



*Benjamin Franklin* <sup>TM</sup>  
CHARTER SCHOOL

*Est. 1995*



# BENJAMIN FRANKLIN

IT IS OUR HOPE THAT EACH CHILD AT BENJAMIN FRANKLIN CHARTER SCHOOL WILL BECOME A STUDENT OF OUR SCHOOL'S NAMESAKE, BENJAMIN FRANKLIN. FROM TIME TO TIME, STUDENTS HAVE AN OPPORTUNITY TO SHARE WITH OTHERS INTERESTING FACTS ABOUT THIS MOST REMARKABLE MAN. JUST A FEW FACTS SURROUNDING HIS LIFE ARE INCLUDED BELOW:

- ✎ HE WAS BORN IN BOSTON, MASSACHUSETTS, ON JANUARY 17, 1706.
- ✎ HE ATTENDED SCHOOL FOR ONLY TWO YEARS UNTIL THE AGE OF TEN.
- ✎ HE CONTINUED HIS STUDIES ON HIS OWN AND LEARNED FIVE FOREIGN LANGUAGES.
- ✎ HE SERVED AS AN APPRENTICE TO HIS OLDER BROTHER AND LEARNED THE ART OF PRINTING.
- ✎ HE PUBLISHED THE PENNSYLVANIA GAZETTE.
- ✎ HE MARRIED DEBORAH READ IN 1730, AND THEY HAD THREE CHILDREN.
- ✎ HE WAS THE ONLY MAN TO SIGN THE DECLARATION OF INDEPENDENCE, THE TREATY OF ALLIANCE WITH FRANCE, THE TREATY OF PEACE WITH GREAT BRITAIN, AND THE CONSTITUTION OF THE UNITED STATES.
- ✎ HE WAS THE OLDEST DELEGATE TO THE CONSTITUTIONAL CONVENTION.
- ✎ HE PUBLISHED POOR RICHARD'S ALMANAC.
- ✎ HE WAS ONE OF THE FIRST MEN TO EXPERIMENT WITH ELECTRICITY AND INVENTED THE LIGHTNING ROD.
- ✎ HE DIED APRIL 17, 1790 AND WAS BURIED IN PHILADELPHIA, PENNSYLVANIA.

CAN YOU FIND OUT MORE ABOUT BENJAMIN FRANKLIN?

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## **MESSAGE FROM THE GOVERNING BOARD**

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

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

***The Benjamin Franklin Charter School  
Governing Board***

## **PRINCIPAL'S MESSAGE**

This handbook is designed to inform parents about Benjamin Franklin Charter School. If after reading it, you have questions, please feel free to contact us at any time (Crismon - Mr. Baker at (480) 987-0722, Gilbert - Mrs. Dana at (480) 632-0722, and Power - Mrs. Lamb at (480) 677-8400).







Communications between home and school are vital to the success of the school. Every nine weeks parents will receive a report card. Twice a year parents are scheduled for parent-teacher conferences. In addition, you are encouraged to make an appointment with your child's teacher whenever you have a question or concern about your child's progress.

Participation in the Franklin Parent Organization (FPO), allows you to share your ideas, time, and talents in an effective manner. Your help will strengthen the school and its ability to educate your children.

**John Baker**, Principal - Crismon  
**Diana Dana**, Principal - Gilbert  
**Adrienne Lamb**, Principal - Power

## **PHILOSOPHY**

The philosophy of Benjamin Franklin Charter School is to emphasize the teaching of basic skills and information. Its purposes are to

-  train the intellect,
-  teach skills,
-  instill a sense of pride in and respect for self, others, and country,
-  equip students with the necessary skills to become decision makers and problem solvers,
-  prepare students for the world by challenging them to compete for achievement in the classroom, and
-  develop an atmosphere of tolerance and acceptance of all students regardless of physical appearance and culture.

## **HISTORY AND ORGANIZATION**

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

Benjamin Franklin Charter School applied for and was granted its charter by the State Board for Charter Schools on June 12, 1995 for the Mesa campus. The Crismon campus received its original charter from the Ganado Unified School District on May 13, 1996. A year later in May of 1997, Benjamin Franklin Charter School added the Gilbert campus and consolidated its three campuses under the original charter, making the Arizona State Board for Charter Schools its sponsor for all sites. In the fall of 2006, Benjamin Franklin Charter School added a fourth campus to the Franklin family with the opening of its Power campus. In the fall of 2013, Benjamin Franklin Charter School opened its first high school, combining it with the existing junior high, to create a 7-12 college preparatory secondary school.

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

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

## **SCHOOL POLICIES**

### **The Parent Organization**

The Franklin Parent Organization (FPO) is a very important element of Benjamin Franklin Charter School. All parents become members of this parent organization and pay annual dues of \$20.00 per family. The dues provide the funds necessary for the parent organization to ensure the smooth, ongoing operation of the school and supplemental or extra-curricular activities that the parent organization deems necessary.

The parent organization has a representative board (FPAC - Franklin Parent Advisory Council) consisting of 12 elected members that meet monthly to act on matters of policy and concern. The FPAC representatives are elected by the entire parent organization. Appointed representatives may be added to the council as needed.

All parents of Benjamin Franklin Charter School students are invited and encouraged to attend these monthly meetings. Meeting dates will be published in the school newsletter. Please feel free to contact members of the FPAC at any time with questions, ideas, or concerns.

### **Attendance**

If your child is ill or if there is an emergency, you are required to call the school promptly. **PLEASE CALL BEFORE 9 A.M.**

## Daily Schedule K – 6<sup>th</sup> Grade

CAMPUS / GRADE LEVEL	FLAG CEREMONY	ALL SCHOOL INSTRUCTION / CLASSES BEGIN	CLASSES END
<b>CRISMON</b> FULL DAY KINDER 1 <sup>ST</sup> – 6 <sup>TH</sup>	8:15 a.m.	8:30 a.m.	3:00 p.m.
AM KINDERGARTEN	8:15 a.m.	8:30 a.m.	11: 15 a.m.
PM KINDERGARTEN	12:15 p.m.	12:15 pm.	3:00 p.m.
<b>GILBERT</b> FULL DAY KINDER 1 <sup>ST</sup> – 6 <sup>TH</sup>	8:30 a.m.	8:45 a.m.	3:15 p.m.
AM KINDERGARTEN	8:30 a.m.	8:45 a.m.	11: 30 a.m.
<b>POWER</b> FULL DAY KINDER 1 <sup>ST</sup> – 6 <sup>TH</sup>	8:15 a.m.	8:30 a.m.	3:00 p.m.
AM KINDERGARTEN	8:15 a.m.	8:30 a.m.	11: 15 a.m. .

***Minimal supervision is provided for 1/2 hour before and 1/2 hour after school. PARENTS ARE EXPECTED TO PICK UP THEIR CHILDREN IMMEDIATELY AFTER SCHOOL.***

### Early Release

To protect our students, and your children, parents are required to sign the register for early release before children will be allowed to leave the campus.

### Tardiness

Tardiness is disruptive to the learning process. It has a negative impact on all of the student's classmates, not just the tardy student. Students should be in their seat ready to work no later than 8:30 a.m. If students come to school after that time, they must first report to the office to have their name removed from the absence list. We have established the following plan to help control tardiness:

- After the 7th tardy, a letter from the principal will be sent to parents reminding them of the importance of punctuality.
- After the 11th tardy, parents will be required to meet in a conference with the principal and submit a written plan of action detailing what corrective actions are being taken.

## Perfect Attendance Awards

### 100th Day Celebration

This campus level celebration is intended to recognize the students and staff that have been present each day, for the first 100 days of the school year. This recognition is in no way affiliated with the End of the Year Perfect Attendance Award.

### End of the Year Perfect Attendance

Students must be at school on time each day for the entire school year to receive the End-of-the-Year Perfect Attendance Certificate. Any tardies, early releases, or partial day absences will cause a BFCS student to forfeit the End-of-the-Year Perfect Attendance Certificate.

## Excused P.E. Activities

If your child's P.E. activities must be restricted, a doctor's statement is required; otherwise, all students are to participate in physical education.

## Phone Calls

If you find it necessary to talk with your child's teacher during the day, please call before or after school. Once the school day begins, teachers cannot leave their classrooms unattended to take calls.

**STUDENTS ARE NOT PERMITTED TO USE THE OFFICE PHONES EXCEPT IN CASES OF EMERGENCY. EMERGENCIES DO NOT INCLUDE FORGOTTEN HOMEWORK.**

## Registration

To register your child in Benjamin Franklin Charter School for the first time, you will need a certified copy of the child's birth certificate.

For the 2018-2019 school year, a child must be 5 years old before September 1, 2018, to enroll in kindergarten. To enter first grade, a child must be 6 years old before that date.

The school maintains health records on each child. An immunization record **must** be completed and in our files before a child can attend school.

## Bicycles

A bicycle rack is available for students who ride bicycles to school. To prevent bicycle thefts, parents should make sure children have and use bicycle locks.

For the children's safety, we recommend that students in second grade and under **not** ride bicycles to school. In past years, the more serious bicycle accidents involving students generally involved younger students. **WALKING BICYCLES WHILE ON SCHOOL GROUNDS IS MANDATORY.**

## Transportation

Because Benjamin Franklin Charter School is a school of choice with no specific school boundaries, parents are responsible for transporting their children to and from school, using the designated drive-through lanes for drop-off and pick-up points.



## Health Services

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

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

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

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

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

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

## Insurance

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

## Lunch Program (Opt.)

Lunches may be purchased by the week. Students bringing their lunches may also purchase milk or water. Parents should make sure to send nutritious food in lunches that your children will eat. Parents are welcome to eat with their children in the lunchroom anytime. **DUE TO HEALTH CONCERNS, NO FOOD WILL BE ALLOWED TO LEAVE THE LUNCHROOM.**

## Student Birthdays and Gifts for Teachers

Children are recognized by their teachers on their birthdays; however, no other treats or birthday recognition by parents are permitted. Parents and/or students are asked not to pass out party invitations on campus before, after, or during school.

It is recommended that children and parents express their feelings of appreciation for teachers through thoughtful homemade cards or notes. Parents are encouraged to share feelings of appreciation for teachers to the FPAC (Franklin Parent Advisory Council), the principal, and the Governing Board.

## Lost and Found

**Please put your child's name on clothing and all other personal things brought to school.** Lost things are stored at school until their owners claim them. Please check with us if your child loses something at school. At the end of each grading period, or when the "lost and found" becomes too full, we donate **unclaimed items** to a charitable group.

## Solicitation

It is the policy at Benjamin Franklin Charter School that **no items for sale are to be offered or solicited on campus to students, faculty, or staff.**

## Extra-Curricular Activities

Benjamin Franklin Charter School students have an opportunity to participate in a wide variety of programs. Band is a before- and after-school program available to 5th and 6th grade students. Orchestra is a before- and after-school program available to students in 4th - 6th grade. Students in 4th - 6th grades also have the opportunity to run for Student Council.

## Things to Leave at Home

We ask students to be thoughtful of others both inside and outside the school buildings. **Items or actions that might disrupt class, cause injury, or are safety concerns are not allowed. These situations will result in serious disciplinary action.**

Items to be left at home include, but are not limited to, candy, chewing gum, trading cards, roller blades, skates, skateboards, sports equipment, balls, or any type of toy or personal item.

**Cell Phones** – If a parent requests a child carry a cell phone, the cell phone is to be turned into the office before school starts. The child may retrieve the phone after school is dismissed. Cell phones collected from students during the school day may be picked up from the principal by the parents. Collected phones will not be returned to the children.

## School Visits

We encourage parents to come to school frequently to visit their child's classroom and to take an active part in the education of their child. For reasons of safety and to help us keep track of campus visitors, we request that parents report to the office and sign in before going to a child's class or visiting the campus.

We also ask parents to avoid conferences with the teachers during such visits so the teacher can conduct class as usual.

**Parents are asked to leave small children at home since young children often distract both students and the parent.** (This also applies during designated classroom parties.)

**Younger brothers and sisters or non-Franklin friends are not permitted to attend classes.**

## Dress Code K-6



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

### DRESS CODE – BOYS

- ◆ Long slacks or jeans, clean and in good repair, should be worn. **(Pants with holes are not acceptable.)**
- ◆ Shirts are to be normal fitting, size appropriate, and worn tucked inside pants if length extends below buttock.
- ◆ Tank tops and net shirts are not acceptable unless worn over a shirt with sleeves.
- ◆ Extreme haircuts are not permitted. This includes color, length and style.

### DRESS CODE – GIRLS

- ◆ Long pants, or jeans, to the ankle, clean and in good repair should be worn. **(Pants with holes are not acceptable.)**

- ◆ Skirts and dresses are acceptable. (Knee length minimum) Leggings/tights (to the ankle) are only worn with appropriate length dresses and skirts.
- ◆ Tops must cover the shoulders and must overlap the pant or skirt waistband when arms are raised (**no bare midriff**). Tops shall be as modest as the school uniform shirt.
- ◆ Culottes and skorts are **NOT** acceptable school attire.

#### **DRESS CODE – BOYS AND GIRLS**

- ◆ No clothing that displays inappropriate writing or pictures should be worn.
- ◆ Shoes must be worn with socks at all times.
- ◆ Shoes must be laced, buckled, and totally closed at the toe and heel. (Thongs, flip-flops, clogs, or other non-secured footwear is not acceptable.) (SAFETY REASONS)
- ◆ Loop or dangling earrings are not to be worn to school. (SAFETY REASONS)
- ◆ Extreme haircuts and styles are not permitted.
- ◆ Sagging or dragging pants and other “over-sized” clothing are not acceptable attire at school.
- ◆ Sunglasses, hats, and caps are acceptable, but must be removed when students are inside any school building.
- ◆ Make-up is not to be worn to school. (Grades K-6)
- ◆ Team jerseys may be worn, but must be tucked in if length extends below buttock.
- ◆ Tattoos and other forms of body decoration are not to be worn at school.
- ◆ All clothing must be modest. Clothing may not be too tight or revealing.

**Extreme haircuts are not permitted. This includes color, length, and style. Some examples include, but are not limited to, Mohawks, partial Mohawks, and shaved head designs.**

**If you choose to wear uniform shorts/capris, they must be worn with the collared polo uniform shirt which is available for purchase through the office. Approved flat-front (no cargo pockets) navy, black, khaki, or gray uniform style shorts/capris may be found at a variety of stores in the area. *The BFCs polo shirt is required when wearing shorts/capris.***

**Exceptions:** On P.E. days, non-uniform shorts may be worn under school clothing and worn during the P.E. period. On Field Days, students may change into shorts/capris for outside activities.

**If a child is not in compliance with the dress code, parents will be notified.**

**THE PRINCIPAL WILL RESOLVE ALL QUESTIONS CONCERNING THE DRESS CODE.**

## **PLEASE READ AND DISCUSS THESE BENJAMIN FRANKLIN CHARTER SCHOOL POLICIES WITH YOUR CHILD BEFORE THE FIRST DAY OF SCHOOL**

### **School Rules**

School rules are established by parents, teachers, and the principal. These rules cover vandalism and fighting as well as honesty, respect, courtesy, and proper language.

The teachers inform students of these rules, especially during the first weeks of school, with periodic reminders during the school year.

The following is a list of Benjamin Franklin Charter School rules. Benjamin Franklin students will

- ◆ tolerate and accept physical and cultural differences among others;
- ◆ not bully, harass, intimidate, or participate in the hazing of another student;
- ◆ walk on sidewalks;
- ◆ settle disagreements without fighting or threatening to fight;
- ◆ talk quietly when on campus;
- ◆ show respect to adults and fellow students;
- ◆ display a positive, serious attitude about school and learning;
- ◆ hold playground equipment (balls) while walking on sidewalks;
- ◆ play only in designated playground areas;
- ◆ use only wholesome and courteous language;
- ◆ show consideration for property and others (including not throwing rocks and/or sand at any time);
- ◆ play non-violent games (For safety reasons, they do not play tackle football and are careful using playground equipment.);
- ◆ be mannerly at lunch (including not throwing food and picking up after themselves when they are through);
- ◆ behave properly when watching movies, plays, concerts, etc.;
- ◆ always wear closed-toed shoes;
- ◆ be on time to class and school activities;
- ◆ realize teachers' workrooms, supply room, and lounge are for faculty only, not students;
- ◆ respect other's possessions and not take items belonging to others;
- ◆ walk bicycles at all times when on school grounds;
- ◆ place trash and used water bottles in proper receptacles;
- ◆ help preserve school property by not writing or marking on school walls, furniture, or doors;
- ◆ not leave the school grounds without first getting permission from the school office;
- ◆ not be allowed to bring or chew gum at school.

## **Homework Policy**

Homework is a central theme at Benjamin Franklin Charter School. It has three major purposes: teach personal responsibility and time management skills, keep parents informed about what their children are learning, and provide additional academic growth and development for the student.

**Parent responsibilities concerning homework are as follows:**

### **Kindergarten - Sixth Grade Homework**

1. Provide a time and place free from distraction for the homework to occur.
2. Sign the daily homework sheets or papers (whether completed or not).
3. Review the child's work and provide encouragement.
4. Work closely with the teacher if a problem occurs.

All K-6 students receive homework four nights per week, Monday through Thursday. Homework will be directly related to daily instruction and will be reviewed by the teacher daily. Standards of neatness and accuracy are to be maintained regardless of the subject matter area. Grades are kept on the percent of homework completed. Grades 1-6 list homework expectations on the daily homework assignment sheets.

Parents should insist that children dedicate focused, uninterrupted time to complete homework assignments **not to exceed the recommended time per grade level**. If students consistently spend more than the time recommended, a conference with the teacher is necessary to assess the students' needs.

Below are the recommended time guidelines in each subject area for an average student.

Grade	Total	Spelling	Grammar	Math	Reading	History/ Science	Other (to include comprehension or studying for weekly tests)
Kindergarten	10 min.	5 min.		5 min.			
1 <sup>st</sup> Grade	20 min.	10 min.		10 min.			
2 <sup>nd</sup> Grade	30 min.	10 min.		20 min.			
3 <sup>rd</sup> Grade	40 min.	10 min.	10 min.	20 min.			
4 <sup>th</sup> Grade	50 min.	10 min.	10 min.	20 min.			10 min.
5 <sup>th</sup> Grade	60 min.	10 min.	15 min.	25 min.			10 min.
6 <sup>th</sup> Grade	70 min.	5 min.	10 min.	30 min.	15 min.	10 min.	

Unfinished daily work is not counted as part of the actual homework time. Therefore, absences or tardiness may account for some students spending more than the amount of time stated. Student punctuality and responsibility will ensure that this does not happen. Students should also understand they may not call home for forgotten assignments. This will help the students learn personal responsibility. Students who have problems with incomplete or sub-standard homework may be referred for disciplinary action (see DISCIPLINE AT FRANKLIN).

Homework is a critical piece of academic success. It allows parents to know what their child is doing in school; it allows students to work independently and assess their own learning; and it allows teachers to assess student mastery. When parents are engaged in the homework process, they are able to assist teachers in identifying strengths and weaknesses that may exist in their child's learning.

Homework is the important last step of instruction where a child masters the information taught. Students should be able to independently complete homework. This independent practice will help reinforce concepts learned and prepare for new learning.

**Research has shown that children who read or are read to for 20 minutes a day score in the 90<sup>th</sup> percentile on tests. Between Kindergarten and 6<sup>th</sup> grade, students who read 20 minutes a day will have read 60 full school days by the end of 6<sup>th</sup> grade. In order to encourage a love of reading and to achieve the quarterly page requirements, it is recommended that your child spend 10-20 minutes reading per day.**

## Discipline at Franklin

Benjamin Franklin Charter School has a highly disciplined, tightly structured, calm, and orderly atmosphere. Respect, courtesy, friendliness, and cheerfulness are dominant. To ensure this, teachers establish and teach both school and classroom rules. Consequences for inappropriate behavior are clearly spelled out and enforced. Every effort is made to keep parents informed during each step of the disciplinary process.

Under most circumstances, the following disciplinary process is followed:

- 1<sup>st</sup> level**            Warning from teacher or supervisor
- 2<sup>nd</sup> level**            Teacher directed consequence
- 3<sup>rd</sup> level**            Teacher directed consequence - parent notified
- 4<sup>th</sup> level**            Teacher, parent, child conference
- 5<sup>th</sup> level**            Principal discipline – parent notified
- 6<sup>th</sup> level**            Principal, parent, teacher, child conference mandatory
- 7<sup>th</sup> level**            Temporary suspension for less than five days (Student, parent, teacher, principal conference required).
- 8<sup>th</sup> level**            Long term suspension and/or expulsion (more than five days). Due process procedures will be followed as prescribed in governing board policies.

## Grades

Letter grades are given to reflect actual achievement.

<b>A</b>	90-100 Percent
<b>B</b>	80-89 Percent
<b>C</b>	70-79 Percent
<b>D</b>	60-69 Percent
<b>F</b>	Below 60 Percent

## Report Cards

Kindergarten through 6<sup>th</sup> grade report cards are issued every nine weeks and are taken home by the students. The information on the report card includes letter grades and percentages reflecting student achievement in all subjects as well as an evaluation of the child's behavior.

## K-6 Parent-Teacher Conferences

Parent-teacher conferences for kindergarten through 6<sup>th</sup> grade students are held the first and third quarter. We feel that these conferences benefit the students, parents, and teachers.

## Parent Concerns

**Communication and feedback are critical to the success of Benjamin Franklin Charter School. If parents or students have concerns about any part of the program, they are requested to communicate those concerns to the appropriate people (e.g., teachers and principals). Every effort will be made to resolve those concerns as soon as possible.**

## Student Retention

Moving automatically from one grade to the next is not always the best thing for all children. Some children have a better chance for success if they remain at a grade level for an extra year.

The Benjamin Franklin Charter School Governing Board has set standards consistent with state guidelines for promotion from grade to grade. The State Academic Standards required by the State Department of Education are available from your principal.

If the teacher thinks your child will benefit by staying in his or her current grade, you will be involved in meetings with the teacher, the principal, and other staff members involved with your child's education. However, state law provides that the final promotion/retention decision is for the classroom teacher. If you choose not to accept the teacher's decision, you may request in writing that the Governing Board review the decision.

## Curriculum and Time Analysis

MINUTES PER WEEK							
Academic Block	KDG.	1st	2nd	3rd	4th	5th	6th
Seatwork	75	75	75	75	75	75	75
Literature	135	450	375	290	275	275	300
Phonics/Spelling/Penmanship	200	270	270	240	135	135	150
Mathematics	120	230	285	420	400	410	300
English/Grammar	25	150	150	150	190	170	150
Composition	25	150	170	150	200	180	150
History/Geography	10	60	60	60	85	100	150
Science/Health	10	60	60	60	85	100	150
<b><i>SUB TOTAL</i></b>	<b>600</b>	<b>1,445</b>	<b>1,445</b>	<b>1,445</b>	<b>1,445</b>	<b>1,445</b>	<b>1,475</b>
<b>Enhancement Block</b>							
Music	60	60	60	60	60	60	60
Physical Education	60	60	60	60	60	60	60
Art	30	60	60	60	60	60	30
<b><i>SUB TOTAL</i></b>	<b>150</b>	<b>180</b>	<b>180</b>	<b>180</b>	<b>180</b>	<b>180</b>	<b>150</b>
Lunch and/or Recess	75	325	325	325	325	325	325
<b><i>GRAND TOTAL</i></b>	<b>825</b>	<b>1,950</b>	<b>1,950</b>	<b>1,950</b>	<b>1,950</b>	<b>1,950</b>	<b>1,950</b>

# EDUCATIONAL PROGRAM SECTION

## Kindergarten Through Sixth Grade Curriculum Overview



**Mathematics**—Mathematics is taught daily and receives a great deal of emphasis. The program uses oral drill, written practice sheets, and stresses memorization of math facts. Metric and modern math terms are included. The textbooks used are from Harcourt, Brace, Jovanovich (K-1) and Saxon Math series (Gr. 2-6).



**Reading**—Reading instruction is an essential element and is a daily part of the curriculum. Students learn to enjoy reading quality literature, identify different text structures, and apply specific mental actions in all subjects. The literature selections include classics and literature sets with wholesome ideals. Each room has its own grade level appropriate library selections.



**Recitations**—Each student will memorize and recite one selection of either prose or poetry at least once every nine weeks. Students may also enter poetry recitation contests.



**Penmanship**—The standardized handwriting program in the textbook *The Writing Road to Reading* is taught in grades K-6. Neatness and legibility of penmanship are stressed through daily work. Cursive writing is introduced during the second semester of 2nd grade, and an annual review of printing is conducted.



**Spelling**—The spelling program has a strong phonetic base articulated through daily oral and written drill. The program consistently teaches spelling, language rules, vocabulary development, and is the core of the language arts curriculum. Spelling is also emphasized in the literature and composition programs. “The Writing Road to Reading” is the text for spelling.



**Language**—The language program includes daily practice and drill in fundamental English grammar, rules, and usage. Composition and poetry are an integral part of the program. The language texts used are *The Writing Road to Reading*, Hake Grammar and Writing series (Gr. 4-5), and Easy Grammar series (Gr. 6).



**Composition**—Each Benjamin Franklin student is expected to follow a defined writing process in a grammatically correct manner that emphasizes clarity of thought and preciseness in spelling and penmanship. A variety of writing experiences are provided at each grade level.



**History and Geography**—This program emphasizes the study of history and geography. Memorization of important geographical and historical data is required. Current events are also presented. The textbooks used are from the Harcourt, Brace, Jovanovich series, MacMillan series, and other supplemental publishers.



**Science**—The science program includes physical, earth, and biological sciences. It utilizes the Scott Foresman Science text, Prentice Hall Earth Science text, and other supplementary materials.



**Health/Safety**—Emphasis is on good health habits, nutrition, general safety rules, first aid, and life saving techniques.



# EDUCATIONAL PROGRAM SECTION

## Kindergarten Through Sixth Grade Curriculum Overview



**Music**—A structured general music and music appreciation program is taught in all grades. An instrumental music program is available to students in 5th grade and above (band) or 4<sup>th</sup> grade and above (orchestra). The band and orchestra programs meet before and/or after school.



**Physical Education**—Each child at Benjamin Franklin Charter School participates in a structured physical education experience. The physical education program is designed to teach children important physical skill development that will carry over into day-to-day life and help promote good health.



**Art**—Art appreciation is a part of the basic program. Art is used to emphasize holidays and seasons and, where appropriate, is incorporated into other areas of study. Art activities are kept to a minimum and emphasize traditional art concepts. The school also provides an Art Masterpiece Program presented by parent volunteers.



**Character, Virtues, & Citizenship**—Character, virtues, and the meaning of citizenship are taught through the use of the Core Virtues program. The Core Virtues program is a literature based method of teaching civic virtues. Teachers set examples for students and teach them through acknowledgment, praise, and role playing. Respect for personal and public property is taught by stressing respect rather than fear of punishment.