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## STUDENT-PARENT HANDBOOK

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### **SECTION 1. BEN FRANKLIN ACADEMY**

#### **MISSION**

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

#### **VISION**

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

#### **PURPOSE**

This Student-Parent Handbook outlines various policies of Ben Franklin Academy (BFA). This document is not meant to cover every aspect of BFA in specific detail. Instead, this document outlines the basic expectations, policies and day-to-day practices. Please be mindful that these policies were created with the best interest of the school as a whole in mind. A charter school is a school of choice; by enrolling your child at BFA you have chosen to abide by this handbook and BFA's policies. Please review this document thoroughly.

This document may be modified throughout the year as necessary. As such, please check BFA's website ([www.bfacademy.org](http://www.bfacademy.org)) for the latest version.

#### **THE THIRTEEN VIRTUES**

- Temperance – Control is the key to improvement. Keep your words, actions, and temper in control.
  - Silence – There is a time and place to speak up and a time to listen. You learn more by listening than speaking.
  - Order – All things have their place. Keep your work area in order; keep your day in order.
  - Resolution – Keep your word. When you have a task, get it done. Turn in your homework on time and be prepared.
  - Frugality – Be frugal. Do not waste the school's resources. Respect what you have been given. Reduce, reuse, recycle.
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- Industry – Keep on task. There is a time for work and a time for play – do both with a good attitude.
- Sincerity – Be kind. Say kind words and treat others as you want to be treated. Encourage each other to succeed.
- Justice – Be respectful. Give everyone a chance to work or play. Give others a chance to express themselves. Share. Remember that others are counting on you, so live up to your duty.
- Moderation – Keep yourself in balance. Focus both on accomplishing things in which you excel and those you do not. Try new things.
- Cleanliness – Keep yourself and your work area clean. Keep your uniform clean. Keep your school clean. Keep your words clean.
- Tranquility – Keep yourself from reacting poorly to others. People are not perfect and the world is not fair. Learn to deal with both despite imperfections. Be patient.
- Purity – Be pure in thought and deed. White lies, a little gossip, and small, mean words are painful and say more about you than about others. What you think about others is how you will treat them. Develop good thoughts and feelings toward all.
- Humility – Be mindful of others before yourself. Treat them as you want to be treated. Think about how you can help others before being asked. Let others speak when it is their turn.

## **SECTION 2. STUDENT, PARENT AND TEACHER RIGHTS & RESPONSIBILITIES**

### **STUDENT RIGHTS**

As a student you have the right to:

1. attend a safe, orderly and caring school.
2. receive daily instruction that is competent, well-planned and geared to increase student achievement.
3. be treated with respect by all staff, students and school personnel.
4. receive the extra support needed to help you excel at your individual level.
5. receive ongoing assessment of progress.
6. receive academic and personal guidance as needed.

**STUDENT RESPONSIBILITIES**

As a student you have the responsibility to:

1. learn and live the Thirteen Virtues.
2. abide by all rules of behavior and to demonstrate your personal best in all areas.
3. attend school on a regular and timely basis.
4. make BFA a better place.
5. treat all students, staff, and teachers with respect.
6. take home your daily academic planner, homework and correspondence as required by your teacher.
7. follow BFA's policies, procedures and rules.
8. make up work missed.

**PARENT RIGHTS**

As a parent you have the right to:

1. be informed of your child's progress on a regular basis.
2. be involved in your child's education.
3. have your child attend a safe, orderly and caring school.
4. be properly informed of all ongoing school issues by obtaining information from BFA's website ([www.bfacademy.org](http://www.bfacademy.org)).

**PARENT RESPONSIBILITIES**

As a parent you have the responsibility to:

1. check your child's academic planner, review interim reports and report cards.
2. provide educational support by ensuring your child attends school daily, is on time and prepared to learn by having the necessary materials.
3. support school rules and work cooperatively with the school, avoiding confrontational and adversarial resolution of grievances.
4. be familiar with and follow school procedures found on BFA's website ([www.bfacademy.org](http://www.bfacademy.org)).
5. review BFA's proactive discipline plan with your child.
6. complete volunteer commitment.

**TEACHER RIGHTS**

As a teacher you have the right to:

1. work in a safe, caring and orderly environment, conducive to teaching and learning.

2. receive support required to provide optimum learning in the classroom.
3. work with students who make an honest effort to learn.
4. receive support from parents in the teaching and learning process.
5. have distractions from educational tasks kept to a minimum.
6. be treated with respect by all students, parents and school personnel.
7. correct inappropriate behavior to maximize the learning environment.

**TEACHER RESPONSIBILITIES**

As a teacher you have the responsibility to:

1. come to school dressed appropriately, for a professional environment, prepared to teach all students.
2. provide well-planned instruction.
3. make every effort to address the needs, concerns and problems of each student.
4. provide assessments, data and feedback to students and parents.
5. read and know BFA's policies and procedures, including the Student Discipline Policy.
6. treat all students, parents, and school personnel with respect.
7. inform parents of behavior changes in students that may potentially affect their academic success.

# BEN FRANKLIN ACADEMY

## SECTION 3. ACADEMIC CALENDAR

### BEN FRANKLIN ACADEMY ~ 2014-15 SCHOOL YEAR CALENDAR \*\* Approved Calendar\*\*

KEY:	JULY 2014	AUGUST 2014																																																																																												
<p><b>T</b> = Teacher Work Days  <b>M</b> = Meet and Greet  <b>A</b> = Assessment Days  <b>H</b> = Holiday – No students  <b>C</b> = Comp Day – No students  <b>R</b> = Regular School Day</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S			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			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S						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							<p>11-12 Teacher Work Days            13 Meet your teacher – drop in            14-15 Student Assessment Days            18 No School            19 Teacher Work Day            20 First Day of School</p> <p style="text-align: right;">8 school days</p>
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<p>1 Labor Day – No School            26 Teacher Work Day</p> <p style="text-align: right;">20 school days</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		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					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	Th	F	S				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		<p>7/9 Parent-Teacher Conf.            10 No students – Comp Day            13-17 Fall Break</p> <p style="text-align: right;">17 school days</p>							
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<p>7 Teacher Work Day            14 End of Trimester (54)            24-28 Thanksgiving Holiday</p> <p style="text-align: right;">14 school days</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S							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							<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		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				<p>22-31 Winter Break</p> <p style="text-align: right;">15 school days</p>
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<p>1-2 Winter Break            16 Teacher Work Day            19 Martin Luther King Day</p> <p style="text-align: right;">18 school days</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </table>	S	M	T	W	Th	F	S					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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </table>	S	M	T	W	Th	F	S	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	<p>10/12 Parent-Teacher Conf.            13 No Students-Comp Day            16 Presidents' Day            27 End second trimester (56)</p> <p style="text-align: right;">18 school days</p>														
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## **SECTION 4. SCHOOL OPERATIONS**

### **CONTACT INFORMATION**

Address: 2270 Plaza Drive, Highlands Ranch, CO 80129

Main phone number: 720.383.4519

Email: [info@bfacademy.org](mailto:info@bfacademy.org)

Attendance phone number: 720.432.9239

Attendance email: [attendance@bfacademy.org](mailto:attendance@bfacademy.org)

### **OFFICE HOURS**

The office is open from 7:30 a.m. to 4:30 p.m., Monday through Friday. The school office is closed on all holidays listed on the school calendar and during weather-related school closures. The office will be closed from 3:00 p.m. to 4:00 p.m. to assist with carpool.

### **SCHOOL HOURS**

Regular School Hours: 8:15 a.m. – 3:30 p.m.

Morning Kindergarten: 8:15 a.m. – 11:15 a.m.

Afternoon Kindergarten: 12:30 p.m. – 3:30 p.m.

### **CHANGE OF CONTACT INFORMATION**

Please notify the school office of any change in contact information in writing immediately. Changes can include phone numbers, address, email, and emergency contacts.

### **MESSAGES FOR STUDENTS**

Messages for students must be called into the school office and only should be urgent. Parents are not allowed to call directly into the student's classroom to speak with their student. Messages received after 2:00 p.m. may not be delivered before the end of the school day.

### **EARLY STUDENT PICK-UP**

Early pick-up of students must be completed before 3:00 p.m. Parents must sign out their student in the office. The student will be paged to come to the office for dismissal. For the safety and security of all students, parents must wait in the office for their child. No dismissals will occur through the front office after 3:00 p.m. All parents will be directed to the carpool line to pick up their student after 3:00 p.m.

### **LATE STUDENT PICK-UP**

The afternoon carpool is from 3:30 p.m. to 4:00 p.m., and all parents are expected to pick up their children during this time. Students not picked up by the end of the afternoon carpool may be sent to Before and After School Enrichment (BASE) and parents will be

charged at the current BASE tuition rate. Students must be picked up from BASE by 6:00 p.m.

**WEATHER RELATED SCHOOL CLOSURES AND DELAYS**

BFA will follow Douglas County School District (DCSD) for school closures and delays. Closure information can be found at the district website or any local news source. Please use your discretion regarding late starts to ensure the safety of your family. Please call the office if your child will be tardy or absent on these days.

**VISITORS/GUESTS**

Visitors must come to the office to register and receive a visitor's pass to visit classes or be in the building. Please see BFA's Volunteer & Visitor Policy for additional details.

**SPECIAL EDUCATION/504 LEAD**

The respective Assistant Principal serves as the special education liaison and the 504 Team Lead.

**ATTENDANCE PROCEDURES**

All absences and tardies must be called in to the attendance line at 720.432.9239 or emailed to [attendance@bfacadmy.org](mailto:attendance@bfacadmy.org) by 8:30 a.m. Extended or planned absences should be reported in advance to the office. If you have not contacted the main office by 8:30 a.m., the main office will contact you to ensure the safety of your child(ren).

*Tardiness*

Being late to class is detrimental to the educational process. The front doors of the school will be locked at 8:10 a.m. students will be tardy if they are not in the building by then. After 8:10 a.m., students will be required to enter through the front office where they will receive a tardy slip. Students will also be tardy if they are not in their classroom, settled in, and ready to learn at 8:15 a.m.

All tardies will be recorded including beginning of the school day, morning and afternoon breaks, and individual classes. The consequence for tardies is spelled out in the Student Attendance Policy.

*Absences*

Participation in daily classroom activities is an important and necessary part of school life. All full-day and partial-day absences will be recorded.

*Truancies*

Truancy occurs when a student misses classes without permission or notification from a parent or guardian. If a student is deemed truant, by law, parents and the local police are contacted immediately. Truancy is a major behavior violation and will result in the consequences detailed in the Student Attendance Policy.

*Make up work*

Make up work shall be allowed in accordance with the Student Attendance Policy.

## **TRANSPORTATION PROCEDURES**

These transportation procedures will be modified throughout the year to seek the most efficient and effective procedures possible. Please check BFA's website for the more current transportation procedure.

BFA participates in the DCSD bus service. Parents must coordinate all transportation to and from the school. Carpools are highly encouraged.

### *Arrival Procedures*

The building doors will be open from 7:45 a.m. to 8:10 a.m. There will be no supervision prior to 7:45 a.m. Students arriving between 7:45 a.m. and 8:00 a.m. will be sent to the gym (k-3<sup>rd</sup>) or the commons (4<sup>th</sup>-8<sup>th</sup>)

### *Dismissal Procedures*

BFA is a closed campus. Students are expected to remain on school grounds at all times unless special permission is granted. Parents must check students in and out of the office if they leave for any reason throughout the day. School dismisses at 3:30 p.m. Students who are not picked up by 4:00 p.m. will be sent to BASE and parents will be charged at the current BASE tuition rate. Students must be picked up from BASE by 6:00 p.m.

### *Hours*

Morning carpool drop-off:	7:45 a.m. – 8:10 a.m.
Afternoon carpool pick-up:	3:30 p.m. – 3:55 p.m.
Morning kindergarten pick-up:	11:15 a.m. – 11:25 a.m.
Afternoon kindergarten drop-off:	12:10 p.m. – 12:20 p.m.

### *Parking Lot Procedures*

All parents shall abide by the parking lot procedures. Parents must understand that drop off and pick up at a charter school is often organized chaos. Please pay attention, follow the policy, and follow any direction provided by staff. The chaos associated with pick up and drop off can only be mitigated if everyone cooperates and is patient. But most importantly please be patient and remember your kids are watching how you behave. Please see BFA's Traffic and Parking Management Policy for additional details.

## **SCHOOL LUNCH**

Lunch will be provided by DCSD.

The lunch menu (including ingredients and allergy information) can be found at <http://dcsd.nutrislice.com/>. Please direct questions about lunch (e.g., placing orders, maintaining an account, health information, etc.) to Kelci Porizky, our Kitchen Manager, at [kporizky@dcsdk12.org](mailto:kporizky@dcsdk12.org).

## **STUDENT FEES**

For the academic year 2014-2015, the fees are \$125 per child for preschool, \$116 per child for half-day kindergarten, \$166 per child for full-day kindergarten through 5th grade, and \$176 per child for 6th through 8th grade. These fees are classroom fees and the majority of the funds will go directly to a classroom budget for classroom supplies.



You will not be asked to provide school supplies for your child's classroom. Student fees are non-refundable. These fees do not include field trip fees.

All textbooks and electronic devices are the property of BFA and are on loan to students for their use during the school year. Students are responsible for the proper care of textbooks and electronic devices, and must maintain them in good condition. Students should not highlight or write in textbooks. At the end of the year or unit of study, students must return the exact numbered copy they were issued to get credit for turning in the book. Excessive damage will be noted at this time and students may be charged for damages beyond typical wear and tear.

Students/parents will be responsible for the replacement cost of textbooks or electronic devices that are damaged beyond repair or not returned for any reason. If a textbook or electronic device is lost during the school year, a duplicate item will not be issued until the cost of replacing the lost item is paid. All replacement textbooks or electronic devices will be purchased by BFA.

Failure to pay these fees may result in withholding report cards, transcripts, and web portal privileges, denying participation in graduation/end-of-year party activities and loss of library privileges for the student. Any outstanding fees for lost/damaged textbooks or electronic devices at the end of an academic year will automatically be added to a student's registration fees the following year. If a student graduates or ends his/her enrollment, but has siblings at BFA, these fees will be added to the oldest student's account for billing purposes.

#### **BIRTHDAY PARTIES AND INVITATIONS**

Students are permitted to bring in small treats to celebrate their birthdays. Please ask your student's teacher before bringing in treats to check for allergies and to determine the appropriate number. Treats must be brought for the entire class or not at all.

Invitations for birthday parties can be delivered at school only if every student in the class is invited or if only all the boys or girls in a class are invited. No exceptions.

#### **HEALTH INFORMATION**

##### *Dispensing Medication*

Medication can be dispensed at the school only if the Medication Form is completed. This form will be kept with medication. The medication must be prescribed by a doctor and in its originally labeled container. This includes over the counter pain relievers. Medication will be stored in a locked location at all times. In rare circumstances and in consultation with the school nurse and the principal, students may be allowed special medication privileges.

##### *Ill Students*

Please do not send your child to school if your child has vomited in the last 24 hours, your child has a contagious illness or condition, your child has had a fever of 100 degrees or higher in the last 24 hours, or if your child has any contagious illness (i.e. chicken pox, pink eye, strep, measles, upper respiratory infection or impetigo). Your child will be sent

home if they vomit, have a fever of over 100 degrees, or other symptoms that interfere with the learning environment.

*Emergency Contact Information*

Please be sure to keep your emergency contact information up to date in case we need to contact you to pick your child up.

*Immunizations*

The following immunizations are required by the State of Colorado for kindergarteners for the 2014-2015 school year. More information is available at the DCSD website.

1. Hepatitis B Vaccine
  - a. All students must have had three doses of the Hepatitis B vaccine.
  - b. Must be administered such that dose two is given not less than 30 calendar days after dose one, and dose three is given not less than 60 calendar days or more than 150 calendar days after dose two.
2. Measles/Mumps/Rubella
  - a. Two doses of Measles/Mumps/Rubella are required.
3. Chicken Pox
  - a. All students are required to have either a Chicken Pox vaccine or documented history of the disease.

A Certificate of Immunizations must be completed certifying that the students have received the minimum immunizations as indicated above.

**SAFETY**

*Drills*

BFA will hold emergency drills as proscribed by Colorado law. Students are expected to comply with all instructions during these drills.

*Crisis and Emergency Response Plan*

The administration and staff of BFA have taken significant steps to ensure the safety and well being of your child(ren) at school. The school has created a School Crisis and Emergency Plan in accordance with DCSD. This plan takes into consideration a variety of situations that could potentially arise in our school or our neighborhood and plans have been created should an emergency or crisis arise.

In the event of an emergency situation, parents will be contacted via email and phone.

Please avoid coming to the school until you've been instructed to do so. It is possible that, during a crisis in the neighborhood, you may not be able to enter the school building if it compromises the safety of the children during a lockdown.

Please DO NOT call the school directly during an emergency as this ties up phone lines and prevents important inbound or outbound calls with emergency personnel.

### *Communications*

The BFA website - [www.bfacademy.org](http://www.bfacademy.org) - shall be up to date on all school matters and will be the primary communication tool. This website as well as email communication shall be the primary mode of communication between BFA and parents.

A school newsletter shall be emailed weekly to registered users. These newsletters shall include information about assemblies, special events, etc.

Please see the Parent Communication Policy for additional details.

### *Parent-Teacher Communication*

Regular communication is critical in the educational process. Email is the primary form of communication between teachers and parents. If a parent meeting is necessary or a parent wishes to come visit with a teacher, such meetings should occur after the school day so that teachers are not interrupted as they prepare for their day. When sending an email message for a teacher, please understand that a teacher's daily schedule may limit the time available to return calls. Every effort will be made to respond within 48 hours.

## **SECTION 5. ACADEMIC PROGRAM**

### **CORE KNOWLEDGE**

BFA provides a rigorous educational program, challenging all students at their own level. The Core Knowledge Sequence – with an emphasis on math, science, and literacy – combined with programming for music, art, physical education and principle-based character education constitute the backbone of BFA's academic program. Students exposed to the Core Knowledge Sequence have shown significant gains on standardized tests in reading comprehension, vocabulary, science, mathematics concepts and social studies. BFA's academic program fully aligns with the Colorado Academic Standards. A brief overview of BFA's principal curricula is set forth below.

### **MATH**

Saxon Math is BFA's primary mathematics program in grade levels K-6. This program's innovative, instructional approach breaks complex concepts into simpler increments, recognizing that smaller pieces of information are easier to learn and teach. Through a spiraling approach, new concepts are introduced while previously taught concepts are continually reviewed. Research shows that the Saxon approach has produced significantly higher levels of student learning than those found in programs with a chapter-based approach. For Algebra and Geometry, BFA uses *Pearson Mathematics*.

### **SCIENCE**

Students, beginning in kindergarten, have daily science exposure. BFA's science curriculum, as supplemented by *Scott Foresman Science (K-5)* and *Prentice Hall Science Explorer (6-8)*, increases students' scientific literacy and exposes them to the scientific method: teaching them to ask questions, hypothesize, make observations, collect and analyze data using various tools, draw conclusions and communicate their results. BFA provides its students with increased opportunities for inquiry-based learning though

hands-on labs for both the elementary and middle school students. This unique hands-on program exposes students to a number of scientific disciplines

### **LITERACY**

BFA emphasizes literacy by supplementing the CK Sequence in language arts and literature with *McGraw Hill's Treasures* (reading levels K-6), *Prentice Hall Writing and Grammar* (reading levels 7-8), *Step Up to Writing* and *6+1 Traits* (K-6), *Accelerated Reader* (K-8) and *Grammar and Writing* by Curtis and Hake (6-8). Further, BFA's civics department uses *Pearson Learning Core Knowledge History and Geography* (K-6) and *The American Journey* (7-8).

### **CHARACTER EDUCATION**

For its principle-based character education, BFA uses Benjamin Franklin's Thirteen Virtues.

### **TECHNOLOGY**

BFA has a dynamic learning environment that integrates technology into its curricula. BFA provides opportunities for students to access information, organize data, create and problem-solve using a variety of age-appropriate technologies, including iPads, Chrome Books, mobile technology labs and two technology labs. Classrooms have whiteboards and document readers that enable teachers to display information from computers, creating a dynamic learning environment for students through the technology's interactive nature, vivid images and video and audio capabilities. Research shows that students engaged in technology-rich environments show significant gains and achievements in all subject areas, improved attitudes toward learning, and increased self-esteem.

### **ASSESSMENTS**

As a data-driven institution, BFA conducts annual Parent, Student and Staff Satisfaction Surveys as well as collects, reviews and analyzes data from the Partnership for Assessment of Readiness for College and Careers for grades 3-8 (PARCC), Colorado Measures of Academic Success (CMAS) for grades 4, 5, 7 & 8, North West Evaluation Assessment Measures of Academic Success (NWEA MAP), Accelerated Reader (AR)/STAR Early Literacy (STAR), curriculum-embedded assessments and teacher observations, in addition to any new State assessments, to make decisions about the progress and direction of each student. Notably, these standardized tests not only assess individual student achievement but also score how BFA is performing relative to State standards and other schools' programming.

Recognizing that the success of its students is directly related to the effectiveness of its Board, administrators, teachers and staff in implementing BFA's vision and mission, BFA has developed a professional development plan to provide all of its professionals with opportunities for continuous growth and improvement of their skills, which will, in turn, further strengthen BFA's programs and improve student achievement. BFA conducts and analyzes assessments to enable teachers to effectively differentiate

instruction for each student and quickly identify students who are falling behind, as well as allow administrators to determine the training needs of BFA's faculty. Continuing evaluations, including the student assessments identified above, Parent, Student and Staff Satisfaction Survey results, and needs assessments, are integral to BFA's professional development.

#### **PROFESSIONAL DEVELOPMENT**

Initially, BFA's professional development plan for administrators, faculty and staff focuses on its mission and vision, CK Sequence and supplemental curriculum, assessments, differentiated instruction, flexible ability groupings, character education and general policies and resources. Research suggests that when professional development is focused on academic content and curriculum that is aligned with standards-based reform, teaching practice and student achievement are likely to improve. Throughout the year, staff also will participate in scheduled, structured and purposeful weekly team meetings, and may visit and observe faculty at nearby successful charter schools. While subsequent training activities will review and reinforce prior topics, quarterly needs assessments and evaluations will be conducted to ensure that BFA is providing adequate resources to support its academic program as well as to determine the effectiveness of the training activities as they relate to increasing student achievement. Pre- and post-assessments in writing, reading, math, and science will be used to gauge whether students are benefiting from teacher development opportunities.

#### **GRADE SCALE**

The grading scale and policies are set forth in BFA's Grading Policy.

#### **REPORT CARDS**

Report cards will be distributed at the end of each trimester. BFA will provide traditional letter grade report cards as set forth in the Grading Policy.

#### **HOMEWORK**

Homework shall be assigned in accordance with BFA's Homework Policy.

#### **PARENT-TEACHER CONFERENCES**

Parent-teacher conference sessions will be scheduled twice a year during the first and third trimesters. Parents will be notified via email regarding the schedule for parent-teacher conferences. A confirmation email will be sent to you to confirm your conference time for each child.

#### **FIELD TRIPS**

A field trip can be a valuable extension of the classroom experience. Only field trips that have a specific goal clearly related to the curriculum and a significant educational value will be considered. The principal must give approval and sanction arrangements for all field trips.

For more information please refer to the Field Trip Policy.

### **RESPONSE TO INTERVENTION (RTI)**

Response to Intervention is a multi-level prevention system to maximize student achievement and to reduce behavior problems.

With RTI, schools identify students at risk for poor learning outcomes, monitor student progress, provide evidence-based interventions and adjust the intensity and nature of those interventions depending on a student's responsiveness, and identify students with learning disabilities.

Through this process, ongoing data collection is used to recognize students with learning disabilities much earlier than in the past. This allows students to be provided with the help they need before further learning disabilities develop.

## **SECTION 6. BFA RULES**

### **CODE OF CONDUCT**

BFA's code of conduct is based on the premise that all students are capable of behaving in the school setting. Each student has the right to the school environment as a means of self-improvement and intellectual growth. It is, therefore, expected that all students will conduct themselves in a manner compatible with the BFA's function as an educational facility.

Discipline is an interaction with the student, both from BFA personnel as well as parents. Students must learn that there are consequences for their actions or inactions. Rules are established to serve a reasonable purpose, be practical and within the child's capability and be consistent and clearly defined. Our goal is to help each student learn self-control, self-direction and responsibility for their behavior.

Discipline is only as effective as the support we get from the parents. Please discuss any discipline referral that is sent home with your child and use it as a learning opportunity for your child and to reinforce BFA's code of conduct and Student Discipline Policy.

### **RECESS AND PLAYGROUND RULES**

#### *Recess*

Outdoor recess will be held every day unless it is raining or snowing heavily, or below 22 degrees. Students should come prepared with appropriate outerwear for the variable Colorado weather. If students wear snow boots to school, they need to bring shoes that conform to the dress code to wear in the classroom.

#### *Playground*

1. The playground equipment is to be used the way it was intended.
2. Students must wear appropriate shoes at all times on the playground.
3. Fighting/wrestling of any kind is prohibited.
4. Toy guns or weapons of any kind are not allowed on the school grounds.
5. Students may not throw snow, rocks, or sand.

6. Students must stay in the playground boundaries.
7. Students may not go outside of playground boundaries to retrieve a piece of equipment (i.e., ball, Frisbee, etc.). Students should notify the playground supervisor.
8. Students are not to participate in overly aggressive, tackle games of any kind.
9. A pass is required from the playground supervisor if a student needs to come back into the school building during recess times.

Students are encouraged to work through their own disagreements during recess but may consult with the playground supervisor when necessary.

#### **DISCIPLINE**

BFA's discipline policy is detailed in the Student Discipline Policy.

### **SECTION 7. VOLUNTEERING**

#### **COMMITMENT HOURS**

Parents are responsible for completing the family volunteer hour commitment of 30 approved hours per year. Please see BFA's Volunteer & Visitor Policy for more information. There will be multiple opportunities throughout the year to get involved. Siblings are not allowed to be with the parent/guardian during the volunteer time. These tasks can include such things as:

- Planning and organizing various events and activities including field days, art shows, science fairs, and musical programs.
- Assisting students with AR testing.
- Helping with classroom projects throughout the year, including many at-home projects that must be returned to school in the designated timeframe.
- Assisting BFA's Facilities Manager with various building maintenance related projects such as snow shoveling, painting, and more.
- Supporting the library and assisting BFA's Librarian.
- Provide for and support after school programs.

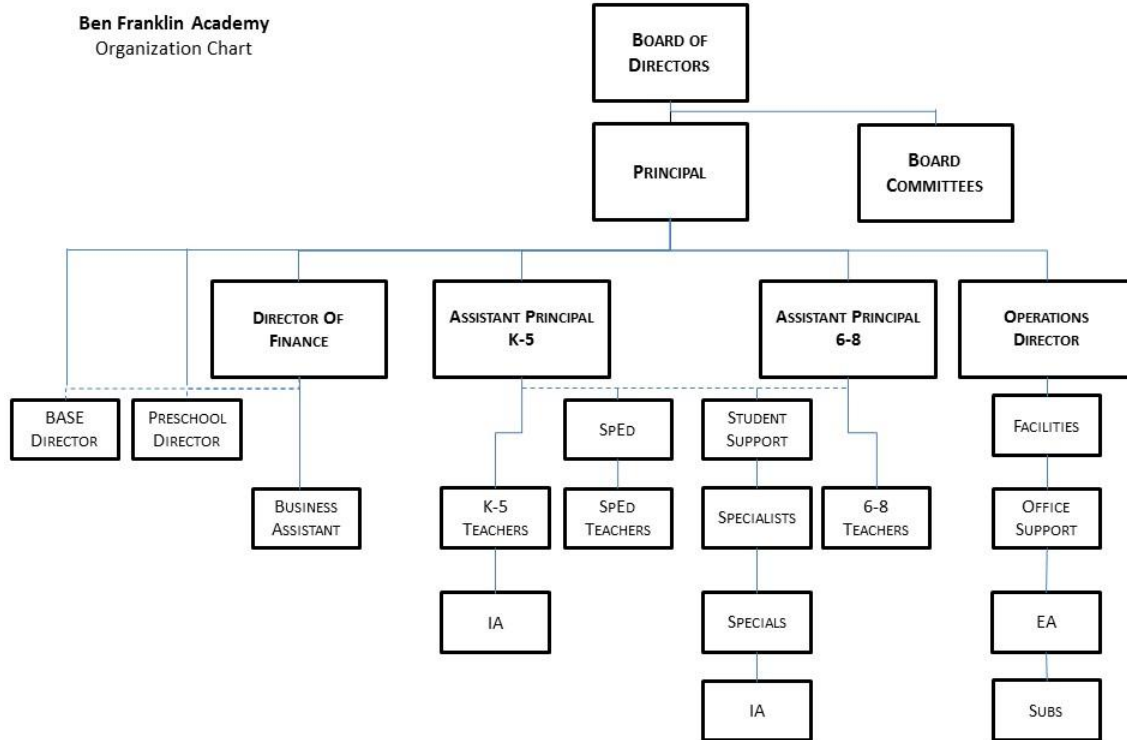
Please contact [volunteer@bfacademy.org](mailto:volunteer@bfacademy.org) for more information.



**SECTION 8. SCHOOL COMMUNITY**

**GOVERNANCE**

BFA will be organized in accordance with the following organizational chart.



*Board of Directors*

The Board of Directors (Board) will operate as a policy-setting board in accordance with the Board’s bylaws. Board directors shall be elected and/or appointed in accordance with the Board of Directors Election Policy and Bylaws. BFA’s Board shall:

- Establish and maintain the mission and vision of BFA.
- Implement policies that are consistent with the mission, vision, and goals of BFA.
- Hire and evaluate the Principal.
- Provide financial and legal oversight to ensure that BFA’s integrity is maintained.
- Be responsible for final accountability for BFA’s academic success, organizational viability, and faithfulness to the terms of the contract.
- Organize subcommittees that report to the board of directors.



- Recruit and orient new Board members and assess Board performance.

*Principal*

The Principal will be responsible for the day-to-day operations of the school. The Principal reports to the Board and is responsible for: hiring and evaluating the Assistant Principals, Director of Finance, Operations Director, Preschool Director, teachers, preschool staff and other staff; directing grant and fundraising efforts; assisting the Board with its long-term strategic plan; and overseeing and managing the development of the annual school budget. The Principal and Assistant Principals manage all disciplinary matters for students and staff. The Principal sets the tone for the school and is responsible for achieving the school goals, following the vision and achieving the mission.

*Assistant Principal*

The Assistant Principals will assist in the day to day operations of the school. BFA has two Assistant Principals: Assistant Principal (K-5) and Assistant Principal (6-8). The Assistant Principals report to the Principal and are the supervisors for their respective grade levels to SPED, Specials, Academic Interventionists and the Athletic Director. The Assistant Principals will manage all discipline matters for students. In addition, the Assistant Principals are responsible for implementing BFA's performance evaluation system.

*Director of Finance*

The Director of Finance reports to the Principal and is responsible for providing financial management, Human Resource Management and Regulatory Compliance for BFA. In addition, the Director of Finance will have dotted line responsibility for the financial portion of the enterprise operations including Preschool and Before and After School Enrichment (BASE). The Director of Finance shall work with the Principal and the Board to ensure the financial success of the school.

*Preschool Director*

The Preschool Director runs and operates the preschool as well as evaluates preschool staff. The Preschool Director reports to the Principal.

*Operations Director*

The Operations Director reports to the Principal and is responsible for leading and managing the facilities operation, safety and security. The Operations Director shall manage, direct and exercise functional authority for the operation and maintenance of the traffic by working collaboratively with the staff. The Operations Director is responsible for providing substitute placement and absent management for teachers and managing daily office activities and office staff as well as family and child interactions.

*Marketing and Community Outreach (MCO)*

The Parent Advisory Committee (PAC) and Marketing Committee officially merged to create one resource for all marketing and community outreach efforts for BFA. This newly formed committee has been renamed the BFA Marketing and Community Outreach Committee (MCO).

Email: [mco@bfacademy.org](mailto:mco@bfacademy.org).

*School Accountability Committee (SAC)*

The School Accountability Committee (SAC) is tasked with informing, encouraging, and providing opportunities for parent and community members to be involved in the planning and evaluation of the school's instructional program and quality improvement processes. The SAC reports to the principal and participates in the District Accountability Committee. The state of Colorado requires each school to have a School Accountability Committee consisting of parents, teachers, and community members charged with advising the administration on the improvement of the school. SAC also serves as a sounding board for community concerns. All meetings are open to the public and publicized beforehand. We encourage parents and other community members to attend.

Email: [sac@bfacademy.org](mailto:sac@bfacademy.org).

*Science, Technology, Engineering and Mathematics (STEM):*

The Science, Technology, Engineering and Mathematics (STEM) Committee reports to the Board on science matters and is a resource to the staff on Science Expo, Science Fairs, and other extracurricular science activities. Along with advising on the latest science curriculum, the STEM committee is responsible for bringing in speakers and sponsoring clubs for students after school, as well as participating in our science fairs and science expo. STEM seeks qualified scientists and “techies” for this committee.

Email: [stem@bfacademy.org](mailto:stem@bfacademy.org).

*Grant Writing Committee*

The Grant Writing Committee reports to the Board on potential grant opportunities, drafting grant applications, and ensuring compliance with received grants.

Email: [grants@bfacademy.org](mailto:grants@bfacademy.org).

*Parent Teacher Organization (PTO)*

The Parent-Teacher Organization (PTO) is an organization for parents separate and distinct from BFA. However, the PTO shall work closely with BFA for fundraising events. The objectives of the PTO are as follows: 1) build a strong school spirit by working to enhance the quality of our student's education; 2) support the school administration by serving as a volunteer resource; 3) promote communication with the BFA community; and 4) raising funds. Every parent is a member of the PTO. The PTO has a board, elected each year by parent vote, which oversees the activities of the PTO. The PTO plays a major role in fund raising and organizing parent volunteers at BFA.

Email: [pto@bfacademy.org](mailto:pto@bfacademy.org).

*Finance*

*Committee*

The Finance Committee reports to the Board and is responsible for reviewing month-end and year-end financial statements. In addition, they also provide support in the area of finance when needed.

Email: [finance@bfacademy.org](mailto:finance@bfacademy.org).

**SECTION 9. POLICIES**

All other policies of BFA are incorporated herein by reference. The most up to date version of BFA's policies can be found on the BFA website ([www.bfacademy.org](http://www.bfacademy.org)).

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**POLICY HISTORY:**

Original: approved by the board June 6, 2011

Revised for the 2014-2015 Academic Year