Franklin
CAPSTONE

Capstone Handbook 2025-26

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Franklin CAPSTONE

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Capstone Quick Reference Guide

Topic	Details
Full/Flex Program Hours	M-TH 9:00AM-4:30PM
Social Friday Hours	F- 10:00AM-3:30PM
College Flex Hours	Mon & Wed: 2:30 PM – 6:30 PM
Early Drop-Off	Permitted 1 hour before start time *(unsupervised in rec/dining room)*
Latest Pick-Up	4:45 PM for full-day participants
Absences or Late Arrival	Contact **office@franklinmn.org** or call **952-737-6900**
Emergency Contact	Call **952-737-6900** or email **office@franklinmn.org**
Drop-Off/Pick-Up Location	Use the main entrance—avoid Academy driveline at 3:00 PM
Participant Parking	East lot with approved permit from front office
Lunch	Bring from home; fridge & microwave available
Website	franklinmn.org/capstone
Pool Access (e.g. The Marsh)	Optional. No lifeguard on duty
Medication	Must be stored at front desk unless approved by Capstone Director
Newsletter	Sent monthly via email

Franklin CAPSTONE

Dear Families,

Welcome to the 2025-26 Capstone year! We're so glad to have you with us.

This handbook is your go-to reference for understanding how Capstone works—its structure, expectations, values, and day-to-day operations. It's designed to support both new and returning families by outlining everything from program options and communication protocols to health policies, progress tracking, and how we navigate the community together.

At Capstone, we believe that *self-determination* and *self-actualization* are essential components of a meaningful adult life. Our role is not to script every step, but to walk alongside each participant as they make their own decisions, pursue goals that matter to them, and develop the skills to live, work, and thrive as independently as possible.

We hold high expectations—and we offer high support. Our team emphasizes personal responsibility, accountability, and growth, not just for participants, but for ourselves as educators and mentors. We believe in the dignity of challenge, the value of real-world experiences, and the importance of a trusting partnership with families.

Please take time to explore this handbook, especially if this is your first year with us. Keep it nearby—it will serve as a resource throughout the year. And if at any point you're unsure, confused, or concerned, don't hesitate to reach out. We're here to collaborate with you in helping your young adult succeed.

With Sincere Appreciation,

Michael Faeth

Director of Capstone

WHAT TO EXPECT AT CAPSTONE

Franklin Capstone is the final stage in a young adult's educational journey—a program designed to launch neurodiverse individuals into a life of confident independence. Whether participants attend full-time, part-time, or through our College Flex option, they will engage in intentional, individualized, and real-world learning that supports their transition into adulthood.

We partner with young adults ages 18 to 28 who are ready to grow, learn, and take ownership of their future. Our participants are expected to come with a willingness to engage, a baseline level of independence, and a desire to develop the skills necessary to live, work, and thrive on their own terms.

PROGRAM GOALS AND GROWTH AREAS

Capstone is structured around **seven key growth areas** that reflect the broad skills needed for adult success:

- **Career Readiness** – Preparing for work through classroom instruction, community-based internships, resume and interview prep, and job coaching.
- **Independent Living** – Building life skills like cooking, home maintenance, budgeting, personal finance, and self-care.
- **Post-Secondary Education** – Supporting academic success through study skills, organization, communication, and self-advocacy.
- **Community Participation** – Practicing real-world engagement by navigating community spaces, transportation, and resources.
- **Social Skills** – Learning how to initiate, maintain, and grow healthy relationships through structured lessons and real-world interactions.
- **Social Recreation** – Weekly Friday events planned by participants to support leisure, friendship, and stress management.
- **Self-Determination** – Understanding one's neurodiversity, setting and pursuing goals, advocating for oneself, and building internal motivation.

Franklin CAPSTONE

MISSION

We transform lives by addressing the holistic academic, social, emotional and mental health needs of the neurodiverse community.

VISION

Enable our neurodiverse community to have an exceptional human experience.

VALUES

Courage: We are never afraid to try new ideas. We stand up for others.

Creativity: We innovate, invent, and apply the best thinking in our programs and methods.

Collaboration: We work together across disciplines to achieve better outcomes.

Accountability: We take initiative, we are factual, we accept feedback humbly, and we assume responsibility.

Celebrate the neurodiverse: We tailor our work to meet the unique needs of every person we serve.

Tenacity: We persevere with patience.

FOUR PROGRAM PILLARS

Responsibility: We encourage our participants to take ownership of their decisions and actions, fostering the independence and maturity essential for personal growth

Accountability: Accountability helps develop self-discipline and reliability, teaching young adults to follow through on commitments and learn from their mistakes

Support: Providing steady support enables our participants to face challenges confidently, knowing they have a safety net that nurtures their development and well-being

Trust: Cultivating trust in a mentorship relationship creates a secure environment where participants feel valued and heard, allowing for deeper personal growth

ACCREDITATION

Franklin Center's Capstone program is accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF). This international organization assists service providers like Franklin Center in demonstrating value through the quality of their services and meeting internationally recognized organizational and program standards.

Receiving accreditation through CARF means that Franklin Center's Capstone program meets internationally recognized organization and program standards. CARF surveyors met with Franklin Center staff members during the certification process and applied standards to our service areas and business practices.

Franklin Center's Capstone program was assessed in June 2024, after which we received a three-year accreditation—the highest award. We will undergo the accreditation process again in 2027 to continue improving our programs and ensure we maintain the highest standard of services.

We are accredited in the areas of:

- Community Employment Services
- Employment Development Services
- Employment Planning Services
- Community Integration
- Transition Services

EQUAL OPPORTUNITY

Franklin Center does not discriminate on the basis of age, color, creed, marital status, national or ethnic origin, race, religion, sex, sexual orientation, or genetic information. This policy applies to all areas of clientele concerns (admissions, athletics, educational policies, financial aid, loan programs, and other organizational-administered programs).

IMPORTANT DEFINITIONS

The term “Parent” means the biological or adoptive parent(s), legal guardians, or other persons who agree to be bound by the Enrollment Contract and, for all legal and financial purposes, agree to be individually and severally responsible for the Participant’s tuition and fees at the Organization. The term “Participant” means the person enrolled through the contract. For purposes of this handbook, the singular includes the plural, and the plural includes the singular.

BEHAVIOR EXPECTATIONS AND PROGRAM CONTINUATION

A foundation of trust, accountability, and growth.

Capstone is a community rooted in mutual respect, personal responsibility, and high expectations. We partner with young adults to support not just participation—but meaningful development. That means learning how to show up, follow through, and engage constructively with peers, staff, and the broader community.

We recognize that growth is a process. Mistakes and challenges are part of becoming independent. But to remain enrolled at Capstone, participants must demonstrate a willingness to engage in a safe, productive, and respectful manner.

WHAT WE EXPECT FROM PARTICIPANTS

Capstone participants are expected to:

- Treat peers and staff with courtesy and respect
- Follow daily routines and staff directions
- Participate in learning activities to the best of their ability
- Communicate needs in a safe and appropriate way
- Respect shared spaces and community expectations
- Use technology responsibly (see Technology Policy)
- Maintain appropriate hygiene and self-care
- Dress appropriately for a peer-professional environment

WHEN CHALLENGES ARISE

We are committed to addressing concerns through coaching, redirection, and collaboration. However, some behaviors may require increased supervision, temporary removal from activities, or—in rare cases—dismissal from the program.

Behaviors that may jeopardize continued participation include:

- Repeated refusal to engage or follow reasonable directions
- Aggressive, threatening, or violent behavior
- Bullying, harassment, or violation of others' personal boundaries
- Possession or use of drugs, alcohol, or contraband on-site
- Inability to function independently at the minimum level required

We take each situation seriously and respond in a manner that reflects the individual circumstances and the needs of the broader Capstone community.

Our goal is always to partner with families and participants to find a path forward. When concerns arise, here's what to expect:

1. **Staff Redirection**
   The participant receives coaching or problem-solving in the moment.
2. **Team Collaboration**
   Staff document the issue and coordinate internally for support and consistency.
3. **Family Contact**
   Families are informed when significant concerns emerge or repeat.
4. **Support Planning**
   If behavior persists, we may schedule a formal review meeting to discuss next steps and expectations.
5. **Administrative Review**
   For ongoing or serious concerns, the Program Director and Executive Director evaluate whether Capstone remains an appropriate placement.

Note: Any behavior that poses a significant risk to health, safety, or community well-being may result in immediate dismissal.

WHEN CAPSTONE ISN'T THE RIGHT FIT

Capstone is not a crisis intervention or intensive therapeutic program, and we do not provide one-on-one care or intensive behavioral support. If a participant's needs exceed the scope of our services—even with additional planning—we may work with families and external providers to identify next steps, including withdrawal from the program.

PROGRAM LAYOUT

INSTRUCTIONAL DESIGN

Franklin Capstone believes that all participants can reach their full potential through an instruction-based, community-based and hands-on approach.

Teaching through different modalities and at different levels is crucial for creating an inclusive and effective learning environment. Different learners have different strengths, areas for growth, and learning styles, and teaching through multiple modalities ensures that all learners are able to access and engage with the material.

Franklin Capstone employees are highly-qualified professionals and look for participants with room to grow who would benefit from this individualized approach.

A variety of instructional strategies are used to maximize opportunities for participant success. Capstone's curriculum is delivered through targeted instruction, 1:1 mentorship, and hands-on activities. Behind each course are specific service objectives aligned with employment, education, and independent living outcomes, informed by best practices in transition planning.

WEEKLY RHYTHM

The Capstone experience is intentionally structured to provide consistency, variety, and real-world application:

- **Monday–Thursday**: Academic and life skills programming across core growth areas. Classes are taught by expert staff in small, supportive group settings. Each participant also receives 1:1 mentorship time weekly.

- **Fridays**: Full-day **Social Recreation** and community engagement. Participants help plan outings and events 6 weeks in advance, practicing budgeting, logistics, and communication.

Each day typically includes 4–6 class blocks, with built-in time for lunch, peer interaction, and social development.

COMMUNITY PARTICIPATION

As a transition program, the majority of our programming is geared towards the exploration of the community. Some of this will be found in the classroom through instruction, discussion, and research, but much of it will be found in participating hands-on within the community. As such, it is assumed and implied that one signed transportation approval form by either the legal guardian or participant (when guardianship is not established) is an acceptance of all community-based instruction and recreational activities unless otherwise specified.

Cost: While the basic cost of participation in all activities will be covered by the cost of tuition, any additional items, food, or other materials may or may not be purchased by the program. Participants will not be prohibited from purchasing items from vendors, except when it would otherwise be a violation of Franklin Center policy. Use discretion when allowing use of credit and debit cards in the community.

SOCIAL FRIDAY AND SUMMER OVERNIGHTS

In addition to our community-based programming, Capstone offers all-day Friday events every Friday we are in session throughout the year. Participants can sign up for all or half of these events, and are eligible based on their ability to safely participate and follow directions in the community.

Staff will make their best judgements to balance the dual needs of safety and autonomy during community events. If parents would like their child to be under direct supervision during all community events, it is important that they communicate that with both the participant, and with Capstone staff.

It is strongly recommended that participants carry identification with them during all community events. If they have not memorized multiple emergency contact numbers, the Franklin Center's number, and their address, it is recommended that it be included in their wallet as well.

Every participant registered for our Social Fridays is also eligible to participate in our Summer two-night overnight trips. Capstone staff reserve the right to deny this privilege to any participant as a result of ongoing behavioral problems that may occur throughout the programming year.

GRADING SYSTEM

Capstone uses a standards-based grading system to assess the present level of independent functioning and mastery of core transition standards. Each class will identify 5standards by which staff will evaluate the level of independent mastery at the end of each semester.

The five-point scale will score as follows:

5	Participant consistently demonstrates independent mastery
4	Participant demonstrates independent mastery with some support
3	Participant demonstrates ability, but needs supervision or reminders to achieve mastery
2	Participant has not demonstrated ability to perform task without supervision, reminders, and/or assistance
1	Participant is currently incapable of performing task

GOAL SETTING AND PROGRESS

Every Capstone participant has a **Capstone & Beyond plan** that defines long-term goals and identifies the skills and mindsets needed to reach them. Staff track progress using a 5-point scale, with regular check-ins and family communication throughout the year. Progress is reviewed formally during conferences and informally through ongoing collaboration.

FAMILY INVOLVEMENT

While Capstone is a participant-driven program, families are key partners. We rely on regular communication and trust between our staff and each participant's support network. Families are invited to:

- Participate in conferences and goal-setting reviews
- Reach out with concerns, questions, or feedback
- Support independent living and self-determination at home

We also provide opportunities for families to stay informed through newsletters, updates, and optional events.

PROGRAM OPTIONS

Franklin Capstone offers three program options meant to compliment the lives and needs of our individual participants.

Full-Day Programming (M-TH 9:00am-4:30pm) is intended primarily for our participants who are not currently employed. Once a participant has been enrolled in the Capstone program for two years, they are eligible (but not required) to switch to Flex Day programming, regardless of employment status.

Flex-Day Programming (M-TH for five hours a day) is intended for our participants who work part-time and is flexible to work around their schedules. Participants are able to sign up for five hours of programming per day, but this can also be modified as necessary to accommodate work schedules. The intent is to allow them a space to continue to grow and to be provided supportive programming and mentorship while they gradually transition into the workplace.

College Flex (**Mondays and Wednesdays from 2:30pm-6:30pm**) is intended for our 'College capable' participants, meaning participants who are either currently enrolled in a two- or four-year university, have graduated from a similar university, or have demonstrated test scores indicating the potential to be successful in a college setting. Our college flex programming is still intended to be holistic, but with a more truncated focus.

ADDITIONAL FRANKLIN SERVICES

SPECIAL OLYMPICS

Franklin Capstone and Academy participates in athletics through the Special Olympics of Minnesota (SOMN). The sports offered are dependent upon having a volunteer Special Olympics Coordinator and coaches.

Franklin participates in both unified and traditional teams for Special Olympics. Unified Sports are Special Olympics sports that have individuals both with and without disabilities on a team.

Individuals interested in playing must register with the Special Olympics and have a health physical form signed by a physician. All participants must be completely registered with SOMN in time for the beginning of each season. To register, click on the link. Follow the directions for registration under "Traditional Athlete". Athletes already registered for a different Special Olympics team do not have to register again for a new sport. When registering, the "Delegation" is Franklin Academy, and we are in Area 11. Registration with the Special Olympics is good for three years from the date of the medical exam.

Participants in the Special Olympics programs should review the Code of Conduct Policy linked.

Parents are reminded that they represent the Center at sporting events. These activities should be fun for both participants and spectators.

Sports may include but are not limited to Flag Football, Basketball, Poly hockey, and Track & Field. Practices or Special Olympics camps are scheduled on Thursdays from 3:30-4:30 pm. Registration can be found on Veracross.

FRANKLIN THERAPY

Franklin Center has established a unique, one-of-a-kind mental and behavioral health clinic to come alongside participants who require more intensive services than are included in our traditional therapeutic programming day. Participants currently enrolled in Capstone who choose to or are requested to receive clinical therapy services while attending any part of the programming day will be responsible for payment of both clinical services and tuition as per their enrollment contract.

Franklin Therapy provides Psychotherapy, Intensive Behavior Intervention, Family Skills Therapy, and Assessments to individuals and families in the metro area. The purpose of Psychotherapy is to provide Individual and Family Therapy that addresses the social-emotional needs of families whose loved one struggles with mental health. The purpose of the Intensive Behavior Intervention is to provide medically necessary early intensive intervention that targets the functional skills and core deficits of people with ASD and related conditions, as well as:

- Educate, train, and support participants, parents, and families
- Promote participants' independence and participation in family, Capstone, and community life
- Improve long-term outcomes and quality of life for participants and their families

Our therapists will conduct Psychotherapy services through active learning environments for both children and parents, which are appropriate for various developmental levels. We work with children and adolescents with behavioral challenges, mood and anxiety disorders, depression, developmental issues, Autism Spectrum Disorders, and ADHD. We also work with parents related to parenting challenges and increasing family systems functioning. Our therapists use a variety of approaches, strategies, and methods, including Cognitive Behavior Therapy, solution-focused therapy, Escalated Resolution Therapy (ART), Safe and Sound Protocol Listening Therapy, systematic desensitization, strengths perspective, and behavioral strategies.

Family consultation therapy is designed to address specific deficits resulting from your child's mental health diagnosis. It focuses on teaching families effective methods to enhance their child's skills and promote optimal development. As part of the therapy process, the therapist may determine that developing certain individual skills is necessary.

All services are able to be billed to your insurance as long as we are in-network with your provider.

VOCATIONAL REHABILITATION SERVICES

Franklin Capstone is a registered and certified provider of employment-related services through Minnesota Vocational Rehabilitation (VR) Services. All service referrals and recommendations must be made by a licensed VR counselor. Franklin Capstone participants who have not yet received their high-school diploma are eligible to meet with the VR Counselor who services our program on-site. All other participants are encouraged to reach out to their local Career Force office to be connected with a local counselor. Our list of available services is provided below:

General Services

- Benefits Coaching
- Employment Supports/Job Coaching
- Informational Interviews
- Instruction in Self Advocacy
- Job Exploration Counseling Services

- Job Shadowing
- Job Seeking Skills Training
- Job Tryout
- On-the-job Evaluation
- Postsecondary Education Counseling Services
- Postsecondary Supports (Remedial Training or Services)
- Social Coaching (Personal Adjustment Training)
- Public Transportation Training
- Transportation
- Driver's Education Training (permit test)
- Work Experience- Services and Wages

Pre-ETS Services

- Job Exploration Counseling Services
- Postsecondary Education Counseling Services
- Instruction in Self Advocacy
- Workplace Readiness Training
- Introductory Work Activities
- Work Experience- Services and Wages
- Work-Based Learning Coaching

TRANSPORTATION AND LOGISTICS

PROGRAM HOURS/ PICK-UP AND DROP-OFF

- Regular program hours are from 9:00 am - 4:30 pm, Monday through Thursday, and 10:00 am - 3:30 pm on Friday. College Flex hours are from 2:30 pm to 6:30 pm, Mondays and Wednesdays.
- Early drop-off **one hour** before the start of your first class is permitted, although participants will be unsupervised in the rec or dining room. We ask that all participants be picked-up/leave the building no later than 4:45 pm with the exception of College Flex participants.
- As these hours differ from the rest of the Academy, there will be no policy regarding the manner of pick-up and drop-off. It is advised that if you are picking up at 3:00 pm that you not go through the driveline that Academy also uses at that time.
- Expectations for early dismissal and authorized persons for pick-up will remain the same as the K-12 Academy (guardians or those explicitly stated on the emergency contact form). Otherwise, parents must notify the front office in advance of early pick-up or unauthorized persons. An exception will be made if parents (in the case of guardianship) wish to sign a form waiving this protection for the duration of your time in Capstone.
- If your child is their own legal guardian, we cannot restrict them from leaving the building. While we ensure that everyone in Capstone is here under their own consent, in this case that is legally true as well.

PARTICIPANT PARKING

Participant parking is available on the east side of the Franklin Center parking lot. Any participant who drives to Franklin Center and uses the parking lot must complete a Franklin Center Parking Permit Form and turn it in to the main office. Once reviewed and accepted, the participant will obtain a Franklin Center permit, which must be placed in their vehicle.

ATTENDANCE

As young adults who are no longer required to attend school by Minnesota state law, attendance will not be mandatory or compulsory unless required by state or county funding sources.

Participants who are consistently absent or tardy may be asked to attend a meeting outside of programming hours with guardians to discuss options and remedies going forward.

RELEASING PARTICIPANTS DURING THE DAY

If a participant is their own legal guardian, they will be permitted to leave at any time of the day.

If a participant is not their own legal guardian and is to be excused early, the parent must notify the office personally through a phone call, email, or a note. It is up to the parent to confirm the office received the notification. Please do not text or email Capstone staff directly.

Only adults who have been previously designated as "authorized" may pick up participants prior to dismissal. Participants will not be dismissed by any person without prior parental authorization.

Parents have the right to waive their right to this screening process by signing a waiver form at the beginning of the programming year.

BUILDING CLOSINGS

While we will always try to keep the building open whenever we are scheduled to be in session, there are rare occasions where we will have to cancel programming or have an early dismissal.

The determining factor is safety, and the decision usually rests on the ability of staff and parents to get to and from Franklin Center safely. When the weather invites such consideration, parents/participants should always exercise their own best judgment regarding the safety of their children when deciding whether to bring them to Franklin Center or whether to drive in themselves.

When administration has determined that Franklin programming will be canceled, have a delayed opening, or close early, you will receive an email and text alert. 6:00 a.m.is the goal for communications of delays or closings. Additionally, we will post our notification on:

- Television channel WCCO TV (Channel 4)
- Television channel KARE 11
- Online at http://wcco.com/cancellations and http://kare11.com/closings
- Franklin Center web page

In the event of a cancellation, Capstone does not go virtual. There will simply not be any programming that day.

BUS USAGE DURING WEATHER EVENTS

If programming is not closed for inclement weather, Capstone uses the following procedure to determine if we will transport participants within the community.

Weather Watch = Proceed with caution but consider the duration of the trip and upcoming weather patterns.

Weather Advisory = Same as Watch, but with a stronger likelihood of not driving in the community.

Weather Warning = We will not drive in the Community so long as we are under a Weather Warning.

TRANSPORTATION

Franklin Center is committed to transporting participants in a safe and orderly manner. To accomplish this, participant riders are expected to follow Franklin Center's behavior policies, guidelines, rules, and Bus Safety Protocols listed below. A participant unable to follow the bus safety protocols may be disallowed in future Community-Based Instruction or Experientials until the participant is able to demonstrate proper bus safety skills.

Bus Safety Protocols:

- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- Do not throw any object inside or outside of the bus.
- Do not damage the bus.

LUNCH

It is strongly recommended that Capstone participants bring their own lunch to programming.

- Please inform the organization IMMEDIATELY of any food allergies.
- When food is prepared by our Culinary Skills classes, known allergies are always taken into account and food is properly labeled
- It is assumed that participants are aware of their own food allergies and will avoid food that is unsafe for them (or ask questions first)
- A microwave and mini-fridge is available for participant usage.
- Franklin Center is a nut-aware facility. Staff takes extra precautions to ensure participants with nut allergies sit at a nut-free table.
- Our Friday social events will always include either lunch that is made here or a community lunch at a dining establishment. While we will consider known allergies and food preferences in everything we do, it is ultimately up to the participants and their families to make their own dietary choices

HEALTH

ALLERGIES

Parents/Guardians will provide documentation of any known allergy for their child. Franklin Center will maintain allergic information in the designated locations to maximize clientele's protection and complete an Individualized Health Plan (IHP), including but not limited to the description of allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medications, dosages and doctor's contact information. The IHP will be updated annually or when there is a change in care.

Franklin Center cannot guarantee a food-safe environment, although we will strive to provide a "food allergy-aware" environment. Upon request, Franklin Center will take measures to minimize the risk of exposure, as well as educate select employees and volunteers to respond appropriately to life-threatening reactions.

IMMUNIZATIONS

A current immunization certificate is required **for all participants**. Minnesota law requires that the meningococcal vaccine be documented or a legal exemption provided. Linked is the required immunizations.

See Appendix A

ILLNESS AND HEALTH GUIDELINES

To support a healthy community, participants should stay home if they're feeling sick or unable to function comfortably during the program day. In general, participants should not attend Capstone if they are experiencing:

- A fever of 100°F or higher (must be fever-free without medication for 24 hours)
- Vomiting, diarrhea, or severe nausea (must be symptom-free for 24 hours and able to tolerate normal foods)
- Persistent or disruptive cough, sore throat, or respiratory symptoms
- Signs of an infectious illness (e.g., pink eye with drainage, strep throat, chickenpox) that

require medical attention

- Any condition that would limit participation in daily routines

If a participant is taking over-the-counter medication to mask symptoms and would otherwise feel too ill to attend, we ask that they remain home until they feel well enough to fully participate without medication.

We continue to monitor and follow public health guidance related to respiratory illnesses, including COVID-19, influenza, and RSV. We will notify families if there are any changes to illness-related procedures.

What happens if the participant develops symptoms while at Capstone?

If a participant begins to show signs of illness while at Capstone:

- Staff will refer them to the front office for evaluation
- If symptoms warrant early pickup, a parent or guardian will be contacted
- Participants must be signed out by an approved adult with proper identification
- In the case of suspected concussion or head injury, the participant will be removed from activity and monitored; families will be contacted immediately

Our priority is to ensure that each participant—and the program as a whole—can function safely and comfortably. Please contact staff if you have questions about your young adult's symptoms or readiness to attend.

ADMINISTERING MEDICATION

Medications should be taken at home whenever possible. If there is a need for medication to be administered throughout the day, it must be in the **original pharmacy container** or the **original over-the-counter container** with the participant's name on it. The first dose of any new medication must be given at home to ensure the participant does not have a negative reaction. If a participant is under guardianship, they should not be self-medicating at Franklin Center. All medications will be held at the front desk. Exceptions may be made on a case-by-case basis by creating an **Individual Health Plan** with the Capstone Director.

Participants under guardianship will need a Parental Permission for Administration of Prescription Medication Form. Medication will not be administered without this authorization. Participants not under guardianship will need to fill out their own Permission for Administration of Prescription Medication Form. Each time the dosage, schedule or medication changes, a new authorization must also be sent in before the medication may be administered. All written medication authorizations are effective for the duration of the current program. At the start of a new program, a new medication authorization form must be completed. When there is a physician's order to give one-half of a tablet, please talk with your Pharmacist to have the tablets halved before bringing in the medication.

- Controlled substances must be indicated on the Permission for Administration of Prescription Medication Form. Please provide only one month's supply of medication at a time. It is Franklin Center's preference that controlled substances be administered by the parent outside of Franklin Center programming times.

Over-the-counter medication can be administered to a participant at the discretion of the office staff if the parent has signed **The Parental Permission for Over-the-Counter Administration of Medication Form** and has brought in the original sealed bottle of the medication with the participant's name on the package.

Extra prescription medication may be kept at Franklin Center in small quantities in case the home dose is inadvertently missed. Parents will need to contact the office if the dose is missed and provide written consent to allow administration on the date needed. It is expected that this would be infrequent.

Within one week after expiration of the effective date on the order, or on the last day of programming, case managers will ensure the transfer of any unused portion of the medication.

DOCTOR'S ORDERS

Individual participants may require specific medical procedures during the programming day. Parents are reminded that the office, prior to any procedure being administered, must receive a **written doctor's order and Permission For Administration of Prescription Medication form**. This documentation must be reviewed by the Capstone Director and filed in the office before any medical procedures will be administered. Physicians may fax orders directly to Franklin Center in care of Franklin Capstone at 952-737-6901.

Franklin Capstone may reject requests for specific medical procedures and medication administration.

SMOKING POLICY

Franklin Center is a **non-smoking facility.** Smoking is not permitted in the buildings, on the property, or at any Franklin Center-sponsored event, including Community-based Instruction. Exceptions can be made on the property for medical-use purposes (i.e. Medical Marijuana). Participants using medical marijuana must have a valid medical recommendation. Please contact the Capstone Director if you have any questions.

ALCOHOL/DRUG POLICY

The possession and/or use of any alcohol, chemical, drug, or drug derivative classified as a stimulant or depressant without the authorization of a physician is prohibited on the Franklin Center grounds or at any Franklin Center-sponsored function. In the event that possession or use of illegal or controlled substances is discovered, a participant's parents will be notified. A violation of this policy may be grounds for immediate dismissal.

No person shall knowingly use, consume, buy, sell, possess, handle, transport, or be under the influence of any controlled or mood-altering substance on organization property, or at organization activities, functions or events, or participate in prohibited conduct related to the use of chemicals, drugs or alcohol.

Controlled substances include alcohol, marijuana without a medical recommendation, hallucinogenic drugs, amphetamines, narcotic drugs, barbiturates, or other mood-altering substances.

Prohibited conduct includes handling, transporting, or having on the clientele's person any controlled substance, drug paraphernalia, or any mood-altering substance.

Prescription drugs and medicine are prescribed to a specific individual. If the individual gives, sells, exchanges such drugs with another clientele, both persons are in violation of this policy.

The individual use of prescription drugs and medicines by clientele is covered by the Medications policy.

Please review our Chemicals, Drugs, and Alcohol- NMI Policy for reference.

SENSORY NEEDS

Several of our participants have sensitivities to various things. We ask that staff, parents, volunteers, and participants refrain from wearing any additional scents upon entering the building and do not bring latex items, including balloons, into the building.

SAFETY

CAMPUS SECURITY

Franklin Center has an electronic security access system, with video feed, to the front desk. The building will be locked and secured after 8:20 a.m. and remain locked for the remainder of the programming day. No one except Franklin Center personnel will have free access to the building after that time. To gain access, come to the front entrance and speak with the Receptionist.

All visitors entering Franklin Center during regular business hours must register at the Front Desk with the Administration Assistant.

To prevent intruders on campus, Franklin Center administrators will keep doors secure; require sign-in sheets for visitors, and use cameras and staff to monitor entryways.

In the event of an intruder, Franklin Center will contact law enforcement agencies for their assistance. Practiced procedures will be put into action to alert and protect participants and employees.

Please do not call in during an emergency as it may tie up phone lines. We will send regular messages through our Emergency Communication System.

VISITORS

When you visit:

- **ALL VISITORS, including parents**, clients, and alumni, must sign in and obtain a visitor badge. Please do not go directly into the classroom
- When you leave campus, please sign out.
- If you have come to do volunteer work, please sign in and out.
- Any prospective parents or other guests will be escorted by a staff member during their visit to Franklin Center.
- Interaction with Staff
    - Franklin Capstone is committed to professional interaction with all visitors. In turn, all visitors, including parents of participants , are expected to conduct themselves appropriately and respectfully during observations and meetings with staff.
- If you will be late or unable to participate in a pre-planned activity/event or meeting, please call the organization to notify the staff person involved.

While some of these measures may be perceived as creating inconvenience or delay, they are necessary steps to provide the safest and most secure learning environment possible.

ANIMALS ON CAMPUS

The following policy has been established to provide for the health and safety of Franklin Center clientele, faculty, staff, and visitors. Except for the 'clean up after' portion of this policy, this policy does not apply to registered service animals.

- **Animals of any kind, including pets,** are only allowed on campus for program-authorized purposes such as a teacher-planned learning experience. In all cases, the teacher will obtain authorization from the Executive Director or Capstone Director in advance.
- While on Franklin Center property, the pet/animal must be on a leash, in a cage, and/or under the owner's control at all times.
- The owner must also have the means to clean up after the pet, specifically, the owner will remove any fecal matter left by the pet/animal. Cleanup should be thorough enough so as to generate no additional work for the maintenance staff or inconvenience members of the Franklin Center community or visitors.
- Animals who accompany their owners through the carpool line must stay in the car with their owners.

OUTSIDE SERVICES

Participant's specialists and therapists who do not work for or have a contract with Franklin Capstone may see a participant before, during, or after programming in their own therapy clinic. Exceptions may be made on an individual basis for therapies not provided at or by Franklin Center.

In the case of a Voc-Rehab Counselor or other authorized provider no specific exemption is necessary.

TRAFFIC SAFETY

Please drive slowly in and around Franklin Center and the parking lots. There is pedestrian traffic that crosses our parking lot and the building. If coming into the building, park in a parking space. Please do not leave your car unattended in front of the entrance.

MANDATORY REPORTERS

Minnesota law obligates **ALL** Franklin Center employees to take action as mandated reporters to report maltreatment of vulnerable adults and minors per the provisions in MN Statutes 245A, 245D, 626.5572, and 626.556.

Franklin Capstone teachers and officials will immediately report any suspicions of abuse or neglect to the proper agency for investigation.

REPORTING CAPSTONE RELATED ACCIDENTS

Any significant (requiring more than minor first aid) accident occurring at Franklin Center will be documented on the appropriate accident form. The parent or emergency contact person will be notified as soon as possible.

SOCIAL MEDIA

Although we want to acknowledge our participants' accomplishments, please refrain from using names on the Franklin Center Facebook page, Twitter feed, etc.

BACKGROUND CHECKS

The state of Minnesota and Franklin Capstone requires the following:

Persons who have supervisory positions over children, vulnerable adults or minors shall undergo a criminal background check for a record of criminal offenses. Minnesota Statute 123B.03.

ALL FRANKLIN CENTER staff: Capstone Faculty (Teachers, BTs), administration, extracurricular activity coaches or instructors, specialists, volunteers, and interns will undergo this background check.

EMERGENCY DRILLS

In accordance with Minnesota state law, Franklin Center conducts five fire drills, five lockdown drills, and one tornado drill yearly. These drills promote safety, knowledge, and efficiency in the event an actual emergency occurs and Capstone participates in all drills.

SAFETY IN THE COMMUNITY AND POOL USAGE

Capstone participants engage in regular off-site programming, including job coaching, volunteer work, community outings, and social recreation. These experiences are critical to developing real-world skills—and we take participant safety seriously.

Community Safety Expectations

While in the community, participants are expected to:

- Follow staff instructions at all times
- Remain with the group unless given explicit permission to separate
- Communicate clearly with staff if they feel unsafe or unsure
- Respect public settings and behave appropriately
- Follow all Capstone behavioral and transportation expectations

Participants must be able to function safely and independently in small-group settings. Staff supervise community activities, but supervision is not one-on-one.

Emergency Response

In the event of a medical emergency or serious concern:

- Staff will follow Franklin Center's emergency protocol
- 911 may be called when appropriate
- A staff member will remain with the participant at all times
- Families or emergency contacts will be notified as soon as possible

If a participant becomes separated from the group, staff will initiate our missing person protocol immediately and communicate with the family once the participant is located or authorities are involved.

Pool Access (e.g., The Marsh)

Occasionally, Capstone visits locations that include a swimming pool. When this option is offered:

- Use of the pool is entirely optional
- Capstone staff are present in the pool area
- **There is no certified lifeguard on duty**
- Participants must demonstrate independent swimming ability and appropriate pool safety behavior

By signing this handbook, families acknowledge that participants may have access to a pool without lifeguard supervision and accept the inherent risks involved. If you do not want your participant to access the pool during these activities, please notify the Capstone Director immediately.

CRISIS PLAN

Franklin Center must have a crisis plan which includes an alternate place where participants may be taken in the event of a natural disaster that renders the presence of participants in the building unsafe.

For Franklin Center, the designated alternate place is

Zeman Construction
8900 10th Avenue North,
Golden Valley, Minnesota 55427

Mark Zeman, President
phone: 612-558-7300 markz@zemanconstruction.com
Chrissy Funk, Assistant
phone: 763-398-8931 Chrissy.Funk@zemanconstruction.com.

If Franklin Center's entire property is uninhabitable, the designated alternate will be

Calvary Church
7520 Golden Valley Road,
Golden Valley, Minnesota 55427

Matt Bromander, Facilities Director
direct: 763-231-2959 cell: 612-964-3149
mbromander@calvary.org

In the event of a crisis, you can be assured we will do our best to notify you of our situation and:

- Stay Calm and Address Participants Concerns
- Limit access to media outlet (e.g. television)
- Answer Participant Questions Honestly
- Caution Participants Not to Speculate or Exaggerate Graphic Details

LAW ENFORCEMENT COMPLIANCE

Franklin Center will comply with all subpoenas, warrants, and investigations from law enforcement. In these circumstances, Franklin Center will maintain organizational privacy appropriate for the situation. Only essential personnel will be notified. Front desk personnel will contact the appropriate department director to cooperate with law enforcement.

COMMUNICATION

We believe open, timely, and respectful communication is essential to every participant's success. The following channels help keep families informed, supported, and connected throughout the year.

CAPSTONE NEWSLETTER

Our monthly Capstone Newsletter includes updates on programming, events, and participant highlights—sent directly to your inbox.

EMAIL & DAY-TO-DAY COMMUNICATION

Staff strive to respond to emails within **24 hours** during the workweek. If your concern is time-sensitive, please call the **Franklin Center front office** at **952-737-6900** or email the office at office@franklinmn.org.

If a participant is absent, arriving late, or needs to leave early, always contact the **front office—not individual staff.**

PROGRESS REPORTS AND CONFERENCES

Capstone & Beyond Plans are shared prior to **fall and spring conferences**. We encourage participants to attend with their families. Progress can be discussed at any time—just contact the appropriate instructor or staff member.

PARTICIPANT RECORDS AND DISCLOSURE

Franklin Capstone follows all federal and state laws regarding participant records and confidentiality. Educational records are private and can only be shared with:

- Legal guardians of minor participants
- The participant (if over 18 and not under guardianship)
- Others, **only with written permission**

For more details, see our full Records and Disclosure Policy or the State vs. Federal Records Guide.

COMMUNICATION WITH NON-CUSTODIAL PARENTS

To ensure legal compliance, all custodial parents must submit a notarized copy of the custody section of the divorce decree upon enrollment. Without this documentation, Capstone cannot legally prevent contact or information-sharing with non-custodial parents.

If a court order exists limiting communication, please provide it to the Capstone Director.

KEEPING CONTACT INFO UPDATED

If your address, phone number, email, or guardianship status changes, please notify the front office as soon as possible.

GRIEVANCE PROCEDURES

We aim to resolve concerns directly and respectfully. If you have a concern:

1. Start by communicating directly with the involved staff member
2. If unresolved, contact the **Capstone Director**
3. If needed, the matter can be elevated to the **Executive Director**, and then to the **Board Chair** if not resolved

Our goal is always a respectful, timely resolution that maintains trust and transparency.

ENROLLMENT/FINANCE

TUITION PAYMENTS AND SCHEDULES

Tuition payments are made in the Parent Portal in Veracross. The account and payment plan are established during the enrollment and re-enrollment process. If you have questions, please contact the Finance Department at Finance@franklinmn.org

RE-ENROLLMENT

Current enrollment at Franklin Capstone does not guarantee re-enrollment for the following year.

- Prior to Spring conferences, we will send tier recommendations for the following year
  - Participant and family feedback is taken into account for enrollment options. We do not require signed contracts for returning participants, but
  - Franklin Center reserves the right to deny re-enrollment, or offer a contingency enrollment contract, to any participant based on any factors determined by the organization
  - Tuition payments must be current in order to re-enroll.
  - There may be annual tuition increases, as determined by the Finance Committee and approved by the Board of Trustees.

TUITION ASSISTANCE

Need-based tuition assistance is available to qualifying families.Families wishing to apply for tuition assistance **must apply ONLINE through the Clarity Application.** Please visit Franklin Center's website, on the Academy homepage, to locate additional information regarding the tuition assistance process.

TUITION ASSISTANCE AWARDS

- Tuition Assistance applications are confidential and will be reviewed on an individual basis by the Financial Aid Committee
- If Franklin Center awards a family Tuition Assistance, an updated contract noting the award amount and the reduced tuition balance will be sent to families

- Tuition Assistance awards are given this priority order:
  - Current families already receiving Tuition Assistance
  - Current families seeking Tuition Assistance for the first time
  - Newly enrolled participants

WAIVERS

Participants with a DD or CDCS waiver may apply the amount towards Capstone program admission. While we have almost universally received approval for waiver usage, we are ultimately not responsible for whether or not this is approved for your individual plan and you will be responsible for payment of tuition regardless of waiver status.

FACULTY AND STAFF

Capstone is staffed by a team of educators, specialists, and support professionals who are deeply committed to participant growth and independence. Our team brings diverse experience across education, vocational services, social work, and transition planning.

- **Mike Faeth**, *Director of Capstone*, oversees all aspects of the Capstone program. He is the primary point of contact for program culture, staff leadership, and participant services.
  📧 mike.faeth@franklinmn.org | 📞 952-737-6900

- **Jordan Morrison**, *Capstone Program Manager*, supports daily operations, data and performance tracking, and coordination between staff, families, and services.
  📧 jordan.morrison@franklinmn.org

- **Kim Snow**, *Executive Director of Franklin Center*, provides overall leadership and oversight for the organization, including operations, finance, development, and facilities.
  📧 kim.snow@franklinmn.org | 📞 952-737-6900

For a full list of Capstone team members—including instructors, employment specialists, and community engagement staff—please visit our website at franklinmn.org/capstone.

ADVANCEMENT AND FUNDRAISING

Franklin Center is a nonprofit organization committed to providing high-quality, individualized education and support. Tuition alone does not cover the full cost of our programming—generous donations from families, alumni, and community supporters help make the Capstone experience possible.

Each year, Franklin Center holds several fundraising events and campaigns, including:

- The **Minds of All Kinds Benefit Breakfast**, our annual spring event
- The **Annual Fund Campaign**, which runs throughout the school year
- Matching gifts, sponsorships, and in-kind donations from individuals and companies

All gifts—of time, resources, or financial support—directly benefit our staff, curriculum, facilities, and long-term sustainability. We welcome your involvement in any way that feels right for your family.

For more information about how to give or get involved, please contact:

Lizzie Esposito

lizzie.esposito@franklinmn.org

APPENDICES

APPENDIX – A: MINNESOTA DEPARTMENT OF HEALTH IMMUNIZATION REQUIREMENTS

Participants entering Capstone must be in compliance with the Minnesota State Immunization Law. You must submit an up-to-date immunization record to the front office .

Vaccine	19–26 years	27–49 years	
COVID-19	2- or 3- dose primary		
Influenza inactivated (IIV4) or **Influenza recombinant** (RIV4)	1 dose annually		
or	or		
Influenza live, attenuated (LAIV4)	1 dose annually		
Tetanus, diphtheria, pertussis (Tdap or Td)	1 dose Tdap each pregnancy; 1 dose Td/Td		
	1 dose Tdap, then Td or Tdap		
Measles, mumps, rubella (MMR)	1 or 2 doses dependin (if born in 1957		
Varicella (VAR)	2 doses (if born in 1980 or later)		
Zoster recombinant (RZV)	2 doses for immunocompromising conditions (see notes)		
Human papillomavirus (HPV)	2 or 3 doses depending on age at initial vaccination or condition	27 through 45 years	
Pneumococcal (PCV15, PCV20, PPSV23)	1 dose PCV15 followed by P OR 1 dose PCV20 (see note		
Hepatitis A (HepA)	2, 3, or 4 doses deper		
Hepatitis B (HepB)	2, 3, or 4 doses depending		
Meningococcal A, C, W, Y (MenACWY)	1 or 2 doses depending on indication, see		
Meningococcal B (MenB)	2 or 3 doses depending on vaccine and indicati		
	19 through 23 years		
***Haemophilus influenzae* type b** (Hib)	1 or 3 doses dependi		

Recommended vaccination for adults who meet age requirement, lack documentation of vaccination, or lack evidence of past infection

Recommended vaccination for adults with an additional risk factor or another indication

In Addition

Teenagers and young adults are at higher risk for meningococcal disease. This dose is important to make sure they are fully protected through their highest-risk years.

Please schedule an appointment with your child's health care provider to get this vaccine, or get a legal exemption before programming starts in the fall. Ask your health care provider if you are eligible to receive free or low-cost vaccinations if you are concerned about costs.

For a current copy of your child's vaccination record, call the Minnesota Immunization Information Connection (MIIC) at 651-201-3980.

For more information on meningococcal disease, go to Meningococcal Disease Basics (www.health.state.mn.us/diseases/meningococcal/basics.html) on the Minnesota Department of Health (MDH) website.

If you need exemption information, the Immunization Form (www.health.state.mn.us/people/immunize/basics/imzform.pdf) is available on the MDH website)

APPENDIX – B: CARPOOL DIAGRAM

Visitor Parking

APPENDIX – C: 2025-2026 CAPSTONE CALENDAR:

Capstone 2025-2026 Calendar

Preliminary Calendar-Website updated regularly.

August 2025

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 7 Last Day 2024-2025 Programming
- 25 First Day 2025-2026 Programming

September 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1 Labor Day Holiday - No Programming

October 2025

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 16 MEA/Fall Conference Prep - No Programming
- 23 Fall Day Conferences - No Programming

November 2025

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 24-28 Thanksgiving Break - No Programming

December 2025

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 22-31 Winter Break - No Programming

January 2026

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1-2 Winter Break - No Programming
- 19 MLK Holiday - No Programming

Key

- No Capstone Programming
- Important Dates/Capstone Events
- Community Engagment Days
- College Flex Days

February 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- 16-20 Mid-Winter Break - No Programming

March 2026

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 6 Easter Monday Holiday - No Programming
- 7 Spring Conference Prep - No Programming
- 13-17 Spring Break - No Programming
- 23 Spring Day Conferences - No Programming

May 2026

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 25 Memorial Day Holiday - No Programming

June 2026

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 19 Juneteenth Holiday - No Programming
- 22-26 Community Week (Overnight Trips)
- 29-30 Summer Break - No Programming

July 2026

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1-3 Summer Break - No Programming

August 2026

Su	M	Tu	W	Th	F	Sa
						1
2	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

- 5 Last Day 2025-2026 Programming
- 23 First Day of 2026-2027 Programming

Signature Page

As the legal representative or participant, I have read, understand and agree to abide by the procedures stated in the Franklin Capstone Participant Handbook, including all Community Safety policies and participant supervision in off-site settings. I understand that the contents of this handbook may change at any time.

As the legal representative or participant, I agree that neither Franklin Center, nor its Board members, Administrators, or employees shall be held liable for accidents and/or injury suffered by individuals engaged in activities occurring within or upon the facilities during the time the facilities are being used. Franklin Center assumes no liability for loss of property.

Participant or Legal Representative Name:

Signature of Participant or Legal Representative:

Date: