

BENJAMIN FRANKLIN



CHARGERS

Jr. High/High School FAMILY HANDBOOK

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Benjamin Franklin
CHARTER SCHOOL Est. 1995

www.benjaminfranklincharterschool.com

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Message from the Governing Board

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

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

The Benjamin Franklin Charter School
Governing Board

Principal's Message

Opening a new high school is not only a daunting task, but also a weighty responsibility for everyone involved. The high school years are among the most formative for young people - four short years that can make a lifetime of difference. We discover what impassions us and thus what occupation we might pursue. We use these years to build lifelong friendships. The high school years provide opportunities to learn more about ourselves through participation in extracurricular activities – learning how to accept defeat, enjoy glory, and test our personal strength and mental toughness. Students learn how to struggle and also how to succeed; how to be a responsible individual and also work as a member of a team. These years often provide awkward moments as well as many of our most cherished memories. Sometimes we even find our future spouse. And, of course, these should be the years that form our minds and characters through the study of the highest things.

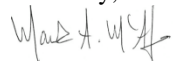
This is the lens through which we at Benjamin Franklin viewed our obligation to our students and parents when starting our beloved school – and we continue to accept this commitment with relish and energy. It is often said that our high school experience prepares us for life. I believe this is true. This institution of “high school” quite literally shepherds our children into adult society. They enter this epoch of life as an adolescent and leave as an adult. They must learn to put away those childish ways and assume their proper place as educated citizens. How will our students enter adulthood? Will they enter as so many others of their generation - ignorant of our past; not challenged to live with honor and integrity; not held accountable for poor choices or exhorted to make the right ones?

Our staff has been blessed with the opportunity to affect the lives of the young people entrusted to our care. As a staff, the environment we shape, the effort we give, and our daily example helps mold the character of not only our students, but ourselves as well – it is not enough for us to “talk the talk”; we must “walk the walk”. In short, we understand that we are affecting lives and therefore assume this enormous duty.

Before us is the opportunity of a lifetime as we help to provide the platform for these beautiful life events. The education of students and the formation of their character is our mission. Molding, shaping and refining does not come without much pain, struggle, and sacrifice. We understand that nothing worth having comes easily – thus we work diligently to provide an education worth having; an education not to be measured only by the passing of time, but in the amount of wisdom gained and in character developed. It is our mission to make these years life-changing; sending our students out into the world armed with wisdom and virtue, bravery and confidence, in order that they may live happy and honorable lives.

This is an enormous undertaking, I know – but what a worthy and noble cause! Our school leadership, teachers, and staff have accepted this charge. I could not be more proud of our vision or more honored to work with such great families and alongside of such dedicated, compassionate, and talented colleagues.

Sincerely,



Mark A. McAfee
Principal

Mission Statement

The mission of Benjamin Franklin High School is to train students to be intellectually curious - akin to the namesake of our school. Through intensive study of the true, the good, and the beautiful, students develop to their academic and personal potential. Additionally, the school will train the heart of students according to universally accepted and eternal virtues – understanding that the best education is only valuable upon a moral foundation. Thus, our students walk with integrity and character, knowing what it is to be a thoughtful citizen in a democratic-republic and a positive force in their community.

Vision Statement

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

History and Organization

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

Benjamin Franklin Charter Schools applied for and was granted its charter by the State Board for Charter Schools on June 12, 1995, for the Mesa campus. The Crismon (QC) campus received its original charter from the Ganado Unified School District on May 13, 1996. A year later in May of 1997, Benjamin Franklin Charter Schools added the Gilbert campus and consolidated its three campuses under the original charter, thus making the Arizona State Board for Charter Schools its sponsor for all sites. In the fall of 2006, Benjamin Franklin Charter School added a fourth campus to the Franklin family with the opening of its Power (QC) campus.

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

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

What We Ask Of Our Parents

- Demonstrate good character
- Help their child develop effective study skills and work habits
- Oversee their child's progress
- Encourage students of all ages by asking questions and discussing what they have learned on a regular basis
- Hold high expectations of student performance
- Support the school by getting children to school on time and ensuring they have the necessary supplies and books
- Understand the mission and philosophy of Benjamin Franklin High School

Roman Virtues

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

July - *Comitas*: “Humor” - Ease of manner, courtesy, openness, and friendliness.

August - *Industria*: “Industriousness” - Hard work.

September - *Clementia*: “Mercy” - Mildness and gentleness.

October - *Liberalitas*: “Liberality” - Generous giving.

November - *Veritas*: “Truthfulness” - Honesty in dealing with others.

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

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

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


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

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

May - *Patientia*: “Endurance, Patience” the ability to weather storms and crisis.

Bell Schedules

BFHS Schedules

Monday, Tuesday & Friday Schedule			Lunch Schedule
Period	Class Times	Lunch	
0 Hour	6:30 – 7:20		A Lunch 10:40 – 11:10
1 st	7:25 – 8:36		
2 nd	8:40 – 9:36		
3 rd	9:40 – 10:36		B Lunch 11:14 – 11:44
4 th	11:14 – 12:20	A Lunch	
	10:40 – 11:10	B Lunch	
	11:48 – 12:20	B Lunch	
	10:40 – 11:44	C Lunch	C Lunch 11:48 – 12:20
5 th	12:24 – 1:20		
6 th	1:24 – 2:20		
7 th	2:24 – 3:14		
Wednesday (Periods 1, 3, 5) & Thursday (Periods 2, 4, 6) Schedule			Lunch Schedule
Period	Class Times	Lunch	
0 Hour	6:30 – 7:20		A Lunch 10:00 – 10:30
1 st (Wed.) / 2 nd (Thurs.)	7:25 – 9:56		
3 rd (Wed.) / 4 th (Thurs.)	10:34 – 12:27	A Lunch	B Lunch 10:59 – 11:29
	10:00 – 10:55	B Lunch	
	11:33 – 12:27	B Lunch	
	10:00 – 11:53	C Lunch	C Lunch 11:57 – 12:27
5 th (Wed.) / 6 th (Thurs.)	12:31 – 2:20		
7 th	2:24 – 3:14		
Early Release/Assembly Schedule			Lunch Schedule
Period	Class Times	Lunch	
0 Hour	6:30 – 7:20		A Lunch 10:02 – 10:30
1 st	7:25 – 8:15		
2 nd	8:20 – 9:07		
3 rd	9:11 – 9:58		B Lunch 10:30 – 10:57
4 th	10:34 – 11:27	A Lunch	
	10:02 – 10:26	B Lunch	
	11:01 – 11:27	B Lunch	
	10:02 – 10:53	C Lunch	C Lunch 10:57 – 11:27
5 th	11:31 – 12:18		
6 th	12:22 – 1:08		
Assembly	1:12 – 2:20		
7 th	2:24 – 3:14		
Half Day Release Schedule		Half Day Finals Release Schedule	
Period	Class Times	Period	Class Times
0 Hour	6:30 – 7:20	0 Hour	6:30 – 7:20
1 st	7:25 – 8:05	1 st (Wed.)/2 nd (Thurs.)	7:25 – 8:45
2 nd	8:10 – 8:45	3 rd (Wed.)/4 th (Thurs.)	8:50 – 10:10
3 rd	8:50 – 9:25	5 th (Wed.)/6 th (Thurs.)	10:15 – 11:35
4 th	9:30 – 10:05	7 th	11:39 – 12:29
5 th	10:10 – 10:45		
6 th	10:50 – 11:25		
7 th	11:29 – 12:19		

7/2/2015

School Calendar

BENJAMIN FRANKLIN HIGH SCHOOL 2015-2016 Calendar

July 2015						
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	

July	
4	Independence day
22	First Day of School

January 2016						
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						

January	
1	No School - Christmas Break
4	No School - PLC
5	Students Return
18	No School - Civil Rights Day

August 2015						
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

February 2016						
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					

February	
15	No School - President's Day

September 2015						
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			

September	
4	HalfDay - PLC / R & R Weekend
7	No School - Labor Day
25	HalfDay - End of Quarter 1

March 2016						
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		

March	
4	HalfDay - End of Quarter 2 / R & R Weekend
14-25	No School - Spring Break
28	No School - PLC
29	Students Return

October 2015						
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

October	
5-16	No School - Fall Break
19	No School - Teacher In-service
20	Students Return
28	PSAT Testing (10th & 11th Grade)

April 2016						
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

April	
	State Testing
22	HalfDay - PLC / R & R Weekend

November 2015						
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					

November	
11	No School - Veterans Day
20	R & R Weekend
23-27	No School - Thanksgiving Break

May 2016						
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				

May	
23-24	Seniors Only - Final Exams
25-26	HalfDays / 7th - 11th Grade Final Exams
26	End of Semester 2 / Graduation - LAST DAY
27	Teacher Work Day

December 2015						
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		

December	
16-17	HalfDays - Final Exams
18	HalfDay - End of Semester 1
21-31	No School - Christmas Break

June 2016						
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		

June



PLC = Professional Learning Community (Teacher In-service)

Revised 6/29/2015

Graduation Requirements

All students, in consultation with their families, need to develop a four-year high school plan of studies in order to prepare for college. To assist with this planning, review the chart below, this lists the course requirements for high school graduation.

Students that have failed a core academic class must have this deficiency made up within one academic year as core classes are prerequisites for subsequent courses within that discipline. Due to the rigorous nature of the program, it is highly unlikely that a student with multiple deficiencies would be able to recover credit as well as take a full load of BFHS courses. With this in mind, the continued enrollment of a student with multiple deficiencies would be in jeopardy.

In addition to these requirements, students are required to pass any state/federally mandated tests.

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

Curriculum Area	Benjamin Franklin High School Graduation Requirements	Arizona University Entrance Requirements	Arizona Graduation Requirements 2013
English	4 credits	4 credits	4 credits
Math	4 credits	4 credits	4 credits
Science	3 credits Student must complete one year in the same science course to receive credit towards graduation. Biology, Chemistry, Physics, Biotech, Engineering, Science Research	3 lab science credits One credit in each of three different laboratory sciences selected from the following: Chemistry, Physics, or Biology. An integrated laboratory science or an advanced level laboratory science may be used to substitute for one required course.	3 credits
Social Studies	4 credits Western Civilization I and II, Economics, American History, American Studies, Government	2 credits	3 credits
Fine Arts/CTE	1 credit	1 Fine Arts credit	1 credit
World Language	2 credits Two years of the same language	2 credits Two years of the same language	0 credits
Required Courses	18 credits	16 credits	15 credits
Elective Courses	5 credits	0 credits	7 credits
Total Required Credits	23 credits	16 credits	22 credits

Transfers / Credit Policy

Courses taken at the junior high cannot be used for high school credit. High school math and world language courses taken in 7th and 8th grade may be placed on the student's high school transcripts but will not count towards fulfilling high school graduation requirements. Only students enrolled in grades 9-12 will receive credit for high school level courses. Credits are issued in .5 increments based upon the student receiving a passing grade at the end of the semester.

BFHS has constructed its core curriculum in such a way that our classes are integrated and fulfill a specific purpose within the context of classical education in order to integrate knowledge between disciplines. We are very protective of our core classes in that each plays as a part of the classical education experience. For this reason, we accept dual-credit courses in order to satisfy the elective requirements of students, but not as a substitute for a core class (English, history, science, math). Students must take the four core classes at BFHS in order to fulfill the Benjamin Franklin High School graduation requirements.

Acceptance of transfer credits from sources outside Benjamin Franklin High School is not automatic. It is recommended that students meet with their counselor before enrolling in outside courses to clarify whether the credit will be granted as an elective or core and to determine what process must be followed. As a general rule, courses from accredited institutions will be accepted. However, the counselor and principal will determine if the academic rigor of said course meets BFHS standards.

College and Career Counseling

For college and career counseling, please contact our school counselor, Mrs. Gena Mabee at gmabee@bfcsmail.com to make an appointment. Mrs. Mabee is available to meet with students throughout the year to go over standardized test scores and discuss college opportunities, application procedures, and career planning.

Course Selection, Changes and Drops

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

After the semester has begun, all requests to change or drop a course are made through the student's counselor or registrar and for one of the following reasons:

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

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

Advanced Placement/Honors Courses

Advanced Placement Courses are encouraged for all students, but may require approval of the teacher. AP courses require students to take a College Board test with the goal of earning college credit. AP courses are offered in science, history, math and English.

All core courses at BFHS are considered honors classes and are weighted accordingly.

Returned Checks

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

Release of Transcripts and Student Records

All financial obligations to the school must be met prior to the release of student records. The school will provide two official transcripts per student at no charge. Additional copies of official transcripts will be assessed the actual cost of duplication and postage, up to a maximum of \$5. All unofficial copies are at no charge. Request for official and unofficial copies will be made through the registrar. Requests for transfer records must be made through the registrar and require a 48-hour turnaround time.

Office Hours

The school office is open from 6:30 am until 3:30 pm each day that school is in session. The school phone number is 480-558-1197. Messages may be left on voicemail when the phone is busy or we are out of the office. Messages left after hours will be returned the next working day. School begins daily at 7:25 am (6:30 am for “0 hour”) and ends at 2:20 pm (3:14 pm for “7th” hour). For your child’s well-being, students should not arrive on campus earlier than 6:15 am nor stay later than 4:00 pm, unless they are attending an organized, adult-supervised program associated with the school. Students who do not conduct themselves in an appropriate manner while waiting for an extra-curricular activity will have the privilege of remaining on campus revoked.

Closed Campus

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

For reasons of security, only those officially enrolled as students are permitted on campus during the school day. Parents and others wishing to conduct official business must report first to the office.

Student drivers are permitted to drive home for lunch only if an “Off Campus Release” has been signed by the parent and filed with the office. Students are required to sign out when leaving campus and sign back in upon their return. Student drivers may only transport their siblings if they share the same lunch break. If a student returns from lunch late, an unexcused tardy will be issued for the first three offenses.

After the third lunch tardy, a detention will be issued and for each subsequent tardy thereafter. When the student has received six detentions for lunch tardies, the off campus privilege will be suspended for the duration of the semester. Parents may take their student off campus for lunch, but must sign them out and back into school using the sign in/out sheets located at the front office.

Sign In/Sign Out Procedures

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

Parent Messages/Telephone Use/Forgotten Items

One of our goals at BFHS is to minimize interruptions during the school day. In order to accomplish this goal we want to protect valuable learning time from unnecessary disruptions. Parents' requests to relay messages to their child during the instructional day can have a significant interruption on the teacher's ability to keep a concentrated focus on instruction. Therefore, in order to eliminate unnecessary classroom disruptions, emergency messages will only be relayed to students at the beginning of 6th hour, 1:24 pm, on Monday, Tuesday and Friday or at 12:31 pm on Wednesday and Thursday. Messages received after the designated times will be relayed to students at the end of the school day. We encourage you to inform your child before school of any plans for after school. Text messages are permissible before and after school. Thank you for your cooperation in helping to preserve valuable instructional time. In the event of an emergency, students may request to use an office telephone.

We understand that occasionally a student may inadvertently forget his/her lunch, athletic gear, musical instrument or homework. These items may be dropped off at school and left on the "Forgotten Items" table. Please utilize the pen to mark your student's belongings. Students are responsible for checking this table and will **NOT** be notified if an item has been placed there for them. Money or valuables will be kept in the office; please make sure to leave a note on the "Forgotten Items" table instructing your child to check with the office.

Safety Drills and Lockdowns

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

Fire Alarms/Evacuations

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

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

Textbooks and Materials

Textbooks are the property of BFHS and are expected to be kept in reasonable repair, not to deteriorate beyond normal wear and tear for one year. The Supply Clerk will note the condition of each book before it is issued to a student. If a student loses a book he or she will be charged for the full price of the book. Replacement fees range from \$15 - \$110 depending on the subject. The replacement book is still the property of the school even if a replacement fee has been paid and is to be returned to the school at the end of the year.

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

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

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

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

Homework

Homework is a vital part of the curriculum and philosophy of BFHS; therefore, students should expect to do homework nightly and on weekends. At least two “R & R” weekends per semester are calendared as no homework weekends. Teachers will not administer tests and quizzes on the Mondays following “R and R” weekends, although a long-term project may be due several days after an “R and R” weekend. Students will need to plan ahead to enjoy the time off. Homework reserves class time for instruction, discussion, dialogue and interaction between teacher and students in the pursuit of clarity and truth. In turn, homework is a time of quiet concentration in which the student takes ownership over the subject matter and demonstrates the ability to master concepts.

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

Make-up Work

Students are responsible for making arrangements with their teachers to complete make-up work for excused absences. Homework assignments are posted on the BFHSchargers.com website under the teacher pages. Long-term assignments are to be turned in on the due date, regardless of student

attendance, unless prior arrangements have been made with the teacher. Any incomplete work not made up within the designated time will merit no credit. Teachers will notify students at the beginning of the year concerning each class's policy for late work.

Report Cards/Grades/Parent-Teacher Communication

Communication between home and school is vital to the success of the student. The student is responsible for following assignments, understanding the course requirements, and meeting deadlines. It is also the job of the student to communicate to their parents about their academic status. It is the teacher's job to communicate to the student clearly what is expected in each class. Parents and students are encouraged to contact the teacher as soon as the student is having a difficult time in the class. The earlier the problem is addressed, the easier it is to resolve the problem. Parents and students are encouraged to utilize FamilyLink (<http://sm.bfcsmail.com/familylink/login.aspx>) to view the current progress of the student. Login to FamilyLink is `firstname.lastname`, using `chargers1` as the default password. You will be prompted to change your password and verify the change during the initial login.

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

Grading Scale

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60 Percent

Participation Grade

What is a Class Participation Grade?

- Bringing required materials to class
- Frequency and quality of participating with frequency and quality
- Being prepared for classroom discussions due to having done his/her reading/studying
- Making relevant comments based on assigned material
- Improving group dynamic by student's presence
- Being engaged in classroom discussion and able to give cogent answers when called upon
- Not disrupting class and classroom discussion
- Taking complete and neat notes that are required
- Handling comments in class and possible disagreements with the teacher and other students with maturity and sensitivity
- Showing an interest in and respect for others' contributions

What Participation **IS NOT**

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

What takes away from Class Participation?

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

Parent-Teacher Conferences

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

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

Final Exams

Final exams will not be given early and are only administered during final exam week and only at the time scheduled by the teacher. Course grades will reflect an incomplete in Semester 1 until final exams are completed and graded. First semester finals must be made up within the first two weeks of the second semester as arranged through the student's teacher. Second semester finals must be completed by the date of a school-established make-up date.

Summer School/7th & 8th Grade

Junior High students who do not pass a class with a 60% or above are required to take an independent study summer school course offered by BFHS. Failure to make up a failing grade in a core class may prevent a student from promotion to the next grade level. In order to offset the cost of this class, a fee of \$250 will be charged.

High School Summer Credit Recovery

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

OUTSIDE SOURCES OF CREDIT RECOVERY:

- Students who earned a final grade of 60% or below in a course are eligible for Credit Recovery. Recovered credit will only be awarded when students have completed all work satisfactorily and met the attendance requirements.
- Students must obtain written permission from the school counselor to register for a course, assuring students they are registering for the correct course(s).
- Any senior failing a fall semester course must make up the credit prior to graduation through an approved institution. Failure of a class required for graduation in the spring semester of the senior year will result in the student not graduating in May.
- Institutions are approved by BFHS administration.

BFHS CREDIT RECOVERY:

- If Credit Recovery is taken through BFHS, a fee of \$250 per semester credit will be charged in order to offset the cost of this class.
- Coursework will be completed via an independent study program through an on-campus mentor during the summer break.
- Please contact the academic counselor to schedule credit recovery.

Health Policy

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

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

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

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

- Whether a prescription drug or an over-the-counter drug, the medication **must** come in its original container. The pharmaceutical label must be on the container of any prescription drug.
- The parent must provide written direction to the school that the medication be administered.
- For students on campus, medication must be kept in the health office. **Where necessary, the nurse or health assistant will make provisions for and monitor students carrying their asthma inhalers.**

Generally, health-services staff administers any necessary medication with exceptions made for such things as field trips or community-based education.

Insurance

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

Food and Drink on Campus

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

Lunch

Benjamin Franklin High School offers the option of purchasing a lunch through a variety of outside vendors that will be set up in our cafeteria during lunchtime. Of course, students are always welcome to bring their lunches to school. Microwaves will be available in the cafeteria/student union for use by students.

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

Special Education

The Special Education Department at Benjamin Franklin High School works to ensure that each student with an Individualized Education Plan (IEP) receives specialized services that match the varying needs of the student while providing the least restrictive environment. In meeting those needs, the school follows regulations and procedures that are in compliance with the Individuals with Disabilities Education Act (IDEA). The IEP Team, consisting of the student, guardians, case manager, teachers, administration and when appropriate, outside agencies, work collaboratively to develop a plan consistent with the student's strengths, needs, and goals for the future. The Special Education Department also works to provide transition services and programs to facilitate the student moving from junior high/high school education to post-secondary opportunities. Each student with an IEP (Individualized Education Plan) will be assigned a case manager. A special education case manager is a counselor, teacher, and advocate. The case manager is responsible for scheduling, writing, and holding the annual IEP. In addition, the case

manager creates a "Snapshot" which is a brief overview of the student's needs and is delivered to all of the teachers on the student's schedule.

Attendance

Students who miss school time lose valuable classroom instruction. It is essential for students to attend school daily and on time. We understand that there may be times when students must be absent due to illness. We ask that you make every effort to schedule appointments after school to prevent students from missing essential elements of their education. In addition, we ask that you please schedule family vacations when school is not in session.

Absence Reporting Policy

Pursuant to ARS 15-807; Absence from school, notification of parent or person having custody of pupil:

In case of absence from school, the parent/guardian is required to notify the school attendance personnel in advance or at the time of the absence. After 48 hours an unexcused absence will result in ineligibility to make up missed work.

- At the time of registration, the parent/guardian is required to furnish the school with at least one (1) telephone number, where the parent/guardian may be contacted during the school day (see Student Data Form). If there is a change in telephone numbers during the school year, the parent/guardian is to promptly notify the school office.

- It is of paramount importance that we know where students are if absent. Therefore, on the day of the absence, parents/guardians are to call the school attendance line at 1-866-346-4733 prior to your child's absence. When a student is absent from school and the parent/guardian has not notified the school, SchoolMessenger will notify the parent/guardian within the same day the class was missed. If a parent/guardian does not respond to the SchoolMessenger call, the student's absence will remain unexcused.

Excessive Absences/Truancy

The State of Arizona Revised Statutes regarding excessive absences is as follows:

A.R.S. §15-803. School attendance; exemptions; definitions

B. A child who is habitually truant or has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.

C. For the purposes of this section:

1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
2. "Truant" means an unexcused absence for at least one class period during the day.
3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

Students absent for 10 consecutive days are automatically dropped from the school roster. Parents of students intending to return to school after this ten-day period must make an appointment with the principal, who will then decide on readmission.

Cumulative absences of more than ten class periods for a single academic course in a semester, excused or unexcused, may result in the loss of credit for that course. If the absences reach 15, they **WILL** be dropped from the course and will have to audit the course for the remainder of the semester, receiving no credit. Chronic illness or an emergency situation causing excessive absences will be dealt with on an individual basis through the school counselor and principal. Students must make up all tests, quizzes, assignments and time before credit is given.

It is the responsibility of the student to make up missed homework after any absence, planned or due to illness, in a timely manner. If a student is unable to attend school he/she should contact a classmate for that information, or visit the BFHSSchargers.com website teacher pages for homework assignments.

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

Tardiness

An **occasional** tardy due to transportation problems, medical appointments or circumstances beyond a student's control will be excused. Please accompany your student to the office and sign the "Sign In" tardy book to excuse your child's late arrival. Students must check into the office in order to be excused for being late. A doctor's note will also excuse a student for being late. Any student entering the classroom after the bell has rung and who does not have a written excuse from a staff member, will be given an unexcused tardy. If a question arises, the principal will determine whether a student's tardiness is excused.

Persistent tardiness, on the other hand, interrupts the instruction and weakens the morale that benefits all students. On the third occasion that a student has a tardy in a quarter, a detention will be issued to the student. For each subsequent tardy in the quarter, another detention will be issued. When a student has received six detentions for tardiness in a quarter the student will be suspended from school for a duration determined by the principal. Additionally, students who are more than 15 minutes late to class may lose participation points and may also receive half credit for homework turned in late. For the purpose of tracking attendance, a student's tardy status changes from a tardy to an absence after class has been in session for 15 minutes.

Guests Attending Dances and School-Sponsored Activities

Students may invite guests to designated school dances. Prior approval must be secured from school administration. Students in grades 9-12 from other schools may be invited as guests, but are subject to the same dance and school regulations as BFHS students. Guests must be 20 years of age or under and must bring a current photo ID with birth date.

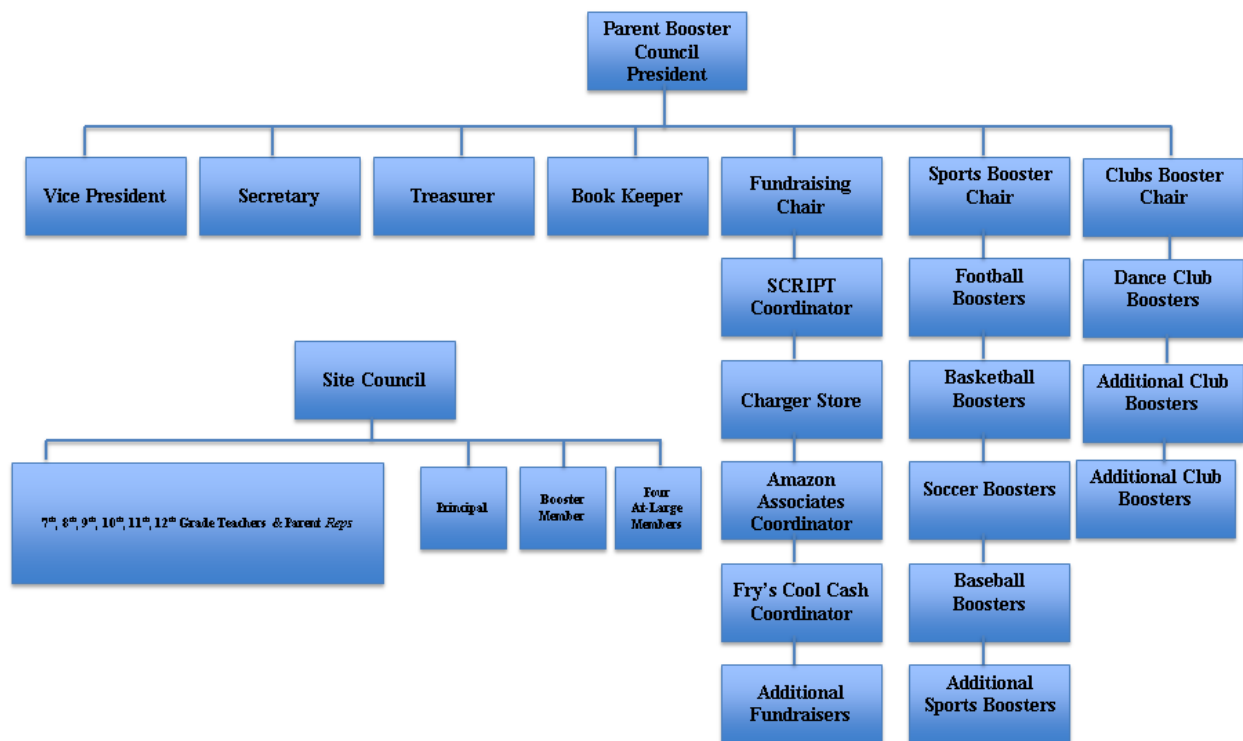
Parental Involvement

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

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

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

The Site Council is comprised of one parent representative and one staff representative for each grade level as well as the Principal, a member of the Parent Booster Council and up to four at-large members. The purpose of the Site Council is to act as a conduit between parents and administration, offering suggestions, insight and direction in regard to school policy. We encourage parents to seek ways to help carry out the mission and visions of BFHS through the Parent Booster Council and the Site Council.



The **CHARGER** *Way*

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

 **BE STRONG AND REJOICE IN THE CHALLENGE**

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

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

Code of Conduct

SCHOOLWIDE EXPECTATIONS

- Every student has the right to learn, and teachers have the right to teach!
- Follow directions and respond to a request.
- Be on time and be prepared to learn.
- Be respectful and demonstrate kindness.
- Be in dress code.
- Behave honorably in all situations
 - Use only wholesome and courteous language.
 - Students are expected to show good taste and conduct themselves respectfully at all times. Being affectionate in school creates an environment that is not conducive to concentration and learning; therefore students should refrain from public displays of affection on campus or at school related events & activities.
- Respect the school property.
- Do not bully or harass other students.
- Tolerate and accept physical, philosophical and cultural differences amongst others.

STANDARD OF CLASSROOM BEHAVIOR

- Be in class on time, prepared to work.
- Bring the needed materials to complete your work in the classroom.
- Respect everyone's right to learn and the teacher's right to instruct.
- Respect all rights and property of others.

TEACHER EXPECTATIONS

- Teachers will develop and communicate a set of clear, specific, classroom rules and procedures.
- Teachers will issue warnings for disruptive classroom behavior. ***Warnings will be issued one at a time to the individual student, not the entire class. Students must be given an opportunity to correct the behavior.***
- Teachers will give students an opportunity to comply and behave appropriately after issuing a warning.
- Teachers will issue warnings in a positive non-disruptive manner. Teachers will not lecture, argue with or give undue attention to disruptive students.
- Teachers will be fair and consistent when issuing warnings. Teachers will not ignore behaviors.
- All students will be treated the same way.

- Teachers will call the office when a student needs to be removed.
- Teachers will contact a parent/guardian each time a student is given after school detention or has to be removed from the classroom for disruptive behavior.
- Teachers will fill out the appropriate paperwork each time a student is given detention or has to be removed by an administrator. The referral must describe the behavior that resulted in each warning. The paperwork must be submitted by the end of the day of the incident.
- Teachers will only use the warning system for minor disruptive classroom behavior. Serious infractions will be reported to administration immediately.

Academic Integrity

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

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

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

Discipline

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

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

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

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

Detention Policy and Procedures

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

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

Academic:

A detention will be assigned with a third incomplete or late assignment and for each subsequent late or incomplete assignment that occurs in a given class within a grading period (quarter).*

***Some teachers may choose to offer tutoring at an appointed time with a student in lieu of detention.**

Behavior:

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

In Case of Repeated Infractions:

Students who receive more than three detentions in a quarter for the same offense will receive one day of out of school suspension.

Detention Procedures:

Upon issuing a detention, the student will go to the office and attempt to contact a parent by phone in order to make him/her aware of the detention and to arrange transportation. Additionally, an email will immediately be sent home by the teacher in order to notify and explain the offense to parents. Students will serve detention on **the day that the detention was earned**. If a student cannot, for any reason, serve the detention on that day or fails to show up for detention, he/she will be given In School Suspension (ISS) the next school day.

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

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

Students will be assigned to detention from 2:30 p.m. to 3:30 p.m. in a pre-determined room.

All students must pre-arrange transportation home when they call home to inform parents of the detention.

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

Students will complete a "Reflection Form" during detention. The purpose of this form is to allow students to contemplate the reason they were assigned ASD and how to remediate his/her behavior. Students will not be allowed to do homework or other activities during detention.

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

After-School Detention Notification:

Teachers will email the detention teacher notifying him/her to expect said student in detention and the reason for their detention.

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

The issuing teacher will place the ASD Completion Form in the Principal's box in order that the information may be entered into Schoolmaster.

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

Suspensions

In-School Suspensions (work detail) will be assigned when students do not show up for detentions or for other appropriate situations. In-school and out-of-school suspended students are responsible for assignments given by their teachers and make up work must be turned in within the regular time frame.

Assembly Conduct

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

Cell Phones

CELL PHONES AND SMART WATCHES ARE TO BE TURNED OFF AND KEPT IN STUDENTS' BACKPACKS DURING THE ENTIRETY OF THE SCHOOL DAY!

Students who fail to comply with the stated policy regarding cell phones and smart watches will be subject to the following discipline procedures.

First Offense – Cell phone will be confiscated from the student and delivered to the principal's office. A parent will need to come in to the office to retrieve the cell phone.

Second Offense – In addition to having their cell phone confiscated, the student will serve an after school detention.

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

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

Technology

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

acceptable means of accessing an online environment and must remain turned off in the student's backpack for the duration of the school day.

Appropriate uses of the network and Internet

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

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

Inappropriate use of the network and the Internet

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

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

School monitoring of computer activity

- Users should expect no privacy of the contents of personal files on the BFHS network.
- Routine monitoring and maintenance of the network may lead to the discovery of violations of this policy, BFHS regulations, State or Federal law.
- Filtering software will be used to filter out inappropriate sites. Attempts to access inappropriate sites will be recorded along with user information.
- Computers and student records may be monitored to determine internet sites visited.
- Students will be monitored by teachers and support staff while using computers and the Internet.
- Other monitoring means may be used to check the systems for violations.

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

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

Results of violations

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

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

Parking Rules

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

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

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

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

Parking Fees and Refunds

- The parking permit is \$50 for the year and is pro-rated per semester. If a parking hanger is lost, the cost to replace it is \$5.
- Parking permits must be purchased at registration and hereafter at the front office.
- All vehicles that will be driven must be listed on the application. If you should get a new vehicle or drive a different vehicle temporarily, please give the office the temporary vehicle information.

- Unauthorized/non-registered vehicles are not allowed. Discipline will be swift. Repeat offenses will result in cars being towed.
- Refunds will be pro-rated for students who withdraw during the school year. To receive your refund you must turn in your parking hanger.
- Students who have their parking privileges revoked will NOT receive a refund.

Bus Rules & Regulations

Arizona law requires that, with respect to the authority of bus drivers, “Passengers shall comply with all instructions given to them by a school bus driver. A passenger or non-passenger who has boarded the school bus and refuses to comply with the bus driver’s instructions may be surrendered into the custody of a person who is authorized by the school to assume responsibility for the passenger or non-passenger.” (A.A.C. R17-9-104). Bus drivers are required to report student discipline issues to school administrators.

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

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

Arriving at pickup point:

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

Boarding the bus/vehicle:

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

Conduct on the bus/vehicle:

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

- Do not eat or drink on the bus, with the exception that students may drink water from plastic water bottles.
- Obey the driver's directions and instructions at all times.

Musical instruments, athletic equipment and large school projects:

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

Prohibited items:

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

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

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

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

First offense:

Verbal warning from the bus driver.

Second offense:

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

Third offense:

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

Fourth offense:

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

Fifth offense:

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

Sixth offense:

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

Clubs and Organizations

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

Extra-Curricular Activities

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

The fee-based after-school sports program for junior high is run by the school and in accordance with the school and the Charter Athletic Association league requirements. The fee-based after-school program for high school is run by the school and in accordance with the Arizona Interscholastic Association "AIA" requirements. It is an after school program for 7th -12th grade boys or girls. For junior high, sports include boys' flag football, girls' volleyball, boys' and girls' basketball, boys' volleyball, girls' softball, boys' and girls' track and other sports depending on league requirements. High school sports include eight-man tackle football, boys' and girls' basketball, co-ed golf, boys' and girls' soccer, girls' softball, girls' volleyball, boys' baseball, cross country, wrestling, co-ed soccer and track and field. The participation fee for high school students is \$100 per sport. The junior high participation fee is \$50 per sport. There is a family maximum of \$500 per year. Students are required to have a physical prior to tryouts to participate in any sport.

BFHS Grade Check Procedures

Students must maintain a "C" (70%) average and be passing all classes to remain eligible for participation in the sports program. Grade checks will be run on Monday morning of each week. The athletic office will verify any failing grades with the appropriate teacher. Athletes who are ineligible after verification remain ineligible Tuesday through the following Monday.

Extra-Curricular Conduct

Code of Sportsmanship

For Players

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

During games and on the bus to and from games, students are to abide by all Benjamin Franklin rules and are to behave in such a manner as brings credit to themselves, the team and the school. Students who are absent from school for more than half of the academic day on the day of a game will not participate in that game.

For Students

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

For Spectators

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

For All

Be Loud – Be Enthusiastic – Be Respectful!!!!

Dress Code

Benjamin Franklin students are expected to dress in a neat, attractive fashion reflecting pride in themselves and their school. The dress code is established to help ensure an atmosphere conducive to study. **PRIDE IN STUDENT DRESS** is one of the most observable differences at Benjamin Franklin. **IT IS BOTH THE PARENTS' AND THE STUDENT'S RESPONSIBILITY TO ENSURE COMPLIANCE WITH THE DRESS CODE.**

DRESS CODE – BOYS

- Long slacks, pants or jeans, clean and in good repair, may be worn. **(Pants with holes are not acceptable.)**
- Knee length “walking” shorts may be worn. **(No athletic shorts.)**
- Tank tops are not acceptable unless worn over a shirt with sleeves.
- Extreme haircuts are not permitted. This includes color, length and style (e.g., “Mohawks”, shaved words, patterns or symbols, unnatural colors).
- Sunglasses, hats, and caps are acceptable but must be removed when inside any school building.

DRESS CODE – GIRLS

- Long pants, jeans, capris or shorts to the knee (within 2” from the center of the kneecap), clean and in good repair should be worn. **(Pants with holes are not acceptable. No athletic shorts.)**
- Distressed jeans are acceptable; however, they may not show skin at any time whether sitting or standing.
- Skirts and dresses are acceptable when the knee length minimum is within 2” from the center of the kneecap. Cheer uniforms are allowed on game days.
- Leggings/tights are **only** worn with appropriate dresses and skirts.
- Tops must cover the shoulders and must overlap the pant or skirt waistband when arms are raised **(No bare midriff)**.
- Tank tops, sheer shirts and open backs are not acceptable unless worn over a shirt with sleeves. At no time should undergarments be visible.
- Necklines must be modest and may not be revealing - no cleavage showing.
- Sunglasses are acceptable but must be removed when inside any school building.

DRESS CODE – BOYS & GIRLS

- No clothing that displays inappropriate writing or pictures should be worn.
- Pajama bottoms, sagging or dragging pants, and other “over-sized” clothing are not acceptable attire at school.
- Make-up may be worn in moderation, and should complement skin tones and be natural in color/tone.
- All clothing must be modest. Clothing may not be too tight or revealing.
- Piercings may only be worn in the ears. All other piercings, including gauges, are considered body art and are not permitted.
- Tattoos and other forms of body decoration are not to be exposed at school or while representing the school at any activity. Students may not write or draw on themselves or others.
- Contacts that are an unnatural eye color (e.g., purple, red, etc.) or contacts that alter the normal shape and look of the pupil are prohibited.
- Sandals must have an ankle/heel strap or be reinforced with a second front strap. Flip flops may not be worn.

DRESS CODE FOR SEMI-FORMAL & FORMAL DANCES – BOYS

- Collared shirt required. Tie strongly suggested.
- Shirts must have sleeves.
- Well-groomed hair and clean-shaven.
- Dress shoes required; no tennis shoes or flip-flops.

DRESS CODE FOR SEMI-FORMAL & FORMAL DANCES – GIRLS

- Shoulders need to be covered at all times.
- Dresses may not be cut below the bust line (armpits) in the front OR the back.
- Dresses/skirts must be no shorter than 2 inches above the kneecap.
- Slits are not permitted above the knee.
- No sheer/see-through dresses, including sides or back.
- No bare midriffs.

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

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

THE PRINCIPAL WILL RESOLVE ALL QUESTIONS CONCERNING THE DRESS CODE.

High School Dance Rules & Reminders

1. Dances should be FUN! BFHS administration wants all students to be safe and comfortable.
2. “Extremes” are discouraged, and CLASS is encouraged. (Mohawks, dyed hair, outlandish hats, duct tape, etc... will not be permitted).

3. All school rules will be enforced at school dances. (See BFHS Handbook) Offenses will be dealt with accordingly. Any student who engages in disruptive behavior will be asked to leave.
**Ticket price will not be refunded if student is asked to leave.*
4. Non-BFHS students must be approved by administration- forms are in the office. Students may only bring (1) outside guest. **It is the responsibility of BFHS students to inform their guest about school guidelines.*
5. Students and guests must have a picture ID to be admitted to the dance.
6. Students must remain inside the building for the duration of the dance- access to the courtyard will be approved by administrators/chaperones in attendance.
7. Any student/guest who leaves the dance for any reason may only re-enter with permission of administrator on duty.
8. Only appropriate physical contact will be permitted. Suggestive dancing will not be permitted. If contact looks questionable, it will be stopped. Repeated infractions will be cause for expulsion from dance.
9. All students and guests must leave location within 30 minutes of end of function. No loitering in parking lots. Please make transportation arrangements within this time limit.
10. Jr. High students are not permitted to attend high school dances.
11. Adults older than 19 are not allowed as guests at high school dances.
12. Be aware of your surroundings. Make good choices! Display good character. Make some memories. HAVE FUN!

Bullying

Introduction

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

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to the following: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile devices or using the Internet - also known as cyber bullying)

Prohibition

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

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the school principal or any member of the administration team. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to a teacher or the school principal. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and will be investigated. A clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. The school official receiving a report of bullying shall immediately notify the principal, who is responsible for investigating the report or identifying the employee that will be doing the investigation.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. Filing a report in good faith will not reflect upon the individual's status, nor will it affect his or her grades or employment status by the district if the complainant is an adult staff member. The district shall keep the complaint confidential for both the accused and the accuser, until such time as the misconduct is confirmed and sanctions are imposed.

Procedure for investigating reports of bullying:

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

Sanctions and Supports

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

Disclosure and Public Reporting

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

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy. An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public upon request.

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

Family Contract

Honor Code

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

Code of Conduct

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

Family Handbook

We acknowledge that the Benjamin Franklin Family Handbook, containing school policies, has been emailed to students enrolled at BFHS and is available online at bfhsweb.weebly.com and the Benjamin Franklin High School Boosters Facebook website.

Permission to Publish

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

Technology

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

Transportation

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

Student Name (Please Print)

Student Signature

Parent Name (Please Print)

Parent Signature

Date