at school only if you are inviting the entire class, or all boys or all girls. If not, you may distribute off school property.

Ill Students

Please do not send your child to school if your child has vomited in the last 24 hours, 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 monthly 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 Douglas County School District. 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 by the Douglas County Infinite Campus system.

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 - 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 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.

Parent-Teacher Communication

Communication between home and school is a vital link in the education of your child. Email is the primary mode of communication. 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

GENERAL CURRICULUM INFORMATION

Curriculum Policy

Science, Technology, Engineering, and Mathematics (STEM) Program

Ability Groupings

Jason Sanders 5/27/11 12:51 AM
Comment: Really???

Jason Sanders 5/27/11 12:56 AM
Comment: What are we doing with this?

GRADING AND REPORT CARDS

Grade Scale

The following grading scale shall be followed for first through eighth grade

A+ = 99% - 100%

A = 94% - 98%,

A - = 92 % - 93 %

B+ = 90% - 91%

B = 84% - 89%,

B - = 82% - 83%

C+ = 80% - 81%,

C = 74% - 79%,

C- = 72% - 73%

D+ = 70% - 71%,

D = 65% - 69%

F = below 65%

Effort Grades

Report Cards

Report cards will be distributed at the end of each trimester.

PARENT-TEACHER CONFERENCES

Two official parent-teacher conference sessions are scheduled at the end of the first trimester and during the last trimester. 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.

Jason Sanders 5/27/11 12:58 AM

Comment: Check with bob & diana

Jason Sanders 5/27/11 12:59 AM

Comment: Can we do this electronically?

FIELD TRIP'S

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.

Written parental approval for all field trips must be obtained by the school. Students who do not have the signed permission form will be excluded from the field trip. Verbal permission is not accepted. Students must be to school on time for the trip; it is unfair to the rest of the class to delay a field trip for a late classmate.

If you wish to serve as a chaperone please do not bring siblings along. Chaperone duty requires parents to actively supervise a small group of BFA students and bringing along a sibling detracts from this responsibility.

Students are expected to ride the school bus when one is provided for a school-sponsored field trip.

Please refer to the website for the complete “Field Trip Policy” at www.bfacademy.org.

Parent permission forms will be available prior to each fieldtrip. Please sign and return to the classroom teacher.

The official uniform will be worn on all fieldtrips.

PARENT PORTAL

More information coming in August 2011.

ASSESSMENT PLAN

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. SCHOOL RULES

UNIFORMS

Please refer to the website for the complete “Uniform Policy” at www.bfacademy.org Uniforms are required for all students.

Uniforms must be worn in accordance with the Uniform Policy.

Uniform violations are addressed in the discipline policy.

DISCIPLINE

CODE OF CONDUCT

Ben Franklin 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 school’s function as an educational facility.

Jason Sanders 5/27/11 1:02 AM
Comment: Should we add the policy into this handbook?

Discipline is an interaction with the student, both from school 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 school's code of conduct.

RECESS AND PLAYGROUND RULES

Recess

Students in the primary school will receive two recesses per day. 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.

SECTION 7. VOLUNTEERING

COMMITMENT HOURS

Parents are responsible for completing the family volunteer hour commitment of 30 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. **Please**

contact volunteer@bfacademy.org for more information. Please also read the Academy's volunteer policy at www.bfacademy.org.

SECTION 8. SCHOOL COMMUNITY

GOVERNANCE

GENERAL LEADERSHIP

PARENT ADVISORY BOARD (PAB)

The PAB is the liaison between parents and the board of directors. Its directives include uniting the community and BFA, as well as answering questions on policy. **Andrea Day**, PAB president, has bachelor's and master's degrees in public policy, most recently worked as a policy/budget analyst with the Colorado governor's office for five years, and currently is a stay-at-home mom. Email: pab@bfacademy.org

PARENT TEACHER ORGANIZATION (PTO)

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. 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.

Shelly Dana, PTO president, was most recently the team lead in our first successful Silent Auction. She is a former high school English teacher and currently a stay-at-home mom. Email: pto@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 state of Colorado requires each school to have a School Advisory Council consisting of parents and teachers 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.

Ann Citrin, a stay-at-home mom who formerly practiced law and served on our grant team, also previously volunteered on a SAC -- experience that will prove to be a great asset to this committee. Email: sac@bfacademy.org

SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM):

Along with implementing 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

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scientists and "techies" for this committee, which initially operated as the Science committee (presently changing its role to adopt the other disciplines). **Matt Matherly**, at-large member of the Founding Board who has a background in finance and psychology, serves as the board liaison for this committee. Email: stem@bfacademy.org

Date Modified: 5/25/2011
Date Approved: x/x/xxxx