



# **STUDENT HANDBOOK**

**FRANKLIN ACADEMY**

**2025-2026**

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**[www.facougars.org](http://www.facougars.org)**

# Franklin Academy Faculty & Staff

## 2025-2026

### **Board of Directors:**

Justin Robinson (23-27)  
Jerred Anderson (22-26)

Kevin Montgomery (22-26)  
Darcy Graham (25-29)  
Courtney Wright (21-25)

Mandy Faulk (25-29)  
Ariel Chappell (23-27)

### **Administration:**

Betina Finlayson Principal  
[betina.finlayson@facougars.org](mailto:betina.finlayson@facougars.org)

Molly Gammill Guidance Counselor  
Jocelyn Hitt Secretary-Receptionist  
Patty Remore Business Manager  
Paul Work Athletic Director  
Charlie Amos IT Coordinator

### **Staff:**

Mandy McMurray Cafeteria Manager  
Gayle Tibbs Cafeteria  
Chloe McMurray Cafeteria  
Brandy Ward Custodian  
Jamie Lawhorn Custodian

### **Coaches:**

Willie Remore Softball  
Shelby Dickerson JV Softball  
Johnathan Sharp Football  
Paul Work Varsity G/B Basketball  
TBA JV G/B Basketball  
Cade Richmond Baseball  
Ree McCain Tennis  
Angie Kelly Track/Cross Country

### **Faculty:**

Jackie Ferrington Pre-K3 Facilitator  
Ashley Gunn Pre-K3 Aide  
Misty Roberts Pre-K4 Facilitator  
Cassie Boughton Pre-K4 Aide  
Melissa Amos Kindergarten  
Emily Parker 1st Grade  
Katie Alford K-1 Aide  
Kacie Smart 2nd Grade  
Amanda Carder 3rd Grade  
Rebecca Nicols 4th Grade  
Tammy Arnold 5th Grade  
Sassi Arnold Elem. Enrichment/Aide  
Betsy McCoy JH English  
Shannon Bird JH Math/Grammar  
Danielle Elkins JH Social Studies/Science  
Rachel Melvin HS English & Spanish  
Julie Carrington HS Math  
John Sartin HS Science  
Luke Philips HS Social Studies  
Katie Wiggins PE  
Kerri Grayson Computer & Yearbook



On the staff page of [www.facougars.org](http://www.facougars.org), you can click on the name of any member of the administration or faculty to e-mail them directly.

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**Welcome to Franklin Academy.** We are pleased to have you as part of our family and in our circle of friends. We hope your tenure here with us will be profitable as well as pleasurable.

Parents, your objectives and the objectives of the school in respect to your student are the same: to give the student the best possible guidance toward the realizations of his highest potential and dreams. To accomplish that goal, **full cooperation and proper communication between home and the school is essential.**



## **FA EDUCATIONAL POLICY STATEMENT**

The educational philosophy of Franklin Academy includes, but is not necessarily limited to the following components:

1. A strong commitment to spiritual values and the role of Christianity in the total education of a student.
2. A strong commitment to patriotism as prescribed by FA.
3. A strong commitment to traditional education which includes
  - a. A curriculum geared exclusively to learning responses including the use of standardized norms for measuring aptitude and achievement;
  - b. The use of texts and supplemental teaching materials geared to the learning responses and cultural identity of all children;
  - c. A disciplined environment under adult supervision;
  - d. Emphasis on trained intellect, i.e., the ability to interpret and comprehend;
  - e. Student mastery of subject matter organized in a fixed curriculum.
4. A strong commitment to school spirit.

## **ALMA MATER**

(Tune: "Oh, Christmas Tree")

A pilgrim band, we take our stand, in Dixieland, in Dixieland!  
We put our trust in God above, and build our school with faith and love.  
Our sons and daughters, Franklin's pride, march on to victory side by side.  
Oh, Alma Mater, bold and free, we pledge to thee our loyalty.

– Written by Mrs. J.K. Tillotson

## **CHRISTIAN PLEDGE**

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands.  
One Savior, crucified, risen, and coming again with life and liberty to all who believe.

## **FOREWORD**

The fear of the Lord is the beginning of knowledge; but fools despise wisdom and instruction. When wisdom entereth into thine heart, and knowledge is pleasant unto thy soul; Discretion shall preserve thee, understanding shall keep thee.. – Proverbs 1:7; 2:10-12 KJV

## **ACCREDITATIONS**

Louisiana State Department of Education (LDOE)  
Mississippi Association of Independent Schools (MAIS)  
Southern Association of Colleges and Schools (SACS)

## CODE OF ETHICS

Franklin Academy students are proud to be a part of this school and show this by their actions on and off the campus. They are ladies and gentlemen in every aspect. Their actions are such that they bring honor upon themselves, their parents (or legal guardians), and their school. These students are strongly committed to spiritual values, patriotism, individualism, self-reliance, a personal sense of honor and duty, moral responsibility, and accountability. When a student is admitted to FA, he or she is subject to **ALL** academic and behavioral obligations which include, but are not limited to, those printed in the school standards. Parents have the obligation to become familiar with the standards of conduct.

## GENERAL ADMISSIONS POLICY

Students desiring admission must have been in good standing with the school or schools they have attended for the last nine months. Students who have been suspended or expelled during that nine-month period will not be accepted. Any student with a criminal record will not be allowed admittance. The administration and the Board of Directors will enforce this rule. All/any special cases must be directed first to the administration, who then may recommend a Board hearing.

Franklin Academy is an equal opportunity institution and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, or age.

## COURSE OFFERINGS

English I, II, III, IV	Algebra I and II	Physical Science	Civics
Spanish I and II	Geometry	Biology I and II	World Geography
Health and P.E.	Advanced Math I/II	Chemistry	American History
Publications	Business Math	Keyboarding	World History
		Computer Applications	

**Other courses as personnel and scheduling allows, including qualifying DR student scheduling.**

The State Department of Education requires 4 Englishes, 4 Maths, 4 Social Studies, 4 Sciences, 2 H & PEs, and 2 same Foreign Languages, 3 electives (one to include an Art or substitution class) for a total of 24 units required for graduation. The student shall be required to pass the EOC for specific classes.

- EOC tests apply to ALL students enrolled in Algebra I, Biology I, Geometry, and English II, III and Am Hist.
- Retake opportunities will be provided for students who do not pass the test. These dates are determined by the Louisiana DOE.
- NO STUDENT may participate in any graduation exercises without meeting and completing ALL requirements of FA, the MAIS and the Louisiana Department of Education. FA reserves the right administratively and educationally to issue an alternate diploma/certificate of attendance and achievement to any non-college bound student who may not bring to fruition the totality of LaDoE and MAIS/FA graduation standards. Parental notification and consent would be necessary in order for this alternate route to apply. **\*\*No graduating senior will be admitted after the end of the first semester. Any special case (physical move, etc.) must come to the Admin and/or BOD for review. (amended 2019)**

The Louisiana TOPS Core Curriculum includes:

- 4 units: English I, II, III, IV;
- 4 units: Algebra I and II; Geometry or Trig or Calculus or Advanced Math;
- 4 units: Biology, Chemistry, and 1 of Physical, Earth, Environmental, Biology I, Chemistry II, Physics;
- 4 units: American History, Civics, and 1 of World History, World Geography, or Western Civilization;
- 2 units: same foreign language;
- 1 fine arts survey (or 2 units of music, dance, theater; or 2 units of visual art; or 2 units of studio art)

NOTE: DE opportunities/eligibilities are determined by state/university, NOT by FA.

TOTAL TOPS UNITS required: 19

required GPA on TOPS units: 2.5 of 4.0

ACT score requirements: see Guidance Counselor for current information

More TOPS information is available through the guidance office. Please be advised that TOPS requirements may change from year to year according to state mandates. The Guidance Counselor will keep students and parents informed of changes and new requirements. NOTE: The FAFSA form is the responsibility of the household, not of the school.

Since Franklin Academy is triply accredited by the state of Louisiana, MAIS, and SACS, student requirements may be updated at the mandates of the organizations. Franklin Academy will keep current on certification and accreditation requirements.

The TOPS scholarship is not guaranteed for a student who meets only these academic requirements. FA is not responsible for successful completion of all TOPS requirements. Students and parents are responsible for staying informed as to changes and requirements. Please see the guidance office for more information.

## **FRANKLIN ACADEMY MINORITY SCHOLARSHIP INFORMATION**

As set forth in several recent court decisions, a private school subject to an inference of discrimination must provide clear and convincing evidence that it now operates in a good faith, racially nondiscriminatory manner in order to take advantage of the available tax benefits. In light of the growing demands of the Internal Revenue Service (IRS), the MAIS and the state of Louisiana and its Brumfield-Dodd requirements, all MAIS private schools are finding it prudent and expedient to initiate and implement scholarship and recruiting programs that are geared toward attracting a more diverse representation of the demographics of our populations. The MAIS is supporting the availability of scholarships to minority students to enhance the availability of federal and state funding to school.

Therefore, Franklin Academy (FA) commits to awarding scholarship monies to a minority student each year **an amount not to exceed 75%** of yearly tuition. (Scholarship will only count as one (1) tuition paid in the event of multiple children in the family.) This amount does NOT include and will not fund other applicable fees for books, membership, sports, classes, etc. The student must be enrolled full-time. In the event the student withdraws from FA, does not maintain satisfactory academic performance, or fails to meet FA moral and ethics standards, the scholarship can be revoked with a majority decision of the FA Board of Directors.

FA commits to advertising scholarship availability in local newspapers and through community civic and church leaders. Documentation for such advertising will be recorded and filed for future review.

Guidelines for awards may include, but are not limited to:

1. demonstrated financial need of the family and student
2. preference given to local recognized minority students
3. approved admission requirements for admission of any student as stated in the FA handbook
4. academic success (2.0 GPA minimum)
5. record and documentation of school-administered standardized tests
6. student interview with scholarship committee
7. family interview with scholarship committee
8. letter of recommendation from non-family member OR three (3) listed references with current phone numbers
9. renewable year-to-year if in good standing with FA and community as defined in the FA handbook

**All applications must be reviewed and approved by the FA scholarship committee.**

**The scholarship committee will consist of the FA administrative team, guidance counselor, a teacher (grade level equivalent of applicant), and one or more board members.**

**Applications deemed appropriate will then be sent to full Board of Directors for their review and recommendation.**

Applications are available through the school office. Please call or visit FA for more information.

Adopted April 2005; amended April 2008

## CHAPEL

Chapel is conducted by the Fellowship of Christian Students organization and is scheduled through the sponsor and the administration for grades 6 – 12 or groups thereof. NO SPECIFIC CHURCH DOCTRINE or denominational beliefs will be taught at any time during chapel-related events and activities. Dates announced at least one week prior to activity period. Elementary will have a monthly chapel as well.

## ATTENDANCE

Regular and punctual attendance is the greatest single factor in school success; therefore, students are expected to and must attend regularly and should always make their plans in order to arrive on time. School authorities do recognize that there may be occasions of unusual nature when parents may require their children to miss a day or so from school, and such an absence is allowed IF parents contact the principal and teacher involved to make arrangements **IN ADVANCE** for this absence.

Students will be excused from school attendance (but not classroom work) for the following reasons:

1. personal illness, verified by parental note and/or doctor's excuse
2. serious illness in the immediate family
3. death in the immediate family or of a close personal friend
4. religious holidays observed by persons because of their faith
5. students away from school on school-related events (this will NOT count as an absence)
6. special permission from teachers and principal for other circumstances as **PRE-arranged** in writing by family with the administration and through the office. (advanced notice is required.)

## ABSENCES

Students with excused absences will be required to make their own arrangements for class work remediation through coordination with each teacher. If students know they will be absent, these arrangements should be made before the absence occurs. Arrangements for make-up work must be made within 3 school days from the date of return to school. These arrangements **MUST** be made on the initiative of the student---not the teacher.

Work missed due to unexcused absences will NOT be accepted. Unexcused absences are those NOT covered specifically by the above definitions. Suspension from school or dismissal from class for disciplinary reasons will be counted as an unexcused absence.

A grade of **0** is given for assignments and/or tests missed in each class/subject during an unexcused absence.

HOMEWORK REQUESTS for absentees should be called in to the office before 9:00 a.m. and may be picked up after school in the office.

**GRADES K – 5:** When a student returns to school following an absence, he should bring to his teacher a note signed by a parent/guardian explaining the reason for his absence. In case of extended absence, medical documentation is needed. The school reserves the right to seek verification of such instances.

**GRADES 6 – 12: Students must bring an excuse from home giving name, the reason, date, and nature of his absence, signed by the parent.** (Excuses **MUST** be brought in writing within 3 days of the absence.) Doctor's excuses must be filed in the office. The student will then be given an admit slip to be shown to each teacher, who will sign/initial it. If the student does not have an excuse from the office, the teacher will mark the absence "unexcused" until such time as other documentation has been provided. Last hour teachers should turn in admit slips to the office at the end of each day.

- Absences relating to school and other excused absences DO NOT excuse a student from work. (Excused absences allow the student the opportunity to make up the work; excused absences do NOT void any assignment due.)
- Excused absences do NOT allow a student to be late on work that was previously assigned. (Example: Test/assignment is announced on Monday for Friday. Student is absent on Thursday, returns Friday. He is responsible for the assignment; he IS required to take the test since it was announced well ahead of time and in his presence.)
- **CLASSWORK IS THE RESPONSIBILITY OF THE STUDENT.**

Teachers are responsible to request permission from the administration and to provide a list of students who are to be away from FA campus for school-related activities. This list should be provided to other faculty members as far ahead of time as possible in order to provide teachers ample planning opportunities for these absences.

Students arriving at school during the day or returning after missing a portion thereof, are required to locate the teacher(s) missed in order to retrieve assignments and/or to take any tests/grades missed. **THIS IS ALWAYS THE RESPONSIBILITY OF THE STUDENT.**

## **LOUISIANA LAW ON SCHOOL ATTENDANCE**

(this is state law and must be followed by FA)

If a student in grades 9-12 is absent from a course more than ten (10) times in a semester for any reason (excused or unexcused—except for extended illness verified and documented by a physician), he will NOT receive credit for the course.

If a student in grades 1-8 is absent from school for more than twenty (20) days during the school year for any reason (except for extended illness verified and documented by a physician), he cannot be promoted to the next grade.

## **STUDENT CHECK OUT PROCEDURE**

A student who needs to leave school before the official dismissal time must bring a note to the office BEFORE 8 a.m. from a parent stating the time and reason the student needs to check out.

If a student becomes ill during the day, a check-out slip will be filled out in the classroom or the guidance office. The office will make the necessary contact with the parent to make arrangements. A student is not allowed to check out without parental permission and/or administrative approval.

If a student leaves school during the regular school hours for any reason, he/she must sign out in the office before leaving and must sign in upon returning.

The school, its staff, and its administration reserve the right to verify reasons for checking out with parents, physicians, or other officials.

## **TARDINESS**

Please synchronize watches with school (AT&T time)

Grades 6-12: Students who are late to school or late for a class (not inside the classroom upon ringing of tardy bell OR five minutes after regular bell in case no tardy bell rings) will have the tardy recorded by the classroom teacher and/or attendance officer. After 8:10 a.m., any student arriving must officially check in through the office.

1st tardy	recorded/official warning; no penalty
2nd tardy	pink slip; detention for 1 day
3rd tardy	pink slip; detention for 3 days
4th tardy	pink slip; detention for 5 days; parental conference with administration

Tardiness is recorded on a semester basis. The continuation of unexcused tardies will result in suspension or other serious disciplinary action. This will be handled at the discretion of the administration.

## **GRADING POLICY**

The nine-week grades shall be determined by averaging number (percentages and point value systems) grades. The grading scale is

DE/Honors (If available)\*\*

100 – 93	A	4 quality points	5 quality points
92 – 85	B	3 quality points	4 quality points
84 – 77	C	2 quality points	3 quality points
76 – 69	D	1 quality point	2 quality points
68 – 0	F	0 quality points	0 quality points



In order for students to receive credit for a course, at least 4 quality points (via letter grades) must be earned for the year, **with 2 of those being earned during the last semester**. The **percentage** grades from the first two nine-weeks shall be the grades used to determine the semester average grade. The **percentage** grades from all four nine weeks shall be used to determine the final (year) grade average. In determining any average, anything  $\frac{1}{2}$  (.5) or higher goes to the higher number. **Exception:** A minimum of a pure 69 is required to receive a D.

**\*\*For students coming into FA from an honors system, the LA TOPS conversion formula shall be used to convert all grades to a flat 4.0 standard, as per LA TOPS bulletin. FA will only record and report grades on the 4.0 standard in official correspondence.**

## HONOR STUDENTS

To be considered for valedictory and salutatory honors at graduation, a student must have attended FA for eight full, complete consecutive semesters (9-12 grades in their entirety). Beta honors transfer among schools via the National Club. MAIS Honor Society status (3.5 or better GPA) must be earned by the end of the junior year in order to qualify for graduation honors.

Cumulative GPAs for graduation purposes are determined by adding quality points for all final grades and dividing by the number of courses pursued. The five point scale will be used for courses that are Dual Enrollment and honors in this calculation.

## SCHOOL SPONSORED ACTIVITIES

FA sponsors the following activities to promote better school spirit and to encourage students to participate in the activities of the school. Our young people of today will be the leaders of tomorrow; these organizations provide leadership training necessary for future leaders.

All club sponsors/leaders must post a minimum of one week's notice for meetings and activities. This allows teachers and students to plan accordingly.

**STUDENT COUNCIL:** (Grayson, sponsor) The purpose of the Student Council shall be to represent all members of the student body and the school in all essential activities, to provide a place for student discussion and expression, to promote communication between the student body and the administrations, and to begin possible projects for the good of the school and the community.

Membership shall consist of two representatives from each grade 7 to 12. Representatives must maintain an overall GPA of 2.0. (A member may be placed on probation for one nine-weeks grading period if grades fall below the required average. Dismissal will occur if the required GPA is maintained during the subsequent grading period, or if another probationary period occurs.) Representatives shall be elected by each class by secret ballot, conducted by a teacher and certified by FA administration. Ballots shall be turned in and verified before any announcement is made. A majority vote is required for election. Officers are elected by the club members. Sponsor approval is needed to hold office.

The Student Council coordinates the special events for Homecoming and others as requested by the administration and Board of Directors.

**4-H:** Junior (grades 4 – 6) and Senior (grades 7 – 12): Open to all students meeting age requirements and GPA of 2.0 or higher and not more than one F. Officers are elected by the club members. This is a service organization that also provides very good training.

**BETA CLUB:** A national non-profit leadership and service organization whose purpose is to stimulate effort, reward achievements, and to encourage and assist its members to continue their education after high school. The qualifications for individual membership to both FA and the National Beta Club are worthy character, good mentality, credible achievement---GPA of 3.0 cumulative (with no grade lower than a B) and commendable attitude. Prospective membership must be approved by the head of the school along with the sponsor. Members must maintain a 3.0 high school cumulative GPA (with no C/D/F grades) to remain a member of the Beta Club. Any C for grading period will result in probation for one nine weeks (no club activity). Any D will result in probation for two nine weeks. Any F will result in suspension from the club for one full calendar year. Students may re-earn club involvement only by meeting the 3.0 with no C/D/F for a full calendar year. (revised 2019).

**FELLOWSHIP OF CHRISTIAN STUDENTS:** (Sartin, sponsor) This club is responsible for organizing and conducting chapel services and for promoting and fostering good citizenship, good sportsmanship, and Christ-like qualities in all activities of our school. Students in grades 7-12 are eligible for membership. A student must have a 2.0 GPA for membership and must remain in good standing with the school and the community.

NOTE: Any club sponsored by a parent volunteer will be assigned a faculty member advisor/mentor to help with school procedures, rules and policies, disciplinary questions, and day-to-day workings. This advisor and parent should work closely together and closely with the administration in order to assure that all rules are followed and that a smooth transition for the club can be attained.

## **STUDENT ELECTIONS**

**\*\*All student elections and requirements for eligibility of honors may be reviewed and modified by the FA Board of Directors to ensure all students have equal and fair opportunity for recognition and participation.**

### Eligibility for Mr. and Miss FA

1. seniors who have attended FA for 8 consecutive high school semesters
2. 2.5 or better GPA (cumulative)
3. good school and community standing\*\*
4. elected by student body grades 9-12 via secret ballot
5. votes counted by administration

### HALL OF FAME

1. **2.5 or better GPA** (computed as for athletics)
2. good school and community standing \*\*
3. Restrictions to some honors as outlined by yearbook sponsor with administrative approval will be announced prior to elections.

**\*\* defined as academic strength, regular attendance, lack of excessive disciplinary referrals, teacher, review and recommendation, and school citizenship roles, AND respectable and reputable behavior in the community.**

### ALL HONORS:

1. top 2 candidates after primary election will be placed in a run-off if no clear majority (anything over 50%) occurs on first ballot
2. administration will verify and certify ALL voting procedures and outcomes

### HOMECOMING: (football) (sponsored by Student Council)

1. Maids from 7-12 will be elected by secret ballot of each respective class; queen shall be elected from the senior class by student population grades 7-12. (run-off information applies)
2. administration will conduct and certify the votes
3. Girls must have been a student for a full year prior to election
4. must have a 2.5 GPA or higher and be in good school/community standing (calculations shall be done on the same format as athletic eligibility except with higher GPA requirement)
5. A football team may choose to elect by vote of its players any one eligible girl (grades 7-12) not already a court member to serve as its football sweetheart. Secret ballot votes shall be conducted and counted by administration. Run off information applies.
6. Ball bearer and crown bearer (boy and girl) shall be chosen from the eligible K-3 student children of faculty members by a ranking system of age and seniority at FA. Administration and homecoming coordinator shall be responsible for final determination in case of multiple eligibility.
7. \*\*\*\*Football players who are asked to escort girls during special presentations shall be chosen by the coach and the administration AND shall meet all requirements set forth for the girls of the court ---(full year, 2.5 GPA, good standing, etc.). GPA shall determine walking order/assignment.

## **ACTIVITIES**

There will be a pep rally on designated days as arranged by the cheer sponsor and as deemed appropriate by the administration. Cheer/dance sponsors should develop a format that will fill the time and make proper use of the activity time.

All pep rallies, regardless of sport or season, shall be scheduled at the discretion of the administrator by request of the cheer sponsor.

During season play and playoffs for all sorts, activities will be scheduled at the discretion of the administration/athletic director.

## **CHEERLEADING**

Junior varsity and Varsity Cheerleading is a service organization designed to build pride and promote spirit in the school. Cheerleaders shall be determined each year by a panel of unbiased judges from outside the school. Score sheets with required skills and scores will be formulated by the judges, the sponsor, and the administration. The size of the squad shall be left to the discretion of the advisor and the administration. Grades 7-9 shall be eligible for junior varsity; grades 10 – 12 shall be elected for varsity cheering. All special circumstances concerning cheerleading will be handled by the Administration and the Board of Directors. NOTE: 9th grade girls will have the option of cheering up/down just as the football boys play. This will be a student/parent choice. (revised January 2018)

Tryouts will be held in the spring, cheerleading first with a dance line/drill team to follow no sooner than one week after. (Dates will be coordinated through administration as the school calendar allows.) Girls interested in becoming cheerleaders must submit their names to the sponsor before the date set as a deadline. Cheerleaders will be required to attend summer camp, to participate in pep rallies and other activities as determined by the sponsor through the school administration, to attend ball games, and to participate actively in fund-raising endeavors. Cheerleaders may be dismissed from the squad for disciplinary reasons after conferencing with the girl, parents, sponsor, and administration.

Cheerleader teams should have their own contracts and student rules which have been provided by the sponsor and approved by the administration. ALL disciplinary and scheduling action for cheerleaders will be recommended by the sponsor to the administration and to the Board. Only upon approval from administration and Board are decisions final. A signed copy will be kept on file for each girl and reviewed if the need for disciplinary action is required.

A student must meet ALL academic eligibility requirements for cheerleading, just as for a sport. Please refer to specific requirements listed in the following sections. End of year eligibility determines summer and 1st 9-week status in regards to probationary status or full eligibility. A cheerleader must have a physical on file in the office.

## **OTHER PARTICIPATION OPPORTUNITIES**

Pee Wee football, Pee Wee cheerleaders, Sassy Steppers, Royal Blues, Science Club. Others may arise as interest and sponsorship is available.

**\*\*Student athletes are expected to support FA by being involved as a part of this school and its programs. Their actions and decisions should be such that they bring honor upon the school and all those involved. Therefore, students are expected to participate in available sports at OUR school. Should a student athlete choose not to participate in a sport that is offered at FA, but rather chooses to participate in the same sport at another school, that student should continue participation in all sports at that school and therefore shall be prohibited from participating in ANY sport at FA for the remainder of the school year. (added June 2019)**

## **ATHLETICS**

All athletes are expected to complete a sport once the season has begun. Quitting a sport for arbitrary reasons (after regular season play has started) is strongly discouraged. Parents/athletes are to present cogent and valid reasons for quitting, to be reviewed by BOD for approval. A student can be readmitted through the school administration with an appeals process and ultimate approval by the FA Board of Directors. (amended May 2013) Additionally, dual-sports practices are to be applied with common sense, with the AD having authority to supersede coaches in making rules that cause hardship to students/parents.

### Eligibility requirements:

- **1st 9 weeks:** student must have a GPA of 1.75 or higher with a minimum of 5 courses of a 6 or 7 period day (or 4 of 5 period day) passed for the final grade of the previous academic year. (counts for summer status and activities) OR same requirements for the 4th nine-week period---whichever is higher.
- **2nd 9 weeks:** GPA of 1.75 or higher with a minimum of 5 courses of a 6 or 7 period day (or 4 of 5 period day) passed for the 1st 9 weeks grading period NOTE: probation clause applies: see below)
- **3rd 9 weeks:** GPA of 1.75 or higher with a minimum of 5 courses of a 6 or 7 period day (or 4 of 5 period day) passed for the 1st semester average OR second 9-week period. NOTE: probation clause applies: see below)
- **4th 9 weeks:** GPA of 1.75 or higher with a minimum of 5 courses of a 6 or 7 period day (or 4 of 5 period day) passed E for the 3rd 9 weeks grading period NOTE: probation clause applies: see below)

### **PROBATIONARY CLAUSE**

If the GPA does not meet the 1.75 requirement but IS a minimum of 1.5, an athlete qualifies for a period of probationary participation for the next nine-week period only. During that probationary period, he will be allowed all rights of participation. IF at the end of the subsequent nine-week period, the GPA has not reached the 1.75 requirement as stated above, the athlete will then be deemed INELIGIBLE for the next grading period. He may earn back his eligibility by earning the required 1.75 GPA during that grading period.

If the last nine-week GPA or the final year average GPA (whichever is higher will be used in determining eligibility) fall below 1.75 but at or above 1.5, the student will enter the subsequent year on a probationary status. Any student on probation for any grading period MUST reach the 1.75 mark (with required number of courses passed) for the subsequent grading period. Probation is NOT allowed for back-to-back grading periods. A student must earn his way off probation the next grading period in order to continue his participation. (amended June 2019)

### **EXTRA-CURRICULAR PARTICIPATION**

Students will NOT be allowed to participate in any school-sponsored event when they are on suspension from school. A student not reaching required academic levels will NOT be allowed to practice, travel, or participate with any team or group.

In order to participate in an event or to practice a sport, an athlete must be in school on the same day a minimum of 4 consecutive class hours (classroom time only counts.) Seniors, or others on an abbreviated schedule, must be in attendance 2/3 of their official school day (consecutive hours). Friday absences affect ability to participate in weekend activities.

Exceptions: properly documented and verified doctor's appointment, funeral, other circumstances approved in advance by the administration. An athlete or club member participating in an extra curricular event MAY NOT check out during the day to go home to rest, fetch uniforms, go shopping, go visiting, etc. School time is valuable!

Being a student athlete is a **privilege, not a right** at FA and **should be viewed as such**. Students should consider their behavior, dress, attitude, and lifestyle in view of their responsibility and leadership roles on the fields of play. Good citizenship, good sportsmanship, and worthy, satisfactory academic performance are expected, required, and demanded of all student athletes. Further, please remember at all times that in the title "student athlete," student is listed first. Therefore, first and primary consideration should be given to the academic requirements of the school day while fulfilling the commitment made to the team and teammates.

This chain of command should be followed in the athletic arena for questions, grievances, and other issues: 1) Coach, 2) Athletic Director (Mr. Paul Work), 3. Administration (Mrs. Finlayson), 4. Board of Directors (make an appointment).

**\*\*Student athletes are expected to support FA by being involved as a part of this school and its programs. Their actions and decisions should be such that they bring honor upon the school and all those involved. Therefore, students are expected to participate in available sports at OUR school. Should a student athlete choose not to participate in a sport that is offered at FA, but rather chooses to participate in the same sport at another school,**

that student should continue participation in all sports at that school and therefore shall be prohibited from participating in ANY sport at FA for the remainder of the school year. (added June 2019)

## **PUPIL PROGRESSION PLAN**

The Franklin Academy Board of Directors and Administration is dedicated to academic excellence at our school and for each of our students. Therefore, the following policies were put into effect for the 2018-2029 school year and will continue. Please be aware of these standards for your students.

### **Academic Promotion Requirements for students in grades K-8**

Students must pass **Reading** and **Math** and all but one of the following major subjects to be eligible for promotion: Language Arts, Social Studies, Science. In other words, a failure in Reading or Math is an automatic failure for the grade. A student may fail only ONE of these and still be promoted: Language Arts, Social Studies, or Science.

## **TRANSPORTATION POLICY**

All students must ride with the sponsor/coach or assigned approved drivers to school events. There will be NO exceptions made to this rule. A student may ride back from events with another adult (other than assigned drivers), but only with parental consent and sponsor/coach notification/approval prior to the event. This is an important policy that will be enforced for the protection of our students.

NO STUDENT will be allowed to drive independently or ride with any other student to school-related events unless prior arrangements have been made, in writing from the parent and the administration as far in advance as possible (minimum one day)..

Dismissal times (when necessary) for teams and groups from school for school-related events will be determined and announced by the administration. Classes missed due to such events are NOT counted as an absence (either excused or unexcused) and any/all work is to be made up by students as arranged by the teacher. These "absences" do NOT excuse students from work that is due the next day if that work/test is previously announced by the teacher. All efforts should be made on the part of the student and the teacher to fairly and equitably continue the system of education put into place in the classroom.

## **STUDENT VEHICLES**

Students are expected and required to operate vehicles on campus in a safe and legal manner at all times while on campus. Speeding, reckless use of a vehicle, wrongful use of parking on campus, and other driving problems will not be tolerated. Rules for operation of a motor vehicle on campus during the school day, at athletic practices, club events, special events, or ANY extension of the school or its business are as follows:

(These will be enforced strictly for the safety of all students/drivers.)

1. Students MUST be a licensed driver with proof of insurance, license number and license plate number recorded on required student driving form available through the office.

Penalties for UNLICENSED driver driving on campus at any time:

- 1st offense – turn in keys; parent call to retrieve
  - 2nd offense – turn in keys; parent call to retrieve; 5 days of detention
  - 3rd offense – 3 day suspension
2. No student may return to his vehicle after the school day begins. Students may NOT use a car as a locker for keeping books or other school materials. Parking lots and cars are OFF LIMITS during all hours of the school day.
  3. No driving off the roadway or parking area. No spinning of tires/cutting ruts on school property. Offenders will be held responsible for costs of repair. (rev. July 2018)
  4. Students are NOT allowed to remain in vehicles after parking in their designated areas. At NO time will the student be allowed to play loud music. This includes entering, leaving, or being parked on the school campus.

5. Parking is in designated areas determined by the administration and will be explained to students. This applies to general parking and any "senior privilege" deemed appropriate.
6. Disciplinary slips will be issued to those found in breach of these rules.
7. The administration reserves the right to deny driving privileges to ANY student for a period of no less than one week and up to the remainder of the school year for violation(s) of reasonable driving responsibilities as defined by the administration.

FA is NOT RESPONSIBLE or LIABLE for the conduct of unlicensed drivers. Parents assume all risks and liabilities for any breach of the aforementioned policies. UNLICENSED DRIVERS are not permitted.

## DISCIPLINE

The ultimate objective of school discipline is to help prepare and support young people in establishing an acceptable standard of self-discipline and citizenship in the school and the community environments.

Pink slips (discipline referrals) are written by faculty members to students for breach of policies and disciplinary problems, including but not limited to dress code violations, tardies, disruptions, lack of cooperation/preparation, and improper behaviors of any sort. Pink slips are filed in the office where disciplinary action is determined. They are then maintained on file. The student is notified and given a copy of the slip with his assigned punishment. Pink slips are recorded on a semester basis.

*Recommended punishments include:*

1st slip	one detention	7 a.m.
2nd slip	three detentions	7 a.m.
3rd slip	five detentions	7 a.m.
	AND mandatory parental conference with administration	
4th slip	one day of suspension	

***ALL slips will be handled at the discretion of the administration*** commensurate with the severity of the infraction(s). Students **MUST** make arrangements to attend the detentions as assigned; failure to do so will result in multiplication of the hours, or in a suspension. Detention may include cleaning, manual/physical labor, and other tasks as instructed by the administration..

Detention students should report **PROMPTLY** at 7 am to the administration for assignment. (Tardies to detention will result in additional time assigned.) If there is no work on campus to be done, the student will be given a written assignment to complete during his detention. If the written work OR the assigned chore is not completed, is done poorly/improperly, or the student abuses the time in any way, the student will return for additional morning detention hours in order to complete his assignment..

**\*\*Corporal punishment may be substituted at the principal's discretion and will be counted as a disciplinary action equal to a pink slip. All corporal punishment will be witnessed by an additional member of the faculty/staff and will be documented.**

### MAJOR OFFENSES:

1. Extreme insubordination to a teacher or staff member
2. Destruction of school property (also requires remuneration)
3. Threats upon a teacher, staff member, or student
4. Possessions of alcohol, drugs, or tobacco in ANY form
5. Positive drug test
6. Repeated use of profane and/or vulgar and improper language
7. Possession of weapons—firearms, knives, explosives, etc.
8. Leaving campus without permission (improper sign-out included)
9. Admission of or proof of theft
10. Sexual harassment of any sort toward students, faculty, or staff
11. Any other offense deemed serious enough by the administration.

The above offenses warrant an immediate suspension, length to be determined by the administration. Any student, after being suspended for committing any of the above offenses, may be expelled upon recommendation by the administration and/or the Board of Directors.

Students missing school as a result of any suspension shall be given an UNEXCUSED absence and shall NOT be given an opportunity to complete any missed class work.

PUBLIC DISPLAYS of AFFECTION (PDA) among students *on campus and at school-related/sponsored events* will not be allowed or tolerated. The required policy at FA will be a strict “keep your hands to yourself” policy. This rule shall apply not only to couples, but to friends and to family members as well. All students are to practice good manners, common sense, and gentlemanly/ladylike behavior when dealing with your peers and your elders.

ANY student convicted of a crime during the school year must be subject to administrative and Board of Directors action, including but not limited to suspension, revocation of honors, or expulsion. ANY student arrested will be required to meet with the Board of Directors, Administration, and his parents in an executive session. The Board and Administration reserve the right to seek further investigation as deemed appropriate for the well-being, safety, and reputation of FA.

CHEATING, PLAGIARISM, and other types of DISHONESTY will not be tolerated at Franklin Academy. These are serious offenses and will be treated as such.

1st offense: ZERO on work and parent notification, one day detention

2nd offense: ZERO, parent conference, and one day suspension

3rd offense: Suspension/expulsion pending Board of Directors hearing

## GRIEVANCE ISSUES

In order to insure that a proper chain of command is followed, and to insure that the needs of the student population, the membership, and the educational professionals are met and seen to in a timely, organized, logical, and consistent fashion, the following procedure is to be in effect for dealing with problems and grievance issues of any sort:

1. Parents should make an appointment with the desired faculty/staff member. Administration may be requested for this meeting.
2. If no satisfaction is reached, the parent or concerned party should make an appointment with the administration. The administration will hear the grievance, do appropriate research, and report back to the party as appropriate.
3. If no resolution is reached after these two steps, the party or parties involved should request a place on the Board meeting agenda, who will hear the grievance, take necessary action to understand the situation, and will, in conjunction with the administration, make a final determination.

**It is IMPERATIVE that this policy be rigorously followed by all members of the chain. Please see that you help our school run more smoothly and effectively by consistently following the above outline for addressing problems/questions/issues at our school.**

## UNIFORMS and DRESS CODE

Appropriate school uniforms must be worn **at ALL times during the school day when a student is on campus.** Any exception will be announced through the office, and guidelines will be provided in writing from the administration in the case of a “special” day, such as pictures, fundraisers, special spirit days, or other activity. Guidelines for uniform and for special dress days must be followed or disciplinary action will ensue.

**Students (including seniors) returning to school for any reason during school hours after early release must be in proper uniform in order to participate in the event or to stay on campus unless permission is granted by the administration.**

Please note the following information in light of our dress code:

- **NO hats/caps** allowed during school hours (boys/girls) for any reason
- No alteration or modification of the uniform is to be made
- The crest must be visible and unmarred
- Uniforms are to be in good shape with little/no visible wear and tear.
- No bandanas in hair or elsewhere
- No sunglasses visible
- No earrings for boys
- No visible pierced body parts for girls other than ears
- No visible tattoos
- Boys must be **clean-shaven**. Sideburns should not extend below the bottom of the ear. Beards, mustaches, or other facial hair is NOT permitted.
- Boys' hair length should not exceed the middle of the ear and should not be on the uniform shirt collar. In addition, hair must be cut short enough in the front and on the sides to stay out of the eyes and face at all times. Boys not meeting these requirements will be given a SHORT time to comply.

STRICT COMPLIANCE with these uniform guidelines will be expected from all Franklin Academy students.

REMEMBER: Sports uniforms are an extension of the school uniform. Care and respect should be given to and when wearing these uniforms as well. As sports uniforms are an extension, sports penalties may incur further school penalties. Unless purchased by the parent, all sports uniforms are the property of FA. Theft or destruction of a uniform by a student may be subject to disciplinary action.

**AMENDED Oct. 2008:** These decisions will be at the discretion of the administration.

Fashions change; the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, hairstyle, other) that disrupts the education process or presents a safety risk, (including chains/straps that hang/dangle from clothing and/or pants that hang over shoes, or body piercing) will not be permitted. Personal expression is permitted within the following guideline: Good hygiene is expected and the daily appearance of each student shall be neat, clean, and odor free. Hair must be well groomed and not covering the student's eyes. Extreme hairstyles, coloring, and fads that would interfere with the learning process, causes a disruption of the education environment, or that would be a health or safety hazard are prohibited.

### FRANKLIN ACADEMY UNIFORMS

No tags or labels or any sort may be visible.

**BOYS:** Khaki and navy uniform pants or shorts.

Shirts: Short sleeve and long sleeve polo (white, navy, **light blue**, or yellow); white and light blue Oxford style shirts. Approved sweatshirts and hoodies are daily wear.

**GIRLS:** Khaki and navy uniform pants, Capris, or shorts. **Plaid**, navy, or khaki skorts (of proper length: 3” above the knee) or LONG skirts may be worn as well as **plaid, navy, or khaki jumpers. The approved plaid color is Lands' End Classic Navy Plaid. (Revised July, 2025).**

Shirts: same as boys.



## ALL STUDENTS:

1. **SHOES:** No shower shoes; no slippers. Shoes should be in good taste and appropriate for wear in the school environment. **Flip flops are NOT acceptable. ALL BACKLESS SHOES are prohibited for safety and health reasons.** (Amended 2025)
2. **ONLY plain, solid white** T-shirts are allowed under uniform shirts. NO design, trim, color, or decoration may be visible through the shirt, its neckline, or its sleeves.
3. **JACKETS, SWEATERS, and OUTER WEAR** must be in good taste and appropriate for school wear. ALL such outerwear is limited to FA designs (or original manufacturer's label), fully-zipped or ¼ zip front closing jacket/sweaters, and windbreakers. NO "off/outside" sweatshirts, hoodies, or sweaters may be worn as outerwear. Only FA designs, please. (no university shirts, sporting team articles, "name brand" pull-over sweaters, or destination items.) In addition, any item under said acceptable outerwear **MUST** be uniform compliant in case of removal of outerwear. NOTE: FA hoodies, sweatshirts, and jackets are approved for daily wear.
4. Grades 6 – 12: Shirts must be **fully tucked in at all times. (rolling is not acceptable)**
5. Grades 6 – 12: Belts must be worn at all times.

## SPECIAL NOTES TO ALL:

- The Franklin Academy Crest must be on all uniform/non-spirit shirts.
- No cargo pants; no oversized, baggy, wide-legged pants that would cause a distraction
- No "extra" loops other than required belt loops
- Pants **must fit at the waist and must fit properly.**
- **No slits, cuts, tears, modifications at the bottom of pants.**

APPROVED T-shirts may be worn **ONLY** at appointed times or by those participating in jean buy out. **ONLY** FA generated and sponsored T-shirts may be worn on spirit days. Administration will announce when spirit shirts and/or jeans will be appropriate. **DO NOT ASSUME** that Fridays are jeans days. Further, jeans days may be used at times as fund-raisers for various and announced groups/activities/causes. Participation is voluntary. Jeans should **NOT** be tattered and have holes in them.

SPECIAL NOTE: All items worn to school on any day should be in good taste and appropriate for the environment.

**NO ACCESSORY of any kind may include reference to or advertisement for (in any way) alcohol, tobacco, or drug products or information.**

A program with Land's End has been approved for FA. We will receive a rebate of all items bought from their school uniform catalogue IF you use the number when placing an order. Please visit the school office for more information on this program if you are interested in using Land's End as a provider.

## UNIFORM BUY OUT

\$200 Option: Students are allowed to wear \*JEANS and FA Shirts all year.

\$100 Option: Students are allowed to wear FA Shirts with uniform pants/skirts all year.

For those not participating in the all year buy out, there will be an option of \$25 jeans months during October, December, March, and May.

\*Jeans or jean capris only. No jean shorts. Must be denim, not colored jeans. Only FA sponsored or generated spirit shirts or uniform shirts allowed. No Graduate Shop or other outside source shirts. School-approved only. Uniform rules apply: belts, tucked shirts, solid white undershirts, etc.

If not participating in either buy out, students are to wear uniform bottoms and uniform shirts (not spirit shirts) daily unless a special event is ongoing.

## TELEPHONE USAGE

Students are NOT permitted to use the telephone in the school office. If there is an emergency situation, the office will make the call for the student. When necessary, a message may be left in the office to be delivered to a student at an appropriate time, such as at the end of class periods, between classes, or during a recess/lunch break. Parents are asked to respect the education and school process and NOT call a student except in case of emergency.

**Cell phones**, beepers, pagers, and other electronic devices, **including smart watches of ALL varieties**, (revised July 2018) **are NOT to be on campus anywhere, at all, during school hours.** If such devices are seen, heard, or used during school hours, **the equipment will be removed from the student, THE STUDENT WILL RECEIVE A ONE-DAY SUSPENSION automatically**, and the equipment will be held by the administration. ONLY a parent may retrieve the equipment from the office. Video or photos taken with such devices will be considered an invasion of privacy rights and punishment will reflect. Any student found using a phone during a test or a class will be subject to cheating policies. Any student found accessing illicit information on any device will be subject to penalties of the harshest degree. Administration discretion is in order for dealing with such events and instances. (amended January 2015)

## CELL PHONE POLICY

NO PHONES ON CAMPUS----Period! This is to be strictly enforced by ALL teachers and staff:

1. Any cell phone seen, heard, or used will be retrieved by a school official and turned in to the office.
2. Penalties are as listed:
  - a. One-day suspension automatic OR \$200 fine payable immediately.
  - b. Multiple days for repeat offenses OR increasing monetary payment
  - c. BOD hearing for any continued abuse of this policy
3. This policy will be vigorously and consistently enforced for student privacy and protection.

## LOCKERS

Locker assignments for students in grades 6-12 are made from the school office. Grades 6-12 will be assigned lockers on main hall. The student is responsible for the contents and neatness of his locker. No decals, stick-on materials, or writing is allowed on ANY PART of the locker. Violation of this policy may result in charges added to student financial account. The school maintains the right to inspect any student's locker whenever deemed necessary for safety and security of the school at large. Students may provide locks for the lockers PROVIDED that a key copy or the combination is made available to the office/administration.

Books, clothing, backpacks, purses, etc. are NOT to be left in the gym between classes or after school. The school assumes NO responsibility for student property left unattended or in any improper place. Anything left in the gym may be picked up by school staff. Students may be subject to disciplinary action and will be held responsible for any cost incurred due to damage or replacing of school materials.

## MISCELLANEOUS POLICIES

**CHEWING GUM is NOT allowed on school grounds.** This includes ALL areas: classrooms, halls, cafeteria, gym, and outside courtyards. Special permission voiding this rule may NOT be granted by any faculty/staff member at any time for any reason.

**CANDY/DRINKS/SNACKS and any food or drink or any sort is to be contained in the cafeteria or courtyard area.** Classroom activities that involve food/drink must be scheduled and approved in advance through the administration.

**CLASS PARTY DATES** (elementary) will be determined by the administration. All activities for such events must be approved by the administration in advance. See school calendar for complete information. **NO OFF CAMPUS PARTIES** will be allowed.

## CAFETERIA

There will be NO cafeteria credit charges for breakfast, lunch, or snacks. Cafeteria will function on a cash or lunch card basis ONLY. No exceptions are to be made by the teacher, staff, or student.

Lunch cards will be sold in the morning before school by the cafeteria staff (for 6-12 grades) or through the classroom teachers in the elementary. Lunch cards may only be used for lunch items, and NOT for breakfast, recess, or snacks. At this time, lunch money pay is not available through Praxi; payment may be made in person or via the school website shop: [www.facougars.org/shop](http://www.facougars.org/shop).

Prices will vary according to order. MOre information is available through the parent portal of Praxi account.

Lunch price includes choice of daily hot lunch OR Chef salad OR Praxi-published menu with a choice of tea, water, or milk.

Lunch menus will be published and made available to students on a weekly basis via note and online.

Students may choose to bring lunch to school, not requiring preparation by the teacher. Microwaves are available for student use.

Lunch is to be eaten only in the cafeteria or designated picnic area. The only exception will be when a meeting is held with the faculty advisor present. All students are asked to remove their lunch items from the table when they are finished with the meal. All food and drink is to remain IN the cafeteria or surrounding court.

Soft drinks, snacks, ice cream, and other treats are available on a cash basis in the cafeteria at the appropriate times. Breakfast items and prices will be made available to the students after the menu has been established.

Students are requested and required to see that conduct and conversational level in the cafeteria is appropriate and acceptable for dining circumstances. Good manners and courtesy is required at all times. Line cutting and other disruptive behaviors will not be tolerated.

FA is NOT an open campus.

1. Check outs for lunch are not allowed as they often cause a disruption to the school day AND they pose a safety risk to our students. Lunch is available on campus, with a variety of options. These options are to be explored as check out for lunch is not allowed.
2. FA will not accept outside delivery of food. No restaurant/fast food delivered are allowed. This is due to safety concerns.

## VISITORS

For safety purposes, the front and back doors to the school will often be locked from the inside at 8:15 a.m. All entry after that time must be through the side door near the office. THE SIDE DOOR to the teachers' classrooms are for teacher use only. Safety and security for our students and staff is a priority. Therefore ALL visitors are asked to report to the office upon entering the building to obtain a visitor's pass and be recorded as a campus visitor. Please do NOT simply enter the classrooms unannounced. We welcome your input and appreciate your interests and concerns; therefore, we ask you to PLEASE call for an APPOINTMENT should you desire a conference with a teacher and/or the administration. We kindly request that you DO NOT drop in before or during school for an impromptu conference. This interrupts the school day and classroom flow. We further request that you carefully consider the chain of command protocol in all school dealings.

**PARENTS are asked to help us follow ALL rules set forth for the safety, protection, and the education of our students.**

## **TUITON**

The tuition schedule for the current year may be obtained through the front office. Policies and procedures regarding tuition, payment plans, and fees are reviewed annually by the Board of Directors who then make the final determinations on costs, fees, contract information requirements, and payment plans. Please contact the school business office for more specific requirements and information.

Please be aware that certain classes require small fees at each semester's beginning or throughout the year for class-specific required supplies and equipment. Your student, in these classes, will be made aware of the fee and will be given a reasonable amount of time in which to pay such fee.

## **PROGRESS REPORTS and REPORT CARDS**

Dates vary from year to year and will be determined by administration in order to serve the school and its calendar.

Progress reports will be issued at the end of the fifth week of the grading period by email.

Report Cards will be issued following the end of the 9-Week grading period by email.

**\*\*Students receiving grades of D or F in classes will have a report mailed home for parental notification. Conferences may then be scheduled upon appointment request.**

## **PREGNANCY POLICY**

(Amended July 2015)

It is the policy of FA to allow NO young woman to matriculate and participate in daily or extra curricular student activities while she is pregnant. In our opinion, the environment that is most conducive to school activities and the education curriculum is better maintained with students who are outside the restrictions and obligations of being pregnant.

Therefore, the following process shall be observed at Franklin Academy:

1. Upon learning of her expectant condition, it shall be the responsibility of the young woman to IMMEDIATELY make a report to the administration.
2. The administration shall then set a schedule for home school/independent work for the student.
3. Teachers shall prepare work for the student on a weekly basis. The work shall be placed in the office in a specially designated folder which should be picked up by a responsible party OTHER than the student.
4. Work should be done as indicated from the teacher and should be returned as per the time table stated by the teachers.
5. Arrangements for tests will be handled by the individual teacher and student. All school visits for testing and/or instruction are to be made before or after school, on weekends, or at a site other than the school. At no time will the student be allowed to enter the general school population. Any exception to this rule (for special events) must be requested of the administration at least a week prior to the event. Administration reserves the right to grant/decline permission for special visitation under special circumstances.
6. Work shall be graded and reported to the student.
7. Such days as are missed due to maternity-related issues are to be documented and confirmed by a physician. These days shall NOT count against the student as long as her curriculum is being sufficiently met.
8. After the birth, with proper medical documentation, the young woman may return to school and continue her studies with her class.
9. The baby MAY NOT be brought to school during the regularly scheduled school day.
10. If the student is a senior and the timing permits, she will be allowed to march in graduation ceremonies. She shall NOT be eligible for ANY honors at this time.
11. Any documented incident of non-consensual relations shall be exempt from this policy.

If the father of a baby is known, admitted, or proved, and he is a student at FA, the SAME rules as stated above shall apply to him as well.

Students in the above category will be PROHIBITED from receiving the award/honors of Mr./Miss FA. Awards allowed include, but are not limited to, valedictorian/salutatorian and other academic honors at graduation, other student-elected honors, awards from the community that are channeled through FA, and letters of recommendation for outside honors/awards.

Since TOPS is determined and awarded by the state of Louisiana, this policy shall in no way interfere with the student's right to be considered for this scholarship award.

## **FRANKLIN ACADEMY ACCEPTABLE USE POLICY**

CIPA and E-Rate required/approved  
School Computer Systems and the Internet

FA has developed the following policy for acceptable use of the school computer systems, its labs, and the Internet by students. The academic benefit of having access to the vast resources accessible through the worldwide web must be weighed against objectionable materials that can be found. There must be a balance of value with liability.

Student use of school computers will be reserved for ACADEMIC purposes only. The use of school computers and any computer network located on school property, or the Internet is a privilege, not a right, which may be revoked at any time for abusive conduct. All students using school computers will be held accountable for its use. This includes but is not limited to:

1. unauthorized use resulting in expenses to the school
2. equipment damage
3. use of unauthorized software
4. privacy and copyright problems
5. tampering
6. accessing obscene and objectionable or controversial materials
7. sending or soliciting inflammatory, abusive, harassing, vulgar, or obscene messages or language
8. any action that is deemed inappropriate by the supervisory personnel.

Any inappropriate use of the Internet and/or the school computers may result in appropriate disciplinary action and loss of privileges to use either. A signed FA/Student/Parent contract must be on file for each student, including those using the school computer facilities.

Students must be under the supervision of a teacher or authorized personnel while using the school computers. Any use by the student of the computers that incurs expenses to the school other than the monthly user fees and rates is prohibited. Students will be held responsible for any/all costs; disciplinary action will also ensue.

Use of the network for any illegal activities is prohibited. These activities include, but are not limited to:

1. tampering with computer hardware or software
2. unauthorized entry into computers and files
3. knowledgeable vandalism or destruction of equipment
4. deletion of, editing of, or viewing of computer files outside the student's parameter.

All students must adhere to the Copyright Law of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. Unauthorized copying or transfer of copyrighted materials may result in the loss of network privileges.

To avoid the risk of spreading computer viruses, students will not import files or programs from home or from unknown or disreputable sources. Deliberate attempts to degrade or disrupt the system or any spreading of computer viruses are considered criminal activity under state and federal law.

Profanity and/or obscenity will not be allowed on the network. All users should use language appropriate for school situations as indicated by school codes of conduct. Offensive or inflammatory speech should be avoided. The rights of others must be respected at all times. Personal attacks are an unacceptable use of the network. Retrieving and/or viewing pornographic or obscene materials will not be allowed.

This policy may be amended by the school or its board to include further restriction in order to meet special needs provided that this current school policy is not violated or compromised in any way.

## **INTERNET USAGE**

Participation by students on the Internet shall include, but not be limited to the following:

1. Appropriate language and manners which demonstrate honesty, ethics, and respect for others shall be required
2. Individual students shall not be permitted to have e-mail accounts reporting to the school NOR shall they be allowed to check e-mail from outside providers. Only classes as a whole may be permitted to have e-mail accounts. Only appropriate teacher or class messages shall be allowed.
3. No personal addresses, personal phone numbers, or photos with identification will be allowed on the Internet.
4. Illegal activities, including copyright or contract violations, shall not be permitted on the Internet.
5. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
6. Threatening, profane, harassing, or abusive language shall be forbidden.
7. Use of the network for any illegal activities is prohibited. Illegal activities include
  - a. tampering with computer hardware
  - b. unauthorized entry into computers and files
  - c. knowledgeable vandalism or destruction of equipment
  - d. deletion of, editing of, or viewing of computer files outside the student's parameters

Such activity is considered a crime under state and federal law.

8. No use is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses uses, or disrupts the performance of the system. No third party software will be installed with prior consent of the assigned administrator.
9. A student may not attempt to access any Internet resource without prior consent of the teacher.
10. Invading the privacy of another user, using another's account/screen name, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
11. Accessing pornographic or obscene materials, or using or sending profanity in messages shall be forbidden

Students must, at all times, follow the specific classroom instructions and protocol for computer and Internet use.

Use of the Internet is a privilege, and any inappropriate use will result in suspension. Further disciplinary action may include monetary reimbursement. This shall apply to all students.

**No student shall be permitted to use the Internet unless a complete FA/Student/Parent contract is on file for the current school year.**

## **DRUG TESTING**

Franklin Academy has approved random drug testing for its student population, its faculty and staff, and its Board of Directors. Specific plans have been coordinated by a professional company, completely independent of the school and its parameters, to handle all matters related to the drug testing procedures.

- Policy for all aspects relating to the testing, reporting, and handling of such tests are available upon request.
- The policy and procedure shall be made clear to the student body in a general assembly.
- Utmost care and concern is given in dealing with the students during the testing periods. Confidentiality and respect for individuals will be observed by the company and by the administration of Franklin Academy at all times.

In case of a first positive test, the student will be required to enter a certified, sanctioned, and approved rehabilitation program. (School attendance requirements will be worked out through the administrative offices.) These rehabilitation arrangements must be made by the parent through his physician or local health care provider. All programs must be approved by the administration. Further, all expenses will be the responsibility of the parent. The school assumes NO financial responsibility in these processes.

The student will be required to provide the school at its discretion a sample for testing; he will be subject to more frequent tests at his own expense. Should the student test positive a second time, he will automatically be dismissed/expelled from Franklin Academy with no appeal rights granted.

Failure to consent to the testing on the part of the parent or the student to the drug testing will cause immediate expulsion. Expulsion shall be in effect until such time as the parent and/or student agrees to the policy, and provides an acceptable test result.

**ALL students grades 6-12 shall be required to pay a \$50 drug testing fee and compulsory student insurance due before September 15 of each school year. Failure to pay this fee will result in student records being frozen, with no grades or credit recorded until such fee is paid in full.**



## **FRANKLIN ACADEMY CHALLENGE**

Students, this is your school. You and your peers will either make Franklin Academy an outstanding school or you will cause it to be otherwise. We, the faculty, staff, administration, and parents, may desire great things from our students, but only YOU can determine the outcome for yourselves and for our school. You must realize that each student is important and has certain rights upon which you or we must not infringe. Remember, people who are always critical of others need a looking glass.. We wish you the best school year of your life!

### **NON-DISCRIMINATORY POLICY**

The Franklin Academy, Incorporated, admits students of any sex, race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded and made available to students at the school. It does not discriminate on the basis of race, color, creed, religion, national and ethnic origin in administration of its educational policies, admission procedures, scholarship and loan programs, and athletic and other school-administered programs as provided to be in compliance with the Civil Rights Act of 1965, as amended.

### **SEXUAL HARASSMENT STATEMENT**

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and any verbal or physical contact that could be viewed or construed as being of a sexual nature. Such harassment or behavior by employees, board members, or anyone affiliated with Franklin Academy is prohibited in the office, in the classroom, or on school grounds, at all functions, gatherings, and events sponsored by our school, or by such a person representing Franklin Academy in any capacity. It is the policy of Franklin Academy to hold a zero tolerance of sexual harassment of any form or nature.

### **BULLYING AND HARASSMENT**

For purposes of this section, BULLYING includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students. This may involve teasing, social exclusion, threat, intimidation, stalking, physical violence, theft, sexual/religious/racial harassment, public or private humiliation or destruction of property.

Bullying or harassment of any student or employee of FA is prohibited during any education program or activity conducted by FA, during any school-related or school-sponsored program or activity or on a school trip at FA, through the use of data or computer software that is accessed through a computer within the scope of FA, or through the use of data or computer software that is accessed at a non school-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the service, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of the school.

This does NOT require a school to staff or monitor any non-school-related activity, function or program.

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of sign, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo optical system, including, but not limited to electronic mail, internet communications, instant message, or facsimile communications. Cyberbullying includes the creation of a web page or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author or posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

HARASSMENT means any threatening, insulting or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that places a student or employee in reasonable fear of harm to his/her person or damage to property; has the effect of substantially interfering with a student's education performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of the school.

The definitions of bullying and harassment include retaliation against a student or employee by another student or employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation. Included is perpetuation of conduct listed in the above information by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or employee by incitement or coercion, accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system, or acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

A school employee, staff, or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school officials. A student or staff/volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official.

Penalties/punishments are dependent upon the severity, frequency, and repetition of offending actions. Options include (but are not limited to) public/private reprimand with apology, parent conference, detention, suspension, expulsion, all at the discretion of the administration within the guidelines of FA policies and procedures.

### **PARTICIPATION REQUIREMENTS**

No student will be allowed to participate in clubs, extracurricular activities, graduation, honors activities, or on any athletic team unless ALL contractual and financial obligations are in good standing according to the official and current FA policies as adopted by the Board of Directors. All tuition, athletic, class fees, cafeteria, book, registration, membership, and any other applicable monies must be current in order for a student to be in good standing with the school and eligible for participation. NSF checks shall be considered non-payment until such matters are fully cleared.

NOTE: Any member breaking a contract without BOD approval of logical and verifiable situation and subsequently wishing to reenter will be required to pay one-half of the total tuition amount due for the year of reentry.

## SERVICE UNIT INFORMATION

As required by the FA enrollment agreement and contract, each membership shall be responsible for performing a minimum of five school-related service hours per semester. Such hours are to be documented through the FA office with BOD and/or administrative approval. If such service hours are not performed each semester in their entirety, a \$20 per hour fee will be assessed for the non-rendering of service. Fees will be due by/before the end of each semester (December and May). Money is to be placed in a designated account.

Sample Activity (service projects/involvements and units awarded)

PLEASE for our record keeping, register your hours served with SCHOOL SECRETARY in the front office.

### SCHOOL/ACADEMIC:

Whole day sub	3 units (no pay)
Sub in cafe	2 units (no pay)
Classroom sub for special requested activity	1 unit
Library work	1 unit
Group class/field trip driver	1 unit per event
Elementary room mother	5 units
Office help as requested	1 unit
Guest lecturer/class/as requested	1 unit

### ATHLETIC:

Concession-whole game	1 unit *Note: Non-athlete parents only.
Gate-whole game	1 unit
PA at ball games	1 unit per event
Chains/Clock	1 unit per event
Book/Stats	1 unit per event
"Helper"/Vounteer Coaching	3 units
Group Sponsor (Cheer, Drill)	5 units (no pay)
Tournament Hospitality Chair	3 units
Tournament Hospitality Help	1-2 units

### ACTIVITY:

Head a fundraising activity	5 units
Committee for fundraising	3 units
Special group fundraiser	1 unit
Work a clean-up day	2-5 units
Chair a banquet	3 units
Work a banquet	2 units
Special activity driver, requested	1-2 units (distance/time)
Chaperone dance	1 unit
Decorate a dance, WC, HC	1-2 units
Landscaping/Yard work	2 units
Professional services	as deemed appropriate

### OTHER:

If you have special interests, talents, or ideas, please visit with the administration and/or the Board of Directors to determine the need and appropriate award for your service project prior to pursuing.

ALL activity for credit must be approved through the office. Hours are to be reported to the secretary and logged in through and with her files.

Teachers, sponsors, and/or coaches are not sanctioned to approve or award service units. This is only to be done through the administration and/or the Board of Directors.

## FREQUENTLY ASKED QUESTIONS

1. **What is a 4.0 grade point average?** For year end awards, a 4.0 is earning all A's in every subject, every nine weeks. No grade lower than A appears on that year's report card. For grade reporting to universities and other requesting agencies, a high school 4.0 is calculated by examining the cumulative card and finding no grade lower than an A.
2. **How is FA's honor roll calculated?** For our honor roll, a student must earn a 3.0 grade point average each and every 9 week period, with no grade below a C appearing on the report card. No D's or F's are allowed in calculating honor roll status.
3. **Who am I to call to get information to my child?** Please call the school office at 435-9520. Information will be taken from you and delivered to your child at an appropriate break time. (Of course, in an emergency, we will expedite your request.) Please remember that a hair cut or a dress fitting appointment is NOT an emergency.
4. **Can my student check himself out with my permission?** A student may only check himself out for an emergency only after a staff member has spoken with a parent.
5. **What about summer school?** Summer school, according to the MAIS and the state Department of Education, is to be used to earn ONE quality point only in a failed high school course. Summer school is only for the removal of deficiencies as needed to pass a course and/or earn a credit. Summer school is not used to raise an existing grade in a course passed. Any summer school work to be applied to FA must be from an accredited institution and must first be approved for application at FA. See the guidance office for more information.
6. **What about waiting lists for various classes?** As our school continues to grow, we sometimes find our classes full to limit. In such a case a waiting list is created. Students are admitted as openings occur. Priority is given first to other students of existing members and to faculty (both current and incoming). In order to be placed on a waiting list, the registration fee must be paid. It will be held as earnest money. If a spot does not open, the fee will be returned. If a spot opens and the student called refuses it, the fee shall be kept and processed.
7. **What is the MAIS honor society?** This is an MAIS created society that recognizes graduates who have amassed a minimum 3.5 cumulative grade point average through the six semesters leading to the end of junior year. FA submits candidates to the MAIS who reviews credentials. FA recognizes these students at graduation IF the grade point has held during the senior year.
8. **When is the FA handbook review/revision done?** FA Board of Directors and administration reviews the handbook for changes/additions/deletions during the SUMMER only. Any change/addition/deletion takes effect for the coming year. Once a contract for the current year is signed, rules as stated in the current handbook are in effect for that year in its entirety. (the only exceptions ever made are those concerning the health/safety/security of the school and its population.)
9. **Will FA follow GOHSEP safety/security protocols through RAVE?** Yes, FA will fully comply with and be in operation with this safe-schools initiative as mandated through the state. FA will follow state directives in becoming fully compliant/operational according to state timeline, target date spring 2024 implementation.
10. **Does FA participate in the Crimestoppers "Safe Schools Louisiana"?** Yes, FA has signed a partnership MOU with Crimestoppers, Inc., and will begin training and information dissemination upon completed paperwork with the organization Crimestoppers, Inc.

# Franklin Academy

## 2025-2026 School Calendar

<b>August 2025</b>							<b>September 2025</b>							<h1>Calendar</h1>			
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa				
					1	2		1	2	3	4	5	6			Aug 11	Meet the Cougars @ 6 PM
3	4	5	6	7	8	9		7	8	9	10	11	12	13		Aug 18/19	Teacher Inservice Days
10	11	12	13	14	15	16		14	15	16	17	18	19	20		Aug 20	Student Half Day
17	18	19	20	21	22	23		21	22	23	24	25	26	27		Aug 21	Full Student Day
24	25	26	27	28	29	30		28	29	30						Sept 1	Labor Day Holiday
31						7								21		Sept 3	Last Day to Change Schedules
<b>October 2025</b>							<b>November 2025</b>										
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			Oct 13-14	Fall Break
			1	2	3	4								1		Oct 15	Classes Resume
5	6	7	8	9	10	11		2	3	4	5	6	7	8		Oct 24	Homecoming (Half Day)
12	13	14	15	16	17	18		9	10	11	12	13	14	15		Nov 24-28	Thanksgiving Holidays
19	20	21	22	23	24	25		16	17	18	19	20	21	22		Dec 19	Student Half Day
26	27	28	29	30	31			23	24	25	26	27	28	29		Dec. 22-Jan. 2	Christmas Holidays
						20		30						15		Jan 5	Classes Resume
<b>December 2025</b>							<b>January 2026</b>										
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			Jan 19	Martin Luther King, Jr. Day
	1	2	3	4	5	6										Feb 16	Presidents' Day
7	8	9	10	11	12	13		4	5	6	7	8	9	10		Mar 30-Apr 6	Spring Break
14	15	16	17	18	19	20		11	12	13	14	15	16	17		Apr 7	Classes Resume
21	22	23	24	25	26	27		18	19	20	21	22	23	24		May 8	Senior's Last Day / Senior Awards
28	29	30	31					25	26	27	28	29	30	31		May 16	Graduation
						15								19		May 18	Kindergarten Graduation @ 6 PM
<b>February 2026</b>							<b>March 2026</b>										
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			May 21	Last Student Day (Half Day)
1	2	3	4	5	6	7		1	2	3	4	5	6	7		May 22	Teachers' Last Day (Mandatory)
8	9	10	11	12	13	14		8	9	10	11	12	13	14			
15	16	17	18	19	20	21		15	16	17	18	19	20	21			
22	23	24	25	26	27	28		22	23	24	25	26	27	28			
								29	30	31							
						19								20			
<b>April 2026</b>							<b>May 2026</b>										
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa				
			1	2	3	4							1	2			
5	6	7	8	9	10	11		3	4	5	6	7	8	9			
12	13	14	15	16	17	18		10	11	12	13	14	15	16			
19	20	21	22	23	24	25		17	18	19	20	21	22	23			
26	27	28	29	30				24	25	26	27	28	29	30			
						18		31						15			

**Red** = No School, **Blue** = Half Days, **Grey** = Teachers Only

## SPECIAL DRESS DAYS

The following colors or special dress may be worn on the indicated days. All bottom wear is to be jeans or uniform pants (unless specifically approved/instructed). ALL wear must be school appropriate and follow regulations of length, straps, midriffs, belts, slogans, etc. **No tutus, hats, sunglasses, or face paint will be part of any outfit on any day.**

- Picture days as announced by Administration and Yearbook sponsor; this will be a "free appropriate" dress up day that might include pants/skirts/dresses outside the jeans/uniform pants stipulations.
- Any other "special occasion or dress will be determined and announced a MINIMUM of two calendar weeks ahead of time and information will be disseminated then.
- Game Day Themes:
  - August 22 - Send the Trojans packing: Beach/Hawaiian Theme
  - August 29 - Demolish the Lions: Construction Gear
  - September 5 - Color Wars
  - September 12 - Party in the FAC: Red, White, Blue
  - September 19 - Country vs. Country Club
  - September 26 - Stomp the Sleepy Eagles: PJs
  - October 3 - Real Warriors Wear Pink: Pink Out
  - October 17 - Rock the Rams: Rock and Roll
  - October 24 - HOCO: Blue and Gold
- Homecoming Week:
  - Meme Monday - Dress as your favorite meme
  - Take off Tuesday - Space day
  - Wednesday: Mini Vans vs. Grilling Masters - Soccer mom vs. Dad
  - Throwback Thursday
  - Blue and Gold Friday
- Oct. 31-Halloween                      Elementary: costumes; JH/HS orange, black, or special shirt
- Dec 19 ½ day                              Christmas wear or red, green, or white shirts
- Feb 13-Valentine's Day                  Red, white, or pink shirts
- Feb 17 Mardi Gras                        Green, purple, gold (parade that day, too)
- Mar 17 St. Patrick's Day                  Green
- Field Day as announced                athletic wear
- Awards Days Elem/HS                    Dress up or blue/gold

## HIGH SCHOOL BELL SCHEDULE

(Junior High and Elementary Varies Slightly)

Note: During any schedule five (5) minutes after any bell will constitute a documentable tardy. NO tardy bell will ring except for the 1st hour. Teacher observation is to be used; the school clock will be considered the "official" timepiece. Everyone is asked to synchronize his personal watch/time-keeping device with that of the school clock to avoid confusion. We sync with AT&T.

Special Schedules may be published/announced for various events such as Awards Day or special assemblies.

Lunch and recess schedules for elementary students will be given to teachers for a "trial run" and will be adjusted, as needed, for the flow and functioning of the classes and the cafeteria.

Recess and duty times will be discussed/decided upon for the best safety and ease of the elementary area.

## **FRANKLIN ACADEMY SOCIAL MEDIA POLICY**

Social networking/media (Added July 2018)

At Franklin Academy, teachers, students, staff, and other school community members use social media (Facebook, Twitter, Instagram, SnapChat, blogs, etc.) as a way to connect with others, share educational resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Any online tool or services that allows Internet users to post information about themselves is considered social media. In addition to the above listed, examples of social media would include but not be limited to YouTube, Facebook, LinkedIn, and the like.

When representing FA in social media spaces, regardless of whether these are considered personal or professional spaces, members of the school community (faculty, staff, students, parents, board members and administrators) should follow the listed guidelines.

- Use good judgment. Behave in a way that will make you and others proud and that will reflect well upon the school.
- Assume all of the information you share on social network tools is public, regardless of your privacy setting.
- Because you represent the school, always treat others within the school community in a positive, respectful, and considerate manner.
- Interact and share in a way that will enhance your reputation, the school's reputation, and the reputation of others rather than damage them.
- Never post, publish, or release information that is considered confidential, sensitive, or private. Online "conversations" are never private.
- Do not transmit or share personal information of students, parents, faculty, or staff online.
- Undignified posts (bullying, bashing, and negative rants) about our school community (students, staff, faculty, board, administration, parents, programs, teams) should not be created or fostered through participation.

If there is an infraction of the above guidelines, there will be disciplinary action. All infractions will be handled by administration. The severity of the violation will be taken into account when deciding the penalty.

### **STUDENTS:**

- First offense (depending on severity of infraction) will be a pink slip followed by disciplinary action deemed fitting by administration. Penalties include (but are not limited to) detention, suspension, and/or a monetary fine of \$50.00
- Each time an infraction occurs, there will be disciplinary action taken and the fine will increase by \$50.00
- Any threats to our school or its population will be grounds for expulsion, pending Board hearing.

### **STAFF/FACULTY:**

- All infractions (depending on severity) will be recorded and followed up with disciplinary action deemed suitable by the administration and the board of directors (when needed).
- Penalties can include (but are not limited to) probation, fines, or dismissal from position.
- Any threats to our school or its population will be grounds for dismissal.

### **FA MEMBERS:**

- All infractions will result in a meeting with the Administration. Depending on the severity of the infraction, a penalty of \$50.00 will be charged. Penalties will increase in severity with each offense.
- Any threats to our school or its population will result in being banned from campus and all school activities. If deemed necessary by Administration and Board of Directors, your membership will be terminated.

NOTE: It will be presumed that the user of the account has made all posts (that may be considered infractions) and will be disciplined as stated above, unless authorship is otherwise proven.

## FRANKLIN ACADEMY ACCOMMODATION PROTOCOL (FAAP)

(June 2019)

An accommodation plan is a written set of instructions that detail specific strategies and practices that will be used to communicate to teachers what strategies and practices will be used to ensure that a student's learning needs are met. It details any specialized attention needed for the child's instruction or physical needs. It outlines and explains any class work or homework information the child will receive. Additionally, the plan outlines the student/parent responsibility in the plan.

Accommodation plans are important for children identified with learning disabilities. Such identification **MUST** come from a licensed, certified, recognized and reputable specialist, such as an educational diagnostician, a child psychiatrist/psychologist, or other approved professional specializing in such a field. This testing **MUST** be done at the family's volition and expense. Certified test results **MUST** be provided to the school before any discussion of an accommodation plan ensues. It is the intent of Franklin Academy to provide appropriate, reasonable adaptations for such properly and professionally diagnosed challenges/disabilities. (NOTE: An accommodation is any technique that alters the academic setting or environment in some way, but does not change the content of required work. A modification is any technique that alters the work required in such a way that it differs in substance from the work required of other students in the same class. FA's plans will be of accommodation and NOT modification.

Accommodation plans are helpful in addressing a multitude of ways in which learning disabilities (or giftedness) may affect learning. The broad range of disabilities for which accommodations may be helpful include problems with:

- Short term memory
- Long Term memory
- Abstract reasoning
- Visual processing-particularly in the reading content area
- Auditory processing
- Information processing speed
- Mathematical concepts and calculating
- Problems with written language
- Problems with spoken language
- Time management difficulties

General program accommodations/adjustments or services are always made on a case-by-case basis and individualized. Accommodations are to be reasonable and are intended to provide persons with disabilities compensation for their functional limitation(s) due to a mental or physical impairment. Accommodations are made to bring a student with a disability to the same starting point as a non disabled student. Obviously, the kinds of accommodations the school can provide are limited based on school configuration, ages of student, availability of specially trained personnel, available technology, class size, monetary resource limitation, etc.

**Environmental Strategies** include opportunities to

- Provide a structured learning environment
- Make separate "space" for different types of tasks
- Possible adapting of non-academic times such as lunch, recess, and physical education
- Change student seating (preferential)
- Utilize a study carrel
- Alter location or personal or classroom supplies for easier access or to minimize distraction
- Provide sensory breaks
- Provide a written or picture schedule

**Organizational Strategies** are geared to

- Model and reinforce organizational systems (i.e. color-coding)
- Write out homework assignments, check student's recording of assignments
- Tailor homework assignments toward student strengths
- Set time expectations for assignments
- Provide clues such as clock faces indicating beginning and ending times



- Teach study/organizational skills
- Schedule before or after school tutoring/homework assistance

### **Behavioral Strategies**

- Use behavioral management techniques consistently within a classroom and across classes
- Implement behavioral/academic contracts
- Utilize positive verbal and/or nonverbal reinforcements
- Utilize logical consequences
- Confer with the student's parents (and student as appropriate)
- Establish a home/school communication system for behavior monitoring
- Post rules and consequences for classroom behavior
- Put student on daily/weekly progress report/contract
- Reinforce self-monitoring and self-recording of behaviors

### **Presentation Strategies**

- Highlight main ideas and supporting details in the book (parent provides personal copy)
- Provide copied material for extra practice (i.e. outlines, study guides)
- Prioritize drill and practice activities for relevance
- Vary the method of lesson presentation using multi-sensory techniques:
  - lecture plus overhead/board demonstration support
  - small groups required to produce a written product
  - large groups required to demonstrate a process
  - computer-assisted instruction
  - peer tutors or cross-age tutors
  - demonstrations, simulations
  - experiments
  - games
- Ask student to repeat/paraphrase context to check understanding
- Arrange for a mentor to work with student in his or her interest area or area of greatest strength
- Tutoring --- to be arranged by parent at parent expense.
- Simplify and repeat instructions about in-class and homework assignments
- Vary instructional pace
- Reinforce the use of compensatory strategies, i.e. pencil grip, mnemonic devices, "spell check" • Vary kind of instructional materials used
- Assess whether the student has the necessary prerequisite skills. Determine whether materials are appropriate to the student's current functioning levels
- Reinforce study skill strategies (survey, read, recite, review)
- Introduce definition of new terms/vocabulary and review to check for understanding
- Pre-teach and/or re-teach important concepts
- Prepare advanced organizers/study guides for new material

### **Assignments**

- Use written directions to supplement oral directions
- Break assignments into a series of smaller assignments
- Use highlighted texts

### **Evaluation Methods**

- Limit amount of material presented on a single page
- Provide a sample or practice test
- Provide tests in segments so that student hands in one segment before receiving the next part
- Provide personal copy of test tools and allow for color-coding/highlighting
- Adjust time for completion

Contract follows to be signed, dated, and filed in student folder

**Accommodations will include** (and will be limited to) (check those that apply to individual student)

- \_\_\_\_\_ prior notice of tests
- \_\_\_\_\_ study guides in advance
- \_\_\_\_\_ extended time
- \_\_\_\_\_ breaks to move during test
- \_\_\_\_\_ oral instructions
- \_\_\_\_\_ repeated instructions---individualized if needed in proximity
- \_\_\_\_\_ preferential seating
- \_\_\_\_\_ no transfer of information from visual (provide hard copy)
- \_\_\_\_\_ Highlighters in book and/or colored paper
- \_\_\_\_\_ breaking longer assignments into pages or sections
- \_\_\_\_\_ oral responses IF/WHEN appropriate
- \_\_\_\_\_ external reading class (as qualified)

- There will be NO mandated CAI or shortened work.
- CAI will be conducted through enrichment time with Moby Max and other teacher-led activities.
- Oral reading of tests (never reading content area) will be done as personnel allows.

Student: \_\_\_\_\_ Grade level: \_\_\_\_\_

Parent: \_\_\_\_\_ Phone: \_\_\_\_\_

Student diagnosis: \_\_\_\_\_

Supporting data/diagnosing agency \_\_\_\_\_ Date of: \_\_\_\_\_

SIGNATURES of acceptance and responsibility:

_____	Parent
_____	Teacher
_____	Counselor
_____	Administration

# STUDENT-PARENT CONTRACT

with Franklin Academy (all grades)

Please sign, detach, and return to school by September 12

- We have received a personal copy of the FA Handbook 2025-2026. We, students and parents, have read and reviewed ALL material and information in the FA Handbook.
- We understand the rules and regulations set forth.
- We understand there are consequences for breach of the rules and regulations as set forth in the handbook.
- We understand the handbook to be the source of information for issues dealing with our school, its requirements, and its expectations.
- We allow student information to be released by and used by FA in communication with other schools, publications, colleges, and governmental agencies as deemed necessary and appropriate for the betterment and advancement of student education and school workings.
- We agree that all representation and reflection of FA posted on any/all social media by student/parent will be positive and not derogatory of FA and its policies. (amended 2018)
- We understand and agree to the financial arrangements and responsibilities that we have entered into with FA.
- FA has NOT made the COVID-19 vaccination mandatory for faculty, staff, coaches, or students. Therefore, potential risk of exposure is possible. Please address any specific concerns to the administration. Attendance is at your own reasonable risk and is tacit agreement to this policy.
- FA will follow information/protocol/recommendations from the CDC and/or state authorities as required for continued certification and safety practices.

By our signatures below, we agree to follow policies, procedures, rules, and requests as set forth in the handbook. We acknowledge that we will be subject to the consequences listed for breach or violation of any rule or policy. This signed document will be placed in the student's folder as documentation of agreement and information provided.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_



All 6-12 Grade Students **\$50 fee** (drug testing and insurance) \_\_\_\_\_ (Paid Y / N)

Varsity Football Players Add **\$65 fee** (compulsory football insurance) \_\_\_\_\_ (Paid Y / N)

All Grades PK – 5 Students **\$25 fee** (insurance and art/activity) \_\_\_\_\_ (Paid Y / N)

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For school use:

Received at FA on \_\_\_\_\_ (Date) Amount: \_\_\_\_\_

Received at FA by \_\_\_\_\_ (Faculty/Staff) Cash / Check # \_\_\_\_\_

# ALLERGY FORM

**Child's Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Does your child have any allergies? Circle: Yes or No**

If YES, please list, and indicate the type of reaction below.

FOOD:

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REACTION:

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MEDICATION:

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REACTION:

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**Does your child suffer from any other allergies, eg. Chemical, First-Aid Creams/Lotions, Plants, Animals? Yes / No**

If YES, please list, and indicate the type of reaction below.

**Is there a history of allergic reactions in your family, that we should be aware of, that may affect your child? Yes / No**

If YES, please list, and indicate the type of reaction below.

**Does your child suffer from Asthma? Yes / No**

If YES, please supply the school with medical advice.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT DRIVER FORM

Any student driving onto campus must be legally licensed.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent Work Phone: \_\_\_\_\_

to be used for daytime contact as needed

### **Primary Vehicle:**

Make and model of car: \_\_\_\_\_ Color: \_\_\_\_\_

License plate # \_\_\_\_\_ Insurance company: \_\_\_\_\_

Other vehicle(s) you may be driving to school (color, make, and model)

### **Vehicle #2:**

Make and model of car: \_\_\_\_\_ Color: \_\_\_\_\_

License plate # \_\_\_\_\_

### **Vehicle #3:**

Make and model of car: \_\_\_\_\_ Color: \_\_\_\_\_

License plate # \_\_\_\_\_

Names and grades of passengers arriving/departing with you:

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

\_\_\_\_\_ Grade \_\_\_\_\_

You may be required to provide your driver's license to have a copy made and filed. You might be called to the office during the year. Please be sure to have your license with you at all times when you are driving.

FA reserves the right to monitor driving, parking, and trafficking habits of students. FA further reserves the right to DENY driving privileges to any student who, in the eyes of the administration, is unsafe, disobedient to vehicle rules/regulations, or who in any way or for any reason poses a threat to the safety and well being of the population at or around FA.

Driving to or at FA is a privilege, not a right, and should be considered by all in operation of a motor vehicle as such.

# RELEASE FORM

Yearbook or Office Staff

My student, \_\_\_\_\_, has permission to leave the FA campus on  
School- related and school-sanctioned business during \_\_\_\_\_(class).

I understand that my student is responsible for arriving back to school for any class that he/she may have. I also recognize that my child must properly sign out and back in to school in accordance with FA Handbook Policies. I understand that if my student, if found to be in abuse of this privilege in ANY way, will be revoked of this privilege and his/her grade may be affected accordingly due to failure to be able to accomplish the work required in the class.

- He/she MAY or MAY NOT use his vehicle during this time.
- He/she MAY or MAY NOT ride with other student drivers
- Other restrictions that you might place on your student:

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Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FORM WILL BE FILED IN THE STUDENT FOLDER for office use.

Received at FA on \_\_\_\_\_ by \_\_\_\_\_



# COUGARS