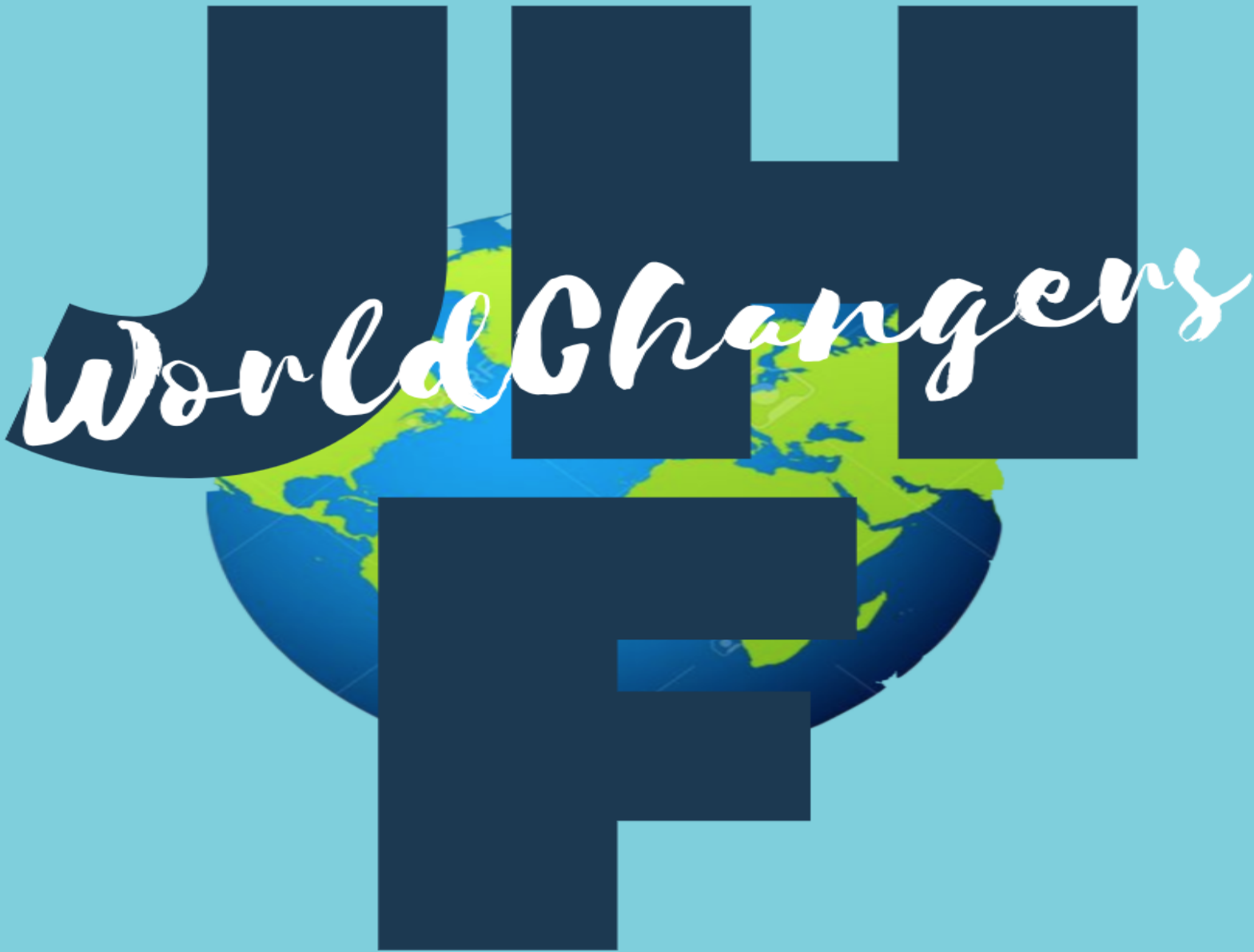


John Hope Franklin Elementary

Student and Parent Handbook

2023-2024



Erica Fraser, Principal
Peter Slaughter, Assistant Principal
Dr. Heather Palmer, Dean of Students
Christina Roode, Counselor
Bryan Brown, Social Worker
Contact: 918-746-9020

JOHN HOPE FRANKLIN ELEMENTARY

VISION

WE ARE RESILIENT. WE ARE EMPOWERED. WE RISE

MISSION

WE ARE A PROUD COMMUNITY WHO BELIEVES IN
EDUCATING THE WHOLE-CHILD BY PROVIDING AN
EQUITABLE, JOYFUL, TOP-NOTCH LEARNING
EXPERIENCE; WHERE ACADEMIC EXCELLENCE IS WHAT WE
DO."

"I am a World Changer!"

I am a World Changer

I am a World Changer

I never stop, I never quit,

'Cause I am a World Changer

Keep learning, keep learning,

Be safe, upright and caring,

'Cause I am,

'Cause I am,

A W-O-R-L-D CHANGER!!!

© 2011, Chasten Hendricks, Erin Good ridge

Namesake

John Hope Franklin Elementary

John Hope Franklin Elementary opened August 2019, named after John Hope Franklin, activist, author

Mascot:

8 point star with world globe

School Colors:

Navy Blue and White

Uniform Colors:

Pant/Skirts-Khaki, Black Shirts-Burgundy, Navy, White and Black

5G Behavior:

Everyday, I am *growing*, I am *graceful*, I have *girt*, I show *gratitude*, I *grind*

Learning Our greatest challenges and our greatest successes are found in igniting students' curiosity and fueling their passion for creativity. Learning is the priority of our school, and students' learning and well-being are the primary focus for all decisions implemented by the school.

Being the Change We are the difference-makers in the lives of children and families, and the change agents of their world and ours. We are the dream-builders that bridge children's dreams and their present and future realities. We are role models who teach children, parents, and community members more by our choices and actions than by any other means.

Relationships

We all need to feel respected, appreciated, loved, and cared-for. Our connections with one another in no small part make us who we are. We will foster and nurture them.

A Positive Environment

Children thrive in environments that are active and engaging, safe and fair, with clear and consistent expectations. We all do.

High Expectations with Abundant Support

Individual potential is best developed when expectations for high levels of achievement are combined with targeted, scaffolded support. We set the mark high for each individual, we help each reach it, and we celebrate his or her success.

The Potential and Possibility of Each Child

It is our duty and joy to find and enhance how each one can shine. We cannot give up on any child.

Individual Diversity

Each of us can learn and does learn, though not in the same way or at the same pace. The unique physical, emotional, intellectual, and social qualities of each individual are valuable assets to our school. We facilitate a learning environment of continuous improvement and thus use feedback and support as the fabric of our school.

Strength of Character

The quality of our relationships, our relationships to each other and even our relationship to self, depends on the quality of our character. Trust and respect are diminished in its absence. Knowledge and achievement are hollow without it.

Accountability

Because we are equal in our importance and our value, we are each accountable to one another, no matter who we are, how big or small. We all make mistakes; we will be honest about them, will learn what we can from them, and will move past them together.

The Collaboration of Team and of Community

We support one another in helping each individual reach her or his full potential. When we have exhausted our educational or emotional resources, our team is here to assist and encourage us. We find in our team and in the community what we need to take the next step. We move in accordance with our school staff charter and our class charters. We ALL Teach!

When you're at John Hope Franklin Elementary, in the parking lot, on the grounds, at a performance or a meeting, speaking with other parents, remember that children's eyes are watching and their ears are hearing. We all teach at John Hope Franklin Elementary, first by example. Children need to see each of us modeling safety, dealing with emotions in healthy and constructive ways, working together to solve problems, and treating others with courtesy and consideration.

Attendance and Timeliness

Being at school and being on time are essential for students' success in school.

Plan on dropping students off and entering the building at 7:30am, each morning. Arriving in the U-drive or parking lot after 7:15 makes it more likely that students will be late starting class on time. Late arrivals make the student's day more hectic, cause him to miss opening class-building activities and information (the warm welcome, morning meeting and breakfast), and disrupts the teacher's work with the class.

School board policy and state law requires that students attend school more than 90% of the days it's in session. Absences include days and parts of days (anything more than one hour). Students who miss school in excess of 10% of the time may be retained on that basis. Their learning is likely to have gaps due to their lack of participation in class. They often exhibit more problems with behavior because they have missed instruction and routines and are lost or overwhelmed.

Each month, students who have no late arrivals, no early departures, and perfect attendance, are rewarded with an attendance party or similar celebration. The celebrations are short, and include an activity and/or snack to recognize students for their determination to be at school.

Early Pick up impacts student learning and the structure of the day, however we realize in this day that unforeseen occurrences and emergencies happen. To that end, our site policy is that if you need to pick up early, you should do so prior to 2pm. Please ensure you always bring your valid identification to the main office. If it is beyond 2pm, you will be asked to wait in your vehicle for dismissal. This helps our teachers and students end the day with a closing circle, clean up and smoothly dismiss for the day. Emergencies will be handled on a case-by-case basis by the principal or principal designee.

Cell Phones and Electronic Devices

Students are strongly encouraged to leave cell phones at home. Students may not bring other electronic devices without express permission from the teacher for a special occasion. The school and district take no responsibility for lost, damaged, or stolen devices. If for safety purposes students do bring cell phones, they should not carry them on their person during the school day. Students may bring their cell phones to the front office before the school day begins to leave with Mrs. Talley or Mrs. Tottress, or they may keep cell phones in their locker, again we are not responsible for student's electronic devices.

Use of School Phone

Any time a student is ill, he must visit the school health assistant, who will determine if a phone call home is needed. Students may use the phone in the front office for emergencies. If the staff finds that the same student is frequently calling home for forgotten lunches, materials, or assignments, that student's use of the phone may be curtailed.

One of the most frightening experiences for adults is when a child is missing after school. Often, it's because plans changed for the child's ride home, there was a miscommunication or lack of communication among all those involved, or the child decided to visit a friend's house without letting anyone know.

Students need to know when the school day begins with whom they are going home or who is picking them up. If an emergency necessitates a change, please call the office, and make sure all adults who may be planning to pick up the child also know about the change. We'll let the student know.

If students are visiting friends after school, those plans should be made in advance, not by the students during the school day.

Testing

As a result of the TPS assessment task force, 3rd grade will no longer take the Measure of Academic Progress in language arts. Pre- and post-tests that the district has provided with each unit for grades 3-6 are also no longer required, although best teaching practice requires teachers collect data from before, during, and at the end of a unit to monitor students' mastery of content.

Kindergarten – 5th Grade (ELQA for PreK)

Measure of Academic Progress for Primary Grades (MPG), MAP Fluency

- For: Reading and Math
- When: Beginning, Middle and End of Year

Oklahoma School Testing Program (OSTP)

- For: Reading and Math
- When: April

Academic Support

John Hope Franklin Elementary supports students with significant gaps in their learning in several ways. Students who are on Individualized Education Plans are served by special education teachers and paraprofessionals, and by other teachers and staff.

Students in kindergarten through 3rd grade who are significantly behind in reading will receive additional time on reading each school day with targeted support from an interventionist, a certified teacher using leveled literacy interventions.

Students in 3rd through 5th grade who are significantly behind in reading will be in a small group during Walk to Read 8:40am-9:30am daily, interventions that include small group work with the classroom teacher, daily individualized computer work, and daily reading practice.

Merits in LiveSchool

John Hope Franklin Elementary teachers will supervise and provide support for identified students. Dr. Palmer coordinates the Culture/Climate and Wellness teams that work towards ensuring all students feel a sense of belonging, connectedness and acceptance. Our goal is to ensure that all students feel welcome at John Hope Franklin and grow/develop into WorldChangers!

Nothing ensures a student's future academic success as much as proficiency in reading. Even competency in math and on math tests requires that students are strong readers. Students in all grades should be reading at home 20 minutes a day, at least 5 days a week. All teachers in kindergarten through 5th grade verify that students are reading independently by tracking books read, or minutes read, or allowing students to earn points by taking Edmentum Pathways over text they've read. Students' progress is also tracked in Edmentum. Reading may include the student reading independently, reading to someone, or following along as someone reads with the student.

Make sure you're speaking with your child's teacher about his/her reading progress every time you meet. Ask what level he's on, and what being on grade-level looks like. If he/she is behind, you should be planning with the teacher to identify interventions to help bring the student up to grade-level. Your student receives reading intervention support daily from 8:40am-9:30am during Walk to Read.

Reading Sufficiency Act

The Oklahoma Reading Sufficiency Act (RSA) is state law designed to ensure that all students are reading on grade-level by the 3rd grade. It requires that all students in Kindergarten through 3rd grade take screening assessments 3 times each year. In Tulsa Public Schools, that screener is the Measure of Academic Progress (MAP, for 3rd Grade). Students who score below the 40th percentile (meaning 60% of students taking the test nationally score higher), are required to be put on a reading plan. Reading plans are presented to parents at fall conferences, and are updated at spring conferences. Students on reading plans should receive interventions at school and outside of school to bring their reading up to grade level.

In the 3rd grade, students take the Oklahoma State Testing Program (OSTP) for reading. For the 2022-2023 school year, students who score "unsatisfactory," are required to be retained in the 3rd grade. A committee comprised of the school principal, 3rd grade teacher, 4th grade teacher, reading specialist, and parent, may determine that students who score, "unsatisfactory," should be promoted to 4th grade on a probationary basis, so long as those students receive intensive reading interventions to help them reach grade-level in reading. Once promoted on a probationary basis, those students' progress must be reviewed regularly until the student proves he or she has reached grade-level in reading. Ms. Blakney/Ms. Fraser will meet with parents about RSA requirements in September/March/May.

PTA

A healthy PTA supported by involved parents and teachers is an important component of a thriving school. As always we appreciate our volunteers greatly. Classroom incentives couldn't exist without the generous help and efforts put in by our partners & parents. Volunteering is a great way to get involved and make every child's educational experience the best it can be. If you wish to be a part of leadership of the PTA and/or member of a school PTA, please let the school leadership know of your interest. The school's partnership with parents is invaluable to the success of our students.

Volunteers

We love our volunteers at John Hope Franklin Elementary! They do more to help our students and staff than you can imagine. ALL volunteers, including field trip chaperones, must complete an application so they may be screened. Volunteers should also know the expectations set out in the Tulsa Public Schools Volunteer Handbook, available at https://resources.finalseite.net/images/v1537995439/tulsaschoolsorg/u5frvjax8gsor0edfy8d/volunteer_background_check_form.pdf

Space for volunteers on field trips is sometimes limited. Whether volunteers are allowed to ride the bus with students will be determined on a trip-by-trip basis by the teachers and administration. Volunteer chaperones are usually welcome to drive themselves to the destination to help supervise children, unless we've been advised that space at the venue is extremely limited.

Visiting our School

John Hope Franklin Elementary families are welcome in our building. In order to promote and safe and stable learning environment, we have the following policies:

- All visitors and volunteers must sign-in and sign-out with the office and wear a visitor sticker while in the building.
- Parent requests to observe a classroom should be made with 24 hours notice per negotiated TPS / TCTA agreements. When making this request, please let the teacher and principal know the purpose of the visit so that the best accommodations can be made. In general, classroom visits are for observation only. If a specific behavior needs to be addressed, the teacher, parent and principal will make a plan in advance.

Communication

Stay informed to keep on top of students' busy lives at school. John Hope Franklin Elementary will send information over School Connects, a voice message system that reaches you by phone; Talking Points, a text message system; through school emails, Peachjar emails and the school Facebook page (<https://www.facebook.com/JHFranklinElementaryTulsa/>).

The calendar, staff listing, schedules and other information on the John Hope Franklin Elementary webpage is another resource, <https://jhfranklin.tulaschools.org/>.

Teachers should be providing regular newsletters via e-mail or hard copy. Parents should also provide John Hope Franklin Elementary an email for communication. This will be the most important tool for the school and to keep families up-to-date with information.

Supply lists for each grade are on the John Hope Franklin Elementary website <https://jhfranklin.tulsaschools.org/>. In the spring and early summer.

Uniforms

Students should come to school in uniform every day. See the John Hope Franklin Elementary uniform policy on the JHF website, franklin.tulsaschools.org; click on “uniform policy.”

On Fridays, students may wear uniform tops, spirit shirts or college shirts with uniform bottoms or jeans. Jeans should be hemmed at the bottom, and have no rips, tears, or holes. Jeggings/spandex are not permitted. Occasionally, students will enjoy a Free Dress Day. School picture day will be a Free Dress Day. Others will be announced when scheduled. Even on Free Dress Days, students must wear close-toed shoes, no flip-flops; clothes that fit properly, not baggy or skin-tight; clothes that cover enough of your body (modest neckline, covered mid-section, skirts or shorts that are longer than your finger-tips when arms are extended down your side). On Free Dress Days, students may wear their John Hope Franklin Elementary school uniform, or a JHF t-shirt or uniform top with jeans, leggings if they are under skirts or shorts. Tops must have sleeves, or should remain under a sweater or cover-up all day. No hoodies.

Child Nutrition

Our school participates in the breakfast in the classroom programming. Be sure that your student arrives on time to get breakfast. Breakfast is served from 7:30-8:00am during morning meetings.

Lunch is the best time for students to rehydrate. Students may not bring soda for lunch, but should drink water, milk or beverages that are designed to replace water and electrolytes. Milk is available.

Birthday Celebrations

At John Hope Franklin Elementary, we honor student birthdays in our spirit assemblies and daily announcements, however student parties are not allowed. Parents are welcome to drop off treats for the teacher to disburse during lunch time. There are no birthday parties.

AfterSchool Clubs

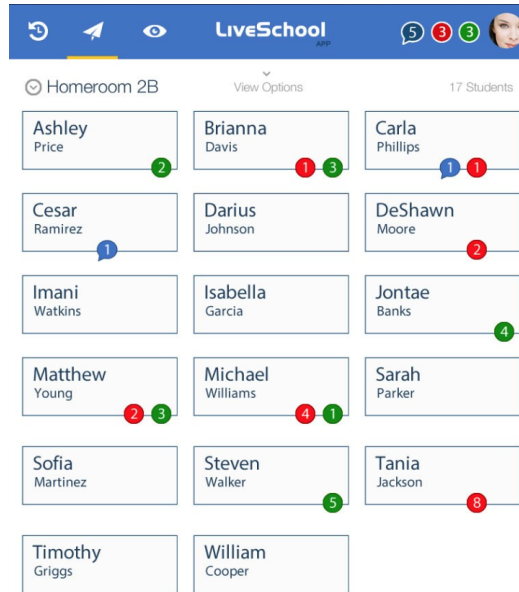
We encourage health and fitness for students, staff, and families at John Hope Franklin Elementary Mondays through Thursdays, students may apply for TDC (Tulsa Dream Center), I Am A Promise (Antioch Baptist Church) or Gaining Ground Tutoring. Ms. Shaw is the Extended Opportunity Liaison for John Hope Franklin Elementary.

To participate, students need their parents to complete the application for the selected programming and wait for registration confirmation. If students have inappropriate behavior at school (referral or suspension), they will be suspended or dismissed from after-school programming.

Behavior Expectations/Behavior Supports

Students are expected to follow school and class rules/expectations. They are provided up to 7 get back in the game opportunities. They receive notification with a “narration” when they are following the rules/expectations. When they choose otherwise, they will receive a demerit in LIVESCHOOL. Parent should sign up for notification to LIVESCHOOL and parent access in POWERSCHOOL to check grades weekly.

John Hope Franklin Elementary School Wide Discipline Matrix for Student Success
1.Warning: redirect student & conference with student
2.Behavior intervention: Change of seat/desk next to teacher/time out/reset in classroom
3.Calm corner in classroom: student reflection w/ think sheet, SEL exercise
4.Buddy teacher (with a pass, no more than 20 minutes)
5.Call/text parent/guardian <i>Note: limit negative calls home-offset with positive calls when student is not in trouble</i>
6.Calm Center with counselor/social worker (note home required if in the calm room)
7.Office Referral



Health & Safety

School health guidelines can be found in the TPS Family Guide for Student Success.

If your child's temperature is 100 degrees or higher, the Centers for Disease Control recommends you keep your child at home until 24 hours after the fever is gone (without the use of medications). We follow all TPS Covid-19 guidelines. For details see:

<https://www.tulsaschools.org/student-and-family-support/school-safety>

A child with a bad or persistent cough should stay at home and possibly see a doctor. When your child is feeling better and the cough is manageable, it's time to get back to school!

If your child has diarrhea or is vomiting, keep him or her at home until 24 hours after the last episode (without medication).

If medication is needed during the day, it must be left in the school clinic. Forms must be filled out by the parent (and possibly the doctor) and medication must be in its original packaging. Students may not transport medicine to and from school. "Health forms for parents" can be found at <http://tulsaschools.org>. Select the parent tab and then select health services.

School Transitions

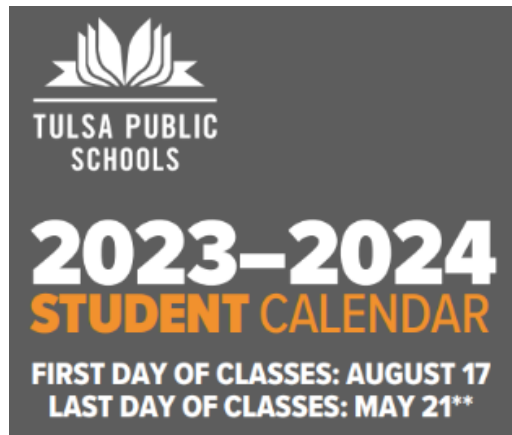
In Tulsa Public Schools, students matriculating to 6th or 7th grade have many options available. 5th graders may apply to attend 6-7th grade based on approval/application or your child's home school. High school choices are an additional consideration for planning, and are often an extension of students' middle school choices.

John Hope Franklin’s Administration team will meet with families of students in 4th – 5th grades to discuss middle school and high school choices in October, and will consult with families about school choices by appointment.

Parent Requests for Teachers

Students are assigned to teachers in late April or early May. If parents have a compelling reason for requesting a specific teacher for their child, they need to complete a request form in the main office. Parent requests are not always an option but will always be considered. If there is an issue, please first meet with your child’s teacher.

Important Dates 2022-2023



» **First Day of Quarter** **Last Day of Quarter** «

Parent Conference Days	Oct. 19, March 15
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Commencement Week	May 13-18
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Holiday/Break – No Classes	
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Orientation day	Aug. 14
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CLASSES NOT IN SESSION	
Labor Day	September 4
Teacher PD day	September 5
Teacher PD day	October 18
Fall Parent/Teacher Conferences*	October 19
Fall Break	October 18-20
Thanksgiving	November 20-24
Winter Break	December 18-January 1
Teacher PD day	January 2
Martin L. King Jr.	January 15
President’s Day	February 19
Teacher PD day	February 20
Teacher PD day	March 14
Spring Parent/Teacher Conferences*	March 15
Spring Break	March 18-22
April Holiday	April 26

* Please check with your school for exact dates and times
 ** Any additional calendar days beyond May, naturally occurring or other, will result in an extension of the calendar or Distance Learning days could be declared.

Other notables Celebratory Occasions throughout the school year are as follows:

- Support Staff Appreciation Week

- Valentine's Parties
- Presidents' Day (No School)
- Spring Conferences
- Spring Break (No School)
- Fall/Spring Pictures – Free Dress Day
- Back to School Night
- Volunteer Appreciation
- Teacher Appreciation Week
- Field Day
- Women's Month
- Hispanic Heritage
- Black History Month
- Indigenous People's Month

John Hope Franklin Elementary Parking Lot Procedures

ALWAYS

1. Watch for children.
2. Go slow.
3. Be courteous. Use words to help and horns only for emergencies.

BEFORE SCHOOL

1. Remain in your car, drop off at the sidewalk using the curb side doors to release your student
2. If you wish to visit the school, please park in the parent parking lot, not at the curb. Unattended cars at the curb block traffic and slow down drop-off.
3. Get here early. By 7:15, the drop-off zone will be crowded. By 7:25, your child will be late to Class.

AFTER SCHOOL

1. Do not park in the bus loading zone at the far south end of the building. It is marked.
2. Place your blue student ID card in your window, please remain in your car
3. Pick up at the CURB.
4. If you need to visit the school, park in the parent parking lot, not at the curb. Unattended cars at the curb block traffic and slow down pick-up.
5. Walking parents may pick up at the sidewalk [Please stand in one line to provide ID info to the school attend]. Requesting student to walk across the street is discouraged and prohibited for student safety

Notices

Asbestos

ALL TULSA PUBLIC SCHOOL BUILDINGS have been inspected for asbestos-containing materials in accordance with E.P.A. mandates on or before October 12, 1989, by licensed and accredited inspectors. Results of inspections, samples and subsequent analysis are available for your review in the ASBESTOS MANAGEMENT PLAN on file in this building and Tulsa Public Schools' Maintenance Center, 1555 N. 77th E. Avenue, Tulsa, Oklahoma. 74115

Contact person:

Jason Coan
Maintenance Center
1555 N. 77th E. AVE Tulsa, OK 74115
Phone: (918) 833-8000

Federal Child Find Statement

Every child with special needs has a right, by law (Individuals with Disabilities Education Act), to a free and appropriate education. This includes children and adults (0-21) with physical, mental, emotional or learning handicaps. This is an attempt to locate these children in order to assist in providing the services to which they are entitled. If you know of a child with a disability living in the Tulsa Public School District in need of service, please contact:

Tulsa Public Schools Education Service Center
3027 S. New Haven
Tulsa, OK. 74147-0208
Phone: (918) 746-6390.

The Search is On Child Find for Gifted and Talented Services

Every child in Tulsa Public Schools who shows evidence of high performance ability in areas such as intellectual capacity, creative thinking, artistic ability, or leadership capacity, or in specific academic areas, and who requires extended learning opportunities or experiences in order to, fully develop such capabilities is eligible for nomination and referral for participation in the Gifted and Talented program at school name. This notice is an attempt to locate students for assessment and qualifying procedures for the service to which they are entitled. If you are aware of a gifted and talented child in need of differentiated instruction, please contact the student's teacher, the school principal, the school counselor, or the Site Gifted and Talented Chairperson to initiate the identification process.

Title I

Hard copies of the Parent Involvement Plan, and Parents' Right to Know are posted on the bulletin board outside of the main office, and are available on-line at grissom.tulsaschools.org. Hard copies of the School Improvement Plan and Annual Review are available in the front office. Parents and community members are welcome to view them during office hours.