

**2022 -2023**

# **Franklin Academy Inc. Student Handbook**



# FRANKLIN ACADEMY, INC.

## Student Handbook

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## WELCOME FROM MARGARET FRANKLIN

### Dear Parents and Guardians:

Welcome to Franklin Academy. This Handbook will help you understand the program's policies and requirements. Children are our future and without the proper education and guidance, we would be lost as a society. The objective of this school is to teach children how to live and to equip them for success. The Bible verse in Proverbs 22:6 advises adults to train up children in THE way they SHOULD go.

Attendance at this school is a privilege and not a right. The goal of this educational institution is to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. I am committed to making sure children understand that they must follow all center rules and advance academically to each individual's highest potential. Through this learning center the student will learn "how to learn" by learning methods of research that will develop life-long habits of study for individual intellectual success.

My philosophy of education stems from the Educator, the late "Elizabeth Lawson Dobbins" course. To present you this philosophy with great pleasure, she stated: "Each person was put on this earth for a purpose, for each purpose there was a need, for each need GOD made someone special to carry out His plan". This plan includes the teacher, the parent, and the student, wherein with proper emphasis on the spiritual, mental, social, and physical aspects of life. The whole being of the person can be developed as a person walking in the light, living the life as a testimony of purpose in fulfilling God's plan through the way we live our life. Without education this plan wouldn't be possible.

It takes knowledge to teach, wisdom to understand and the love of God to follow through. Thank you for allowing Franklin Academy to serve you and your children.

WE WELCOME YOU

Margaret Franklin  
Principal and School Administrator

## **VISION**

Proverbs 22:6 – “Train up a child in the way he should go: and when he is old, he will not depart from it.” This Bible verse advises adults to train up children in THE way they Should go. Children are our future and without the proper education and guidance, we would be lost as a society. Franklin Academy sees itself as a beacon of light teaching children how to live and equip themselves for success.

## **MISSION**

Train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship.

To make sure children understand that they must follow all center rules and advance academically to each individual's highest potential.

To teach the student “how to learn” by incorporating learning methods of research that will develop life-long habits of study for individual intellectual success.

To provide Christian leadership training through weekly Bible lessons with a focus on teaching the children how to live and to live by the words they use. This further enables the child to strengthen his/her techniques for Christian Manhood and Christian Womanhood.

Promote good relationships between teacher and students, pastor and members, parent and child, or teacher and parents, and throughout the communities.

Promote a good understanding between parents or guardians and the administration/faculty of this school.

## **EDUCATION PHILOSOPHY**

This measure of life was instilled in me, Margaret Franklin, by an Educator, my Mother, and the late “Elizabeth Lawson Dobbins”: Each person was put on this earth for a purpose, for each purpose there was a need, for each need God made someone special to carry out HIS plan”. This plan includes the teacher, the parent and the student, wherein with proper emphasis on the spiritual, mental, social, and physical aspects of life. The whole being of the person can be developed as a person walking in the light, living the life as a testimony of purpose in fulfilling God's plan through the way we live our life. Without Education this plan wouldn't be possible. It takes knowledge to teach, wisdom to understand, and the love of God to follow through.

## **ENROLLMENT POLICY**

Franklin Academy admits students of any race, color, and national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate based on race, color, and national and ethnic origin in administration of its educational policies, admissions policies, scholarships, and other school-administered programs.

## **ENROLLMENT PROCEDURES**

1. Parents visit school.
2. Parents and student read the student handbook thoroughly.
3. Application is submitted, accompanied by registration fee, first month tuition payment, previous report card, previous test scores, withdrawal form from previous school, medical and immunization records, and medical history form. All prospective students must be immunized to be eligible for enrollment in Franklin Academy.
4. Reservations are made for a parent training seminar each year.
5. All students must have the following immunizations: diphtheria, polio, measles, and rubella.
6. Both parents and school administrator will discuss the best route for each child.
7. Application must be accompanied by a \$150.00 registration fee and the first month tuition of \$500.00. All first month fees must be paid before starting class. All fees are due by the 3<sup>rd</sup> of each month. If fee is more than 8 days past due, a late fee of \$50.00 will be accessed.
8. Parents will be notified of acceptance.
9. There is a \$10.00 late fee charge for every 10 minutes after closing hours if the student is not picked up on time. The Florida State Law requires that ABANDONMENT must be reported if a child is left at the school after closing. In case of emergencies, parents are being asked to please call 850-575-4826, or 850-322-2860 and leave a detailed message.
10. All students on scholarship must be approved before attending school or parents must pay \$300.00 per month until child is approved. All parents must bring a student withdrawal form from previous school and the child's transcript.

## **PAST HISTORY**

As a provision for enrollment, Franklin Academy requires all applicants to provide detailed and accurate information to us regarding the following in the child's history:

1. Has the child ever been arrested, or has been charged with a felony or other criminal act?
2. Has the child ever been diagnosed with a mental problem?
3. Does this child have a medical disease or serious medical problem?
4. Has the child ever hurt another child or an adult physically?

If the answer is yes to any of the above questions, a detailed explanation and copy of relevant records must be provided to the school.

In the event that this information is withheld from the school, and is discovered at any time by us after the child's enrollment, the child will be dismissed from the program immediately.

## **TUITION AND FEES**

### **FULL-TIME**

Registration Fee: \$150.00

Grades K-12 includes class hours: 8:00 a.m. to 2:00 p.m. Mon-Fri Tuition: \$500.00 per month

**Private pay fees are due by the 28<sup>th</sup> of each month.**

**Special Education:** Fees are adjusted according to Individual Education Plan (IEP) expectations on a per child basis

### **Adult Education Classes**

**A student of Adult Education must attend the facility 3 hours weekly. There is no exception. It is a mandatory 3 hours on the site attendance. The student must sign in with Margaret Franklin or the Lead Teacher/Monitor.**

**Registration Fee: \$75.00 Tuition: \$100 monthly Graduation Cost: \$250.00 (includes payment for cap, gown, pictures, and administrative fees)**

**All fees must be paid one month prior to graduation (Graduation May, pay all fees by April 1). Franklin Academy will not release students' transcripts until all fees are paid.**

## **SCHOLARSHIPS**

**All parents on scholarships must cooperate in completing all paperwork to receive their child's scholarship in a timely manner. In the event a child is not awarded the scholarship within the first 30 days of school, a parent must pay \$300.00 per month to assist with the expenses of the school.**

## **AFTER-SCHOOL EDUCATIONAL SERVICES**

**Contact Jake Gaither and Walker Ford for any after-school services for your child.**

## **PIANO LESSONS**

Once each week at Jake Gaither. There is no fee.

## **PARENTAL INVOLVEMENT**

Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the faculty/administration of this school. Every parent is required to participate in these informative and helpful programs.

## **MEDICAL GUIDELINES**

Students with health problems parent/guardian must complete a Medication Authorization Form when they are initially enrolled into Franklin Academy. If not, the form will be sent to the parent for completion. The form will remain effective until the child is finished taking the medication (date to be indicated on form), or until the medication expires. No staff member will be allowed to administer any medicines without parent written authorization. Forms can be obtained from a Teacher/Monitor or Margaret Franklin.

All medicines must be kept and administered at the school office. The medicine must be in the original container labeled with the student's name and time of administration. Prescription medicine must be in a pharmacy container that identify the student's name and time of administration.

### **ACCIDENT/INCIDENTS**

Employee in charge will stabilize child and make sure the situation is under control.

The Parent and Margaret Franklin should be notified immediately.

In the event of a medical crisis, or emergency medical assistance is needed, staff will immediately **dial 911**.

In the event of criminal activity, the Tallahassee Police Department (TPD) will be alerted and called to the premises.

For all accidents and incidents occurring at/with Franklin Academy, a written accident/incident report must be completed and signed by the parent. All incident reports received by the parent from Franklin Academy must be signed before the student(s) is/are allowed to return to school.

### **COMPUTERS**

Franklin Academy have two satellite locations for computer use. The locations are (1) FAMU Computer Center, and Franklin Academy Mission Road satellite. The students' access to computers are based on their school performance that includes the completion of required Paces and attitude with peers and teacher/monitors.

### **SCHOOL SUPPLIES**

#### **GENERAL SUPPLIES FOR ALL STUDENTS:**

Personal Bible, blue ballpoint pen, personal dictionary, two pencils at all times, standard notebook paper, 3" x 5" cards for research notes, erasers, ruler, pencil sharpener, clipboard, tissues, scissors, crayons, glue, compass, protractor, hand calculator.

### **CHRISTIAN LEADERSHIP TRAINING**

Daily each child is expected to ask God for guidance throughout the day, and to ask himself what Jesus would do before opening his mouth and before doing any task. At the end of each day, each child is expected to thank God for another day, and to ask God to forgive their sins each day in order to be a better person. A Bible lesson will be given each week to teach the child how to live. They will be taught to read for themselves and to learn to live what they preach. We will stress being an individual for what is right, and not following our peers when they are wrong. A denomination is not stressed at this school. We teach basic Bible principles meaning that we want kids to treat their neighbor the way they want to be treated. We believe that any good relationship is a two-way street. This means a relationship between teacher and students, pastor and members, parent and child or teacher and parents, etc.

### **INCENTIVE PROGRAM**

Our school uses the PACE-SYSTEM PROGRAM which enables the student to learn at his or her own pace. Incentives are set up to get children to work at their maximum. Each subject being tutored is set up wherein a total of 12 pace booklets will have to be finished in order to qualify for the next grade level booklet. Some of the incentives will include extracurricular activities such as crafts, puzzles, games, computer play, extra park time, market spending day, and field trips.

**Curriculum: Our school uses Abeka Reading, Nancy Pride Writing Strands, and PACEs for Mathematics, Science, Social Studies, and English.**



## **ATTENDANCE**

If a child is absent, a parent must send a written note explaining why the child was not at school. If at all possible, parent should call the school, and leave a message if child is not attending a particular session, or if the child is sick. Students must be on time, so the normal class sessions will not be interrupted. Continued tardiness or absences may lead to dismissal of student from the school. A child must not sleep during class time, or the parent will be called.

Franklin Academy's class hours are from 8:00 a.m. to 2:00 p.m. The school doors are opened at 7:30 a.m. Each student should be in class by 8:00 a.m. Students are counted as tardy by 8:15 a.m. The Teacher/Monitor will provide the administrative office or Principal the sign in/out sheet by 8:30 a.m. daily. The Principal will review all sign-in/out sheets for excessive absenteeism and tardiness. The Classroom and Break Schedule can be found on page 15 of this Handbook.

## **LOST AND FOUND**

Items repeatedly left in the center will be discarded after 60 days due to the lack of space for continued storage.

## **HOMEWORK**

Most students should not need to take academic work home. The goals set by the student and reviewed by the teacher/monitor and supervisor usually are no more than the student is capable of completing during the learning center day. Should the student not meet his goals for that day, he will be required to take it home and complete it by the next day. Extra study sheets will be sent home on Tuesdays and Thursdays and must be returned the following day. Each student is responsible for making sure they turn in their homework to a teacher. Parents must sign the Homework Slip acknowledging that the child/student showed them their homework assignment.

## **FIRE AND TORNADO DRILLS**

Practice fire drills will be held during the school year each month.

At the sound of 3 bells, students are to stand and march out of the building in an orderly manner to a designated place.

At 2 bells, they may return to the learning center in the same orderly manner. Students must walk in single file. They are expected to refrain from talking, pushing, or running. Each supervisor will be with his group.

A tornado drill will be signaled by a long, unbroken ring of the bell. Students should proceed to a designated place and assume a crouched position with their heads protected.

## **AWARDS PROGRAM**

Awards of different sorts highlight the annual Awards Program held each spring. Students compete during the year to attain these awards. This is a list of awards commonly presented:

- ✓ Highest PACE Average Award
- ✓ Most PACEs Completed Award
- ✓ Best Desk/Office Award
- ✓ Best behaved award/Character Award
- ✓ Penmanship Certificates
- ✓ Scripture Memorization
- ✓ Perfect Attendance/Citizenship
- ✓ Honor Roll
- ✓ Writing Award
- ✓ Miss Improved student
- ✓ Mr. Improved student

## **FIELD TRIPS**

**All field trips are designed primarily to enrich learning. Each trip will be carefully set up to enhance skills that are hands-on to encourage the self-development for future employment opportunities. Work experience will be encouraged and set up with local businesses for our students in the high school. Parents must sign permission slips for all field trips.**

## **INTERNATIONAL STUDENT CONVENTION**

A most exciting and rewarding event for our students is the annual State Convention held in February of each year, through School of Tomorrow. Students are encouraged to prepare for competition in any of 136 events including academics, music, drama, arts/crafts, and science exhibits. Winners are eligible for the International Student Convention held each spring.

## **CONGRATULATIONS! SLIPS**

EVERY TIME A STUDENT RECEIVES A PACE STAR. He is given a "Congratulations!" slip which he takes to his parents to inform them of his achievement. Parents have an excellent opportunity to encourage and compliment the student at this time.

## **DISCIPLINE**

This is not a corrective institution, consequently, we ask that a child not be enrolled with the idea that he will be reformed. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles. All new students are admitted on probation for the first six weeks.

Franklin Academy goal is to handle all conflicts or disputes as they occur through communication, may it be orally or written, between the parents/guardians, staff, students, Teacher/Monitors, and Principal. Our aim is to resolve all conflicts centering on the best interest of the student.

The students must at all times conduct themselves in a manner becoming of a lady or gentleman.

## **GRIPPING IS NEVER TOLERATED!**

If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Schedule an appointment with staff to find out more information concerning the matter.
2. Realize that your child's reporting may not include all information.
3. Realize that the school has no reasons to pick on your child, and that all rules are enforced without partiality.
4. Support the administration and call the school for all the facts.

Parents, please understand that we will only hire staff that exemplify living a respectable life. Each day we will pray for each child and will depend on God to show us which way to go with each child.

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation, and both parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child. Students are reminded that God expects us to be disciplined in all areas of life: Please see Colossians 3:20, Romans 13:1.

## **DETENTION**

The paramount rule is “do right; do not disturb” Demerit marks are given for disturbances or broken rules. Three or more marks in one day will result in detention time as follows:

- 3 Marks = 20 minutes detention
- 4 Marks = 30 minutes detention
- 5 Marks = 45 minutes detention
- 6 Marks = 1 hour detention

When a student receives a detention, a “Corrective Action Notice” is sent home with the student and is to be signed by the parents. The next day the slip is returned and detention time is served. Demerits are an indication that a student may need direction in the development of principles of character in his life. Conferences with the Principal, teacher/monitor, and parents are sometimes necessary to assure this growth.

## **SUSPENSIONS AND/OR TERMINATIONS**

The policies outlined in this handbook for Suspensions and/or terminations are strictly enforced to provide fairness to all parties that render and receive services. It is therefore important that each parent/guardian carefully review the conditions listed below fully:

1. Failure to pay for services rendered (fees) or on time.
2. Failure to provide updated Health Records and Immunizations on each child as required.
3. Failure to attend enough needed learning center hours to complete course work.
4. Failure to comply with needed academic testing that is required to enter Franklin Academy’s Learning Center. See enclosed flyer on required testing.
5. Failure to abide by Franklin Academy’s rules and regulations.
6. Failure to attend school every day. Must bring Doctors excuse if a student miss more than 3 days.

### **AUTOMATIC SUSPENSION IS ISSUED IF A CHILD**

1. Hits another child/continue to call others names.
2. Throws an object which hurts another.
3. Destroys center property/say negative things about parents.
4. Uses profane language on premises.
5. Hits or disrespects an adult/ repeatedly talk back.
6. Harasses another student/continues to pick on a child.

## **CHILD ABUSE POLICY**

**All staff members are trained on Ethics in Education. All suspected abuse or neglect will be reported immediately to the appropriate authorities.**

## **CURRICULUM AND TESTING**

Franklin Academy is a school that bases its curriculum on the "PACE System". This educational learning system was designed for Accelerated Christian Education (ACE). This educational service allows a child to work on his/her own pace. If there are any gaps in the child's learning process, the Pace System will capture the period of time. This enables a child to master areas he could have missed or forgotten in the educational process. When a child is accepted to Franklin Academy, he/she is administered the diagnostic tests for English, Mathematics, Science, and Social Studies. The tests are graded and shows the PACE booklet he must start to not only complete learning gaps, but to move forward on his educational journey.

The PACE system is outlined in this student handbook "TRAIL OF A PACE".

### **TRAIL OF A PACE**

1. Monitor checks supervisor's progress card for PACE needed and pulls PACE from the PACE inventory.
2. Monitor enters the PACE NUMBER in the space designated on the Supervisor's Progress card to indicate PACE has been issued to the student.
3. Student completes the PACE at his desk, periodically taking the pace to the score station, where he checks it for accuracy. (Note that student uses red pen provided at the score station only). At this time the Supervisor checks pace and initials in green for student to proceed with the self-test. (Note: Some English PACEs require completion of a literature selection and a Wisdom insert before the final PACE test is given. Some Science PACEs require a lab report before final PACE test is given.
4. Supervisor checks the self-test when the student is ready to test, reviewing problem areas with the student, and holds the PACE until the next day in "to Test" tray.
5. After school hours, Monitor pulls test from file and places "To Test" tray with the PACE.
6. STUDENT IS CALLED TO TEST TABLE WHERE HE COMPLETES THE TEST. Note: Test for most major classes can be taken on computer if student chooses this route.
7. Supervisor scores the completed Test score on the Supervisor's Progress Card and draws new PACE from inventory to give student.
8. Monitor records the student's Test score on the Supervisor's Progress Card and draws new PACE from inventory to give student.
9. Supervisor pulls materials from the Conference tray to discuss with the student and gives a star and new PACE to the student. Old PACE is filed in student's personal records.
10. Monitor checks FILE tray each day for old paces that have been stored to send to foreign nations where schools using the Paces are in need of old books.

### **LEARNING CENTER RULES**

A student is not permitted to communicate or be out of his desk without permission. He should not turn around in his chair or talk to anyone without permission from the monitor. Activities not related to prescribe material are not to be conducted in an office unless privileges have been earned. A student's right hand should be raised for Teacher/Monitor guidance in academic difficulties. The student's left hand

is to be raised for monitor assistance in non-academic activities such as: check out reference books, use of rest room, sharpen pencil, etc. Other personal questions should be asked on break time. GUM IS NOT ALLOWED ON THE LEARNING CENTER PROPERTY.

Student chairs are assigned by the supervisor. They must be kept neat and cared for by the student. Students are not to lean backwards in the desk, stand on the desk or destroy the desk.

**NOTE: ANY ITEMS DELIBERATELY TORN UP BY A STUDENT MUST BE REPLACED BY THE CHILD'S PARENTS**

A Goal Card and a Progress Card will be given to each child to keep up with where he is at all times. All CARDS torn up by student must be replaced by the parents. Children must take responsibility to keep up with their important items by learning management skills that will take them throughout life.

PACES are private property and are not to be shared among students. Work in PACEs is done in pencil. Calculators are permitted in the Learning Center only at the supervisor's discretion.

GOAL CARD: The student should keep his Goal Card up to date daily. He should set the exact page numbers of the work for that day. He should cross off daily goals when they have been stored and corrected.

**Congratulation slips should be taken home the same day they are received.**

### **SCORE STATION**

Score keys are to be handled carefully. Mark a red "X" beside each wrong answer. (This indicates to the supervisor that you may need help.) If working on a PACE which has a score strip, put a red "x" in the first box of the score strip. Use only red pen supplied at the score table. (Red pens are never kept at your desk. Score key answers are for scoring work only. Correct wrong answers in pencil at your desk only, do not stand and copy answers from the answer book under any circumstances. We must learn to do our work to help ourselves, not for Father or Mother. If working on a Pace which has a score strip, put an "X" in pencil in the second box of the strip. Re-score, circle each red "X" in red when answer is correct. When scoring is completed, put a red "X" in the third box of the score strip in the PACE. Replace in pen holder. Replace Score Key in proper place.

### **TEST TABLE:**

After the PACE is completed, scored, restudied, and turned in, the test is issued the following morning. Tests are administered at the Test Table.

After the final tests are graded, the scores are entered into each teacher/monitor's roll book. If the passing score of 70 percent is not reached on the PACE booklet, then the student must repeat that PACE booklet before moving to the next booklet. There are 12 PACE booklets for each course in the school's curriculum.

### **LANGUAGE: USE ONLY WORDS THAT GLORIFY THE LORD**

All students should keep hands off the other students.

### **SIX INCH RULE: "NO BACK TALK AND NO MONKEY BUSINESS".**

### **OFF LIMITS**

Establishment of off limit areas enable the school to maintain an orderly and peaceful learning environment. They are: (1) Other student's desk, (2) Learning Center Control Station and files, (3) Computer equipment materials, (4) Learning Center when staff is not in attendance, and (5) activity area except under supervised activity, and (6) parking area, unless entering or leaving the premises.

**CLOSED PROPERTY POLICY**

Students may not leave the learning center or the property during center hours without permission. Each student must sign out each day.

**MUSIC**

Only the Music which has been approved by staff and Margaret Franklin is permitted. Instruments are to be played only in supervised music classes. Each student in Franklin Academy is required to be enrolled in music classes. This is mandatory because a lot of our special help curricula are done through Music Theory of Reading, Writing, and Arithmetic. Parent must purchase a keyboard at the cost of \$40.00 for their child.

**Magazines, Tapes, and Movies**

All magazines, tapes, and movies must be reviewed and approved by the Teacher/Monitor and Margaret Franklin prior to usage.

**PHYSICAL EDUCATION**

**Basketball, Modern Dance, Football Techniques, and Track and field will be offered for Physical Education.**

**Foreign Languages**

Franklin Academy’s goal provide quality education for your children. We will always pursue educational experiences that will benefit your child’s future. Currently, we are offering French.

**Grading Policy**

**Progress Report and Report Cards**

The grading system at our school is designed to give parents a true indication of the student’s progress. The schools grading policy includes sending Progress Reports to the student’s parents when necessary. This will make them aware of how the child is doing, any weak areas, and if he/she is cooperating with **school staff**. Progress reports are given to students to present to their parents on the Wednesday following each nine-week period. The report is to be signed by the parent and returned to the school promptly. Report cards are sent four times a school year.

All parents are allowed to review the students’ diagnostic tests, look at the assigned PACE booklets, and discuss his/her progress with the Teacher/monitor and the Principal. Communication by the parents, teacher/monitors, and the Principal are the leading factors in promoting a good learning environment for the students. Parents can request an appointment with the Administrator to meet with the teacher/monitor.

The grading system used by Franklin Academy is consistent with the Leon County School System. As shown in the chart below is our minimum accepted grade for passing is 70 percent which equates to a letter grade of “C”.

<b>GRADING SYSTEM</b>		
<b>LETTER GRADE</b>	<b>NUMERIC GRADE</b>	<b>GPA SCALE</b>
<b>A</b>	<b>90-100</b>	<b>4.0</b>
<b>B</b>	<b>80-89</b>	<b>3.0</b>
<b>C</b>	<b>70-79</b>	<b>2.0</b>
<b>D</b>	<b>60-69</b>	<b>1.0</b>
<b>F</b>	<b>0-59</b>	<b>0</b>

## **Graduation Requirements**

Franklin Academy requires 24 credits for graduation from high school. It is the responsibility of the student to know and meet the requirements for graduation. The 24 credits include the following: 4 English, 3 History, 4 Mathematics, 3 Sciences, 1 Physical Education, 1 life management skills, and 8 credits for electives.

All Franklin Academy students must attend Graduation Ceremonies.

## **VISITORS**

Visitors and parents are welcomed at any time. All parents, visitors, and volunteers must sign in at the administrative office and receive a visitor's pass to a child's classroom or remain in the administrative office until the child is brought to them.

## **TELEPHONE**

The school phone is reserved for official learning center business and emergencies. Students desiring to place emergency calls must have their Teacher/Monitor or Margaret Franklin's permission. Students are not allowed to use cell phones in the Learning Centers. If it is an emergency due to illness or an accident, and the child insist on calling their parent or guardian, the Teacher/Monitor must provide them a hall pass designated for "Hall Usage" to step out into the hall and call parents or guardian.

## **DRESS CODE**

All students must dress in school uniforms. The uniform must be khaki pants, skirts or shorts in good taste. White and black shirts only and shoes that are basic colors, and no open toe shoes are allowed. The Students are **ONLY** allowed to wear closed in shoes. No students will be permitted to school without uniforms and allowed to attend class. The parent will be called to pick up the student from the administrative office. The parent may bring the uniform to school so the student can change and proceed to class.

## **GENERAL COMMENTS FOR PARENTS AND STUDENTS**

**Note: For absolutely no reason should a parent be allowed to speak, unless in a courteous manner, alone to other people children without the permission of school administration and the child's parent/guardian permission.**

**Students are allowed to eat in their classrooms during designated breaks and at lunch as indicated on Classroom and Break Schedule (page 15).**

**If you have food delivered to your child, please inform the delivery company to check in with the administrative office instead of going directly to the classrooms.**

**Parties held for the children at the school are catered or the food is purchased from a local business. To ensure the health and safety of the children we can no longer accept food that is cooked at home for our activities.**





## CLASSROOM AND BREAK SCHEDULE

LEVEL 1-5		LEVEL 6-8		LEVEL 9-12	
7:30 AM – 8:00AM	ARRIVAL	7:30 AM – 8:00AM	ARRIVAL	7:30 AM – 8:00AM	ARRIVAL
8:00 AM – 9:00 AM	BIBLE/DEVOTIONAL	8:00 AM – 9:00 AM	BIBLE/DEVOTIONAL	8:00 AM – 9:00 AM	BIBLE/DEVOTIONAL
9:00 AM – 9:30 AM	SCIENCE	9:00 AM – 9:30 AM	SCIENCE	9:00 AM – 9:30 AM	SCIENCE
9:30 AM – 10:20 AM	SOCIAL STUDIES	9:30 AM – 10:30 AM	SOCIAL STUDIES	9:30 AM – 10:30 AM	SOCIAL STUDIES/CIVICS
10:20 AM – 10:30 AM	BREAK	10:20 AM - 10:30 AM	BREAK	10:20 AM - 10:30 AM	BREAK
10:30 AM – 11:00 AM	MUSIC/CREATIVE WRITING/LITERATURE	10:30 AM - 11:00 AM	MATHEMATICS	10:30 AM - 11:00 AM	ELECTIVES/WRITING/SPEECH
11:00 AM – 12:00 PM	MATHEMATICS	11:00 AM - 12:00 PM	MUSIC/CREATIVE WRITING/LITERATURE	11:00 AM - 12:00 PM	MATHEMATICS
12:00 PM – 12:30 PM	LUNCH	12:00 PM – 12:30 PM	LUNCH	12:00 PM – 12:30 PM	LUNCH
12:30 PM – 12:40 PM	BREAK	12:30 PM – 12:40 PM	BREAK	12:30 PM – 12:40 PM	BREAK
12:40 PM – 1:00 PM	ENGLISH	12:40 PM – 1:00 PM	ENGLISH	12:40 PM – 1:00 PM	ENGLISH
1:00 PM – 1:30 PM	WORD BUILDING	1:00 PM – 1:30 PM	WORD BUILDING	1:00 PM – 1:30 PM	ETOMOLOGY
1:30 PM – 2:00 PM	PHYSICAL EDUCATION	1:30 PM – 2:00 PM	PHYSICAL EDUCATION	1:30 PM – 2:00 PM	PHYSICAL EDUCATION
2:00 PM	DISMISSAL	2:00 PM	DISMISSAL	2:00 PM	DISMISSAL
2:00 PM – 2:30 PM	TEACHER'S PLANNING	2:00 PM – 2:30 PM	TEACHER'S PLANNING	2:00 PM – 2:30 PM	TEACHER'S PLANNING

Revised 1/6/2015