

# Parent Handbook

2017-2018

Home of the Foxes

## **Executive Director's Message**

Welcome to Franklin Discovery Academy! We are so excited to be a part of your child's life. Our staff is dedicated to the growth of each individual student. Our mission is to cultivate a lifelong sense of wonder and curiosity in every student. We will equip students to discover meaningful value and purpose in the world and reach their full potential by helping them develop the ability to think critically, communicate effectively, and excel academically.

Our school places a high expectation of individual responsibility on parents and students who attend our school. Our model teaches children time management and self-regulation, while encouraging exploration and personal growth. Similarly for parents, additional freedom in scheduling is matched with additional responsibility to meet state requirements.

If you have questions, concerns, or comments, we encourage you to come in or give us a call at 801-785-6500. You may also email me at [kris.hatch@franklindiscovery.org](mailto:kris.hatch@franklindiscovery.org).

|  |           |
|--|-----------|
| <b>Schedules &amp; Attendance</b>  | <b>5</b>  |
| Required Academic Hours  | 5         |
| Parent/Student Choice  | 5         |
| Daily School Hours   | 5         |
| Arriving at School   | 5         |
| Late Check-in/Early Check-Out  | 6         |
| Attendance   | 6         |
| <b>Safety, Security &amp; Health</b>   | <b>6</b>  |
| Closed Campus  | 6         |
| Traffic Safety   | 7         |
| Parking and Student Drop Off/Pick Up Expectations  | 7         |
| Walking to School  | 7         |
| Pets   | 8         |
| Due to student allergy concerns, pets should not be brought to school unless arrangements have been made with the teacher and Executive Director or Director of School Operations. | 8         |
| Gum and Candy/Treats   | 8         |
| Students should not bring gum and/or candy to school.  | 8         |
| Accidents and Illness  | 8         |
| Immunizations  | 8         |
| Vision Screenings  | 8         |
| Medication   | 8         |
| Recess   | 9         |
| Emergency Safety Plans   | 9         |
| <b>Donating &amp; Volunteering</b>   | <b>9</b>  |
| Donations  | 9         |
| Parents Volunteers   | 9         |
| FSO Membership   | 9         |
| \$1 Dress Down Fridays   | 9         |
| <b>Behavior &amp; Expectations</b>   | <b>10</b> |
| Dress Standards  | 10        |
| Dress Code Violation   | 11        |
| Bicycles and Scooters  | 11        |
| Nuisance Items   | 11        |
| Property Damage  | 11        |
| Interfering and Communication Devices  | 12        |

|  |           |
|--|-----------|
| Lost & Found                                   | 12        |
| <b>Academics</b>                               | <b>12</b> |
| Homework                                       | 13        |
| Educational Experience Credit                  | 13        |
| Library Books                                  | 13        |
| Classroom Visits                               | 13        |
| Field Trips                                    | 13        |
| <b>School Lunch</b>                            | <b>14</b> |
| Lunch Prices                                   | 14        |
| <b>Home/School Communication</b>               | <b>14</b> |
| Parent Communication                           | 14        |
| Telephone Calls                                | 14        |
| Transfer of Students                           | 14        |
| Student Progress Reports                       | 15        |
| <b>Discipline/Behavior</b>                     | <b>15</b> |
| School Wide Management Plan                    | 15        |
| Franklin Discovery School Rules                | 16        |
| Consequences:                                  | 16        |
| Board Policy # 5200, Adopted 7/27/2016         | 18        |
| Behavior Policy and Students with Disabilities | 19        |

## **Schedules & Attendance**

### **Required Academic Hours**

Per Utah Admin Code R277.419-4, students must be scheduled for minimum of 180 days AND 990 hours per year. Any schedule that does not meet this requirement will need to be modified.

### **Parent/Student Choice**

- ❑ Franklin Discovery allows for flexible scheduling to best meet student and family needs. Our school is open both longer per day and more days per year than a typical school. However, a student does not have to attend all available hours. Instead, a parent chooses a schedule within the available hours and that becomes a student's unique academic calendar, meaning if the student attends all of the scheduled time, they have "perfect attendance."
- ❑ Our school is open for 210 days for the 2017-18 school year with last day being on June 29, 2018.
- ❑ Each first to sixth grade student schedule must include a minimum of 180 days and 990 hours (not including lunch or recess). For students expecting to attend school only through May (a traditional school year end), each schedule should include a minimum of 6 hours per day to reach the 990 hour minimum. We recommend students attending through June also be scheduled for at least 6 hours a day in order to have the most Engage class options. However, if a student is scheduled for all 210 days that the school is open, fewer hours/days may be an option.
- ❑ Students ending at the end of May can schedule up to 10 days of vacation time. Students ending in June may schedule up to 30 days of vacation time. If you choose to have your child(ren) attend in June, the 30 days can be taken at any time during the year, but we recommend taking vacation times during B blocks (see calendar). The vacation time is part of the unique academic calendar that makes up a specific student schedule, meaning if a student misses more than the vacation time, this would be equivalent to an absence at a traditional school. Franklin Discovery will work with parents and students on absences in a similar fashion to other schools.
- ❑ All students may choose a scheduled start time between 7:30 AM to 10:30 AM. However, students who arrive at the school by 9:30 each day will typically have the most Engage class options.
- ❑ If you would like to choose a non-traditional schedule, we recommend that you contact the school to ensure the schedule meets the above mentioned requirements.
- ❑ If you select a schedule that does not meet the minimum requirements, your schedule will not be approved by the school, and we will contact you to make adjustments.

### **Daily School Hours**

- ❑ Our school is open from 7:30 am - 5:30 pm daily. Students in good disciplinary standing with

the school may elect to attend our free BASE (Before After School Engage) program. Students not in good standing are limited to attending during the official academic day only.

- ❑ Our core academic day is from 8:00 am to 3:30 pm daily. All Engage classes needed by a student are offered during these hours. Enrichment Engage classes, such as a cast members class for a production show, first Lego League team, or sports team classes, may be offered after 3:30.
- ❑ You may choose your start and end times. You may choose a start time between 7:30 am and 10:30 am. You may choose an end time between 2:00 pm and 5:30 pm. However, students must be in good disciplinary standing to attend outside of the official academic day of before 8:00 am or after 3:30 pm.
- ❑ Students may attend more than 6 hours a day. As you choose your student's start and end times please remember the 990 hours requirement.

### **Arriving at School**

Every student will need to report to their Homeroom as soon as they arrive at school to check-in with with a their mentor teacher/academic coach. Additionally, this will allow them to drop off their things in their home room and then proceed to their scheduled classes on time. Any student arriving more than 10 minutes after their indicated start time should be checked in late by parent at the front desk. We request that each student **arrive 5 minutes before their scheduled start time** to ensure they arrive at their classes on time. Do not arrive any earlier than 7:30 AM.

### **Late Check-in/Early Check-Out**

Any student arriving more than 10 minutes late should be checked in late by parent at the front desk. This is essential to attendance in that a student may have been marked absent if not present during their scheduled arrival time. Additionally, this practice ensures there is no unaccounted time between a parent drop off and student arrival.

Parents must come to the school office to pick up their children if they need them during school hours. Students will be turned over to their parents or guardians after parents have checked their student out through the office. We will not release a child unless an adult comes to the office to sign the child out of school. If you want others to be able to check your students out, please preauthorize them in writing to the office on our form. Parents, please do not call and ask your children to meet you outside. We do this for the safety of your children and hope you will excuse the inconvenience this may cause you.

### **Attendance**

It is extremely important for your child to regularly attend school. When your child is going to be absent (for illness or vacation time), call or email their mentoring teacher to briefly explain the child's absence. If a teacher is not aware of why a student is absent, they will contact you to find out. If you are going to use your vacation time, please notify your child's mentor teacher in advance.

## Safety, Security & Health

Student safety is our #1 concern, even if it forces us all to do a few things that may be inconvenient. Below you will find expectations for parents to support us in ensuring the safety of our students.

### **Closed Campus**

For the safety and welfare of students, we maintain a closed campus. Exterior doors are locked with the exception of the front doors from 7:30 am - 10:30 am for drop off. Additionally, the following policies are enforced:

- ❑ All students use specific hallways and doors while at school. Students in 1<sup>st</sup> – 6<sup>th</sup> grades will enter and exit through the front center doors. Kindergarten and Preschool/Child Care students will enter and exit through the northeast door. This helps with the safety of all students when entering and exiting school each day.
- ❑ Students should not leave the school grounds during the day unless a guardian that is listed on their emergency form is checking them out.
- ❑ **All visitors** need to enter the building through the front doors and check-in at the front desk. Visitors will be asked to sign a visitor's log, show identification, and wear a visitor's badge.
- ❑ Please do not hold the doors open for others. This allows the office to ensure adults check-in at the office.

### **Traffic Safety**

- ❑ Practice courteous, careful, and slow (up to 5 mph) driving practices in our drop-off/pick-up lanes.
- ❑ Please follow safe traffic procedures when driving near and at the school. Adhere to speed limits on surrounding streets, including school zone speed limits of 20 mph on Gammon Rd.
- ❑ On bad weather days, delays may be expected. Anticipate this problem by allowing enough time to remain safe when picking up students. Since children are not always careful, *adults must drive safely*. Please review the safe routes plan for Franklin Discovery to identify walking routes and crosswalks where children may be found.
- ❑ SNAP map:  
<https://www.snapforschools.com/map/school-maps/jEU1wGm0RsC1pBEcqh-YOw>

### **Parking and Student Drop Off/Pick Up Expectations**

- ❑ When picking up or dropping off your child(ren), you **MUST** use the right lane closest to the school. This lane is **ONLY** for brief stopping in order to unload or load students. The middle and leftmost lanes in front of the school are driving lanes. This is the only way to exit the school parking lot and these lanes must be kept clear. There is absolutely **NO PARKING** in the

driving lanes and students will not be released to cars parked in these two lanes.

- ❑ Please follow the idea of “Drop & Go” when dropping off your child. If you need to watch your child until the bell rings or give an item to the teacher, please park in a parking stall.
- ❑ Please pull to the end of the pick up area if you are waiting for a student, therefore allowing other parents to come in behind and be able to pick-up their children. Students will be waiting in a designated waiting area in front of the school to be picked-up.
- ❑ While waiting to be picked-up students are expected to wait in the designated waiting area in a safe, calm manner. No running, tag, horseplay, etc. will be permitted while students are waiting.
- ❑ If you need to get out of your car for any reason, you MUST park in the parking lot to the west of the school. The exception to this rule is when picking up or dropping off a child to kindergarten or preschool/child care.
- ❑ Kindergarteners and preschool/child care families may park in the right most lane by the kindergarten doors ONLY. You may not park here to come in and pick up students in grades 1-6.
- ❑ Only allow students to exit or enter only from the passenger-side doors.
- ❑ Neither driver or passengers should exit from the driver side. If a driver must exit, they need to pull around and park in the parking lot.

### **Walking to School**

Students should cross under crossing guard supervision when one is available. Students should not walk through drop-off/pick-up loops Please review the safe routes plan for Franklin Discovery Academy to identify walking routes and crosswalks where students can safely cross streets.

SNAP map: <https://www.snapforschools.com/map/school-maps/jEU1wGm0RsC1pBEcqh-YOw>

### **Pets**

Due to student allergy concerns, pets should not be brought to school unless arrangements have been made with the teacher and Executive Director or Director of School Operations.

### **Gum and Candy/Treats**

- ❑ Students should not bring gum and/or candy to school.
- ❑ Birthday treats should be purchased at the store, include label with ingredients, and must be approved by the teacher and Executive Director or Director of School Operations. No homemade food/treats are allowed at the school.

### **Accidents and Illness**

Minor injuries or illnesses will be addressed at the front office with efforts to return students with reasonably small ailments to class. If a serious accident or illness occurs, the school will contact the



parents or call for assistance from the emergency numbers listed on the health information sheet. IT IS EXTREMELY IMPORTANT THAT PARENTS COMPLETE THE EMERGENCY INFORMATION. Parent contact info and emergency contact info can be edited through the parent portal of Aspire (<https://franklindiscovery.usoe-dcs.org/Login.aspx>). In extreme emergencies, if the parents or the emergency number cannot be reached, it may become necessary for the school to contact the paramedics. Sick children will not be sent home until parents come to school and sign them out.

### **Immunizations**

Children will not be allowed to come to school unless all immunizations are up to date and on file with our registrar. Students will not be placed in classes until proof of immunizations or an official waiver is received in the office.

### **Vision Screenings**

Vision screenings will be conducted in the fall for grades K, 1, 3, and 5. One make-up day will be held in the winter. Written opt-out forms will be sent home the week before vision screenings.

### **Medication**

School personnel CANNOT give children a prescription medication without a written MEDICATION ADMINISTRATION RELEASE FORM completed by the physician. This form is available at the school office. Over-the-counter medication will not be given without parental consent.

### **Recess**

Students will generally go outside even on winter days unless the weather is extreme. We will keep students in when the temperature is 20 degrees or below. We take the wind chill into account. We follow the state's air quality guidelines and keep students in if warranted because of unhealthy air. If your child needs to stay inside because of illness, please send a note to the teacher.

### **Emergency Safety Plans**

Franklin Discovery Academy has emergency safety plans and will train staff and students through regular practice. Emergency safety drills will occur on a monthly basis and we will continue to refine the plans throughout the year.

## **Donating & Volunteering**

### **Donations**

We welcome any donation to Franklin Discovery Academy. Donations can be given online through our website or at the front office using cash or check. Please specify the intent of the donation.

Donation receipts available upon request.

### **Parents Volunteers**

- ❑ Parent volunteers are a vital part of our school. Like most charter schools, we request that each parent give 20 hours of volunteer time each year.
- ❑ Parents can volunteer to help in many ways, including the STEM Rec area, lunchroom, Engage classes, homerooms, and traffic safety. Please contact your teacher, the STEM Rec coordinator ([cindy.trueblood@franklindiscovery.org](mailto:cindy.trueblood@franklindiscovery.org)), or the FSO volunteer coordinator to offer your services (<http://franklindiscovery.org/fso-volunteer-opportunities>). We are grateful to the many parents who give their time for our children.

### **FSO Membership**

When you join our Family-Student Organization group, you become a member of a group of parents and teachers united to promote the wellbeing of children. The Franklin Discovery FSO communicates via Facebook at <https://www.facebook.com/groups/franklindiscoveryfso/>. Meetings are held every 4th Thursday at 7 pm at Franklin Discovery Academy.

### **\$1 Dress Down Fridays**

The **first** Friday of the month is “Dress Down Fridays” at Franklin Discovery Academy. On these days, students are encouraged to wear their school shirts or a non-uniform shirt of their choice and donate a dollar to the school, although the donation is not required to participate. This fundraiser is very beneficial to increasing the number of student events we hold. Other spirit days may include a special theme as directed by the school. We encourage school spirit and hope that you can help your child join in.

## **Behavior & Expectations**

### **Dress Standards**

Our dress code is designed to create an energetic, lively, and consistent atmosphere at our school compatible with our vision of an educational wonderland appropriate to young children. Our policy is a “dress code” and not a school uniform, meaning you will not be required to buy specific brands of clothing. At Franklin Discovery, we would like to enjoy the benefits of a dress code (fewer disciplinary problems, improved behavior, security) without putting an extreme burden on families to buy expensive clothing. We reserve the right to change or modify the dress code should any guidelines prove to be distracting or dangerous.

Preschool students do not need to follow the dress code, but do need to be dressed in school appropriate clothes and closed-toe shoes that cover the entire foot (for safety).

### **Tops (boys and girls):**

- ❑ Collared polo or button-up shirts in white or one of the four school colors: yellow, purple, orange, or blue. Moderate shade differences to our official school colors are ok, but no neon or light pastel shades.
- ❑ Striped shirts (with school colors only) are acceptable
- ❑ Long or short sleeve
- ❑ A small manufacturer's mark is OK (e.g. a Nike Swoosh), but no advertisements or other logos
- ❑ May wear a white long-sleeve shirt or turtleneck underneath during cold weather
- ❑ Jackets are not covered under this policy - students may wear a jacket of their choice

**Bottoms (boys and girls):**

- ❑ "Docker" style pants (pleated or flat-front) in: blue, tan, brown, or dark khaki
- ❑ May wear similar "Docker" style shorts, in the above colors, that are **no more than 2" above knee** between April 1 and Sept. 30.
- ❑ No embellishments, patterns, or outside cargo pockets

**Bottoms (girls):**

- ❑ In addition to pants and shorts, girls may wear polo dresses, skirts, or jumpers in school colors
- ❑ Some type of other apparel (i.e. - leggings, shorts, etc.) must be worn under skirts.
- ❑ White or neutral tights or leggings OK
- ❑ No embellishments or patterns

**General:**

- ❑ Students shall dress modestly, maintain a clean, orderly, and neat appearance, and exercise good grooming and personal hygiene habits.
- ❑ All clothing items must be in good condition (e.g. clean; no holes, rips, stains, faded cloth, or frayed edges; and pressed).
- ❑ Clothes and accessories may not be disruptive or cause security issues.
- ❑ Hair shall be neatly combed or brushed, trimmed, and attractive in appearance.
- ❑ Bizarre, extreme, or unusual hairstyles or unnatural coloring are not permitted.
- ❑ Hair must be kept trimmed so that the student's eyes are always clearly visible.
- ❑ The school logo may be embroidered on any top (e.g. shirt, sweater, vest, or jacket).
- ❑ Closed-toed shoes required; shoes must cover the entire foot
- ❑ No heeled or wedge shoes, wheelie shoes, or other distracting shoes.
- ❑ Small hair accessories, in light or school colors, and without extreme embellishments are OK.

**Dress Code Violation**

If a student is found to be out of dress code, a mentoring teacher will give a student a verbal warning to dress appropriately in the future. If a student's dress is deemed to be a distraction, parents will be

contacted immediately to bring a change of clothes. If a student is consistently out of dress code they will be referred to administration.

### **Bicycles and Scooters**

Children may ride bicycles/scooters to school. If ridden, they must be placed in the bike racks located behind the school, locked securely, and left there until time for students to go home. Bikes/scooters are NOT to be ridden on school grounds before, during, or after school and are not allowed in the building. Please walk them while on school campus.

### **Nuisance Items**

We ask that any personal items be left at home. Items such as radios, iPods, electronic communication devices, cassette/CD players, cameras, video games, water games, roller blades, skateboards, fidget spinners, etc. are not to be brought to school unless they are required for a special class project. If any item is a distraction, a teacher will request to take the item and hold onto it until the end of the day and/or contact the parent to pick-up the item. If these items are damaged by other children, the school cannot accept responsibility for the safety of these possessions. It is recognized that in some instances the possession and use of electronic communication devices may be appropriate. The Executive Director shall determine what is considered appropriate.

### **Property Damage**

The school will pursue reasonable methods to recover the cost of vandalism and loss of school property by a student.

### **Interfering and Communication Devices**

- ❑ The possession and use of electronic communication devices often have the effect of distracting, disrupting, and intimidating others in the school setting. Examples of “interfering devices” are any electronic communication such as cameras, lasers, laser pens, or pointers, radios, portable CD players or other electronic equipment or devices. An “electronic communication device” includes telephones, apple watch, watch phones, camera telephones, two-way radios or video broadcasting devices, pagers and any other devices that allows a person to record and/or transmit on either a real time or delayed basis, sound, video or still images, text or other information.
- ❑ When a student is scheduled to be in class or involved in a regular school activity, it is a violation of policy for the student to have in his or her possession an electronic communication device or camera which is in the “on” position and ready to receive, send, capture, or record any communication, visual, image, sound, text message or other information. Usage is also prohibited where a reasonable expectation of personal privacy exists such as restrooms. Neither shall devices be used in a manner that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed or embarrassed or intimidated.

- ❑ The Executive Director or teacher may take appropriate disciplinary action when the policy is violated. Violation of this policy may include the immediate confiscation of the interfering device. The confiscated device shall be given to the Executive Director or his designee. The Executive Director may return the device at the closing of the day or make arrangements to notify and meet with the parent/guardian for pick-up of the device. The use of a device to threaten, intimidate or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft or academic dishonesty will result in suspension.
- ❑ It is recognized that in some instances the possession and use of electronic communication devices may be appropriate. The Executive Director shall determine what is considered appropriate.

### **Lost & Found**

- ❑ To simplify the return of lost items, please label clothing and personal items. The lost and found bin is located in the cafeteria near the front office area. Valuable or tiny articles are turned in to the office.
- ❑ Every Friday, the Lost and Found will be displayed in the front lobby for parents and teachers to look through.
- ❑ Every first Friday of the month (Free Dress Friday), the Lost and Found will be donated to the needy.

### **Academics**

#### **Homework**

There is a no homework policy at Franklin Discovery Academy. Children need time to participate in family, sports, and community activities. Excessive homework can rob children of these activities, as well as result in poor sleep habits. Research has not been able to demonstrate any positive correlation between homework, learning, and improved test scores at the elementary level. For this reason we do not have assigned homework. A parent may choose to have a student work on a Foundations class at home or while traveling, but we will not require it.

#### **Educational Experience Credit**

We believe that children can gain important educational experience and insight through travel, musical performance, outdoor recreation, museums, etc. We offer educational credit for off campus activities as long as they adhere to specific parameters.

- ❑ Parent should contact mentoring teacher in advance to discuss the nature of the activity and how the student can document their experience.
- ❑ Activity must be at least 4 hours in duration (not including travel) per 24-hour period.
- ❑ Student must be accompanied by an adult throughout activity.

- ❑ Mentoring teachers will ask students to report their experience in an age-appropriate manner. A first grader may be asked to give a verbal description or bring an item from their trip while a sixth grader may be asked to write a report. When a report has been given, the teacher will change the absence and credit the student's' attendance days and/or hours.

### **Library Books**

Library books are expensive to replace. Therefore, students will be limited on how many books they may check out at one time. We ask that you please pay the school for lost books.

### **Classroom Visits**

Parents are welcome to visit their child's classroom. Please notify the teacher in advance the day and time you wish to visit. While in the classroom, please do not interrupt the teacher or children in the learning process. While parents are welcome, other children (friends, cousins, etc.) who are not students at our school are not allowed to accompany FDA students during the school day.

### **Field Trips**

Occasionally, classes will extend learning beyond the classroom by going on a field trip. Your child's teacher will send home information regarding each field trip along with a permission slip. Parent volunteers are often asked to help supervise during trips. We appreciate your help, but we do ask that preschool age children not come along on these trips.

### **School Lunch**

#### **Lunch Prices**

- ❑ Cash or card payments can be made at the front desk. Online payments can also be made through the Student Instant Payment software (link on franklindiscovery.org). You will need a student ID number for each of your students which can be attained at the front desk. Once you set up an online profile, you can receive notifications of low balances.
- ❑ Parents are responsible for maintaining a positive balance in their child's account. When a student balance goes in the negative, parents will be notified. When a student balance goes in negative \$25 or more, a student will be served only a sandwich and a milk.
- ❑ We participate in the free and reduced lunch program. Check on our website for an application or speak with the front desk if you are interested.
- ❑ Transferring students may receive a refund upon request.

Student lunch \$2.95

Pre-K and Child Visitor - \$3.00

Adult Employee Lunch - \$4.00

Adult Lunches \$4.50

## Home/School Communication

### **Parent Communication**

Communication to parents will primarily be through email. The school will also utilize social media to communicate about upcoming events and information. Phone calls will also be utilized to communicate when necessary. Please ensure that the school has your current email, home addresses, and phone number. Please update addresses promptly.

### **Telephone Calls**

School telephones are for school business. Students will be allowed to use the telephone **only** for illness or other emergencies. Please talk with your child about lunch money, books, appointments, permission to play at a friend's house, etc., before the student leaves for school. We avoid interrupting class instruction as much as possible. Our secretary will leave a message for teachers if you would like them to contact you before or after school.

### **Transfer of Students**

- Utah State Law governs student transfers between Utah's public charter schools and school districts.
- If a student has accepted enrollment to Franklin Discovery Academy for the school year and the parent wishes to withdraw the student from Franklin Discovery Academy for enrollment in another Utah charter school or school district, the parent of a student enrolled at Franklin Discovery Academy must obtain approval from both the Franklin Discovery Academy administration and the Utah school district or charter school in which enrollment is sought. The Franklin Discovery Academy administration will provide such approval once notice of approval by the new school has been received.
- If a student wishes to enroll at Franklin Discovery Academy, but has accepted enrollment to another Utah charter school for the school year, the student's parent must obtain approval from both the Franklin Discovery Academy administration and the Utah charter school in which the student is already enrolled. Student records will be released as soon as all appropriate paperwork is completed.
- Should it become necessary to transfer your children to another school during the year, alert the office at least one week ahead of time so all necessary forms can be completed. On the child's last day of school, come to the office and pick up a withdrawal slip for your child's new school. All library books and school texts must be returned or accounted for.

### **Student Progress Reports**

Mentoring teachers will provide progress reports for your student during the school year during parent/teacher conferences. The dates of parent/teacher conferences can be found on the school calendar. In addition, mentor teachers will update parents of student progress on a regular basis after each student interview is conducted.

## **Discipline/Behavior**

### **School Wide Management Plan**

- The primary focus at Franklin Discovery Academy is on the success of every student. We seek to instill within each child a love of learning, a sense of responsibility, self-discipline, a positive self- image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.
- While the discipline procedure applies to all students at all grade levels, the age and maturity level of the student will be considered when violations occur. Franklin Discovery policy and educational best practices requires that most of the discipline be handled in the classroom setting. Teachers will develop a classroom list of expectations that will be established at the beginning of the school year, and will be reinforced as needed through the year. This will include a list of positive and negative consequences. These consequences will be monitored and documented by the teacher.
- Only the most serious violations of the discipline model will result in an office referral with further follow up from the administration of Franklin Discovery.

### **Franklin Discovery School Rules**

Students are expected to follow all school rules and expectations.

- Follow directions the first time
- Show respect in words and actions
- Aim for excellence in academics and behavior
- Go to classes as scheduled
- Keep hands, feet and other objects to self

### **Consequences:**

NOTE: Steps may be skipped if the teacher determines that the behavior is serious and needs immediate intervention by administration.

- 1<sup>st</sup> warning:** Verbal warning



- ❑ **2<sup>nd</sup> warning:** Stop and Think: If a student has received a 2<sup>nd</sup> warning for the same behavior, he/she will complete a Stop and Think form in a designated space in the classroom. The student will return the Stop and Think form to the teacher, who will file the form.
- ❑ **3<sup>rd</sup> warning:** Stop and Go: Following a Stop and Think opportunity, a student will receive a Stop and Go. The student will Stop the behavior and Go to the designated buddy classroom (or mentor teacher) to complete the Stop and Go form. The student will remain in the buddy classroom for at least 30 minutes. The student will ask the buddy classroom teacher (or mentor teacher) to sign the Stop and Go form before returning to his/her classroom. The Stop and Go form will be sent home and signed by the parent, and returned the following day. If a student does not return the form, he/she will call home to remind the parent that the form needs to be returned. The mentor teacher will add the necessary documentation in Aspire.
- ❑ **4<sup>th</sup> warning OR SEVERE DISRUPTION:** If a student receives three (3) Stop and Go forms within 10 school days, a conference will be scheduled with the child, parent, and school personnel to discuss a behavior plan. Discipline up to and including suspension will be discussed at this conference. Discipline may include asking the parent to attend class with the student as an alternative to suspension. The mentor teacher will add the necessary documentation in Aspire.
- ❑ **Further offenses:** If a student commits the same or similar offense again, commits a Tier 2 offense or breaks the goal sheet made as part of a student conference, the staff will send the student immediately to the school counselor's office. The purpose of meeting with the school counselor is to determine if a referral to the director is warranted and to provide a safe place to resolve/reflect on the incident. The counselor may also recommend a meeting with the student support team to discuss the intervention process. The counselor will not assign any consequences, but will contact parents and will document appropriately. The school counselor will determine if the student may return to class or not. If the student does not calm down with the counselor, the student will be referred to the administration. The administration may recommend an in-school or out-of-school suspension if the student cannot continue the day in the classroom.
- ❑ **Referral to the administration:** Students will be sent to the Director's office immediately for the following offenses. Consequences can result in suspension, which may include in-school or out-of-school suspension. The student will be required to make a phone call to a parent or guardian detailing the infraction, and explaining the consequence. The length of the suspension will be at the discretion of the Director. The student and a parent/guardian will meet with the Director on the first day back in school at the conclusion of the suspension.
  - ❑ Repeated Tier 1 offenses and counselor referral
  - ❑ Repeated Tier 2 offenses and counselor referral
  - ❑ Any Tier 3 offense

- Harassment (physical, sexual, verbal)
- Bullying, cyberbullying
- R-rated swearing (f-word), comments, speech or lewd gestures
- Vandalism or destruction of property
- Extortion
- Theft
- Threats or any form of intimidation
- Fighting
- Possession of weapon or look-alike, or other item used as a weapon
- Possession of pornography
- Possession of, or under the influence of, drugs or alcohol

Please refer to the chart below for examples of behaviors in each of the tiers. This is not an exhaustive list, but meant to provide distinction between the behaviors.

| <b>Tier 1</b>                     | <b>Tier 2</b>  | <b>Tier 3</b>   |
|-----------------------------------|--|---|
| Talking out                       | Bullying (as defined by school policy)                   | Bringing a weapon to school   |
| Teasing                           | Minor damage of property (incidental)                    | Stealing/Theft  |
| Leaving a mess                    | Mutual physical altercation/Rough play                   | Fighting (intent to cause harm)   |
| Running in the building           | Swearing, inappropriate jokes, language/Hurtful language | Using a weapon or other item to cause harm                                  |
| Using the wrong stairwell         | Threatening someone with harm/Harassment/Intimidation    | Bringing drugs, alcohol, pornography, or any other dangerous item to school |
| Using the elevator without a pass | Disrespect or defiance/Classroom disruption              | Violence or malicious pranks  |

|                            |   |   |
|----------------------------|---|---|
| Disrespect or defiance     | Inappropriate use of computers or any other school property | Choking, or other physical contact intended to cause harm |
| Not following own schedule |   | Inappropriate sexual conduct                              |
|                            |   | Continued Bullying (as defined in the school policy)      |

For more detailed information please refer to our [Student Conduct and Discipline Policy](#)  
Board Policy # 5200, Adopted 7/27/2016

## **Excessive Violence or Aggression**

### **Seclusion and Restraint**

Franklin Discovery Academy recognizes that every student should have the opportunity to learn in an environment that is safe, conducive to the learning process, and free from unnecessary disruption. At times, student behavior may present an immediate danger requiring emergency safety interventions. Behavioral interventions for students should promote and facilitate their safety and dignity.

### **Allowable Use**

Consistent with Utah Code Ann. Section 53A-11-802, nothing shall prohibit an employee from using reasonable and necessary physical restraint or force in self-defense or otherwise appropriate for the following:

- To obtain possession of a weapon or other dangerous object in the possession or under the control of a student;
- To protect a student or another person from physical injury;
- To remove from a situation a student who is violent or threatening; or,
- To protect property from being damaged.

## **Behavior Policy and Students with Disabilities**

- The Executive Director, with the assistance of the Special Education Director, will be responsible for understanding the legal requirements for discipline in relation to students with disabilities. In most cases, behavioral expectations will be the same for all students. Consequences for behavioral issues may be modified if the behavior is a manifestation of a student's disability and/or special considerations have been made relative to a student's IEP. Ultimately, ensuring the safety of all students and school personnel is our first priority.
- For severe and/or repeated behavior students may be referred to the IEP team for functional

behavioral assessment to create a behavior intervention plan.

- ❑ Franklin Discovery Academy adheres to state and federal law for students with IDEA plans. If the pupil qualifies as a disabled student under IDEA 2004, or if the student has a 504 plan or is currently being evaluated for special education services, suspension must follow all applicable state and federal laws regarding students with disabilities. The special education team (including parents, school director, academic coaches, and school counselor) must ensure that any disciplinary or suspension procedures are aligned with the student's IEP and are carefully documented. When making decisions on behavioral interventions for students receiving special education services, the IEP team shall refer to the USOE Special Education Least Restrictive Behavior Interventions (LRBI) Guidelines for information on research-based intervention procedures.