

BENJAMIN FRANKLIN



CHARGERS

Junior High/High School

FAMILY HANDBOOK

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Message from the Governing Board

We would like to welcome all of the students and parents for what we expect to be another successful year. Our program is the result of many hours of hard work and high expectations. With the help of parents, students, faculty, and staff, working in partnership with each other, we believe that this program has no bounds and will continue to improve each year.

We appreciate the confidence that you have shown in the program by enrolling your children. We are dedicated to providing the best possible education experience for every child who attends our schools and to expand the program to meet the growing demand of the many parents who wish to participate in this type of program.

The policies outlined in this handbook were established by the Governing Board and fully align with Arizona Revised Statutes. Should a student attending BFHS ever warrant an expulsion or should a dispute arise, the Governing Board is the final authority in any and all decisions.

The Benjamin Franklin Charter School

Governing Board

Principal's Message

Welcome Back Chargers,

On behalf of the staff at Benjamin Franklin High School, I am happy to welcome you to a new school year! I look forward to a productive partnership with you to ensure your children can achieve their highest potential. The previous two years were challenging for everyone, but BFHS persisted, demonstrated notable gains and experienced many celebratory opportunities.

BFHS is a school rich in the tradition of excellence where children are the focus. I am very impressed with the professionalism and dedication of our staff, the parental support and the students' involvement in the many diverse opportunities here. I join in the partnership of all stakeholders involved in working together to ensure that our students experience success each and every day.

Whether it is through focusing on academics, student leadership, extra-curricular activities or volunteering, I challenge you, the students, to make the most of your school experience and to get actively involved in everything our school has to offer.

With each new school year come some changes with the goal to make Benjamin Franklin High School even better. What will never change, though, is the effort to create a welcoming environment which fosters the educational and social growth of the student body. We will strive to teach and provide students with the knowledge, skills, and mindset necessary to have a successful future. We will encourage and teach curiosity, problem-solving, and help to instill a life-long love of learning. Teaching our students to have a growth mindset and perseverance so they can learn to face challenges with confidence and perseverance is a priority.

I look forward to an outstanding year of watching your children flourish. Should you have any questions or concerns, please do not hesitate to contact me. My door is always open.

Sincerely,



John Allen

Principal

Mission Statement

The mission of Benjamin Franklin High School is to encourage students to be intellectually curious - akin to the namesake of our school. Through intensive study of the true, the good, and the beautiful, students develop to their academic and personal potential. Additionally, the school will train the heart of students according to universally accepted and eternal virtues – understanding that the best education is only

valuable upon a moral foundation. Thus, our students walk with integrity and character, knowing what it is to be a thoughtful citizen in a democratic-republic and a positive force in their community.

Vision Statement

Benjamin Franklin High School will provide to our students and for our parents rigorous, classical, college preparatory education delivered in a safe, nurturing environment. Students, teachers and staff will be held to the highest standards of professionalism, personal conduct and character, understanding that what we teach implicitly is as important as what we teach explicitly. Our students will receive a comprehensive, content-rich, integrated 7th-12th grade education whereby each grade builds upon previous learning, culminating in students that excel academically, artistically and philosophically and thus are prepared to enter a four-year university and life. Academic excellence and personal character are developed and refined through the creation of sound habits and the perseverance to complete difficult tasks. Problem-solving opportunities and responsibility will be given to students in order that graduates may reflect on their experiences and learn from their successes as well as failures. Parents should understand that a charter school specializes in one pedagogy or methodology and does not provide, by design, all that a district school offers.

History and Organization

Benjamin Franklin Charter School was one of Arizona's first charter schools. What is a charter school? A charter school is a public school that receives its operating authorization and funding from the State Board of Education, the State Board for Charter Schools, or any school district that chooses to charter a school under the charter school law passed in 1994. The "Charter" is a contract with the chartering body that allows a private entity to operate a "public" charter school in accordance with a specific program outlined in the charter.

Benjamin Franklin Charter School applied for and was granted its charter by the State Board for Charter Schools on June 12, 1995 for the Mesa campus, and became one of Arizona's first charter schools. The Crismon (Queen Creek) campus received its original charter from the Ganado Unified School District on May 13, 1996. A year later in May of 1997, Benjamin Franklin Charter School added the Gilbert campus.

Realizing the need to unite our program and staff, and promote excellence in education, the leadership of BFCS decided to consolidate the three campuses under the original charter, making the Arizona State Board for Charter Schools its sponsor for all sites.

In the fall of 2006, Benjamin Franklin Charter School added a fourth campus to the Franklin family with the opening of its Power (Queen Creek) campus. In 2013, BFCS opened our first ever High School, Benjamin Franklin High School, which was combined with the Jr. High grades (7-12). BFCS also built 2 brand new buildings in 2013 for our Gilbert and Crismon campuses to better serve our families and students.

In 2018, Benjamin Franklin Charter School converted to an Arizona nonprofit corporation. The transfer to a nonprofit corporation with a new Board of Directors allowed us to continue the tradition of providing a superior education, while at the same time pursuing new resources now available to the nonprofit organization in order to better serve our students, teachers, and staff.

Our charter allows us to operate multiple campuses throughout the state to address current and future parent demand for the program. The decision to add grades and/or sites is governed by the availability of facilities, parent interest, and funding. We will continue to grow and accommodate student demand to the best of our abilities. On behalf of the parents and students who have had the opportunity to experience this program, we are grateful to the teachers, administrators, and staff who make the program possible.

The philosophy, curriculum, and strong parental involvement that define the Benjamin Franklin Charter Schools are based on many years of experience with similar programs that resulted from the “Back-to-Basics” movement during the 1970’s. In the same spirit of parental involvement that gave birth to those earlier programs, Benjamin Franklin Charter Schools are the result of parents getting involved in their children’s education by taking advantage of the new charter school law to form parent operated and governed schools.

What We Ask Of Our Parents

Demonstrate good character

Help their child develop effective study skills and work habits

Oversee their child’s progress

Encourage students of all ages by asking questions and discussing what they have learned on a regular basis

Hold high expectations of student performance

Support the school by getting children to school on time and ensuring they have the necessary supplies and books

Understand the mission and philosophy of Benjamin Franklin High School

Roman Virtues

These are the qualities of life to which every citizen (and, ideally, everyone else) should aspire. They are the heart of the Via Romana — the Roman Way — and are thought to be those qualities which gave the Roman Republic the moral strength to conquer and civilize the world. Today, they are the rods against which we can measure our own behavior and character, and we can strive to better understand and practice them in our everyday lives.

Auctoritas: “Spiritual Authority” The sense of one’s social standing, built up through experience, Pietas, and Industria.

Clementia: “Mercy” Mildness and gentleness.

Comitas: “Humour” Ease of manner, courtesy, openness, and friendliness.

Dignitas: “Dignity” A sense of self-worth, personal pride.

Felicitas: “Happiness, prosperity” A celebration of the best aspects of Roman society.

Fides: “Good Faith” Respect for the pledged word and the expressed intention.

Firmitas: “Tenacity” Strength of mind, the ability to stick to one's purpose.

Frugalitas: “Frugality” Economy and simplicity of style, without being miserly.

Gravitas: “Gravity” A sense of the importance of the matter at hand, responsibility and earnestness.

Honestas: “Respectability” The image that one presents as a respectable member of society.

Humanitas: “Humanity” Refinement, civilization, learning, and being cultured.

Industria: “Industriousness” Hard work.

Laetitia: “Joy, Gladness” The celebration of thanksgiving, often of the resolution of crisis.

Pietas: “Dutifulness” A respect for the natural order socially, politically, and religiously. Includes the ideas of patriotism and devotion to others.

Prudentia: “Prudence” Foresight, wisdom, and personal discretion.

Salubritas: “Wholesomeness” Health and cleanliness.

VeriVeritas: “Truthfulness” Honesty in dealing with others.

Office Hours

The school office is open from 6:30 am until 3:30 pm each day that school is in session. The school phone number is 480-558-1197. Messages may be left on voicemail when the phone is busy or we are out of the office. Messages left after hours will be returned the next working day. School begins daily at 7:00 am (7:00 am for “0 hour”) and ends at 2:25 pm (3:20 pm for “7th” hour). For your child’s well-being, students should not arrive on campus earlier than 6:30 am nor stay later than 4:00 pm, unless they are attending an organized, adult-supervised program associated with the school. Students who do not conduct themselves in an appropriate manner while waiting for an extra-curricular activity will have the privilege of remaining on campus revoked.

BFHS Enrollment Preference Procedures

Benjamin Franklin Charter School is a tuition-free; “A” rated public charter school open to all students with no specific geographic boundaries. We operate on a first-come, first-serve basis, meaning that when a grade level is at capacity, we will place students on a waitlist, and as seats open up, we will work our way down the list.

In accordance with A.R.S. §15-184, Benjamin Franklin Charter School accepts all students who submit a timely application unless the number of applications exceeds the capacity of a program, class, grade level, or building. Enrollment preference is given, to the following students:

- Students returning in the second or subsequent year of enrollment, including siblings of students already enrolled at BFCS.
- Children of BFCS employees
- Children of BFCS board members
- Transfer students from other BFCS schools
- Siblings of pupils already accepted into BFCS
- Students qualifying for the McKinney-Vento program

BFCS does not limit admission based on race, ethnicity, national origin, religion, gender, gender identity, income level, disability, English proficiency, or athletic ability.

A prospective student expelled or awaiting expulsion from their previous school will not be admitted.

Returned Checks

Any check returned for Non-Sufficient Funds, Stopped Payment, Account Closed or any other reason, will be assessed a fee of \$10 in addition to the amount of the check. BFHS reserves the right to refuse checks from any family who has more than one check returned.

Safety Drills and Lockdowns

BFHS has procedures in place to handle emergencies and crisis situations. BFHS has regular drills to practice lockdown and evacuation procedures.

Fire Alarms/Evacuations

When the fire alarm sounds, students should evacuate the building in an orderly, quiet manner and follow the instructions of those in charge. Students should not stand on paved areas where emergency vehicles may need to pass.

Students reporting and/or creating false fire alarms will be subject to disciplinary action from the principal.

BFHS Schedules

Monday, Tuesday & Friday Schedule			Lunch Schedule
Period	Class Times	Lunch	A Lunch 11:10 – 11:40 B Lunch 12:05 – 12:35
0 Hour	7:00 – 7:50		
1 st	7:55 – 8:45		
Opening Ceremony/GMF	8:50 – 9:15		
2 nd	9:20 – 10:10		
3 rd	10:15 – 11:05		
4A	11:45 – 12:35	A Lunch: 11:10 – 11:40	
4B	11:10 – 12:00	B Lunch: 12:05 – 12:35	
5 th	12:40 – 1:30		
6 th	1:35 – 2:25		
7 th	2:30 – 3:20		
Wednesday (Periods 1, 3, 5) & Thursday (Periods 2, 4, 6) Schedule			Lunch Schedule
Period	Class Times	Lunch	A Lunch 10:35 – 11:05 B Lunch 12:15 – 12:45
0 Hour	7:00 – 7:50		
1 st (Wed.) / 2 nd (Thurs.)	7:55 – 9:30		
Opening Ceremony/GMF	9:35 – 10:00		
Conference	10:05 – 10:30		
3A (Wed.) /4A (Thurs.)	11:10 – 12:45	A Lunch: 10:35 – 11:05	
3B (Wed.) /4B (Thurs.)	10:35 – 12:10	B Lunch: 12:15 – 12:45	
5 th (Wed.) / 6 th (Thurs.)	12:50 – 2:25		
7 th	2:30 – 3:20		
Assembly Schedule			
Period	Class Times	Lunch	A Lunch 10:35 – 11:05 B Lunch 11:25 – 11:55
0 Hour	7:00 – 7:50		
1 st	7:55 – 8:40		
2 nd /GMF	8:45 – 9:40		
3 rd	9:45 – 10:30		
4A	11:10 – 11:55	A Lunch: 10:35 – 11:05	
4B	10:35 – 11:20	B Lunch: 11:25 – 11:55	
5 th	12:00 – 12:45		
6 th	12:50 – 1:35		
Assembly Schedule	1:40 – 2:25		
7 th	2:30 – 3:20		
Half Day Release Schedule			
Period	Class Times		
0 Hour	7:00 – 7:50		
1 st	7:55 – 8:25		
Opening Ceremony/ GMF	8:30 – 8:50		
2 nd	8:55 – 9:25		
3 rd	9:30 – 10:00		
4 th	10:05 – 10:35		
5 th	10:40 – 11:10		
6 th	11:15 – 11:45		
7 th	11:50 – 12:40		

Graduation Requirements

All students, in consultation with their families, need to develop a four-year high school plan of studies in order to prepare for college, vocational or technical studies, or the job market. To assist with this planning, review the chart below for the high school graduation course requirements. *In addition to these requirements, students are required to pass any state/federally mandated tests.* Special Education

students are required to complete the course of study as prescribed in their Individual Education Plan (IEP).

Our graduation requirements closely mirror the requirements for admission to AZ state public colleges. If students may be interested in out of state colleges or private colleges, they should consult with their academic advisor when planning their elective courses to ensure they have taken the courses required for admissions to those Universities.

Curriculum Area	Benjamin Franklin High School Graduation Requirements	Arizona University Entrance Requirements	Arizona Graduation Requirements 2021-2022
English	4 credits	4 credits	4 credits
Math	4 credits	4 credits	4 credits
Science	3 credits Students must take Biology and one of the two physical sciences, Chemistry or Physics. Earth Science and Anatomy & Physiology are lab science options that count towards graduation in addition to Biology and one physical science.	3 lab science credits One credit in each of three different laboratory sciences selected from the following: Chemistry, Physics, or Biology. An integrated laboratory science or an advanced level laboratory science may be used to substitute for one required course.	3 credits
Social Studies	4 credits Western Civilization I and II, U.S. History, Government/Economics	2 credits	3 credits
Fine Arts/CTE	1 Fine Arts credit	1 Fine Arts credit	1 credit
World Language	2 credits Two years of the same language	2 credits Two years of the same language	0 credits
Required Courses	18 credits	16 credits	15 credits
Elective Courses	4 credits	0 credits	7 credits
Total Required Credits	22 credits	16 credits	22 credits

Transfers/Credit Policy

High school credit can be earned for math courses (Algebra I, Geometry, Algebra II) taken in 7th and 8th grade. High school math and world language courses taken in junior high may be placed on the student's

high school transcript but will not count towards fulfilling high school graduation requirements. Credits are issued in .5 increments based upon the student receiving a passing grade at the end of the semester.

BFHS has constructed its core curriculum in such a way that our classes are integrated and fulfill a specific purpose within the context of classical education in order to integrate knowledge between disciplines. Classes are offered at honors and AP levels. Please refer to the Course Catalog, Course Selection form or speak with the academic advisor for more information.

We are very protective of our core classes in that each plays as a part of the classical education experience. For this reason, we accept dual-credit courses in order to satisfy the elective requirements of students, but not as a substitute for English or history. Governing Board policy requires freshmen, sophomores and juniors to take four core classes and two electives for a total of six credits. If a senior has received approval from the academic advisor, and are on track to meet graduation requirements, they may enroll in a minimum of four courses. All final decisions are left to the discretion of the principal.

Transfer credits from sources outside of Benjamin Franklin High School will be reviewed on a case by case basis. The academic advisor and principal will determine if the academic rigor of said course meets BFHS standards for transfer credit as an elective or core and whether the credit will be used to calculate a student's GPA. Students are required to meet with their academic advisor before enrolling in outside courses to clarify whether the credit will be granted as an elective or core and to determine what process must be followed.

College and Career Counseling

For college and career counseling, please contact our academic advising team.

The BFHS Counseling Department provides guidance for all academic areas including:

- Registration of new incoming students
- Change requests to student schedules
- Four year planning
- Credit checks
- ACT/PSAT/SAT planning
- AP classes and exams
- Writing/implementing 504 plans
- Assistance with the college application process
- Writing letters of recommendation
- ECAP
- Scholarship searches

Course Selection, Changes and Drops

Choosing an appropriate program of study is an important part of each student's high school responsibility. Parents are encouraged to meet early in their child's tenure and participate in the yearly process of selecting courses that fulfill the BFHS graduation requirements that meet the needs of their son/daughter.

All requests to change or drop a course are made through the academic advisor and for one of the following reasons:

- Teacher recommendation based on student ability/misplacement in a course
- Student request based on a desire for a heavier academic load
- Meeting graduation requirements

These changes are also subject to course availability and require the completed Schedule Change Request form signed by the teacher and parent/guardian. Requests must be submitted within the **FIRST WEEK** of each semester.

Advanced Placement/Honors Courses

Advanced Placement Courses are available for all students and are taught at the college level; therefore, the expectations and rigor will emulate that of a college course and teacher approval is necessary. AP courses are offered in several different disciplines and students are encouraged to take a College Board test with the goal of earning college credit.

Class Rank/Valedictorian

Graduating seniors at BFHS will not receive a class rank. “Most small, private and/or competitive high schools have done away with it because they feel it penalizes many excellent students who are squeezed out of the top 10 percent of the class and then overlooked by elite schools.” (Alan Finder, “Schools Avoid Class Ranking, Vexing Colleges,” New York Times, March 8, 2006).

The valedictorian is the highest academic honor that can be bestowed upon a senior at Benjamin Franklin High School. The faculty will choose the valedictorian in May from the senior class. A student will be selected by the criterion set forth from among those that have been at BFHS since the beginning of their 10th grade year. The criterion for selection of the valedictorian includes unweighted GPA, the taking of AP classes, and total credits earned. Additionally, personal conduct and positive participation within the school community may be considered. Misconduct shown on a student’s guidance record such as suspensions, detentions, academic dishonesty, etc., may be disqualifying depending on the severity of the incidents. The faculty will also select a salutatorian, a distinction below the valedictorian from the senior class.

Release of Transcripts and Student Records

Official transcript requests are facilitated through Parchment and students are encouraged to register with Parchment during their junior year. Transcripts are uploaded and accessible from the site for college admission with a minimal fee. All unofficial copies are at no charge and are available through the office by completing a Record Request form. In addition, requests for transfer records must be made through the registrar and require a 48-hour turnaround time.

Closed Campus

BFHS is a closed campus. A parent must sign the student out, in person, in order for the student to leave for any reason. Students are to remain on campus from the time of arrival in the morning until after their last class of the day. If a student is off campus without permission, this is an off campus violation and may result in suspension. The only exception to this policy involves the need for students to leave for academic release time or approved off campus release for lunch.

For reasons of security, only those officially enrolled as students are permitted on campus during the school day. Parents and others wishing to conduct official business must first report to the office, sign in, and wear a visitor's badge while on campus.

Student drivers are permitted to drive home for lunch only if an "Off Campus Release" has been signed by the parent and filed with the office. Student drivers may only transport their siblings if they share the same lunch break. If a student returns from lunch late, an unexcused tardy will be issued for the first three offenses. After the third lunch tardy, a detention will be issued and for each subsequent tardy thereafter. When the student has received three detentions for lunch tardies, the off campus privilege will be suspended for the duration of the year. Parents may take their student off campus for lunch, but must sign them out and back in using the sign in/out sheets located at the front office.

In addition to the signed Off Campus Release, whenever a student plans to leave campus, the parent must notify the front office or the student will be asked to contact their parent prior to leaving. Students are required to sign out when leaving campus and sign back in upon their return. Seminary students are not required to sign in or out during release time.

Sign In/Sign Out Procedures

Students arriving late to, returning to or, departing from campus during the school day must check in and out through the office. Students who do not comply with this procedure will not be excused from class. BFHS only accepts phone calls or written requests for early dismissal of a student if the Off Campus Release Form has been signed by a parent and is on file with the office. Otherwise, the parent/guardian must go to the front office and show a picture ID to sign out the student.

Parent Messages/Telephone Use

One of our goals at BFHS is to minimize interruptions during the school day. In order to accomplish this goal we want to protect valuable learning time from unnecessary disruptions. Parents' requests to relay messages to their child during the instructional day can have a significant interruption on the teacher's ability to keep a concentrated focus on instruction. Therefore, in order to eliminate unnecessary classroom disruptions, emergency messages will only be relayed to students at the beginning of 6th hour, 1:35 pm, on Monday, Tuesday and Friday or at 12:50 pm on Wednesday and Thursday. Messages received after the designated times will be relayed to students at the end of the school day. We encourage you to inform your child before school of any plans for after school. Text messages are permissible before and after school. Thank you for your cooperation in helping to preserve valuable instructional time. In the event of an emergency, students may request to use an office telephone.

Textbooks and Materials

Textbooks are the property of BFHS and are expected to be kept in reasonable repair, not to deteriorate beyond normal wear and tear for one year. The Supply Clerk will note the condition of each book before

it is issued to a student. If a student loses a book he or she will be charged for the full price of the book. Replacement fees range from \$15 - \$110 depending on the subject. The replacement book is still the property of the school even if a replacement fee has been paid and is to be returned to the school at the end of the year.

To do well in school, a student must come to school with the necessary materials. Backpacks or book bags may be used to carry books, binders and notebooks to and from school. Each student should be prepared with several pencils and blue or black ink ballpoint pens and white, blue-lined, loose-leaf notebook paper. Spiral-bound notebooks are to be used only for note taking, journaling, or other coursework as directed by the teacher; assignments turned in on paper that have been torn from a spiral notebook will not be accepted.

Assignments will only be accepted in blue or black ballpoint pen or in pencil on blue-lined, loose-leaf notebook paper in compliance with teacher expectations.

Individual teachers may require additional specific tools for school use, such as rulers, compass, calculator, sketchbook, subject notebooks, binders, and the like. Students should wait to purchase such items until their teacher has specified them.

A set of consumable books is the responsibility of the parent(s). A list of books and ISBN numbers are provided. If there are any questions regarding acceptable versions of consumable books, please contact the teacher.

Homework

Homework is a vital part of the curriculum and philosophy of BFHS; therefore, students should expect to do nightly and weekend homework. Students enrolled in honors courses can expect at least two non-homework “R & R” weekends per semester. R & R weekends do not apply to AP students.

Teachers will not administer tests and quizzes on the Mondays following “R and R” weekends, although a long-term project may be due several days after an “R and R” weekend. Students will need to plan ahead to enjoy the time off. Homework reserves class time for instruction, discussion, dialogue and interaction between teacher and students in the pursuit of clarity and truth. In turn, homework is a time of quiet concentration in which the student takes ownership over the subject matter and demonstrates the ability to master concepts.

Abilities and study habits vary greatly from student to student. Therefore it is difficult to estimate the amount of homework that each student will have on a given night. A good deal of success with homework depends on a student’s study strategies, such as planning, goal-setting, time-management, self-monitoring and the like. Students who struggle do not, generally, employ these strategies effectively, even though they may, in fact, spend a significant amount of time studying.

Make-up Work

Students are responsible for making arrangements with their teachers to complete make-up work for excused absences. Homework assignments are posted on the <https://hs.bfcsaz.com/family-resources/teacher-websites> website under the teacher pages. Long-term assignments are to be turned in on the due date, regardless of student attendance, unless prior arrangements have been made with the teacher. Any incomplete work not made up within the designated

time will merit no credit. If a student experiences an absence from school, the teacher may provide make-up work upon parent or student request. Make-up work will be placed in the front office for parent pick-up by the end of the school day. Students are given two days for each day of absence to complete missed work.

Note: If a student is out of school due to COVID-related issues and the parent has communicated this to the school during the absence, then the teacher is to work with the student to offer a reasonable amount of additional time to complete make-up work, if needed.

Teachers will notify students at the beginning of the year concerning each class's policy for late work.

Report Cards/Grades/Parent-Teacher Communication

Communication between home and school is vital to the success of the student. The student is responsible for following assignments, understanding the course requirements, and meeting deadlines. It is also the job of the student to communicate to their parents about their academic status. It is the teacher's job to communicate to the student clearly what is expected in each class. Parents and students are encouraged to contact the teacher as soon as the student is having a difficult time in the class. The earlier the problem is addressed, the easier it is to resolve the problem. Parents and students are encouraged to utilize the Powerschool Parent Portal to view the current progress of the student.

Report cards are mailed directly to the parents at the end of each semester. The information on the report card includes percentages reflecting student achievement in the core and elective subject areas. Sports and clubs are non-graded activities. These report cards do not need to be signed and returned to school. Progress Reports are available online in the Powerschool Parent Portal at the end of Quarter 1 and Quarter 3.

Grading Scale		Semester 1 Calculation		Semester 2 Calculation	
A	90 – 100	Q1	40%	Q3	40%
B	80 – 89	Q2	40%	Q4	40%
C	70 – 79	<u>Final Exam</u>	<u>20%</u>	<u>Final Exam</u>	<u>20%</u>
D	60 – 69	Semester 1 Grade		Semester 2 Grade	
F	Below 60 Percent				

Participation Grade

What is a Class Participation Grade?

- Bringing required materials to class
- Frequency and quality of participation
- Being prepared for classroom discussions due to having done his/her reading/studying
- Making relevant comments based on assigned material
- Improving group dynamic by student's presence
- Being engaged in classroom discussion and able to give cogent answers when called upon
- Not disrupting class and classroom discussion
- Taking complete and neat notes that are required

Handling comments in class and possible disagreements with the teacher and other students with maturity and sensitivity
Showing an interest in and respect for others' contributions

What Participation **IS NOT**

Raising of the hand in an attempt answer every question whether or not you have anything of quality to offer
Interjecting in class discussion purely to be "seen" or "counted"
Talking incessantly, rambling or making tangential comments

What takes away from Class Participation?

Coming to class ill prepared
Being disrespectful to students or staff
Disrupting the learning environment by actions or talking out of turn
Belittling the opinions of others
Not following the conversation and thus is not prepared to answer questions when called upon or is off topic
Discouraging and disrupting others that are attempting to participate
Not taking notes
Not having homework complete and thus not able to contribute to class discussion of said homework

Parent-Teacher Conferences

Parent-Teachers Conferences are held twice a year during the fall and spring semesters. Conferences are scheduled directly through the teacher. Parental involvement and communication between parents and teachers are essential elements to the continued success of the students at BFHS; therefore, informal Parent-Teacher Conferences are also encouraged and may be initiated by teacher, student, or by parent/guardian when the need arises.

Parents are encouraged to be in frequent contact with teachers regarding their child's progress. If you wish to talk with your child's teacher, or make an appointment for a conference, please email the individual teacher with your name, your child's name and times during which you will be available. Stopping by the classroom or office before school starts or after its conclusion is usually not an effective way to meet with the teacher. Generally, teachers have duties, sports, clubs and appointments with parents during these times and will not be able to meet with you unless you have made an appointment.

Final Exams

Final exams are an integral part of the semester and are worth 20% of the semester grade. Final exams will not be given early and are only administered during final exam week and only at the time scheduled by the teacher. First semester finals must be made up within the first week of the second semester as arranged through the student's teacher. Second semester finals must be completed by the date of a school-established make-up date.

Course Repetition for GPA Advantage

All courses repeated for a GPA advantage must be pre-approved by the academic advisor. When a student in grades 9-12 takes a class for a second time that is not a class that may be repeated for credit, the highest grade earned will be the grade included in GPA calculations; however, both classes will be listed on the official transcript.

High School Credit Recovery

The goal of Credit Recovery is to give high school students the opportunity to graduate in a timely manner. This program allows students in grades 9-12 who have failed one or more core courses (courses required for graduation) a chance to make-up a failed class. BFHS students may participate in Credit Recovery by adhering to the guidelines outlined below.

Students who earned a semester grade below 60% in a course are eligible for credit recovery. A student receiving a final grade below 60% in a core class must take credit recovery through Benjamin Franklin High School. Recovered credit will only be awarded when students have completed all work satisfactorily and met the attendance requirements.

Students have the option of repeating a failed course at BFHS in order to replace the grade.

In order to offset the cost of the credit recovery class, students taking credit recovery through BFHS will be charged a \$50 fee per semester credit at the time of enrollment. Coursework will be completed via an online independent study program.

Any senior failing a fall semester course must make up the credit prior to graduation through an approved institution. Failure of a class required for graduation in the spring semester of the senior year will result in the student not graduating in May.

Please contact the academic advisor to schedule credit recovery.

It is the student's responsibility to request the transcript be sent to Benjamin Franklin High School. **Any credit obtained without going through the approval process will not be included on the student's transcript.**

Health Office Policy

With guardian permission, the school health assistant may offer Tylenol, ibuprofen, cough drops, antacids, or Benadryl to students based on their symptoms.

Students are permitted to be in school under the following conditions:

- 1 - fever free for 24 hours without medication
- 2 - no vomiting for 24 hours without medication and able to eat 2 meals without vomiting
- 3 - no diarrhea for 24 hours without medication

4 - sore throat and other symptoms (nasal congestion, coughing, etc) are improved.

Either a nurse or a health assistant is on duty whenever students are on campus. If at any time your family is faced with an unusual health situation which could affect your child's performance in school, please notify the school nurse.

We require all parents to complete an Emergency Medical Referral Card for each of their children every year. Tell us how to contact you or another responsible, agreeable adult if your child becomes ill or is injured at school. Be sure to list health problems, including allergies to food, medicine, and insect stings. Please let us know if your address, home phone, business phone or emergency phone number changes during the school year.

Like you, we want to do what is best for your child. If we cannot reach you in an emergency, we will call paramedics who may decide an ambulance should be called. The cost of this service is the **parent's** responsibility.

School personnel are often asked to administer medication to a student. When it is necessary for the student to take medication during school hours, school personnel may cooperate if the following conditions are met:

Whether a prescription drug or an over-the-counter drug, the medication **must** come in its original container. The pharmaceutical label must be on the container of any prescription drug.

The parent must provide written direction to the school that the medication be administered.

For students on campus, medication must be kept in the health office. **Where necessary, the nurse or health assistant will make provisions for and monitor students carrying their asthma inhalers.**

Generally, health-services staff administers any necessary medication with exceptions made for such things as field trips or community-based education. Additional policies and procedures related to COVID-19 will be communicated to families separately as they are ever changing.

Insurance

The school does not offer insurance for students' medical or dental costs if they are injured during school activities. Parents are responsible for their children's insurance.

Food and Drink on Campus

Water fountains are available on campus. During very hot weather, students are encouraged to bring water bottles to school and refill them from any of the drinking fountains. Only water is allowed in the classroom, all other beverages, food/snacks are not permitted to bring into classrooms at any time. Students may not chew gum on campus. Gum offenders will be asked to throw away their gum; however, repeat offenders will be sent to after school detention.

Lunch

Benjamin Franklin High School has partnered with BOONLI to provide a secure, fast, and easy-to-use online ordering system that allows parents and guardians to view our lunch menu, order, prepay and manage student lunches from their smartphone, tablet or computer - <https://boonli.com/>.

PROGRAM INFORMATION

- **FOOD ORDER POLICY** (Missed/Late Orders, Credits, and Changes/Cancellations): Email hsoff@bfcsaz.com or call 480-558-1197 and we will get back to you right away. Remember all lunches need to be purchased before 8 AM the day of service or they will not be included in the count for that day. If your student will not be attending school on the day that you previously ordered, you will need to edit your order before 8 AM and move it to another future date for credit.
- **TECHNICAL SUPPORT** (help navigating the site): email support@boonli.com
- **PAYMENT INFORMATION** The program accepts payment by Debit Card or Credit Card: Visa, AMEX, MasterCard & Discover.
- Be sure to proceed to checkout and submit your payment. Unpaid/Incomplete lunch orders left in the shopping cart will NOT be processed and your student(s) will not be included in the lunch service for those days.
- **MINIMUM ORDER FEE:** A \$1.00 fee will be charged for orders under \$10.00 - for new and changed orders.
- BFHS does not order “extra” lunches and will not know if any leftover lunches are available until after the lunch periods are complete, please be sure arrangements have been made for your student to have lunch everyday.

If students are absent on the day they ordered a lunch, parents are welcome to pick up the lunch or give it to another sibling. If neither is an option, then the lunch is forfeited.

If a student is sent home by the school due to possible COVID, then, if a parent makes the request, a credit will be applied to the account. Requests for credits must be made within the same school week that the lunch was missed. Credits will be available within 5-7 business days.

Students are always welcome to bring their lunches to school. Microwaves will be available in the cafeteria/student union for use by students.

Students are not permitted to be in classrooms during lunch without a pass. Students may be in the student union, cafeteria or courtyard for lunch. Roaming the halls is NOT an option and may warrant cleanup duty with the custodian/or other disciplinary consequences

Exceptional Student Services

The Exceptional Student Services Department at Benjamin Franklin High School works to ensure that each student with an Individualized Education Plan (IEP) receives specialized services that match the varying needs of the student while providing the least restrictive environment. In meeting those needs, the school follows regulations and procedures that are in compliance with the Individuals with Disabilities Education Act (IDEA). The IEP Team, consisting of the student, guardians, case manager, teachers,

administration and when appropriate, outside agencies, work collaboratively to develop a plan consistent with the student's strengths, needs, and goals for the future.

The Exceptional Student Services Department also works to provide transition services and programs to facilitate the student moving from junior high/high school education to post-secondary opportunities. Each student with an IEP will be assigned a case manager. A special education case manager is a advisor, teacher, and advocate. The case manager is responsible for scheduling, writing, and holding the annual IEP. In addition, the case manager creates a "Snapshot" which is a brief overview of the student's needs and is delivered to all of the teachers on the student's schedule. If your child has an IEP, you will be contacted to schedule various meetings and you will also receive Quarterly Reports on the specific goals written in the IEP.

BFHS Attendance Policy

Students who miss school time lose valuable classroom instruction. It is essential for students to attend school daily and on time. We understand that there may be times when students must be absent due to illness. We ask that you make every effort to schedule appointments after school to prevent students from missing essential elements of their education.

Arizona State law requires that parents ensure that their children between the ages of six and sixteen attend school. On the **fifth** unexcused absence or **18** total excused/unexcused absences, **regardless of the reason**, the parent or guardian of the child could be issued a citation for a violation of an Arizona Revised Statute 15-803.

Pursuant to A.R.S. 15-807; Absence from school, notification of parent or person having custody of pupil:

1. At the time of registration, the parent/guardian is required to furnish the school with at least one (1) telephone number, where the parent/guardian may be contacted during the school day. If there is a change in telephone numbers and email during the school year, the parent/guardian is to promptly notify the school office.
2. In case a student is absent from school and the parent/guardian has not notified the school, SchoolMessenger will notify the parent/guardian within the same day the class was missed. If a parent/guardian does not respond to the SchoolMessenger call, the student's absence will remain unexcused.

Excused Absences

The Department of Education defines an excused absence as an absence due to illness, doctor appointment, mental or behavioral health, bereavement, family emergencies, time necessary to process for the armed forces, and out-of-school suspensions.

Excused absences due to out-of-school suspensions must not exceed 10% of the instructional days scheduled for the school year. The Department of Education delegates to individual school districts and charter districts the decision whether an absence due to family vacation or religious purposes is an excused absence.

We ask that you please schedule family vacations when school is not in session. If a physician confirms your child has a chronic illness, the absence will not count against him/her for credit purposes. Chronic Illness forms can be obtained through the health office. In case of extenuating circumstances, when a student exceeds the maximum number of days absent, a meeting should be scheduled with parents and the principal.

Unexcused Absences

An absence is considered unexcused if the school has not been notified within 24 hours of the student's absence. Any student who has 10 consecutive unexcused absences from school must be withdrawn per ARS 15-901. It is required that the parent accompany the student for re-enrollment into the school.

Parent Notification Expectations

In case of absence from school, the parent/guardian is required to notify the school attendance personnel in advance or at the time of the absence. To excuse an absence, a parent/guardian must call within **24 hours** following the absence. All absences not verified by a parent/guardian or authorized by an administrator will remain unexcused. No changes will be made to attendance after 24 hours.

BFCS Truancy Prevention Guidelines

By Arizona law, a student is considered habitually truant if absent without excuse for 5 or more days or if absent, with or without excuse, for 18 or more days per school year. Attendance letters or a parent conference is necessary when a student reaches:

First Letter – Five (5) unexcused absence days or the equivalent in partial absences.

Parent Conference/Incomplete – Ten (10) days or the equivalent in partial absences (combination of excused and/or unexcused). With the tenth (10th) absence during a semester, excused and/or unexcused, a parent conference may be scheduled and notice given that any subsequent absences may result in loss of credit. With the 11th absence, BFHS may assign an incomplete for the semester grade(s). If an incomplete is assigned, students will remain in class for the remainder of the semester. At the end of the semester, a student may apply for an appeal with the school leadership committee to possibly earn credit for the class. The leadership committee will make a recommendation to the principal who will make a final decision. Students may be required to repeat the class(es) to earn credit. Exceptions to this policy, such as serious illness or authorized leave, may only be approved by the school principal.

Final Notice/Citation – Eighteen (18) days or the equivalent in partial absences (combination of excused and/or unexcused) the parent or guardian of the child could be issued a citation for a violation of an Arizona Revised Statute 15-803.

Make-up Work Policy

It is the responsibility of the student to make up missed homework after any absence, planned or due to illness, in a timely manner. If a student is unable to attend school then, he/she should email the teacher directly to collect assignment packets from the front office or visit teacher pages at: <https://hs.bfcsaz.com/family-resources/teacher-websites> for homework assignments. Students have two days for every one day absent to make up the missed assignments.

An absence on the due date of a major assignment (essay, lab report, project, etc.) or exam may not extend the due date of that assignment. The student should expect to submit the work and/or make up the exam on the day of his/her return. Absences during the preparation time of a major assignment may not extend the due date.

Tardiness

An **occasional** tardy due to transportation problems, medical appointments, or circumstances beyond a student's control may happen. Parents must sign their students in at the front office to excuse a tardy for being late. If a parent can not come into the office to sign in their student, then the parent must send an email to the front office which includes the reason for the tardy so it can be marked excused. Any student entering the classroom after the bell rings, and who does not have a written excuse from a staff member will be marked unexcused tardy. The principal will determine whether a student's tardiness will be considered excused if a question arises. Students who are tardy more than 25% of the class period may be marked absent for that period.

Persistent tardiness interrupts the instruction and weakens the morale that benefits all students. When a student has received three detentions for tardiness in a quarter, the student may be required to meet with the Assistant Principal to determine further disciplinary action. For each subsequent tardy in that quarter, another detention may be issued. When a student has received six detentions for tardiness in a quarter, the student may be suspended from school for a duration of time determined by the school administrator.

Sign-In/Sign-Out Procedures

Students arriving late to, returning to and/or departing from campus during the regular day must check-in and out through the front office. Students who do not comply with this procedure will not be marked as excused from classes.

BFHS is a closed campus. Students must remain on campus from the time of arrival, in the morning until after completing their last class of the day. If a student is off-campus without permission, this is an off-campus violation and may result in suspension. The only exception to this policy involves the need for students to leave for academic release time. Students are not required to sign out for scheduled release time. However, if a student is leaving campus after release time for a scheduled appointment, they must first return to campus to sign out.

For security reasons, only individuals officially enrolled as students are allowed on campus during the school day. Parents and other visitors that want to conduct official business must first report to the office, sign in, and wear a visitor's badge while on campus.

Student drivers are permitted to sign-out early to drive to scheduled appointments only if an “Off-Campus Release” has been signed by the parent and filed with the office. In addition to the signed Off-Campus Release, whenever a student plans to leave campus, the parent must notify the front office via email. Students are required to sign out when leaving campus and sign back in upon their return.

Parents may take their student off-campus for lunch, but must sign them out and back in using the sign-in/out sheets located at the front office.

Parental Involvement

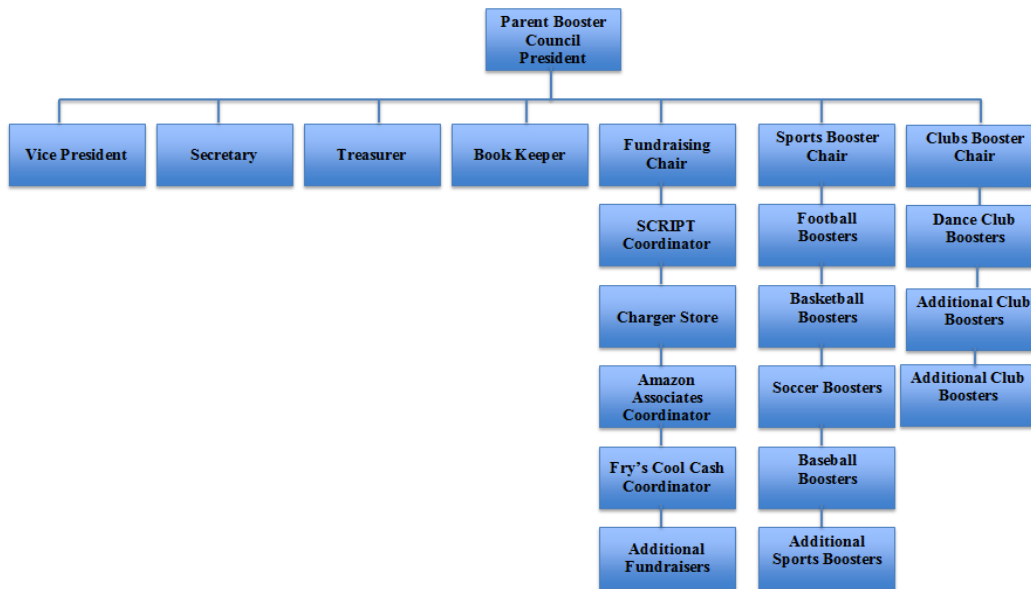
As a school of choice, we understand that parents are the most important influence in a child’s education. We encourage frequent and open dialogue between home and school. This includes the ability to email or make appointments with teachers and administration in order to reconcile any misunderstandings that exist. It is only through this kind of communication that we can best serve our parents and students.

Because BFHS is attended through parental choice, it is expected that parents will attend at least one informational meeting to learn the scope of the education and expectations at BFHS. Parents understand that a charter school specializes in one educational methodology and pedagogy and does not provide, by design, all that a district school does. Since parents are voluntarily choosing BFHS it is expected that should the parent or student at any time feel that BFHS’s program or environment is not appropriate for their child’s educational goals, the parent is encouraged to consider other educational options for the student.

ARS 15-341 (29)

The school will keep in the personnel file of all current and former employees who provide instruction to pupils at a school information about the employee's educational and teaching background and experience in a particular academic content subject area. A school district shall inform parents and guardians of the availability of the information and shall make the information available for inspection on request of parents and guardians of pupils enrolled at a school. This paragraph does not require any school to release personally identifiable information in relation to any teacher or employee, including the teacher's or employee's address, salary, social security number or telephone number.

Close ties between home and school are essential to the effectiveness of BFHS. These ties are strengthened through the BFHS Parent Booster Council. The Parent Booster Council is a non-profit, 501(c)3 charitable corporation whose purpose is to support athletics, clubs and student organizations at Benjamin Franklin High School through fundraising and support of respective booster clubs and providing umbrella leadership and training for the same. Council members meet monthly and support the mission of BFHS. Respecting the Mission Statement of BFHS, we support the premise that all students and programs should adhere to the highest ethical standards and that the purpose of competition is to enhance the educational experience of our students.



Code of Conduct

SCHOOLWIDE EXPECTATIONS

Every student has the right to learn, and teachers have the right to teach!

Follow directions and respond to a request.

Be on time and be prepared to learn.

Be respectful and demonstrate kindness.

Be in dress code.

Behave honorably in all situations

- Use only wholesome and courteous language.
- Students are expected to show good taste and conduct themselves respectfully at all times. Being affectionate in school creates an environment that is not conducive to concentration and learning; therefore students should refrain from public displays of affection on campus or at school related events & activities.

Respect the school property.

Do not bully or harass other students.

Tolerate and accept physical, philosophical and cultural differences amongst others.

Prohibited items:

Tobacco

Vape or drug paraphernalia

Alcoholic beverages

Insects, reptiles, or other animals

Weapons, explosive devices, drugs (including medication) or chemicals

Any item that is otherwise prohibited by Governing Board Policies, Administrative Regulations or law

Violation will result in discipline as determined by administration.

STANDARD OF CLASSROOM BEHAVIOR

Be in class on time, prepared to work.

Bring the needed materials to complete your work in the classroom.

Respect everyone's right to learn and the teacher's right to instruct.

Respect all rights and property of others.

TEACHER EXPECTATIONS

Teachers will develop and communicate a set of clear, specific, classroom rules and procedures.

Teachers will issue warnings for disruptive classroom behavior. ***Warnings will be issued one at a time to the individual student, not the entire class. Students must be given an opportunity to correct the behavior.***

Teachers will give students an opportunity to comply and behave appropriately after issuing a warning.

Teachers will issue warnings in a positive non-disruptive manner. Teachers will not lecture, argue with or give undue attention to disruptive students.

Teachers will be fair and consistent when issuing warnings. Teachers will not ignore behaviors.

All students will be treated the same way.

Teachers will call the office when a student needs to be removed.

Teachers will contact a parent/guardian each time a student is given after school detention or has to be removed from the classroom for disruptive behavior.

Teachers will fill out the appropriate paperwork each time a student is given detention or has to be removed by an administrator. The referral must describe the behavior that resulted in each warning. The paperwork must be submitted by the end of the day of the incident.

Teachers will only use the warning system for minor disruptive classroom behavior. Serious infractions will be reported to the administration immediately.

BFCS prohibits the introduction of controversial issues in the classroom that are not germane to the subject of instruction and further prohibits teachers in taxpayer-supported schools from engaging in political, ideological, or religious advocacy in their classrooms.

Academic Integrity

"It is more honorable to fail than to cheat." – Abraham Lincoln

Academic integrity is not just an educational matter but a moral one as well. A major aspect of a classical education is instruction on growing in character and our goal of becoming a virtuous person. With this in mind, BFHS takes very seriously the willful misrepresentation of another student's work as their own. This includes, but is not limited to, plagiarism (intentional or unintentional), cheating on exams and copying the work of other students.

Every effort will be made by the teacher to discern intentional plagiarism from unintentional plagiarism. In the case of the latter, remediation will take place between student and teacher in order to review how to properly cite others' work. This is not a punitive measure, rather an opportunity for the student to understand and correct his/her citation skills. On the other hand, intentional plagiarism and cheating will be dealt with severely including a zero on the assignment, suspension, removal from extra-curricular activities or leadership positions held in the school and, in the case of repeat offenders, expulsion.

Turnitin is a tool that BFHS will be using to uphold academic integrity through the use of similarity reports. Any papers submitted with a similarity report of 25% or more will not be accepted. Any papers submitted with a similarity report of less than 25% will be reviewed by the teacher and could result in a conference with the student and/or parent.

The **CHARGER** Way

The Charger Way encompasses the way in which we expect our students to approach not only school, but life. It is more than an honor code or a list of rules – it is the essence of what it means to conduct oneself in the ways of successful, happy and educated people.

 **BE STRONG AND REJOICE IN THE
CHALLENGE**

 **YIELD NOT TO MISFORTUNE, BUT
ADVANCE ALL THE MORE BOLDLY
AGAINST IT**

 **ACT HONORABLY AND WITH
INTEGRITY IN ALL SITUATIONS**

Discipline

Guidelines for Code of Conduct Infractions

CATEGORY I VIOLATIONS: (includes, but is not limited to the following)

Note that any Category I infraction may be considered Category II, depending upon the nature and severity of the offense.

Academic Dishonesty	Inappropriate Public Display of Affection	Racial Slurs
Automobile Violations	Tardies	Misuse of Internet
Bus Code Violations	Lying	Skateboarding on School Property
Disrespect of School Employees	Violation of Cell Phone Policy	
Disruption of Class	Violation of Dress Code	

CATEGORY II VIOLATIONS: (includes, but is not limited to the following)

Bullying/Cyberbullying	Harassment/Intimidation	Possession/Use of Tobacco
Gambling	Hazing/Verbal Abuse, especially	Provoking a Fight
Defiance of Authority	anything of a racial nature	Serious Bus Violations
Disorderly Conduct	Inappropriate Use of Cell Phone Capabilities	Vape/Vape Paraphernalia
Disrespect of School Employees (Flagrant)	Loitering	
Ditching	Robbery or Theft	

CATEGORY III VIOLATIONS: (includes, but is not limited to the following)

*The following infractions may involve police / *These violations will involve the police*

*Arson	Obscene Behavior	Harassment of a School Official/Employee On or Off Campus
Burglary	Fighting/Assault	*Sexual Misconduct/Harassment/ Subversive Threats or Activity
Criminal Trespass	Vandalism	*Possession of Explosives on Campus

Disorderly Conduct (Flagrant)
Extortion/Coercion/Blackmail

*Possession of Weapons on Campus
*Possession/Use/Under the Influence of Alcohol, Drugs, or Drug
Paraphernalia

Consequence Guidelines

CATEGORY I	CATEGORY II	CATEGORY III	CONSEQUENCE
First Offense			After School or Lunch Detention: In School Suspension
Second Offense	First Offense		In School Suspension; Off-Campus Suspension 1-3 Days Loss of Privileges Until Served (e.g. dances, events, etc.)
Third Offense	Second Offense		Suspension 3-5 days Loss of Privileges Until Served (e.g. dances, events, etc.)
Fourth Offense	Third Offense	First Offense	Suspension, up to 10 Days / or Long Term Suspension/Expulsion
Fifth Offense	Fourth Offense	Second Offense	Suspension, up to 10 Days / or Long Term Suspension/Expulsion

Chronic “No Shows” to detention will result in an in school suspension. Suspension days are to be served directly following the completion of the administrative process.

NOTE: The Administration has the discretion to act upon any violation (Categories I, II, III) in a way that is deemed appropriate by the Administration/Law Enforcement. The above consequences are simply a guide and may vary when administering a consequence. Failure to complete assigned disciplinary consequences may result in out-of-school suspension or recommendation for expulsion.

*Director of Exceptional Student Services must be informed for all suspensions of any student with an IEP.

*Benjamin Franklin Charter Schools reserve the right to amend above guidelines at any time.

Students at BFHS will be held to the highest standards of conduct in order to maintain a safe and orderly learning environment for everyone. All of the information that you will find below is directed toward the common good of BFHS and its maintenance as a place of learning and moral development – disciplined behavior results in a disciplined mind. In keeping with the higher level of responsibility and expectations for students, students are responsible for their own behavior. In following the basic rule that no one has the right to interfere with the learning or safety of others, students will take responsibility for their actions. Students who choose to interfere with others’ education or well-being will be held accountable for their actions. The guidelines and list of rules at BFHS is not meant to be exhaustive. Rather, students are to conduct themselves with respect for self and others at all times and may expect to be suspended or expelled for behavior inconsistent with a college prep learning environment. Students are expected to know and abide by the Code of Conduct that has been established for the good of each student and the school as a whole.

The support and involvement of parents is essential for the success of this program. Teachers also play a vital role in developing virtuous behavior among their students. Along with parents, teachers are to be the model for behavioral and character expectations that we are attempting to foster in our students. Teachers and staff will make every effort to treat students with fairness and respect. Teachers are expected to respond to student misconduct within the classroom by following the three C’s (consistency, consequences, and caring). It is in the students’ best interests that they are given consistent consequences in a caring manner. Students are human beings and will not always act appropriately or measure up to the

expectations laid out in this handbook. Through the consistent application of the discipline policy, teachers and administration can help students grow in the pursuit of the virtuous person.

Therefore, for the sake of an orderly classroom and quality educational experience, it is necessary to expect students to conform to a uniform standard which shall be encompassed in our code of conduct and honor code. It is, first and foremost, the responsibility of the teacher to correct, modify, instruct and hold students accountable as it pertains to behavior in the classroom. Teachers have the authority and discretion to assign after-school detention, initiate a parent/student/teacher conference, recommend in-school suspension (including work detail), and to recommend suspension to the principal.

The goal of school discipline is to correct undesirable behavior. It is our hope and belief that expectations and consequences used in conjunction with mentoring and a commitment on our part to do what is best for our students will produce the change in conduct which will allow for student success and personal growth. When a student refuses to amend his/her behavior within the classroom or on school grounds, further action is needed. Any student receiving five (5) detentions in a quarter will additionally receive a one day suspension. If a student is suspended three (3) times in a school year, he/she will be subject to expulsion. In the case of more serious infractions such as forgery, lying to an adult, cheating on exams and other academic assignments, plagiarism, fighting, theft, possession of illicit substances, destruction of property, defiance of authority, disrespect of adults, leaving campus without permission, truancy, or similarly serious issues, a parent will be notified and more severe disciplinary action will be taken, up to and including long-term suspension or expulsion.

Students' participation in school disruptions or activities such as "Senior Prank Day" could result in suspension, expulsion, or possible criminal action. Seniors who violate this school policy may also be excluded from commencement activities.

Detention Policy and Procedures

In order to offer an outstanding learning experience for all students at Benjamin Franklin Junior High and High School, the school expects students to follow their teacher's classroom rules as well as the BFHS Code of Conduct and Honor Code. The school recognizes that students do not come to us as perfect people – they need to grow and mature. The discipline imparted at BFHS is meant to help in that process and not to be a punitive measure. Part of personal growth involves making positive academic and ethical choices. In the event that students' choices are contrary to BFHS's expectations and standards, students will be held accountable and consequences will be imposed. Assignment of time spent after school serving a detention may be one of the consequences. The purpose of detention is to impress upon students the fact that they are responsible for their behavior and completion of their work.

Reasons for After-School Detention include but are not limited to:

Behavior:

Disruptive behavior that interferes with school purposes or educational processes may result in an assigned detention. Under normal circumstances, a student will be given a warning, receive a consequence in the classroom, or possible other in-school consequences before being assigned a detention due to poor behavior. However, if the behavior is severe enough or a pattern of poor behavior has been established, the student may be assigned detention without a prior warning. Detentions may be issued by any authority figure on campus, including office and custodial staff.

In Case of Repeated Infractions:

Students who receive more than three detentions in a quarter for the same offense will be required to meet with the Dean of Students or another administrator to determine further disciplinary action.

Detention Procedures:

Upon receiving a detention, an email will be sent home by the teacher in order to notify and explain the offense to parents and the Dean of Students. Students will serve detention **on the day after the detention was earned**. If a student cannot serve the detention on that day or fails to show up for detention, he/she will be given In School Suspension (ISS) the next school day. If transportation, medical appointments or circumstances beyond a student's control prevent a student from serving a detention, parents need to notify the school secretary for approval to reschedule the detention.

Additionally, a Detention Notice will be sent to inform the parent of the circumstance which required a detention. Parents are to sign the notice and send it back to school the next day. If contact is made by phone or a response has been received through email, the teacher may write "phone conversation" on the signature line.

If a student is asked to take a Detention Notice home and the student fails to return the signed form the next day, an additional day of detention may be assigned.

Students will be assigned to detention from 2:30 p.m. to 3:30 p.m. in a predetermined room. Detentions will not be rescheduled to accommodate any after school activities. Detentions and In-School Suspensions (ISS) may prohibit students from participating in an after-school activity. Out-of-School Suspension (OSS) will prohibit students from participation in any after-school activities.

Students are to report to detention on time; late students may be turned away and referred to ISS the next school day.

Students will complete a "Reflection Form" during detention. The purpose of this form is to allow students to contemplate the reason they were assigned ASD and how to remediate his/her behavior.

Students are not allowed to go to other classrooms during detention, nor leave detention early. Misbehaving during detention may result in in-school suspension. Receiving more than one detention in one school day results in an automatic ISS assignment for the following school day; after school detention will not be served. ISS may include work detail with a custodian or isolated time in a classroom separated from students. Parents will receive a phone call from the office informing them if their student will be serving ISS.

After-School Detention Notification:

Teachers will email the detention committee notifying them to expect said student in detention and the reason for their detention.

Upon completion of the detention, the detention teacher will give the issuing teacher the completed After School Detention (ASD) Completion Form, confirming the detention was served.

The issuing teacher will place the ASD Completion Form in the Dean of Student's box in order that the information may be documented.

It is the responsibility of the issuing teacher to check their box in order to make sure the detention was served. If it was not, the teacher needs to inform the front office so that the student may be pulled from class and serve ISS. The issuing teacher is responsible for documenting the student's completion of ISS and the associated communication with a parent and with office staff.

Suspensions

There are two types of suspensions:

1. In-school (ISS)- Isolated time in a classroom separated from students
2. Out-of-school (OSS) – The student is removed from school for a duration determined by the administration.

In-school and out-of-school suspended students are responsible for assignments given by their teachers and make-up work must be turned in within the regular time frame. Any student assigned an Out-of-School Suspension (OSS), is prohibited from attending any BFCS campus activities or events throughout the duration of their suspension.

Assembly and Opening Ceremony Conduct

Students must sit in their assigned areas in the gym or auditorium. Students who do not conduct themselves appropriately may be removed from assemblies or opening ceremonies, both present and future.

Cell Phones

CELL PHONES AND SMART WATCHES ARE TO BE POWERED OFF AND KEPT IN STUDENTS' BACKPACKS DURING THE ENTIRETY OF THE SCHOOL DAY. PHONES AND SMART WATCHES ARE NOT PERMITTED TO BE USED IN THE SCHOOL BUILDING BETWEEN THE HOURS OF 7:00 AM – 3:20 PM. PHONES ARE PERMITTED OUTSIDE OF THE SCHOOL BUILDING BEFORE AND AFTER SCHOOL ONLY.

Students who fail to comply with the stated policy regarding cell phones, smart watches or any other *non educational* electronic device will be subject to the following discipline procedures.

First Offense – Device will be confiscated from the student and delivered to the dean's office. A parent will need to come into the office to retrieve the device.

Second Offense – The device will be confiscated from the student and delivered to the front office. A parent will need to come into the office to retrieve the device. The student will serve a one day detention.

Third Offense – In addition to the disciplines outlined in steps one and two, the student will serve one day of out-of-school suspension.

Fourth Offense – In addition to the previous three steps, students may be referred to the Governing Board for possible expulsion.

Technology

This document serves as BFHS Acceptable Use Policy for the Use of Computers and Telecommunications. This contract is in effect for the length of the student's studies at BFHS. Benjamin Franklin High School makes computer and Internet services available to students and staff and in support of the educational objectives of the school. The BFHS network system has been established for a limited educational purpose. The term *educational purpose* is used in the context of instruction-related activities, including but not limited to classroom-based projects and student work, college and career explorations, and high-quality, academically-enriching research. Recognizing the value of the internet, BFHS supports teachers and students being engaged in an online environment that allows them to discuss, collaborate, communicate, create, and share in a safe, ethical, and responsible manner. To use these services, individuals must acknowledge their understanding of these guidelines. Cell phones and iPods are not acceptable means of accessing an online environment and must remain turned off in the student's backpack for the duration of the school day.

Appropriate uses of the network and Internet

The following are some appropriate uses of the network and the Internet:

- Using software, completion of class assignments, or conducting research as directed by a teacher.
- Preparing documents or multimedia using computers, the network or the Internet.
- Gaining access to information and news from internet sources such as the US government, commercial media, universities or other educational sources.

Inappropriate use of the network and the Internet

The following are prohibited actions concerning the use of BFHS's computer network and the Internet:

- Sharing of passwords or security codes.
- Gaining or attempting to gain unauthorized access to systems and network resources.
- Tampering with, modification of, or misuse of the computer system in a way which could be viewed as a security violation or vandalism.
- Attempting to read, delete, copy or modify electronic files or email of other system users.
- Deliberate interference with the operation of the network.
- Attempting to install software or load files onto BFHS computers or networks without authorization. **This includes, but is not limited to game files.**
- Misleading staff about the reason for or nature of internet and computer use.
- Use of BFHS owned computer equipment or BFHS provided Internet access for non-instructional purposes, financial gain or profit.
- Attempts to harm or destroy BFHS owned equipment, materials and/or data belonging to BFHS or any authorized users of the network, or other networks connected to the Internet.
- Uploading or creating computer viruses.
- Duplication of software in violation of licensing and copyright laws.
- Use of software not owned, licensed or authorized by BFHS.
- Harassing, insulting, threatening or attacking others via electronic means.
- Downloading, storing, displaying, viewing, sending or printing files or messages considered obscene, profane, violent, racist or dangerous.
- Unauthorized use of email or instant messaging.
- Posting personal contact information about yourself or others on the Internet.
- Posting inappropriate material or creating links to inappropriate sites when designing web pages or web-based resources.

Use of the BFHS's network system for entertainment purposes (e.g., accessing social networking sites including but not limited to Twitter, Instagram, Snapchat, Tiktok, , Facebook, YouTube) is not allowed.

School monitoring of computer activity

Users should expect no privacy of the contents of personal files on the BFHS network.

Routine monitoring and maintenance of the network may lead to the discovery of violations of this policy, BFHS regulations, State or Federal law.

Filtering software will be used to filter out inappropriate sites. Attempts to access inappropriate sites will be recorded along with user information.

Computers and student records may be monitored to determine internet sites visited.

Students will be monitored by teachers and support staff while using computers and the Internet.

Other monitoring means may be used to check the systems for violations.

BFHS is not responsible for damage or theft of students' personal technology brought from home to use at school.

At no time are students permitted to take video or pictures on a BFCS campus unless expressed consent is granted.

Results of violations

Any attempt to violate the provisions of this agreement will result in revocation of the user's privilege, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of BFHS regarding inappropriate use of technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Use of BFHS computers or network to access these services implies acceptance of this agreement.

G Suite for Education Notice to Parents and Guardians

At Benjamin Franklin Charter School, we use G Suite for Education and are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google. At Benjamin Franklin Charter School, students and families will primarily use their G Suite accounts to access homework expectations through teacher sites and share documents with teachers through Google Drive.

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts. Using G Suite for Education accounts, families may access and use the following core services offered by Google: Gmail, Drive, Docs, Sheets, Slides, Forms, Sites, and Contacts.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html.

You should review the G Suite for Educational Privacy Notice in its entirety, let us know of any questions, and then sign the attached Family Contract to indicate that you have read the notice and give your consent. If you do not provide your consent, we will disable your student's G Suite for Education account. **Students and families who do not consent to Google services will not be able to access teacher websites or weekly homework posted online.**

Parking Rules

Utilizing the parking lot at BFHS is a privilege. Loss of parking privileges may result from, but are not limited to the following:

- Reckless driving/speeding
- Leaving campus without office approval
- Transporting alcohol, illegal substances or any form of weapon on campus
- Transporting students off campus that should otherwise be on campus
- Transporting non-sibling students off campus
- Defiance of any staff member while on campus
- Sharing a parking permit
- Not displaying parking pass at all times on the cars that are registered to that spot

Failure to follow any of the above rules will result in a loss of parking privileges. Students who drive vehicles to school will park at their own risk and must understand that neither the school nor the Governing Board are responsible for any vehicular damage, theft, loss of property or damages.

All student-driven vehicles parked on campus must be registered with the school office and display a parking hanger. All student vehicles are to be parked in designated student spaces. Students may not park in staff, visitor, or reserved spaces or in any designated fire lane. The campus speed limit is 15 MPH.

Parking Fees and Refunds

The parking permit is \$80 for the year and is prorated per semester. If a parking hanger is lost, the cost to replace it is \$5.

Parking permits must be purchased at registration and hereafter at the front office.

All vehicles that will be driven must be listed on the application. If you should get a new vehicle or drive a different vehicle temporarily, please give the office the temporary vehicle information.

Unauthorized/non-registered vehicles are not allowed. Discipline will be swift. Repeat offenses will result in cars being towed.

Refunds will be prorated for students who withdraw during the school year. To receive your refund you must turn in your parking hanger.

Students who have their parking privileges revoked will NOT receive a refund.

Bus Rules & Regulations

Arizona law requires that, with respect to the authority of bus drivers, "Passengers shall comply with all instructions given to them by a school bus driver. A passenger or non-passenger who has boarded the school bus and refuses to comply with the bus driver's instructions may be surrendered into the custody of

a person who is authorized by the school to assume responsibility for the passenger or non-passenger.” (A.A.C. R17-9-104). Bus drivers are required to report student discipline issues to school administrators.

The BFCS bus safety program applies to school buses and any other transportation vehicles used by the school to transport students. Students have the privilege of riding BFCS buses or other vehicles as assigned. Conduct that violates the Student Code of Conduct at bus stops, on BFCS vehicles, in the process of boarding or exiting such vehicle, or otherwise related to the vehicle may result in disciplinary action being taken.

School bus rules are created to protect students, parents, staff and the community. Inappropriate behavior by students pulls the driver’s attention away from the road, and thus compromises the bus driver’s ability to operate the bus in the safest possible manner. Students must observe the following rules:

Arriving at pickup point:

- Be on time.
- Get in line with other students without pushing or crowding.

Boarding the bus/vehicle:

- Line up in a single file.
- Wait until the vehicle comes to a complete stop before attempting to board.
- Board the vehicle quickly, but without crowding or pushing.
- Never run on the bus.
- Be particularly careful if you are carrying books or parcels.
- Go directly to your seat. Sit straight, well to the back of the seat. Face the front of the vehicle.

Conduct on the bus/vehicle:

- Remain seated throughout the trip.
- Leave your seat only when the bus has reached its destination and comes to a complete stop.
- Keep your books and parcels on your lap or put them under the seat or on the luggage rack.
- Keep the aisle clear.
- Do not talk to the driver except in case of an emergency.
- Avoid doing anything that might disturb or interfere with the driver.
- Do not talk loudly or yell. Be courteous at all times.
- Never stick hands, arms, head or feet out of the window.
- Do not open windows without the driver’s permission.
- Do not throw anything within the bus or out of a window.
- Do not touch the emergency door or exit controls or any of the bus safety equipment without the driver’s permission.
- Do not discard refuse (garbage) on the bus.
- Do not eat or drink on the bus, with the exception that students may drink water from plastic water bottles.
- Obeys the driver’s directions and instructions at all times.

Musical instruments, athletic equipment and large school projects:

- Should not occupy a seat needed for a passenger.
- Must not be placed in the driver’s compartment or the step well of the bus.
- Must not block the aisle or any emergency exit of the bus at any time.
- Must be under the student’s control at all times or otherwise secured.

Prohibited items:

- Tobacco
- Alcoholic beverages
- Insects, reptiles, or other animals
- Weapons, explosive devices, drugs (including medication) or chemicals
- Any item that is otherwise prohibited by Governing Board Policies, Administrative Regulations or law
- Violation will result in discipline outside the scope of normal bus rule consequences

Violation of bus rules may include the following actions by the bus driver:

- Counsel the student.
- Move the student to another seat.
- Issue a bus conduct referral incident form to the student and/or the school administration.

Action taken by school administration may include, but is not limited to:***First offense:***

Verbal warning from the bus driver.

Second offense:

Dean conference with student. Parent signs and returns Discipline Report.

Third offense:

Three day suspension of bus riding privileges. Parent signs and returns Misconduct Report. Conference with parent (telephone or in person) and student. If a parent fails to attend a conference, the student will remain suspended from the bus until the conference has occurred.

Fourth offense:

Ten day suspension of bus riding privileges. Parent signs and returns Misconduct Report. Conference with parent (telephone or in person) and student. If a parent fails to attend, the student will remain suspended from the bus until the conference has occurred.

Fifth offense:

Thirty day suspension of bus riding privileges. Conference with parent (in person) and student. Parent signs and returns Misconduct Report. If a parent fails to attend a conference, the student will remain suspended from the bus until the conference has occurred.

Sixth offense:

Suspension of bus riding privileges for the remainder of school year (or at least 4 months - whichever is greater). Suspension carries through to next school year.

Clubs and Organizations

Benjamin Franklin High School offers a variety of non-curricular clubs. Students who are interested in developing a new club offering must find a teacher to sponsor the club and then complete paperwork that administration will review for final approval before club meetings may begin.

Extra-Curricular Activities

Students will have an opportunity to participate in a variety of programs and clubs including the following: student government, student service clubs, student yearbook production, after-school sports, or any other activity where there are sufficient numbers of interested students and coaches/faculty to supervise.

The fee-based after-school sports program for junior high is run by the school and in accordance with the school, Canyon Athletic Association League requirements. The fee-based after-school program for high school is run by the school and in accordance with the Arizona Interscholastic Association “AIA” requirements. It is an after school program for 7th -12th grade boys or girls. For junior high, sports include boys’ tackle football, girls’ volleyball, boys’ and girls’ basketball, boys’ volleyball, girls’ softball, boys’ and girls’ track, boys’ wrestling, boys’ and girls’ soccer, and other sports depending on league requirements. High school sports include eleven-man tackle football, boys’ and girls’ basketball, co-ed golf, boys’ and girls’ soccer, girls’ softball, boys’ and girls’ volleyball, boys’ baseball, cross country, wrestling, soccer and track and field and swim. The participation fee for high school students is \$100 per sport. The junior high participation fee is \$50 per sport. There is a family maximum of \$500 per year. All students must register on Register My Athlete, registermyathlete.com, and complete and upload all documentation prior to tryouts to participation in any sport.

Participating students must be enrolled in a minimum of four core classes in order to join any extra-curricular sports or events that require students to try out for participation. Homeschooled students who have registered with the County Superintendent and follow a curriculum approved by the County Superintendent may participate in the BFHS athletic program. Parents must provide grades at the end of each quarter.

BFHS Grade Check Procedures

Grade Expectations: BFHS students must maintain a “C” (70%) average and **be passing all classes** to remain eligible for participation in the sports program, i.e. no “F’s”. Students are required to have a physical and turn in a completed athletic packet prior to tryouts to participate in any sport.

BFHS Grade Check Procedures: Grade checks will be conducted weekly. High school students who are not passing all classes and maintaining a “C” average will enter a ‘Warning Week’. During the Warning Week, student athletes are eligible for competition and practice. If the grades are not meeting expectations during the following week grade check, the student will be ineligible for competition. Student athletes may remain with the team and practice until the grades meet expectations. Once grades are determined to be meeting expectations, the student will be considered eligible for competition. Final decisions are made by the Athletic Director.

Extra-Curricular Conduct

Code of Sportsmanship

For Players

Recognize that you represent your school and that your conduct is a reflection on your school. Keep good faith with your school, your coach, your teammates and yourself. Follow your coach’s instructions, be respectful to officials; accept adverse decisions.

During games and on the bus to and from games, students are to abide by all Benjamin Franklin rules and are to behave in such a manner as brings credit to themselves, the team and the school. Students who are

absent from school for more than half of the academic day on the day of a game will not participate in that game.

For Students

Remember you represent your school in the same manner as the athletes. Encourage good sportsmanship, courteous treatment of visitors, and absolute fairness under all conditions. We ask you to make your visitors feel welcome and to see that proper standards of sportsmanship are followed. Become familiar with the rules of the game and support your team.

For Spectators

Regard the playing of the game as an art and appreciate and enjoy it as such. Show respect for officials, respect for the young men and women participating and respect for yourself. These are essential for raising the standards of good sportsmanship. Become familiar with the rules of the game, and you will enjoy it much more. Leave coaching to the coach and officiating to the officials.

For All

Be Loud – Be Enthusiastic – Be Respectful!!!

<h2>Dress Code</h2>

Benjamin Franklin students are expected to dress in a clean, neat, and conservative fashion reflecting pride in themselves and their school. The dress code is established to help ensure an atmosphere conducive to student learning and free from unnecessary distractions. Pride in student dress is one of the most observable differences at Benjamin Franklin High School.

It is both the parents' and the child's responsibility to ensure compliance with the dress code. If a student is not in compliance with the dress code, parents will be notified. The school administration will resolve all questions concerning the dress code. This dress code applies to ALL students.

All clothing must be modest in style and fit. Clothing may not be too tight or revealing.

Tops:

- * Must be size appropriate
- * Must cover the shoulders, chest, and back
- * Must overlap the waistband

Not permitted:

- ⊗ Tank tops, sheer shirts, and open backs unless layered with a modest shirt
- ⊗ At no time should undergarments/straps show

Bottoms:

- * Must be size appropriate
- * Must be clean and in good repair
- * Shorts, skirts and dresses must be within 2 inches of the kneecap

Not permitted:

- ⊗ Pants with holes

- ⊗ Pajama pants
- ⊗ Sagging or dragging pants
- ⊗ Leggings or tights unless layered with a dress code compliant dress or skirt

Other:

- * Sunglasses, hats, and hoods are permitted, but must be removed when inside a building
- * Piercings may only be worn in the ears (no gauges)
- * Hair must be natural in color (includes clip-ins and accessories)
- * Make-up may be worn in moderation, should complement skin tones and be natural in color/tone
- * P.E. uniforms are only permitted to be worn during physical activity class
- * Sandals must have an ankle or heel strap or be reinforced with a second front strap

Not permitted:

- ⊗ Any attire or jewelry that presents a safety hazard (spiked jewelry, chains, etc.)
- ⊗ Exposed tattoos or other forms of body decoration, including drawing on yourself or others
- ⊗ Extreme haircuts/styles- mohawks, shaved words or designs, unnatural colors
- ⊗ Flip flops & slides
- ⊗ Clothing that has inappropriate writing or pictures

DRESS CODE FOR SEMI-FORMAL & FORMAL DANCES – BOYS

Collared shirt required. Tie strongly suggested.

Shirts must have sleeves.

Well-groomed hair and clean-shaven.

Dress shoes required; no tennis shoes or flip-flops.

DRESS CODE FOR SEMI-FORMAL & FORMAL DANCES – GIRLS

- ☐ All clothing must be modest. Clothing may not be too tight or revealing.
- ☐ Shoulders need to be covered at all times.
- ☐ Dresses may not be cut below the bust line (armpits) in the front OR the back.
- ☐ Dresses/skirts must be no shorter than 2 inches above the kneecap.
No sheer/see-through fabric below the bust line.
Slits are not permitted above the knee.
- ☐ No bare midriffs.

STUDENTS WHO FAIL TO COMPLY WITH THE STATED POLICIES REGARDING DRESS CODE WILL BE SUBJECT TO THE FOLLOWING DISCIPLINE PROCEDURES.

First Offense	Student's attire will be modified in order to comply with dress code and a parent is notified of infraction.
Second Offense	Student's attire will be modified in order to comply with dress code and the student will serve an after school detention.
Third Offense	In addition to the discipline outlined in steps one and two for dress code, the student will serve one day of out-of-school suspension.
Fourth Offense	In addition to the previous three steps for dress code, students may be referred to the Governing Board for possible expulsion.

High School Dance Rules & Reminders

1. Dances should be FUN! BFHS administration wants all students to be safe and comfortable.
2. “Extremes” are discouraged, and CLASS is encouraged. (Mohawks, dyed hair, outlandish hats, duct tape, etc., will not be permitted).
3. All school rules will be enforced at school dances. (See BFHS Handbook) Offenses will be dealt with accordingly. Any student who engages in disruptive behavior will be asked to leave.
**Ticket price will not be refunded if the student is asked to leave.*
4. Non-BFHS students must be approved by administration- forms are in the office. Students may only bring (1) outside guest. **It is the responsibility of BFHS students to inform their guest about school guidelines.*
5. Students and guests must have a picture ID to be admitted to the dance.
6. Students must remain inside the building for the duration of the dance- access to the courtyard will be approved by administrators/chaperones in attendance.
7. Any student/guest who leaves the dance for any reason may only re-enter with permission of the administrator on duty.
8. Only appropriate physical contact will be permitted. Suggestive dancing will not be permitted. If contact looks questionable, it will be stopped. Repeated infractions will be cause for expulsion from dance.
9. All students and guests must leave the location within 30 minutes of the end of the function. No loitering in parking lots. Please make transportation arrangements within this time limit.
10. Jr. High students are not permitted to attend high school dances.
11. Students may invite outside guests to designated school dances. Prior approval must be secured from school administration. Students in grades 9-12 from other schools may be invited as guests, but are subject to the same dance and school regulations as BFHS students. Guests may not be over the age of 19 and must bring a current photo ID with birth date.
12. Any type of disciplinary issue could potentially prohibit a student from attending a school dance.
13. Be aware of your surroundings. Make good choices! Display good character. Make some memories. HAVE FUN!

Bullying

Introduction

Benjamin Franklin High School strives to provide a safe, secure and respectful learning environment for all students in our school building, on school grounds, and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is defined as repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful.

Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships), and cyber (texting and using social media).

Prohibition

Bullying behavior is prohibited in our school buildings, property and educational environments, including any property or vehicle owned, leased or used by the school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision. This prohibition extends to student-to-student behavior, as well as student-to-staff and staff-to-student behaviors.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the school principal or any member of the administration team. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to a teacher or the school principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and will be investigated. A clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. The school official receiving a report of bullying shall immediately notify the principal, who is responsible for investigating the report or identifying the employee that will be doing the investigation. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. Filing a report in good faith will not reflect upon the individual's status, nor will it affect his or her grades or employment status by the school if the complainant is an adult staff member. The school shall keep the complaint confidential for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed.

Procedure for investigating reports of bullying:

The person assigned by the school to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The school shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school executive director and governing board may take disciplinary action, including the following: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Student services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school will also provide a copy of the policy to any person who requests it.

Hazing

HB2476 (Hazing) Chapter 230, 2001 Laws

States that every educational institution (defined as a K-12 public school, public community college, or public university) must adopt , post, and enforce a hazing prevention policy that includes the following:

- 1) statement that hazing is prohibited
- 2) statement that soliciting engagement to haze is prohibited
- 3) statement that aiding and abetting another person to haze is prohibited
- 4) statement that consent to hazing is not a defense to a hazing violation
- 5) statement that all students, teachers, and staff shall take reasonable measures to prevent hazing
- 6) description of the procedures for students, teachers, and staff for reporting and filing hazing incidents
- 7) procedures to investigate hazing violation complaints
- 8) description of circumstances when a hazing violation is to be reported to law enforcement
- 9) description of appropriate penalties, sanctions, and appeal mechanisms for persons and organizations violating the hazing policy and shall include the revocation or suspension of an organization's permission to conduct operations at the educational institution and any teacher or staff that knowingly permitted, authorized, or condoned the hazing activity shall be disciplined by the educational institution.

Defines hazing as any intentional knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: a) the act was committed in connection with an initiation into, an affiliation with or the maintenance in any organization that is affiliated with an educational institution; b) the act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. Student is defined as a person enrolled, been promoted or accepted to, or intends to enroll or be promoted within the next twelve months at an education institution and will continue to be defined as a student until the person graduates, transfers, is promoted or withdraws.

Note: The above state law applies to all school personnel including principals, athletic directors, coaches, teachers, and staff. *Refer to the student handbook on Hazing.

Title IX - NOTICE OF NONDISCRIMINATION

Benjamin Franklin Charter School-Queen Creek does not discriminate on the basis of race, color, ethnicity, national origin, religion, sex or gender, sexual orientation, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. In compliance with Title IX, the District does not discriminate on the basis of sex in any of its programs or activities, including but not limited to, in admissions and employment. The following persons have been designated to handle Title IX inquiries regarding the nondiscrimination policies:

Diana Dana
Director of Education/Title IX Coordinator
690 E. Warner Rd, #141
Gilbert, AZ 85296
(480) 264-3710
ddana@bfcsaz.com

Inquiries about Title IX may be directed to the School's Title IX Coordinator and/or the Assistant Secretary of Civil Rights of the U.S. Department of Education.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

FERPA Compliance Guidelines for Teachers

The Following guidelines are offered to assist teachers in complying with the confidentiality requirements concerning students education records under the Family Educational Rights Act (FERPA). For the purposes of these guidelines, educational records are defined to include all records, files, documents, and other materials that contain personally identifiable information on any student as well as personally identifiable information itself.

School Employees CANNOT:

1. disclose education records to other school employees who do not have a legitimate interest in the educational records for purposes of carrying out their authorized duties as determined by the school.
2. disclose educational records to college-level student teachers, consultants, or authorized community volunteers who do not have a legitimate educational interest in the education records as determined by the school.
3. disclose education records (including student contact information) to persons who are not school employees, college-level student teachers, or authorized community volunteers unless permitted to do so by the building principal.
4. disclose education records (including student contact information) to other students.
5. post student grades or give access to the teacher gradebooks.

School Employees CAN:

1. check with the building principal to determine what information has been designated under FERPA as “directory information” at a particular school. Certain directory information, such as student names, participation in sports, and awards, is eligible for disclosure through the school office.
2. disclose education records to other employees who have a legitimate interest in the education records for purposes of carrying out their authorized duties as determined by the school.
3. disclose education records to college-level students, consultants, and authorized community volunteers who have a legitimate interest in the education records for purposes of carrying out their authorized duties as determined by the school.
4. direct or allow students to grade, edit, and/or correct each other’s work and provide the results to the teacher for use or consideration in assigning student grades.

5. allow any student assistant or student volunteer to grade, edit, and/or correct student work and provide the results to the teacher for use or consideration in assigning student grades.
6. display work with a student's name as long as the grade is not visible.
7. display anonymous student work showing a grade, corrections or other markings as long as the student name is not visible.

The Supreme Court determined that FERPA does not apply to papers graded by students prior to their inclusion in teacher grade books. Teachers are strongly encouraged to consider the following factors when students are grading other student's work:

1. Maintaining a classroom environment that respects the dignity of all students.
2. Using student grading as a learning opportunity.
3. Collecting and distributing papers in the most time-efficient manner possible.
4. Discouraging the calling out of scores in class.

McKinney-Vento Act

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) is included in the Every Student Succeeds Act of 2015. The reauthorization requires that children and youths experiencing homelessness are immediately enrolled in school and have educational opportunities equal to those of their non-homeless peers.

McKinney-Vento Homeless Education Assistance Act includes certain rights and/or protections to:

- Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
- Continue in the school you attended before you became homeless or the school you last attended, if that is your choice and is feasible. The school district's local liaison for homeless education must assist you, if needed, and offer you the right to appeal a decision regarding your choice of school if it is against your wishes.
- Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
- Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.

- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrollment.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to school and to school programs.

If you believe your student is eligible for McKinney-Vento services, please contact your school's Assistant Principal

Benjamin Franklin High School reserves the right to modify this Family Handbook at any time.

Family Contract

Honor Code

As a Benjamin Franklin student, I agree to abide by the honor code which is outlined in *The Charger Way*.

Code of Conduct

As a Benjamin Franklin Jr. High/High School student, I understand and accept the responsibilities outlined in the Benjamin Franklin Jr. High/High School “Code of Conduct” section of the Family Handbook. I agree to abide by the Code and fully understand the consequences outlined. My parent/guardian and I acknowledge having read and understand this Code of Conduct and confirm that the student named below will abide by the rules and regulations contained herein.

Family Handbook

We acknowledge that the Benjamin Franklin Family Handbook, containing school policies, is available online at bfhschargers.com.

Permission to Publish

We, the parent/guardian of _____, do grant ☐ do not grant ☐ those associated with Benjamin Franklin High School, its assignees and transferees the right to copyright, use and publish photographs of my student in school publications, school websites, school advertisement, Instagram, Twitter, Facebook, and/or newspaper/TV depicting Benjamin Franklin High School.

Technology

We agree to follow the Technology and Cell Phone Policy and understand the penalties for violating those regulations as outlined in the Family Handbook.

Transportation

We understand that it is a privilege to ride the BFHS buses or other vehicles assigned for events such as athletics, field trips, seminary, neighborhood bus routes or shuttle to and from the Crismon Campus. Conduct that violates the Student Code of Conduct at bus stops, on BFHS vehicles, in the process of boarding or exiting such a vehicle, or otherwise related to the vehicle may result in disciplinary action being taken.

Student Name (Please Print)

Student Signature

Parent Name (Please Print)

Parent Signature

Date