



Family Handbook

2023/2024

franklinmn.org



MISSION

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

VISION

Enable every neurodiverse person 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.

ACCREDITATION

Franklin Center is accredited through the Minnesota Non-Public Schools Accrediting Association (MNSAA), AdvancED, as well as nationally through the National Federation of Nonpublic School State Accrediting Associations (NFSSAA).

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 student concerns (admissions, athletics, educational policies, financial aid, loan programs, and other school-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 Student’s tuition and fees at the School. The term “Student” means the student enrolled through the contract. For purposes of this handbook, the singular includes the plural, and the plural includes the singular.

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Dear Parents/Guardians,

Welcome to Franklin Academy! We are thrilled to have you and your child join our inclusive community of learners. As we embark on this educational journey together, we want to provide you with a comprehensive resource that outlines the policies, procedures, and expectations of our school. This Family Handbook has been designed to serve as a guide throughout the academic year, ensuring that you have access to essential information and resources.

At Franklin Academy, we believe in fostering a nurturing and inclusive environment that promotes social and emotional support, academic excellence, character development, and a love for learning. Our dedicated team of classroom teachers and behavior therapists are committed to providing your child with a well-rounded education that addresses their unique needs, talents, and aspirations. Together, we aim to cultivate a strong foundation for their future success.

In this Family Handbook, you will find valuable information regarding

- **School Mission and Values:** Gain insight into our core beliefs, vision, and guiding principles that shape our educational approach.
- **Academic Programs:** Discover the comprehensive curriculum, enrichment activities, and specialized programs that we offer to ensure a well-rounded educational experience for your child.
- **Daily Operations:** Familiarize yourself with our daily schedule, attendance policies, student drop-off and pick-up procedures, and other important logistical details.
- **Student Expectations:** Understand the behavioral expectations and practices that promote a safe and respectful learning environment for all students.
- **Parent Involvement:** Learn about the various opportunities for parents to engage in their child's education, including parent-teacher conferences and an active parent organization.
- **Health and Safety:** Find information about our commitment to maintaining a healthy and safe school environment, emergency procedures, and wellness initiatives.
- **Communication Channels:** Explore the different channels through which we keep you informed, including our website, newsletters, email updates, and social media platforms.
- **Therapy Services:** Discover the support services available to students so that every child receives the necessary assistance to thrive academically, mentally, and emotionally.

This Family Handbook serves as a collaborative partnership between our school and our families. It is designed to provide you with the necessary information and resources to support

your child's educational journey at Franklin Academy. We encourage you to review this handbook carefully and refer to it throughout the year.

Should you have any questions or require further clarification, please do not hesitate to reach out to us. We are here to support you and your child in every way possible.

We are excited to embark on this educational adventure with you and look forward to a successful and enriching year ahead. Together, we will create a place where each student feels appreciated, celebrated, and accomplished.

Warmest regards,



Kimberly F. Strandemo
Academy Principal

TEACHING, AND LEARNING

ASSIGNMENT TO A TEACHER OR CLASSROOM

The class groupings your student is assigned to are determined by a team led by the Principal, the Manager of Curriculum and Instructional, Admissions, and the Director of Therapy Services. We take into careful consideration all aspects of learning; therefore, there is no need to request placement with specific teachers or student(s).

INSTRUCTIONAL DESIGN

The primary goal for each student is for individual achievement to be commensurate with measured potential for learning. To achieve these goals, instruction at Franklin Academy is differentiated to meet each child's needs. Instructional groups are formed based on the various needs of the students. The curriculum is based on National and Minnesota State Standards and is taught at the student's instructional level.

Students are grouped based on their current instructional and social-emotional levels, the rate at which we anticipate they will proceed, the method or approach needed, and age. Each classroom follows a blended learning model in which students receive direct instruction academically, socially, and emotionally. Students receive supported independent work time and supplemental support through researched assistive technologies and software. Computer software supports are selected based on research, adaptability, and feedback from teachers and parents.

Franklin Center believes that all students can reach their full potential academically, socially, and emotionally through an education based on both structure and engagement. Each student's particular strengths and challenges are continuously assessed to direct the teachers and behavior staff in selecting best-practice instructional methodologies. Moreover, Franklin Center maintains that all students learn with greater ease when their natural interests and affinities are honored and engaged throughout the school day.

Our instruction includes

- Appropriate and effective instruction in reading, writing, spelling, and math corresponding with instructional level.
- Appropriate and effective instruction of social development.
- Appropriate and effective teaching of study skills and compensatory strategies.
- Appropriate and effective teaching of content material corresponding with best practices and National and State Standards.

A variety of instructional strategies are used to maximize opportunities for student success. Students will experience teacher and behavior therapist (BT)-directed instruction, blended

learning through assistive technology, cooperative learning, independent learning, individualized social competencies, lab-based learning, In Vivo learning, meaning in-life learning, including Community-Based Instruction and Experientials, learning centers, integrated technology, research projects, and use of manipulatives and presentations.

HOMEWORK

Current research does not support traditional homework for students before 8th grade. At Franklin Academy, we believe schoolwork should be completed during school hours. Traditional homework will be given in the Lower and Middle Schools only if class assignments have not been completed.

However, research indicates that reading each evening increases academic achievement and aids learning. Reading should not be for a set number of minutes or pages; rather, it should be instituted as a routine. Reading at night is highly encouraged at Franklin Academy. Similarly, Franklin Academy encourages self-directed learning at home by completing projects of interest that can aid in a positive educational experience and motivation. With respect to family tradition, routine, and home life, faculty will collaborate with parents or caregivers to support learning at home if requested.

IN VIVO LEARNING

Vivo is derived from the Latin “vivus,” meaning “living.” In Vivo means performed or taking place in a living organism. We believe that the greater the similarity between social skills training and natural environments (in-life learning), the greater the likelihood the new behaviors taught will be used in everyday life. “In Vivo” opportunities offer encouragement and reinforcement by using desired skills in the community and also increase the likelihood of skill retention. We utilize this concept by providing students with opportunities like our Community-based Instruction (CBI) and Experiential Learning.

COMMUNITY-BASED INSTRUCTION

Community-based Instruction is a valuable extension of the classroom experience. Instructional opportunities that have a specific goal clearly related to the curriculum and have a significant educational value will be considered. Administration will give approval and sanction arrangements for all school outings. Parents will be notified in advance of scheduled Community-based Instruction.

Please note: Students may not purchase items from vendors during Community-based Instruction unless it is a part of the instruction and specific to a lesson plan or curriculum.

EXPERIENTIAL LEARNING

At Franklin Center, we address both social-emotional and academic needs through a holistic view of our students. Experiential learning is an essential process in the development of social competencies. Students with autism spectrum disorders or related learning differences often do not possess the prerequisite skill set and motivation to benefit from a traditional learning process. These social vulnerabilities can limit their long-term relational success and associated quality of life.

There are seven characteristics of experiential learning that are present in our instructional model in order to ensure the meaningful development of academic understanding, life skills, and social competencies.

They are as follows:

1. Moves from theory to application
2. Provides relevant content
3. Excludes excessive judgment
4. Fosters academic and social-emotional development with actionable feedback
5. Encourages a real-world perspective
6. Nurtures more than just academic development
7. Introduces students to areas outside of their comfort zones

Please note: Students are not allowed to purchase items from any vendor during Experientials unless it is a part of the instruction and specific to a lesson plan or curriculum.

Community-Based Instruction and Experientials are a privilege. Students whose general behavior is not self-regulated may be asked to have a chaperone attend with them or be excluded from the outing. Staff and faculty will stay with students who become dysregulated during a CBI or Experiential and work with students to de-escalate. Parents will be contacted if a student is unable to regulate and may be asked to procure their student from the outing.

Insurance regulations require written parental approval for all trips on the official form provided by the school. Students who do not have the signed permission form must stay at home on the day of the scheduled trip because there will not be staff available to supervise. Verbal permission is not acceptable.

Students will travel by the Franklin Center bus unless noted otherwise on the Permission Slip.

STANDARDS-BASED GRADING SYSTEM

Standard-based grading is designed to assess students' level of understanding of a standard, **not including any behavioral factors**. Grades reported on the WIPP using this system are given using a number from one to four.

4 = Exceeds the Standard: student demonstrates superior performance with an in-depth understanding of the standard and can apply the knowledge and skills in a thorough, consistent, independent way (90% or above).

3 = Meets the Standard: students have a solid academic performance and consistently (70% of the time) demonstrate proficiency in the standard with few errors (70% or above).

2 = Improving, but not yet meeting the Standard: The student demonstrates partial mastery (less than 70% of the time) of the standard and occasionally meets the standard (50% or above).

1 = Does not meet Standard: student demonstrates limited or no understanding of the standard (Less than 50%).

- Other = Unable to assess the standard due to missing work (MW), not covered (NC), or is currently in progress (IP). Students are graded entirely on how well they progress toward learning objectives.
- Standards-based systems measure a student's most recent level of mastery over the course material.
- Students can redo assessments until they have demonstrated proficiency.
- Proficiency must be shown individually and can be evidenced in many ways using a variety of assessment approaches, including surveys, checklists, rubrics, graphic organizers, portfolios, conferences, and paper/pencil.
- Standards are considered mastered (3) if a student demonstrates understanding 70% of the time.

ACCOMMODATION SCORING SYSTEM

When students need extra support or accommodations to succeed in their learning, scores will be marked with additional indicators to the level of support required. It is important to note that some of these indicators may be due to behavioral factors. Additionally, it is not the view of Franklin Center or any of its programs or staff that requiring support and accommodations to succeed in learning is "bad" or that the student is "less than"; it is simply a reflection of where they are at with learning content and skills related to the respective standards covered.

I = Score Achieved Independently: Student independently completes tasks and activities 80% of the time in relation to a given standard.

P1 = Score Achieved with 1 Prompt: Student requires support and prompting from staff to complete tasks and activities with 80% success in relation to a given standard.

P2 = Score Achieved with 2 Prompts: Student requires support and prompting from staff to complete tasks and activities with 80% success in relation to a given standard.

P3 = Score Achieved with 3 or more Prompts: Student requires support and prompting from staff to complete tasks and activities with 80% success in relation to a given standard.

TESTING

Franklin Academy provides a thorough testing series for students as a standard part of the academic program. We take a great deal of care to examine and consider test results when planning a student's education. Testing data helps the student's education planning team determine strengths and challenges, allowing for the best possible decisions when planning the student's placement and curriculum.

Assessments provide information, academic and social-emotional testing to make instructional decisions, such as whether or not a student is ready to go to the next level of instruction, whether or not certain sub-skills require more attention than others, and which curriculum materials might best help the student master the necessary skills.

COMPREHENSIVE NEUROPSYCHOLOGICAL TESTING

A neuropsychological or psycho-educational evaluation involves the use of standardized written, oral, and computerized tools to determine the level of your child's functioning in several areas, including general intellectual functioning, ability to focus and pay attention to tasks, learning and memory skills, academic abilities, language, and executive functions, as well as general behavioral and emotional functioning. A comprehensive evaluation is typically used to assess a child's pattern of strengths and weaknesses to determine the causes of any difficulties present and, ultimately, to develop targeted treatment and intervention strategies.

In general, your child's neuropsychological evaluation results will be helpful for several years.

We recommend updates approximately every three years.

FRANKLIN ENRICHMENT

(FEE-BASED, OPTIONAL PROGRAMMING)

FRANKLIN ENRICHMENT

Our Enrichment program encompasses all sports, clubs, activity days, tutoring, service learning, Community-based Instruction, Experientials, Owl's Nest, and Camp Franklin. Students who are active participants in our enrichment programming learn how to engage with their peers, develop communication skills and gain valuable experience in teamwork. We design all of our programming to be an enriching experience for our students by developing skills that cannot always be taught in the classroom. Franklin Enrichment programs are extremely popular, with more than half of the student body participating.

OWL'S NEST – EXTENDED DAY PROGRAM

Before and after-school, extended day programs are available every full-day school is in session. The program provides a safe, fun, and productive environment for Franklin Academy students while their parents are at work. Owl's Nest consists of structured time for homework help, reading, playing games, STEAM-based activities, and relaxing.

Owl's Nest is available from 7:00 am – 8:00 am and from 3:30 pm – 5:00 pm.

The rates are as follows: AM only \$15.00/day, PM only \$19.00/day, AM & PM \$25.00/day. Drop-in days are \$25.00/day, and an email or phone call to Chloe Herzog at chloe.herzog@franklinmn.org or 952-737-6925 is required. If you arrive after 5:00 pm for pickup, a late fee of \$15.00 will be assessed for the first 10 minutes. **Anything over 10 minutes will be an extra \$1.00/ minute.**

You will be billed for Owl's Nest on Blackbaud on the 1st of each month for the month prior to services, i.e., August will be billed on September 1st. In order to avoid a late fee, your pay schedule for Owl's Nest will follow your tuition billing cycle, i.e., August 5th for tuition billing would be the same time that you would pay for Owl's Nest. If you have any questions, please contact Chloe Herzog at chloe.herzog@franklinmn.org. **If you would like to register, please fill out the [Registration Form](#).**

GOT IT! TUTORING

Franklin Academy offers individual tutoring with a Franklin Academy teacher in math and/or language arts skills for any student in grades K – 12. Tutoring is available year-round; days and times are flexible, and the subject matter is selected based on the student's needs. Tutoring is available 1:1 or in small groups. Contact Chloe Herzog at chloe.herzog@franklinmn.org with any questions or concerns. If interested, please fill out the [Registration Form](#).

CO-CURRICULAR CLUBS

The purpose of co-curricular activities is to give students the opportunity to explore different activities that may interest them as well as further their social skill development. We encourage all students to take part in a co-curricular activity.

Students involved in co-curricular activities are required to respect the rules and regulations of the school. Failure to do so will result in a student/parent conference with the Principal and the Enrichment Program Manager to collaboratively problem-solve a solution. Failure to pick up students at the designated time may result in the removal of the student from the activity. If late pick-up from a club is necessary, parents may sign their student up for Owl's Nest, which is available on a fee basis. No refunds will be issued due to the absence of the student, instructor or closing of school due to weather.

Once a child is enrolled in a co-curricular activity, there are no refunds after the second meeting. If a refund is requested before the second meeting, 75% of the fee will be refunded.

A participation fee is charged for each activity. If fees for activities present a hardship for parents, they should contact the Enrichment Program Manager regarding scholarships. Fees are used to cover the costs of the programs, including materials, supplies, equipment, stipends, league fees, uniforms, and staffing. Information for co-curricular activities will be shared in the Bridge Newsletter.

Special Olympics

Franklin 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 Academy 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 in Blackbaud.

ACTIVITY DAYS

During select days when Franklin Academy does not have school, we offer Activity Days. Games, crafts, community outings, movies, and gym time are just some of the experiences offered for your student. Owl's Nest is available on Activity Days upon request. Owl's Nest hours during Activity Days are from 7-8 am and 3:10-5 pm. Information will be made available and published throughout the year on the Franklin Center website.

SUMMER PROGRAMS

All students are highly encouraged to participate in our summer programs to prevent summer learning loss. A child enrolled in a summer program continues learning, and consequently, they cope well with the demands of schoolwork and -- perhaps just as importantly -- the routines of school. We offer a number of programs to keep students engaged and learning throughout the summer. Information for summer programs will be made available and published on the website early in the new year. Please contact our Enrichment Program Manager for more information.

FRANKLIN THERAPY

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

Franklin Therapy provides Psychotherapy, Intensive Behavior Intervention, 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 students, parents, and families
- Promote students' independence and participation in family, school, and community life
- Improve long-term outcomes and quality of life for students 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.

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

OCCUPATIONAL, SPEECH, AND PHYSICAL THERAPY

Capernaum Pediatric Therapy will be on-site at Franklin Center during the school day all year to provide therapy based on a medical model. Occupational Therapists, Speech-Language Pathologists, and Physical Therapists will work with students in one-to-one therapy sessions and will consult closely with the Franklin Academy teachers and BTs to ensure the carryover of learned skills into the classroom. Evaluations and therapy sessions can be scheduled through Capernaum at (952) 285 - 2840.

PIANO

For your convenience, piano lessons are offered by Eric Bell during the school day. To register, please fill out the [Registration Form](#) by August 28th, 2023.

CLIMATE FOR LEARNING

MORNING ARRIVAL

The Academy office is open between 8 a.m. and 5 p.m. on the days when school is in session. Hours during the months of June, July, and August are adjusted according to programming.

Owl's Nest clients will be buzzed in upon arrival.

SCHOOL HOURS

- Doors open at 8 a.m. Franklin Academy does not assume responsibility for students left to wait outside the school prior to the opening of the doors at 8 a.m. We ask that students remain in their respective vehicles until the doors are opened.
- All students will be greeted by a staff member in the unloading zone at the front entrance.
- Do not get out of your car in the carpool line. If you have business in the school, park your car and come into the office (see [Appendix B](#)).
- All students should be in their classrooms ready to begin instruction by 8:15 a.m.
- Any student arriving to their classroom after 8:20 will be considered tardy. If a student arrives tardy, **they must be signed in at the office by a parent.**
- Staff may continue to greet students after the expected arrival time to decrease anxiety concerning tardiness. The presence of staff is not necessarily indicative of an excused tardy.

Academy

- Drop-off time: 8:00 - 8:15
- School Hours: 8:20 - 3:10
- Pick-up time is from 3:10 - 3:25

Important

Students who arrive without parent supervision before the door opens will be sent to Owl's Nest, and parents will be billed accordingly.

AFTER-SCHOOL DISMISSAL

- Students are dismissed at their designated time unless they are participating in Extended Day Programming.
- **Please note that students will only be released to persons designated on the student emergency contact form, those authorized by a parent or guardian by phone or in person (follow-up email is expected from parent), or those with an authorized release form.**
- Students remaining on the school grounds after dismissal for Extended Day Program activities must be under adult supervision.
- **Students who are not picked up 20 minutes after dismissal will be sent to Owl's Nest, and parents will be billed accordingly.**

PARKING / CARPOOL SYSTEM

Drop-off

Enter Franklin Center from 10th Avenue on the South side of the Center if using the driveline. Continue to travel on the West side of the building going North until the corner of the building where you will turn right. Continue to travel East until you reach the designated stopping point. For efficiency reasons, please pull as far forward as possible (please pay close attention to the staff working the driveline) to allow a steady flow of traffic. After your student has entered the building, please exit onto Boone Avenue.

If you would like to walk your child into Franklin Center, we ask that you park in the designated spaces in the parking lot on the North side of the Center and use the painted crosswalks and/or sidewalks to escort your child into the school.

See [Appendix B](#) for Diagram

At the beginning of the school year, you will be given a card with your students' driveline number on it. This number should be displayed/hung on the rearview mirror so it is visible to staff. Enter the driveline Pick-up just as for the morning Drop-off. Pull up in front of the designated spot, and our staff will enter your number. Once your number has been entered into the system, it should not take more than 10 minutes for your child to arrive. If your student is not with you at the designated time, a staff member will let you know the status of your student. As the driveline moves ahead, please keep moving forward to allow more cars to enter the line. Please do not get out of your vehicle-your student will come to you.

If, for some reason, you need to enter the building, please enter the driveline from Boone Ave. and continue to the parking lot. Park in the lot, and you are welcome to enter the building from the North entrance.

EARLY PICK-UP

All students leaving school early **must be physically signed out at the front desk**. In the event that your child contacts you directly, please notify the Academy. Only Academy Staff should be contacting the parent in the event the child should be picked up early.

LATE PICK-UP

Students who have not been picked up 20 minutes after their designated dismissal time will go to Owl's Nest –an optional, fee-based, before-and after-school program that is available every full day school is in session. The program provides a fun, safe, and productive environment for Franklin Academy students while their parents are at work. Owl's Nest hours are 7:00-8:00 am and 3:30-5:00 pm.

The rates are as follows:

- AM only \$15.00/day
- PM only \$19.00/day
- AM & PM \$25.00/day

Registering for Owl's Nest is strongly encouraged, even if you do not plan to attend every day. If you do not register or contact office@franklinmn.org prior to your child attending Owl's Nest, you will be charged a drop-in flat fee of \$25.00/day.

Owl's Nest ends every day at 5:00 pm, please plan accordingly. If you are 10 minutes late, you will be charged \$15.00 immediately. Anything over 10 minutes will be \$1.00/ minute.

ALTERNATE CARPOOL ARRANGEMENTS

Your student's safety is paramount. If your regular pick-up arrangement or person changes, **we must be notified prior to dismissal**. You should send a written notice or email (office@franklinmn.org) no later than 2:00 p.m. when possible.

STUDENT PARKING

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

SCHOOL ORIENTATION

At Franklin Academy, the few weeks of school are a time of introductions and assessment. We introduce students to one another, to our staff, and to our school, as well as the expectations for being a member of the Franklin Academy community. We introduce and establish expectations for behavior and develop routines that help students learn while taking care of each other and our school environment. We also use the few weeks of school to complete academic, social-emotional, and behavioral assessments.

Our staff carefully structures the first several weeks so that all students will actively participate in the introductions. Students practice the expected skills and behaviors—at first, with the teachers and behavior therapists give guidance and structure, and then, as students become more comfortable and confident, gradually increasing independence. As classrooms become regulated, academic rigor increases.

Though the details differ within the various classrooms, there are five main goals of the school orientation:

1. Create a climate and tone of warmth and safety. Through a series of activities and games, students will begin to recognize their similarities and differences. This bond creates a feeling of trust and safety, which is essential for active, collaborative learning.
2. Learn routines, schedules, and behavioral expectations of the school day. Keeping the schedule as predictable as possible allows students to relax and focus their energy on learning. During this time, we focus on introducing or re-familiarizing students with the physical space and the resources of the classroom and school and teaching students how to use and care for them.
3. Develop the school and classroom expectations we will hold for the year.
4. Teachers, BTs, and students develop relationships and establish goals for the school year. Once students are more familiar with the routines and expectations, teachers and BTs begin using formal and informal assessments to understand their learners' academic and social strengths and needs.
5. Build autonomy - In order to be successful, students need to develop autonomy: to function independently without constant adult support or direct supervision. Autonomy at Franklin Academy means self-monitoring while being aware of the classroom community.

Creating this strong community is time-consuming yet exhilarating for our staff. This dedication to introductions is an investment that pays off all year long.

ATTENDANCE

At Franklin Center, we believe that regular school attendance is directly related to success in the academic world. Regular attendance benefits the students socially, provides opportunities for important communication between teachers, BTs, and students, and establishes regular habits of dependability important to the future of the student. Students are required to attend all assigned classes every day school is in session. Attendance will be taken in students' homeroom/advisory daily.

Chronic tardiness is detrimental to the student as well as to their teacher, BT, and classmates. Late arrivals are disruptive to an ongoing class, set a poor start to the student's day, and result in the student missing valuable teaching time, requiring the teacher and BT to backtrack and re-teach material already covered. Students who arrive at school after 8:20 a.m. are considered tardy.

Franklin Academy will adhere to the regulations as determined by the Minnesota Compulsory School Attendance Law.

The law states that all children must attend school every day on time unless lawfully excused by the school.

EXCUSED / UNEXCUSED ABSENCE

Compulsory Instruction - MN Statute 120A.22: "Every child between seven and seventeen years of age must receive instruction." Once enrolled in our school, the student is subject to the compulsory attendance provisions of Minnesota Statutes 120A.22 and 120A.34. Truancy is defined as a child who is subject to the compulsory instruction requirements of MN Statute 120A.22 and is absent from instruction in a school, as defined in MN Statute 120A.05, without a valid excuse within a single school year.

Excused Absences include:

- Student illness – a doctor's note is required for absences extending more than 5 days in a row
- Appointment
- Funeral
- Weather, Vehicle, or Family Emergency
- Behavioral Plan
- Mental Health

Consequences of Excused Absences

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students should check with their teachers for specific class procedures for assignment completion.

Work missed because of absence must be made up within the same number of days that the student was absent. For example, a student absent for two school days would have two school days to turn in the makeup work. However, the administration or the classroom teacher may extend the time allowed for the completion of make-up work in the case of an extended illness or other extenuating circumstances.

- Excessive Excused Absences

In cases where the school team has reason to believe that excuses are excessive, additional documentation will be requested to excuse further absences, e.g., a doctor's note. A behavioral plan may be established. Further absences without the stated documentation may be recorded as unexcused absences.

Unexcused Absences include:

- Didn't want to attend
- Slow to get going
- Running late
- Personal vacation or travel
- Didn't want to go on Community-based Instruction
- Didn't have help getting the children ready
- Overslept

Consequences of Unexcused Absences and Procedures for Reporting Truancy

- If a child has three (3) days in which they have been absent without lawful excuse, a letter will be sent to the parents/guardians restating the attendance policy for Franklin Academy. In addition, the administration will meet with parents to review the problem and outline an action plan.
- Following the fifth(5th) day a student has been absent due to illness, further absences due to illness require a signed medical explanation from a physician to be provided to the school office. If this explanation is not received at the school office within three (3) school days of the absence, a truancy report may be filed with the county of residence social services.

- Following the seventh (7th) day a student has been absent without lawful excuse, or the fifteenth (15th) day a student has been tardy without lawful excuse, a truancy report will be filed with the county of residence social services if the student is under the age of 17.

ABSENCE / TARDY PROCEDURE

- If a student will be absent, please call or email the school (office@franklinmn.org) as well as your student's homeroom/advisory teacher by 8:30 a.m. to report the absence with the following information:
 - Day information is being reported
 - Student's full name
 - Reason for absence (including symptoms in case of illness)
 - Name and relation of the person reporting the absence
- We strongly encourage you to schedule doctor and dentist appointments, etc. outside the school day and calendar. Our students benefit from as much continuity and consistency as possible.
- Parents of tardy students must sign their student in at the front office.
- Students who arrive late to class during the school day without a valid reason will also be considered tardy.
- Parents are responsible for getting their children to school on time. If a student is regularly tardy or absent (unexcused), Franklin Academy administration will conference with parents to review the problem, notify them of the requirements of the state attendance law, and outline corrective action.
- All absences and tardiness will be noted on report cards/WIPPs and student files.
- If you feel you need support for your family in this matter, Franklin Academy will work with families in any way that supports the betterment of the student's social, emotional, and academic well-being whenever possible.

RELEASING STUDENTS DURING THE SCHOOL DAY

If a student 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**. An authorized adult must sign out students departing prior to regular dismissal. The sign-out log is located at the front desk. Only adults who have been previously designated as "authorized" may pick up students prior to dismissal. Students will not be dismissed by any person without prior parental authorization.

SCHOOL CLOSINGS

While we will always try to keep the school open whenever we are scheduled to be in session, there are rare occasions when we will have to cancel school 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 school safely. When the weather invites such consideration, parents should always exercise their own best judgment regarding the safety of their children when deciding whether to bring them to school. If parents opt to keep students at home, the school office must be notified to avoid an unexcused absence.

When school administration has determined that school will be canceled, have a delayed opening, or close early, you will receive an email and text alert by 6:00 a.m. 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 Academy Web Page

E-LEARNING DAYS

In the event of more than six school cancellations, your student's teacher(s) will provide school work through an email or Google Classroom by 9:00 am.

BEFORE AND AFTER PROGRAMS

If school is canceled before or after-school programs are also canceled. If there is a late start, there will be no before-school programs. If there is an early dismissal, there will be no after-school programs. In the case of early dismissal, parents are responsible for picking up their children from Franklin Academy as soon as possible so that staff may also return home safely.

TRANSPORTATION

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

PERSONAL AND SOCIAL GROWTH

CLASSROOM EXPECTATIONS

Franklin Academy has well-defined behavioral expectations for the classroom. The teacher, BT, and the students will work together to put expectations into classroom rules in the first weeks of school. The classroom expectations will be reviewed periodically.

BEHAVIOR SUPPORT MODEL

Franklin Academy is committed to creating a positive teaching-learning environment that promotes respect for the rights of others and supports the development of individual responsibility. We strive to provide a safe environment where students' capabilities are nurtured.

We believe that students behave well if they can. We focus on understanding those underlying issues that may influence the student's behavior and seek to develop positive behavioral supports that address these issues (i.e., sensory regulation, emotional regulation). The students' team will focus on addressing the unique needs of our students while fostering communication, relationships, skill development, and structure. The student's team will accomplish this by first looking at ourselves and our learning environment. Each student's strengths and needs will be carefully considered, as well as consultation with students' parents, case manager, and BT in developing a personalized intervention or behavior plan. We have a 3-tiered level of support system in place. All students receive Tier 1 level of support. Accommodations include smaller class sizes, sensory accommodations (fidgets, headphones for sound sensitivity, muted lighting, receiving positive community building, assessments (AFLS), Individual SEBL goals, and classroom group goals. Students receiving tier 2 level of support may receive up to 1 hour of 1:1 behavior support from a behavior therapist daily. These students also either receive an intervention or behavior plan. Students that receive tier 3 level of support receive 1 or more hours of direct 1:1 support per day, as deemed medically necessary. For a student to receive tier 3 support, the school behavior department will contact the therapy services director. The therapy services director then schedules an observation and a diagnostic assessment (DA) to determine the medical necessity of psychotherapy or Individualized Behavior Intervention (IBI) services. The number of hours and type of services will be determined for that student based on the results of the DA and the student's insurance providers. We will work collaboratively with Franklin Therapy Services as well as other services to identify and meet individual students' needs.

Students displaying behaviors that jeopardize the safety of self, other students, and/or staff may be asked to go home for the remainder of the day, or the next day, not as a disciplinary measure, but for the safety of self or others. Students who continue to display disruptive behavior after the above-listed interventions may be required to have additional testing, outside intervention therapy, or a neuropsych assessment as a requisite for continued enrollment. If disruptive behavior continues to jeopardize the safety of self or others or interferes with the School's ability to support the student's needs, the student may be subject to permanent dismissal.

SOCIAL SKILLS

At Franklin Academy, social skills are specifically taught to students to focus and develop their emotional and social selves. Research shows that students with learning differences need a time and place to explore and express their feelings in a safe and constructive manner. All students will have social skills integrated into the daily curriculum. High School students will have the opportunity to work on individual social competencies through small group pull-out sessions. Topics covered will be based on individual needs and may include managing anger, reading body language, learning relaxation techniques, coping with test anxiety, developing and maintaining friendships, dating, dealing with family issues (divorce, siblings, death), understanding dreams, and identifying and expressing feelings in a healthy and socially appropriate manner.

Additionally, in the natural environment, teachers and BTs focus on teachable moments to help students learn from their current experiences and put them into practice.

STUDENT CODE OF CONDUCT

The behavioral policies and procedures outlined in this handbook apply to all activities and events sponsored by Franklin Academy. Students are expected to follow these behavioral guidelines during In Vivo learning as well. Following these guidelines will ensure a meaningful experience at Franklin Academy.

POSITIVE BEHAVIOR APPROACH

The goal of discipline is self-discipline, where the student freely chooses one form of behavior over another. Through problem-solving, we help students learn that **with choice comes the responsibility of accepting the consequences of that chosen behavior.**

Our staff utilizes a positive approach to help guide student behavior. Our focus is on preventative measures rather than punitive measures. Our staff attempts to prevent negative behavior by:

- instructing students at their developmental level
- explaining behavior expectations in advance
- manipulating the physical environment
- helping students understand their own limits, triggers, and self-regulating tactics

- focusing on positive behaviors - "catch them being good"
- varying types of tasks
- anticipating that certain situations or stimuli may increase the possibility of inappropriate behavior; planning for and interceding before the behavior occurs
- utilizing class and/or individual behavior modification program
- providing a structured, secure classroom and school environment
- providing sensory recharges about every 15 - 30 minutes depending on student need.

SIX IMPORTANT TIPS FOR PARENTS - LINKED

1. Be supportive - Voice your support not only of the teacher/case manager but of the school as a whole. If you have concerns, please bring them to the case manager first.
2. Be involved and stay involved - Children are smart and intuitive. When they see their parents taking a step back in their involvement, most children will start to slack off too.
3. Do not bad-mouth the teaching staff in front of your child - Nothing undermines the authority of teaching staff any faster than when a parent talks badly about them in front of their child.
4. Follow through - Children respond to structure and discipline. If your child makes a mistake, then there should be consequences at school and at home. This will show the child that both the parent and school are on the same page.
5. Do not take your child's word for the truth - Children often leave out crucial facts. Please call and request a meeting to calmly clarify any concerns. Parents and case managers who stay on the same page and work together will benefit the student greatly.
6. Do not make excuses for your child - help us hold your child accountable. We will come alongside your child and teach adaptive behaviors, but the maladaptive behaviors must be acknowledged first.

BULLYING/HARASSMENT

Minnesota Statutes 121A.03, 121A.031, and 121A.0311 require all schools in Minnesota to have an anti-bullying and harassment policy. Any person who believes they have been the target or a victim of bullying/harassment or any person with knowledge or belief of conduct that may constitute bullying/harassment is encouraged to report the alleged acts immediately to officials.

Bullying is with the intention of malice and with the use of ongoing or targeted behavior. Bullying means intimidating, threatening, and abusive or harmful conduct that is considered offensive and:

1. Between the clientele engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern or targeted; or
2. Interferes materially or substantially with a clientele's educational or therapeutic opportunities, performance, or ability to participate in school functions, therapeutic programming, or activities.

Harassment consists of verbal, written, graphic, or physical conduct relating to an individual's race, color, religion, sex, national origin/ethnicity, physical attributes or disability, parental or marital status, sexual orientation, or age when conduct/harassment:

- Is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from school functions, therapeutic programming or activities.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's performance or status during school functions, therapeutic programming, or activities.
- Otherwise adversely affects an individual's educational opportunities.
- Harassment, as stated above, may include, but is not limited to
 - Verbal, physical, or written intimidation or abuse;
 - Repeated remarks of a demeaning or condescending nature; or repeated demeaning jokes, stories, or activities directed at the individual.

Sexual Harassment: consists of unwelcome sexual advances, direct or indirect demands or requests for sexual favors, and other inappropriate verbal, written, graphic or physical conduct of a sexual nature.

A student or other person may report bullying/harassment confidentially. Victims and witnesses are allowed a supportive adult present during the interview. The adult may or may not be a parent. Retaliation against a victim, good faith reporter, or witness of bullying/harassment is prohibited.

Teaching staff and school administration must be particularly alert to possible situations,

circumstances, or events that might include bullying/harassment. A school employee who witnesses observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct will make reasonable efforts to address and resolve the bullying/harassment or prohibited conduct.

The school will act to investigate all complaints of bullying/harassment reported to the school and will discipline or take appropriate action against any student, teacher, BT, administrator, contractor, or school-affiliated individual who is found to have violated this policy.

Consequences for students who commit prohibited acts of bullying/harassment may range from remedial responses or positive behavioral interventions up to and including suspension or expulsion.

Franklin Center seeks to be a community in which every individual is treated with sensitivity and respect. This means that Franklin Center will not tolerate bullying/harassment in any form, including, without limitation, harassment that is based on sexual, ethnic, religious, or racial grounds.

SUSPENSION, PROBATION, OR DISMISSAL FROM FRANKLIN ACADEMY

The reasons listed for suspension, probation, and dismissal in this section relate only to certain student conduct and student behavior issues and are not exclusive. Please refer to the Enrollment/Finance Section for the complete listing of reasons for suspension, probation, or dismissal.

The Executive Director, Principal, or Director of Behavior Education may, at any time, suspend, place on probation, or dismiss (permanently) any student whose conduct is harmful to self or others or whose behavior is not manageable by the staff. Before any suspension, probation, or dismissal, the student's team will engage in problem-solving, and each student's strengths and needs will be carefully considered in consultation with students' parents, homeroom teacher, and BT. When harmful conduct or unmanageable behavior is not responsive after team problem-solving and behavior support models are implemented, a student may be suspended, placed on probation, or dismissed.

The suspension, probation, or dismissal of a student is at the discretion of the Executive Director in conjunction with the Principal or Director of Behavior Education.

STUDENT TECHNOLOGY USE

Franklin Academy places a priority on the role of technology in education. Technology is one of many learning tools. The use of technology needs to be safe, appropriate, and aligned with the mission of Franklin Academy. Access to the organization's computer network and the Internet enables clients and employees to explore libraries, databases, web pages, and other online resources and connect with people around the world. Clientele and employees are expected to use Franklin Center's electronic technologies to support classroom activities, educational research, therapeutic programming, or professional enrichment.

- Use of the Franklin Center's electronic technologies is a privilege, not a right. The Franklin Center network, and educational technology, is a limited forum; the organization may restrict speech for educational reasons.

All FRANKLIN ACADEMY students and parents must read, sign and comply with the Clientele Acceptable Technology Use and Access Agreement at the beginning of each year, which provides a framework for the proper and ethical use of the Franklin Academy network, computers, and email. Please read thoroughly as our practices have been updated for the 23/24 school year.

APPROPRIATE APPAREL

Franklin Academy students dress respectfully and with dignity so that they are comfortable and able to learn while not making other people uncomfortable or distracting from their learning of others.

The Principal has the final say regarding the enforcement of the dress code.

All clothing should provide modesty and respect for self and others for participation in all school activities. Modesty is behavior, manner, or appearance intended to avoid improper language, actions, character, or indecency.

Students are expected to practice good personal hygiene, including clean body and hair, brushed teeth, deodorant, and clean clothes.

LOST AND FOUND

Students frequently misplace their belongings. Ask in the office for lost items. Unclaimed items will be held until the end of the year and then donated.

LUNCH

Your student must bring a healthy lunch to school.

- All students must have lunch. This is not an option. Growing children and teens require the nutrition offered by a mid-day meal.
- Please inform the school IMMEDIATELY of any food allergies.
- Food may not be shared at school.
- For students who have forgotten their lunch, a phone call to parents will be made. If unable to provide lunch, the school will supply a meal and charge \$20 on SmartTuition.
- A microwave is available for students to use upon the return of the microwave consent form.
- If your student likes to drink flavored water, it must be prepared at home.
- Lunch containers must be labeled to ensure that each student receives the correct lunch.
- Franklin Center is a nut-aware facility. Staff takes extra precautions to ensure students with nut allergies sit at a nut-free table.

General Lunch Expectations

- Respectfully follow the directions of the staff and volunteers.
- Expected tone and volume should be maintained during lunchtime.
- Eat in an expected manner, i.e., chew with mouth closed, don't talk while eating, use table manners, engage in conversation with neighbors, etc.
- Due to the high number of food sensitivities and allergies, mishandling and/or sharing of food or drink is not acceptable.

Expectations are subject to each individual student's plan.

SNACK

There are designated times for snacks embedded into the school day. All students should bring healthy snacks every day. Healthy snacks include but are not limited to cut-up veggies, fruits, healthy grains, etc. If a student does not finish their lunch during lunchtime, they may use the afternoon snack time to finish lunch.

CELEBRATIONS

- Due to the high number of food sensitivities and allergies, treats or snacks are not to be given out at school.
- Parents may bring non-food items to share or distribute to the class.
- **Party invitations may be distributed in school in the homeroom ONLY if there is an invitation for every member of the homeroom.** Otherwise, invitations must be emailed or mailed.

OUTDOOR GYM

Outdoor gym is a 30-minute break from the academic day that involves inclusive and actively supervised games or activities for Lower School students. Students in Middle and High School have opportunities to go outside during WIN time.

Outdoor gym increases physical activity, improves conflict resolution and increases social/friendship skills, and decreases exclusionary behavior.

The students in the lower school and middle school will have a daily outdoor gym unless it is raining or the wind chill is below zero, or Air Quality Alerts are in the Red Flag zone. Please make sure your student has appropriate outerwear for the temperature – this includes snow pants, boots, hats, mittens, and scarves, which may be kept at school. During warm weather, a hat and water bottle are appropriate for outdoor play. Notification to the school staff is necessary if a student is recovering from a condition that warrants staying inside.

OFFICE TELEPHONE PRIVILEGES

Students with permission may use school phones. However, after-school plans are to be made **prior** to the beginning of the school day.

PERSONAL ITEMS AND ELECTRONIC DEVICES

Personal items and electronic devices brought to school often present a distraction.

- The following items refer only to Lower School and Middle School students:
 - Electronic devices for all Lower and Middle School students, including cell phones, must remain in a student's backpack, cupboard, or locker until leaving the building each day.
 - If a staff person observes that a personal item or electronic device has become a distraction to self or others, the staff person will remind the student(s) to put the item(s) away. Failure to do so will result in contacting the parents of those students involved, and they will not be permitted to bring electronic devices to school the next day.
 - These expectations apply to all aspects of a student's day at Franklin Academy, including any Enrichment programming such as Owl's Nest (excluding Morning Owl's Nest), Clubs, and Activity Days.
 - There may be exceptions to this based on special activities planned by classroom staff throughout the school year or for a club such as Gaming Club. Communication about these occurrences will be provided to students and parents, if applicable, ahead of time by staff.
- The following items refer only to High School Students:
 - Cell phones will be given to classroom staff at the beginning of the day and returned at the end of the day. Phones will be allowed at lunch. Other electronic devices must remain in a student's backpack, cupboard, or locker at all times until leaving the building. If these procedures are not followed, these protocols will be followed by staff:
 - First violation: An oral and written notice will be sent to the parent/guardian, and the child will lose privileges for a maximum period of 15 days
 - Second violation: An oral and written notice will be sent to the parent/guardian, and the child will lose privileges for a maximum period of 30 days.
 - Third violation: An oral and written notice will be sent to the parent/guardian, and the child may forfeit privileges for the remainder of their Franklin Center programming.
 - Cell phones may be used appropriately during lunch. Expectations of appropriate use will be determined by classroom staff and will be explained to students at the beginning of the school year, as well as displayed visually in the lunch area.
 - Smartwatches may be worn and used appropriately (to check the time, set a reminder, check the weather, etc.) during the school day and Franklin Enrichment programming. Expectations of appropriate use will be determined by classroom staff

and will be explained to students at the beginning of the school year. Smartwatches are not to be used as an extension of a student's cell phone.

- If multiple violations of this policy occur, an intervention plan may be created and implemented.
 - If students have previously used an electronic device for music during class time, classroom staff will help students transition to using their Chromebook. Headphones must be used when a student is listening to music or audio.
 - These expectations apply to all aspects of a student's day at Franklin Academy, including any Enrichment programming such as Owl's Nest (excluding Morning Owl's Nest), Clubs, and Activity Days.
 - There may be exceptions to this based on special activities planned by classroom staff throughout the school year or for a club such as Gaming Club. Communication about these occurrences will be provided to students and parents, if applicable, ahead of time by staff.
- Students will not use personal devices to create a WIFI hotspot for any reason.
 - Students are not allowed to take pictures or record videos of other students during the school day with cell phones, iPads, tablets, or other electronic devices.
 - If headphones are worn to help a student focus, one side of the headphones must be off the ear so that any verbal instructions can be heard.
 - The school is **not responsible** for any personal belongings brought to school.

BACKPACKS AND SCHOOL LOCKERS

At the beginning of the school year, all students will be assigned a specific locker and/or area of storage for their possessions during the school day. All students should store backpacks, books, and personal belongings not needed for the classroom activity in which they are participating in their designated storage area or locker throughout the day, subject to individual student plans.

Franklin Academy reserves the right to inspect student belongings at any time, without notice, and without the consent of students or parents.

HEALTH

ALLERGIES

Parents/Guardians will provide documentation of any known allergy for their child. Franklin Center will complete an Individualized Health Plan (IHP) and maintain allergic information in the designated locations to maximize clientele's protection, 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 students**. When immunization certificates expire, the school will notify parents. Minnesota law requires that all students entering seventh and twelfth grade for the 2023-2024 school year need to have documentation or a legal exemption for the meningococcal vaccine.

Minnesota Law requires that in order for a student to attend class, the school must have an up-to-date record of a student's immunizations on file. The student MAY NOT ATTEND CLASS WITHOUT THIS DOCUMENTATION.

See [Appendix A](#)

DIAGNOSES

The state of Minnesota requires a note signed by your physician listing any diagnoses your child may have, for example, ADHD, ASD, etc. If your child has diagnoses, please share a physician-signed note along with updated immunization forms.

ILLNESS

Many children and parents are concerned about when children should stay home or attend school. Please see below for additional considerations due to the COVID-19 pandemic, as well as a general symptom checklist.

If your child has any of the symptoms on either checklist, they should not attend school in person. If medicine is needed to feel well enough to attend school, your child should remain home until no medicine is needed. They can return when they no longer feel ill; they can do

their daily routine just as they did before they were ill, and any remaining symptoms, such as a cough or runny nose, are very mild or infrequent.

When you report your child's absence, please report symptoms and/or diagnosis if known so that teachers and staff can be alerted for signs of illness in other students.

COVID-19 Symptom Checklist

If your child exhibits any of the symptoms below, they should stay at home and consider testing for COVID-19. Testing is especially important if there was any known exposure to a positive case.

1. If medicine is needed to feel well enough to attend school, please remain home until no medicine is needed.
2. Students must remain home for 24 hours minimum after fever, vomiting, or diarrhea.
 - **Fever (100 or more)**
 - **Difficulty breathing**
 - **Loss of taste or smell**
 - **Muscle pain**
 - **Nausea, diarrhea, or vomiting**
 - **Chills**
 - **Cough**
 - **Runny nose or congestion**
 - **Sore throat**
 - **Headache**
 - **Fatigue**

If your child tests positive¹ for COVID-19, they must isolate for at least 5 days. They may return to school when:

1. They have no symptoms or improved² symptoms which are mild,
2. They are able to wear a well-fitted face mask consistently (other than when eating) on Days 6-10

¹All positive cases will be reported to MDH, as required by regulation

²Improved symptoms mean that a person no longer feels ill; they can do their daily routine just as they did before they were ill, and any remaining symptoms, such as a cough or runny nose, are very mild, or infrequent.

Note: Day 0 is the first day of symptoms/the date of the positive viral test if no symptoms are present. Day 1 is the first full day after symptoms started/the date the test was taken (if no symptoms)

General Symptom Checklist

- ❖ **Fever:** A fever of 100 or more signals an illness that is probably going to make a student uncomfortable and unable to function well in class. Your child should stay home for 24 hours once they are fever-free without the use of fever-reducing medications.
- ❖ **Vomiting, Diarrhea, or Severe Nausea:** These are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of school, and no symptoms are present for 24 hours.
- ❖ **Infectious Diseases:** Diseases such as impetigo, pink eye with thick drainage, and strep throat require a doctor's examination and prescription for medication. Once the medication has been started and the child is feeling well, they may return to school 24 hours after medication has been administered.
- ❖ **Chicken Pox:** Students with chicken pox may return to school when all the scabs are completely dried and no new lesions are developing (usually 5-7 days).
- ❖ **Rashes:** Rashes or patches of broken, itchy skin needs to be examined by a doctor if they appear to be spreading or not improving.

What happens if my child develops symptoms while at school?

Children who become ill during the day will be referred to office staff. Children who exhibit any signs on the COVID-19 Symptom Checklist or General Symptom Checklist will be sent home.

If it is determined that a child needs to go home, parents will be asked to pick up their child from school as soon as possible. Parents or designated drivers must sign out their child in the school office before leaving the building. If someone other than the parent is picking up the child, parental permission is required to release the child. The responsible person must show identifying information, including name, address, and telephone number. Proper Identification may be requested for individuals not recognized by office staff.

If a child experiences a fall, bump, blow, or jolt to the head or displays signs/symptoms of a concussion during the school day, the potential for a concussion will be reported to the office, the parent/caregiver will be contacted, and the child will be kept out of play on the day of the injury.

ADMINISTERING MEDICATION

Medications should be taken at home whenever possible. If there is a **need for school personnel to administer a prescription or non-prescription medication** to a student, the medication must be in the **original pharmacy container** or the **original over-the-counter container** with the student's name on it. The first dose of any new medication must be given at home to ensure the student does not have a negative reaction. Students are NOT permitted to self-medicate. The school does not assume responsibility for medication taken independently by the student. Exceptions may be made on a case-by-case basis by creating an Individual Health Plan (IHP) for students who demonstrate the capability to self-administer emergency life-saving medications (e.g., inhaler, Epi-pen).

The Parental Permission for Administration of Prescription Medication Form must accompany prescription medication. Medication will not be administered without this authorization. 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 student 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 student's name on the package.

Extra prescription medication may be kept at school in small quantities in case the home dose is inadvertently missed. Parents will need to contact the school 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 the 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.

Medication Administration Certified staff members will dispense the medications.

DOCTOR'S ORDERS

Individual students may require specific medical procedures during the school 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 Principal and filed in the school office before any medical procedures will be administered. Physicians may fax orders directly to Franklin Center in care of Franklin Academy at 952-737-6901.

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

SMOKING POLICY

Franklin Academy is a **non-smoking facility**. Smoking is not permitted in the buildings, on the property, or at any school-sponsored event, including Community-based Instruction, at any time.

ALCOHOL/DRUG/TOBACCO 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 school grounds or at any school-sponsored function. **In the event of possession or use of tobacco or illegal or controlled substances is discovered, a student'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.

Franklin Academy clientele may be required to undergo alcohol and drug testing or a search of Franklin Academy property if there is reasonable cause for suspicion to believe that the clientele is under the influence of drugs or alcohol.

Controlled substances include alcohol, tobacco products, marijuana, hallucinogenic drugs, amphetamines, narcotic drugs, barbiturates, and/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, or 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.

SENSORY NEEDS

Several of our students have sensitivities to various things. We ask that staff, parents, volunteers, and students refrain from wearing any additional scents upon entering Franklin Center 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 entrance. The building will be locked and secured after 8:20 a.m. and remain locked for the remainder of the school 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 Administration Assistant.

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

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 students and faculty/staff.

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, BrightArrow Technologies.

INTERNAL SAFETY AND DYSREGULATION (SAFETY CHECKS)

At Franklin Center, staff members are trained to identify the level of crisis and respond accordingly to ensure the safety of everyone involved. We have established different safety check protocols to support both staff and clientele. Behavior Support staff and Crisis Team members are available to proactively provide support and will promptly intervene and take over to manage situations as needed.

In more critical situations where a clientele's dysregulation poses a threat to others or the property, the Crisis Team will respond immediately. They will evaluate the severity of the crisis and initiate appropriate interventions. If necessary, they will contact the non-emergency police number or dial 9-1-1, depending on the level of danger and harm involved.

By empowering our staff to identify the level of crisis and respond appropriately, we aim to maintain a safe environment for all individuals involved in our organization.

Our staff is trained yearly in Crisis Prevention Intervention (CPI) techniques, ensuring the safety and well-being of our staff, students, and clients. CPI is a non-violent crisis intervention training program that equips our staff with the skills to manage difficult situations and disruptive or challenging behaviors. Staff learn to identify at-risk individuals, defuse hostile behavior using nonverbal and verbal techniques, and prioritize the safety of the population we serve. CPI training is accredited, emphasizes appropriate crisis recognition and response, and provides safe physical intervention as a last resort. Hands-on training, as well as ongoing support and

monitoring, is provided by the Crisis Team and CPI Trainer. We prioritize the Care, Welfare, Safety, and Security® of every individual, creating a positive and nurturing environment for all at Franklin Center.

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 school or 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 Center is committed to professional interaction with all visitors. In turn, all visitors, including parents of students, 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 school 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 students, 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 school-authorized purposes such as a teacher-planned learning experience. In all cases, the teacher will obtain authorization from the Executive Director or Principal 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.

INTERACTION WITH STUDENTS

Visitors are welcome at school but must schedule times with a staff member. Teachers, BTs and/or office staff can prepare for the best use of your time when you are scheduled.

- Participate in an activity/event only if you feel comfortable and are sure of what is going on. Ask the leader of the activity/event for clarification, if necessary.
- Avoid being totally isolated with a child (e.g. in a room with a closed door). The staff member in charge of your activity/event will designate a space for you.
- Notify the Principal, Executive Director, or other individuals in charge should a child give you information that may indicate a situation dangerous to the child (e.g. they are not being fed; do not have a place to sleep at home; have experienced or are making dangerous threats; inappropriate touch from someone.) State law requires visitors as well as staff to report suspected child abuse.
- Be aware of any issues that may be alarming to a child. (e.g., in discussing fire safety, a child may be uncomfortable if a fire destroyed their home; in discussing families, a child may be adjusting to a divorce.) Follow the clues children give.
- If you must intervene in a 'meltdown' or conflict situation, limit your intervention to verbalization with a child; however, do not argue the issue. Use First/Then statements (e.g., "First use your quiet voice, then we'll go to recess."). Use simple direct, positive statements. Try the "broken record" technique (repeat your rule, etc.) Remain calm; do not overreact. Isolate the situation. If a situation escalates verbally or physically, call a staff person.
- Please do not touch a child (e.g., if showing affection – restrict to patting a child on the head or shoulder or a fist bump). Be aware of the potential risk of touching a child and aware of Franklin Academy's personal space (one arm's length away) emphasis.
- Visitors should avoid physical intervention with a child unless they believe the child will hurt themselves or others and a staff member is not immediately available. If at all possible, visitors should call another adult for assistance. If you must intervene physically, immediately inform the Principal, Executive Director, or individual in charge of the activity/event.

- Confidentiality: All information, concerns, or observations about a student, their family, or a teacher or staff member are to be shared **ONLY** with the Principal or Executive Director. We take the privacy of our staff and clientele very seriously. Even the names of children you work with are confidential.
- Franklin Academy requires that a criminal background check be conducted on volunteers who help out within the school.
- Please dress comfortably and modestly at school.
- Please turn off cell phones and beepers when working with children or in a classroom. These are distracting to students.
- Younger visitors are a distraction to learning at school. When volunteering at school, please find childcare for siblings.

OUTSIDE SERVICES

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

TRAFFIC SAFETY

Please drive slowly in and around our campus and 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.

SUPERVISION OF STUDENTS ON FRANKLIN CENTER CAMPUS

Monday through Friday, between the hours of 8:00 am and 3:10 pm, and during official Franklin Center-sponsored extracurricular activities, Franklin Academy students are under the supervision of Franklin Center personnel. Students are not allowed in the building, the gym, or on the school grounds without the supervision of a parent, teacher, BT, coach, or sponsor after hours.

During evening school events, excluding experientials, students are under the supervision of parents.

STUDENTS LEAVING THE SCHOOL GROUNDS

If a student leaves the school property without being escorted by a staff or family member, FRANKLIN Center will call 911. A student who leaves the school grounds while upset may run farther and do something unsafe, such as running into the road while being chased. The staff will not, under any circumstances, pursue a student who leaves the building or property.

MANDATORY REPORTERS

Minnesota Statute 626.556 requires school teachers, BTs, staff, and school officials who suspect the physical, emotional, or sexual abuse or neglect of a child to report their suspicion to Child Protective Services.

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

Franklin Center must permit agents from Child Protective Services (CPS) to interview a child at Franklin Center if requested. Franklin Center is not required to notify parents that CPS is interviewing a child. Franklin Center personnel may remain with the child during the interview if requested by the child and allowed by CPS.

REPORTING SCHOOL-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 students' accomplishments, please refrain from using names on Franklin Center's social media, Facebook page, Twitter feed, etc.

BACKGROUND CHECKS

The state of Minnesota and Franklin Center require the following:

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

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

SCHOOL WEAPONS POLICY

The purpose of this policy is to ensure a safe environment for students, staff, and the public. No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

A "weapon" means any object, device, or instrument designed as a weapon or, through its use, is capable of threatening or producing bodily harm or which may be used to inflict self-injury.

No student shall possess, use or distribute any object, device, or instrument having the appearance of a weapon, and such objects, devices, or instruments shall be treated as weapons, including, but not limited to, weapons that are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate, and such use will be treated as the possession and use of a weapon.

“School Location” includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

“Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location. A student who finds a weapon on the way to school or in the school building or a student who discovers that they accidentally have a weapon in their possession and takes the weapon immediately to the Executive Director or Principal’s office shall not be considered to possess a weapon.

CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION

The school takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include:

- immediate out-of-school suspension;
- confiscation of the weapon;
- immediate notification of police;
- parent notification; and
- recommendation of dismissal for not to exceed one year. (Pursuant to Minnesota law, a student who brings a firearm to school, as defined by federal law, will be expelled for at least one year. The Board of Trustees may modify this requirement on a case-by-case basis.)

POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT/TOOLS

While the school takes a firm “Zero Tolerance” position on the possession, use, or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons by students. However, when authorized instructional and work equipment (e.g., pencils, scissors) and tools are used in a potentially dangerous or threatening manner, such possession, and use will be treated as the possession and use of a weapon.

ADMINISTRATIVE DISCRETION

While the school takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, FRANKLIN ACADEMY administration may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Legal References: Minn. Stat. §§ 127.26-127.39. (Pupil Fair Dismissal Act), Minn. Stat. § 127.282 (expulsion for possession of firearm), Minn. Stat. § 127.48 (referral to police), 18 U.S.C. § 921 (definition of firearm)

EMERGENCY DRILLS

In accordance with Minnesota state law, Franklin Academy 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.

CRISIS PLAN

Each school must have a crisis plan which includes an alternate place where students may be taken in the event of a natural disaster that renders the presence of students in the school 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
Kristi Jensen, Accounting Manager
Main: 763-398-8900 | Direct: 763-398-8934 | Cell: 612-384-0492

If the entire school 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 Students Concerns
- Limit access to media outlet (e.g., television)
- Answer Student Questions Honestly
- Caution Students Not to Speculate or Exaggerate Graphic Details

COMMUNICATION

THE BRIDGE NEWSLETTER

The Bridge is our bi-monthly newsletter providing information on everything school related. Watch for your copy in your email inbox.

EMAIL COMMUNICATION

Communication is very important to the staff at Franklin Academy. It is our goal that every email we receive will be answered within 24 school hours. If you need a quicker response, please call the school and leave a voicemail for your child's teacher or BT. The school day is considered 8:00 am – 3:30 pm. If there is an emergency or you need an immediate response during the school day, please email the office at office@franklinmn.org or call the school at 952-737-6900.

FRANKLIN ACADEMY WEBSITE

Franklin Academy has a comprehensive website www.franklinmn.org. On the website, you can:

- View the Franklin Center Calendars and Special Events
- Donate to Franklin Academy
- Find registration forms
- Receive special announcements
- Receive ongoing information
- Find resources for community outreach, post-secondary options, affiliate and partner organization events, and much more.

PROGRESS REPORTS AND CONFERENCES

The final Whole Learning Individual Program Plans (WIPP) is issued in June. Progress will be discussed with parents at the parent/teacher conferences in October and February. The grading scale is shown under "Grading System" in this Handbook.

Franklin Academy uses Gradelink for grading, attendance, report cards, communication, and transcripts. Parents are given login information for a family account to keep track of their child's progress by viewing grades, assignments, attendance, and conduct reports. Parents of high school students will automatically receive an email alert about their student's current progress every two weeks through Gradelink.

Students are encouraged to participate in the parent/teacher conference. If a parent is unable to participate in a conference during the designated conference time(s), the student's WIPP will be emailed. We will mail the WIPP upon request.

At any time, parents can request an update on progress in any subject area by contacting the teacher and/or BT. Parents will receive updates in other subject areas upon completion of

each unit.

Behavior Therapists will send parents a progress report on Social-Emotional Behavior Learning Goals and an Emote Data Report.

STUDENT RECORDS AND DISCLOSURE

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Franklin Academy will gather, disseminate, and maintain student information and respect the confidentiality of students, families, and documents in student files.

Franklin Academy protects the privacy of student education records. and gives parents the right to review student records. Under FERPA, schools may disclose directory information, but parents may request the school not disclose this information. Parents must contact the office (office@franklinmn.org) to opt out of disclosing their student's directory information. --FERPA – <http://www.ed.gov/policy/gen/guid/fpco/ferpa>

Each student's academic program is confidential, and we are unable to discuss any student's situation with anyone other than said student and their parents.

RELEASE OF INFORMATION

- Parents have a right to inspect, review and seek amendment of the student's education records;
- Franklin Academy forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal No Child Left Behind Act and, if applicable, a student's history of behavior.

The Student Records and Disclosure Policy is available for review upon request.

COMMUNICATION WITH NON-CUSTODIAL PARENTS

All custodial parents must submit a **notarized copy of the custody section** of the divorce decree to school officials upon enrolling their child. This document is needed to protect the legal rights of the custodial parent and child.

Franklin Academy will not permit non-custodial parents to visit a child at school or pick them up during or after school unless the custodial parent gives written permission. This includes a non-custodial parents eating lunch at Franklin Academy with their child.

Franklin Academy is required to follow the law regarding rights of non-custodial parents regarding their right to see academic and disciplinary records and to talk to school administrators and faculty regarding their child's progress. Franklin Academy is not required to contact the custodial parent if the noncustodial parent requests such information.

In special cases where a court order states that the non-custodial parent has no right to information about their child, the **custodial parent must present a copy of the document** to the Executive Director or Principal to be kept on file.

School authorities have the right to ask the non-custodial parent to confirm this arrangement with the custodial parent.

It is the responsibility of parents to keep the school informed of special family arrangements with regard to the custody of students. Parents should not assume that school officials are aware of court orders regarding custody.

PARENT CONNECTION

The mission of Franklin Academy Parent Connection Committee is to support the educational experiences of students at Franklin Center by fostering relationships among the families, teachers, and staff.

To accomplish this, the committee will:

- Plan and host events that will foster a sense of community between the school and families
- Hold meetings throughout the school year as needed to plan events and provide support and opportunities for the communication of ideas between teachers, BTs, staff, and families
- Promote volunteer opportunities for Franklin families
- Set long & short term goals that are aligned with the school's strategic plan

For more information, and to get involved, please contact Parent Connection at parentconnection@franklinmn.org.

PARENT INVOLVEMENT

At Franklin Academy, we believe it is vital to the success of your student and the school that families become actively involved in the organization. There are many school-wide events and committees that provide volunteer opportunities.

Ways to serve:

- Board member
- Clubs
- Committee member: Parent Connection, Development, Governance, Finance
- Community-based Instruction chaperone

- Guest speakers
- School fundraising events
- School volunteers and donations as needed by the staff
- Attending and participating in school-wide events

FAMILY DIRECTORY

Franklin Academy publishes a Family Directory that is distributed to each family at the beginning of the school year.

PLEASE NOTE: Franklin Academy's Family Directory is a confidential document restricted to the Franklin Academy community for the purposes of furthering its mission and work of the school. Neither the document itself nor its contents may be distributed outside the Franklin Academy community. Please help us to maintain the confidentiality of this document by not distributing it or any of the information it contains, in any form, to anyone in or outside the community or to solicit any members of the community.

CHANGE OF CONTACT INFORMATION

It is very important that we have accurate contact information for all of our student's parents, stepparents, and/or guardians. If you have a change of address, phone, email address, marital status, or any other important information, please notify the school immediately.

PARENT CONDUCT

We strive to be partners in the education and personal growth of all students. Parents are instrumental and indispensable in that endeavor. To achieve our collective goals, we expect parents to be supportive, respectful and committed to the student's educational and behavioral growth. All parents are expected to abide by the Social Media policy, the Anti-Bullying Policy, the Application and Enrollment Contracts, and this Family Handbook.

Repeated violation by a Parent of any of the school's policies constitutes grounds for dismissal as set forth in the Enrollment/Finance Section of this Family Handbook.

SIX IMPORTANT TIPS FOR PARENTS

1. Be supportive - Voice your support not only of the teacher/case manager but of the school as a whole. If you have concerns, please bring them to the case manager first.
2. Be involved and stay involved - Children are smart and intuitive. When they see their parents taking a step back in their involvement, most children will start to slack off too.
3. Do not bad-mouth the teaching staff in front of your child - Nothing undermines the authority of teaching staff any faster than when a parent talks bad about them in front of their child.
4. Follow through - Children respond to structure and discipline. If your child makes a mistake, then there should be consequences at school and at home. This will show the child that both the parent and school are on the same page.

5. Do not take your child's word for the truth - Children often leave out crucial facts. Please call and request a meeting to calmly clarify any concerns. Parents and case managers who stay on the same page and work together will benefit the student greatly.
6. Do not make excuses for your child - help us hold your child accountable. We will come alongside your child and teach adaptive behaviors, but the maladaptive behaviors must be acknowledged first.

GRIEVANCE PROCEDURES

In our day-to-day communication with families, we strive to resolve issues as they come up. However, from time to time, a family may feel that an issue has not been satisfactorily addressed or resolved and may wish to pursue the matter further. It is Franklin Academy's goal to respond to concerns and problems as soon as possible.

All grievances should be addressed initially at the level closest to the event in an effort to achieve a resolution. Any person having a disagreement with a faculty or staff member should make every attempt to settle the problem **with that person**. Should it not be settled, the person should go to the Principal or Executive Director to seek a resolution. If unresolved there, Franklin Center's Board Chair receives and investigates the grievance. It is necessary for the success of all those involved in Franklin Center to always seek resolution within the working frameworks of the school's organizational structure.

ENROLLMENT/FINANCE

TUITION PAYMENTS AND SCHEDULES

All payments and options are scheduled and made through your family's online tuition account. <https://enroll.blackbaud.school/#/findschool>

Our school code is 13312

See your online tuition account for details.

RE-ENROLLMENT

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

- By signing the initial Evergreen contract, your student will automatically be enrolled in each future school year unless you notify Franklin Center by submitting an Official Notification of Withdrawal Form by March 12th. A \$1000 deposit will be placed on your Smart Tuition account after March 12th in order to guarantee your student's enrollment.
- Franklin Center reserves the right to deny re-enrollment, or offer a contingency enrollment contract, to any student based on any factors determined by the school
- 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.

WITHDRAWALS AND DISMISSALS

Franklin Center expects that students will be enrolled for the entire nine-month school year and plans for staffing and facilities according to the number of students enrolled each year. The parent(s) is responsible for all tuition and fees for the entire period of enrollment. Franklin Center will not refund, discount, or excuse any tuition or fees in the event of absences, withdrawal, or dismissal at any time. This provision applies regardless of whether the tuition or fees have been paid or are due to be paid.

Franklin Center may immediately dismiss the student at any time if, in the sole discretion of the Executive Director or Principal, any of the following occur:

- The student or the parent violates any of Franklin Center's written standards, policies, rules or regulations, including, but not limited to, the rules and regulations that are set forth in Franklin Center's (Parent/Student) Family Handbook;

- The student accumulates excessive unexcused absences and does not respond to counseling and/or interventions that are directed towards improving attendance at Franklin Academy;
- The student or the parent engages in conduct that disrupts the right of others to an education or the right of others to participate in any school-sponsored activities;
- The student or parent engages in conduct that disrupts the ability of school personnel to perform their duties;
- The student or parent engages in conduct that threatens or endangers the student or other students, surrounding persons, or the property of the school;
- The student or parent engages in criminal activity or is charged with a serious criminal offense;
- The student or parent is threatening or verbally or physically abusive toward staff;
- The parent refuses a written request from the Executive Director to cooperate with Franklin Center's efforts to educate the student;
- The parent files for bankruptcy or notifies Franklin Center that they do not intend to make a required tuition payment;
- The student or the parent acts inconsistent with the basic educational mission of the school;
- Franklin Center is not suitable to meet the needs of the student or the demands of the parent; or
- The parent fails to make timely payment of all tuition and fees due under this contract.

The parent and the student agree that the Executive Director is the final arbiter of whether the grounds for dismissal have been met. If Franklin Center dismisses the student based explicitly on the grounds specified above, the parent will be responsible for tuition that would otherwise become due after the date of dismissal for the entire enrollment period.

READMISSION AFTER DELINQUENCY DISMISSAL

If a student has been dismissed or denied readmission for a parent's chronic payment delinquency, that student is not guaranteed readmission to the school even if all accounts are made current. Readmission will be determined on an individual basis by the Executive Director.

TUITION ASSISTANCE

Need-based tuition assistance is available to qualifying families. Families wishing to apply for tuition assistance **must apply ONLINE through Blackbaud Financial Aid Management.**

Go to <https://studentfinancialaid.blackbaud.school/#!/login>

There is a nominal cost to apply.

Blackbaud Financial Aid Management provides an objective, consistent method for calculating a family's ability to contribute to educational expenses. Blackbaud Financial Aid Management gathers data from families, analyzes it carefully, and reports to a school an estimate of what parents can reasonably be expected to contribute toward their child's education.

APPLYING FOR TUITION ASSISTANCE

- Any family may apply for need-based Tuition Assistance
- Families must re-apply for Tuition Assistance each year
- Families must apply for Tuition Assistance online through Blackbaud Financial Aid Management. A link can be found on our website.
- Applications are due February 15th for the following school year.
- TADS will review a family's finances to determine eligibility and report an estimate of what parents can reasonably be expected to contribute towards their child's education at Franklin Academy.
- The amount of tuition assistance available is based on a percentage of total tuition revenue and is set by the Finance Committee and approved by the Board of Trustees each year.

TUITION ASSISTANCE AWARDS

- Tuition Assistance applications are confidential and will be reviewed on an individual basis by the Financial Aid Committee
- The application deadline for the first round of tuition assistance for the 2023-2024 school year is February 16, 2024
- 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 students

BOARD OF TRUSTEES

The Board of Trustees has the responsibility for setting Franklin Center policy and maintaining the school's financial health, in collaboration with the administration. It manages the present needs of the school while at the same time planning for the future and always remaining faithful to the school's mission. Franklin Center's Board of Trustees plays an active, strategic role in the affairs of Franklin Center, with the school's daily operations in the capable hands of the administrative team.

Questions or concerns related to the Board of Trustees should be directed to the following email addresses below. (Please visit our website, www.franklinmn.org, for the most complete contact information, as Board Membership can change throughout the year.)

BOARD OF TRUSTEES OFFICERS

Please see the Franklin Center website for the most up-to-date listing of the board members (Franklin Center/About/Board of Trustees).

Chair	Bob Tift	boardchair@franklinmn.org
Vice-Chair	Mike Brown	boardvicechair@franklinmn.org
Secretary	Aki Yoshino	boardsecretary@franklinmn.org
Treasurer	Andrew Lanik	boardtreasurer@franklinmn.org

FACULTY AND STAFF

Kim Snow, Executive Director, is responsible for all dimensions of Franklin Center's operations, including leadership and management of curriculum, communications, budget, facilities, development, planning, and faculty/staff supervision. If you have questions, please feel free to contact her at: kim.snow@franklinmn.org or 952-737-6900.

See our [website](#) for our staff directory.

ADVANCEMENT AND FUNDRAISING

Franklin Center is an independent, non-profit organization.

Contributions directly impact the nurturing, individualized environment at our school by supporting teachers, curriculum, technology, and more. The leadership team works year-round to promote Franklin Center through the Minds of All Kinds Benefit Breakfast, the Annual Fund Campaign, grant proposals, sponsorships, and other activities vital to the life of the school.

All constituencies – parents, grandparents, alumni families, and friends – are active participants in the advancement efforts of the school. Parents and friends of Franklin Center support our annual fundraising efforts by inviting people to tour the school, inviting friends and family to the benefit event, and mailing financial gifts to the school.

Parental support and active participation in the life of the school send a positive message to our students and to those foundations and corporations who may wish to support us. We expect our parents to participate in the various fundraising activities of the school. Just as every child matters, your gift matters! Any gift, large or small, signifies granting bodies your confidence in us as a school. All gifts are vital to the support of Franklin Center's mission and facilities.

MINDS OF ALL KINDS BENEFIT BREAKFAST

The MOAK Benefit Breakfast is Franklin Center's spring fundraising event. The Breakfast, our signature event, is held in the spring of every year. The intention of MOAK is to introduce people to Franklin Center. The funds raised to support all aspects of our programming. A student's admission to Franklin Academy requires family participation in the Minds of All Kinds Benefit Breakfast.

ANNUAL FUND CAMPAIGN

Our Annual Fund Campaign kicks off our academic year in September and continues throughout the school year. The proceeds from the campaign help us meet pressing needs by bridging the annual gap between tuition revenues and total operational expenses. It demonstrates most clearly to granting bodies the belief of our parents in the mission of our school.

MATCHING GIFTS

Many companies offer matching gift programs to their employees. This means that your employer will match your donation to a non-profit organization. Your gift to Franklin Center can be doubled in this way, so ask your employer if this is a benefit at your company.

SPONSORSHIPS

Many companies have sponsorship programs for nonprofit organizations. Contact Maureen Maher, Donor, and Community Relations Manager, if you'd like assistance in reaching out to any businesses, or if your company would be interested in sponsoring Franklin Center.

GIFTS IN-KIND

Some individuals or organizations prefer to make a gift-in-kind or provide goods or services as a gift to the school at no cost. We receive many and varied gifts-in-kind which are both needed and appreciated. Past gifts have included computers, contracting services, cleaning, architectural services, books, and auction items. Contact Maureen Maher, Donor, and Community Relations Manager, for more information.

PLANNED GIVING

Consider including Franklin Center in your estate planning. See your estate planner or tax professional for information on how to make a planned gift to the school.

If you would like to make a gift of any kind to Franklin Center, please contact Maureen Maher, Donor, and Community Relations Manager.

APPENDICES

APPENDIX – A: MINNESOTA DEPARTMENT OF HEALTH IMMUNIZATION REQUIREMENTS

Students entering school must be in compliance with the Minnesota State Immunization Law. You must submit an up-to-date immunization record to your child's school office. Below are the requirements and a link to a form you can take to your clinic.

Are Your Kids Ready?

Minnesota's Immunization Law

Immunization Requirements Use this chart as a guide to determine which vaccines are required to enroll in child care, early childhood programs, and school (public or private). Find the child's age/grade level and look to see if your child had the number of shots shown by the checkmarks under each vaccine. The table on the back shows the ages when doses are due.

Birth through 4 years Early childhood programs & Child care	Age: 5 through 6 years ³ For Kindergarten	Age: 7 through 11 years For 1 st through 6 th grade	Age: 12 years and older For 7 th through 12 th grade
Hepatitis A (Hep A) ✓			
Hepatitis B (Hep B) ✓✓✓	Hepatitis B ✓✓✓	Hepatitis B ✓✓✓	Hepatitis B ⁷ ✓✓✓
DTaP/DT ✓✓✓✓	DTaP/DT ⁴ ✓✓✓✓	✓✓✓ tetanus and diphtheria containing doses ⁶	✓ Tdap ⁸ & at least 2 tetanus and diphtheria containing doses
Polio ✓✓✓	Polio ⁵ ✓✓✓	Polio ✓✓✓	Polio ✓✓✓
MMR ✓	MMR ✓✓	MMR ✓✓	MMR ✓✓
Hib ✓			
Pneumococcal ¹ ✓✓✓✓			Meningococcal ⁹ ✓ & booster
Varicella ² ✓	Varicella ² ✓✓	Varicella ² ✓✓	Varicella ² ✓✓

Immunizations recommended but not required:

Influenza Annually for all children age 6 months and older		
Rotavirus For infants		Human papillomavirus At age 11 -12 years

1 Not required after 24 months.

2 If the child has already had chickenpox disease, varicella shots are not required. If the disease occurred after 2010, the child's doctor must sign a form confirming disease.

3 First graders who are 6 years old and younger must follow the polio and DTaP/DT schedules for kindergarten.

4 Fifth shot of DTaP not needed if fourth shot was after age 4. Final dose of DTaP on or after age 4.

5 Fourth shot of polio not needed if third shot was after age 4. Final dose of polio on or after age 4.

6 Need proof of at least three tetanus and diphtheria containing doses. If up to date on DTaP/DT series, no additional doses needed.

7 An alternate two-shot schedule of hepatitis B may also be used for kids age 11 through 15 years.

8 One dose of Tdap is required beginning at 7th grade. Also need proof of at least two tetanus and diphtheria containing doses (DTaP/DT/Td). If a child received Tdap prior to 7th grade, another dose of Tdap is not needed.

9 One dose is required beginning at 7th grade. The booster dose is usually given at 16 years.

Exemptions

To enroll in child care, early childhood programs, and school in Minnesota, children must show they've had these immunizations or file a legal exemption.

In Addition:

Students entering 12th grade for the 2023-2024 school year need to have documentation or a legal exemption for the booster dose of meningococcal vaccine (Most children received the initial dose of this vaccine when they entered 7th grade).

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 healthcare provider to get this vaccine, or get a legal exemption before school starts in the fall. Ask your healthcare provider if you are eligible to receive free or low-cost vaccinations if you are concerned about costs.

For a current copy of your teen'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.

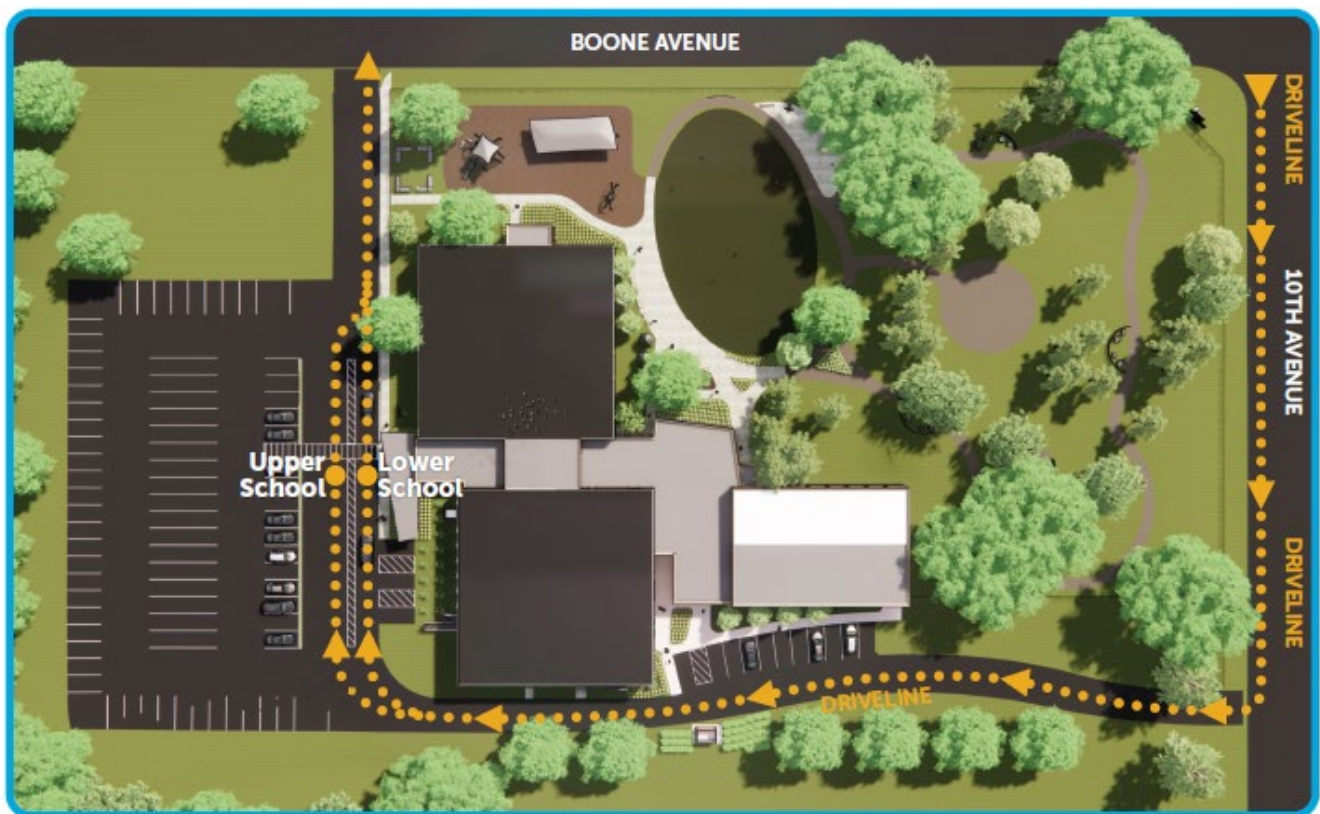
If you need exemption information, the Immunization Form (www.health.state.mn.us/people/immunize/basics/imzform.pdf) is available on the MDH website.

APPENDIX – B: CARPOOL DIAGRAM



Drop-Off and Pick-up Map

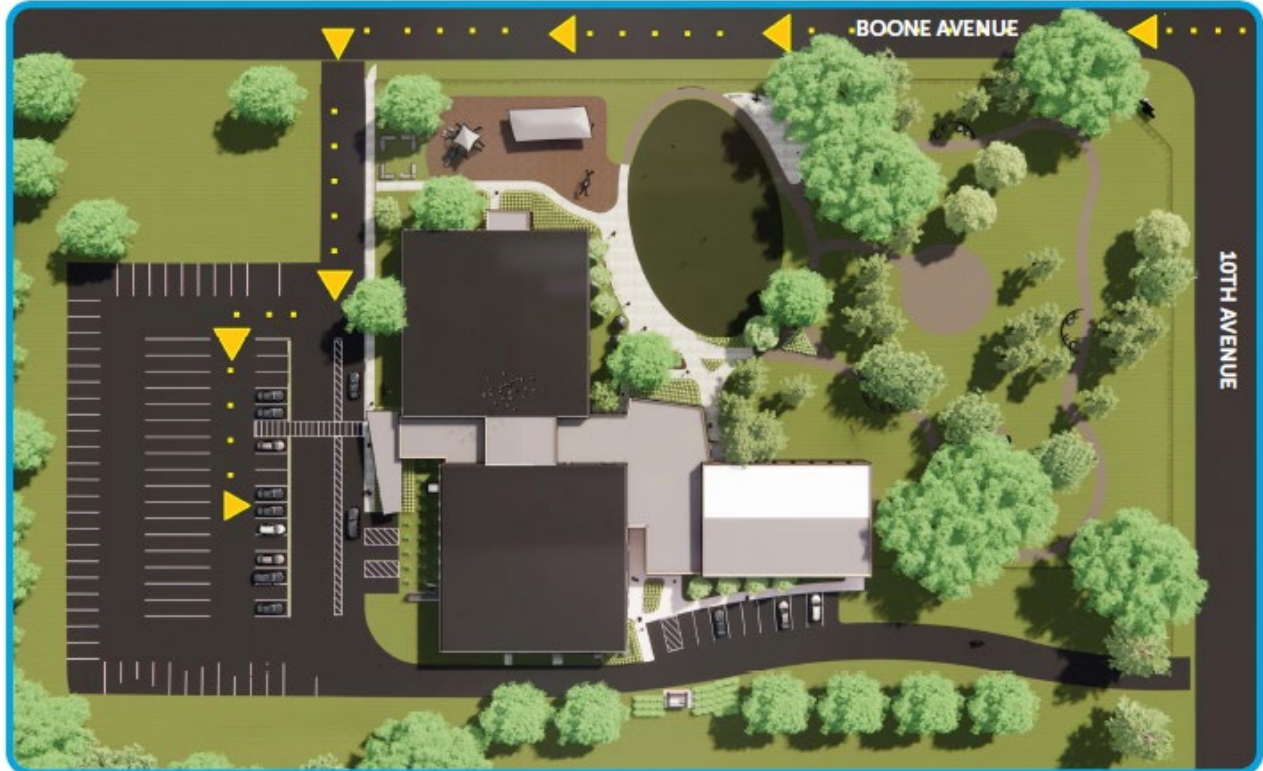
Drop-Off: 8:00am Pick-up 3:10pm



1001 Boone Avenue North | Golden Valley, Minnesota 55427

Parking Map

Drop-Off: 8:00am Pick-up 3:10pm



APPENDIX – D: 2022-23 SCHOOL CALENDAR

Franklin Center 2023- 2024 Academy Calendar

Preliminary Calendar-Website updated regularly.

July 2023						
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					

August 2023						
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		

September 2023						
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

October 2023						
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				

November 2023						
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		

December 2023						
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

July	
4	Independence Day

August	
16	New Student Orientation
23	Back to School Night
28	First Day of School

September	
1	No School- No Activity Day
4	Labor Day - No School
10	Calmapalooza
12	Lower and Middle School Curriculum Night
14	High School Curriculum Night

October	
6	No School- No Activity Day
16-17	Evening Conferences
18	No School- All Day Conferences
19	No School- Activity Day
20	No School- Activity Day

November	
10	No School- Activity Day
21	Special Person's Day
22-23	No School- No Activity Day

December	
21-22	No School- Activity Day
25-29	No School- No Activity Day

January 2024						
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			

February 2024						
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		

March 2024						
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 2024						
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				

May 2024						
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	

June 2024						
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

January	
1	No School- No Activity Day
2	No School- Activity Day
12	No School- Activity Day
15	No School- No Activity Day
19	Last Day of Term
20	First Day of Term

February	
2	No School- No Activity Day
12-13	Evening Conferences
14	No School- All Day Conferences
15-16	No School- Activity Day
19	No School- No Activity Day
29	Family Art Night

March	
25-29	No School- Activity Day

April	
1	No School- No Activity Day
26	No School- Activity Day

May	
9	Minds of All Kinds Breakfast
27	No School- No Activity Day
30	Ceremony of Completion
31	Last Day of School

June	
Key:	First and Last Day of School
	No School- No Activity Days
	No School- Activity Days
	Conferences
	Important Dates/Special Events
	Curriculum Night

SIGNATURE PAGE

As the parent/guardian, I have read, understand and agree to abide by the procedures stated in the Franklin Academy Family Handbook. I understand that the contents of this handbook may change at any time.

As the parent/guardian, 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.

Student's Name:

Parent/Guardian Name:

Signature:

Date: