



# Student and Family Handbook

Revised August 2022

# Student and Family Handbook

Dr. Constance Daw, Principal

Dear Franklin Families,

Welcome to a new school year at Franklin Elementary! I would like to welcome each of you on behalf of the Franklin Elementary School staff. We are honored to teach your children and support your family as you raise the next generation of leaders, thinkers, and caregivers for this community. We are looking forward to an outstanding year of learning and serious fun together! The theme for this year is ***Literacy and Justice for All!*** We are excited to support each child as they become great readers and great learners. We are looking forward to many opportunities to partner with you and your family as we build our children's reading skills.

We are your partners – please share your perspectives, participate in the Franklin community, and make suggestions for our continued improvement. I encourage you to call or email me at any time. Together, we can create a “More Perfect Franklin” for the benefit of generations yet to come.

With Love,

Dr. Daw

Principal

## Our Vision

The purpose of education is Generational Wellbeing.

The Franklin Elementary School community teaches effectively to ensure that every student is prepared to think, process, communicate and problem solve effectively for the sake of academic excellence and in support of generational wellbeing.

## Our Mission

Our dedicated and skillful staff works in partnership with the community to prepare each student for a successful future as a responsible citizen. As educators, we will examine and resolve our own biases by reflecting on and revising our professional practices to ensure that every learner has access to the highest-level of education and care in our classrooms and throughout our school. We will engage each student with effective, equitable, inclusive, culturally responsive instructional practices in a positive climate to promote social and academic excellence. It is our aim to eliminate race-based disparities for Franklin Learners.



**Franklin Elementary School**

1402 S Lawrence St – Tacoma, WA 98405

Main Office - 253.571.1400

Fax – 253-571-1790

Dr. Constance Daw, Principal – [cdaw@tacoma.k12.wa.us](mailto:cdaw@tacoma.k12.wa.us) / 253-571-1793

Sandy Izaguirre, Office Coordinator – [sizagui@tacoma.k12.wa.us](mailto:sizagui@tacoma.k12.wa.us) / 253-571-1791

Jessica Fuller, Office Secretary – [jfuller1@tacoma.k12.wa.us](mailto:jfuller1@tacoma.k12.wa.us) / 253-571-1774

# Quick Family Guide

## STUDENT ARRIVAL

Monday, Tuesday, Thursday, and Friday

- School starts at 8:55 a.m.
  - Students can start lining up in the gym at 8:45am (*Students are not to arrive before 8:45am*)
    - Together with their teacher, they walk to class and are at their desks by 9:00am.
- School ends at 3:30 p.m.

Wednesdays (Late Start)

- School starts at 9:55 a.m.
  - Students can start lining up in the gym at 9:45am (*Students are not to arrive before 9:45am*)
    - Together with their teacher, they walk to class and are at their desks by 10:00am.
- School ends at 3:30 p.m.

FOR SAFETY REASONS, PLEASE PICK UP AND DROP OFF YOUR STUDENT(S) AT THE FRONT OF THE SCHOOL (14<sup>th</sup> & Lawrence St). THE BUS ZONE OFF OF 12<sup>TH</sup> STREET MUST BE CLEAR AT ALL TIMES FOR BUSES. No parking in the bus loop.

## STUDENT DISMISSAL

Every day school ends at 3:30 PM

\*Unless on scheduled parent/teacher conferences days (in October and in March) and on the last day of school in June. Those are early dismissal days and school ends at 12:15pm. The school will send out communication in advance regarding early dismissal days.

**A regular school day ends at 3:30pm.** Students will line up outside with their teacher and wait for the 3:30pm bell to be dismissed.

If student transportation for the day changes, please contact office staff in advance (before 3pm) or students will be required to follow normal dismissal procedures.

Students must be picked up on time. Students may not play on the school grounds after the school day without their guardians present.

**There will be no staff available to supervise students after 4 PM.**

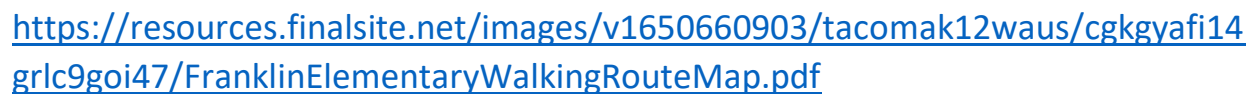
Picking up students early or bringing them in late is discouraged; too much learning time is missed. **No early pick up or change of dismissal plans can be made after 3:00pm except in emergencies.**

**Valet drop off/Pick up:** The valet line starts on 14<sup>th</sup> street in front of the school. We ask that all parents remain patient during student drop off/pick up. Only the student can exit the car during drop off, parents please remain in your car to keep the line moving. If you need additional time, you may use the visitor parking lot and walk your child up to the school. Please follow instructions by valet supervision staff, they are there to help your child get in your car safely.

**For everyone's safety:**

- No U-TURNS when leaving the valet area.
- No parking across the street or crossing the street in front of valet.

Check out <https://www.tacomaschools.org/departments/transportation/safe-routes-to-school-walking-map> for safe walking routes to and from school.



**Uniforms?** Franklin does not require uniforms but we do have a dress code – please see Dress Code.

<https://www.tacomaschools.org/departments/transportation>

**Metro Parks after school programs BEYOND THE BELL:**

<https://franklin.tacomaschools.org/programs-activities/beyond-the-bell>

**YMCA Before/After School Child Care at DeLong Elementary**

<https://www.ymcapkc.org/child-care/before-and-after-school>

Tacoma Public Schools provides transportation to and from DeLong.

## **New process replaces free and reduced-price meal application**

While meals for TPS students are free again this year, we ask families to fill out Household Information Surveys that collect data to support supplemental education programs. This replaces the Free and Reduced-Price Meal Application process.

### **How can families access the Household Information Survey?**

- Students who receive state benefits such as through the SNAP program may not need to fill out a form. Families who are “directly certified,” or otherwise identified as eligible for benefits, will soon receive an email or letter from the district confirming this and do not need to fill out the survey.
- Families who are not directly certified will soon get a link or instructions on how to fill out the Household Information Survey.
- If you don’t receive this survey or a letter confirming your certification by the end of September, please contact your school’s office coordinator or Patsy Neas, [pneas@tacoma.k12.wa.us](mailto:pneas@tacoma.k12.wa.us) or 253-571-3378.

### **Do you need a letter to qualify for low-income benefits and discounts?**

If you need a qualifications letter for services such as free ASB cards or discounts on certain services, contact Patsy Neas at [pneas@tacoma.k12.wa.us](mailto:pneas@tacoma.k12.wa.us) or 253-571-3378.



## Franklin Daily Bell Schedule

8:00	Main office is open.
8:45 (9:45 on Wednesdays)	Students can start arriving and line up in the gym.
8:55 (9:55 on Wednesdays)	School starts
9:00 (10am on Wednesdays)	Tardy Bell Rings
11:00-11:50	Kindergarten/First grade lunch & recess
12:00-12:50	Second grade/Third grade lunch & recess
1:05-2:00	Fourth grade/Fifth grade lunch & recess
3:30	Student day ends
3:45	Staff workday ends
4:00	Main office is closed.

Students may not enter the building earlier than 8:45am (9:45 on Wednesdays) unless they are attending a specific program that has been prearranged. Grades K-5 wait in the gymnasium, in classroom lines. The playground is closed before and after school hours. Students are not allowed to play on the equipment prior to school. The playground is available for community use after 4:00pm. Parents **MUST** stay with their children if arriving prior to 8:45am.

## 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: 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 alternate sentencing from the court.

In addition to disciplinary action for nonattendance, absences may adversely affect a student's grades 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 Franklins' attendance area or within the Tacoma School District, and who fail to comply with the districts 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 voicemail.

**Tardiness:** students are expected to be on time for school late arrival cause interruption 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 to develop a plan with school personnel to ensure your child gets to school on time.

## School Safety

**ACCURATE CONTACT INFORMATION 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.

Teachers can be contacted via phone or email. We will not call into the classroom and disrupt learning during the school day. If you'd like to visit or observe in a classroom, please make arrangements with the teacher or principal. Contractually, teachers have a right to 24-hour notice.

### RELEASING STUDENTS FROM SCHOOL GROUNDS:

In order to ensure student safety, our school staff will require one or more of the following when requesting student dismissal from the school grounds during school hours.

- Proof of legal custody, if in doubt, by requesting a copy of any court order granting or awarding custody.
- A notarized statement of the legal guardian attesting to their custody of the 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.
- A copy of identification.

A student will not be released from the school premises during school hours without authorization from a guardian having legal custody of the child. Exceptions will be made when protective custody is dictated by appropriate legal authorities.

Students will not be released to any person:

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

## PERMISSION SLIPS TO CHANGE ROUTINE

### After school routine

After school, students are expected to go directly home or to their daycare unless they are participating in afterschool activities. **If there is any change to you child's after school routine, please provide the office with a note stating that you have given permission for your child to alter their routine (going home with another child, going home with a relative...). If we do not have a signed note or phone call from the guardian by 3:00 PM, the student will be sent home by their normal daily routine.**

# Dress for Success at Franklin Elementary

Franklin does not have a required uniform policy, but students will need to follow the Franklin dress code.

The following chart includes clothing that should NOT be worn at Franklin.

Shoes	Clothing	Other
High heels (over 1 ½") Flip Flops Slippers Wheelies (shoes with built in wheels)	Spaghetti strap tops Halter tops Low cut tops-front and back Bare midriiffs Swimsuits Pajamas See-through clothing No costumes	*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.  Undergarments must be covered  Shorts and skirts must be longer than fingertips or worn with leggings  Make-up

**No hats or hoods in common areas (hallways, cafeteria, office)**

## School Board Policy:

### Student Dress Codes

Student may be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

A. A health or safety hazard is presented by the student's dress or appearance including possible membership in a gang or hate groups;

B. Damage to school property shall result from the student's dress; or

C. A material and substantial disruption of the educational process will result from the students' dress or appearance

# Franklin Elementary Student, Family 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 and Family Handbook and acknowledge that your family is aware of the rules and procedures of Franklin Elementary.

We as parents, students and staff of Franklin Elementary 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:

1. Be aware of the individual strengths and needs of each child.
2. Maintain open lines of communication with families and school staff.
3. Plan and teach culturally sustaining lessons that engage students in their learning.
4. Show care and respect for each child and their family.
5. Be available for scheduled conferences.
6. Make our school a safe, friendly and welcoming place for families and students.
7. Maintain high expectations for both academic success and behavior choices.
8. Create and maintain a learning partnership with students and their families.

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

## Student

I agree to carry out the following responsibilities:

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. Read at least 20 minutes daily.
5. Dress for success by following the dress code.
6. Treat the members of our community with caring and respect.

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

## Family Members

I agree to carry out the following responsibilities:

1. See that my child attends school every day with supplies and on time unless my child is ill.
2. Read with my child daily and monitor assigned homework.
3. Communicate and work with teachers and school staff to challenge my child academically.
4. Read School-to-Home communications and attend scheduled 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 guidelines to prohibit bullying, harassment, intimidation, verbal and physical violence and the participation in those behaviors.

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