

# **FRANKLIN ELEMENTARY SCHOOL**



**HOME OF THE FRANKLIN PANTHERS**

## **STUDENT AND PARENT HANDBOOK**

**PLEASE REVIEW THE ENCLOSED INFORMATION WITH YOUR CHILD**

**1402 S. LAWRENCE ST. TACOMA, WA 98405  
253-571-1400**



# **STUDENT AND PARENT HANDBOOK**

**Kecia Keller, Principal**

Dear Franklin Families,

Welcome to a new school year at Franklin Elementary! I'd like to welcome each of you on behalf of the Franklin Elementary School staff. We are looking forward to a fantastic year of learning together. As partners with you in educating your child, your feedback, participation, and suggestions are always welcome. My door is always open to you and I encourage you to call or email me anytime. With our school community working together, our children can become successful citizens, both socially and academically. Together, let's make it a great year!

Sincerely,

Kecia Keller

Principal 



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### Vision

Bring the world to Franklin Elementary

### Mission

Our dedicated and skillful staff works in partnership with the community to prepare each student for a successful future as a responsible citizen. We engage each student with effective, culturally responsive instructional practices in a positive climate to promote social and academic excellence.

**Kecia Keller..... Principal**

**Jamie Kelly ..... Office Coordinator**

**Sharon Eckley..... Office Secretary**



# QUICK CHECKLIST FOR PARENTS

## ARRIVAL (STUDENTS ARE NOT TO ARRIVE BEFORE 8:30 AM)

Breakfast	<b>8:30 AM</b>
School starts	<b>8:55 AM</b>
Tardy Bell	<b>9:00 AM</b>

**Students MUST arrive by 8:55 am.** Students arriving at school earlier than 8:55 AM will wait outside unless they are eating breakfast.

**FOR SAFETY REASONS, PLEASE PICK UP AND DROP OFF YOUR STUDENT(S) AT THE FRONT OF THE SCHOOL. THE BUS ZONE OFF OF 12<sup>TH</sup> STREET MUST BE CLEAR AT ALL TIMES FOR BUSES. STUDENTS MUST USE CROSSWALKS TO CROSS STREETS. USE CROSSWALKS FOR YOUR SAFETY AND THAT OF YOUR CHILDREN. CITY ORDINANCE AND SCHOOL POLICY REQUIRES STUDENTS AND PARENTS TO FOLLOW CROSSING GUARD DIRECTIONS.**

## DISMISSAL **3:30 PM**

If student transportation for the day changes – send a note to the office or they will be required to follow normal procedure.

**Students MUST be picked up ON TIME.** Students may NOT play on school grounds after the school day without a parent.

**There will be no one in the office after 4:00.**

Picking up students early or bringing them late is discouraged; too much learning time is missed. You may have to wait in the office if students are picked up early. Please be flexible.

**Absent** Bring in a written excuse or call the office at **571-1400**.

**Uniforms Required** See Dress Code

## LUNCH PROGRAM

Under the provisions of the National School Lunch Act, some students are eligible to receive either free or reduced price lunches. Household income and size determine eligibility. Application forms are available in the school office, online, or call Nutrition Services at 571-3370 for more information.

Meal Prices –	<b>Breakfast</b> \$1.65	Reduced price grades 4 & 5	No cost
		Reduced price grades K-3	No cost
	<b>Lunch</b> \$2.75	Reduced price grades 4 & 5	\$.40
		Reduced price grades K-3	No cost
	<b>Milk (ala carte)</b>		\$.55

We understand that income and job status may change. **Please reapply** for Free and Reduced Lunch. Changes may be made throughout the year.

## CLASSROOM AND TEACHER CONTACT INFORMATION

- 24 hour advance notice is required to visit classrooms
- Teachers can be contacted via phone from 8:15-8:45 or after 3:30
- We will not call into the classroom during the school day.



## Birthday/Celebrations

No balloons will be allowed in classrooms or on the bus. Cupcakes may be brought to the office for celebration; however, they will be delivered by office staff.

*No homemade items may be served at school as per our district nutrition policies. Only store purchased items with ingredients listed will be allowed. This is primarily enforced to protect all of our students with food allergies.*

# FRANKLIN ELEMENTARY

## Family, Parent, and Community Involvement Policy

### Home, School, and Community – We work together

As a school, Franklin Elementary relies on a strong connection with families and the community for student success. Parents and community members provide valuable resources to our students as role models, tutors, classroom volunteers, and mentors.


We encourage you to offer comments and suggestions about our School Improvement Plan and our Involvement Policy. Kecia Keller, Principal, at 571-1400 or email at [kkeller@tacoma.k12.wa.us](mailto:kkeller@tacoma.k12.wa.us).

### School Improvement Plan Involvement Goal

Franklin Elementary School is a comprehensive, school-wide “learning community.” Collaborative partnerships among and between teachers, parents, and volunteers will be established, monitored for efficacy, and adjusted based on best practices and procedures.

### Franklin Parent and Community Involvement Plan

- An annual Title I Informational Meeting in the fall will be held to inform parents and the community about Title I program requirements, school Adequate Yearly Progress (A.Y.P.), our school improvement plan (SIP), and budget.
- The School/Parent compact (shared responsibility for student achievement) will be revised, reviewed, presented, and distributed to all parents annually as part of the Franklin Student Handbook. It will also be available for viewing online.
- A parent representative will participate with the school’s SIP team to review, revise, evaluate, and share the plan annually.
- A parent involvement evaluation process will be established to evaluate the effectiveness of the school’s plan.
- Notifications will be sent to parents informing them of their right to know the qualifications of their child’s teacher and para-educator or if they do not meet the highly qualified standards.
- Parents will be informed in a timely manner about student achievement and assessment including the dates for administration of standardized tests and the results of those tests.
- Parent/Teacher/Student conferences are formally held two times each year, with the option of other times as requested by any party.
- An explanation of our curriculum, student assessment, and academic standards information will be given at our Back-to-School night, as well as during our parent/teacher/student conferences.
- Curriculum nights will be held to inform parents of reading, writing, and math grade level expectations, curriculum alignment, and strategies to support student achievement at home.
- An activity calendar will be provided to parents at the beginning of the year and updated regularly through the “Panther News” newsletter. Information will also be posted online.

The Franklin Elementary School OSPI school report card can be reviewed by going to the Tacoma Public School District Web Page at [www.tacoma.k12.wa.us](http://www.tacoma.k12.wa.us) clicking hovering over **schools** then clicking on **school performance reports** on the far right. 

# Franklin Elementary Student, Parent, and Teacher Compact

Please read this compact, discuss it with your child, and sign the copy that has been inserted in this handbook to indicate your acceptance. By signing below you agree to abide by the Franklin Elementary School Student Parent Handbook as well as the Home/School Involvement Compact and acknowledge that you have read the Franklin School Student and Parent Handbook and have made your child aware of the rules and procedures of Franklin Elementary.

We as parents, students, and staff of Franklin School realize the importance of education and the efforts required by everyone involved to help maximize student learning. Therefore, we will make the following commitments.

## TEACHER

I agree to carry out the following responsibilities to the best of my ability:

- 1) Be aware of the individual strengths and needs of each child.
- 2) Maintain open lines of communication with parents and school staff.
- 3) Plan and teach culturally responsive lessons that engage students in their learning.
- 4) Show respect for each child and his/her parent(s).
- 5) Be available for scheduled conferences.
- 6) Make our school a safe, friendly and welcoming place to parents and students.
- 7) Maintain high expectations for both academic success and behavior choices.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## STUDENT

I agree to carry out the following responsibilities to the best of my ability:

- 1) Follow school and classroom expectations and be responsible for my behavior.
- 2) Be on time and ready to learn every day.
- 3) Complete and return homework assignments on time.
- 4) Make an effort to read at least 20 minutes daily.
- 5) Wear a complete school uniform each day.
- 6) Show respect toward all teachers, adults, and other students at school.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## PARENT/CAREGIVER

I agree to carry out the following responsibilities to the best of my ability:

- 1) See that my child attends school every day with supplies and on time unless he/she is ill.
- 2) Make an effort to read with my child daily and monitor assigned homework.
- 3) Communicate and work with teachers and school staff to challenge my child.
- 4) Read School-to-Home communications and attend scheduled parent conferences.
- 5) Support the district policy that encourages voluntary service at home or school.
- 6) Participate in school events such as open houses and family events.
- 7) Support the zero tolerance guidelines for bullying, harassment, intimidation, verbal and physical violence, and participation in those behaviors.


Signature \_\_\_\_\_ Date \_\_\_\_\_



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# DAILY BUILDING SCHEDULE

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8:15	Staff work day begins
8:30-8:50	Breakfast
8:55	School Starts
9:00	Tardy Bell Rings
11:30-12:20	Kindergarten lunch-recess
12:00-12:50	1 <sup>st</sup> and 2nd grade lunch-recess
12:00-12:50	3 <sup>rd</sup> , 4 <sup>th</sup> , and 5th grade lunch-recess
3:30	Student day ends
3:45	Staff work day ends
12:15 (early release time)	
<p>Students may not enter the building earlier than 8:30 am unless they are attending a specific program that has been prearranged. If eating breakfast, students immediately go to the cafeteria. Otherwise, grades K-5 wait outside, in classroom lines. The playground is closed before and after school hours. Students are not allowed to play on equipment prior to school. The playground is available for community use after 4:00 pm. Parents <u>MUST</u> stay with their children if arriving prior to 8:30 am.</p> 	



# ATTENDANCE REQUIREMENTS

State law and district policy and regulations require daily and punctual attendance of all students. Parents and students are both responsible for assuring attendance. Parents must provide the school with a valid reason for an absence before it can be excused. The following constitute valid reasons for excused absence: a personal illness; health condition or medical or dental appointment; an appearance in court when required by law; a disciplinary action (i.e., short-term suspension, long-term suspension that does not result in loss of grades or credits or emergency expulsion); religious observance; a family emergency approved by the principal; school-approved activities; and a planned family activity which has been preapproved by the principal. In all cases, the school principal determines whether an absence is excused or unexcused.

New changes in the law require a meeting between the family and school personnel after 5 absences. If attendance does not improve per the plan put into place, the school district may file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance in school. All efforts will be made to support students and families with challenges in attendance. However, Franklin staff will follow the law and file a petition when the student reaches the number of days absent within the law. Any parent found to have violated the law may be fined up to \$25 per day of unexcused absence from the school, and the student will be ordered to attend school. The court may also order the parent/guardian to provide community service at the student's school in lieu of imposing a fine. A student who fails to comply with a court order to attend school may be found in contempt of court and may be placed in juvenile detention or receive alternative sentencing from the court.

In addition to disciplinary action for nonattendance, absences may adversely affect a student's grade if the teacher (a) has shown a relationship between attendance and instructional goals and objectives of the course; (b) advised the student and parent(s)/guardian(s) in writing and by posting at the beginning of the year; and (c) obtained approval from principal for guidelines to be used in classes in which attendance may adversely affect grades or credits. (Policy 3122, Reg. 3122 R, RCW 28A.225).

**Students who do not live in Franklin's attendance area or within the Tacoma School District, and who fail to comply with the district's attendance policy will not be allowed to attend Franklin.**

**To Report an absence:** During school hours, please call 571-1400 to report your child's absence. After hours, please leave a message on our voice mail.

**Tardiness:** Students are expected to be on time for school. Late arrivals cause interruptions that are disruptive to the learning process for your child and for other children in the class. When your child arrives after 9:00, please accompany them to the office for a tardy slip. If your child has 3 or more unexcused late arrivals in a three month reporting period, you will be contacted you to develop a plan with school personnel to ensure your child comes to school on time.



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# SCHOOL SAFETY

## ACCURATE CONTACT INFORMATION REQUIRED AND NEEDS TO BE UPDATED REGULARLY

### VISITING SCHOOL

**For safety reasons, all visitors, for any reason, are required to report to the office to sign-in and pick up visitor badges.**

Please contact our principal to make an appointment to visit the school, a teacher or classroom. If you want to visit a classroom, the principal will arrange a time with the teacher and you will have the opportunity to talk with the teacher either before or after your visit. **Contractually, teachers have a right to 24 hours notice.**

### RELEASING STUDENTS FROM SCHOOL GROUNDS:

**In order to assure student safety, our school staff will require one or more of the following when requested to dismiss students from the school grounds during school hours. PLAN AHEAD --The office will NOT call into classrooms; students will be escorted- which takes extra time.**

A student will not be released from the school premises during school hours without authorization from a parent or guardian having legal custody of the child. Exceptions will be made when protective custody is dictated by appropriate legal authorities and if parents need to sign their child out.

- Proof of legal custody, if in doubt, by requesting a copy of any court order granting or awarding custody.
- A notarized statement of the parent or legal guardian attesting to their custody of child and reason(s) why there is no court order that establishes custody.
- Authorization to release by written communication or arranging to pick up the child in the attendance office, rather than authorization by telephone.
- A copy of ID will be requested

### Students will not be released to any person:

- **Without authorization from the parent or guardian**
- **Under age 18, unless authorized by the parent or guardian**
- **Not listed on the enrollment form, unless authorized by the parent or guardian**
- **Without copy of ID to prove identity**

### PERMISSION SLIPS TO CHANGE ROUTINE

#### **After school routine**

After school, students are expected to go directly home and or to their daycare. **If there is a change in a child's after school routine, please provide the school with a note stating that you have given permission for your child to alter his/her routine (going home with another child, going home with a relative— anything out of the ordinary). If we do not have a signed note or phone call from the parent or guardian, your child will be sent home by their normal daily routine.**



## **FRANKLIN VALET PROCEDURES FOR STUDENT DROP OFF AND PICK UP:**

Picking up your child or dropping them off in the morning is a convenient and safe way for you to ensure your child is safely at school. However, it is essential that the following procedures are followed to keep students and staff safe.

**PLEASE NOTE: THERE IS NO PARKING ALLOWED IN THE FIRE LANE/VALET LANE IN FRONT OF OUR SCHOOL AT ANYTIME.**

### **Morning Valet 8:30-8:55 AM:**

Please enter the valet lane, marked with orange cones and allow your child to get out on the right side of your vehicle. If your child needs your help unbuckling a car seat, please do so as quickly as you can and do not linger unnecessarily as this creates congestion in the valet lane.

### **Afternoon Valet 3:30-4:45 PM:**

Students stand at the gated areas near Kindergarten and load from the SIDEWALK ONLY. On rainy days, students stand near front doors. Franklin staff will guide students to their cars as the valet line moves through the lane. Students are NOT to walk down the sidewalk and get into vehicles. This makes for unsafe movement in and out of the valet lane. After picking up your child, please exit safely past the last cone.

There is NO PARKING across the street as this is a residential neighborhood and we need to honor our neighbor's rights to have parking in front of their homes. If you want to walk your child into or out of the building, you will need to park in the parking lot. Valet is for quick drop off and pick up only.

## **Emergency Drills**

Fire, earthquake, shelter in place and lockdown drills are held each school year. If there is an emergency, teachers will tell your child what to do and will direct an evacuation of the school if it is necessary. Telephones may not work during an emergency, please tune to KIRO (710AM), KOMO (1000AM/97.7FM) or Pierce County's official Emergency Broadcast System.

During an emergency we have a master plan if an earthquake or other unforeseen event occurs. We may keep your children at school for a prolonged period of time for their safety. We hope this never comes to pass, but it is necessary to be ready.

- **Earthquake** – All staff and students take cover, STOP, DROP & HOLD
- **Fire** – Evacuation of designation places
- **Lock Down** – No one will be let in or out. All exterior and interior doors are locked
- **Franklin MUST follow Tacoma Police Department protocol.**
- **Modified lock down** – All exterior doors locked – regular schedule.
- **Shelter In Place-** All exterior doors sealed, regular schedule.

Periodic announcements will be made with updates within the building.

## **Bicycle Safety**

Bike riding is permitted with the following conditions: (1) a helmet must be worn, (2) students must use a bicycle lock, (3) students are to walk their bicycle on school property, (4) bicycles are to be locked to the bike rack, and (5) bicycles are never permitted in the bus area. Students who fail to follow these guidelines may lose the privilege of riding their bicycle to and from school.

## **Street and Crossing**

All students must obey the directions of the crossing guard and traffic laws. When walking, student should walk on the side of the street facing traffic. The official crosswalks are at Cedar and 12<sup>th</sup> St., Union and 12<sup>th</sup> St., and on 12<sup>th</sup> St. directly across from the school. Crossing guards are on duty from 8:30 AM-9:00 AM and again from 3:30 PM-4:00 PM. Please ask your children to cross streets only at designated crosswalks or at the corners of the blocks.

## **Cell Phones**

Students are not allowed to use cell phones or have them visible at school during school hours. If a child should need to contact family members, they may do with permission from our staff. If you need to get a message to your child, please call the office and the information will be relayed to your child's teacher. If you would like your child to have a phone for safety reasons, please advise them to keep them hidden in a backpack, turned off. If phones are out or being used on campus, they will be held in the office until the end of the day. If a second violation occurs, a family member will need to come to Franklin to pick up the phone.

## **Non-school Items**

Toys (includes all types of trading cards), pagers, any type of music players, electronic devices (i.e., Game Boys), are **NOT** allowed at school and **MUST** be kept in backpack; if taken out it will be confiscated.

## **Weapons**

Any weapons, including guns, sling shots, knives, or toys which look like those weapons, are not allowed on school district property at any time. Students who have them in their possession, regardless of whether they brought them to school or received them from another student, shall be disciplined in accordance with district policy, which could include expulsion.



## **Sexual Harassment Policy/Harassment, Intimidation, and Bullying Policy**

Tacoma School Board policy requires that the Sexual Harassment Policy and the Harassment, Intimidation and bullying policy are discussed with students, as well as part of our student handbook. It is our responsibility to see that the policy is followed and that all students are protected and feel safe at school. These policies are discussed with students throughout the year, starting in September and then again after every extended break from school and other times as needed. Discussion includes simple terms describing sexual harassment, what the appropriate response should be to unwanted behavior and possible consequences. With our younger students, we will not use the term "sexual harassment" but will talk about improper touch and inappropriate talk. If you have questions or concerns please feel free to call.

## **SCHOOL CLOSURES IN CASE OF SNOW**

The decision to close schools is made by the Superintendent as early as possible, usually around 5:30 a.m. Tune in to KOMO 1000 AM/KIRO 710 AM/KMPS 94.1 FM/ or KLAY 1480 FM for school closure announcements. If “Tacoma School District No. 10” is not listed, assume schools are operating on the normal schedule.

If you hear the announcement that “schools will operate on a regular schedule, but with limited bus transportation” it means:

- Durham Transportation, and district yellow buses will run only on snow routes;
- House-to-house transportation for disabled students is canceled.
- Head Start is canceled.
- School starting times will be announced.
- If school arrival time is delayed, breakfast may not be served.

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# **HOMework POLICY**

Regulation 2422R

Homework will be a regular part of each student's school experience. Homework is defined as relevant tasks (or assignments) to be done outside of, or in conjunction with, regular class work.

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## **Homework is designed to meet the following purposes:**

Increase student success

- Reinforce and strengthen concepts taught in class
- Complete unfinished class work
- Review and practice
- Develop independent study and work habits
- Develop responsibility and good time management
- Share learning and information with the family
- Develop the habit of reading

## **Teachers are responsible for:**

- Communicating homework expectations to students
- Assigning, monitoring, correcting, acknowledging and returning student homework in a timely manner
- Conferring with parents regarding homework concerns
- Assisting students and parents in developing good study habits and homework strategies

## **Students are responsible for:**

- Understanding the expectations of the homework assignments(s) before leaving school
- Taking home all necessary materials to complete the assignment
- Developing a schedule for homework that is compatible with family and/or after school activities
- Completing and returning homework on time.

## **Parents/Guardians are responsible for:**

- Providing encouragement, support and showing an interest in the student's work
- When possible, assisting students to develop good study habits by providing a comfortable, well lit area away from distractions
- Encouraging students to set a regular time for studying
- Evaluating student activities to be sure the student has sufficient study time; and
- Conferring with teachers regarding homework concerns.

**PLEASE CHECK YOUR CHILD'S BACKPACK DAILY**

# HEALTH ROOM GUIDELINES

If your child has a fever or is vomiting, keep him/her home for 24 hours.

**We MUST have an accurate phone number for emergency and health crisis.**

Our school has been assigned a registered nurse one day a week and a full time LPN.

## Illness

If your child is ill to the extent that participation in the activities of a normal school day is not possible, please keep your child at home. We do not have adequate facilities to care for ill children. Students who are well enough to attend school must also be able to participate fully in the normal class day, including recess, PE, and outdoor activities. We encourage students to come to school prepared for outdoor recess in any weather!

If your child is injured or is too sick to remain at school (vomiting and or fever), he or she will be sent home only after the school contacts you or the emergency contact person listed on the enrollment form. If no one is available, your child will be kept at school. If there is an emergency, school staff members will act as a substitute parent and get help.

**All medications, prescription and non-prescription** must be kept in the health room and administered by the nurse or one of the office personnel. If your child needs to take medication during the school day, a medication form needs to be completed and signed by the doctor and parent or guardian. This form will enable the doctor to give specific instructions on when and how medication needs to be given to a student. Medication must be in its original container with instructions. Medication forms are available in the health room or school office.

## Student Immunizations

Washington State law requires that children enrolled in grades K-12 be fully immunized. When you enroll your child in school, please remember to bring proof that your child has been given the proper immunizations.

Information about state-required immunizations can be obtained from the Tacoma-Pierce County Health Department by calling 798-6410. Immunizations are available from your child's regular doctor or from the Tacoma-Pierce County Health Department. If you object to immunizing your child for religious or philosophical reasons, you need to sign a waiver form. Children cannot attend Tacoma Public Schools until they have been properly immunized or until parents have signed waivers.

## Counseling and Guidance

A school counselor works with children, teachers, and parents. The counselor is available to assist students through difficult periods in life and also to provide educational and career guidance. Guidance staff is also involved in preventative programs to help students avoid drugs, alcohol, and youth violence. If you would like more information about the guidance program call 571-1400.



# FRANKLIN UNIFORM POLICY

Students generally conduct themselves in a manner similar to the way in which they dress and groom. **Any type of dress or grooming that is disruptive to the educational process will not be permitted.**

Franklin is a mandatory uniform school. Students out of uniform will be required to call home for a change of clothing. Some “loaner” uniforms may be available for emergencies.

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<b>SHIRTS</b>	<ul style="list-style-type: none"> <li>· polo shirts, turtlenecks, or dress shirts/blouses <u>with collars</u></li> <li>· official Franklin T-shirts</li> <li>· No tank tops or sleeveless tops</li> <li>· NO white undershirts worn as outer wear</li> <li>· <b>COLORS: navy blue, red, light blue , white, black or Franklin Apparel</b></li> </ul>
<b>LONG PANTS, SKIRTS, SKORTS, SHORTS, OVERALLS, CAPRIS AND JUMPERS</b>	<ul style="list-style-type: none"> <li>· fabric will be cotton/polyester, corduroy or denim, <u>no</u> sweatpants</li> <li>· shorts and skirts must be longer than the end of the fingers</li> <li>· must be worn at the waist with a belt if needed (no sagging)</li> <li>· No leggings or jeggings unless under a jumper or skirt</li> <li>· <b>COLORS: navy blue, black, khaki or denim</b></li> </ul>
<b>SWEATSHIRTS, VESTS, OR SWEATERS</b>	<ul style="list-style-type: none"> <li>· <b>COLORS: <u>solid</u> navy blue, red, light blue, white, black or Franklin Apparel (it is suggested that students have a solid colored sweatshirt/sweater kept at school due to varying temperatures throughout the year)</b></li> <li>· <b>ALL COATS AND NON UNIFORM SWEATSHIRTS/SWEATERS WILL NOT BE WORN INSIDE DURING THE SCHOOL DAY</b></li> </ul>
<b>SOCKS AND SHOES</b>	<ul style="list-style-type: none"> <li>· preferably sneaker-type, <b>NO</b> roller shoes</li> <li>· low-heels only, for safety reasons</li> <li>· sandals must have a heel strap</li> <li>· socks and shoes must be worn to P.E. classes</li> <li>· <b>tights and leggings worn with skirts/jumpers must be in solid uniform colors (solid navy blue, red, light blue, white, or black)</b></li> </ul>
<b>BELTS</b>	<ul style="list-style-type: none"> <li>· Belts must be worn in belt loops</li> </ul>
<b>GENERAL APPEARANCE</b>	<ul style="list-style-type: none"> <li>· facial make-up is not allowed</li> </ul>

## **Consequences:**

**1<sup>st</sup> Offense:** Classroom teacher will send home a written notice to the family. Family member is asked to sign and acknowledge the uniform violation. Student will be sent to office to change if clothing is available.

**2<sup>nd</sup> Offense:** Classroom teacher will call or email the family, indicating that students has violated uniform policy. Student changes if clothing is available in Franklin clothing bank.

**3<sup>rd</sup> Offense:** Classroom teacher will email counselor and principal so that one or both can determine how best to help the student comply with the Franklin uniform policy.

# All Fridays and picture days will be Free Dress.

Please note: The following are inappropriate and unacceptable dress even on free dress days.

High heels (over 1 ½") Flip Flops	Tank tops/Spaghetti straps Halter tops Low cut tops-front and back Bare midriffs Boxers Tight Clothing Clothing worn inside-out	Swimsuits Nightclothes/slippers See-through clothing Mini skirts Running shorts *Clothing and/or hats that advertise or promote the use of drugs, cigarettes alcohol, or beer references or pictures which are racist, profane, vulgar, discriminatory and/or sexual in nature. No sagging pants.
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# **PARENT INVOLVEMENT**

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The relationship between the family and the school is one of the most important factors in a child's success at school. It is very important that we as the staff at Franklin School express our hope that all our families feel welcome in our building. We are here to serve your child's educational needs. We offer you the following ways to develop a relationship with us and to learn more about our school.

Please call our school office at 571-1400 from 8:00 AM- 4:00 PM on weekdays to ask questions, to express concerns, or to make an appointment with the principal. If you would like to make an appointment with your child's teacher or another staff member, our office will relay that message, too. Making an appointment, as opposed to dropping by unexpectedly, will ensure that the person with whom you wish to speak will be available.

## **Partnership Conferencing**

Our staff is committed to a high standard of communication between school and home. We have scheduled student/parent/teacher conferences twice for grades 1-5. Kindergarten families will attend a pre-year conference in early September as part of the WA KIDS requirements. Please make every effort to attend your child's conference. We look forward to seeing you then!

## **Newsletters and School Messages**

Once a month, your child will bring home our school newsletter. Please look for upcoming events and important information regarding our school and ways you can support your child at home. Also, you will receive several prerecorded phone messages throughout the year reminding families of school events.

## **P.T.S.A**

Franklin's P.T.S.A. holds meetings throughout the year and provides many wonderful contributions to the school. Every family should consider belonging to this organization and support the work that it does.

## **School Volunteers**

Volunteers make a critical contribution to the success of any school. Franklin extends a warm welcome to all individuals who are interested in volunteering their time and talents at school or at home. Please contact your child's teacher or the school office for volunteer opportunities. Some suggestions are listed below.

- Picture Day
- Reading with students
- After school programs
- Field Day
- Classroom Support
- Field Trips



**Prior to volunteering please visit the office to complete a volunteer form. Per school district policy each volunteer is required to pass a Washington State Patrol background check. No exceptions.**

# MISCELLANEOUS

## LOST AND FOUND ITEMS:

**Please be sure your child's name is labeled on all coats, backpacks and lunch containers.**

All clothing such as coats, hats, gloves, boots, and lunch boxes which have been found shall be turned into the Lost and Found rack in the cafeteria. Children may check this area during lunch time or before or after school. Unclaimed clothes are given away during winter, spring and summer breaks.

**PHOTOGRAPHS AND INFORMATION ON STUDENTS: (Refer to the 2007-2008 Student Rights, Responsibilities and Regulations Handbook which is provided to Tacoma Public School families, and is referred to as the TPS "3 R's").** Directory information can be made public without the consent of parents. Directory information means the student's name, birth date and place of birth, dates of attendance, type of awards received and the most recent school attended by the student.

In addition, **the district will release the student's current school, address and telephone number to police/sheriff's department and Child Protective Services.** Located in the Student Rights, Responsibilities and Regulations handbook, which is mailed out to families every August, are official forms which parent or guardians must fill out each year if they don't want directory information made public. If no form is on file, it will be assumed that permission for release of directory information and or photos has been granted.

## STUDENT FEES

Students will be charged for any property or materials that are lost, stolen or damaged. The district is authorized to withhold grades and/or transcripts unless arrangements are made with the principal for payment. Students are responsible for the textbooks and library books checked out to them. Please stress responsibility with your child and help us reinforce good habits for the care and use of books.

## STUDENT ACCIDENT INSURANCE

Students are not automatically covered with medical, dental or accident insurance. If your child isn't covered by a family plan, you may purchase student insurance through a private carrier, offered by the District. For more information, contact the school office.

## SCHOOL SPONSORED FIELD TRIPS

School sponsored individual and student group field trips are part of the educational program and open the community and world around us as an environment for learning.

A signed parent/guardian consent form for instructional field trips will be required for each student on all instructional field trips. District policy states that when parents or guardians accompany their child on a field trip, **younger and/or older siblings may not attend. Volunteers must have a completed district volunteer form on file at least 48 hours prior to the field trip. Parents picking up a student from a field trip location must sign the student out prior to the student leaving. Teachers will select chaperones. Students may be excluded from field trips for behavior or safety issues.**



# RIDING THE BUS TO SCHOOL

Your child may ride the bus to school if you live in the school bussing area. Children that live less than one mile from school are considered “walkers”. If you live outside Franklin’s attendance area you must provide transportation. Contact the school office to see if your child qualifies for transportation. If so, the proper forms need to be completed and you will be informed of the location of the nearest bus stop. Walking distance to an assigned bus stop might be 4 to 6 blocks for elementary students. **If your child is very late getting home, or you have other transportation concerns please call Durham Transportation at 475-0334.**

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## EXPECTED STUDENT BUS BEHAVIOR

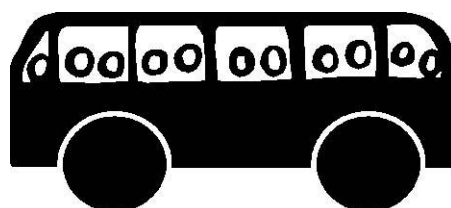
- The driver is in charge.
- Passengers must properly obey the driver.
- Food, gum, or drinks are not allowed on the bus.
- Arms, hands, or head may not be extended out of the windows.
- Remain seated at all times.
- Do not throw any objects out of the windows.
- Keep the aisles clear and do not save seats.
- Windows may not be opened without the driver’s permission.
- Wait orderly at bus stops before and after school.
- **Durham Transportation may suspend your child for failure to comply with expected bus behavior.**

## LIMITED BUS INFORMATION

If you hear the announcement that “schools will operate on a regular schedule, but with limited bus transportation” it means:

- Durham Transportation, and district yellow busses will run only on snow routes;
- House-to -house transportation for disabled students is canceled;
- Head Start/ECEAP are cancelled; and
- School starting times will be announced.

**IF SCHOOL STARTS TWO HOURS LATE, HALF-DAY PROGRAMS ARE CANCELED.**



# DISCIPLINE POLICY POSITIVE BEHAVIOR SUPPORTS

The goal of the Franklin discipline policy is to ensure student safety and to increase responsible behavior by having clearly defined behavior expectations that are taught, practiced, and reinforced consistently throughout the school.

Our Panther Pride expectations are:

 WE ARE RESPONSIBLE

 WE ARE RESPECTFUL

 WE ARE SAFE

 WE ARE CARING

 WE ARE LEARNERS

These expectations emphasize safety and reflect common courtesy among all staff, students and families that make up our school community. They describe the excellent behavior practiced by Franklin students and promote academic success. All staff members encourage students to show their Panther Pride traits and reward them with positive feedback and panther awards which are collected for weekly drawings. Please review your child's classroom expectations that are specific to the classroom environment. School wide, as consequences, verbal reminders and feedback are used to help students be more successful. Parents and guardians will be notified when behavior is recurrent. If student behavior continues to interfere with your child's learning or the learning of others, a meeting will be set up to create a plan for student success. Progressive discipline will be practiced and severe discipline will be handled in accordance with district policies.

## Franklin School Wide Voice Levels

- 0 Silent
- 1 Whisper
- 2 Partner work
- 3 Presentation
- 4 Outside

 **P A W S: Panthers Are Winning Students**

# FRANKLIN GENERAL PLAYGROUND

## RULES/EXPECTATIONS

### Swings:

- Be seated at all times.
- One person on each swing.
- Swing straight only—twisting or wobbling is unsafe.
- Only people swinging may be on the padded area.
- Take turns. Wait for a turn on the cement in front of the swing where the pad meets the cement. K-1 counts to 20: 1 alligator, 2 alligator. Grades 2-5 counts to 20: 1 Franklin Panther, 2 Franklin Panthers, etc.
- Stop swing before getting out—jumping out may cause an injury.

**Basketball:** To be played in the covered area only. Grades K-1: Students line up on half court and take turns shooting baskets. Grades 2-5: Half court games with no more than 4 versus 4. No aggressive play.

**Two Square and Four Square:** Games are played by official rules. The next person in line is the referee (if recess supervisor is not available to monitor games) and makes the out calls.

**Jump ropes:** Take turns. No swinging items over head or outward of body. Keep ropes in designated area. None of these toys may be taken onto the big toy, swings or bars.

**Climbing bars:** Hand-over-hand bars only, with one student crossing at a time, going in the same direction.

**Big Toy:** No chasing or tag games. Use slides in a correct manner; sitting down and feet first. Hands to self and no sitting on top. Use walking feet only on the bridge.

**Tether ball:** Open numbers. Played by official rules. No touching rope or pole. Next person in line calls the out.

### On the field games:

\*Kickball: Open numbers as long as the teams are even.

\*Soccer: Fifteen (15) players on each side

\*No games of football. Students may throw and catch a football with no contact.

**Students ARE NOT allowed to bring recess equipment from home.**

### Other rules:

- Stay in designated play areas. Lined area, fences, and trees are “off limits” are not play areas. Please stay away from them.
- Throwing of rocks, sticks, dirt, snow, or ice is never allowed at school or on the playground.
- Follow our Panther Pride Traits at all times.
- No toys/objects from home should be played with during recess.

# STUDENT BEHAVIOR

Franklin staff has high expectations for your child. We believe that in order for your child to succeed, he or she must become behaviorally responsible. Meeting this goal is a partnership of all involved in the school community.

We have worked hard to implement the PBIS (Positive Behavior Interventions and Supports) system school wide. We feel strongly about teaching students the expected behaviors and reinforcing them with Panther Pride Awards. The following matrix shows our school expectations and what the behaviors “look like” and “sound like” during the school day. We encourage you to think about, compare, and discuss home behaviors as they would fit on this matrix.

## Franklin Behavior Matrix

<i>Activities And Expectations</i>	Arrival	Hallway	Bathroom	Lunchroom	Playground	Assembly	Computer Room	Dismissal	Bus	Home
<b>Voice Level</b> 0= No voice 1= Whisper 2= Normal talk 3= Playground	Level 0 when entering  Level 2 while eating	Level 0	Level 1 (whisper)	Level 0 when entering  Level 2 while eating	Level 2 or 3 when playing  Level 0 when entering building.	Level 0 when entering  Level 0 during speaker or performance	Level 0 when entering  Level 1 when working with a partner	Level 0 when leaving the bldg	Level 1 (whisper)	
<b>Respect</b>	Use appropriate language and volume  Listen and follow directions given by adults	Listen to directions of staff members  Stay in your own space	Be patient and respect others privacy	Say please and thank you  Take turns in condiment line  Eat politely (chew with mouth closed, use napkin and utensils correctly)	Include others.  Take turns.  Use kind words.	Show good sportsmanship & attitude.  Stay in your own space  Appropriate clapping with 0 voice	Listen to your teacher during instruction  Keep hands and fingers off of the monitors/ screens	Stay in your own space and beware of others space.	Stay in your seat.	

	Arrival	Hallway	Bathroom	Lunchroom	Playground	Assembly	Computer Room	Dismissal	Bus	Home
<b>Responsible</b>	Go to designated areas  Ask permission to use bathroom  Handling and returning books to the appropriate place	Walk in the right hand side.  Eyes forward	Use supplies as intended.  Clean up after yourself.  Use the nearest bathroom.  Use a bathroom pass.	Touch your card only  Be patient  Restaurant voice at tables	Be a good sport.  Use equipment appropriately.  Follow game rules.	Give 5  Gadget free zone  Ignore others who try to talk to you.	Recycle unwanted papers  Use internet with permission  Print only with permission	Walk directly to bus or designated location	Listen to your bus driver when he/she speaks.  Be aware of other's personal space.	
<b>Safe</b>	Use walking feet to get in line  Keep hands to your side  Be aware of your surroundings "Pay attention"	Use walking feet.  Keep your hands to your side unless giving a quick quiet wave	Keep your hands and feet to yourself  Take turns  Walk	Raise hand to be excused to dump tray  Leave no trace  Listen and follow directions from all supervisors	Hands and feet to self	Walk in slowly  Sit still in your chair	Walk with teacher until dismissed to area	Walk to and from the bus.  Keep your hands and feet to yourself.  Keep your feet below you and quiet.		
<b>Caring</b>	Quietly greet staff and peers politely with "Hello" or "Good Morning"	Quiet wave hello to your friends using one hand or one finger but no voices	Walking feet  Hands and feet to yourself.  No playing in the bathroom.	Walk at all times  Wait quietly for your table to be  Dismissed  Touch/eat your food only.	Hands, feet & equipment to self.  Ask for help when needed.  Walking feet to and from playground.	Sit criss cross/ eyes on teacher when leaving.	Practice patience when asking for help.  Keep hands and feet to self	Keep hands, feet, and backpack to yourself.	Greet your bus driver with good manners, if you have been greeted by him or her.	

### **PARENT OR GUARDIANS RESPONSIBILITIES**

The school can be an effective extension of the home, but can never take its place. The major role of the parent or guardian in discipline is to show interest and support for their child at school. The parent or guardian should ensure that their child:

- Arrives at school on time and in good health.
- Arrives at school with proper rest and nourishment.
- Attends school every day.
- Takes responsibility for care of and return of books and materials.
- Delivers a written excuse to the office if absent or tardy.
- Dresses according to Franklin's dress code.

### **Parents or guardians can help their child succeed by:**

- Knowing, discussing and supporting the expectations and consequences for Franklin students.
- Being aware of your child's behavior at school and having a partnership with the teacher.
- Supporting the Franklin homework policy.