

FRANKLIN ELEMENTARY SCHOOL

**2505 S. Washington Street
360 457-1343**

Parent-Student Information
<https://www.portangelesschools.org>

Everyday we learn and grow!

School District Transportation	452-9714
City of Port Angeles	457-0411
Clallam County Sheriff	417-2000
DCFS/Children Services	565-2180
Emergency	911
Emergency Shelter Information	452-7224
Fire Department	452-4545
Health and Human Services	417-2303
Franklin Elementary	457-1343
Healthy Families	452-2381
Food Bank	452-8568
Lower Elwha Housing Authority	457-5116
North Olympic Library System, PA	417-8500
Parks and Recreation	417-4523
Peninsula Behavioral Health	457-0431
Poison Center	1-800-222-1222
Police Department	452-4545
Port Angeles School District Office	457-8575
Public Health Department	417-2274
United Way	457-3011
YMCA	452-9244
Apple Healthcare	1-877-543-7669
William Shore Memorial Pool	417-9767

To contact staff members refer to the website. www.portangelesschools.org

IMPORTANT PHONE NUMBERS

Dear Parents & Students:

Welcome to Franklin Elementary where we take pride in what we do.

MISSION

Franklin's mission is to foster a commitment to and a love of lifelong learning.

VISION

Every day we learn and grow!

BELIEFS

- The community shares the responsibility in the education of its children.
- Staff, students, parents, and community strive for clear and respectful communication, a key to trust and progress.
- Franklin ensures a safe, positive, welcoming place for all and strives for academic excellence.
- All individuals are unique, have inherent worth, deserve respect, and we value individual cultural diversity.
- We promote productive community membership by nurturing the individual intellectually, artistically, emotionally, socially, and physically.
- All children can succeed and we measure achievements in a variety of ways.
- We foster skills for lifelong learning, wellness and working with others in a flexible, innovative learning environment, integrating technology and current resources.
- We treat one another with dignity and compassion; have a safe, trustworthy, nurturing environment; and know and respect the strengths and challenges and learning styles of each student.
- We strive to teach and learn with joy, laughter and high expectations.

This handbook is for your quick reference. We hope you find it helpful to use all year long. We welcome suggestions you may have to make it even better. Parents are always welcome at Franklin. PLEASE stop and sign in at the office so we know who is in the building. We issue name tags at the office and require them for identification of those who visit the school or grounds.

Sincerely,

THE FRANKLIN STAFF

FRANKLIN SCHOOL PTO

Franklin Elementary has an active Parent Teacher Organization. COVID-19 restrictions have altered the way PTO meets. In a normal year, meetings are held once a month in the school library starting in September unless otherwise announced. Meetings may be after school or in the evening. Our PTO tries to offer free babysitting. Officers are elected in the spring of the year. Every parent is invited to these meetings. Meeting dates will be put on our reader board and information will be updated. Information can also be found on the Franklin PTO Facebook page—<https://m.facebook.com/FranklinPTOPA/>

The PTO assists the school in planning community-school events, coordinating volunteers to help in the school, directing fund raisers and reviewing curriculum and special programs. Your expertise and energy will be needed and welcomed! To learn more about the PTO, contact the school principal or come join us at our next PTO meeting.

Title One School Notification

Parents have the right to request information of staff in a Title 1 school who work with their child. This information includes:

- Whether the teacher has met state qualifications and licensing criteria for the grade level(s) and subject area(s) in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or conditional certification or degree
- The baccalaureate degree major of the teacher and other graduated certification or degree; And, the field of discipline of the certification and/or degree.

Parents may also have information as to whether their child is provided services by para educators, And if so, the para educator's qualifications. (Section 1111 (h) (6) (A), ESEA. Guidance, C-6

SUPERVISION

The school is supervised by adults beginning at 7:35 am (8:35 on Wednesday). Please do not arrive at Franklin before 7:35 am/8:35 on Wednesday. Students are permitted entry into the building at 7:40/8:40. The teachers do not expect children before those times, when doors are opened. The school day begins at 7:45 am. Children should dress appropriately for the weather. Please expect students to spend recess outside and dressing in layers helps. After school, students should go directly to the bus or home. Should a student other than your own arrive unexpectedly at your home, please notify the family or the school office, 457-1343. A student confused about where to go after school will follow normal after school protocol or will remain at school until we can contact a family member. If the parent is not present for pickup when the students are dismissed, students will wait in the office. No student is to wait unattended outside. We do not have supervision for children after school. We expect parents to make arrangements so that we can send the children home when their school day ends. Please let the office know of any changes to your after school plans by 1:30 pm if at all possible, so we can get notes to your child. If your family situation changes, or if your children are staying at a new location, a parent MUST keep the office informed in case of emergencies.

After student dismissal at 1:50 pm for tk-3 or 2:15 pm for 4-6, students need to leave school unless they are involved in an after school program. We love our children and families being at school, but we need to allow our teachers planning and preparation time without students. We also need our lobby/office area and library clear in order to accommodate the high level of traffic at arrival and departure times. Adults picking up children may wait outside our front door to allow our office staff to continue to answer phones and serve students. We will bring children out by classroom.

Late Start—Wednesday Collaboration

This year our Wednesday start time is 8:45, giving teachers the opportunity to collaborate to best support your child's needs.

FOOD SERVICES

Breakfast, lunches, and milk are available at Franklin. Students should bring their money into the lunchroom in the morning. Free or reduced meals are available to qualifying families. Applications can be obtained at the Franklin office or the PASD central office at 216 E. 4th Street. Each student is set up with an account that is scanned daily. Funds in any amount can be deposited to this account.

IDENTIFICATION

Please mark your child's name on all backpacks, lunch pails, glasses, and articles of clothing. If your child is a bus rider, please add the letters "FR" for Franklin. This assists bus drivers in returning lost articles.

SAFETY

Please help your child check backpacks and pockets to ensure there are no knives or toy weapons brought to school. Students bringing knives or toy weapons to school may be suspended even if they were brought by accident.

STUDENT DRESS

Parents have primary responsibility over the dress and grooming of their children. State law requires that school clothing be safe and not distract from learning. Students may not wear clothing advertising alcoholic beverages, smoking, or illegal drugs. Students also may not wear attire that violates the district dress policy. Please send your children with suitable P.E. shoes. Flip flops and boots make it hard to participate properly and safely. Shoes need to have no more than a 1 and 1/2 inch heel. Students should dress appropriately for the weather and need to have coats and raingear for recess. Please notice what your child is wearing. Have them sit down and bend over and make sure that they will not be embarrassed or embarrass others by their attire.

LOST AND FOUND

Unidentified articles of clothing or other items found on the school grounds and buses are taken to the school office. These are available to parents for a "search" at any time until the last school day of each trimester. At that time we transfer some items to our Clothing Closet and take the remainder to community charity centers.

SCHOOL POLICIES

Considering the feelings of young children, please do not send birthday invitations to school to be distributed. Franklin School does not allow non-students to attend during the school day. This causes a disruption in the classroom.

IDENTIFICATION - SAFETY - STUDENT DRESS - LOST & FOUND - POLICIES

RECESS

We require all students to go outside during recess periods unless there is adverse weather. Please instruct your child to wear clothing appropriate for the weather. Please provide a note to the office and/or teacher if it is absolutely necessary that a child stay indoors.

As a safety precaution for our students, we will approach all adults on the playground and ask them to check in at the office.

ABSENCES OR TARDINESS (We can't teach you if we can't reach you!)

State law requires regular attendance with the exception of illness and injury as excusable absences. If your child shows signs of illness and will be absent, please advise the office at 457-1343. When we have not heard from the parents, we call home to verify a child's arrival at school, truancy, and health trends. We document chronic absences or tardiness and we will mail home notification to families. Absences exceeding five days need a doctor's note. We must have parent contact or note on every absence otherwise the absence is unexcused. Unexcused absences violate state law and can result in a referral to the court. Excessive absences adversely affect learning. If your child misses more than 10 days, even if excused, you may be asked to attend a Community Engagement Board to determine supports to encourage attendance.

EARLY DISMISSALS

To best serve our students during the academic day, we strongly suggest families secure dental or doctor appointments during after-school hours and try to avoid early dismissal of your child. If absolutely necessary, please make the dismissal requests in writing to the teacher. We will excuse your child through the office. Please do NOT go to the child's room. PLEASE do not pick your child up from the playground without checking through the office first.

LEAVING TOWN

If your family is planning an out of town trip during the school year, district policy requires that you give advance notice to our school office. You must request an excused absence from the principal before taking your trip. In most cases, teachers are able to provide your child with school work, but it will not be the same as active participation in class. Please try to schedule family vacations during our school breaks.

RECESS - ABSENCE/TARDINESS - HEALTH - EARLY DISMISSALS

STUDENT TELEPHONE USE AND CELL PHONES

Cell phones need to be turned off and stored in backpacks during the school day. Cell phones are distracting to learning, are often lost, can contribute to social aggressions, and are attractive items to others. Franklin is not responsible for cell phones that become missing. We have one school telephone intended for business purposes only. Our secretaries will approve student use of the phone. Please make after school arrangements prior to coming to school. Our telephone number is 457-1343. Remember to let our office know of any changes!

PERMANENT RECORDS

The school maintains a record file on each student. The records contain a summary of each year's grades, testing and attendance data. Parents are welcome to review student records with the principal. Please send a note or call the school with such a request.

REPORT CARDS & CONFERENCES

There are three student progress report periods in the academic year. Sixth grade student families have family access to Skyward, our online grading program. We will give families an ID and password at the beginning of the school year.

We host parent/teacher conferences for students in grades K-6 on October 29-29. These are half days for students. We will notify you and ask you to commit to a meeting date and time.

If, at any time, you would like to request information on your child's progress, or have concerns, please feel free to call the school and make an appointment with your child's teacher. Teachers arrive at school at 7:30 am and stay through 3:00 pm. Tuesday afternoons are reserved for professional development and collaboration time.

COUNSELING SERVICES

We currently have a full time school counselor who works with classrooms, small groups and one on one with students. We have access to district and community services which may include the following programs: our district navigator, small group counseling on a limited basis from Peninsula Behavioral Health, community agencies, networking and referrals, and crisis intervention. Children eligible for Medicaid may also be eligible to receive 1:1 services through the P.A. Education Foundation. Call 211 for information on additional community family resources.

BUS POLICY

We expect proper behavior at the bus stops and while riding on our buses. We will notify parents of problems on the bus. We equip buses with cameras to help ensure the safety of all children. If your child engages in unsafe behavior he or she may be removed from the bus for a period of time. Parents are encouraged to monitor bus stops. Please inform the school office of behavior contributing to unsafe conditions.

Bus students must get off at their regular stops only, unless our school office receives written permission prior to the change. Transportation can be reached at 452-9714.

Health and Safety

The Port Angeles School District publishes its COVID-19 Health and Safety Protocols on the district website. It can be found at portangelesschools.org.

EMERGENCY SCHOOL CLOSURE- SAFETY FIRST

Winter months sometimes bring weather conditions that may create bus schedule changes or school closure problems. The district may delay, curtail, or reroute buses due to the safety of the roads.

EMERGENCY PLANS-Family emergency plans should include:

- What children should do if the bus does not arrive at the STOP.
- Where to stand OFF THE ROAD when there is snow and ice.
- Providing family transportation to a different bus stop/to school.
- What children should do if someone offers them a ride in a private car.
- What to do if a child arrives home early and no one is home.
- Where to go or who to call if a child needs help.

COMMUNITY RADIO INFORMATION

MORNINGS: Listen to KONP AM 1450 between 6:00 and 8:00 am when the weather is bad and/or traveling conditions are hazardous. Radio stations, such as public service, will announce school schedule and transportation changes by district name and number. PLEASE DO NOT call radio stations, our school office, our administration office or our transportation office. Jammed telephone lines only compound the difficulties. Local stations devote more broadcast time to providing information concerning local circumstances, and will air announcements more frequently.

NO ANNOUNCEMENT MEANS NORMAL OPERATIONS.

BUS POLICY - HEALTH AND SAFETY — EMERGENCY SCHOOL CLOSURE - LATE START

HOMEWORK

Homework includes any class-related assignment students need to accomplish outside of class time, whether voluntary or teacher-assigned. Homework can refine skills, promote mastery, help students prepare for examinations, and assist students in understanding course material. Parent support is critical in this area.

Parent Responsibilities:

- Expect student to spend an appropriate amount of time on homework and study daily
- Help establish a regular time and format for learning at home
- Assist students to develop good study habits by providing a comfortable, well-lit area away from television and other distractions
- Monitor television watching and video game playing, and evaluate outside activities to be sure the student has sufficient study time
- Confer with school staff regarding homework overloads
- (4th - 6th grade) Student may be expected to keep an up-to-date assignment sheet or planner for each class which can be reviewed at home
- (6th grade) Check Skyward Family Access to monitor student progress (please let your child's teacher know if you don't have computer access at home)

Student Responsibilities: Student must expect homework and understand that success in school is their primary responsibility. Students should recognize that it is the teacher's responsibility to assign the homework, and they have the authority to determine the type and the extent of the assignment. Homework will conform to District guidelines

- Expect to spend the appropriate amount of time daily on homework.
- Clarify any instructions not understood
- Turn in completed homework on the assigned date
- Complete homework in proper form, clearly identified (name, date, class) and legibly written
- Arrange a proper study area, either at home or in school, with appropriate materials available, and manage time to accomplish homework tasks
- Confer with teacher regarding homework overloads

PETS/MONEY/ITEMS FROM HOME

Dogs are a danger on a school playground with children engaged in activity. Please keep dogs and cats at home. We will have animal control remove pets that continue to appear at school. For special projects or sharing, a parent needs to talk directly with the teacher involved, at least one day prior to bringing the animal to school. We require that parents bring the animal for sharing and take the animal home afterwards. Buses will not transport animals.

Please leave large sums of money and other valuable items at home. Check articles of value for class display in with the teacher, at the office, or drop them off and pick them up by the parent directly before and after the sharing session. Please do not bring radios, tape recorders, cameras, and other distracting items to school. We do not permit personal items such as toys or sports equipment at school.

Children at Franklin Elementary may bring items from home for use at sharing time, however, responsibility for the item from home lies strictly with the child and his/her parents. We urge parents to assist their children in the selection of items being brought to school and in communicating the child's responsibility for the item. Dailey parent checks of "backpacks" often reveal school items you need to see OR items you prefer be left at home.

NO TOLERANCE

Any toy resembling a gun or any type of weapon brought to school may result in a suspension.

HOMEWORK - PETS - MONEY - ITEMS FROM HOME

STUDENT BEHAVIOR AND DISCIPLINE

The health, safety and welfare of each student, as well as the development of study skills, are essential for productive learning. Individual teachers have behavior expectations and rules they teach in their classrooms, and we desire a positive learning environment for pride in work, personal growth and competence in skills. All people in the building will support and refer to the Franklin High 5's (see below) when dealing with individual student situations.

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

The district is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Please talk with your child's teacher if such concerns arise for your student

FRANKLIN'S FANTASTIC FIVE BEHAVIORS:

We are ready to learn.

We are safe.

We follow directions

We are respectful

We are kind.

NO TOLERANCE

Franklin school has no tolerance for violence, threats, harassment, drugs, or weapons. This includes a no tolerance of "play" violence, threats or harassment, drugs, or weapons. Toy as well as real guns or other weapons may not be brought on school grounds. Please become familiar with the district's Code of Conduct Handbook found on the district website on the student tab.

To establish an environment for learning the following behavior is expected:

- Each student needs to be at school **ON TIME, EVERY DAY**.
- Each student is responsible for his/her **OWN ACTIONS**.
- Each student will **SHOW RESPECT** to other students and adults.
- Each student is **IN CONTROL** of his/her behavior.
- Each student will **COMPLETE WORK** assignments.
- Each student will **TAKE CARE** of school and personal property.
- Each student is to **PARTICIPATE** in the learning process.

A student makes decisions about his/her behavior. When decisions do not meet the expected standards of behavior, the decisions will be made by an adult. When student behavior does not meet expectations, the classroom teacher has the responsibility to assist students toward self-discipline by providing opportunities for him/her to modify his/her behavior. The following steps will be taken prior to the teacher involving administrative assistance:

Conferencing with the student concerning behavior changes needed

Developing a plan of action to prevent recurrence of the problem

Phoning the home to enlist the assistance of the parent in modifying the student's behavior.

IMMUNIZATIONS (RCW 28A.31.116 Immunization Program-State Board of Health Rules)

All elementary school children need to have an up-to-date immunization record on file at the school. Certificate of Immunization Status forms are available in the school office. If proof of immunization or a certificate of exemption is not received upon the student's enrollment in school, the principal shall provide written notice to the parents/guardians informing them of:

1. the immunization requirements;
2. the denial of further attendance by the student;
3. the procedural due process rights; and
4. the immunization services that are available.

MEDICATION

Current medical information or special health concerns for a child should be provided by parents to the school office. Parents are encouraged to advise the school office of any medical changes during the school year.

If a child is to take any medication (prescription or non-prescription) at school, district policy (state law) requires a form signed by the parent AND physician for such permission. These forms are available in the school office and at the doctor's office. Medication is to be held in the office ONLY. All medication is in a locked space. Medications must be brought to the office by an adult., DO NOT SEND MEDICATION WITH STUDENTS.

ACCIDENT/ILLNESS

If a child is ill or injured at school, he/she will be given emergency first aid treatment and parents will be called. If they cannot be reached, the "emergency contact" listed on the "Enrollment Form" will be called. PLEASE LET THE OFFICE KNOW WHEN THIS INFORMATION HAS BEEN CHANGED. If no one is available to come for the student, we will use our best judgment on whether to call a doctor or to keep the child in the nurse's room.

INSURANCE

School insurance is offered to our students. This is a voluntary program, offered for your convenience. A copy of the student accident form is available in our school office.

Healthy insurance is available for all students. Please contact our office for information if your child needs insurance including a co-pay. This is a free program.

BICYCLES

We prefer only students in grades 4-6 ride bicycles to school. We expect riders to obey the traffic rules that apply to vehicles. Helmets are part of bicycle safety! Please pick up a bicycle permission letter at the office indicating parent permission. Students must walk bicycles on and off the school grounds and park and lock bikes in the bike rack at the east end of the building upon arrival at school. The school assumes NO responsibility for bicycles that are brought to school.

- Bikes/skateboards should be used on the right hand side of the road and in single file.
- Students may not ride in the parking lots.
- Students may not ride between or near buses or cars.
- Bikes must remain locked throughout the school day.
- Bikes are not to be ridden on campus. Students must walk their bikes or carry their skateboards as they reach the school grounds.

All bikers and skateboarders must wear a helmet.

WALKERS

1. Parents, please discuss safe walking behavior and a safe route to bus stops or to school with your child/children. In most cases students should walk on the left side of the road, facing traffic. Students should stay on the sidewalk or shoulder and never walk in the street. Kindergarten students walking home or walking to school must be accompanied by an adult. No crossing guards are on duty before 7:45 am or beyond 15 minutes past the school dismissal time.
2. Students may not fight, throw rocks, or misbehave on the way to school.
3. Students must respect private property and not damage trees, flowers, fences, etc..
4. Students must follow instructions of the Safety Patrol.
5. Walkers may not arrive at school EARLIER than 7:45 am. We do not have adult supervision of students before this time.

SEX DISCRIMINATION POLICY

It is the policy of the Port Angeles School District not to discriminate on the basis of sex in its educational programs, activities, or employment policies as are required by Title IX of the 1972 Education Amendments and WAC 392-190-060, State of Washington. Inquiries regarding compliance with Title IX of this state law may be directed to the Central Administration Office at 457-8575.

BICYCLES - WALKERS - SEX DISCRIMINATION POLICY