

# *Franklin Academy*

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Malone NY 12953  
Telephone:  
(518) 483-7807  
2015-2016

## STUDENT HANDBOOK

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### Guidance Counselors

Mrs. J. Dievendorf (A-G)  
Mrs. Susan Jones-King (H-O)  
Mrs. Lisette Maguire (P-Z)  
Mrs. Rosalyn Poirier

### *This Agenda Belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

Phone \_\_\_\_\_

### FRANKLIN ACADEMY MISSION STATEMENT

*Focus Today, Excel Tomorrow!*

New York State SAVE Legislation: Parents and students should be aware that the Franklin Academy Discipline Policy has been developed as a result of the recent SAVE legislation. District and School codes of Conduct have been aligned with this legislation.

## CORE VALUES AT FRANKLIN ACADEMY

### **Respectful, Responsible, Cooperative, and Safe**

**Vision:** Franklin Academy will educate all students in a respectful, responsible, cooperative, and safe environment. We will provide our students with the necessary skills to be successful citizens who are college and career ready.

Literacy Initiative: This year it will be a requirement that all students at FA have independent reading material on them at all times. Reading material may be in any format including text, or digital on a device. Reading material is one's own personal choice, but **all** are expected to have something to read at any given moment. This will promote our culture of literacy and learning. Students at FA will be supported in selecting texts by their teachers and the school librarian.

## STATEMENT OF NONDISCRIMINATION

**The Malone Central School District does not discriminate on the basis of disability, sex, race, color, religion, age, national origin, or other prescribed bases in its programs, activities, or employment matters, in accordance with the Civil Rights Act of 1964, as amended, the Americans with Disabilities Act, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, Title IX of the Education Amendments of 1972, and other applicable laws. Pursuant to Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and other federal and state laws, rules and regulations, the Business Administrator, Timothy Whipple, 42 Huskie Lane, Malone NY, office telephone number 518- 483-7800, has been named by the school district as the officer who will coordinate its efforts to comply with and carry out the responsibilities under the Rehabilitation Act, Title IX, and other similar laws. Any individual who believes that his/her rights have been violated by the district or district personnel under any of the aforementioned laws, rules, or regulations, should contact the Superintendent, who will inform him/her of the appropriate procedures to follow to obtain redress for such grievance(s).**

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## **STUDENT RIGHTS AND RESPONSIBILITIES:**

### **Rights:**

Students attending Franklin Academy High School have rights to the following:

1. An appropriate education.
2. A safe environment without disruptions or unreasonable fear of injury or threats.
3. Access to school-provided resources and materials.
4. Assistance from school staff.
5. To address the Board of Education.
6. To politely express opinions and present his/her version of facts and circumstances.
7. Information regarding school rules and disciplinary process.
8. To participate in student organizations or to create new activities under school guidelines.
9. To have an informal conference concerning disciplinary actions.
10. Fair treatment.

### **Responsibilities:**

In order to ensure the rights of all students, the following responsibilities by students must be maintained:

1. Attend school.
2. Complete all work on time and to the best of your ability.
3. Use class and study hall for learning.
4. Respect the rights of others in the class and on school grounds.
5. Use school materials with care and return them on time.
6. Obey school rules and regulations and the Board of Education policies.
7. Maintain good mental and physical health and seek help when necessary.
8. Respect and follow established guidelines for school organizations.

**ANY ILLEGAL ACTIVITY WILL BE DEALT WITH BY THE APPROPRIATE AUTHORITIES.** Consequences will be consistent with the nature of the offense. During the period of the investigation, the school administration has the authority to establish an appropriate sanction.

**STUDENT SEARCHES:** If there is reasonable cause to believe that a student is in violation of school rules, a search of the student and his/her possessions may occur. **It should be understood that any object, possession, or item on school property may be searched. This includes, but is not limited to, clothing, book bags, purses, lockers, and vehicles.**

**CAFETERIA:** To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The menu is posted in various places throughout the building, including the main office and classrooms.

The Healthy Hunger-Free Kids Act of 2010, which published a final rule pertaining to snacks in schools to begin 7/1/2014, requires that all food and beverages sold outside of the school meals programs, on the school campus at any time during the school day must meet the nutrition standards set forth in the Smart Snacks guidelines of 2013. This applies to all fundraising activities for student groups, booster clubs, school stores and vending machines.

Any food sold in schools must:

Be a whole grain-rich product; or have as the first ingredient a fruit, vegetable, dairy product, or a protein food; or be a combination food that contains at least ¼ cup of fruit and/or vegetable; or Contain 10% of the Daily Value of one of the nutrients of public health concern

Food sold from outside agencies and restaurants/corporations will not be permitted to be consumed in the cafeteria facilities. Students who have their breakfast or lunch delivered from the above mentioned organizations will not be permitted to eat in the cafeteria and will be directed to the school conference room or other designated area.

**Selling of food for Fundraisers**

Food items are NOT to be sold during the school day (7:55 am – 2:30 pm). Classes and/or clubs that are selling food for a fundraiser can do so beginning at 2:30pm in the building.

**CONSUMPTION OF FOOD IN THE BUILDING:** Food and drink will only be allowed in the cafeteria area and in the classroom as per teacher direction. **Take out foods are not allowed in the cafeteria.**

**ACADEMICS**

**GRADING PROCEDURE:** Students will receive a numerical grade for each course based on the average of work for the quarter. The only exception is that a freshman's first quarter report card grade may not be less than a 55.

**MARKING PERIODS:**

<b><u>Period</u></b>	<b><u>End Date</u></b>
1 <sup>st</sup> Interim (5 weeks)	10/1
1 <sup>st</sup> Quarter (10 weeks)	11/6
2 <sup>nd</sup> Interim (15 weeks)	12/11
2 <sup>nd</sup> Quarter (20 weeks)	1/29
3 <sup>rd</sup> Interim (25 weeks)	3/4
3 <sup>rd</sup> Quarter (30 weeks)	4/8
4 <sup>th</sup> Interim (35 weeks)	5/13
4 <sup>th</sup> Quarter (40 weeks)	6/23
(includes finals and regents week)	

**FINAL EXAMS:** All courses will end in a final exam. If a student has a 90 average after 4 quarters, and the final exam is not a Regents, the student may choose to be exempt from the final exam. To qualify for a final exam exemption, a student may not have exceeded the attendance policy.

**CLASS RANK** - Rules and Procedures

1. Physical education, swimming, driver education, art, Swinging Sounds, and Jazz Ensemble are not included in the average for class rank.
2. Courses carrying other than one credit are to be calculated based on a factor equivalent to the number of credits for the course. For example, North Franklin courses which carry 4 credits are used 4 times.
3. If an exam or course is failed and later passed, the passing mark is used. If a course is not repeated, the failing mark will be used.
4. If a student chooses to retake a Regents Exam after passing it once (in summer school, for example), the higher grade will be used, but both of the grades will be shown on the permanent record.
5. Averages in a course will be calculated using the average of the quarterly grades and one final exam. In one-semester courses, each quarterly grade will be double-weighted in calculating the final average for the course.
6. Class rank for graduating seniors will be based on seven semesters or fewer if a student graduates in less than seven semesters. A tentative class rank will be calculated after six semesters for completing college applications. If a student wishes to find out his/her rank, he/she must see the guidance counselor.
7. Students will be ranked based on a weighted Grade Point Average.

**INCOMPLETES:** Students will have three weeks from the end of marking periods 1, 2, and 3 to make up incomplete grades. Work not made up in this time period will receive a grade of zero. After 3 weeks, each incomplete will be changed to a numerical grade. **Incompletes will not be given for marking period 4.**

**FAILURE NOTIFICATIONS:** Classroom teachers complete a class listing showing who has passed and failed courses and/or New York State Exams. Guidance will notify parents of course or State Exam failures. Counselors will inspect the listing to determine what students need and will contact the students by letter and/or telephone as to their status. Students who fail required state exams are also scheduled into Academic Intervention Services for either the following semester or school term. When students are scheduled for AIS, attendance is mandatory as it would be for any other class.

**TEXTBOOKS, WORKBOOKS, AND OTHER INSTRUCTIONAL AIDS:** Most textbooks, workbooks, and lab materials will be provided to students. The student is responsible to return the books in good condition. Loss or damage to the book will result in a charge. A student's grades may be withheld until all charges are paid in full. Some classes may require the students to purchase Regents review books. Some additional supplies may also need to be purchased by the students.

**GRADUATION REQUIREMENTS:** Students should see their guidance counselors for specific graduation requirements. The counselors will update students regarding graduation requirements on a yearly basis.

**GUIDANCE:** School counselors support students in their efforts to learn, assist them in their social and emotional growth, and guide them in their transition from high school to college and careers. Counselors help the students better understand themselves and their options. Counselors are available to assist students with personal problems/concerns, academic difficulties, course selections, career information, college applications, financial aid, scholarships, and military information.

There are many additional resources available in the guidance office or on the Franklin Academy website at <http://franklin.malonecsd.org>. These include catalogs, videos, pamphlets, computer information, and referrals.

For additional information for *Juniors* and *Seniors* please refer to pages 33-35.

**ADD/DROP POLICY:** Counselors meet with students to develop their schedules. The course selection is approved by parents; therefore, students may not drop courses unless exceptional circumstances exist. After school begins and when a 2<sup>nd</sup> semester course begins, students must wait **ten** days before initiating a drop procedure. After that time, the student must meet with the guidance counselor to determine if a meeting needs to be set up with the student, parent, teacher, counselor, and administrator in order to drop a course. **Students must always carry at least 6 courses.** (Exclusive of labs, PE, resource room, or AIS)

**STUDY HALLS:** All students assigned to study hall must report to that study hall each day it is on their schedules. Students may present a pre-signed pass to other areas. Study hall staff reserves the right to deny the student's use of a pre-signed pass if he/she arrives late to study hall. Students are not to be in the gym or music area without a pre-signed pass. Students are permitted to go to the library to do work which requires library materials. Students should be certain to account for their presence at all times since any absence from study hall will be treated as a skip of class. Students who go to the library are to remain in the library until the bell signals the end of the period. Permission must be secured if a student wishes to leave the study hall or resource area to use the restrooms. Reasonable limits will be imposed on the time that the student is gone. The number of students to leave study hall at any given time will be limited to one student at a time.

**ACADEMIC REGULATION / INELIGIBILITY:** The purpose of the Academic Regulation is to encourage students to do well academically. It is a privilege for students to participate in extracurricular activities. It is important for students to realize that schoolwork must come first.

For the purpose of this policy, an incomplete will be treated as a failure until a passing grade is received for that particular course. There will be a one day grace period after interim reports and report cards are handed out. This is in place in the case of an error in recording a student's grade.

Students' grades will be checked at five and ten week intervals (interim reports and quarterly report cards). Students who are failing more than one course will not be eligible to participate in extracurricular activities for a ten school day probation period beginning on the date that reports are distributed.

**Extracurricular activities include but are not limited to dances, the prom, school plays, clubs, athletic contests, etc.** (*Prom is on May 21<sup>st</sup> so 3<sup>rd</sup> quarters grades will be used to determine eligibility so that students have the 10 day probation period to show good academic standing.*)

At the end of the ten school day probation period, students who are failing more than one subject should obtain a verification form in the main office or from Miss Kilcullen. If the verification form is signed by the teacher(s) of the classes that the student was failing and the student is then failing no more than one subject, then the student will return to good standing status. The completed form will be handed in at the main office or Miss Kilcullen. It is the student's responsibility to have his or her verification form signed and returned. Once the student has verified passing grades with a building administrator or the AD, he/she will be eligible to return to full participation in extracurricular activities.

All athletic team coaches, as well as club and after school activity advisors will hand in a roster to the main office. This roster will be crosschecked with the failing list, and the coaches/advisors will be informed of which students are ineligible to participate in such activities.

### **Specific Information for Students Participating on Athletic Teams**

Students who are failing more than one subject will serve a ten school day probation period that will begin on the date that reports are distributed. During this ten school day probation period, all athletes who are failing more than one subject will be assigned to 9<sup>th</sup> period study hall. Attendance in 9<sup>th</sup> period study hall is **required**.

Failure to report to study hall will result in disciplinary action. The student will continue to practice with the team and attend contests as scheduled unless there is a conflict with the departure time for an away contest interfering with 9<sup>th</sup> period study hall. In case of such conflict, the student will be required to attend 9<sup>th</sup> period study hall rather than attending the away contest. At the end of the ten school day probationary period, students who are failing no more than one subject will be eligible to return to practice and/or competition. Students who are still failing two or more subjects at the end of the ten school day probationary period are not eligible to return to or try out for a team. A student who is placed on academic probation more than one time in a single sport season will be dismissed from the team.

**LIBRARY:** The library is a quiet place to complete homework, conduct research, or study. While in the library all students must remain quiet in respect for others and staff members.

1. Sign in your own name.
2. Quiet behaviors include, but are not limited to, speaking softly enough that the next table cannot hear you.
3. Work, study, or read bell to bell.
4. Food and drinks are prohibited.
5. Sign in or out when entering or leaving the library (nurse, office, restroom) and take a pass. *Students are not to be signing out of the library to go to a teacher's classroom.*
6. Obtain permission before moving furniture.
7. Texting, non-educational games, or social media on personal devices on library equipment or personal devices is prohibited.
8. Use appropriate language and behavior.

**Consequences**

- 1<sup>st</sup> offense-** Signed warning
- 2<sup>nd</sup> offense-** Removal from the library for the remainder of the day and the following day.
- 3<sup>rd</sup> offense-** Referral to the office and loss of library privileges for the remainder of the day and the following day.
- 4<sup>th</sup> offense-** Further offenses will result in longer removal.

**Nothing to do?**

- Read a magazine or book.
- Read an e-book on a computer or your personal device.
- Study.
- Read your class notes or text books.
- Create flashcards or other study aides.
- Play educational games.
- Study for regents, ACT, or SAT.
- Create educational QR codes for classroom information.
- Listen to a Playaway book on an MP3 device with headphones.
- Write a book review, comic, poem; research a random topic, create a word puzzle, or any other activity that can be included on a student designed school website.

The back corner of the library may be used with permission. To gain permission you must sign a contract.

I/we agree to be working diligently in the quiet area of the library. Failure to do so will result in removal from the space and possibly the library for the day.

Name(s)

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Activity

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Time needed

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Classroom teacher

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Additional information

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### **ONLINE COURSEWORK**

Who is allowed to take independent on-line classes?

- Students must have a full schedule of core classes (English, Social Studies, Math, Science) plus LOTE, band and/chorus that does not allow room in a student's schedule for all needed classes. For example, a student who has 7 ½ credits of the above named courses, plus PE, would not have room to take Health, and would be allowed to take it independently online. This grade will be counted in the grade point average.
- Students who need to take a class for credit recovery are eligible. These students will receive a numeric grade from the online program. This grade will be counted in the grade point average.
- Students studying abroad with prior approval from the principal are eligible for online coursework. These students will receive a numeric grade from the online program. This grade will be counted in the grade point average.
- Drop-out prevention: If a student is seriously considering dropping out of school, the student and parent(s) have an opportunity to meet with a team including the principal, assistant principal, and the student's guidance counselor, to determine if online coursework is an appropriate option.

### **College courses taken independently of Franklin Academy**

Bridging program

- Classes taken in a bridging program do not count toward GPA. Please note the difference between this type of program and a study abroad program.
- Enrichment courses taken at a college campus or online, with matriculated students, while attending FA: These grades will not be counted in the student's GPA. The counselor can note this in a letter of recommendation.

## ATTENDANCE

*Excellent attendance and punctuality is the key for our student's success. Therefore, we must ensure that attendance and punctuality are the highest they possibly can be in order to prepare our students for their future adult life.*

The policy below is an attempt to assist students in experiencing success in school.

**TRUANCY:** Truancy is the willful violation by a student of the compulsory attendance provisions of the Education Law, which require minors from 6 to 16 or 17 years of age to attend school full time.

Students must meet the minimum standards of attendance to receive credit for courses in which they are enrolled. Students may be denied credit in a course if they exceed the following guidelines:

### **Maximum Allowable Excused Absences (credit may be denied)**

- Full year course: More than 18 for the year
- Lab science course: More than 24 for the year
- Half year course: More than 9 for the half year
- Physical Education: More than 8 for the year
- Swimming: More than 2 for the quarter

### **Consequences:**

If a student has more than 18 unexcused absences for the year, the student may be denied credit for a full-year course.

- a. After 5 absences a letter will be mailed home. An IST (Instructional Support Team) referral may be initiated at this time and a home visit may be scheduled.
- b. After 10 absences a letter will be mailed home. An attendance meeting with parents may be held to review the attendance pattern exhibited by the student.
- c. After 15 absences a letter will be mailed home. Student will be referred to the attendance committee to determine if credit will be received for course with absences. The appropriate agencies will be contacted.

**Notes from Parents:** When a student is absent, a note written by the parent explaining the absence must be turned in to the attendance clerk within 3 days of the absence. *After 3 days, if no written excuse is received the absence(s) will be marked as unexcused. Students with (3) or more unexcused absences will have detention(s) assigned for every unexcused absence after that.* Absences can only be recorded as "excused" upon receipt of a written signed explanation from the parent for one of the reasons stated in the Excused tardies section. *Students are expected to assume the responsibility for turning in excuses either on the day they arrive late or within two school days.*

You may email excuses to Marti Richards at [mrichards@malonecsd.org](mailto:mrichards@malonecsd.org), or fax them to (518) 483-7813.

- **Daily Attendance Procedures:** Attendance will be taken during homeroom and at the beginning of each class period. Students who are not in their assigned rooms at this time will be considered absent.
- **Attendance Records:** The record of each student's presence, absence, tardiness, and early departures shall be kept in a register of attendance in a manner consistent with the Commissioner's Regulations. An absence, tardiness, or early departure will be entered as "excused" or unexcused" along with the District's code for the reason. *The actual number of absences, not just those counting toward the maximum allowed, will appear on Interim Reports and Report Cards.*
- **Missing More Than 20 Minutes of a Class:** If a student is not in attendance for at least 20 minutes of class, the student will be marked absent. This absence will count toward the maximum number of absences allowed unless the reason for the missed time is excusable.
- **Extending Opportunities To Make Up Missed Work:** It is the *student's responsibility to complete missed work in a timely manner.* A student has the number of days absent plus one day to complete the missed work. Teachers must make themselves available to respond to questions from students about missed work. Only those students with excused absences will be given the opportunity to make up a test and/or turn in a late assignment for inclusion in the calculation of the performance portion of their final grade. *The teacher is not obligated to extend the opportunity for makeup work to students with unexcused absences. Makeup opportunities may be denied to those with unexcused absences.*

Students may also receive an attendance comment on an Interim Report or Report Card.

Students who are absent twenty (20) or more consecutive school days, and who are over compulsory education age, will be recommended for removal from school by the principal.

**Note: The Commissioner of Education has ruled that parental consent to a student's absence does not prevent the school district from enforcing its attendance policy when a student violates the district's attendance policy. A school board can establish rules concerning the order and discipline of the schools, as it may deem necessary. These rules are not subject to parental consent.**

### **Excessive Tardy to School/Homeroom:**

#### **What is an excused tardy versus an unexcused tardy/absence to school?**

**Excused:** Tardies/absences due to personal illness, death in the family, impassable roads, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, and military obligations.

\*An excuse must accompany the student to school stating the dates, reason for being tardy to school, and a signature from the parent /guardian and or approved entity above.\*

**New York State considers all other tardies/absences to school as unexcused, whether they are the fault of the student or parent.** Examples of unexcused tardies include, but are not limited to family vacation, hunting, babysitting, hair appointments, work, oversleeping, etc...

### **Students Arriving Tardy to School**

Any student arriving to the school building after 7:55 a.m. will report directly to the Attendance Clerk and will sign into school and will hand in an excuse from a parent or guardian or sign into school tardy without a legal excuse. Students are responsible for turning in excuses for late to school either on the day they arrive late or within three school days.

The Attendance Clerk will record all tardiness to school.

After 9 excused or unexcused tardies to school, the Dean of Students or attendance clerk will contact the parent/ guardian to determine whether a pattern or problem is present. At this time, a doctor's statement may be required for each additional tardy to school.

#### ***Excessive tardies to school/homeroom will result in disciplinary action.***

After each of the first three unexcused tardies to school/ homeroom, students will meet with the Assistant Principal/Dean of Students, to discuss/ review the policy and receive a warning.

- A. Each subsequent multiple of three tardies to school/ homeroom will result in disciplinary action resulting in a Level 1 detention (2:30 pm -3:30pm).
- B. After three separate instances of a student receiving a Level 1 detention, a parent or guardian will be notified about the student's tardiness by personal conversation had in part by the Assistant Principal/Dean of Students and the parent (personally or by telephone call). Each detention issued from this point forward will be a Level 2 detention.
- C. After three level two detentions have been issued for excessive tardies to school/homeroom, this will result in the loss of their parking and other privileges on campus.
- D. An action plan will be put forth by the Assistant Principal/Dean of Students to allow the student to gain back lost privileges

### **Student Sign-Out Procedure**

Attendance is critical to success in school, college, and in the workplace. In an attempt to address academic and attendance concerns and in response to concerns about student safety, it is necessary to limit traffic in and out of school grounds and school buildings. It is with these concerns in mind that we need to limit students coming and going frequently during the day. Therefore the following procedures are instituted:

1. Students with an excuse for appointments must report to the attendance office upon entering the building in the morning. The excuse to leave school should state the **specific reason for leaving.** A court appearance must be validated with a letter either prior to leaving or upon return. Road tests must be validated upon returning. **Any excuse should be signed by a parent or guardian, dated, and include a phone number where the parent or guardian can be reached for questions.** Students not returning with a validation will be marked as unexcused.
2. The Attendance Clerk and administrator will sign the excuse. The student will be given a pass to leave the class and then go to the reception area to sign out.
3. Upon returning from an appointment or an excused absence, students must sign in.
4. Students will not be excused from school during study halls or lunchtime except for a validated excuse and with administrative approval. Students without a valid excuse must be signed out by their parent/guardian.

**A student without a valid excuse must be signed out by that student's parent, legal guardian, or court appointed guardian. This absence will be considered unexcused unless a note or documentation is provided.**

**No verbal and/or e-mail excuses for signing out will be accepted.**

**A student will be required to make up work missed during the periods of absence. This is the responsibility of the student.**

- **LONG TERM ASSIGNMENTS:** It is up to the discretion of the individual teacher as to the due date of long term assignments. The teacher may request the assignment be due on the original date regardless of the number of absences the student has after the assignment is made.
- **PLANNED ABSENCES:** Students must see each teacher whose class will be missed at least two (2) days prior to the absence to make arrangements for class work and/or homework. Homework that is due the day the student is going to be absent must be turned in prior to the absence. If possible, the test and quizzes should be made up prior to the absence. Assignments should be turned in on the day after the absence; the 1day + 1day allowance does not apply for planned absences.

*Please note if the content has not been taught prior to the absence, special arrangements with the teacher and student will be made. A proactive approach to planned absences will be to openly communicate planned absences with your teacher.*

- **TARDY TO SCHOOL/ PARTICIPATION IN SCHOOL EVENTS:**  
A student who is absent from school or arrives late to school will not be allowed to attend or participate in events which are scheduled during or after the school day, such as but not limited to, athletic contests, concerts, plays, and senior lounge, etc., unless the tardiness is excusable. Seniors will not be permitted to attend senior lounge during the course of the day if they arrive to school tardy.
- **SUSPENSION/HOME TUTOR:** Attendance records shall be maintained for students who are receiving home tutoring services due to illness or suspension. When a student refuses home tutoring services, the refusal will be recorded as an unexcused absence and in the case of a suspended student, tutoring will no longer be provided for the rest of that suspension.

**TARDY TO CLASS:** Students are expected to arrive to class on time. Students who are tardy to class are expected to enter the classroom without causing a disruption to the learning environment. The teacher will give the student a "Tardy Explanation Slip" to fill out.

- Upon the third tardy to class, the student will be referred to the office.
- After three consecutive tardies, a meeting between the teacher, students, and administration may be required to develop an action plan.
- In the event of chronic tardiness, parents will be contacted, and no credit may be earned for the course. **It is critical for students to be in class on time. Late is late – even if it is by seconds.**
- Tardies will be reset to zero (0) at the end of the first semester.

**SUMMER SCHOOL:** Many students from Franklin Academy take advantage of the FEH BOCES Summer School Program. **It is important that students always put a maximum effort into being successful.**

**Please be aware that in order to attend a summer school course for credit, a student must meet minimum grade and attendance requirements:**

**A. If a student fails a course the options are:**

1. Enroll in summer school (if the student qualifies) or
2. Enroll in the course the following academic school year.

**B. Minimum Grade and Minimum Attendance for Summer School:**

Students who have excessive absences may be denied the privilege of attending summer school. Excessive absences are considered as follows: 20 days of absences in a full-year course, 10 days for a half year course, or 25 days for a lab science course.

**C. A student who has a course average of less than 55 will not be allowed to attend the summer school course for credit.**

**D.** Students who do not qualify for credit in a course may take the course for skill building or for academic intervention purposes.

**E.** Parents and students should be aware that the following procedure will be used to determine a final grade as a result of summer school.

**Grade Weighting of Summer School Average and Yearly Average:**

The following is the grade weighting for all students who attend a summer school program:

	Yearly Grade	Summer School Grade	Final Grade
Grade	55	75	
Weighting	.5	.5	
Average	27.5	37.5	65

## **STUDENT SUPPORT SERVICES**

### **HEALTH SERVICE**

Students wishing to see the nurse must have permission from a staff member prior to reporting to the Health Office. If that is not possible, the student should tell the nurse that s/he did not report to their classroom so that the nurse can notify the office. Students will be sent home only at the discretion of the school nurse. Students may not call home or text to make arrangements to be picked up without the school nurse's approval. Parental permission is **REQUIRED** before a student may be sent home. S/he must sign out from the reception desk before leaving school.

If a student is signing out from the North Franklin Educational Center, the student must return to Franklin Academy and sign out there also or ask the nurse from NFEC call Franklin Academy and notify the school receptionist that the student is signing out.

**All medications must be handed to the school nurse as soon as a student arrives on campus. Students are not allowed to have prescription and/or nonprescription drugs in their possession while at school.**

### **NORTH STAR STUDENT ASSISTANCE PROGRAM**

Mrs. Tracy Gravell provides prevention services to our incoming freshman at FA. She is a resource for students and families experiencing the everyday challenges of life, and more extreme challenges ranging from addiction, unhealthy relationships and living choices, and she heads The Signs of Suicide Program. Mrs. Gravell can be reached at [tgravell@malonecsd.org](mailto:tgravell@malonecsd.org), or 483-7807 x 7105.

### **PARENT FACILITATOR**

Mrs. Helen Tracy coordinates our home tutoring services for students in need. She also provides support for families on many levels. If you have questions, concerns, or need a think tank, Mrs. Tracy is your connection. She can be reached at [htracy@malonecsd.org](mailto:htracy@malonecsd.org) or 483-7807 x-7144.

## **GENERAL INFORMATION**

### **ENTERING AND EXITING THE BUILDING:**

Students must enter and exit through the single access at the front of the building. Students entering or leaving the building through any other access point may be subject to disciplinary action.

At the end of the Day when School has concluded at 2:27 pm students are to report to their designated areas. Bus riders must report to Cafeteria 401, Drivers must report to their vehicle and leave the school premise, riders must report to the lobby and wait for their ride, walkers must leave school through the main lobby doors, and athletes must report to the designated areas in preparation for transport to their practice or contest.

If a student needs to stay after school they should immediately report to their destination and when they are finished have a pass from the staff or faculty personnel. Students should not be roaming the halls of Franklin Academy after school hours.

Students will not be permitted to re-enter school without permission from designated personnel after school hours.

Students are not permitted to bring friends or family that are not enrolled in Franklin Academy to school with them.

### **VISITORS:**

Adult visitors must report directly to the reception desk, sign in, and receive a pass. Any person who is in the building or on school property without permission of the high school administration is subject to arrest for criminal trespass.

**PASS SYSTEM:** All students must have a pass with them anytime he/she is out of a classroom during class time.

**LOCKERS:** School lockers, desks and other equipment are the property of the school and may be subject to search at the discretion of school officials.

***KEEP LOCKERS LOCKED AT ALL TIMES. THE DISTRICT IS NOT RESPONSIBLE FOR ITEMS TAKEN OUT OF LOCKERS.***

**DEPOSIT BOOKBAG AND COATS IN LOCKERS:** Book bags may be used to carry supplies to and from school. Book bags and coats must be stored in lockers during the day.

**INCOMING PHONE CALLS:** Parents and legal guardians may call the office to leave a message with a student. We will attempt to deliver *important* messages from *parents*; however, **this is not always possible.**

**OUTGOING CALLS:** Students may use the telephone in the main lobby between classes or during their lunch period with approval from office personnel or an administrator. Students will sign the telephone log in the Assistant Principal's office.

**WORKING PAPERS:** Students under 18 years of age who need working papers should see Mrs. Tatro for an application.

**LOST AND FOUND:** Students who lose items or have items stolen should go to the office to obtain proper forms. Items that are found should be brought to the office. At the end of each school year, unclaimed lost and found clothing will be donated to a local charity.

**STUDENT ACTIVITIES:** Many of the sports, clubs, and activities for students at Franklin Academy are listed below. For more information, see an office staff member and ask for the Franklin Academy Extra Classroom Activity Booklet.

<b>Fall</b>	<b>SPORTS</b>	<b>Winter</b>
Boys' Soccer (M, JV, V)*		Boys' Basketball (M, JV, V)
Cheerleading (V)		Boys' Indoor Track (V)
Cross Country (M, V)		Boys' Swimming (M, V)
Football (M, JV, V)		Boys' Bowling (V)
Girls' Soccer (M, JV, V)		Boys' Ice Hockey (V)
Girls' Swimming (M, V)		Cheerleading (V)
Volleyball (JV, V)		Girls' Basketball (M, JV, V)
		Girls' Indoor Track (V)
		Girls' Bowling (V)
		Girls' Ice Hockey (V)
		Wrestling (M, V)
<b>Spring</b>		
Baseball (M, JV, V)		
Boys' Track (M, V)		
Girls' Track (M, V)		
Golf (V)		
Softball (M, JV, V)		

\* M=Modified JV=Junior Varsity V=Varsity

**The athletic policy is available from the Athletic Director or Coach.**

**CLUBS AND ORGANIZATIONS**

Anime Club	French Club	Spanish Club
Art Club	Junior Humane Society	Student Council
Chess Club	Model UN	Technology Club
Envirothon	National Honor Society	Travel Club
Epsilon Society	Phi Sigma Soroity	Tri-M Honor Society
FA Players-Drama	Rotary Interact	Varsity Club
Forensics	Science Honor Society	Yearbook

## **FRANKLIN ACADEMY GUIDELINES AND EXPECTATIONS**

**The general guidelines for student conduct at Franklin Academy have been aligned with the New York State SAVE legislation. Please refer to the Malone Central School District Code of Conduct for additional information.**

The maintenance of a safe and orderly environment is essential to providing a quality education. It is the feeling of staff and administration at Franklin Academy that behaviors which are essential to success in school, college, in the workplace, and throughout life are promoted. In those instances when students make choices which interfere with their education or the education of others, it is important that those students are held accountable for their actions. In any society, certain procedures are necessary to protect individual rights, ensure safety, and promote general well-being. A school, which is a small society, is no different. There are choices to be made within any society, and choices within the school community, all which result in some type of consequence. Therefore, the Board of Education expects all students to abide by the district's policies and procedures.

**Any action that disrupts the educational process will result in disciplinary consequences. Disciplinary actions will be carried out fairly and as promptly as possible. A consequence may be more or less severe because of circumstances in an individual's disciplinary record.**

*Students attending school events on other sites (airport field, ice arena, Rec Park, or any other site), must follow all school rules and are under the jurisdiction of the Malone Central School District.*

**GENERAL DISCIPLINE STEP POLICY:** In many cases, conferences between the teacher and student may occur before office referrals are made. After this conference, communication with parents will be made and the conversation will be documented.

When administrative disciplinary action is necessary for violations of conduct or class attendance, the following Step Policy (on pg. 22) will be followed. The policy is a blend of firmness and concern for student welfare. Chronic offenders will move up in the steps and receive more severe consequences. Furthermore, students who display improvement of behavior will move down in steps.

## **STEP POLICY**

- Step I - Notification to parents; possible assignment of after-school detention.**
- Step II - Notification to parents; assignment of after-school detention (multiple nights, if necessary) or in-school detention will be assigned.**
- Step III - Multiple days of in-school detention or multiple nights of after-school detention. Parent conference with building administration.**
- Step IV - Suspension from school. Possible referral to alternative education setting. Reinstatement conference with building administration.**
- Step V - Conference with principal to discuss possible Superintendent's Hearing for exclusion from school or alternative plans for education.**

The following list of offenses is subject to **Steps 1-V** in the above

- |   |  |
|---|--|
| 1. Drinking/Eating outside of the cafeteria | 10. Possession of paraphernalia that may be used for smoking including lighters and matches. |
| 2. Excessive tardiness to class/school      | 11. Public display of affection  |
| 3. Forgery                                  | 12. Skipping class   |
| 4. Inappropriate use of a motor vehicle     | 13. Skipping detention   |
| 5. Improper school attire                   | 14. Unreturned library materials   |
| 6. Insubordination                          | 15. Use of cell phones, tablets, beepers, Ipod/MP3 players, technology device                |
| 7. Misuse of pass                           |  |
| 8. Offensive or vulgar language             |  |
| 9. Persistent disruption of class           |  |

**The following actions will be considered General Step IV or V Offenses and may result in immediate in-school or out-of-school suspension, regardless of the student's previous disciplinary record. The following list does not include all items which may be considered Step IV or V offenses.**

1. False alarm or bomb scare
2. Fighting or physical altercation with students or staff members
3. Harassment of students or staff
4. Possession of weapons on school grounds
5. Possession or use of illegal substances (tobacco, drugs, alcohol)
6. Smoking, use of smokeless tobacco, e-cigarettes
7. Verbal confrontation (i.e. obscene language directed at students or staff)
8. Willful defacement or destruction of school property

**PLAGIARISM:** All forms of academic dishonesty are considered serious offenses within the school community. A student who commits such an offense runs the risk of a range of sanctions including failure in the course. Academic dishonesty includes plagiarism as well as any deliberate attempt to gain unfair advantage academically for oneself or others. Dishonest practices include fabrication of data, cheating, or plagiarism. Plagiarism means presenting work done (in whole or part) by someone else as if it were one's own. The consequences for plagiarism range from a mark of zero on the assignment to a failing grade in the course.

**PUBLIC DISPLAY OF AFFECTION:** Public displays of affection are not allowed. Physical contact, other than holding hands, is not acceptable. Students engaging in inappropriate activity will be asked to stop and may be referred to the office.

**INSUBORDINATION:** Being insubordinate is the failure to recognize or accept the authority of someone in a position of authority. For example, refusing to do something when asked by any MCSD employee is an act of insubordination.

**STUDENT PARKING:** Students who park in unauthorized parking lots or drive recklessly will lose campus parking privileges and may face other disciplinary consequences. All students who park on campus are required to have a valid parking permit and park in designated lots or spaces.

**TABACCO/ELECTRONIC CIGARETT USE:** Students using tobacco or electronic cigarettes in any district buildings, on district grounds, or in district owned vehicles are subject to suspension. The use or possession of any tobacco related products may result in suspension.

Students regardless of their age are prohibited from having tobacco products in any form or related paraphernalia. Such products include but are not limited to: cigarettes, cigars, chew, snuff, matches, lighters, electronic cigarette, rolling papers, or pipes during school hours or at any events held at the school.

All products will be held in the possession of the school and then discarded.

**STEP POLICY:** In all violations related to tobacco, students must attend counseling sessions following administrative action.

**Step I** – Administrator will contact parents and will assign 3 days of Level II after-school detention.

**Step II** – Administrator will contact parents and 3 days of In-School Detention (ISD) will be assigned.

**Step III** - Administrator will contact parents and assign 3 - 5 days out of school suspension. A possible hearing with the Department of Health may be conducted, which may result in the imposition of a fine.

**Step IV** – Parents will meet with Principal to discuss a possible Superintendent's Hearing for expulsion from school or alternative plans for education.

**Alternative consequences may be assigned at the discretion of the administration.**

**USE OF ILLEGAL DRUGS:** Students using illegal drugs or consuming alcohol in any of the district buildings, on school grounds, or in district owned vehicles are subject to suspension. The use or possession of any illegal drug or alcohol products may result in suspension. Students who use or are found to be under the influence of or in possession of illegal drugs or alcohol are subject to suspension from school. Legal action may be taken when the law has been broken. In all violations related to tobacco, illegal drugs, or alcohol, students must attend counseling sessions following administrative action. Students are not allowed to possess or use illegal drugs or alcohol at any school event. Any illegal drug or alcohol that is confiscated may be turned over to the police. Any confiscated item may be released only to the parent or legal guardian. The school is not responsible for such items after a period of one month.

**OPEN CONTAINERS:** Students will be allowed to have water in a clear container.

- Students can purchase any other drink in school, but must be consumed in that period. This includes lunch.
- Students are not allowed to have an open container (except clear water bottle) in halls or lockers. The drink will be thrown out or emptied out. If a student walks into school with a non-clear container, then the container will be brought to the office and he/she may pick it up at end of day.
- When entering the building in the morning, students will be checked for open containers (including coffee etc...). There will be a garbage can at the front door.
- A student's clear water bottle can be subject to being checked by teachers or any staff member.

Teachers and staff have the right to ban drinks in their teaching areas.

**WEAPONS IN SCHOOL:** Action will be taken as necessary to protect the safety and welfare of the students and staff and to secure the educational environment within the school. A student may not bring nor have in his/her possession on school property at any time any knife, dangerous chemical, explosive (including caps and fireworks), poison gas, air gun, spring-gun, loaded or blank cartridges or ammunition, laser pointer or any other instrument that may be capable of inflicting bodily harm. A student who is found to have violated this policy will be subject to disciplinary action up to and including mandatory one year suspension from school pursuant to federal law. Any weapon that is confiscated may be turned over to the police.

**FIGHTING:** Any student involved in a physical altercation at Franklin Academy will receive a suspension per administrative discretion. **Unprovoked assault will be followed by legal charges.**

**HARASSMENT, BULLYING or CYBER BULLYING OF STUDENTS OR TEACHERS:**

**The District is committed to safeguarding the rights of all students to learn in an environment that is free from harassment on the basis of sex, sexual preference, race, color, and national origin.**

Verbal, physical, or sexual harassment or bullying of a student or teacher by other individuals will not be tolerated.

- “*Harassment/bullying*” means the creation of a hostile environment by conduct or by threats, intimidation, or abuse, including cyber bullying as defined in Education Law §11(8), that
  - (a) has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
  - (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
  - (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
  - (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.
    - “Harassment” can be intimidation, physical, one or more students hurting another, verbal, include persistent threatening, teasing, or ridicule, talking about another person.
    - “Cyber bullying” includes the transmission of communications, posting of harassing messages, direct threats, social cruelty, or other harmful texts, sounds, or images on the Internet, social networking sites, or other digital technologies using a telephone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation or friendship.

The following process is recommended if a person feels that he/she is being bullied or harassed:

1. The victim should tell the harasser that he/she objects to the comment or action and that he/she wants it to stop.
2. If the harassment continues, the victim should write down the times, places, names of witnesses, and details of what happened.
3. Report the incident to someone such as a teacher, guidance counselor, parent, Assistant Principal, Principal) or fill out an online report at <http://franklin.malonecsd.org/report-bullying.html>

School officials are required by law to check out all complaints. Incidents of harassment will be investigated by the DASA Coordinator.

Conduct is deemed to be sexual harassment when the student perceives such behavior as unwelcome, such as inappropriate touching, verbal comments,

sexual name calling, spreading rumors, gestures, jokes, or pictures. Examples of racial or ethnic harassment would include unwanted verbal comments: racial name calling; racial or ethnic slurs; slogans or graffiti; intimidating actions such as cross burning or painting swastikas; or treating students differently on the basis of race.

**If cases are founded the following consequences *will* be implemented:**

- 1<sup>st</sup> Offense: Parents will be contacted, mediation/or counseling referrals will be made, ISD will be assigned as deemed appropriate, and lunch privileges in the cafeteria will be revoked for training implementation, (tasks will be assigned and weekly check-ins will be conducted).
- 2<sup>nd</sup> Offense: Parents will be contacted and required to meet with the DASA Coordinator and/or Administration, ISD 1-5 days, police will be notified, mandatory training program for the individual associated with bullying behavior, lunch privileges in the cafeteria will be revoked for training implementation (assignments will be assigned and weekly check ins conducted) and a referral to appropriate outside agencies including an informal petition for PINS.
- 3<sup>rd</sup> Offense: Out of School Suspension, Police notified, Superintendent's hearing with parent/guardian participation prior to student returning to school, alternate educational placement will be considered, and a referral to appropriate outside agencies including an informal petition for PINS.

**ACCEPTABLE USE POLICY**  
**FOR PERSONAL MEDIA DEVICES**

Examples of personal media devices include but are not limited to, smart phones, iPads, iPods, laptops, tablets and MP3 players.

1. **Students having personal media devices assume full responsibility for the device's safety, security, and maintenance.**
2. **Students must obtain consent from all participants (including staff) before taking photos, recording audio, or capturing video during the school day. Consent must also be obtained before such photo, audio, or video files are uploaded and/or shared in *any* way.**
3. **Electronic devices must be on silent mode during the school day.**
4. **Phone calls are not to be made during the school day.**
5. **Electronic devices shall not be used to harass or threaten any member of the school community. *Any harassment or threat will be dealt with in a way deemed appropriate by administration.***

Use of these devices **during** school hours is **prohibited...**

1. At the request of teachers/staff members/administrators. *Use of electronic devices in instructional spaces is entirely at the discretion of the faculty and staff in charge of those areas.*
2. At all assemblies.
3. In bathrooms and locker rooms.
4. In detention or ISD.

**MUSIC**

1. **Listening to music during the school day should not offend or annoy others. Therefore, music should only be audible through ear buds or head phones at a reasonable and safe volume. Listening to music in study hall and lunch is acceptable with 1 ear bud or headphone, but must not be heard by your neighbor.**

**EAR BUDS/HEAD PHONES**

1. **Wearing of ear buds or head phones is prohibited during assemblies and in the hallways.**
2. **Sharing of ear buds is prohibited for health reasons.**
3. **One ear bud or head phone can be used during study halls.**

**CONSEQUENCES**

- 1<sup>st</sup> offense** - Confiscation of device or ear bud and device by staff member.
- 2<sup>nd</sup> offense** - Referral to office. Device confiscated. Parent/guardian contacted. Student picks up device at end of day.
- 3<sup>rd</sup> offense** - Referral to office. Device confiscated. Parent/guardian contacted. Parent/guardian picks up device.

**Additional offenses -**

Same as third offense combined with administrative involvement which may include parent conference, detention, and/or loss of device privileges.

### **STUDENT DRESS CODE:**

In order to maintain an educational environment that promotes learning and prepares the student to enter the working world, it is necessary to establish a guideline for appropriate student attire. Student attire should not be offensive in a way that interferes with another student's rights or one's own right to a safe comfortable school that promotes growth in self-esteem.

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress.

Clothing, attire, accessories and/or footwear which has or bears an expression or an insignia which is lewd, obscene or libelous (that is, contains objectionable language, including insult, whether directed at themselves or others), advocates racial or religious prejudice, or interferes with the learning process is prohibited. Also prohibited is clothing and/or accessories that promote, or advocate the possession, use, or distribution of illegal drugs/alcohol or drug/alcohol paraphernalia, and clothing and/or accessories which cause a substantial disruption or interferes with the learning process of the school. Specifically: A student's dress, grooming, and appearance, including hair style, jewelry and nails, shall be safe, appropriate and not disrupt or interfere with the educational process.

#### **For further clarification, the following guidelines are provided:**

- Extremely brief garments and see-through garments are not appropriate. Examples include: strapless tops, halter tops, tube tops, half-shirts, net tops, spaghetti straps, plunging necklines (front and/or back), low cut tops that expose cleavage are not allowed. At no time should skin or underwear be visible between shirts and pants.
- **Shorts** must not be shorter than **6.5"** as measured from the top of the femur (where the "hip bone" is connected to the "leg bone")
- **Skirts** must not be shorter than **8.5"** (the length of the student planner) as measured from the top of the femur (where the "hip bone" is connected to the "leg bone")
- Undergarments (underwear and/or bras) must be covered with outer clothing.
- **Form fitting pants** (e.g. leggings, yoga pants) that are worn must be accompanied with something that covers the buttocks. If you are wearing **tights** (transparent) then the shorts/skirts must meet the short/skirt requirement.
- Tank tops must have straps that are at least **1 inch wide & cover bra straps**.
- Cutoff/sleeveless shirts and holes in shirts are acceptable only if they do not expose undergarments or skin. Torso must not be visible through the arm pit holes.

- The wearing of hats, bandanas, or other head covering is not permitted during the school day. (The school day begins at 7:55am for students and ends at 2:27pm. If a student is staying after school for a school activity a teacher may request that hats and/or head coverings be removed.)
- Backpacks, hats, and outer garments (winter coats, down jackets, etc.) are to be kept in lockers during the school day.
- Footwear must be worn at all times. Depending on the class/activity appropriate footwear will be required.
- No wallet chains.
- No spiked or drug related jewelry.
- Holes and/or tears in pants/shorts/skirts must not be above the short line. (6.5" as measured from the top of the femur)

**The school administration may require a student to change his/her attire prior to returning to class should it be deemed inappropriate. If a student does not have a change of clothes and a parent is unable to bring clothing, alternate clothing will be offered to the student (and it needs to be returned prior to the end of the day.) If the student refuses clothing, the student will report to ISD for the day and will be responsible for making up work. If a pattern of inappropriate clothing is established with a student, a parent meeting will be requested and further discipline/consequences and a plan for correction will be formed.**

**FRANKLIN ACADEMY DRESS CODE**

The following examples are of **inappropriate clothing** for school:



**Sagging Pants**  
(underwear  
must be  
covered)



**Short Shorts**  
Minimum of  
6.5" from top  
of femur



**Short Skirts**  
Minimum of  
8.5" from top  
of femur



**Midriffs/  
Bare Stomachs**



**Low-Cut Tops**



**See-Through Tops**  
(Front and/or  
Back)



**Halter Tops**



**Alcohol/  
Drug/Sexual or  
Weapon Related  
Clothing**



**Tube/Strapless  
Tops**



**Spaghetti  
Straps**  
(Straps at least  
1" wide)



**Open sided  
tanks.**  
Modified shirts



**Bare Feet**



**Wallet Chains**



**Spiked/Drug  
Related  
Jewelry**



**Leggings Without  
Covering Over  
Buttocks**



**Hats**



**Doo Rags**



**Bandanas/  
Head Scarves**



**Beanies**

**GUIDELINES FOR IN SCHOOL DETENTION (ISD):**

1. Students will sit in assigned seats. Students may not wear coats or jackets in the ISD room.
2. There will be no talking among students. Students must remain seated and working on their assignments.
3. Students will be seated with feet on the floor, head up, and eyes open at all times.
4. Students will be required to place their electronic devices on the desk in front of the room. There will be NO use of any electronic devices.
5. There will be a daily seating chart. Once a student has been assigned a seat, he/she must remain there.
6. Students may not go to their lockers for any reason. Students should do so before entering the ISD room.
7. Students who are not prepared to do school work or do not have an assignment must sit quietly.
8. A daily assignment request will be given to your teachers.
9. Students are responsible for completing assignments and returning them to ISD staff. Assignments not completed will receive a “zero”. Teachers may report all incomplete or missing assignments to the office for further disciplinary action.
10. There will be two daily bathroom breaks. Once in the morning and once in the afternoon.
11. Food and drinks are only permitted in ISD during the designated lunch period.
12. There will be no talking when escorted out of ISD.
13. Students will respect each other and staff.
14. Students who refuse to follow the guidelines for ISD will be assigned additional ISD or will be suspended from school.

### **AFTER-SCHOOL DETENTION GUIDELINES:**

1. Students are to report for detention to Mrs. Rabideau's office by 2:30 and will be escorted to the detention room. Students must be seated in the detention room by 2:35. If a student arrives at detention between 2:35 and 2:45 with no pass he/she must complete a late slip. The amount of time the student was late will be added onto the detention beyond 3:30. If a student reports to detention after 2:45 he/she will not be allowed to serve, and it will count as a skip.
2. Students must bring enough work and materials to stay busy for the entire duration of detention.
3. Students will remain seated with their feet on the floor, head up, and eyes open at all times. Silence is expected at all times. Eating, drinking, sleeping, note passing, and other disruptive activity will not be permitted.
4. Students who choose to disrupt detention will not receive credit for the time served and will serve the detention again. In addition, further disciplinary action may result.
5. When a student is not in detention on the assigned day without **prior approval by an administrator**, it will be considered a skip of detention. Skipping detention may result in being assigned In-School Detention. Assignment to In-School Detention does **not** take away the original detention. Repeated skips may result in suspension from school.

**Communication from a parent/ guardian or employer after a student misses detention will not be accepted. The missed detention will still be considered a skip.**

Communication about rescheduling a student's detention must take place in advance. If a student is to be excused for family emergency, personal reasons, or other urgent matter, a parent or guardian must sign the student out of school and inform administration so detention may be scheduled for the next school day.

A level I detention will end at 3:30 and a level II detention will end at 5:00, unless otherwise indicated by an administrator.

## **11<sup>th</sup> GRADE INFORMATION/CLASSROOM PRESENTATIONS**

The F.A. Guidance Counselors will meet with all Juniors in an assembly in September, to review this general information. Each Junior will also meet individually with his or her counselor later in the year to discuss senior year courses, future plans, and college entrance exams.

A great deal of valuable information can also be found on the guidance webpage [www.malonecsd.org](http://www.malonecsd.org) (click on Franklin Academy, then click on Guidance).

### **PSAT**

All 11<sup>th</sup> graders will take the PSAT on Wednesday, October 14, 2015.

Your PSAT results will be distributed by the Guidance Department in your English class in early December.

By taking the PSAT you receive free access to My Road -- College Board's online college, major, and career exploration tool—for the duration of high school. My Road contains a personality profiler, major and career suggestions, profiles of academic fields, and articles covering more than 450 occupations.

**There is no cost to students for this test.**

### **SAT and ACT:**

Registration deadlines will be given during the assembly. They are typically about five weeks before the tests. Pay close attention to deadlines, as there are late fees required if you are not on time.

Some very selective colleges require SAT Subject Tests. Most colleges do not require these one hour exams. However, check the college website or catalog if you are not sure. SAT Subject Tests are offered on the same dates as the SAT.

**You cannot take SAT Subject Test(s) and the SAT on the same day.**

Fee Waivers for the SAT and ACT are available in the Guidance Office for qualifying students. See your counselor if you think you are eligible for a fee waiver.

### **Armed Forces Vocational Aptitude Battery (ASVAB)**

This test is required for anyone wishing to join any branch of the armed services. Registration forms may be obtained in the Guidance Office. This test is free.

### **College admissions representatives**

Scheduled visits are posted outside the Guidance Office, and on our webpage. Students wishing to see a representative should get a pass from Guidance before the visit.

**Higher Education College Nights**

These are usually held at St. Lawrence University from 6:30 to 8:30PM on the first Tuesday in October, and at Plattsburgh State from 6:30 to 8:30PM on the first Wednesday in October. Exact dates will be given during classroom presentations, and are on the Guidance Website. Directions are available to the Higher Education night in the Guidance Office.

**12<sup>th</sup> GRADE INFORMATION/CLASSROOM PRESENTATIONS**

The F.A. Guidance Counselors meet with all Seniors in an assembly in September to review this general information. Each senior will meet individually with his or her counselor to discuss graduation requirements and post-graduation plans.

A great deal of valuable information can also be found on the guidance webpage [www.malonecsd.org](http://www.malonecsd.org) (click on Franklin Academy, then click on Guidance).

**College Application procedures:**

SUNY applications: The application for New York State public colleges can be found at [www.suny.edu/student](http://www.suny.edu/student) (click apply now). There are paper applications available in the guidance office also. The application fee for 2014 was \$50.00 per college. This fee may change. Updated fee information will be given in the assembly. Discuss a fee waiver with your counselor if you think you qualify. It is very common for SUNY schools to require a supplemental application, asking for an essay and further information. The supplemental applications can also be found on this website.

North Country and Clinton Community Colleges have their own application. Applications are available in Guidance. These applications are free.

For private colleges, you may apply online by going to the college's website or by using a uniform application known as the Common Application. Private college applications usually require an essay, secondary school report, and teacher recommendations (usually two required).

When asking a teacher for a recommendation, follow these guidelines:

- Ask the teacher well in advance of the application deadline!
- Provide the teacher with forms required for the Common Application, or the individual college.
- Provide the teacher with relevant information about yourself to write an accurate recommendation.
- Ask the teacher to forward the letter of recommendation to your counselor so that it will be included in the application packet.

**All completed paper applications should be brought to your counselor.** We will include your official transcript (your transcript includes all coursework, SAT/ACT scores, extra-curricular activities, rank, and average) and letters of recommendation. Each application is reviewed for accuracy, photocopied and mailed by us. You do not have to put postage on the envelope. All applications are weighed and have the appropriate postage. **If you apply online, remember to complete a request to send transcript form available in the Guidance Office.**

#### **SAT and ACT:**

Registration deadlines will be given during the presentation. They are typically about five weeks before the tests. Pay close attention to deadlines, as there are late fees required if you are not on time.

Some very selective colleges require SAT Subject Tests. Most colleges do not require these one hour exams. However, check the college website or catalog if you are not sure. SAT Subject Tests are offered on the same dates as the SAT.

**You cannot take SAT Subject Test(s) and the SAT on the same day.**

Fee Waivers for SAT and ACT are available in the Guidance Office for qualifying students. See your Counselor if you think you are eligible for a Fee Waiver.

#### **Scholarships**

During the Senior Assembly, each student is given a scholarship booklet. This is a guide for students and parents to use in order to determine potential scholarships. Because scholarship availability changes each year, this should be used only as a reference. **For current scholarships, check the scholarship board (next to the guidance office) or our webpage, [www.malonecsd.org](http://www.malonecsd.org)** (click on Franklin Academy, then click on Guidance). Pay attention to deadlines; the due date that is listed on the scholarship board is the date the application should be received by a particular organization. Your application should be mailed at least a week before the deadline.

#### **Armed Forces Vocational Aptitude Battery (ASVAB)**

This test is required for anyone wishing to join any branch of the armed services. Registration forms may be obtained in the guidance office. This test is free.

#### **College admissions representatives**

Scheduled visits are posted outside the guidance office, and on our webpage. Students wishing to see a representative should get a pass from Guidance prior to the college visit.

#### **Higher Education College Nights**

These are usually held at St. Lawrence University from 6:30 to 8:30PM on the first Tuesday in October, and at Plattsburgh State from 6:30 to 8:30PM on the first Wednesday in October. Exact dates will be given during classroom presentations. Directions to the Higher Education nights are available in the Guidance Office.

## **TOP 10 TIPS FOR SUCCESS AT FRANKLIN ACADEMY**

### **1. Get Organized**

If you normally are not an organized person, now is a great time to become one. One way to begin is to **use your agenda** to record assignments, deadlines, and important dates throughout the year.

### **2. Complete Quality Work & Homework**

Homework ties directly to what is going on in class and will help to prepare you for quizzes and tests. Manage your time wisely throughout the day (in study halls, library, etc.) to complete some homework so it is not all left to do at home.

### **3. Avoid Absences**

The school year moves along much quicker than we think, missing a class or a full day can really cause you to feel very overwhelmed. We understand that some absences are unavoidable. However, the easiest way to stay on top of your work and not get behind is to be in class.

### **4. Establish Good Rapport**

Establish good relationships with students, teachers, and staff members. These relationships will be your **support system** beyond your family during your time here at Franklin Academy.

### **5. Get Extra Help**

Most teachers are available for extra help before or after school. Beyond the class period these are excellent times to ask questions and let your teacher know that you didn't understand something. It is **your responsibility** to ask for extra help and ask the teacher when a good time would be to meet with them.

### **6. Be Responsible For Your Learning**

Take responsibility for yourself, your actions, and your learning. You are the one that needs to know what is going on in class and what needs to be done to be successful. Your family and teachers are there to provide help, but **YOU** are responsible for your learning and your grade! Ask questions, stay organized, and listen.

**7. Get Involved At School**

There are a number of clubs, sports, and activities for you to participate in at Franklin Academy. High school is not only about learning but about meeting new people and building connections. Students that are involved in activities, clubs, or sports are more likely to succeed in the classroom.

**8. Treat Others The Way You Want To Be Treated**

There are many students here at FA and everyone comes from very different backgrounds. Everyone (students, teachers, staff members, and administrators) has the right to be treated with RESPECT.

**9. Take Care Of You**

Get plenty of sleep at night and make sure to eat breakfast and lunch. This is your fuel for the day! There is only ONE of you so you need to make sure to take care of yourself and stay healthy.

**10. Never Give Up**

Always remember to pick yourself back up and try again when something doesn't go as planned. This is a life-long skill that you will be able to carry with you throughout life. Remember that every day is a new day and to learn from your mistakes!

*“There isn't a person anywhere who isn't capable of doing more than he thinks he can.”*

*~Henry Ford*