STUDENT & FAMILY HANDBOOK



*We are **Respectful**, we are **Responsible**, and we are **Safe**!*

Benjamin Franklin Elementary
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Kirkland, WA 98033

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Welcome to Benjamin Franklin Elementary!

The purpose of this handbook is to present school information to each student and family member within the Benjamin Franklin Community. Our belief is that by following these procedures and policies, we will have a year of growth and success!

District Mission

Each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society.

School Mission

All students will be equipped with the skills to become lifelong learners. We also coordinate our practices to the district mission to elevate our purpose and our practices, to ensure that each student with graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society.

Principal's Message

Welcome to Benjamin Franklin Elementary! My name is Keith Buechler and I have been the principal at Franklin since 2019. Without a doubt, it is a privilege and honor to serve such a diverse and welcoming community. We live in and collaborate with an amazing community, and we don't shy away from our potential to achieve to our highest potentials. We pride ourselves on welcoming all as they are and helping our students to grow to their greatest potentials.

I have thoroughly enjoyed and benefitted from my time as a member of this district and our community, both personally and professionally. Having grown up in the Yakima Valley, I attended Eastern Washington University and earned my Bachelor of Arts in Education. I spent my first-year teaching at George McParland Elementary in central California before settling in the greater Puget Sound area. I spent 13 years in the Sultan School District working as a middle school teacher and coach of various sports at the middle and high school levels before earning my Master's in School Leadership and settling into my school leadership career as both a middle school Assistant Principal at Sultan Middle School and later the Principal at Gold Bar Elementary.

As a school principal, my philosophy and my guidance for staff has always focused on working determinedly to improve outcomes for all students by examining our practices, valuing rigor and differentiated learning experiences, and creating a supportive and inclusive culture for learning that is considerate of a variety of student needs, abilities, ethnicities and orientations.

In my time away from school, I am typically enjoying time with my family and going on various adventures. We love to read, play games and sports together, spend time in the outdoors exploring our beautiful state, and traveling so that we can embrace new experiences and cultures.

Thank you for supporting our students and school!

Together in learning,

Keith Buechler

FRANKLIN DAILY SCHEDULE - 2025-2026

MONDAY, TUESDAY, THURSDAY, FRIDAY

1st Bell – Students Enter	9:15
2nd Bell – School Begins	9:20
K/1 Recess	10:00-10:15
2/3 Lunch	11:20-11:45
Recess	11:45-12:15
K/1 Lunch	11:55-12:20
Recess	12:20-12:50
4/5 Lunch	12:30-12:55
Recess	12:55-1:25
K/1 Recess	2:10-2:25
2/3 Recess	2:45-3:05
4/5 Recess	3:20-3:40
Dismissal	3:55
Bus Departure	4:02

WEDNESDAY SCHEDULE

1st Bell – Students Enter	9:15
2nd Bell – School Begins	9:20
2/4 Recess	9:35-9:55
K/1 Recess	10:00-10:15
2/3 Lunch	11:05-11:30
Recess	11:30-12:00
K/1 Lunch	11:40-12:05
Recess	12:05-12:35
4/5 Lunch	12:15-12:40
Recess	12:40-1:10
3/5 Recess	1:50-2:10
Dismissal	2:25
Bus Departure	2:32

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Hot Lunch Program

Hot Lunches are served daily.

If a student wishes to purchase an additional lunch or items, prices are:

- Student Lunch (includes one milk or juice): **$4.50**
- One extra entrée is available only after initial hot lunch is purchased for an additional: **$3.00**
- Milk: **$0.75**

Free and reduced applications are available upon request; additional benefits are included in the Free & Reduced Lunch Program for those who qualify.

Lunch Account Policy – All students have a lunch account created in their name by the Nutrition Services Department. To purchase an additional entree or purchase milk or juice only, students will need to have funds in their lunch account. Please monitor your child's lunch account on a regular basis, adding money before there is a negative balance. Students will not be able to purchase the additional items, listed above, if they have a negative account balance.

Adding money to a lunch account:

1. Go to **MySchoolBucks** to add money using your Mastercard or Visa. There is a $3.25 convenience fee for each transaction.

2. Send cash or check (made out to LWSD Nutrition Services) with your student in an envelope with their full name and dollar amount. They can give this to their teacher or drop it off in the front office.

You'll get a notification when your account is low or negative so please keep your contact information up to date.

Lunch menus, all pricing, and more information:

- **Breakfast & Lunch Menus - Lake Washington School District (lwsd.org)**

If you would like to apply for free or reduced lunch, please use this link:

- **MySchoolApps - Home Page** There will also be hard copies in the office.

General Information

Absences/Safe Arrival

If your child is absent from school or going to be tardy, please call the school at 425-936-2550. It is also helpful to email the classroom teacher & office registrar, Kareth Hyatt (khyatt@lwsd.org). Please review the symptom guidelines, from the Lake Washington School District to determine if your child should attend school: https://www.lwsd.org/programs-and-services/health-services/too-sick-for-school. Please do not send your child to school when she/he is ill.

Regular and punctual attendance helps students to be successful in school and is considered essential to the learning process. Timeliness is a life skill that teaches children responsibility and dependability. It is the responsibility of the Parent/Guardian to send the student to school regularly and on time. Students need to be in their class line by 9:15 a.m. They need to be in their classroom by 9:20 a.m. Tardy slips will be distributed starting at 9:20 a.m.

The Washington attendance law, the BECCA bill, http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf requires students to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children, from age 8 to 17, attend school. This law also applies to children ages 6 and 7 if the Parent/Guardian enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically.* Although missed assignments can be made up, nothing can replace valuable in-class instruction.

Absentee/Tardy Policy

We discourage the practice of picking up students 5-10 minutes before dismissal as this causes multiple disruptions to the learning in the classroom at the end of the day. Be aware that early releases as well as late arrivals are tracked and accounted for in our attendance system, and both will show as Tardies on report cards.

- At five (5) absences/tardies in a sixty (60)-day period or if a teacher has significant concerns, classroom teachers will be notified and asked to contact the family, explaining the educational impact on the student. When contact has been made, classroom teachers will also notify the school counselor.
- At 10% tardy or absences, a letter will be sent from the school administrators to the family indicating the continuing problem and mentioning the BECCA requirements for attendance.
- If there is not improvement and tardies or absences remain at 10% or greater, there will be another letter requiring Parent/Guardians to make an appointment with the principal.
- If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, Parent/Guardian, student and principal.
- After 20 consecutive days of an absence, the student is withdrawn and must be registered again. There is no guarantee the student will be placed in the same class.
- There may be some exceptions to this based on individual student situations and circumstances.

Student Withdrawal
Written notification of moving from Benjamin Franklin Elementary School is appreciated; at least one week notice is usually sufficient. Please be sure all library books, textbooks, devices, and other school property are returned prior to your move. Please check your child's lunch account balance.

Accidents/Illness at School
Please visit the LWSD Pathway Forward portal for links to WA Department of health Covid-related information, district Wellness screening, health and safety dashboard, and much more.

When children become significantly ill or injured at school, Parent/Guardians are contacted. Benjamin Franklin has a health room, including a cot, where a sick child can wait until Parent/Guardians arrive. When a child is sick or injured it is important that they be picked up as soon as possible. Students may not come to school within 24 hours after vomiting, diarrhea, or having a fever of 100 degrees or higher and should remain home until 24 hours after starting antibiotics for pink eye.

Please provide the school with a telephone number of a nearby friend or relative who could come for your child quickly if you cannot be reached. Please update your work, home, cell and emergency numbers with the school office any time there are changes.

Family Vacations
Attendance is crucial for student academic success, so please consult the LWSD District Calendar before making your vacation plans. We cannot duplicate what is learned in the classroom by only providing written make-up work. Often, written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

Missed assignments may be provided following the absence for completion with Parent/Guardian support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time.

Medication
If there is a valid health reason which makes the administration of ORAL medication to a student advisable during school hours, the following procedures shall apply:

- Any medications to be administered must be accompanied by a completed **Medication Authorization Form** (general medications, Epinephrine, and seizure medication forms are available under 'Student Health').
- The form must be signed by the health care provider AND the Parent/Guardian or guardian. Medication Authorization forms are available at school or on the district website.
- Medications must be in the original, pharmacy labeled container and must match the authorization form.
- If tablets are to be split for proper dosing, this must be done by the Parent/Guardian at home before bringing the medication to school.
- Medications must be brought to school by Parent/Guardians; students are not permitted to carry medications to school.

- Over the counter medications/products (i.e., Advil/Tylenol, allergy/cold meds, cough drops, lip balm, lotions, naturopathic remedies, etc..) also require the completed form including health care provider and Parent/Guardian signatures.
- All medications brought to school for administration must be reviewed by the nurse before they can be administered to the student. Please plan ahead and communicate changes to the Health Services Specialist (nurse)
- Sunscreen can be applied by students (not by staff) at school if Parent/Guardians have met the following conditions:
  1. Permission form is signed by Parent/Guardian and returned to school (the form can be obtained by the school secretary).
  2. Sunscreen must be labeled with student's full name.
  3. NO spray sunscreen is allowed. Stick or liquid sunscreen is OK.
  4. Students are not to share the sunscreen with other students.
  5. Approval will be withdrawn if a student handles sunscreen irresponsibly or otherwise maintains or administers it in a manner that is not appropriate for school. A suggestion would be to apply at home, before school, to demonstrate to your child(ren) the correct way to apply sunscreen.

Please direct questions to the school nurse. There is additional information on the LWSD website.

When To Keep Your Child Home

Lake Washington School District works with King County Department of Public Health to help protect children from spreading communicable diseases. Keeping children home when they are too sick for school protects other students and staff from potential illness.

If your child has any of the following symptoms, please keep him/her home, or make appropriate childcare arrangements. It will be necessary to pick your student up from school as soon as possible if he/she shows any of the following symptoms at school:

- **Fever:** temperature of 100 degrees Fahrenheit or higher. Child must not have a fever for 24 hours before returning to school.
- **Vomiting:** child should not return to school for 24 hours following the last episode of vomiting
- **Lice, scabies:** Children may not return to school until they have been treated. Children with scabies can be admitted after treatment.
- **Diarrhea:** more than one watery stool in a 24-hour period, especially if the child acts or looks ill
- **Chronic cough and/or runny nose:** continual coughing and greenish nose discharge. Conditions may be contagious and may require treatment from your health care provider.
- **Sore throat:** especially with fever or swollen glands in the neck
- **Rash:** body rash, especially with fever or itching
- **Ear infection:** with fever. Without fever can attend school, but the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **Eye infection:** Eye infection: pink eye (conjunctivitis) or thick mucus or pus draining from eye
- **Unusual appearance, behavior:** abnormally tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.

Hand washing
Germs are spread when a person touches something that is contaminated with germs and then touches his/her eyes, nose or mouth. The CDC recommends vigorous scrubbing of the hands with warm, soapy water for at least 20 seconds, then rinsing with clear water and drying with a clean towel.

Other tips

- ***Don't share eating utensils, drinking glasses, towels or personal items.***
  Sharing items creates a potential of transmitting germs and becoming sick.
- ***Cover your nose and mouth with a tissue every time you cough or sneeze.***
  Throw the used tissue into a waste basket. If you don't have a tissue, sneeze or cough into your sleeve. Afterwards wash your hands with soap and water.
- ***Stay home when you are sick.***
  Don't pass your germs to someone else.

Immunizations
With the passage of the state law (RCW 28A.31.118), the schools and communities of Washington State have a mandate to protect the health and safety of children. The law states, in part: the attendance of every child at every public and private school and licensed day-care center, shall be conditional upon the presentation of the of the child's first day of attendance at a particular school with proof of either 1) full immunization, 2) the initiation and compliance with the schedule of immunization as required by law, or 3) a certification of exemption.

Insurance
If you are interested in school insurance, forms are sent home on the first day of school and are also available in the main office. This insurance is a supplemental accident insurance policy.

PTA
Studies show that children whose Parent/Guardians are involved in education are more motivated in school. Your participation not only enhances your own child's chances for a bright future, but it enhances other students as well. Any time an adult can offer a word of encouragement to a child, his or her self-esteem soars. Working at school can provide you with many enriching opportunities. By joining PTA and being an active member, you can show the children of Benjamin Franklin that you care enough about their futures to invest your time in them.

The heart of Franklin's PTA is our volunteer membership. We are involved. The wide variety of ongoing programs and the flexibility to start new projects means there can be something for everyone. Our PTA at Franklin works closely with school staff. We are, however, self-governing and have training resources at council, regional, state and national levels of the organization. PTSA objectives all aim to promote the welfare of children and youth at home, school and in the community.

Our PTA volunteers help multiply the positive impacts and outcomes at Benjamin Franklin Elementary. Come join us and help make Franklin a better place for all.

Report Cards
Students will receive report cards twice a year (January and June). Copies of the Student Grading Procedures may be obtained upon request. Parent/Guardians can view grades online via Skyward throughout each grading period after they have been uploaded. Family connection meetings take place in September of each year moving forward and an academic progress conference will take place in January.

Securing the Building
Please note that our doors are locked at all times. Visitors are required to use the Entry Control System video unit at our main front door to request permission to enter. All visitors will be asked their name and purpose for the visit. All visitors will then proceed to the office to show picture identification and sign in. Community groups utilizing the gymnasium will have access to the gym area only. The classroom side of the school building will not be accessible. Parent/Guardians must have an appointment with a teacher to access the classroom.

Learning Standards and Lake Washington School District

The Lake Washington School District has aligned the Common Core State Standards with the Student Profile Curriculum Framework to help us focus and prioritize what is most important in a student's learning. Teachers use learning standards in a complete system that help answer two critical questions:

- What do we want students to learn?
- How do we know if they have learned it?

The standards are the learning expectations for students. Proficiency scales show teachers (and Parent/Guardians) what to look for to determine if students have met those expectations. In elementary schools, we use a scale of 1 to 4. It will look familiar to Parent/Guardians who have gotten elementary school report cards in our district:

- 1=not at standard
- 2=approaching standard
- 3=at standard
- 4=exceeds standard

Assessments and scoring guides help teachers describe and monitor the current performance of each child.

Lake Washington School District Policies

School Volunteer Procedures

Pre-approval of volunteers is one of the critical ways to ensure the safety of our students and staff. In order to provide the greatest amount of protection possible for the students and staff in our district, we will be diligent in following our volunteer screening process. Please visit Volunteering in LWSD - Lake Washington School District for up-to-date information about volunteering.

Anyone who plans to volunteer in the school must complete a volunteer packet which includes a 1) Volunteer Application form; 2) Disclosure form; and 3) Washington State Patrol Background Check form. In addition, each potential volunteer must submit a copy of their driver's license or other legal photo identification along with the application packet. Applicants must allow two weeks for their application to be processed before they can volunteer with the district. Only those applicants who have been approved will appear on a district database and will be allowed to volunteer in the school. The screening process must be completed every two years to continue volunteering in the school. You must apply online at www.lwsd.org through Parent/Guardian Access. You can either scan in your photo id and attach it online or print the confirmation and attach a copy of your photo id and send it into the school office. Forms are also available from the school office if you do not have computer access. https://www.lwsd.org/get-involved/volunteering-in-lwsd

Nutrition and Physical Fitness Policy

It is the belief of the Lake Washington School District that the school environment should be conducive to and promote learning. Students who have nutritious food and appropriate physical activity are better prepared to learn. As such, the LWSD is committed to the new nutrition and physical fitness policy effective the 2006-07 school year. The policy can be found on the school district website.

The following are key elements that affect our elementary school:

- Beverages sold to students are limited to flavored nonfat, 1% and 2% milk, and 100% juice
- Potato Products will be limited to baked products and oils with 0-trace Trans fats. Portions of fried potatoes will be limited to 3-ounces and only sold with a meal.
- Strict limitations on competitive food sales (food and beverages sold to students other than as a meal through the school lunch program).
- Parties, rewards, and/or incentives are limited to the food sale restrictions above, with the exception of three parties/events within each school year.
- Parent/Guardians are strongly encouraged to bring healthy treats when providing treats for individual student recognition, such as birthdays, or when providing meals and snacks from home.
- Healthy food and non-foods are encouraged for incentives and must be provided as an alternative when treats are provided for classroom consumption.

Our Social, Emotional and Behavioral Support Programs

When supporting students with regulation needs, we follow programs and strategies that are backed by research.

Second Step (District-Wide)
Our main social and emotional learning program for K-5, focusing on emotion regulation (including brain science with emotions), mindset, empathy, compassion, problem solving, and bullying and harassment prevention.
Program Overview: Second Step Scope and Sequence

Kelso's Choices (District-Wide)
A supplemental program used in K-2 grades teaching students the difference between big and small problems, as well as a wheel of healthy conflict resolution choices. The frog, Kelso, is the main character of the program further engaging them in the learning.
Program Overview: Kelso's Choices

Zones of Regulation (District-Wide)
A supplemental program, often used in K-3 grades that helps students learn to self-regulate their emotions, behaviors, and sensory needs. It uses engaging visuals and concepts to help students identify their feelings and level of dysregulation. The Zones of Regulation framework has four zones that describe different levels of alertness and emotions.
Program Overview: Zones of Regulation

Restorative Practices (District-Wide)

Restorative Practices is derived from the larger theoretical framework of Restorative Justice. Done is a way that's developmentally appropriate for all grades, restorative practices explore the importance of harms created during a conflict or violation, the needs of those impacted by the conflict, the obligations of the individual(s) who created the harm, and the engagement from those who might be directly or indirectly affected by the harm. Here at Franklin, all staff are trained in engaging Restorative Practices with students to build important life skills and address instances of conflict that arise between individuals within our school community. It offers participants the opportunity to take active accountability for their actions and work to collaboratively address any harm created. This approach emphasizes community well-being and empowers participants to repair the harm that has occurred.

Franklin Eagles are Respectful, Responsible, and Safe

"Franklin Eagles are Respectful, Responsible, and Safe" is the language we use as the foundation of our school-wide positive behavior program (PBIS). Below are our core values, in addition to our values and guidelines for different settings throughout our school. We have posters and reminders throughout the campus to encourage all to be Respectful, Responsible, and Safe in all settings.

Eagles Core Values

Franklin Eagles are ***Respectful***. We…

- Follow directions the first time.
- Show whole body listening.
- Are kind with words and actions.
- Are a friend and include others.

Franklin Eagles are ***Responsible***. We…

- Do our best.
- Keep space clean.
- Do the right thing, even when no one is looking.

Franklin Eagles are ***Safe***. We…

- Use walking feet.
- Keep hands and feet to self.
- Use materials as intended.

Benjamin Franklin Elementary Expectations Matrix

	All Locations	Classrooms	Office	Cafeteria	Arrival & Dismissal	Hallways	Recess & Playground	Bathrooms	Pods
We Are Respectful	• Be kind or be a friend • Whole body listening • Follow directions of staff & safety patrol	• Respect materials • Listen and follow directions • Use kind words	• Use quiet, soft voice • Wait to be greeted • Follow adult directions • Say "Please" & "Thank you"	• Be kind • Follow directions the 1st time • Use table talk voice • Say "Please" & "Thank you"	• Follow directions the 1st time • Use kind words and actions • Keep hands and feet to self	• Be patient • Use quiet, soft voice • Keep talking to a minimum • Acknowledge others when they greet you	• Take turns • Be patient • Kind words and actions • Follow directions the 1st time	• Use quiet, soft voice • Keep your area clean • Give others privacy	• Use soft, quiet voice • Respect the space of others • If working with a partner, listen to & honor their learning
We Are Responsible	• Clean up after yourself • Do the right thing, even when nobody is looking • Do your best	• Clean up after yourself • Complete tasks and work on time • Participate properly • Use problem-solving strategies	• Come with a hall pass • Tell an adult why you are here • Go directly to the front desk • Wait patiently	• Clean up after yourself • Raise your hand for help & questions • Eat your own food	• Listen to adults & safety patrol • Wait your turn • Be on time • Alert and aware of all around you	• Go directly to your expected destination • Stay in line • Follow classroom procedures or ask for permission to leave class	• Be a problem solver • Line up promptly when recess is over • Dress for weather • Help pick up equipment	• Flush toilets • Wash your hands when finished • Be here only as long as necessary • Be patient	• Clean up materials • Actively participate in the learning task • Follow the directions provided by teacher
We Are Safe	• Keep hands and feet to self • Walking feet • Use materials as intended	• Keep hands and feet to self • Walking feet • Use materials as intended	• Keep hands and feet to self • Walking feet • Stay seated when appropriate	• Keep hands and feet to self • Walking feet • Stay seated until dismissed • Eat your own food	• Stay behind yellow lines at parent pick-up • Walking feet • Calm body	• Keep hands and feet to self • Eyes and face forward • Walking feet • Stay to the right	• Keep hands and feet to self • Use playground equipment safely • Help others • Stay in supervised areas	• Keep hands and feet to self • Walking feet	• Keep hands and feet to self • Calm body • Walking feet • Feet & chairs on the floor

Benjamin Franklin School Expectations

Playground Rules and Expectations

Recess is a realistic time when students can develop and practice social skills. The following rules and expectations help to facilitate their development in a safe and respectful way.

1. **General Rules and Expectations**
   a. Playground supervisors (recess teachers) are always the authority on the playground.
   b. Play is over when the recess bell rings and students are to line up for class safely and calmly right away.
   c. All recess equipment is to be used appropriately and put back where it belongs.
   d. Follow the school rules of structured games, changes to rules are only allowed with recess teacher permission.
   e. Students must be inclusive towards one another.
   f. Gaga Ball is an elimination style group game. Gaga Ball is a student led and monitored group game where honesty is the most important part. Our PE teacher teaches Gaga Ball and other common recess activities rules early in the school year that are to always be followed.
   g. Targeting is unexpected behavior and means intentionally going after specific people repeatedly.

2. **Safety Expectations**
   a. Students will remain in the designated playground areas during recess. Students must report to a recess teacher for permission to leave the playground for any reason.
   b. Students' bodies and recess equipment must always be safe and respectful towards others.
   c. Students' words and/or gestures must be always safe and respectful towards others.
   d. Things on the ground must stay on the ground, such as sticks, rocks, dirt, play chips, bark, sand, etc.

3. **Rules and Expectations for Big and Small Problems (applies for all school settings)**
   - Big problems are problems that are dangerous, scary, someone could get hurt and/or is hurt right now. Some examples include bullying-type incidents, someone is sick, lost, hurt, etc.). Big problems must be reported to a wise adult right away. We also encourage students to continue reporting to a wise until they get the help they need.
   - Small problems are problems students can try to solve on their own, rather than reporting to a wise adult right away. School staff encourage students to practice self-regulation, Kelso's Choices and/or STEP strategies. The counselor and you child's teacher teach these strategies.

Franklin Elementary Code of Collaboration

Parents will:

- Recognize the professional expertise of Ben Franklin staff members.
- Understand, comply with and model the rules, policies, procedures and expectations of Ben Franklin Elementary and the Lake Washington School District.
- Direct any concerns to the teacher first. Be respectful through tone of voice, choice of words and body language. Correspondence, such as notes, emails and letters should be concise and respectful.
- Ensure student/s come to school, on time, prepared for school with completed homework, necessary materials to learn and signed notes/permission slips.

Students will:

- Come to school on time and prepared for the school day. This includes completed homework, necessary materials and signed notes/permission slips.
- Respect the rights of all students, staff, guest teachers and adult volunteers.
- Act in a safe manner in the classroom, on the playground and on the bus.
- Take responsibility for your learning and act in a manner that allows others to work and learn.

Staff will:

- Teach and model Franklin/LWSD values, policies, procedures and expectations.
- Develop and communicate a classroom management plan that supports all students' learning.
- Treat each student with respect and dignity.
- Communicate with parents on the academic and behavior performance regarding their own child, using a respectful tone of voice, choice of words and body language. Correspondence, such as notes, emails and letters should be concise and respectful.
- Direct any concerns to the appropriate staff person first. Be respectful through tone of voice, choice of words and body language.

Care of Property

The schools are owned and maintained by Parent/Guardians and taxpayers. Therefore, purposeful damage done to the building, equipment, district technology, buses, or materials will be reimbursed by the student's family. The student may have limited access to these materials. Your help and cooperation are appreciated in reporting any damage.

Parent/Guardian Drop Off/Pick Up Rules

1. Be a courteous and safe driver; No talking on a cell phone or texting while driving through parking lot
2. Students should not arrive before 9:10 a.m., *as there is no adult supervision prior to that time*.
3. Speed Limit is 5 mph in the school parking lot.
4. Stop at all flags from the Safety Patrol students and the adult Crossing Guards.
5. Parent/Guardians will wait for the adult Crossing Guard to get on the sidewalk before driving.
6. Drop your child(ren) off at the front. Students exit the vehicle on the sidewalk side only.
7. Do not stop your car in the crosswalk as Parent/Guardians and students are crossing.
8. Obey all signs in the drop off area.
9. Use turn signals so Safety Patrol and the adult Crossing Guard know your intentions.

How to Communicate with Teachers
The primary responsibility of teachers is to teach students. This involves planning and preparation, assessment and providing feedback for students on their work. While communication to Parent/Guardians is a critical component of a good education, please consider the following before emailing a teacher:

- **ParentSquare & LWSD Outlook Email**: The primary form of communication for messages and newsletters from the school to families is ParentSquare.
- **Timing:** Every attempt is made by the teacher to respond to you in a timely manner. Due to a teacher's responsibility during the school day, the teacher's goal is to reply within 24 hours.
- **Purpose of communication:** If the goal is to share a piece of information or give the teacher some lead time to think about an issue you would like to discuss, an email is probably appropriate. However, if the goal is to have two-way communication and meaningful dialogue, email may not be appropriate. Scheduling an appointment may be a better option.

Appropriate Use of Technology
Franklin Elementary promotes technology ethics as well as compliance with the laws. No misuse of technology allowed, including: no illegal copying of software, no opening of unauthorized files, no access to system folders or to the control panel. Disclosing names or phone numbers, inappropriate language, cyber bullying or racial slurs is prohibited. Students who violate these rules may lose privileges or have limited access to the equipment.

Students are not to download unapproved software and/or code to district technology devices (including computers) and should only access approved/directed sites.

Electronic Devices
Students are not allowed to use portable electronics during the school day, or on the bus to and from school (with exceptions by school). This includes **cell phones**, **smart watches**, gaming devices, and other non-approved electronics. Students may have these devices in their possession, but they must be turned off and in backpacks while at school. In addition, students who use their portable electronic device in a manner that is offensive, obscene, or constitutes an invasion of privacy will be subject to school discipline. Examples of this include, but are not limited to, inappropriate photographs or text messages. Cell phones and smart watches being used during school hours (except for time-keeping purposes) of 9:20-3:50 will be confiscated and brought to the office until a parent/guardian comes to pick it up.

Electronic Books/eReaders:
Students in grades Fourth and Fifth are allowed to bring electronic books to school as long as they abide by the following guidelines:

- An eReader contract must be signed by the student and Parent/Guardian
- Devices are used for reading purposes only; not for games, applications, or any non-reading related activity
- The school is not responsible for lost, stolen, or damaged devices
- Electronic books are not allowed during state testing

Telephone and Personal Communication Device Usage
Student access to school phones is limited to short emergency calls only when accompanied by a telephone pass from a staff member. Plans for leaving with friends, early dismissal, etc., should be decided prior to coming to school and communicated to teacher and office. Student cell phones must remain in backpacks and turned off during school hours. Any infractions will result in the staff member confiscating the cell phone for a Parent/Guardian pick-up.

Student Dress Code
(Copied from LWSD Board Policy 3224 – Student Dress): Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary concern of students in consultation with their parents. Student dress shall not be regulated except when there is a reasonable expectation that:

1. A health or safety hazard shall be presented by the student's dress or appearance,

2. Damage to school property shall result from the student's dress, or

3. The student's dress or appearance shall create material and substantial disruption of the educational process at the school.

   In terms of this policy, disruption includes, but is not necessarily limited to:
   a. Student riotings, destruction of property, or

   b. Widespread shouting, or boisterous conduct, or

   c. Substantial student participation in a school boycott, sit-in, stand-in, walk-out, or

   d. Other related forms of activity.

The superintendent shall establish procedures for the monitoring of student dress in school or while engaging in extracurricular activities which shall be included in rules and regulations pertaining to student responsibilities.

Toys
Any object that distracts students' learning (i.e., games, toys, Pokémon Cards, fidget spinners, etc.) are not permitted at school, will be confiscated and returned at a later time (unless it is a documented accommodation such as a 504 Plan or IEP).

Use of School Grounds Before and After School
Students should not arrive before 9:10 a.m. When dismissed, students and families need to go straight home. There is no playground supervision before or after school. Parent/Guardians must have an appointment with a teacher to access the classroom.