

Franklin Elementary School

2024-2025

Student & Family Handbook

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Welcome Panthers!

Welcome back, Panther families and students. I am happy to introduce our theme this school year: ***Getting back to the basics, Panther style.*** This year, we will be focused on building up our foundational principles. We will work to build a strong routine of what it looks like, sounds like, and feels like to be a respectful, kind, and safe Panther.

This year, we will have monthly themes that will be shared with you through our weekly family S'mores newsletter. We will focus our weekly morning announcements on the month's themes and hold a monthly assembly where students will review the month's theme.

I want to welcome you not only to continue being the best families ***(I have been told that you are some of the most supportive and caring advocates of your children)*** our panthers could ask for but also to partner with us to continue to elevate these amazing children to their fullest potentials. We honor that you are your child's first teacher, and you know what works for them and what does not, and we know you want the very best for them. We hope to gain insight from you and hear your advice on how to best steward your students' learning.

As a new member to the Panther community, I want to ask for your grace and support this year as well as your permission to learn and grow with you all. I will make mistakes as I am not perfect but please know you have a seat at the table, and my heart and intention is to give your child and you the best educational experience to prepare them for a bright future.

I eagerly anticipate meeting and partnering with you all this 2024-2025 school year. Your involvement is not only welcomed but integral to our school community. Let's rock this school year!
#BetterTogether #PantherStrong

Warmest regards,
Talia LoFranco

Quick Family Guide

STUDENT ARRIVAL

Monday, Tuesday, Thursday, and Friday

- School starts at 8:40
- Adult supervision and valet start time will be 8:35.
- Students will line up on teacher designated white lines on the blacktop. As early as 8:35
- Students will be sent in when first bell rings to immediately have breakfast and begin class.
- School ends at 3:10.

Wednesdays

- School starts at 9:40.
- Students will line up on teacher designated white lines on the blacktop. As early as 9:35.
- Adult supervision and valet begins at 9:45
- School ends at 3:10.

During inclement weather, students will line up in the cafeteria in the same order they do when outside.

Families will drop students off outside and students will walk in with staff when the first bell rings.

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

STUDENT DISMISSAL

Every day school ends at 3:10 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.*

- Teachers will walk students out to valet or bus or afterschool care.
- 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 3:40 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 2:40 pm (30 minutes before school lets out) except in emergencies. Office staff will be helping close out the day and will not be able to make these changes while doing so but will try their best in circumstances where there needs to be a change.**

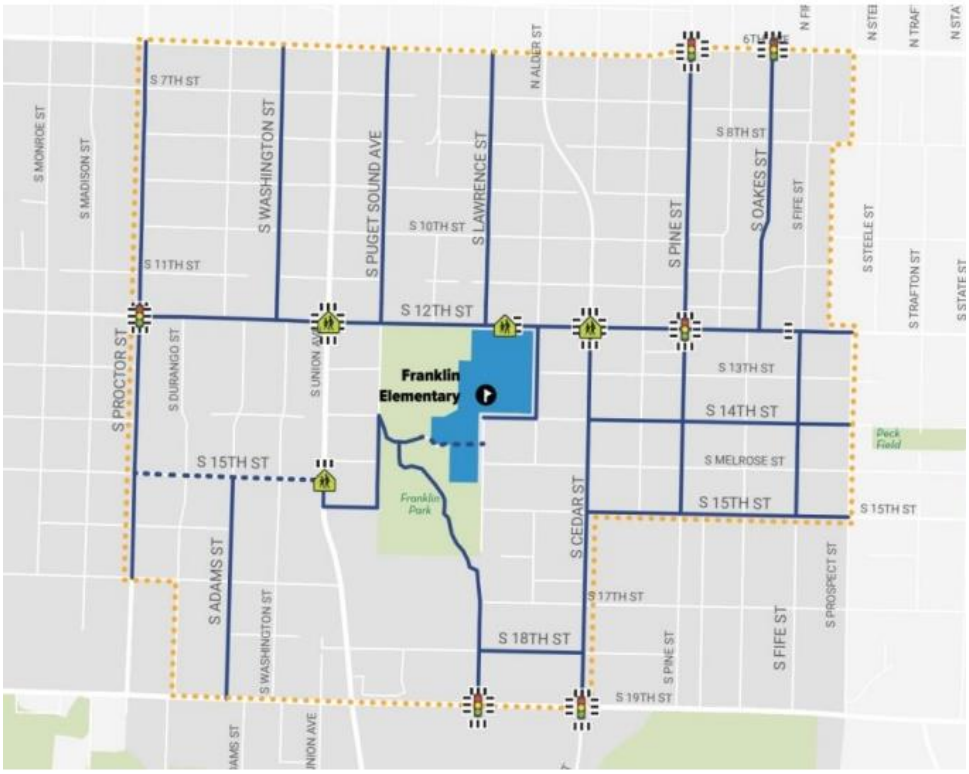
Valet drop off/Pick up:

- The valet line starts on 14th 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.
- **Adult supervision and valet begins at 8:35 M,T,TH,F and 9:35 Wed.**

STUDENTS MUST USE CROSS WALKS WHEN WALKING TO AND FROM SCHOOL. PLEASE FOLLOW CROSSING GUARD DIRECTIONS.

Check out:

https://www.tacomaschools.org/departments/transportation/saferoutes-to-school-walking-map for safe walking routes to and from school.



https://resources.finalsite.net/images/v1650660903/tacomak12waus/cgkgyafi14grlc9goi47/FranklinElementaryWalkingRouteMap.pdf

Absence?

Send a written explanation or call the office at 253.571.1400.

Email franklinattendance@tacoma.k12.wa.us

OR

Enter absences in Parent VUE- ParentVUE - Tacoma Public Schools (tacomaschools.org)

Uniforms?

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

Transportation:

Please contact Transportation to request special accommodation for bussing - 253-272-7750
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:

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

Franklin Daily Bell Schedule

- 8:00 Main office is open.
- 8:35 (9:35 on Wednesdays) Students can start arriving and line up on blacktop.
- 8:40 (9:40 on Wednesdays) School starts 8:40 (9:40 on Wednesdays)
- Tardy Bell Rings 8:50 (9:50 Wednesdays)
- TK/Kindergarten lunch 10:55-11:20 & recess 11:20-11:45
- First grade lunch 11:20-11:45 & recess 10:55-11:20
- Second grade lunch 11:50-12:15 & recess 12:15-12:40
- Third grade lunch 12:15-12:40 & recess 11:50-12:15
- 4/5 grade lunch 12:45-1:10 & recess 1:10-1:35
- Student day ends 3:10
- Staff workday ends 3:25
- Main office is closed at 3:40
- Students may not enter the building earlier than 8:35am (9:35 on Wednesdays) unless they are attending a specific program that has been prearranged. Grades TK-5 wait on blacktop, in classroom lines.

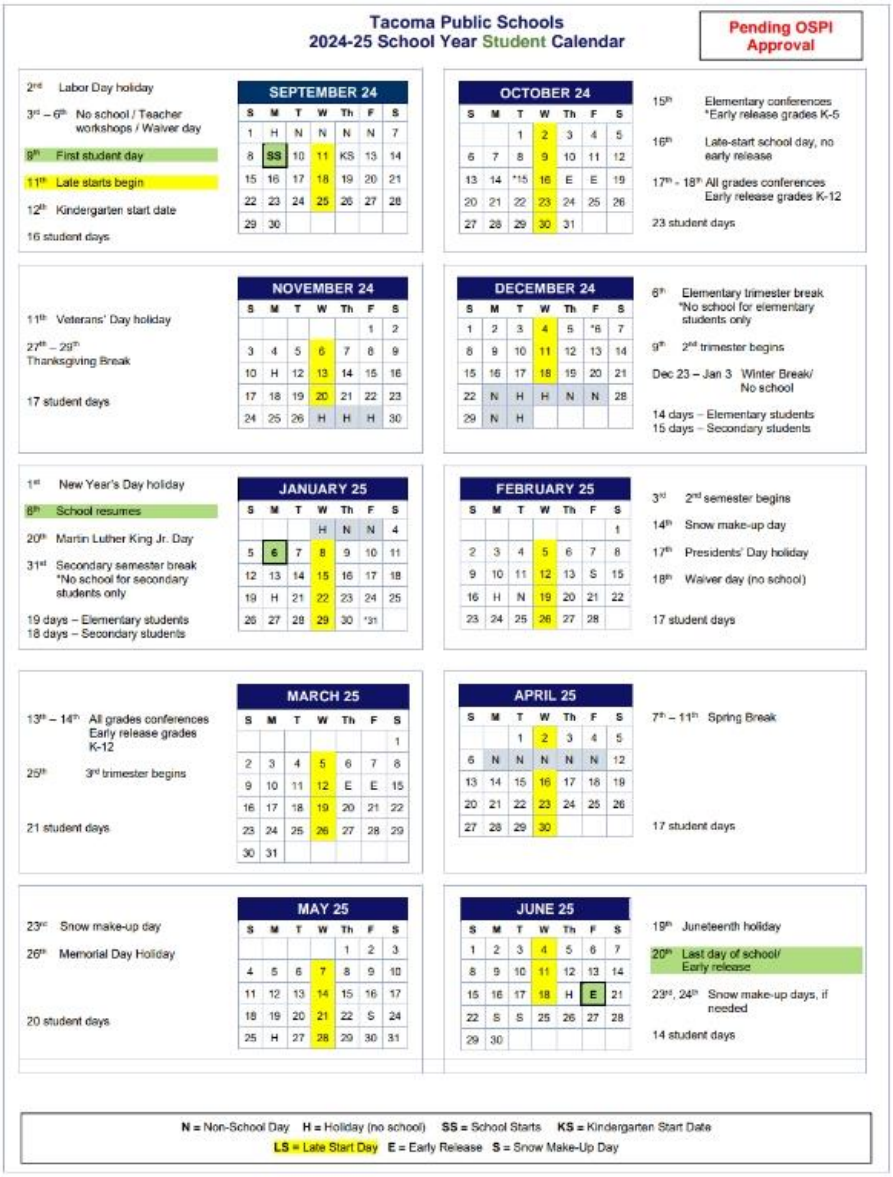
- The playground is closed before and after school hours. Students are not allowed to play on the equipment prior to school. The playground is available for community use after 4:00pm. Parents MUST stay with their children if arriving prior to 8:35am.

TK/Kinder	**Lunch**	**10:55-11:20**
1st	**Lunch**	**11:20-11:45**
2nd	**Lunch**	**11:50-12:15**
3rd	**Lunch**	**12:15-12:40**
4/5th Splits	**Lunch**	**12:45-1:10**

We go out rain or shine! Important to dress your student for the weather. During extreme weather conditions we do have alternate locations for rainy day recess. Our campus is now enclosed from the community during school hours. We have an enclosed blacktop during unstructured outside time.

Recess	**1st**	**10:55-11:20**
Recess	**TK/Kinder**	**11:20-11:45**
Recess	**3rd**	**11:50-12:15**
Recess	**2nd**	**12:15-12:40**
Recess	**4/5th Splits**	**1:10-1:35**

Student 2024-2025 School Year



Tacoma Public Schools
2024-25 School Year Student Calendar

Pending OSPI Approval

SEPTEMBER 24

S	M	T	W	Th	F	S
1	H	N	N	N	N	7
8	SS	10	11	KS	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2nd Labor Day holiday
3rd – 6th No school / Teacher workshops / Waiver day
8th First student day
11th Late starts begin
12th Kindergarten start date
16 student days

OCTOBER 24

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	*15	16	E	E	19
20	21	22	23	24	25	26
27	28	29	30	31		

15th Elementary conferences *Early release grades K-5
16th Late-start school day, no early release
17th - 18th All grades conferences Early release grades K-12
23 student days

NOVEMBER 24

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	H	H	H	30

11th Veterans' Day holiday
27th – 29th Thanksgiving Break
17 student days

DECEMBER 24

S	M	T	W	Th	F	S
1	2	3	4	5	*6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	N	H	H	N	N	28
29	N	H				

6th Elementary trimester break *No school for elementary students only
9th 2nd trimester begins
Dec 23 – Jan 3 Winter Break/ No school
14 days – Elementary students
15 days – Secondary students

JANUARY 25

S	M	T	W	Th	F	S
			H	N	N	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	*31	

1st New Year's Day holiday
6th School resumes
20th Martin Luther King Jr. Day
31st Secondary semester break *No school for secondary students only
19 days – Elementary students
18 days – Secondary students

FEBRUARY 25

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	S	15
16	H	N	19	20	21	22
23	24	25	26	27	28	

3rd 2nd semester begins
14th Snow make-up day
17th Presidents' Day holiday
18th Waiver day (no school)
17 student days

MARCH 25

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	E	E	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

13th – 14th All grades conferences Early release grades K-12
25th 3rd trimester begins
21 student days

APRIL 25

S	M	T	W	Th	F	S
		1	2	3	4	5
6	N	N	N	N	N	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7th – 11th Spring Break
17 student days

MAY 25

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	S	24
25	H	27	28	29	30	31

23rd Snow make-up day
26th Memorial Day Holiday
20 student days

JUNE 25

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	H	E	21
22	S	S	25	26	27	28
29	30					

19th Juneteenth holiday
20th Last day of school/ Early release
23rd, 24th Snow make-up days, if needed
14 student days

N = Non-School Day H = Holiday (no school) SS = School Starts KS = Kindergarten Start Date
LS = Late Start Day E = Early Release S = Snow Make-Up Day

[11x17: 2024-2025 One-Page Calendars (finalsite.net)]

[2024-2025Calendar_24page.pdf (finalsite.net)]

Oct. 15, PreK-5 conferences, early release, Oct. 17-18, All grade conferences, early release and March 13-14, All grade conferences, early release

Communication from the school will go out prior to conferences. Teachers will be reaching out during these windows to schedule a conference with you.

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.

Expectation and Student Behaviors

Our school will follow a process to ensure reflection of actions, repair, and follow through.

For minor incidents:

Teachers will provide strategies and interventions, warnings and check on students frequently. Students will be asked to reflect on their actions and think of ways to change their behaviors so that it does not impede on their learning. Guardians may be contacted if the minor incidents occur more than several times in a consecutive time frame. Teachers will reach out to get your support in helping your student recognize how this action is causes instructional time to be diminished to prevent it from becoming a major issue. We look to you as a partner in helping your child succeed and reach their fullest educational potential. A

For any major incidents

Major incidents will be referred to administration. You would then get a call from admin to partner with you in supporting the student through the major incident or behaviors. Major incidents, after thorough investigation and depending on context do result in consequence per Tacoma's policy.

3240R (Student Conduct)

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 and 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 (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, 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 2:40 PM, the student will be sent home by their normal daily routine.

Student Dress Code

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.*

We are no longer a uniform school. Parents may continue to purchase uniforms if they choose; however, it is crucial to understand that we will adhere to the District's Student Dress Code. This dress code is applicable to both in person and virtual learning.

The purpose of this dress code is to enhance school safety, improve the learning environment, and promote good behavior. Children's attitudes toward schoolwork and behavior are related to the clothing that they wear. This dress code does not regulate the exercise of an individual's sincerely held religious beliefs.

Shoes

- Tennis shoes or sturdy, form-fitting shoes are recommended for the school day.
- Appropriate shoes for SAFE play. No backless, high-heeled or open toed shoes are permitted. No shoes with wheels or shoes without heel/ankle support or back straps are permitted.

Pants, shorts, skirts

- Pants and shorts need to fit snuggly at the waist.
- Shorts and skirts length must be mid-thigh, meaning just above the knee or longer, and no shorter than 2” above the knee is permitted.

Shirts

- Shirts with inappropriate slogans are not to be worn at school (i.e., references to drugs, alcohol, offensive language, sexual references).
- Tops and bottoms must overlap at all times, including when arms are raised.
- No sleeveless tops.

General

- Hats, caps, hoods, and other headwear may not be worn inside the school.
- Clothing should be weather appropriate.
- The following items are inappropriate for school and therefore not permitted:
    - Make-up, body glitter
    - Any article of clothing or accessory that promotes drugs, alcohol, tobacco, sex, violence or is offensive or degrading.

Reasoning behind no hats or hoods while in the building:

The reason behind no hats or hoods is because it is difficult to identify whom the person is on camera if they are fully covered with a hat or hood. For safety purposes we do not allow hats or hoods in the building.

No toys, stuffed animals, or electronic devices:

If your student has a cell phone for connecting with you before and after school, this device must remain turned off an in their backpacks, not to be taken out during the school day. All classrooms have phones where students can connect with family and reach the main office if needed. Absolutely NO trading cards such as Pokémon, etc. School officials will not dedicate time to searching for lost cards or toys if brought to school. We ask that these items stay home to prevent any issues such as losing them, or items being stolen.

School wide incentive program

We have a school wide incentive program and a spirit day during the school year that will allow for special times where students can wear their hats or bring a stuffed animal.

Otherwise, if students bring these items to school the item will be confiscated and stay in the office and returned to them on their way home to prevent the item from being a disruption or lost or stolen.

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 _____

Please check our school website for updates on school supply lists and other important information.

About - Franklin Elementary School (tacomaschools.org)

#Bettertogether

#Pantherstrong

FRANKLIN ELEMENTARY

Excellence Begins Here