

# FRANKLIN MILITARY LEADERSHIP ACADEMY PARENT HANDBOOK

## 2021-2022

*Going From Good To Great*



*"A Knight Forever"*



(H) Col. David A. Hudson, Principal  
(H) Lieutenant Col. Dr. Jennifer Smith, Assistant Principal

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			NURSE

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# **The Franklin Military Parent Handbook**

This handbook is designed to be a helpful booklet for parents as we work together to make Franklin Military Academy a quality student-centered school. I hope that you will look over all the items in the handbook. Should you have a question or concern about any areas of the handbook, please let me know so we may discuss the concern(s) or item(s) you may need reference.

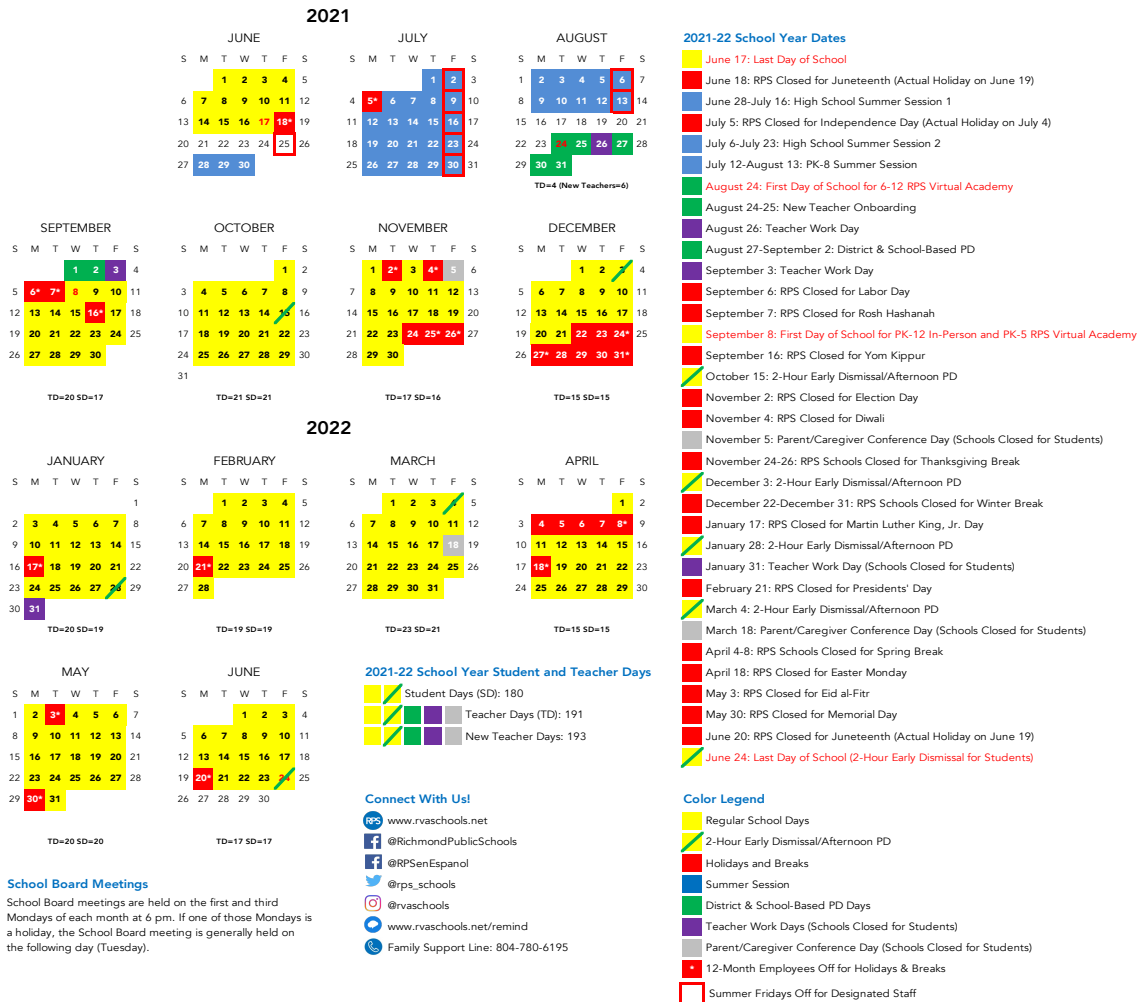
Parents should keep the handbook handy as a reference for when those “What do I do” questions come along. Keeping this book will be a good quick reference for phone numbers and documents. I wish you a great and productive school year.



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# Richmond Public Schools Calendar (English)

## Official 2021-22 School Year Calendar



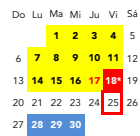


# Richmond Public Schools Calendar (Spanish)

## Calendario oficial del año escolar 2021-22

### 2021

#### JUNIO



#### JULIO



#### AGOSTO

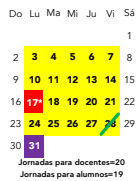


#### Fechas del año escolar 2021-22

- 17 de junio: Último día de clases
- 18 de junio: Cierre de RPS por Juneteenth (el feriado real es el 19 de junio)
- 28 de junio - 16 de julio: Sesión de escuela secundaria en verano 1
- 5 de julio: Cierre de RPS por el Día de la Independencia (el feriado real es el 4 de julio)
- 6 de julio - 23 de julio: Sesión de escuela secundaria en verano 2
- 12 de julio - 13 de agosto: Sesión de verano para jardín maternal a 8.º grado
- 24 de agosto: Prima día de clases para 6.º a 12.º grado de Virtual Academy de RPS
- 24-25 de agosto: Incorporación de nuevos docentes
- 26 de agosto: Jornada de preparación docente
- 27 de agosto - 2 de septiembre: Desarrollo profesional en el distrito y en la escuela
- 3 de septiembre: Jornada de preparación docente
- 6 de septiembre: Cierre de RPS por el Día del Trabajo
- 7 de septiembre: Cierre de RPS por Rosh Hashanah
- 9 de septiembre: Prima día de clases virtuales para jardín maternal a 5.º grado y de Virtual Academy de RPS para jardín maternal a 5.º grado
- 16 de septiembre: Cierre de RPS por Yom Kippur
- 15 de octubre: Retiro anticipado de 2 horas/Desarrollo profesional vespertino
- 2 de noviembre: Cierre de RPS por el día de elecciones
- 4 de noviembre: Cierre de RPS por Diwali
- 5 de noviembre: Día de conferencia para padres/cuidadores (escuelas cerradas para los alumnos)
- 24-26 de noviembre: Cierre de escuelas de RPS por el receso de Acción de Gracias
- 3 de diciembre: Retiro anticipado de 2 horas/Desarrollo profesional vespertino
- 22 de diciembre - 31 de diciembre: Cierre de escuelas de RPS por el receso de invierno
- 17 de enero: Cierre de RPS por el Día de Martin Luther King, Jr.
- 28 de enero: Retiro anticipado de 2 horas/Desarrollo profesional vespertino
- 31 de enero: Jornada de trabajo docente (escuelas cerradas para los alumnos)
- 21 de febrero: Cierre de RPS por el Día de los Presidentes
- 4 de marzo: Retiro anticipado de 2 horas/Desarrollo profesional vespertino
- 18 de marzo: Día de conferencia para padres/cuidadores (escuelas cerradas para los alumnos)
- 4-8 de abril: Cierre de escuelas de RPS por el receso de primavera
- 18 de abril: Cierre de RPS por las fiestas de Pascua de Resurrección
- 3 de mayo: Cierre de RPS por Eid al-Fitr
- 30 de mayo: Cierre de RPS por el Día Conmemorativo
- 20 de junio: Cierre de RPS por Juneteenth (el feriado real es el 19 de junio)
- 24 de junio: Último día de clases (retiro anticipado de 2 horas para los alumnos)

### 2022

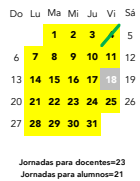
#### ENERO



#### FEBRERO



#### MARZO



#### ABRIL



#### MAYO



#### JUNIO



- Jornadas para alumnos y docentes durante el año escolar 2021-22
- Jornadas para alumnos (SD): 180
- Jornadas para docentes (TD): 191
- Jornadas para nuevos docentes: 193

#### ¡Conéctese con nosotros!

- [www.rvaschools.net](http://www.rvaschools.net)
- [@RichmondPublicSchools](https://www.facebook.com/RichmondPublicSchools)
- [@RPSenEspanol](https://www.facebook.com/RPSenEspanol)
- [@rps.schools](https://www.facebook.com/rps.schools)
- [@rvaschools](https://www.facebook.com/rvaschools)
- [www.rvaschools.net/remind](http://www.rvaschools.net/remind)
- Línea de apoyo familiar: 804-780-6195

#### Reuniones de la Junta Escolar

Las reuniones de la Junta Escolar se realizan el primer y tercer lunes de cada mes a las 6 p.m. Si una de esas reuniones cae un día feriado, la reunión de la Junta Escolar se llevará a cabo por lo general al día siguiente (martes).

#### Guía de colores

- Jornadas escolares regulares
- Retiro anticipado de 2 horas/Desarrollo profesional vespertino
- Festividades y recesos
- Sesión de verano
- Jornadas de desarrollo profesional en el distrito y en la escuela
- Jornadas de trabajo docente (escuelas cerradas para los alumnos)
- Día de conferencia para padres/cuidadores (escuelas cerradas para los alumnos)
- Días libres para los empleados de 12 meses por festividades y recesos
- Viernes libres de verano para el personal designado



# Unity

I dreamt I stood in a studio,  
And watched two sculptors there.  
The clay they used was a young child's mind,  
And they fashioned it with care.

One was a teacher—the tools she used,  
Were books, music, and art.  
The other, a parent—working with a guiding hand,  
And a gentle loving heart.

Day after day, the teacher toiled  
With a touch that was deft and sure.  
While the parent labored by her side,  
And polished and smoothed it o'er.

And when at last, their task was done,  
They were proud of what they had wrought.  
For the things they had molded into the child,  
Could neither be sold nor bought.

And each agreed they would have failed  
If each had worked alone,  
For behind the teacher stood the school,  
And behind the parent, the home.

- Author Unknown

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August 2021

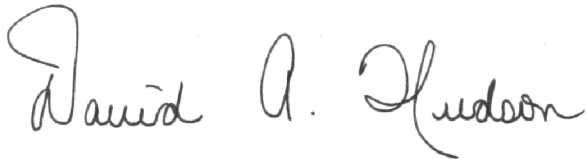
Dear Parents and Cadets:

By joining the Franklin Military Leadership Academy (FMLA) family you have become a part of a group of people who have dedicated their lives to helping children reach their full potential. Our school mission is to prepare cadets to meet life's challenges academically and socially.

The purpose of this handbook is to provide a set of guidelines to follow while at Franklin. While you may not find the answer to every question, this manual should give you a general idea of what your child is expected to know and do. Keep in mind that we intend to empower children. This means that we expect them to learn to think for themselves and to take responsibility for their actions.

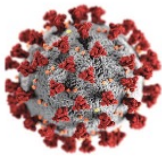
I look forward to a productive and exciting school year. Should you have any questions regarding any item that may not be included in this handbook, feel free to call the Franklin Military Academy office at 804-780-8526 / cell (804) 338-1042 and ask to speak with Mr. Hudson.

Sincerely,

A handwritten signature in black ink that reads "David A. Hudson". The signature is written in a cursive style with a vertical line to the left of the name.



## What you should know about COVID-19 to protect yourself and others



### Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



### Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



### Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



### Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



### Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



### Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

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## **Days To Place On Your Calendar**

August 24<sup>th</sup> – 1<sup>st</sup> Day For Virtual Academy

October 15, 2021– Professional Development Day – Student Early Dismissal

November 2<sup>nd</sup> & 4<sup>th</sup> – School Closed For Staff & Students

November 5, 2021 – No School For Students - Teachers will report to have parent/caregiver conference

November 24<sup>th</sup> – 26<sup>th</sup> - School Closed For Thanksgiving

December 3, 2021– Professional Development Day – Student Early Dismissal

December 22<sup>nd</sup> – December 31, 2022 - School Closed For Winter Holiday

January 17, 2022 - School Closed For Martin L. King Birthday

January 28, 2022 – Professional Development Day – Student Early Dismissal

January 31, 2022 - School Closed For Students - Teacher Work Day

February 21, 2022 - School Closed President Day

March 4<sup>th</sup> – Early Release Day For Students – Professional Development For Teachers

March 18<sup>th</sup> Parents & Caregiver Conference – School Closed For Students

April 4<sup>th</sup> – April 8<sup>th</sup> - Spring Break – School Closed For Students & Teachers

April 18, 2022 - School Closed For Students & Teachers – Easter Monday

May 3, 2022 - School Closed For Students & Teachers – Eid al - Fitr

May 30, 2022 - School Closed For Students & Teachers – Memorial Day

June 20, 2022 - School Closed For Students & Teachers – Juneteenth

June 24, 2022 – Early Dismissal for Students

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## **Franklin Military Academy**

Franklin Military Academy is a coeducational secondary school within the Richmond City Public School District. Established in 1980, the Academy is the first public military school in the United States. The school uses the military model to prepare students to excel academically and professionally after graduation.

### **Interesting Facts**

In 2012, Franklin Military Academy received a bronze ranking on the U.S. News and World Report's listing of the best high schools. In addition to military training, students participate in multiple sports, including football, track, basketball, and baseball at Franklin Military Academy. One course in the student schedule is dedicated to military science, and the rest of the schedule is filled with academic courses.

### **History**

Franklin Military School (FMS) opened its doors to the students of Richmond in August 1980. The school is presently in its fourth location, housed in the Onslow Minnis Building, 701 North 37th Street, Richmond, Virginia 23223. Mr. Minnis was the first black to petition the Richmond School Board about elementary school integration. Franklin is the first public military school in the nation and offers an alternative to the regular high school program. The Franklin program is designed to allow all students to experience a regular academic course of study while participating in a Junior Reserve Officer Training Program. There are also two other alternative and five comprehensive high schools in the Richmond Public School System.

Superintendent Richard Hunter and the Richmond School Board first began discussing the idea of a public military academy in 1976. The first step was the formation of a committee to help determine whether a public military school might help improve discipline and general attitudes of the students. The parent/student survey committee indicated that the community supported the idea. The next step was for the school board and superintendent to approach the United States Army for its views on establishing a public military school. During a four-year planning process, the idea of a military school was well received. It was decided by the school board in 1980 to convert an unoccupied school as the building for the newly established military school. The building that was selected and renovated was known as the Old Franklin School.

Special attention was given to the selection of administrators, faculty and staff. The first commander was Colonel W. Frank Combo who had eighteen years of experience as a teacher in both public and military schools. The newly selected teaching staff consisted of experienced and veteran teachers. Two members to the teaching staff, along with the two senior military instructors, who were added, had experience in the army. It was decided that the faculty of twenty-three would be addressed by honorary military titles as well as wear military uniforms and participate in drills.

In the process of preparing for the opening of school, students had to apply and were screened before being admitted. The school opened in August of 1980 with only 130 ninth grade students and each year thereafter a new class of ninth graders would be added. In 1983, a complete high school program was formed consisting of grades 9-12 which now begin in grade 6.

Franklin Military Academy offers students a strict regimented military style discipline program. The program provides for individualized instruction with a teaching ration 15:1. All students are enrolled in Military Science for one class period. The academic courses accounts for the remaining classes of a child's schedule. The students may also enroll in the following elective courses: Spanish, French, Russian, German, Advanced Placement Statistics, Business and Information Technology, Art, Band, Guitar, and Chorus. The students are encouraged to participate in other educational and cultural experiences offered by Richmond Public Schools and

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the community.

There is a very small transfer or dropout rate at Franklin. Most of the students feel that the educational experience offered is unique and seem to enjoy school life. Positive feelings are manifested in their participation in drill teams, athletic events, school clubs and other school and community organizations. Franklin is a natural channel for students interested in pursuing a military career. Military training is provided by the Junior Reserve Officer's Training Corps (JROTC). In addition to the military-oriented education..

### **Admission**

Students wishing to attend Franklin Military Academy must complete and submit an application online. The acceptance decision is based on multiple factors, including teacher recommendations, a guidance counselor recommendation, a clean disciplinary record, and the student's academic history. In order for students to maintain enrollment at Franklin Military Academy, discipline, grades and attendance are looked at throughout the school year.

### **Graduates**

Graduates of Franklin Military Academy have been awarded ample scholarship money and recognition. In the past, two recent graduates have been named the 2012 Gates Millennium Scholar and the 2009 Bank of America Student Leader.



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## **VISION, MISSION STATEMENT & BELIEFS**

### **Vision**

Franklin Military Academy strives to be recognized as the premier secondary school that promotes the potential of each student through a rigorous academic program, community involvement, and leadership opportunities within a military structure. Upon graduation, our students will be equipped with the skills necessary to be competitive at colleges and universities, as well as in the 21st-century workforce.

### **Mission:**

The mission of Franklin Military Academy, the premier secondary military institution designed to mold tomorrow's leaders, is to develop leadership, promote scholarship, and encourage honorable citizenship through military structure, rigorous learning experiences, and public service with the collective efforts of faculty, students, parents, and community partners.

### **Our Beliefs Are:**

- Student learning is the chief priority for the school; a safe and physically comfortable environment promotes student learning.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- A student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- Curriculum and instructional practices will incorporate a variety of learning activities to accommodate differences in learning styles.
- Exceptional students (i.e. special education, limited English proficiency students, gifted and talented, etc.) require special services and resources.
- Teachers, administrators, parents and the community share the responsibility for advancing the school's mission.
- The school will function as a learning organization and promote opportunities for all those who have a stake in its success as we work together as a community of learners.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, and lifelong learners.

### **MOMENT OF SILENCE**

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools, and that the freedom of each individual pupil be guaranteed within the schools, and that the freedom of each individual pupil be subject to the least possible pressure from the state either to engage in, or to refrain from, religious observation on school grounds, the School Board authorizes the establishment of daily observance of one minute of silence in each classroom.

The teacher responsible for Formation shall take care that all pupils remain immobile and silent, and make no distracting display, to the end that each pupil may, in the exercise of his or her individual choice, meditate, or pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.

Legal Reference: Code of Virginia, S 22-234.1 Authorizing school boards to establish a minute of silence



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# **Integrity, Leadership, Scholarship, Service**

## **Introduction**

The purpose of this handbook is to inform you about cadet Responsibilities to include classroom procedures, policies, standards, entering and departing classrooms, and classroom instructions, maintaining cadet Notebooks, leadership responsibilities, uniform requirements, the discipline system, and grading policy. In addition to the above policies and procedures, cadets will obey **the Richmond Public Schools Standards of Conduct**.

## **Mission**

Prepare students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens.

## **Motto**

Academic excellence, ethical integrity, and selfless service.

## **Honor Code**

I do not lie, cheat, or steal, and will always be accountable for my actions.

As a cadet, you are responsible for keeping yourself informed and complying with all policies, procedures, and standards outlined in this cadet handbook as well as in Richmond Public Schools Standards of Conduct. When you encounter situations not specifically covered in this handbook, you should use good judgment and common sense. If in doubt concerning any orders, regulations, or instructions, you should request clarification from your Middle School Cadet Corps Instructor. Cadets are responsible for the maintenance and care of their cadet's handbook.

## **Cadet Creed**

I am an FMLA Cadet.

I am Loyal and patriotic.

I am the future of the United States of America.

I do not lie, cheat or steal and will always be accountable for my actions and deeds.

I will always practice good citizenship and patriotism.

I will work hard to improve my mind and strengthen my body.

I will seek the mantle of leadership and stand prepared to uphold the Constitution and the American way of life.

May God grant me the strength to always live by this creed.

*Office of The Principal*

### **General Information:**

All Richmond Public School Standards of Student Conduct remain in effect at Franklin Military Leadership Academy. Please read the **Standards of Student Conduct** Booklet for a thorough discussion of the expectations of student behavior in Richmond Public Schools. The following information is above and beyond those expectations and/or for clarification purposes.

### **Professional Courtesy**

Professional courtesy points out the need for mutual respect between leaders and subordinates, and it cannot be one-sided. It demands from you polite and considerate behavior towards others and you may expect the same from them. Listed below are common courtesies to which cadets will adhere:

- a. Cadets will stand at the position of parade rest when speaking to all adults, instructors, and senior ranking cadets.
- b. Saluting is a long-established custom of exchanging courteous greetings between individuals in military uniform. When outside cadets are required to salute all officers.
- c. The junior ranking individual initiates the salute, and the senior ranking person returns the salute.
- d. The hand salute will be rendered during the raising or lowering of the U.S. Flag, and the playing of the National Anthem.
- e. Military personnel is addressed by their rank, or Sir, or Ma'am.
- f. Cadets will be addressed by their rank (i.e. Sergeant, First Sergeant, Captain and Lieutenant Colonel) and their last name or Sir or Ma'am.

### **Cadets' Use of Phones**

The school phones are for school-related business and emergencies. Parents should if at all possible, communicate important information to their children before coming to school so that there will not be a need to use the school phones during or at the end of the day. Messages from parents/guardians will be taken for cadets and delivered to them during non-instructional times. Cadets will be accessible immediately in case of emergencies. Cadets shall not use classroom phones at any time. Cadets who need to contact parents will be allowed to use the phone in the office during the non-instructional time or with the permission of their teacher, whereupon cadets must have a pass to the office. During the school day, **all** cell phones **must** be kept in the student's locker. Additionally, cell phones shall not be used during after-school activities. Failure to adhere to this will result in the cell phone being confiscated. Please refer to

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**Richmond Public Schools Standards of Student Conduct** for additional information about the policy on cell phones and electronics.

Electronic devices such as iPods, iPads, MP3 players, video game players, laptop computers, tablets, laser pointers, or cameras are prohibited unless authorized by an administrator to be used for instructional purposes.

Additionally, please be aware that neither Richmond Public Schools nor Franklin Military Leadership Academy/Franklin Military Academy will assume responsibility in any circumstance for the loss, destruction, damage, or theft of confiscated or contraband items.

### **Dismissal Precautions**

Principals shall not release a cadet during the school day to any person not authorized by the cadet's parent or guardian to assume responsibility for the cadet. Cadets shall be released only on request and authorization of the parent or guardian. The burden of proof regarding the authority of the person to receive the Cadet is on the requesting party. A formal check-out system shall be maintained in the school.

### **Medication**

Franklin Military Leadership Academy strongly encourages families to dispense both temporary and maintenance medications outside of school hours. Where this is not possible, please see the school nurse obtain the appropriate Cadet Health Authorization for Administration of Medication Form. Medicine is stored in a secure location in the nurse's office. Medication will be administered from the school nurse's office. Cadets are not allowed to have medication (prescription or non-prescription) of any kind in their possession at school. For further information on medication or any health-related issues please call our nurse. Additionally, cadets with Asthma must have on file an Asthma Health Care Action Plan & Authorization for Medication which must be reviewed with key personnel. Also, cadets with allergies requiring the administration of an Epi-Pen must have a pen on file with the school nurse.

*Office of The Principal*

## **Personal Appearance**

FMLA is a uniformed organization that is judged, in part, by how a cadet wears a prescribed uniform and maintains its appearance. Therefore, a neat and well-groomed appearance by all cadets is fundamental to FMLA and contributes to building the pride and *esprit-de-corps* essential to an effective Corps' of Cadets. The cadet uniform that has been adopted by Richmond Public Schools is mandatory for enrollment in Franklin Military Leadership Academy.

Uniforms are available through **Flynn & O'Hara Uniforms, Inc., (Stein Mart Shopping Center) 9722 Midlothian Turnpike, and Richmond, VA 23235**; Telephone (804) 327-9001. Parents or Guardians of incoming 6<sup>th</sup> graders will receive a voucher covering the cost of the outlined uniform components. Cadets should be taken to Flynn & O'Hara Uniform, Inc. to be fitted and pick up their uniforms during the hours of Monday 9:30 AM – 7:00 PM, Tuesday and Wednesdays 9:30 AM – 6:00 PM, Thursday and Saturday 9:30 AM – 5:00 PM. Also, from July 28, thru November 1<sup>st</sup> Monday's hours will be extended thru 8:00 PM, Thursday to 6:00 PM, Fridays open from 9:30 AM to 6:00 PM and Saturdays extended to 6:00 PM. If you wish to purchase additional uniform components you may.

### **Dress Code/Uniforms**

Cadet uniform consists of:

White oxford cloth button-down collar shirt

Black polo shirt

Grey flat front trousers

Navy blue two-button blazer

Burgundy cardigan sweater

Navy blue girls cross tie

Blue and grey striped necktie for boys

Black belt for boys and girls

Black socks

### **Class A uniform**

Blue Blazer, white oxford button-down collar shirt,

Navy blue girls cross tie, grey pants

### **Cadets are provided with the following uniform items:**

2 shirts (one long sleeve & one short)

1 shirt short sleeve

3 pairs of trousers

**(Girl skirt optional to buy)**

1 blazer

1 cardigan sweater

1 necktie (boys)

1 cross tie (girls)

### **Parents must provide:**

Belt, Name Plate, Shoes, Cord

Socks, Tights, undershirts (white only)

Cadets are to wear black leather plain toe oxford shoes with black rubber soles.

Black socks / black belt

Blue and grey striped necktie for boys

Name Plates and Shoulder Cords may be purchased from Glendale Parade

Store.com (1-800-653-5515). Order item number 452C2PNVGY Navy/Gray with a pin in color PNVGY for the shoulder cord Price: (\$12.25); item 251AE (\$2.15) for the Name Plate at [CustomerService@glendale.com](mailto:CustomerService@glendale.com) or

*Office of The Principal*

Bunkie Trinite Trophies 12

East Grace Street Richmond Va. 23219 Web [www.BunkieTriniteTrophies.com](http://www.BunkieTriniteTrophies.com)

When in uniform cadets must present a military appearance at all times.

Cadets must wear the uniform to school every day; the entire school day.

No **excuses will be accepted** for failure to wear the uniform.

Buttons on the shirt will be buttoned, except the top button, unless wearing the tie or girls tab.

Cadets will **keep shirttails tucked in pants at all times even wearing civilian clothes**, even after school.

Cadets are required to wear a white undershirt when wearing the uniform. Cadets are required to **wear black oxford shoes and black socks** when in uniform.

At no time are cadets allowed to have hands in pockets, except to retrieve items.

The nametag will be centered on the right shirt pocket.

Ribbons will be centered 1/8 inch above the left shirt pocket, clean, and not frayed.

The Leadership tag will be worn 1/8 inch above the ribbons.

Cadets are required to remove all loose strings on the uniform before wearing it.

**Hair Styles.** Many hairstyles are acceptable, as long as they are neat and conservative. Hair will be neatly groomed. The length and bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Lines or designs will not be cut into the hair or scalp. Colors used must be natural to human hair and not present an extreme or unnatural appearance. Applied hair colors are prohibited. Multicolored hair is prohibited. It must be clear **only manageable braids that can stay in regulation**, and are in natural colors are acceptable. Regulation AR670-1 (Pictures are posted in the school building).

- a) Males.** Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. The face will be clean-shaven, except for permitted mustaches. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform. Hair will be clean and in a tapered cut to present a neatly groomed appearance. Hair must not touch the ears or the shirt collar. Hair that is clipped closely or shaved to the scalp is authorized.
- b) Females.** Hairstyles will not interfere with the proper wearing of military headgear. Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized. Females may wear braids and cornrows as long as the braided style is conservative and the braids and cornrows lie snugly on the head. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned so that no free-hanging hair is visible and no hair hangs below the collar.



*Office of The Principal*

1. **Fingernails.** Cadets will keep fingernails clean and neatly trimmed so as not to interfere with the performance of duty. Females may wear clear polish only while in any uniform.
2. **Jewelry.** Cadets may wear a wristwatch, a wrist identification bracelet, and a total of two rings (one per hand) while in uniforms unless prohibited by the commander for safety or health reasons. Any jewelry cadets wear must be conservative and in good taste. Wearing of Earrings is prohibited for males. Females may wear earrings only as a matched pair, with only one earring per ear lobe. Earrings may be screw-on, clip-on, or post-type earrings, in gold, silver, white pearl, or diamond. The earrings will not exceed 6 mm or 1/4 inch in diameter, and they must be unadorned and spherical. When worn, the earrings will fit snugly against the ear.
3. **Hygiene, Facial Piercing, and Tattoos.** Facial Piercing is prohibited. Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized except in areas in which it would cause the tattoo to be exposed while in uniform. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to the good order and discipline within the unit, the school, and the community.

### **DRESS CODE (Civilian Clothes Day)**

Students' dress and appearance must be neat and conducive to learning.

- All shoes must be properly laced or fastened.
- No hats or headbands will be worn in the building.
- Boys and girls must wear shirts, T-Shirts, etc. on the inside of pants for safety and security reasons.
- Boys must wear belts to hold their pants up on their waists.
- No student will be allowed to wear pants hanging below the waist.
- All coats and book bags must be placed in the classroom closet.
- Girls must wear blouses on the inside of skirts and pants.
- Girls must not wear clogs.
- Girls must not wear short shorts or halter tops.

### **Attendance**

Cadets are expected to attend school **every day** that we are in session. Excessive absences will be one factor to be considered in any retention decision and placed back in zone school. Cadets are expected to be on time every day. Morning formation begins at **7:10** am and after this time cadets are considered tardy to school. Cadets must be present at formation to receive Orders of the Day wherein important information is given regarding daily operations. Cadets who are habitually tardy or absent will not receive the full benefit of the program. Cadets who are habitually tardy or absent will fail to progress academically and socially and will be a detriment to the cadre. Cadets are expected to complete all classwork and homework missed while absent.

### *Office of The Principal*

If your child will miss school because of illness, please call the school first thing in the morning to let us know. This must be followed up the next day with a note signed by the parent, guardian, and/or doctor.

All absences will be reported as unexcused absences unless the school receives the following documentation:

- A note from parent or guardian explaining reason cadet was absent (acceptable for occasion illness of fewer than 3 days);
- A parent note explaining family emergency (at the discretion of the principal);
- Doctors note specifying the excused day(s) needed when a cadet is sick for more than 3 days;
- Religious holidays;
- Parent note indicating there is a family funeral – the child will be excused only for the day of the funeral unless extenuating circumstances apply;
- Parent note indicating there is a family emergency – emergencies include house fires, house floods, or incidents of violence in the home. Children are expected to be at school as soon as possible after the situation is resolved; or
- Court documents mandating a court appearance – the child will be excused only for the day(s) indicated on the court documents.

Cadets are allowed to make up work due to excused absences within five school days of their return from their absences. Exceptions to the five (5) school day policy may be granted by individual teachers as circumstances allow. **It is the responsibility of the cadet** to seek out the teacher and ask for any work that he or she may have missed due to absences. Further, it is the responsibility of the cadet to provide documentation of the excused absence should the teacher so request.

## **Safety, Order, and Cadet Discipline**

Safety, order, and cadet discipline are fundamental to learning at Franklin Military Leadership Academy. While cadets need a challenging curriculum, dedicated teachers, and proper materials, they must also have a secure environment in which to learn. It is the policy of Franklin Military Leadership Academy that a safe environment conducive to learning shall be maintained to provide an equal and appropriate educational opportunity for all cadets. Franklin Military Leadership Academy will apply a "zero-tolerance policy" regarding discipline for fighting, classroom distractions, bullying, or any other such Richmond Public Schools Code of Conduct infraction by cadets on school properties or at any school-sponsored and supervised activity. Franklin Military Leadership Academy shall provide a fair and consistent approach to cadet discipline, within the context of cadets' rights and responsibilities.

*Office of The Principal*

### **Expectations for Time on Task**

**Classroom distractions are not tolerated.** If cadets are being disruptive or are off-task, they are subject to disciplinary action.

### **School Bus Procedures and Consequences:**

- No excessive noise.
- Pupils are not to move from seat to seat or stand in the bus while it is in motion.
- Pupils must not, at any time, extend arms or head out of the bus.
- Pupils must not throw things on or from the bus.
- Pupils must not be rude or abusive to each other and the driver.

### **Consequences**

Failure to follow bus rules will result in suspension for bus/school depending on the violation. If the behavior continues, the student will have to provide their transportation to and from school.

### **Defining School Procedures**

All cadets, teachers, and parents will sign the Franklin Military Middle Academy *Commitment to Achievement Contract* and the Franklin Military Middle Academy *Essential Expectations*. By doing so the cadets, parents, and teachers are clear on the expectations of the school before the school year begins. The *Commitment to Achievement Contract* and the *Essential Expectations* are explained at the Parent Meeting and again at the Orientation so that cadets and parents have ample time to ask questions of the teachers and administration about the high expectations at FMLA and discuss plans for meeting those expectations. During the regular school year cadets receive instruction regarding procedures in their Military Leadership class and again in their academic advisory. Procedure manuals are issued to cadets. There is no excuse for not knowing the procedure.

### **Consequences**

Cadets who do not adhere to school procedures or falter in their Commitment to Achievement will be treated in a fair, consistent, and immediate manner. Listed below are a variety of disciplinary actions that may be taken by both classroom teachers and the administration.

FMLA will adhere to the FMLA *Commitment to Achievement Contract* and the FMLA *Essential Expectations* as a guideline for in-class learning and behavior expectations. In-class disciplinary actions can include, but are not limited to:

### *Office of The Principal*

- Verbal or Written Reprimands;
- Parent Return
- Time-out away from the class;
- Loss of incentives;
- Being Benched;
- Being dropped for push-ups and other physical exercises;
- Assuming the front leaning rest position;
- Standing at the position of attention;
- Standing at attention at the back of the classroom/corner facing the wall;
- Write essays as directed; (RBI) • Writing letters of apology as directed.
- After-School Detention
- Saturday School
- Suspension
- Return to zoned school

Cadets **MUST** have good attendance, good citizenship, passing grades, and passing state assessments.

Besides this, cadets may be subject to any of the disciplinary actions listed below if it is determined that they committed any infraction.

In-School Suspension, Out of School Suspension, as well as Parental Conferences, are assigned when a cadet misbehaves or disregards the expectations outlined in the *Commitment to Achievement Contract*, the *Essential Expectations*, and/or **Richmond Public School Standards of Student Conduct**.

Additionally, students can be benched. While on the bench all distractions are removed so that the cadet can focus strictly on academics. The parents will be notified if their cadet has been benched. The term benched is used to show the cadet that they are still a part of the team, however, they are not playing in the game. For example, while on the bench, the cadet may attend and participate in every class, but they are not allowed to talk to any other cadet nor are any other cadets allowed to speak to a benched cadet. They are however allowed to talk to teachers and are responsible for all classwork and homework assigned. The length of time spent on the bench is directly related to the offense, whether the cadet has taken responsibility for their actions, and whether a parent has come to the Academy for a conference. While serving on the bench an FMLA cadet may be assigned to the following:

- New Seat Assignment – the new seat will be away from classmates to avoid future disruptions.

### *Office of The Principal*

- Lunch Detention – provides the Cadet with a quiet place to eat lunch so they can work on assignments during that time.

A cadet on the bench or assigned ISS will not be permitted to:

- attend field trips;
- eat lunch at cadet tables;
- speak with other cadets during class, on the bus, or during free time;
- participate in extracurricular activities.

The following is a list of some of the infractions which may result in a cadet being benched. There may be other infractions that may result in a cadet being assigned to the bench at the discretion of the administration. Repeated or serious violations will result in additional consequences.

- Two incomplete homework assignments
- Not returning homework,
- Loitering in the bathroom assignments in one week; (no pass);  
Dress code violations; tests or quizzes signed;
- Lying;
- Forging parents signature;
- Cheating ;
- Teeth sucking;
- Not responding to staff
- Eye rolling
- "AT EASE"; disrespectful body language
- Disruptive behavior in class;
- Using threatening language;
- Disruptive behavior on the school bus
- Having a temper tantrum; lunchroom;
- Throwing paper or objects
- Disruptive or unsafe in the building;
- Running in the building except drop off; for PE;
- Talking or being disruptive
- Poor behavior on the bus or during a fire drill; carpool;
- Refusing to follow orders;
- Leaving school grounds
- Back talking; before or after school.
- Poor Attendance
- Teasing
- Poor grades
- "Cracking" on someone
- Failing formal and informal
- Use of hurtful language;



*Office of The Principal*

### **Probationary Status**

Cadets who continue to disregard **the Richmond Public Schools Standards of Conduct**, Franklin Military Leadership Academy *Essential Expectations*, and the FMLA *Commitment to Achievement Contract*, classroom rules and procedures, and/or Richmond Public Schools' attendance policies will be placed on probation at the end of the first semester. Parents will be notified by letter that cadets are on probation. Should a cadet fail to improve by the third marking period, a follow-up letter will be issued, notifying parents that the cadet is in danger of being issued a "Do Not Return" letter. Should a cadet fail to improve by the fourth marking period a "Do Not Return" letter will be issued and the cadet will not be allowed to return to FMLA.

### **Academics**

**Homework- Franklin Military Leadership Academy takes homework seriously. It is our policy to assign homework regularly for all core subjects. Besides, a homework packet will be sent home during all long breaks.** The purpose of homework is to reinforce skills taught in the class. Generally, new skills will not be introduced as homework. Cadets are responsible for returning homework when it is due. If a cadet has a problem completing assigned homework, they should attempt to complete the assignment as best they can. If email is available at home, cadets should attempt to contact their teacher via email for assistance or to explain what attempts have been made to complete the assignment. Resources for further assistance are available via web resources provided by teachers. If a cadet does not have email or web access at home or a public library is not easily accessible, a parent or guardian should provide a written explanation and time will be provided at school for the cadet to complete the assignment. If a cadet does not complete an assignment or hands in an incomplete assignment, with no note and no obvious effort made to complete the assignment, credit may not be awarded for the assignment. Further, the cadet must finish the assignment as soon as possible. A cadet will be automatically Benched if they do not do their homework twice in one week or if they hand in two incomplete assignments per week. Assignments include classwork as well as homework.

### **Tutorials**

Cadets who do not make adequate academic progress must attend tutorial sessions. Bus transportation is available for cadets who attend tutorials. Cadets remaining after regular school hours must have a signed permission slip, remain with their tutor, and wait for the after a school bus in the designated waiting area.

### **Testing**

Cadets will sit for diagnostic testing at the beginning and end of the school year. The purpose of the testing is to determine appropriate course selections for cadets. Additionally, cadets will sit for benchmark testing at the end of each nine weeks. The purpose of benchmark testing is to determine a cadet's progress toward mastery of concepts taught during that quarter. Finally, cadets will sit for state-mandated Standards of Learning tests at the end of the school year. Classroom teachers may assign additional tests, quizzes, or other types of assessments as they deem necessary.

### **Class Work**

Cadets are required to complete all work assigned to them in the class. Cadets are expected to give full effort and attention to classroom instruction and assignments and to ask questions for clarification or to

*Office of The Principal*

gain an understanding of the topic. Classroom assignments allow for independent practice so that cadets can ensure that they understand concepts. Disruptions to the learning environment will not be tolerated. All cadets are expected to help foster an environment that is supportive and accepting so that all Cadets can benefit from instruction.

In accordance with federal laws, the laws of the Commonwealth of Virginia, and the policies of the School Board of the City of Richmond, the Richmond Public Schools does not discriminate based on sex, race, color, age, religion, disabilities, or national origin in the provision of employment and services. The Richmond Public Schools operates equal opportunity and affirmative action programs for students and staff. The Richmond Public Schools is an equal opportunity/affirmative action employer. The Section 504 Coordinator is Mr. Harley Tomey, Richmond Public Schools, 301 North Ninth Street, Richmond, Virginia 23219, (804) 780-7911. The ADA Coordinator is Ms. Valarie Abbott Jones, 2015 Seddon Way, 1st Floor, Richmond, VA 23230-4117 (804) 780-6211 The Title IX Officer is Mrs. Angela C. Lewis, Richmond Public Schools, 301 North Ninth Street, Richmond, Virginia 23219, (804) 780-7716. The United States Department of Education's Office of Civil Rights may also be contacted at P. O. Box 14620, Washington, DC 20044- 4620, (202) 208-2545.

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Print Student's Name

I understand that failure to adhere to the rules, regulations, and procedures of the FMLA Code of Conduct; FMA/FMLA Parent Handbook, and the **Richmond Public Schools Standards of Student Conduct** may result in consequences stated in the aforementioned resources as well as **Richmond Public Schools Standards of Student Conduct**, such as but not limited to: being Benched, given a Return with Parent Letter, assigned In-School Suspension (ISS) or Out of School Suspension and returning to child's zone school.

I further understand that I must maintain the school's grooming and appearance standards and that my behavior, attendance, and academic performance must meet acceptable standards as determined by the school's Retention Committee. Failure to do so will result in consequences stated in the Richmond Public Schools Student Code of Conduct.

Furthermore, violations of the FMA policies and procedures, Handbook, and/or the **Richmond Public Schools Standards of Student Conduct** may be considered by the school's Retention Committee during its deliberative process to assess my eligibility for continued enrollment in Franklin Military Academy.

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Date

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Parent Signature

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Student Signature

*Office of The Principal*

TO: Title I Director  
FROM: David Hudson  
RE: Parent Policy  
DATE: August 2021

In collaboration with parents, Franklin Military Academy has created a Parent Involvement Policy that includes activities as outlined in Section 1118 of the Elementary and Secondary Education Act (ESEA). In accordance with this policy, Franklin Military Academy agrees to:

- convene an *annual meeting* to explain the Title I program to parents and inform them of their right to be involved in the program while offering a flexible number of meetings to meet parent's needs.
- involve parents in an organized, ongoing and timely planning, review, and improvement of Franklin's Title I program; provide timely information about the Title I programs to parents, describing the curricula, student assessments, and levels of student expectation; provide opportunities for regular meetings, respond promptly to parent suggestions, and offer childcare at the school during such meetings, which can be covered by Title I funds when necessary.
- provide parents with an opportunity to submit *dissenting views* about the Franklin Military Academy program plan if the plan is not acceptable to them.

To build capacity for involvement, the Franklin Military Academy staff will assist parents in the areas of understanding the Virginia Standards of Learning and student performance standards. They will also offer assistance on information about state and local assessments, the requirements of this act, and how to monitor their child's progress. Franklin Military Academy staff members will also provide parents with information on working with educators to improve the performance of their children and information about participation in decisions relating to the education of their children. This information will be shared at the annual meetings mentioned, as well as in newsletters and on the school website.

Franklin Military Academy will provide materials and training to help parents work with their children to improve achievement. Materials will be distributed throughout the year by way of e-mail, written notices, and/or pamphlets.

Franklin Military Academy will educate all staff members regarding the value of parental involvement and the positive impact it has on student achievement in understanding how to utilize parents as equal partners.

Franklin Military Academy will ensure, to the greatest extent possible, that information related to school, parent programs, meetings, and other activities is sent to the home of participating children in the language used in homes.

Franklin Military Academy will provide reasonable support for parental involvement activities as parents may request. They will take suggestions from parents by e-mail, verbally, or in writing.



*Office of The Principal*

Franklin Military Academy  
701 North 37<sup>th</sup> Street  
Richmond, Virginia 23223  
Telephone (804) 780-8526  
Fax (804) 780-8054

To the practical extent, Franklin Military Academy will provide full opportunities for the participation of parents with limited English proficiency or with disabilities by providing information and school profiles in a language and format that parents understand and a "signer" for deaf parents.

In collaboration with parents, Franklin Military Academy has created a school-parent compact. **(See attachment) 2009-2010** Franklin Military Academy and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and how the school and the parents will build and develop a partnership that will help children achieve Virginia's high standards. This school-parent compact is in effect during the 2019-2020 school year.

RICHMOND PUBLIC SCHOOLS  
Title I

**Franklin Military Academy Parent Compact**  
2021-2022

*As a parent, I will...*

- Help my child attend school daily and arrive on time.
- Support the academic effort of the school by talking to my child about his/her school activities and progress.
- Establish a time for homework and review it regularly.
- Monitor out-of-school activities such as watching TV wisely, reading and visiting the library.
- Attend a parent meeting or visit my child's classroom at least once during the school year.

*As a student, I will...*

- Attend school daily and arrive on time.
- Respect and cooperate with other students and adults.
- Work hard and do my best to meet student achievement goals.
- Complete classroom assignments and return homework.
- Help to keep my school safe.

*As a teacher, I will...*

- Show that I care about all students.
- Provide an environment that promotes active learning and mastery of the Standards of Learning.
- Help students meet "adequate yearly progress" requirements under the No Child Left Behind Act.
- Seek ways to involve parents in the school program.
- Provide meaningful and appropriate homework activities and monitor progress.
- Provide stimulating lessons in a safe and secure environment.
- Communicate and work with families to support student achievement.

***Please sign and return to SFC K. Gilliam***

Signature \_\_\_\_\_

*Parent*

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

*Student*

*Teacher*

*Principal*

*David A. Hudson*



## Statement of Health

I hereby certify that to the best of my knowledge and belief, my child:

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**First**

**Middle Initial**

**Last**

is in good health. I know of no reason by way of chronic illness or physical impairment, why he/she could not successfully participate in Franklin Military Leadership Academy (FMLA) Corps of cadets' activities to include **MARCHING, WALKING, RUNNING and MODERATE PHYSICAL TRAINING**. Should there be any change in the health status of my child, I will immediately notify the Academy.

(If your child has a physical limitation, please list it below. If there are none, please indicate by writing the word "**NONE**").

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Signature of Parent/Guardian

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Date



Office of The Principal

Franklin Military Academy  
701 North 37<sup>th</sup> Street  
Richmond, Virginia 23223  
Telephone (804) 780-8526  
Fax (804) 780-8054

**Franklin Military Academy &  
Channel 99 Media Coverage  
Release Form**

Date of Submission: **SY 2021-2022**

School: **FRANKLIN MILITARY ACADEMY**

Cadet's Name: \_\_\_\_\_

Event: **ALL**

**Description of events:** Cadets that attend Franklin Military Academy will be participating in parades and several community service events where media coverage is possible and they may very well be in a picture published in the newspaper or magazine or/and television broadcast.

I give my child whose name appears above permission to be published by the media in all school events participated in. Further, I understand that Richmond Public Schools will not pay the student or anyone acting on the student's behalf for appearing in print, on film, live broadcast, or taped broadcast.

<u>XX</u>	News Release
<u>XX</u>	Media Alert
<u>XX</u>	RPS TV (Channel 99)
<u>XX</u>	School System Publication
<u>XX</u>	RPS/FMA Web

The signature on this form is valid for the term that my child attends Franklin Military Academy.

\_\_\_\_\_  
Parents/Guardian Signature

\_\_\_\_\_  
Today's Date

Point of contact for Franklin Military Academy is the Principal or the Senior Military Instructor.

The original document is to be placed in the cadet's cadet military record maintained at FMA; a signed copy may be forwarded to Richmond Public Schools Public Information Office.

Date sent to the Public Information Office: \_\_\_\_\_

Office of The Principal

## SCHOOL COPY

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Print Student's Name

### WEARING OF THE FRANKLIN MILITARY LEADERSHIP ACADEMY UNIFORM

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The terms ***“requirements”*** and ***“properly”*** used herein, is defined as being in accordance with Department of the Army regulations, Franklin Military Leadership Academy policy.

In accordance with **Cadet Command Regulation 145-2 (1 February 2012)**

#### Ch. 11-6. Personal Appearance

FMLA is a uniformed organization which is judged, in part, by how a Cadet wears a prescribed uniform and maintains their appearance. Therefore, a neat and well-groomed appearance by all Cadets is fundamental to FMLA and contributes to building the pride and ***esprit-de-corps***’ essential to an effective Corps’ of Cadets.

1. **Wear of Jewelry.** Cadets may wear a wristwatch, a wrist identification bracelet, and a total of two rings (one per hand) while in uniforms unless prohibited by the commander for safety or health reasons. Any jewelry cadets wear must be conservative and in good taste. Wearing of Earrings is prohibited for males. Females may wear earrings only as a matched pair, with only one earring per ear lobe. Earrings may be screw-on, clip-on, or post-type earrings, in gold, silver, white pearl, or diamond. The earrings will not exceed 6 mm or 1/4 inch in diameter, and they must be unadorned and spherical. When worn, the earrings will fit snugly against the ear.
2. **Hair Styles.** Many hairstyles are acceptable, as long as they are neat and conservative. Hair will be neatly groomed. The length and bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Lines or designs will not be cut into the hair or scalp. Colors used must be natural to human hair and not present an extreme or unnatural appearance. Applied hair colors are prohibited. Multicolored hair is prohibited. It must be clear only **manageable braids that can stay in regulation**, natural colors are acceptable. Regulation AR670-1 (Pictures are posted in the facility).
  - a) **Males.** Sideburns will be neatly trimmed. The base will not be flared and will be a cleanshaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. The face will be clean-shaven, except for permitted mustaches. Hair will be clean and in a tapered cut to present a neatly groomed appearance. Males are not authorized to wear fad hairstyles such as a Mohawk, Ducktail, Braids, Cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform. Hair that is clipped closely or shaved to the scalp is authorized.
  - b) **Females.** Hairstyles will not interfere will proper wearing of military headgear. Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to hair, and will

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be inconspicuously placed. Beads or similar ornamental items are not authorized. Females may wear braids and cornrows as long as the braided style is conservative and the braids and cornrows lie snugly on the head. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned so that no free-hanging hair is visible.

3. **Fingernails.** Cadets will keep fingernails clean and neatly trimmed so as not to interfere with the performance of duty. Females may wear clear polish only while in any uniform.
4. **Hygiene, Facial Piercing, and Tattoos.** Facial Piercing is prohibited. Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized except in areas of the body which would cause the tattoo to be exposed while in Class A uniform. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to the good order and discipline within the unit, the school, and the community.

I understand that wearing the military uniform properly by all cadets is one of the fundamental JROTC and Franklin Military Leadership Academy requirements; furthermore, to earn a passing grade in Military, a cadet must satisfy this and other requirements.

I further understand that I must maintain the school's grooming and appearance standards. Failure to do so will result in consequences stated in the JROTC Code of Conduct. Furthermore, continued violations of the FMLA policies and procedures and Handbook may be considered by the school's Retention Committee during its deliberative process to assess my eligibility for continued enrollment in Franklin Military Leadership Academy.

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Date

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Student's Signature

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Parent's/Guardian's Signature

Office of The Principal

## PARENT COPY

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Print Student's Name

### WEARING OF THE FRANKLIN MILITARY LEADERSHIP ACADEMY UNIFORM

The terms ***“requirements”*** and ***“properly”*** used herein, is defined as being accordance with Department of the Army regulations, Franklin Military Leadership Academy policy.

In accordance with **Cadet Command Regulation 145-2 (1 February 2012)**

#### Ch. 11-6. Personal Appearance

FMLA is a uniformed organization that is judged, in part, by how a Cadet wears a prescribed uniform and maintains its appearance. Therefore, a neat and well-groomed appearance by all Cadets is fundamental to FMLA and contributes to building the pride and ***esprit-de-corps*** essential to an effective Corps' of Cadets.

**1. Wear Jewelry.** Cadets may wear a wristwatch, a wrist identification bracelet, and a total of two rings (one per hand) while in uniforms unless prohibited by the commander for safety or health reasons. Any jewelry cadets wear must be conservative and in good taste. Wearing of Earrings is prohibited for males. Females may wear earrings only as a matched pair, with only one earring per ear lobe. Earrings may be screw-on, clip-on, or post-type earrings, in gold, silver, white pearl, or diamond. The earrings will not exceed 6 mm or 1/4 inch in diameter, and they must be unadorned and spherical. When worn, the earrings will fit snugly against the ear.

**2. Hair Styles.** Many hairstyles are acceptable, as long as they are neat and conservative. Hair will be neatly groomed. The length and bulk of hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Lines or designs will not be cut into the hair or scalp. Colors used must be natural to human hair and not present an extreme or unnatural appearance. Applied hair colors are prohibited. Multicolored hair is prohibited. It must be clear only **manageable braids that can stay in regulation**, natural colors are acceptable. Regulation AR670-1 (Pictures are posted in the facility).

- a. **Males.** Sideburns will be neatly trimmed. The base will not be flared and will be a cleanshaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. The face will be clean-shaven, except for permitted mustaches. Hair will be clean and in a tapered cut to present a neatly groomed appearance. Males are not authorized to wear fad hairstyles such as a Mohawk, Ducktail, Braids, Cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform. Hair that is clipped closely or shaved to the scalp is authorized.

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- b. **Females.** Hairstyles will not interfere with the proper wearing of military headgear. Hair holding ornaments (barrettes, pins, clips), if used, must be transparent or similar in color to hair, and will be inconspicuously placed. Beads or similar ornamental items are not authorized. Females may wear braids and cornrows as long as the braided style is conservative and the braids and cornrows lie snugly on the head. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned so that no free-hanging hair is visible.
1. **Fingernails.** Cadets will keep fingernails clean and neatly trimmed so as not to interfere with the performance of duty. Females may wear clear polish only while in any uniform.
2. **Hygiene, Facial Piercing, and Tattoos.** Facial Piercing is prohibited. Cadets are expected to maintain good hygiene while in uniform. Tattoos are authorized except in areas of the body that would cause the tattoo to be exposed while in Class A uniform. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to the good order and discipline within the unit, the school, and the community.

I understand that wearing the military uniform properly by all cadets is one of the fundamental JROTC and Franklin Military Leadership Academy requirements; furthermore, to earn a passing grade in the Military, a cadet must satisfy this and other requirements. I further understand that I must maintain the school's grooming and appearance standards. Failure to do so will result in consequences stated in the JROTC Code of Conduct. Furthermore, continued violations of the FMLA policies and procedures and Handbook may be considered by the school's Retention Committee during its deliberative process to assess my eligibility for continued enrollment in Franklin Military Leadership Academy.

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Date

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Student's Signature

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Parent's/Guardian's Signature



### ACKNOWLEDGMENT OF DISENROLLMENT PROCESS

I, \_\_\_\_\_, parent/legal guardian of  
\_\_\_\_\_ a cadet enrolled at Franklin Military Academy

acknowledge that I received a copy of the enrollment and disenrollment process.

#### **Enrollment Process:**

Franklin Military Academy is a Richmond Public Schools public alternative high school created to offer a structured environment of academics, military, and public safety training. It is a unique initiative that provides high school learning centers for students who are strongly motivated and wish to have a distinctive educational experience in a small school environment of focused learning, guided by a team of mentor teachers, military and public safety partners, as well education – to – careers curriculum.

The military component of the program is offered through the Junior Reserve Officers Training Corps (JROTC). Cadets are required to wear the military uniform daily and to conform to the military grooming standards established by the school. The public safety component of the program includes police and firefighters training whereby cadets are prepared for careers in law, criminal justice, and corporate and public safety. It focused on career development in a sophisticated and rapidly changing workplace.

All cadets are expected to strive for academic and leadership excellence. Emphasis is placed on self-discipline and control respect for authority, self-responsibility and character development. Cadets develop the skills necessary to become better citizens and community leaders.

#### **Disenrollment Process:**

At the discretion of the S.A. I, and with the approval of the school administration, a cadet will be disenrolled or excluded from attendance, as appropriate. In all cases, a cadet will be considered for disenrollment when he or she

1. Withdraws from the school
2. Demonstrates ineptitude for leadership training indicated by the lack of general adaptability.
3. Fails to keep acceptable standards of academic achievement, conduct, appearance, or attendance
4. Exhibits undesirable character traits, such as –
  - a. Lying, cheating, or stealing
  - b. Unauthorized possession or use of illegal drugs or substances
  - c. Conviction or adjunction as a juvenile offender for committing an offense that could lead to imprisonment
5. Fails to maintain the requirement or enrollment IAW CCR 145-2 paragraph 3-11

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6. Exhibits an indifference to and a lack of interest in citizenship and leadership training demonstrated by
  - a. Frequent absences or persistent tardiness from class or drill
  - b. Accumulation of a large number of demerits or other documented measures
  - c. An established pattern of shirking responsibility or other similar acts.
  - d.

The above-mentioned offenses must be sustained through written counseling by the SAI or AI. Written documentation is essential to disenrollment from the JROTC program.

\_\_\_\_\_  
Name of Parent/ Legal Guardian

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Date



**Handwashing/Hand Sanitizing**

- All common areas within schools (entry, office, library, classrooms) will have a wall mounted hand sanitizing station.
- All staff are encouraged to take periodic breaks for handwashing. Please ensure proper [handwashing techniques](#) (20seconds, soap, etc.).
- Supplies will be monitored throughout the day to ensure there are always hand sanitizer, soap and paper towels available. Should a supply not be available, please contact a manager immediately.
- Staff is encouraged to engage in respiratory etiquette, such as using and disposing of tissues when sneezing, and avoiding touching ones' nose, mouth and eyes.

**Cleaning**

- High touch surfaces will be cleaned daily (in schools, buses, etc.). Staff are encouraged to wipe down personal high touch surfaces as needed as well (for example, keyboards or doorknobs) every two hours. For electronics, follow the manufacturer's instruction for cleaning and disinfecting. If no guidance is provided, use alcohol-based wipes containing at least 70% alcohol and dry the surface thoroughly. Cleaning supplies will be provided.
- Water fountains/water coolers will not be in use.

# FRANKLIN MILITARY SUPPLY LIST

**2021-2022**



# Franklin Military Leadership Academy

## 2021-2022

### English/Reading Department

#### *School Supply List*

#### **English Department**

##### **6 English**

- 1 composition book
- 2 or more glue sticks
- 1 pocket folder
- Highlighters (3 different colors)
- Pencils

##### **7 English**

- 1 marble composition book (to keep in the classroom)
- 1 spiral notebook
- 1 flashdrive
- 1 set of headphones
- pens/pencils
- 1 pocket folder

##### **8 English**

- 1 flashdrive
- 2 composition books (for novel study)
- 1 medium sized 3 ring binder
- Pens
- Pencils
- Highlighters (2)
- 1 bottle of hand sanitizer
- 1 box of tissues
- Headphones (earbuds)

##### **9 English**

- 1 marble composition book (to keep in the classroom)
- 1 spiral notebook
- 1 flashdrive
- 1 set of headphones

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- pen/pencil
- 1 pocket folder

**10 English**

- 1 composition book
- 1 1-inch 3 ring binder (1 package of dividers)
- Loose Leaf Paper
- Highlighters (at least 2 different colors)
- Post It Notes
- Pens (black and blue)
- Pencils
- USB Flash Drive
- Headphones (earbuds)

**11 English**

- 1 composition book
- 1 1-inch 3 ring binder (1 package of dividers)
- Loose Leaf Paper
- Highlighters (at least 2 different colors)
- Post It Notes
- Pens (black and blue)
- Pencils
- USB Flash Drive
- Headphones (earbuds)

**12 English**

- 1 flashdrive
- 2 composition books (for novel study)
- 1 medium sized 3 ring binder
- Pens
- Pencils
- Highlighters (2)
- 1 bottle of hand sanitizer
- 1 box of tissues
- Headphones (earbuds)

**AP Literature**

- 1 composition book
- 1 1-inch 3 ring binder (1 package of dividers)
- Loose Leaf Paper
- Highlighters (at least 3 different colors)



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- Post it Notes
- Pens (black and blue)
- Pencils
- USB Flash Drive
- Headphones (earbuds)
- Index Cards

**Reading**

**Strategic Reading Class - Grades 6-8**

- 1 inch - 3 ring binder
- Notebook dividers
- Loose leaf paper
- Pens (black and red)
- Pencils
- Highlighters
- Jump Drive

**Developmental Reading - Grade 9**

- Composition Notebook
- Loose leaf paper
- Pens (black and red)
- Highlighters
- Pencils
- Jump Drive

**Ms. Terrell's English Class**

The following is a list of supplies that will also be listed on syllabus for both 8th and 12th graders for the fall 2018 school year:

1 jump drive for data storage

Two Composition/Spiral notebooks for novel study

Medium size 3 ring binder with 5 dividers for English class only

Pens

Pencils

2 highlighters

Loose leaf paper

1 bottle of hand sanitizer

1 box of tissue

1 set of small headphones (for RPS related website video and audio content)

# Franklin Military Leadership Academy

## *2021-2022*

### Math Department

#### *School Supply List*

#### **MAJ Watson - 6th Grade Math**

- 3 Ring Binder, 2 inch
- Pencils
- [Ti 30](#) for home use only. (Or any 4 function calculator)

The High School Mathematics Department wishes all students who take Geometry and above (that is Algebra 2, AFDA, Pre-Calculus and AP Calculus AB) to have the following supplies for the 2021-2022 school year:

- 1" Three-Ring Binder (not to be shared with other classes)
- Package of Tabbed Dividers (5 dividers)
- Loose-leaf paper
- Graph Paper
- Three Pronged Folder With Pockets (For Papers and Projects to be Submitted in)
- Pencils (#2 or Mechanical #2)
- 1 - 12" ruler
- Compass (Geometry ONLY)
- Protractor (Geometry ONLY)
- Highlighters - May be shared with other classes
- Colored Pencils - May be shared with other classes
- Index Cards (3x5 or 4x6) - May be shared with other classes
- TI-84 Graphing Calculator (Optional for Geometry and AFDA, HIGHLY Recommended for Algebra 2 and Pre-Calculus, REQUIRED for AP Calculus)
- USB drive and small headphones/earbuds (that may be shared with other classes)

# Franklin Military Leadership Academy

## 2021-2022

### *School Supply List*

## **Science**

### **Major Wester's Biology Class and Physics Class**

- 1 composition or spiral notebook (to be kept in the classroom)
- 1 1-inch 3-ring binder (to be kept in the classroom)
- 1 package of dividers
- 1 pocket folder (for biology class only)
- Loose leaf paper
- Pens and/or pencils
- USB ("Jump") drive and small headphones (may be shared with other classes)
- 

### **Chemistry Class**

- 1½ inch 3-ring binder
- 8 dividers
- Loose leaf paper
- Pens/pencils
- 1 pocket folder (optional)
- 2 different color highlighters (optional)

### **Major Paschall's Earth Science Class**

- 1 inch 3-ring binder
- Five dividers
- Spiral notebook
- 

### **Captain Nunez's Life Science Class and AP Biology Class**

- 1 1-inch 3-ring binder
- 1 pack of dividers
- 1 pocket folder
- loose leaf paper
- composition book/spiral notebook (**AP Bio only**)
- Pens and Pencils

# Franklin Military Leadership Academy

## *2021-2022*

### *School Supply List*

## **History Department**

### 6<sup>th</sup> Grade:

#### **7<sup>th</sup> Grade**

Pack of loose leaf paper  
3-ring Binder  
Composition book, call also be a spiral book  
Pen or Pencils

#### **8<sup>th</sup> Grade**

Pack of loose leaf paper  
3-ring Binder  
Composition book, call also be a spiral book  
Pen or Pencils

#### **9<sup>th</sup> Grade**

#### **10<sup>th</sup> Grade**

#### **11th Grade:**

Walker's list

Electric Pencil Sharpener



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Franklin Military Academy  
701 North 37<sup>th</sup> Street  
**Richmond, Virginia 23223**  
Telephone (804) 780-8526  
Fax (804) 780-8054

Hand Sanitizer  
Tissues  
markers  
highlighters  
index cards /Lots of them  
Colored card Stock  
nice set of classroom speakers  
pencils (good ones)  
Pens  
Poster board  
composition notebooks  
posted notes (small and standard size) neon colors  
staples  
Post it Presentation Paper  
White Board Markers /cleaner

# Franklin Military Leadership Academy

**2021-2022**

## *School Supply List*

### **Humanities**

#### **Major Gelrud's Spanish Exploratory Class (6th Graders):**

- 1 3 ring binder (can be shared with 1 other class)
- Notebook paper
- Pens or pencils (non-click pens blue or black ink only)
- 3 x 5 notecards (can be shared with another class)
- 3 dry erase markers (FULL SIZED - do NOT have to be Expo brand)
- 1 FULL SIZED BOTTLE hand sanitizer UNSCENTED please

#### **Major Gelrud's Spanish 1A Class (7th/8th graders):**

- 1 3 ring binder (preferably for this class only)
- Spiral notebook
- Notebook paper
- Pens or pencils (non-click pens blue or black ink only)
- 3 x 5 notecards
- 5 tab dividers
- Flash drive (can be shared with other classes)
- 3 FULL SIZED dry erase markers (for class use - do NOT have to be Expo brand)
- 1 FULL SIZED BOX any brand tissues

#### **Spanish 1, 2, 3 Classes):**

- 1 3 ring binder (preferably for this class only)
- Spiral notebook
- Notebook paper
- Pens or pencils (non-click pens blue or black ink only)
- 3 x 5 notecards
- 5 tab dividers
- Flash drive (can be shared with other classes)
- 3 FULL SIZED dry erase markers (for class use - do NOT have to be Expo brand)

***Spanish 1:*** FULL SIZED BOX any brand tissues (UNSCENTED PLEASE)

***Spanish 2:*** FULL SIZED BOX any brand tissues (UNSCENTED PLEASE)

***Spanish 3:*** FULL SIZED BOTTLE hand sanitizer (UNSCENTED PLEASE)

#### **CTE/ B. Taylor**

- Scissors
- Coloring pencils
- Glue stick



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- Headphones
- USB flash drive
- Composition Notebook
- Pencils
- Pens (black and blue)
- Loose leaf paper
- 3 Ring Binder
- Hand sanitizer
- Tissues
- Index cards

**Music/ D. White**

- Black & White Composition Notebook
- Black 3 Ring Binder
- Pencils
- Pens (black and blue)
- Loose Leaf paper
- Highlighters (Any Bright Color)
- Hand sanitizer
- Index cards
- Tissues

**PE/ Coach Archer and Coach Clarke**

- Black & White Composition Notebook
- Pencils
- Pens (black and blue)
- Tri fold (projects per semester)
- Scissors
- Glue stick
- Gray T-shirt, Gray shorts (Gym attire)
- Hand sanitizer
- Tissues
- Index cards



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Franklin Military Academy  
701 North 37<sup>th</sup> Street  
Richmond, Virginia 23223  
Telephone (804) 780-8526  
Fax (804) 780-8054

## **CTE/**

- Black & White Composition Notebook
- Pens (black and blue)
- Tri fold (projects per semester)
- USB flash drive
- Hand sanitizer
- Tissues
- Index cards
- Mini (small) ear phones

## **Guitar**

**JOSE POMIER**

**This list is from JW Pepper's website**

Guitar Book with Tablature and standard notation

UPC: 884088671082    Publisher ID: 00102094  
10361525

Guitar Book & CD

UPC: 752187968054    Publisher ID: 14023136

Guitar Solo

UPC: 038081134567    Publisher ID: 16758  
5481833

Guitar Ensemble

UPC: 884088309770    Publisher ID: 00865005  
10075941

**This list is from Guitar Center**

I need about 5 of these

Fender Folding 5-Guitar Stand