

# Elementary Family Handbook

2023 - 2024



*Benjamin Franklin*<sup>TM</sup>  
CHARTER SCHOOL Est. 1995



# Family Handbook

Elementary School  
Kindergarten - 6th Grade

**2023-2024**



## **BENJAMIN FRANKLIN**

It is our hope that each child at Benjamin Franklin Charter School will become a student of our school's namesake, Benjamin Franklin. From time to time, students have an opportunity to share with others interesting facts about this most remarkable man. Here are just a few facts surrounding his life included below:

- He was born in Boston, Massachusetts on January 17, 1706.
- He attended school for only two years until the age of ten.
- He continued his studies on his own and learned five foreign languages.
- He served as an apprentice to his older brother and learned the art of printing.
- He published the Pennsylvania Gazette.
- He married Deborah Read in 1730, and they had three children.
- He was the only man to sign the Declaration of Independence, the Treaty of Alliance with France, the Treaty of Peace with Great Britain, and the Constitution of the United States.
- He was the oldest delegate to the Constitutional Convention.
- He published Poor Richard's Almanac.
- He was one of the first men to experiment with electricity and invented the lightning rod.
- He died April 17, 1790, and was buried in Philadelphia, Pennsylvania.

<b>TABLE OF CONTENTS</b>	<b>Page</b>
Message from the Governing Board	1
Message from the Principals	1
Mission Statement	1
Philosophy of Traditional Education	1
History and Organization	1
What We Ask of Our Parents	2
The Franklin Parent Organization	3
Office Hours and Daily Schedule	3
Campus Communication	4
Registration and Enrollment	5
Attendance	6
Make-up Work	7
Tardiness	7
Sign-in/Sign-out Procedures	8
School Visitors	8
Lunch Program	9
Food and Drinks on Campus	9
Student Birthdays	10
Health Office Services	10
Safety Drills	11
Animals on Campus	11
Lost and Found	11
Solicitation	11
Educating the Heart - The Core Virtues	11
Educating the Mind - The BFCs Educational Program	12
BFCs Weekly Instructional Minutes	14
Homework	14
Long-term Projects and Assignments	16
Field Trips	16
Textbooks and Student Supplies	16
Student Assessment Growth and Support	16
English Language Learners (EL)	18
Students with Disabilities	18
Grades	19
Progress Reports	19
Report Cards	19
Parent-Teacher Conferences	19
School Rules	19
Dress Code	21
Discipline Plan	22
Bullying and Hazing	23
Family Educational Rights and Privacy Act (FERPA)	24
McKinney-Vento Act	26
Technology Use Agreement	27
Title IX Notice of Non-discrimination	28

## MESSAGE FROM THE GOVERNING BOARD

We would like to welcome all of the students and parents to 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 educational 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.

## MESSAGE FROM THE PRINCIPALS

This handbook is designed to inform parents about Benjamin Franklin Charter School. If after reading it, you have questions, or if you have any questions regarding the school, please contact campus administration.

Campus	Principal	Email
Crismon	Mr. Kevin Ball	kball@bfcsaz.com
Gilbert	Mrs. Jennifer Hawks	jhawks@bfcsaz.com
Power	Mrs. Mary Kathryn Boucher	mboucher@bfcsaz.com

## MISSION STATEMENT OF BENJAMIN FRANKLIN CHARTER SCHOOL

The mission of Benjamin Franklin Charter School is to offer a well-rounded education with proven superior academics, exceptional programs, time-honored values, and a high level of parental participation.

## PHILOSOPHY OF TRADITIONAL EDUCATION

Our priority is always to our students, parents, teachers, faculty, and staff. We aim to provide a world-class education to our students, a program that engages and encourages parents to take an active role in their child's education, and a culture that promotes virtue in both our students and staff. A clear brand position will support this goal as we continue Educating Arizona...One Student at a Time™. Traditional education aims to:

- Train the intellect
- Teach skills
- Instill a sense of pride in and respect for self, others, and country
- Motivate students to strive toward standards of excellence in all fields of endeavor
- Equip students with the necessary skills to become decision makers and problem solvers
- Prepare students for the world outside by challenging them to compete for achievement of standards in the classroom
- Develop an atmosphere of tolerance and acceptance of all students regardless of physical appearance and culture

## 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. The Crismon 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 and consolidated its 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 campus. In the fall of 2013, Benjamin Franklin Charter School opened its first high school, combining it with the existing junior high, to create a 7-12 college preparatory secondary school.

The philosophy, curriculum, and strong parental involvement that define the Benjamin Franklin Charter School 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 School is 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.

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.

## **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 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 Charter School
- Contribute to family activities and community events with a \$25 per family activity fee

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 as needed. Parents are expected to make appointments with teachers and administration in order to reconcile any questions or concerns.

Because BFCS is attended through parental choice, it is expected that parents will reserve and attend at least one tour and informational session to learn the scope of the education and expectations at BFCS. These informational sessions and tours of the school are offered via requests through the BFCS website. 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 BFCS it is expected that should the parent or student at any time feel

that BFC's program or environment is not appropriate for their child's educational goals, the parent may want to consider other educational options for the student.

## THE FRANKLIN PARENT ORGANIZATION

The Franklin parent organization at each campus is a very important element of Benjamin Franklin Charter School. All parents may participate in the parent organization which may be organized differently at each campus. Please refer to your campus front office for more information. In lieu of constant fundraising, parents are asked to contribute a voluntary activity fee of \$25.00 annually per family. These funds supplement extra-curricular activities as well as projects that benefit our students and teachers.

All parents of Benjamin Franklin Charter School students are invited and encouraged to attend parent volunteer meetings. Meeting dates will be published in the school newsletter. Please feel free to contact your campus office at any time with questions, ideas, or concerns.

## OFFICE HOURS AND DAILY SCHEDULE

OFFICE HOURS	Start Time	End Time
Campus Office Hours	7:30am	4:30pm
Summer/Intersession Break Office Hours	7:30am	4:00pm
DAILY SCHOOL HOURS		
Before School Clubs and Activities	7:30am	8:15am
<b>Flag Ceremony</b>	<b>8:15am</b>	<b>8:30am</b>
<b>Daily School Hours</b>	<b>8:30am</b>	<b>3:00pm</b>
AM Kindergarten	8:30am	11:15am
PM Kindergarten	12:15pm	3:00pm
After School Clubs and Activities	3:00pm	3:45pm
Beyond the Bell (Before-School Care)	6:00am	7:30am
Beyond the Bell (After-School Care)	3:00pm	6:00pm

For specific times, please reach out to the classroom teacher or campus front office.

SPECIALS, LUNCH, AND RECESS SCHEDULES		
Art	60 minutes	1x per week
Music	30 minutes	2x per week
Physical Education	30 minutes	2x per week
Recess	15 minutes	2x per day
Before School Recess (optional, 7:30-8:15am)	45 minutes	1x per day
Lunch	35 minutes Lunch: 20 minutes Recess: 15 minutes	1x per day

### Morning Drop-off and Afternoon Pick-up

- Campuses open for students at 7:30am each morning. Students who arrive before 7:30am, should plan to enroll and attend the before-school program, Beyond the Bell.
- Parents are expected to pick students up immediately after school. Campuses close for students once after-school activities conclude at 3:45pm. All students who plan to stay later than 3:45pm, should enroll in the after-school program, Beyond the Bell.



### Before and After-School Care - BFCS Beyond the Bell

- Extended before and after school care is available at all campus locations from 6:00am-6:00pm weekdays excluding recognized holidays.
- Parents can register for the program via the My School Bucks link on their PowerSchool Parent portal or visit the BFCS website at [www.bfcsaz.com](http://www.bfcsaz.com) for details about the Beyond the Bell Program.

### Extra-Curricular Activities

Benjamin Franklin Charter School students have the opportunity to participate in a wide variety of programs. These activities are site-specific and will be communicated by individual campuses.

- Band and orchestra are before and after-school programs available to 4th, 5th and 6th grade students.
- Students in 4th-6th grades also have the opportunity to run for Student Council.
- A variety of other clubs and extracurricular opportunities are offered throughout the year and can include Yearbook Club, Math League, Quiz Bowl Club, Battle of the Books Club, Running Club, and many others. Watch your campus newsletter for programs.

### Transportation

Because Benjamin Franklin Charter School is a school of choice with no specific school boundaries, parents are responsible for transporting their children to and from school, using the designated drive-through lanes for drop-off and pick-up points. Some campus locations offer limited transportation options. Contact the campus office for details.

A bicycle rack is available for students who ride their bicycles to school. To prevent bicycle thefts, students should use bicycle locks. Walking bicycles while on school grounds is mandatory.

## CAMPUS COMMUNICATION

	General Information	Report an Absence	
Campus	Front Office Phone	Attendance Phone	Attendance Email
<i>Crismon</i>	480-987-0722	480-888-9410	ccatt@bfcsaz.com
<i>Gilbert</i>	480-632-0722	480-664-1040	gcatt@bfcsaz.com
<i>Power</i>	480-677-8400	480-888-8435	pcatt@bfcsaz.com

### General Information

- BFCS Website:** [www.bfcsaz.com](http://www.bfcsaz.com)
- Campus Newsletters:** Sent home weekly via email.
- Messages may be left on the office voicemail when the phone is busy or staff members are helping others. Office staff will return phone calls as soon as possible. Messages after hours will be returned the next working day.

### Classroom Questions

- Teacher Websites:** Classroom information is available on each teacher's website. Website links can be accessed on the BFCS website at [www.bfcsaz.com](http://www.bfcsaz.com) - Family



#### Resources

- **Teacher Contact Information:** If you find it necessary to talk with your child's teacher during the day, please call before or after school, leave a message with the office, or email the teacher. Once the school day begins, teachers find it difficult to leave their duties unattended to take calls.

#### Message for Students During the School Day

One of our goals at BFCS is to minimize interruptions during the school day. In order to accomplish this goal we want to protect valuable learning time from unnecessary disruptions. Parent requests to relay messages to their child during the instructional day can be a significant interruption and affect the teacher's ability to keep a concentrated focus on instruction. In order to eliminate unnecessary classroom disruptions, messages will be relayed to students as soon as possible. We encourage parents to inform your child before school of any plans for after school

#### Office Phone Usage

Students may request to use an office telephone as needed with permission.

#### Parent Concerns

Communication and feedback are critical to the success of Benjamin Franklin Charter School. If parents or students have concerns about any part of the program, they are requested to communicate those concerns to the appropriate people typically beginning with the classroom teacher. Campus administration can also be available to address questions and every effort will be made to resolve issues as soon as possible.

#### Teacher Appreciation

It is recommended that students and parents express gratitude for teachers through thoughtful homemade cards, notes, or emails. Parents are encouraged to share feelings of appreciation for teachers with the campus administration.

## REGISTRATION AND ENROLLMENT

To register your child in Benjamin Franklin Charter School for the first time, you will need a certified copy of the child's birth certificate or other reliable proof of identity and age and proof of Arizona residency. The school maintains health records on each child. An immunization record must be completed and in our files before a child can attend school.

For the upcoming school year, a child must be 5 years old before September 1st to enroll in kindergarten. For early-entry into kindergarten, please see the front office for details. To enter first grade, a child must be 6 years old before September 1st.

#### BFCS 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.

### **Classroom Assignments**

In order to ensure a fair process, classes are formed using a system designed to create a balanced classroom. During the school year, students are placed in classrooms based on enrollment and section availability. Specific requests for teachers or classrooms cannot be accommodated.

## **ATTENDANCE**

Students who miss school time lose valuable classroom instruction. It is essential for students to attend school daily and on time. Students should plan to be in their seats ready to work no later than 8:30 am. 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:

- 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.
- 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. A personal day or other excuse that does not meet the above criteria would be considered unexcused.

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. 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 A.R.S §15-901. It is required that the parent accompany the student for re-enrollment into the school.

### **Parent Notification Expectations**

If your child is ill or if there is an emergency, please call the school before 9am. to report the absence. If your child arrives late or leaves early, parents must sign them in or out from the office. 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 – Ten (10) combination of excused and/or unexcused absence. With the tenth (10th) full day absence during a semester, a parent conference is required to explain the importance of attendance and the consequences of continued absences.
- 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**

If a student experiences an absence from school, the students may collect make-up work upon their return to school. Students are given two days for each day of absence to complete missed work. An absence on the due date of a major or long-term assignment or exam may not extend the due date of that assignment. The student should expect to submit the work on or before the original due date and make up exams 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 will happen. Parents must sign their students in at the front office to excuse a tardy for being late. Any student entering the classroom after the bell rings, and who does not have a written excuse from a staff member will be marked as an unexcused tardy. The principal will determine whether a student's tardiness will be considered excused if a question arises. Students tardy more than 25% of the class period (K-5 elementary school periods are AM or PM) may be marked absent for that period.

## SIGN-IN/SIGN-OUT PROCEDURES

Students arriving late to, returning to, 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.

BFCs 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.

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.

Due to the disruption to the classroom, parents are encouraged to avoid signing students out within the last fifteen minutes of the day.

## SCHOOL VISITORS

Parents are encouraged to come to school frequently and to take an active part in the education of their child. In order to maintain a safe and focused educational environment, we ask that visitors follow these guidelines:

<b>Parents and Campus Visitors</b> <b>(Affiliated with the School)</b>	<ul style="list-style-type: none"> <li>• All campus visitors are required to report to the office and sign in electronically using a government-issued ID.</li> <li>• The Ident-A-Kid program will quickly run their name against a national database of registered sex offenders and student-specific no-contact orders.</li> <li>• Individuals whose names are flagged via this screener will not be permitted on campus without further investigation by campus administration.</li> <li>• This screening is done at no cost to visitors.</li> <li>• All campus visitors will be required to wear a visitor sticker.</li> </ul>
<b>Parent Chaperones</b>	<ul style="list-style-type: none"> <li>• In order to effectively supervise students on off site trips, we rely on volunteer chaperones. For chaperones, who will spend longer amounts of time in close proximity to students, a more thorough background check will be completed, which can be done well in advance of student field trips.</li> <li>• There is a fee of \$40.00 which the school will cover.</li> <li>• This is referred to as a Level II clearance which is valid for three years at all BFCs campuses.</li> <li>• For a full list of chaperone disqualifying factors please see our front office.</li> </ul>
<b>Children Not Enrolled as BFCs Students</b>	<ul style="list-style-type: none"> <li>• Children who are not enrolled in the BFCs program are not permitted on campus during the school day without approval from campus administration. This includes classroom parties.</li> </ul>
<b>Visitors</b> <b>(Not Affiliated with the School)</b>	<ul style="list-style-type: none"> <li>• Visitors unaffiliated with the school may only visit under the supervision and direction of campus administration.</li> </ul>

### Additional Visitor Guidelines

- When possible, please notify teachers when visits are planned and avoid conferences with the teachers during such visits so the teacher can conduct class as usual.
- For the safety of the students and staff, visitors are not allowed on the playground during school hours. Special events, such as field day, may be an exception at the direction of the campus administration.

## LUNCH PROGRAM

Benjamin Franklin Charter School has partnered with **My Hot Lunch Box** 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.

### Ordering Lunches - My Hot Lunch Box Program Information

<b>Place Orders</b>	<a href="https://ordernow.myhotlunchbox.com/sign-up">https://ordernow.myhotlunchbox.com/sign-up</a>
<b>Order and Cancellation Deadline</b>	Noon on the day prior to delivery day
<b>Changes, Cancellations, Credits</b>	Email <a href="mailto:info@myhotlunchbox.com">info@myhotlunchbox.com</a> or call (888)-894-8295.
<b>Additional Notes:</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If students are absent on the day they ordered a lunch, parents are welcome to pick up the lunch or give it to a sibling. If neither is an option, then the lunch is forfeited.</li> <li>• BFCs does not order "extra" lunches.</li> <li>• Be sure arrangements have been made for your student to have lunch every day.</li> </ul>	

### Lunches from Home

Students are welcome to bring their lunches to school. Parents should make sure to send nutritious food in lunches that your children will eat. Students bringing their lunches from home may also purchase milk or water.

### On Campus Eating Areas

- Parents are welcome to check in at the office and eat with their children in the lunchroom.
- Parents and students may not share food with other students.
- Due to health concerns, no food will be allowed to leave the lunch area.
- Students and/or parents are not permitted to be in classrooms during lunch without permission.
- Roaming the halls during lunch time is not an option and may lead to disciplinary action.

## FOOD AND DRINKS 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 and all other beverages, food, and snacks are only permitted in classrooms under the direction of campus administration. Students may not chew gum on

campus. Repeat gum offenders may be referred for disciplinary action.

## **STUDENT BIRTHDAYS**

Students are recognized by their teachers on their birthdays; however, no other treats or birthday recognition by parents is permitted. Parents and/or students are asked not to pass out party invitations on campus before, after, or during school.

## **HEALTH OFFICE SERVICES**

The health assistant is on duty during regular school hours and will assist students with illnesses and injuries. Health services may not be available during before and after-school activities. All parents are required to complete an Emergency Medical Referral form for each of their children each year. On the form, parents will include current contact information and indicate any health issues that may require medical care. Parents should inform the health assistant if any contact information including address or phone number changes during the school year. If the health assistant or school personnel cannot reach parents in an emergency, then emergency services may be contacted. The cost of any emergency or medical services is the parent's responsibility.

If at any time a student is faced with a health situation which could affect performance at school, parents should notify the health assistant and provide documentation and appropriate recommendations from a medical professional.

If a student has been ill, he or she is permitted to return under the following conditions:

- fever free for 24 hours without medication
- no vomiting for 24 hours without medication
- no diarrhea for 24 hours without medication
- sore throat and other symptoms (nasal congestion, coughing, etc) are improved

Medications should be administered at home when possible. Prescription and over-the-counter medication, including cough drops, may not be in student possession throughout the day. All medications must be dropped off and picked up at the health office by an adult.

With guardian permission, the school health assistant may provide Tylenol, ibuprofen, cough drops, antacids, anti-itch lotion, or Benadryl to students based on their symptoms if there is an immediate need during the school day.

When school personnel are asked to administer scheduled medication to students during school hours, the following guidelines apply:

- Parents are responsible for bringing in any prescription or over-the-counter medication and will sign a permission slip indicating that the medication may be administered during the school day.
- Medication must come in the original container with the pharmaceutical or box label.
- All medication will be stored in the health office with the exception of students who have been specifically authorized to carry inhalers, epi pens or diabetic medications.
- The health assistants will administer all medication.
- Health assistants will work with campus administration to create health plans for activities such as field trips or before and after-school care.

## **Excused Activities**

If your child's activities must be restricted at school, a doctor's statement is required; otherwise, all students are expected to participate in daily school activities. Doctor

recommendations should be submitted to the health office.

### **Insurance**

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

### **Outside Services**

The school cannot interrupt instructional time or provide facility space to accommodate services from outside providers and therapists unrelated to BFHS. Limited observation times by outside providers unrelated to BFHS may be scheduled at the discretion of the campus administration.

## **SAFETY DRILLS**

BFCS works in partnership with local law enforcement in developing safety procedures to handle emergency and crisis situations. BFCS has regular drills to practice lockdown and evacuation procedures. During safety drills, students should participate in a quiet and orderly manner and follow the instructions of those in charge. Students reporting and/or creating false alarms will be subject to disciplinary action and reported to law enforcement.

## **ANIMALS ON CAMPUS**

Animals are not permitted on school grounds. Animals are not allowed in the classroom unless approved by the Director of Education. Stray animals should be reported to the office as soon as they are seen on school grounds.

## **LOST AND FOUND**

It is suggested that clothing and all other personal items that are brought to school are labeled with a student name. Lost items are stored in the school lost and found until their owners claim them or until items are donated to charitable groups.

## **SOLICITATION**

It is the policy at Benjamin Franklin Charter School that no items for sale are to be offered or solicited on campus to students, faculty, or staff. This policy does not apply to student fundraisers related to school activities.

## **EDUCATING THE HEART - THE CORE VIRTUES**

The Core Virtues program is a character education program that promotes civility, respect for the human person, and human excellence in every way. The word virtue, in fact, derives from the ancient Greek philosophical tradition and means "excellence". The program is a catalyst for academic success because it encourages the habits of the mind and heart that are necessary for quality scholarship.

With the Core Virtues program, students learn and practice several types of virtues:

- Moral: Character traits that enable us to act well in situations that require an ethical response.
- Intellectual: Character traits necessary for discernment, right action, and the pursuit of knowledge, truth, and understanding.
- Civic: Character traits that are necessary for engaged responsible citizenship, contributing to the common good.



Monthly focus virtues are assigned each school year and emphasized at daily flag ceremonies and highlighted during classroom instruction. The Core Virtues include: Charity, Compassion, Courage, Courtesy, Diligence, Faithfulness, Forgiveness, Generosity, Gratitude, Heroism, Hope, Humility, Joy, Love of Country, Loyalty, Mercy, Perseverance, Respect, Responsibility, Self-discipline, Wisdom, Wonder, and more.

## **EDUCATING THE MIND - THE BFCS EDUCATIONAL PROGRAM**

### **Kindergarten Through Sixth Grade Curriculum Overview**

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

Information about the educational and teaching background and experience in a particular academic content subject area for all current employees who provide instruction to pupils is available upon request to parents and guardians of enrolled students. A.R.S. §15-183(F).

### **Traditional Education Overview**

We believe that learning, hard work, and fun are not mutually exclusive and that learning should be a joyful and exciting endeavor, especially for children. Traditional Education is the foundation of our curriculum. During the K-6 years, also known as the Grammar Stage in Classical education, our students focus on learning and mastery of the fundamental rules, terms, and facts in the following subjects:

#### **Mathematics**

Mathematics is taught daily and receives a great deal of emphasis. The program uses oral drill, written practice sheets, and stresses memorization of math facts. Metric and modern math terms are included. The materials used are from *HMH Into Math*.

#### **Reading**

Reading instruction is an essential element and is a daily part of the curriculum. Students learn to enjoy reading quality literature, identify different text structures, and apply specific mental actions in all subjects. The literature selections include classics and literature sets with wholesome ideals. Each room has its own grade level appropriate library selections.

#### **Recitations**

Each student will memorize and recite one selection of either prose or poetry at least once every nine weeks. Students may also enter poetry recitation contests.

#### **Penmanship**

The standardized handwriting program in the textbook *The Writing Road to Reading* is taught in grades K-6. Neatness and legibility of penmanship are stressed through daily work. Cursive writing is introduced during the second semester of 2nd grade, and an annual review of printing is conducted.

#### **Spelling**

The spelling program has a strong phonetic base articulated through daily oral and written drill. The program consistently teaches spelling, language rules, vocabulary development, and is the core of the language arts curriculum. Spelling is also emphasized in the literature and composition programs. *The Writing Road to Reading* is the text for spelling.

## Language

The language program includes daily practice and drill in fundamental English grammar, rules, and usage. Composition and poetry are an integral part of the program. The language texts used are *The Writing Road to Reading* and *Easy Grammar* (Gr. 1-6)

## Composition

Each Benjamin Franklin student is expected to follow a defined writing process in a grammatically correct manner that emphasizes clarity of thought and preciseness in spelling and penmanship. A variety of writing experiences are provided at each grade level. The writing texts are *The Writing Road to Reading* and *Excellence in Writing* (Gr. 1-6).

## History and Geography

This program emphasizes the study of social studies, history, and geography. Memorization of important geographical and historical data is required. Current events are also presented. The texts used are from *Studies Weekly* and other supplemental publishers.

## Science

The science program includes physical, earth, and biological sciences. It utilizes *Studies Weekly* and other supplementary materials. 6th grade utilizes *Amplify Science*.

## Music

A structured general music and music appreciation program is taught in all grades. An instrumental music program is available to students in 4th grade and above for band and orchestra. The band and orchestra programs meet before and/or after school.

## Physical Education

Each child at Benjamin Franklin Charter School participates in a structured physical education experience. The physical education program is designed to teach children important physical skill development that will carry over into day-to-day life and help promote good health.

## Art

Art appreciation is a part of the basic program. Art is used to emphasize holidays and seasons and, where appropriate, is incorporated into other areas of study. The school provides art instruction by a qualified instructor and parents may volunteer to help present the Art Masterpiece Program lessons to students throughout the school year.

## Computers

Computer education includes typing, parts of a computer, internet safety, and digital citizenship for students in 1st through 6th grade. Computer activities may also include word processing, research, digital presentations, and other digittools.

## BFCs WEEKLY INSTRUCTIONAL MINUTES

GRADE	1st	2nd	3rd	4th	5th
Seatwork	75	75	75	75	75
Phonics/Spelling	310	285	255	195	155
Grammar	120	110	100	100	75
Composition	150	175	200	210	215
Literature	370	345	300	300	310
Math	300	305	365	365	360
History	60	60	60	85	110
Science	60	60	60	85	115
Music	60	60	60	60	60
Physical Education	60	60	60	60	60
Computer Literacy	0	30	30	30	30
Art	60	60	60	60	60
Lunch/Recess	325	325	325	325	325
<b>Total</b>	<b>1950</b>	<b>1950</b>	<b>1950</b>	<b>1950</b>	<b>1950</b>

GRADE	Kinder (Half Day)	Kinder (Full Day)	6th
Seatwork	75	75	75
Phonics/Spelling	200	250	120
Grammar	25	50	100
Composition	25	50	200
Literature	135	180	300
Math	120	150	300
History	10	20	150
Science	10	20	150
Enrichment/Transition Time	0	650	50
Music	60	60	60
Physical Education	60	60	60
Computer Literacy	0	0	30
Art	60	60	30
Lunch/Recess	75	325	325
<b>Total</b>	<b>855</b>	<b>1950</b>	<b>1950</b>

## HOMEWORK

Homework is the important last step of the instructional process at BFCs and serves several important functions related to student growth and learning. The primary function of homework is for a student to independently demonstrate mastery of the information taught during the school day. For this reason, homework is directly related to concepts taught in class that day so students should be able to independently complete homework.

Homework practice also:

- reinforces concepts learned and prepares students for new learning
- teaches personal responsibility by allowing students to assess and take ownership over their own learning
- encourages time management
- develops personal study skills
- informs parents about what their children are learning at school
- helps teachers and parents assess study skills and mastery on concepts taught during the school day
- strengthens the connection between home and school

### **Homework Expectations**

All K-6 students receive homework four nights per week, Monday through Thursday. Grades K-2 students receive spelling and math homework each evening. Grades 3-6 receive homework in spelling, grammar, and math each evening. Unfinished daily work is not counted as part of the actual homework time, but students may be given the option to complete some unfinished classwork at home. Any unfinished classwork that is taken home is due the following school day or as directed by the classroom teacher.

### **Reading Practice**

In order to encourage a love of reading and to achieve the quarterly reading page requirements (which are counted as a reading grade) it is recommended that your child spend 20 minutes reading per day.

### **Homework on Weekends, Holidays, and School Special Event Nights**

There is no regular homework issued on weekends, holidays, or special school event nights.

### **Homework Grading**

Homework is directly related to daily instruction and will be reviewed by the teacher daily. Standards of neatness and accuracy are to be maintained regardless of the subject matter area. Completion grades rather than accuracy grades are kept in the area of homework. Homework grades may be included as part of each content area grade for students in 6th grade and some students receiving exceptional student services. Homework grades are included on report cards at the end of each term.

### **Daily Homework Sheets and Agendas**

Students in grades 1-5 write homework assignments on the daily homework assignment sheets provided by teachers in class. 6th grade students write homework assignments on a classroom agenda in preparation for junior high. Kindergarten students bring labeled homework worksheets home each night. Students bring homework assignment sheets home each day for both parents and students to use as a reference when completing homework. In order to strengthen the partnership between home and school, any questions or issues with homework can be communicated back to the teacher via email or by using the homework assignment sheet.

### **Homework Support**

Parents can support their children with the homework process in the following ways:

- Provide a time and place free from distraction for the homework to occur.
- Provide positive encouragement.
- Review their child's work and check for understanding.
- Sign the daily homework sheets or papers (whether completed or not).
- Work closely with the teacher if a problem occurs.

### **Homework Club**

Homework Club is offered after school for a small fee. This provides a supervised place for students to receive support while they work on homework after school . Check with the front office for details and registration.

## **LONG-TERM PROJECTS AND ASSIGNMENTS**

All students are asked to complete long-term assignments each quarter. Long-term assignments are not considered part of regular homework and can include book reports, reading pages, poetry memorization, and other special projects. Due dates for these assignments are always communicated well in advance and students are given instruction and some time in class to work on long-term projects. Most long-term assignments will be completed using time both at school and at home.

An absence on the due date of a major or long-term assignment or exam may not extend the due date of that assignment. The student should expect to submit the work on or before the original due date and make up exams on the day of his/her return. Absences during the preparation time of a major assignment may not extend the due date.

## **FIELD TRIPS**

BFCS students are provided with opportunities to extend classroom learning during field trips. The following guidelines apply to student field trips:

- Students must have a completed field trip permission form in order to attend.
- Students will be required to ride on a bus to and from the field trip.
- Classroom teachers will assign parent chaperones to assist with student groups while off site. All parent chaperones are required to pass a background check prior to volunteering as a chaperone. See the school visitors section for details.
- For students who have safety or behavioral concerns that might affect the outcome of the field trip, campus administration will make final determination for students who may need additional supports or an alternate placement for the day.

## **TEXTBOOKS, EQUIPMENT AND STUDENT SUPPLIES**

### **Textbooks and Equipment**

Textbooks and other equipment are the property of BFHS and are expected to be kept in reasonable repair. The Office Assistant will note the condition of each book or piece of equipment 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. The replacement book is still the property of the school even if a replacement fee has been paid and should be returned to the school at the end of the year.

### **Student Supplies**

At BFCS, all necessary student school supplies are provided by the school. Students may choose to bring additional supplies under the direction of the classroom teacher. Backpacks or book bags may be used to carry materials to and from school.

## **STUDENT ASSESSMENT, GROWTH AND SUPPORT**

Communication between home and school is vital to the success of each student. Parents who have concerns with the progress of their child made at school may reach out to the teacher to schedule a

conference.

### **Student Responsibility**

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. Parents and students are encouraged to contact the teacher if a student is having a difficult time in the class. The earlier the problem is addressed, the easier it is to resolve the problem.

### **Teacher Responsibility**

It is the teacher's job to communicate to the student clearly what is expected in each class. Each content teacher is responsible for setting high expectations for all student learning and providing engaging, effective classroom instruction. Great effort is made to alleviate teacher responsibilities outside of the classroom, so they may better spend their time and efforts providing students with additional teaching/tutoring time.

### **Screenings**

All students participate in regular screenings to evaluate growth and progress. During the first week of school, students will participate in a baseline screening in basic reading and math skills. Students who are found to be at-risk will then be further assessed to determine specific needs. Tutoring and intervention targeted to specific skills may be provided in the school's intervention programs. Students are screened and progress checks are conducted once again at mid-year and at the end of the school year. Parents will be provided with the screening results and any plans for targeted skills practice and interventions.

### **Monthly Testing**

Students also participate in monthly testing of basic skills that correlate to progress and success in the BFCS curriculum. Teachers monitor student progress each month and work collaboratively to assess data and tailor instruction to ensure the continued growth and success of each student across every subject area.

### **State Testing**

Students in grades 3-6 participate in state mandated AASA testing (English Language Arts and Math) that takes place each spring. Students in grade 5 participate in AzSCI (science) testing as well. Parents will be notified when testing is to take place and will receive information regarding their child's performance when test scores are released.

### **Instructional Coaches**

BFCS employs Instructional Coaches on campus that work with the academic team to support teachers. Instructional coaches conduct observations and then meet with teachers to discuss areas of strength as well as areas of improvement within the learning environment. They provide strategies and modeling to help the teachers grow in their instructional methods. These coaches also work with teachers to support struggling students. They provide guidance and techniques to meet the needs of their students.

### **Using Data to Promote Growth**

Teachers monitor student progress through each specific unit related to the content and work collaboratively to assess data and tailor instruction to ensure the continued growth and success of each student across every subject area.

## **Tutoring**

Before and/or after-school tutoring is offered by classroom teachers. Students who experience lack of progress, low grades, or struggle with concepts may be offered tutoring with the classroom teacher. Teachers will reach out to parents to invite students to tutoring sessions. Parents may also request tutoring if they feel their students would benefit from extra practice with the teacher.

## **Child Find Process and the Child Study Team**

Students who consistently struggle with growth despite classroom interventions may be referred to the Child Study Team via the Child Find Process for further evaluation and possible consideration for additional support.

## **Retention**

Students who may be candidates for retention will be assessed through the Child Find Process. A meeting to discuss the recommendations from the Child Study Team will be held with parents, teachers, administrators, and other staff members. State law provides that the final promotion/retention decision is made by the classroom teacher.

Students may not be promoted from the 3rd grade if they obtain a score on the reading portion of state assessments that falls below the Move On When Reading cut score established by the State Board of Education pursuant to A.R.S. § 15-701.

## **ENGLISH LANGUAGE LEARNERS (EL)**

English Language Learner students are identified through the Home Language Survey, completed by parents upon enrollment. These students take the AZELLA (Arizona English Language Learner Assessment) to determine their eligibility to enroll in the BFCS EL Program. Benjamin Franklin has chosen the Pull-Out SEI Model for students who are enrolled in the EL Program.

## **STUDENTS WITH DISABILITIES**

Benjamin Franklin's Exceptional Student Services department oversees programming for students with disabilities and maintains compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Benjamin Franklin Charter School provides a free, appropriate, public education (FAPE) to students with disabilities in accordance with state and federal statutes and regulations.

### **Section 504**

In accordance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C § 701 et. seq), a person is "disabled" under Section 504 if he or she:

1. has a mental or physical impairment that substantially limits one or more major life activity,
2. has a record of such an impairment, or
3. is regarded as having such an impairment.

"Major life activities" include functions such as caring for oneself, performing manual tasks, walking, hearing, seeing, speaking, breathing, learning or working.

For a student who may meet the Section 504 definition of a student with a disability, BFCS will follow established procedures for identification. If determined to be eligible for protection under Section 504, a student will receive a 504 Plan to outline accommodations and services necessary to provide the student with equal access to the school's programs and facilities.



### Exceptional Student Services

The Exceptional Student Services Department at Benjamin Franklin Charter 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).

## GRADES

Grades are assigned as a measurement for varying levels of achievement in a subject of study. Parents and students are encouraged to utilize the Powerschool Parent Portal to view grades and the current progress. Teachers update grades weekly according to the following scale:

<b>A</b>	90-100%
<b>B</b>	80-89%
<b>C</b>	70-79%
<b>D</b>	60-69%
<b>F</b>	Below 60%

## PROGRESS REPORTS

Progress report check reminders are sent to parents and students via the online Powerschool Parent Portal midway through each grading period.

## REPORT CARDS

Kindergarten through 6<sup>th</sup> grade report cards are issued every nine weeks after the end of each grading period. The information on the report card includes letter grades and percentages reflecting student achievement in all subjects as well as an evaluation of the student's academic effort and behavior.

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences for kindergarten through 6<sup>th</sup> grade students are held in the first and third grading periods. These conferences benefit the students, parents, and teachers by working together in a cooperative effort to ensure growth and progress in our students.

1st Grading Period: Mandatory for all parents

3rd Grading Period: Held as needed by teacher invite or parent request only

A conference with the teacher can be requested at any time should concerns with progress on school arise. Parents should reach out to the teacher directly to schedule a time.

## SCHOOL RULES

Read and discuss these Benjamin Franklin Charter School rules with your child before the first day of school. School rules are established and enforced by parents, teachers, and the principal working in collaboration together. The teachers teach students about these rules, especially during the first weeks of school, and remain consistent with periodic reminders during the school year.

### General School Rules

The following is a list of Benjamin Franklin Charter School rules. Benjamin Franklin students

will:

- Tolerate and accept physical and cultural differences among others.
- Not bully, harass, intimidate, or participate in the hazing of another student.
- Settle disagreements in a respectful manner.
- Talk quietly while on campus.
- Show respect to adults and fellow students.
- Use only wholesome and courteous language.
- Show consideration of property and others.
- Always wear shoes.
- Be on time to class and school activities.
- Not enter teachers' workrooms, supply rooms, and lounges.
- Ride bicycles in appropriate areas.
- Place trash in proper receptacles.
- Not vandalize school property.
- Get permission from the school office before leaving the school grounds.
- Remain in supervised areas before and after school hours.
- Follow BFCs Dress Code policies.
- Leave games, toys, and other disruptive items at home unless specifically approved.
- Not chew gum on school grounds.
- Not bring weapons of any sort.
- Not spit on campus.

### **Playground Rules**

- Use equipment properly.
- Do not stand or walk underneath, behind, or in front of swings while in use.
- Running is permitted in designated areas.
- Respect the authority of all playground assistants.
- Display good sportsmanship:
  - No fighting, wrestling, slapping, kicking, or tripping.
  - No throwing rocks or sand.
  - Name calling, swearing, and bad language will not be tolerated.
- Stay out of rain puddles and irrigation water.
- When the whistle blows, playing stops.
- Play in designated play areas only.
- Do not exclude peers.
- No climbing on softball backstops or fences.
- Students should not interfere with PE classes.
- No throwing balls against buildings.
- No tackle football is allowed.
- All equipment should be returned to the equipment cart when recess is over.

### **Lunch Area Rules**

- No trading or sharing food.
- No yelling.
- No running.
- No throwing food.

- Students must clean up their own eating area before leaving.
- Students must raise their hand to be excused from the eating area.
- Food must be eaten in the cafeteria or specifically designated areas only.
- No books or papers are allowed on eating tables
- Sit down with both feet inside the bench or table and on the floor.
- No saving seats.

### **Things to Leave at Home**

We ask students to be thoughtful of others both inside and outside the school buildings. Items or actions that might disrupt class, cause injury, or are safety concerns are not allowed. These situations may result in disciplinary action. Items to be left at home include, but are not limited to, candy, chewing gum, trading cards, skates, skateboards, sports equipment, balls, toys, or personal items that detract from the learning process.

### **Cell Phones**

If a parent requests a child carry a cell phone, the cell phone should be powered off (not just on vibrate) before school starts and kept in the backpack for the entirety of the school day and while on school property (buses included). Failure to adhere to the policy may result in disciplinary action. Parents may pick up confiscated items from the office. Smart watches and other devices with capacity to function as a cell phone are not allowed on campus.

## **BFCS DRESS CODE**

Benjamin Franklin students are expected to dress in a neat, 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 Charter 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 make final decisions regarding any 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 (no frayed, distressed or ripped jeans, etc.)
- \* 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
- \* Hair must be natural in color (includes clip-ins and accessories)
- \* Shoes must be worn with socks, laced, buckled, and enclosed at the toe and heel

Not permitted:

- ⊗ Makeup
- ⊗ Any attire or jewelry that presents a safety hazard (loop or dangling earrings, spiked jewelry, chains, etc.)
- ⊗ Exposed piercings other than ears, gauges
- ⊗ 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, clogs, or other non-secured footwear
- ⊗ Clothing that has inappropriate writing or pictures

## DISCIPLINE PLAN

Benjamin Franklin Charter School has a highly-disciplined, tightly-structured, calm, and orderly atmosphere. Respect, courtesy, friendliness, and cheerfulness are dominant. To ensure this, teachers establish and teach both school and classroom rules. Corrective actions for inappropriate behavior are clearly spelled out and enforced. Every effort is made to keep parents informed during each step of the disciplinary process. Under most circumstances, the following disciplinary process is followed:

Classroom Level Disciplinary Actions		
<b>1st level</b>	Reminder from teacher	
<b>2nd level</b>	Teacher-directed corrective action	Parent Notified
<b>3rd level</b>	Teacher-directed corrective action	Parent Notified
<b>4th level</b>	Student phone call to parents	Teacher, parent, student conference
Administrative Level Disciplinary Actions		
<b>5th level</b>	*Principal-directed corrective action	Parent Notified
<b>6th level</b>	*Short-term suspension (less than 10 days)	Principal, parent, teacher, student conference
<b>7th level</b>	*Long-term suspension (10 days or more)	Principal, parent, teacher, student conference
<b>8th level</b>	Referral for Possible Expulsion	Disciplinary Due Process Hearing
<b>Severe Behaviors</b>	Behaviors including, but not limited to, swearing, insubordination, disrespect, and physical aggression may result in the student being referred immediately to the assistant principal or principal.	

## BULLYING AND HAZING

References: A.R.S. § 15-341, A.R.S. § 15-2301

Benjamin Franklin Charter 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, hazing, and any type of harassment or intimidation have harmful social, physical, psychological and academic impact on all involved. The school consistently and vigorously addresses these issues so that there is no disruption to the learning environment and learning process.

### Bullying 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).

### Hazing Definition

Hazing, by law, is defined 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:

- The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with an educational institution and whose membership consists primarily of students enrolled at that educational institution.

"Student" means any person who is enrolled at an educational institution, any person who has been promoted or accepted for enrollment at an educational institution or any person who intends to enroll at or be promoted to an educational institution within the next twelve calendar months. The hazing prevention policy of the educational institution where a person has been accepted for or promoted to enrollment, or where a person intends to enroll or be promoted to within the next twelve calendar months, shall be the effective policy. A person who meets the definition of a student for purposes of this paragraph shall continue to be defined as a student for purposes of this section until the person graduates, transfers, is promoted or withdraws from the educational institution.

### Prohibition

Bullying and hazing behavior are 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 or hazing 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 or Hazing:

The person assigned by the school to conduct an investigation of the bullying or hazing report shall, within one school day, interview the person(s) who are the victim(s) of the bullying/hazing 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 incident 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 or hazing behavior or retaliated against anyone due to the reporting of bullying or hazing 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. The school will also provide a copy of the policy to any person who requests it.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (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
- 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 student 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.

#### Teachers CANNOT:

- 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.
- 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.
- 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.
- disclose education records (including student contact information) to other students. - post student grades or give access to the teacher gradebooks.

#### Teachers CAN:

- 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.
- 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.
- 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.



- 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.
- 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.
- display work with the student name as long as the grade is not visible.
- 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:

- Maintaining a classroom environment that respects the dignity of all students.
- Using student grading as a learning opportunity.
- Collecting and distributing papers in the most time-efficient manner possible.
- 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.

The McKinney-Vento Homeless Education Assistance Act includes certain rights and/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 campus Assistant Principal.

## TECHNOLOGY USE AGREEMENT

This document serves as the Benjamin Franklin Charter School (BFCS) Acceptable Use Policy for the Use of Computers and Telecommunications. This contract is in effect for the length of the student's studies at BFCS. BFCS makes computer and Internet services available to students and staff and in support of the educational objectives of the school. The BFCS 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, BFCS 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 Uses of the Network and 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 BFCS 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 BFCS provided Internet access for non-instructional purposes, financial gain or profit.
- Attempts to harm or destroy BFCS owned equipment, materials and/or data belonging to BFCS 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 BFCS.
- 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 BFCS'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 BFCS network.
- Routine monitoring and maintenance of the network may lead to the discovery of violations of this policy, BFCS 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.
- BFCS 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 BFCS 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 BFCS computers or network to access these services implies acceptance of this agreement.**

### **Additional Agreements**

In order to participate in the BFHS program, parents and/or students may be required to sign technology use agreements from technology providers such as Microsoft, Google, Apple, etc.

## **TITLE IX NOTICE OF NON-DISCRIMINATION**

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. 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. 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