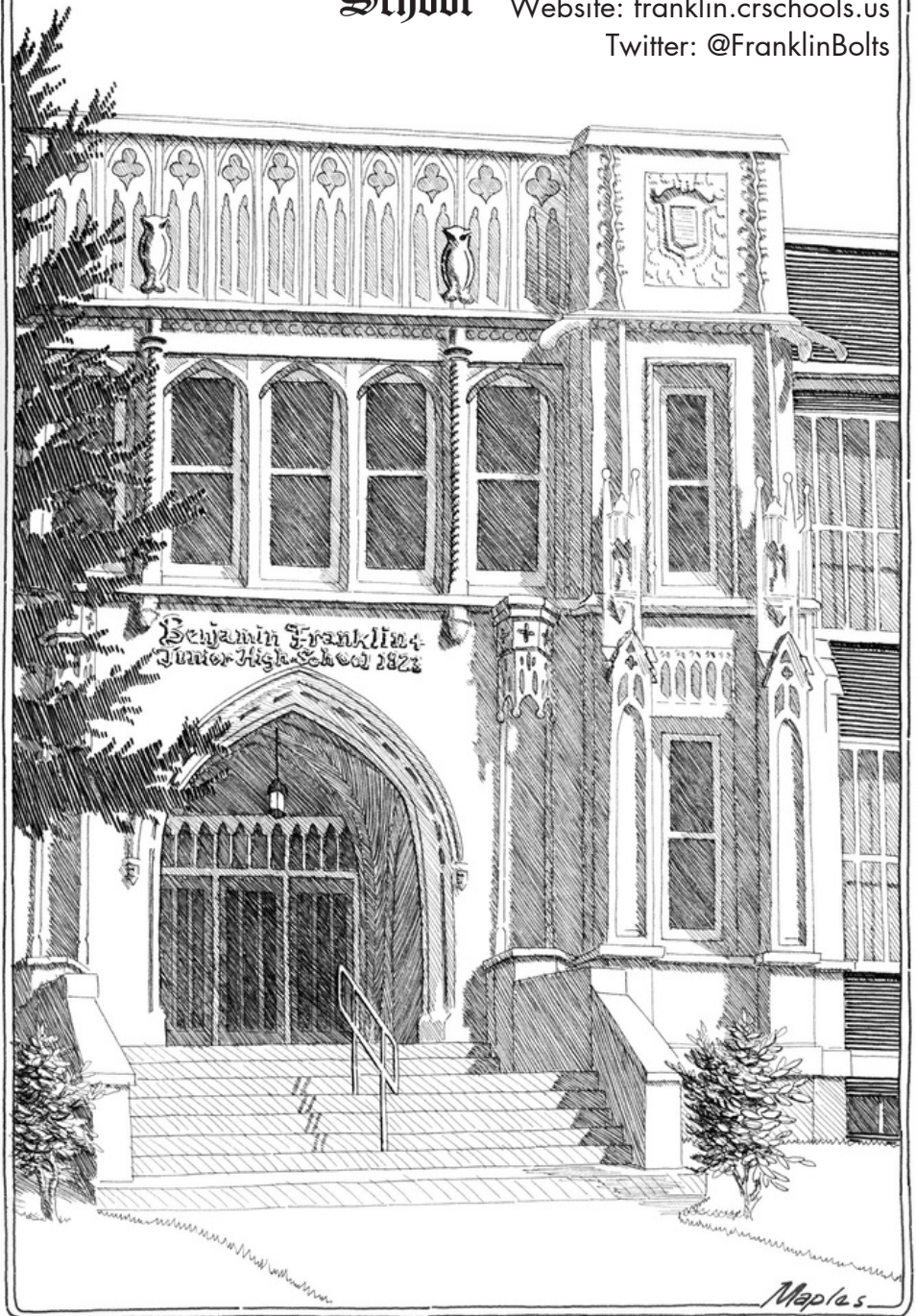


THE FRANKLIN HANDBOOK

CREATING
A
SPARK
~
LEAVING
A
LEGACY

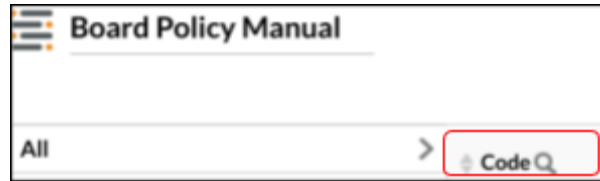
Franklin Middle School

300 20th Street NE
Cedar Rapids, IA 52402
Attendance: 558-2162
Main Office: 558-2452
Counseling Office: 558-2258
Website: franklin.crschools.us
Twitter: @FranklinBolts



2026-2027

NOTE: [All references to Board Policies, Regulations, and Procedures can be found on here.](#)



You can search for a specific policy number by clicking the magnifying glass on the Board Policy Manual home page and typing in the policy number.

Introduction

For the 2026-2027 school year, the handbook can be found online through the CRCSD school websites. Students and parents are encouraged to review the handbook and its contents.

Definitions

References: School Board Policy 0604 & Regulation 0604.01-R(1)

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property (including school provided electronic devices), property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. This would also include when learning is provided in a virtual environment. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. Every effort has been made to summarize school policies and regulations to provide a basic understanding of the district's expectations for students attending school. More detailed regulations can be found in the School Board Policy manuals located online through the CRCSD website.

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, and/or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age & maturity and with respect and consideration for the rights of others while on District property or on property within the jurisdiction of the District; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the District.

Students who fail to abide by the District's policies, regulations, and procedures and the applicable student handbook will be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the District or school activity;

conduct which disrupts the rights of other students to participate in or obtain their education; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere.

The District may impose a range of disciplinary measures for acts of misconduct. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension from school, suspension from participation in extracurricular activities, and expulsion. The discipline imposed will be based upon the facts and circumstances surrounding the incident and the student's record. Consequences for the misconduct will be fair and developmentally appropriate in light of the circumstances. The imposition of discipline will be within the discretion of the individual responsible for imposing the discipline. In instances where there has been a violation of the law, as well as school rules, appropriate law enforcement officials will be contacted and may become involved in the District's administration of discipline. The District reserves the right to seek restitution from the parents/guardians of a student or the student for damage caused by the student.

Teachers and/or others who are in charge of a classroom must be the administrators of classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When a situation arises wherein the educational process is substantially interfered with, it then becomes the responsibility of the administration to assist in the disposition of the discipline problem.

Removal from the classroom means a student is sent to the building principal's office. It is within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on a non-school day. Whether a student will serve detention, and the length of the detention, is within the discretion of the licensed employee or the building principal, disciplining the student.

Suspension means either an in-school suspension, an out-of-school suspension, a restriction from activities or loss of eligibility. As in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board.

Following the suspension of a special education student, an informal evaluation of the student's placement will take place. The individual Education Program (IEP) is evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension. If a special education student's suspension, either in or out of school, equals ten days on a cumulative basis, a staffing team will meet to determine whether the IEP is appropriate.

Welcome to Franklin Middle School!

Welcome to Franklin! It is an incredible privilege to serve as principal of a school with such amazing students, dedicated staff, supportive families, and a strong sense of community.

The 2026–2027 school year is an especially meaningful one as we celebrate Franklin’s final year as a middle school. Our theme, “Creating the Spark – Leaving a Legacy,” reminds us that every day is an opportunity to make an impact, build relationships, and create memories that will last well beyond this year.

I encourage our families to stay connected, get involved, and celebrate alongside us throughout the year. We are proud of our school, proud of our students, and excited for everything ahead.

Go Bolts! Let’s leave a legacy!

Jay Richardson
Principal

STAFF DIRECTORY

Administrative Staff

Mr. Richardson	Principal	jrichardson@crschools.us
Mr. Szabo	Associate Principal	cszabo@crschools.us
Ms. Schnell	Activity Coordinators	jschnell@crschools.us

Support Staff

Ms. Baker	SEBH	bbaker@crschools.us
Ms. Burke	Nurse	tburke@crschools.us
Mr. Feight	Special Ed Interventionist	jfeight@crschools.us
Mr. Haynes	Building Engineer	mhaynes@crschools.us
Mr. Kerr	Cafeteria Manager	jkerr@crschools.us
Mr. Klein	Custodian	MKlein@crschools.us
Ms. Mann	Counselor A-L	kmann@crschools.us
Ms. Mead	Instructional Coach	jemead@crschools.us
Mr. Milam	Engagement Specialist	jmilam@crschools.us
Ms. Moody	Counselor M-Z	lamooddy@crschools.us
Mr. Milota	Franklin Security	rmilota@crschools.us

Ms. Spicer	Engagement Specialist	aspicer@crschools.us
Ms. Stocker	Special Ed Interventionist	dstocker@crschools.us
Ms. Wrage	Librarian	jwrage@crschools.us
Mr. Taylor	Engagement Specialist	ttaylor@crschools.us

Secretarial Staff

Ms. Ruth	Principal's Secretary	rhojka@crschools.us
Ms. Lara	Associate Principal's Secretary	lharapat@crschools.us
Ms. Nonhoff	Attendance Secretary	rnonhoff@crschools.us
Ms. Sedlacek-Harman	Counselor Secretary	bsedlacekharman@crschools.us
Ms. Andrews	Media Secretary	sandrews@crschools.us
Ms. Ogden	Health Secretary	jogden@crschools.us

Sixth Grade Teachers

Ms. Homrighausen	ELA	nhomrighausen@crschools.us
Ms. Geater-Ellis	Social Studies	rgeater@crschools.us
Mr. Frankfurt	Math	afrankfurt@crschools.us
Mr. Hetrick	Science	jhetrick@crschools.us

Seventh Grade Teachers

Ms. Prochaska	ELA	aprochaska@crschools.us
Mr. Greene	Social Studies	bgreene@crschool.us
Ms. Steen-Lasley	Math	steenlasley@crschools.us
Ms. Hardesty	Science	shardesty@crschools.us

Eighth Grade Teachers

Ms. Gourley	ELA	sgourley@crschools.us
Mr. Hayes	Social Studies	dhayes@crschools.us
Ms. Elledge	Math	kelledge@crschools.us

Ms. Gardner	Science	dagardner@crschools.us
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Exploratory Teachers

Mr. Albertson	Orchestra/Band	lalbertson@crschools.us
Ms. Genz	iJAG	agenz@crschools.us
Ms. LaFella	Band/Vocal	klafella@crschools.us
Mr. Park	Physical Education/Wellness	jpark@crschools.us
Ms. Schnell	Physical Education/Wellness	jschnell@crschools.us
Mr. Smith	Engineering Tech/Comp Science	chsmith@crschools.us
Ms. Traicoff	PACT	etraicoff@crschools.us
Mr. Yang	Art	eyang@crschools.us

Special Services Teachers

Ms. Wesley	Multi-cat	kwesley@crschools.us
Ms. Shoemaker	Multi-cat	ashoemaker@crschools.us
Ms. Schmidt	Multi-cat	keschmidt@crschools.us
Ms. Ulrich	Multi-cat	julrich@crschools.us
Ms. Perion	Behavior Focs	eperion@crschools.us

ELL

Ms. Visser-McGourty ELL	mvisser@crschools.us
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ABSENCES AND ATTENDANCE

References: School Board Policy 0602 & Procedure 0602-Pr(1)

Ricki Nonhoff, 319-558-2452 ext. 60038 or Option 1 and rnonhoff@crschools.us

Regular attendance, as well as being on time to school and class, is essential for students to obtain the maximum benefit from school and take full advantage of educational opportunities provided by the district. Students and guardians are required to follow District and school rules and procedures regarding attendance as outlined in Board policy 602 and to align with the State of Iowa's Compulsory Education Law Chapter 299.

The Cedar Rapids Community School District believes that excessive student absenteeism and tardiness is an early warning sign of poor academic achievement and puts students at risk of dropping out of school. An absence is any time a student does not access instruction (physically or remotely as designated). Absences will be recorded as part of a student's attendance record and tracked through Infinite Campus.

ABSENCES

It is the responsibility of the guardian to notify the student's attendance center as soon as the guardian knows the student will not be attending school. This can be done via phone call or email listed above 24 hours a day. If the school is not notified of the absence, it will be counted as unexcused. The guardian may rectify this by giving verbal or email notice within two days of the reason for the absence or provide necessary documentation. The administrator reserves the right to verify an absence as excused or unexcused and may request evidence or written verification of the student's reason for absence. Student absences approved by the administrator are excused absences. Excused absences may include, but are not limited to:

- Illness - as long as an absenteeism prevention plan is not in place
- Medically documented chronic or extended illness, hospitalization, or doctor's care, or school nurse's approval
- Medical or dental care
- Death or serious illness in the family
- Religious holidays requiring absences from school
- Court appearances or other legal proceedings beyond the control of the family
- Class time missed because of attendance at a school-sponsored trip or activity
- Other verified emergency as approved by the building administrator
- Other reasons which can be justified from an educational standpoint and which are approved by the building administrator

ARRIVING LATE AND LEAVING EARLY

Breakfast will be served in the Cafeteria starting at 7:25am.

Students not eating breakfast may enter the building between 7:42-7:50am

Arriving at school or class after the official start time constitutes tardy. If a student is consistently arriving late or leaving early and it is documented, the information will be considered at the District and County Attorney levels. Time missed from instruction due to tardiness or leaving early will count towards the cumulative hours a student is absent. A student is considered tardy if: the student arrives at school after the official start time of 7:50am. After 8:00am the student will be considered absent from 1st period.

If a student enters the building for the day after these tardy time frames, the school designee will record their entry time into Infinite Campus using the Check In/Check Out feature in which this time will count towards unexcused absences.

Students who are absent from school for any reason are expected to make arrangements with appropriate school staff to recover the missed learning. Students can earn full or partial credit for the missed school work, as agreed upon by the student and school.

Students who wish to participate in school-sponsored activities must attend school at least one-half day on the day of the activity unless permission has been given by the administrator for the student to be absent.

RESPONDING TO EXCESSIVE ABSENTEEISM

Reference: School Board Procedure 0602-Pr(1)

School staff will follow District procedures to address attendance concerns. Guardians and students are expected to ensure an absence from school is a necessary absence. Truancy is the act of being absent without an excuse as defined by Board policy 602 which occurs through the failure to regularly attend school hours as established by the Board in the school calendar.

When a student's non-attendance or tardiness interferes with learning, the building MTSS team may intervene to identify barriers and offer additional support to improve student attendance. The team may communicate with the student and the student's guardians to determine the reason(s) for the excessive absences, ensure the student and guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance. The team may recommend community resources and/or collaborate with community agencies and organizations to address the needs of the student and family if applicable.

BUILDING ARRIVAL PROCEDURE

Designated Entrance Doors will open at 7:42am

6th Grade: Students are to enter into the building through Door #7 (North Cafeteria/Bus Bay)

7th Grade: Students are to enter into the building through Door #1 (Main Entrance)

8th Grade: Students are to enter into the building through Door #2 (Upper B Avenue Side)

BIKE SAFETY (Optional)

Parents are asked to assume responsibility for their student's bike safety readiness and bike maintenance. All bike riders should wear a helmet. Riders are expected to follow the bike safety and courtesy rules listed below:

- Walk bikes at all times anywhere on school grounds.
 - Walking means both feet on the ground, not straddling a bike, not coasting scooter-style.
- Bicyclists must obey all traffic signs and yield to pedestrians.
- Bike riders should park, lock, and leave their bike at the rack in front of the main building.

Students must follow the bike safety rules listed above. Consequences for not following these may include loss of bike riding privileges, having the bicycle held at school for a parent to pick up, meeting with the principal and parents to review bike safety expectations, or meeting after school for one or more days to review bike safety lessons with staff or the principal.

Skateboards, rollerblades, scooters, heelies are not permitted on school grounds.

BUILDING USE

References: School Board Policy 0805 & Regulations 0805.01-R(1) to 0806.01-R(1)

Youth organizations and clubs must make a request for school usage. This can be [requested through the district use form and this is located on the district website](#). The requests must be completed and approved prior to the first usage.

BUS TRANSPORTATION

References: School Board Policy 0901 & Regulations 0901.01-R(1) to 0901.04-R(1)

Some students are transported by school bus. You will receive information about routes, pick up, drop off times and student conduct. It is the responsibility of the family to provide supervision at bus stops before and after school.

All transportation questions or concerns should be directed to the transportation office at 319-558-2318.

Middle School students who live two miles or more from their home attendance school are eligible to ride the school bus. Students are expected to behave in an orderly and courteous manner. Violations will be referred to the Department of Transportation and to the Associate Principal, and

the student's bus pass may be revoked. Any questions concerning routes and schedules should be directed to the Department of Transportation for the school district. To achieve the maximum safety on the school buses a device will be installed to aid in the safety of every student on the buses. This device will be an onboard video camera which will be used to monitor student behavior, thereby improving safety for all passengers. The safety of every student on our school buses is a great concern for all of us.

CALENDAR

BUILDING CALENDAR

The Franklin Family calendar will be updated regularly in Google. Here is the link to use to access the calendar: [Franklin School Calendar](#) or you can also go to the Franklin Middle School website at <https://franklin.crschools.us/our-school/calendar> and click on the Google Family Calendar. We will update information about sports, show choir, field trips, special events, family conferences and many more things that will occur here at school.

DISTRICT CALENDARS

The CRCSD [District Calendar for K-12 and Preschool](#) can be found on our district website.

MAKE UP DAYS/ HOME-BASED LEARNING DAYS

When school days are canceled due to inclement weather or other unforeseen circumstances, school days may need to be made up. Potential make-up days are indicated on our school calendar. Parents are encouraged to take these potential days into consideration when planning early summer vacations to eliminate any conflict in schedules.

WHAT IS A HOME-BASED LEARNING DAY?

On days when hazardous winter weather makes it unsafe to hold school in person, the district may announce a Home-Based Learning Day. On these days, students will complete schoolwork and learning activities from home. These days count as official school days and do not need to be made up at the end of the school year. This helps the district meet the state-required 1,080 instructional hours without extending the school year.

WHEN WILL HOME-BASED LEARNING DAYS BE USED?

A Home-Based Learning day will ONLY be used if the district cancels in-person classes by 12:00 PM (Noon) the day before, allowing staff, students, and families time to prepare. If advanced notice and preparations are not possible, the district will announce that classes are cancelled, and it will be treated as a regular snow day, which will be made up at the end of the year. The district will NOT use two(2) Home-Based Learning Days in a row. If the weather remains bad for a second day, it will result in a traditional school cancellation. Should we use both allowable Home-based Learning Days, any additional weather cancellations will follow normal [inclement weather-related school cancellation procedures](#).

ATTENDANCE ON HOME-BASED LEARNING DAYS

To be considered an "Instructional Day," student participation in the Home-Based Learning activities is important. To verify participation on these days, school staff will be sending out a Google Form, and students will receive an instruction packet to complete. Students who are ill on a Home-Based Learning Day and are unable to complete the schoolwork and activities should follow normal attendance procedures - their parent/guardian should call our attendance office to report the absence. If you need assistance with completing the Google form please contact our school office, and we would be happy to assist.

CLOTHING/APPEARANCE

Reference: School Board Regulation 0603.01-R(1)

The District believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. The District expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place, and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying content inappropriate for school-aged students, profanity, weapons, or reference to prohibited conduct are not allowed. While the primary responsibility for appearance lies with students and their parents/guardians, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or choice of clothing disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications or be subject to disciplinary action. The wearing of gang-related attire or insignia by students is prohibited.

GYM SHOES

Students are to wear rubber soled shoes, like tennis shoes, to PE class. Proper footwear will ensure safety and enhance performance. We discourage flip-flop type shoes for PE.

COMMUNICATING DURING THE DAY

Teachers will contact parents at home or work during the school day if there is an immediate need to discuss a problem involving their student. Teachers may communicate in writing or electronically at other times.

Remember that teachers are teaching and if it is an emergency or a change in dismissal plans for your student(s) please contact the main office by 2:00pm at 319-558-2452.

All communication between families and students during the school day should be done through school personnel. Texting, emailing, messaging or phone calls during the school day to student devices or personal devices causes a disruption to the learning environment. These communications should be handled through the main office. Please see [Personal Devices](#) below for more information.

CRISIS RESPONSE

Reference: School Board Policy 0613

Comprehensive plans have been developed and implemented for emergency situations if and when there is a need to move students from our building or if a crisis occurs while students are away from our building. In the event that the building is declared unsafe to re-enter, we will be busing students to a designated reunification center . Parents will be directed to go to that center's location through local media where staff will assist in reuniting students with their parents. No student(s) will be released to an adult other than their parent(s)/guardian without permission. Bus routes will be used to return students to school or to their home whichever is deemed appropriate. Parents and Guardians will receive information Fall 2026 on how to sign up for school emergency notifications through CrisisGo. Signing up for these notifications will allow you to stay informed in the event of school emergencies.

DISMISSAL FROM SCHOOL

DISMISSAL DURING THE DAY

It is necessary for parents to send a note, send an email, or make a telephone call to the main office requesting for students to be dismissed during the school day.

Remember that teachers are teaching and if it is an emergency or a change in dismissal plans for your student(s) please contact the main office by 2:00pm at 319-558-2452 option 1.

When a student is to leave school early, he/she is to check out through the office. Caretakers are asked to come to the office to check-out their student. Leaving early to attend outside classes or lessons is strongly discouraged.

Students who become ill at school will be dismissed through the office after parents, guardians, or emergency contacts have been contacted and appropriate arrangements are made.

SCHOOL DELAY/CLOSURE/HOME BASED LEARNING

When a decision is made to close schools for the day, delay school, or dismiss early because of inclement weather or unforeseen circumstances, announcements will be made on local radio and television stations, district websites and social media platforms. In addition, district parents and staff are notified of delays and cancellations by school phone messenger. It is important that contact information is up-to-date in Infinite Campus and the household member has selected to receive notifications via email, phone, or text message.

BUILDING SPECIFIC END OF DAY DISMISSAL

Students may exit from any exterior door at the end of the school day.

Students who are being picked-up, please wait at the front of the school using the pick-up lane. Parents, please remain in your vehicles, wait in an orderly fashion for your student to make their way to your vehicles.

We ask that all parents who are using the pick-up lane in front of the school please DO NOT have your students walk across the street as this could be dangerous for student safety.

Students who are riding the bus home, should report directly to the bus bay on the north side of the school, near the parking lot.

Students who are walking or riding their bikes home should leave campus promptly and make their way home.

Students will NOT be allowed to remain inside the building for any reason as they are waiting for pick-up.



DISTRICT VISION & MISSION

Reference: School Board Policy 0101

VISION

Every Learner, Future Ready

MISSION

Our mission is to ensure all learners experience a rigorous and personalized learning experience so they have a plan, a pathway, and a passion for their future.

BUILDING MISSION

At Franklin, our staff will have planned structures that consistently engage students to think critically in collaborative conversations, resulting in students managing and owning their own learning and in student evidence aligned to learning targets.

ELECTRONIC DEVICES

Reference: School Board Policy 0611

PERSONAL DEVICES

CELL PHONE USAGE & OTHER COMMUNICATION DEVICES (iPads, Ear Buds, Smart Watches, etc.)

To minimize distractions and help everyone focus on learning, students may not use personal electronic devices during the school day (7:50 AM and 2:50 PM) or while in the area where breakfast is served. This rule applies to cell phones, smart watches, and smart glasses (when connected to the internet or a phone), earbuds, headphones, gaming devices, portable media players, and similar technology.

All devices must be silenced or turned off AND put away out of sight, such as in a locker or backpack. Students may not use their devices or any device features until school is dismissed for the day.

Some students may be allowed to use devices if:

- They have permission from the principal for medical, safety, or legal reasons.
- Device access is included in their IEP, 504 Plan, or Health Plan.
- A teacher has gotten permission from the principal for a specific learning activity.

If a parent needs to reach a student during the day, they should call the school office. In an emergency, the school will contact parents as soon as it is safe to do so.

If a student breaks the rules:

- First Time— The device will be taken and held in the school office for the student to collect at the end of the school day.
- Second Time—The device will be taken and kept in the school office until the end of the day. The student's parent/guardian must give permission before it is returned.
- Third Time—The device will be taken and kept in the school office until the end of the day. The student's parent/guardian will be required to pick it up.
- Fourth Time—Additional consequences based on the District's Discipline Matrix.

Important Reminder: Recording and photography by students will not be permitted. All student-owned devices are considered "personal belongings," and the students are responsible for them. The school is not responsible for loss or damage.

SCHOOL ISSUED DEVICES

Student Devices

Each student at the middle school level will have access to a device for the school year. Franklin students will NOT have a device checked-out to them for the school year. All students will have access to a device in every classroom, and will be utilized at the teacher's discretion. It is an expectation that all middle school students use the devices for their intended educational purposes and keep them in good repair. Any student found intentionally damaging any devices will be subject to school discipline and parents could be held responsible for any repairs.

[The full, detailed Middle Student Device Agreement can be found at this link.](#)

A summary can be found in this handbook.

Student Device Expectations:

- Student devices will be kept at school except in the event of a school shutdown where virtual learning is required or with the appropriate permission from school staff.
- Students will follow classroom expectations around care of devices, storage, and charging.
- Students will treat the device as if it is their own property, avoiding use that is conducive to damage or loss.

- Students will leave their device in its protective case unless given permission.
- Students will not allow anyone else to use their username / password.
- Adhere to CRCSD School's Student Device Use Policy at all times and in all locations. When in doubt about acceptable use, school staff, a teacher-librarian, building technical contact, or building administrator.

How to Handle Problems

- Promptly report any problems to the building's help desk representative or by contacting the district technology office by email (HelpDesk@crschools.us) or by phone, 319 558 2900
- Do not force anything (e.g., connections, popped-off keys, etc.) Seek help instead.
- When in doubt, ask for help

[Chromebook Damage Policy](#)

STUDENT DEVICE USE AND CONDUCT POLICY

References: School Board Regulations 0900.01-R(1) & 0900.02-R(1)

The District requires students to learn to use computing devices, data networks, enterprise software systems, electronic mail, the Internet, and telecommunications tools and apply them in the appropriate ways to the performance of tasks associated with their positions and assignments.

Students shall only engage in appropriate, ethical, and legal utilization of the District's technology, network systems, and internet access. Student instruction on digital citizenship standards which includes safe, ethical, and responsible use of the Internet will be defined and taught within core curriculum. Student use of the District's technology, network systems, and internet access shall also comply with all District policies and regulations.

DISCIPLINE

Any student who violates these rules will be subject to disciplinary action in accordance with the building's student code of conduct. Serious or repeated violations will result in the students' use of technology restricted and or revoked in addition to other possible disciplinary action.

DISCLAIMER

CRCSD does not have control of the information on the Internet or incoming email. CRCSD will provide Internet content filtering both onsite and off. However, no filter is perfect. All filters have vulnerabilities that may be exploited by individuals who are actively and intently dedicated to breaching them.

If student devices are at home, It is strongly recommended that student use of all devices be monitored closely by parents to protect students from accessing inappropriate sites.

EMERGENCY DRILLS

All schools conduct official emergency safety drills for fire and tornadoes a minimum of four times per school year. In addition, we practice a security school emergency drill twice a school year and two bus

evacuation drills each year. These drills are registered with the Cedar Rapids Community School District and the Cedar Rapids Fire Department. If volunteers or visitors are in the building when emergency signals sound, they should respond to the warning by following the group they are with or by responding to special directions from the principal or a staff member. In the event of a building evacuation, staff and students will move to a relocation center identified by the District and local law enforcement. Local radio and television stations will announce when and where parents/guardians may be reunited with their students.

FIELD TRIPS

Reference: School Board Policy 0404

Field trips are arranged to supplement and enhance the learning experiences of students. The online registration system includes permissions for students to attend all field trips. Families must complete this permission online in Infinite Campus before any student can go on a trip away from school premises. Based on school board policy, the school will not seek written permission for each field trip. Teachers will still notify parents about details each time a field trip is to occur. Volunteers are often needed on field trips. Volunteers must complete and be approved through the volunteer process. This may take more than one business day, so this should be completed in advance. Transportation on field trips will be by school bus, private vehicle, or city bus.

FOOD SERVICES

Reference: School Board Policy 0902

We encourage all students to participate in school meals. A nutritious lunch and breakfast is available to all students. School meals offered reflect the Dietary Guidelines for Americans and provide the energy and nutrients necessary to optimize learning.

Breakfast and lunch options are available in all of our schools.. Menus are posted on the District website and available on the Health-e Pro App and website. Franklin Middle School is under the Community Eligibility Provision (CEP) that allows us to serve breakfast and lunch at no charge daily for the 26-27 school year.

USDA requires families to complete the free/reduced application to receive additional benefits in the school district such as fee waivers, transportation, etc.

School meals include the following components; milk and/or water, fruit, vegetable, grain, and protein. If students choose to bring a meal from home, families are asked to send nutritious food items. Milk is available for purchase. Bringing food from outside restaurants to the school cafeteria is discouraged. Students are not allowed to have soda with any lunch eaten at school. Students are discouraged from sharing their foods or beverages with one another, given concerns about sanitation, allergies and health related issues. We view the cafeteria as an extension of the classroom, and expect students to follow common courtesies in the lunchroom.

Menus may change due to emergencies, late starts, snow days, and manufacturing shortages.

Dietary Restrictions: If your student requires special dietary considerations, we need a note from the doctor on file. We ask that you obtain a diet prescription form from Health Services or the Food and Nutrition Department to be completed by your doctor. Completed forms can be returned to the school office as soon as possible to determine if accommodations should be made.

HEALTH SERVICES INFORMATION

References: School Board Policy 605.3 & Regulation 0605.03-R(1)

All schools have a health office staffed by a health secretary and access to a school nurse to provide health related services to students throughout the school day. Health office staff provide first aid for injuries, administer medication and assess complaints of illness. School nurses manage chronic health conditions, including potentially life threatening health conditions. To contact the school nurse or health secretary at your student's school refer to:

<https://crschools.us/students-and-families/student-services/health-services/>

STUDENT HEALTH AND WELL-BEING

Student Illness or Injury During the School Day

Students are sent to the health office if they are injured or appear ill. Health office staff will attend to the student's complaint. This may include providing first aid, asking the student questions about how he/she feels, taking a temperature, making observations, talking to the teacher, and contacting the school nurse. Students will be sent home for:

- A temperature of 100.4° F. or higher
- Active, illness related vomiting or diarrhea,

The parent/guardian will be called and the student will be sent home. Other symptoms that influence the decision to send the student home include general appearance and functioning in the classroom. After a period of observation a decision will be made to do one of the following:

- Notify the parent/guardian for symptoms of illness or injury of a serious nature as determined by the school nurse and/or health secretary. Not all student visits to the health office will result in parents/guardians being contacted.
- Allow the student to rest in the health office for a brief period then return to class.

Students are to be fever-free without fever reducing medication before returning to school. During times of high rates of illness, such as during influenza season, the length of time a student must remain home after fever/symptoms of illness may change as recommended by Linn County Public Health.

For more information regarding other health services policies/procedures visit:

<https://crschools.us/students-and-families/parent-notifications/>

Nicotine Free Environment

The District prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, nicotine, and/or illegal or medically unauthorized substances, or "look alike" substances that appear to be tobacco, nicotine, beer, wine, alcohol or and/or illegal or

medically unauthorized substances by students while on District property or on property within the jurisdiction of the District; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the District.

Students who violate the terms of this regulation may be required to satisfactorily complete a substance abuse evaluation, assistance and/or rehabilitation program approved by the Board. The program may include age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol. Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students. If such a student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion. Reference School Board Policy 604.10

INTRAMURALS/AFTER SCHOOL ACTIVITIES/ENRICHMENTS EXTRACURRICULAR ELIGIBILITY POLICY

We want to encourage all students to be as involved as possible, and at the same time we want students who represent CRCSD on the field, in the theater or wherever they may be competing to be examples both in and outside of the classroom. Due to these beliefs, students who are involved in extracurricular activities such as sports, music and other competition teams must meet minimum behavioral and academic expectations to maintain their eligibility in these activities.

- **Athletic Behavioral Expectations**

Students who are not in good behavioral standing will be subject to loss of eligibility based on the following guidelines.

- Office Referrals - Students who receive office referrals during the competition season may face team or group consequences as determined by the coach or director. Examples include but are not limited to: loss of starting positions, shortened playing time, extra conditioning, etc.
- 1st In-School or Out-of-School Suspension during the competition season - The student will be ineligible and thus not participate in the next scheduled competition or performance.
- 2nd In-School or Out-of-School Suspension during the competition season - The student will be ineligible and thus not participate in the next two scheduled competitions or performances.
- 3rd In-School or Out-of-School Suspension during the competition season - The student will be ineligible and thus not participate in the remaining scheduled competitions or performances. The student may also be dismissed from the current extracurricular activity.

- **Fine Arts Behavioral Expectations**

Eligibility will be determined by the sponsor and administration based on the sponsor's communicated expectations.

- **Academic Expectations**

Students who are not in good standing in all their classes are considered ineligible for competitions or performances on a week to week basis. Students are encouraged to seek out their teachers to complete work and receive extra instruction in order to regain their eligibility.

- **Attendance Expectations**
 - Students must attend school at least one-half day on the day of the activity unless permission has been given by the administrator for the student to be absent.
 - Students will not be able to participate if they have a non-excused absence on the day of the event.
- **Student Spectator Expectations**
Each school will share their expectations for attendance at athletic events.
 - Franklin students will not be allowed entrance into an athletic event without being accompanied by their legal guardians listed in Infinite Campus.

- **Student Participation Expectations**

Sports are available to students in grades 7 and 8. All students must be registered in BOUND and have a CRCSD Medical Eligibility Form and Concussion Form uploaded before they can participate

- We encourage student support at our athletic events. Guidelines for spectator behavior are necessary so that everyone can enjoy the activity. Students are not allowed to be a spectator if:
 - They have a non-excused absence/tardy or major office referral, or in/out of school suspension the day of the event.
 - Students will sit in the bleachers unless purchasing concessions or using the restroom. Visiting students must be accompanied by their parent or guardian listed in Infinite Campus to attend.
 - Students will put trash in appropriate containers.
 - Students should arrange for transportation home before the games begin. Events are usually completed by 5:15 pm.
 - Students who leave the contest area will not be allowed to return.
 - Good sportsmanship towards all participants is expected.
 - Students violating these guidelines may not attend future events.
- **Kingston/Franklin Track Meet Expectations**
Student Athlete Expectations:
 - Athletes must remain in designated team areas, including competition spaces, warm-up areas, and team gathering locations.
 - Athletes are expected to stay with their team and coaching staff throughout the duration of the event.

Student Spectator Expectations:

- Students will only be allowed entry to the event with a valid school photo ID.
- Clear bag policy will be enforced.
- Students must have their full face visible at all times. No masks or identity-concealing coverings allowed.

- Students must remain in the designated student spectator areas, which will be clearly marked.
- Students are expected to attend events for the purpose of supporting athletes as safe, respectful spectators.
- Once a student leaves the event, no re-entry will be allowed.

Behavior Expectations for All Students:

- The use of profanity, racial or homophobic slurs—including the 'n' word—and inappropriate gestures will not be tolerated, regardless of the student's ethnicity.
- Student spectators are not allowed in restricted areas, including competition and warm-up spaces unless competing.
- Students are expected to demonstrate respectful behavior towards themselves, peers, staff, and the families in attendance at all times.

Accountability:

Students who fail to meet these expectations may be removed from the event and risk losing the privilege of attending future CRCSD-sponsored athletic events.

LEGAL NOTICES

All notices are available on the district website:

<https://crschools.us/students-and-families/parent-notifications>

Parent Notifications

<https://crschools.us/students-and-families/parent-notifications/>

Here are the items you can find there

- | | |
|--|--|
| • Chapter 102-Child Abuse reporting | • Building level Due process |
| • Compulsory Education | • Suspension |
| • Truancy | • Cost of evaluation and treatment |
| • Conduct on School Premises | • Official school publications |
| • Anti-Bullying/Harassment | • Student publications |
| • Sex offender Registry | • Safe and responsible student use of networked tech resources |
| • Search and Seizure | • Student fee waiver |
| • Illegal items found in school or in Student possession | • Gifts to school personnel |
| • Tobacco Free school environment | • Reserved time for non-school student activities |
| • Weapons | |
| • Chapter 103 Seclusion & Restraint | |

- Video cameras on district properties & transportation
- Annual notice regarding student records
- Release of student directory information
- Rights under the protection of pupil rights amendment (PPRA)
- Open enrollment
- In district permits
- Home school Assistance program
- Asbestos notification

NON-DISCRIMINATION POLICY

It is the policy of the Cedar Rapids Community School District not to discriminate in educational programs and/or activities on the basis of race, creed, color, gender, sex, sexual orientation, marital status, gender identity, socioeconomic status, national origin, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information and in employment opportunities on the basis of age, race, creed, color, gender, sex, sexual orientation, gender identity, national origin, religion, disability or genetic information.

For inquiries or grievances, including employment matters, affirmative action, and discrimination, contact the Chief Compliance Officer, Elizabeth Jacobi (ejacobi@crschools.us), or designee. For educational programming, contact the Director of Student Services, currently Jennifer Van Fleet (jvanfleet@crschools.us), or designee, who also serves as the District's Title IX Coordinator. Offices are located at the Educational Leadership & Support Center, 2500 Edgewood Rd NW, Cedar Rapids, IA, (319) 558-2000.

Complaints regarding equal educational opportunity and employment laws may also be filed with the U.S. Department of Education, Office for Civil Rights (Region VII), 230 S. Dearborn St., 37th Floor, Chicago, IL 60604, (312) 730-1560, fax (312) 730-1576, OCR.Chicago@ed.gov; the Iowa Civil Rights Commission, 6200 Park Avenue, Suite 100, Des Moines, IA 50321-1270, <https://icrc.iowa.gov>, (515) 281-4121; or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319, (515) 281-5294. Complaints may be filed with these agencies instead of, or in addition to, the local process.

LIBRARY

Reference: School Board Policy 0402

The library supports the curriculum and enriches the students' learning experiences. The Teacher Librarian and Media Secretary assist students and teachers in locating and using the resources of the Library.

Materials are available to students, staff, and parents to be checked out or renewed. There are no fines for overdue materials; however, each student is expected to assume responsibility for returning materials on time.

Concerns with any materials, or any specific book must be made in writing. There is a form available from the librarian to be filled out by the concerned party. A District committee will then reconsider the questioned material.

LOCKERS FOR PERSONAL BELONGINGS

All Franklin students will have access to a locker that will be assigned to them for the duration of the 2026-2027 school year. Students are not to share lockers and should not share their locker combinations with other students. All personal belongings brought to school are the responsibility of the student.

The school is not responsible for stolen items. Students are discouraged from leaving valuables or personal items in their lockers. We request that students leave toys, balls, electronic devices, and other personal items at home. If it is necessary to bring valuables to school, they should be given to the teacher or office for safekeeping. Lockers cannot be monitored constantly and if items are missing or damaged, the school district will not be responsible for their replacement.

LOST AND FOUND

Lost and found articles are placed in the Attendance Office. Parents and students are urged to check the office for lost articles. Please put your student's name on personal items as every effort will be made to return lost items to their owner. Items left after school is out in June are donated.

MTSS (Multi-tiered Systems of Support)

References: School Board Regulation 0604.02-R(1) & Procedure 0604.02-Pr(1)

MTSS is a framework of best practices for schools to meet the needs of all students through opportunities to learn and experience success in academics and social-emotional-learning (SEL) skills. This system matches instruction to the needs of students while ensuring access and attainment of student growth and proficiency.

CRCSD aligns school improvement efforts with Iowa's MTSS framework. The following critical components guide the work at our school:

1. High quality and engaging curriculum and instruction for all students.
2. Screening for potential challenges three times per year.
3. Intervention provided for any students who need extra support in academics and/or SEL.
4. Monitor learning to ensure students make progress toward end-of-year expectations.
5. Carefully track what we do and how our efforts impact students.

A multi-tiered system of supports has three layers of support. Tier I, II, and III. Tier I supports are offered to ALL students and include our core curricula for academic and social-emotional learning.

Every student receives Tier I support. Tier II supports are offered to students who need more than the core.

Staff will collect data to evaluate the effectiveness of the Tier II interventions. If data indicates an intervention has been ineffective then the intervention will be adjusted or the student may be referred for Tier III support. Tier III supports are individualized for the student. As with Tier II supports, staff will collect data to evaluate the effectiveness of the Tier III interventions. If a student continues to struggle either academically or behaviorally with Tier III supports, they may be referred for a Full and Individual Evaluation (FIE) by our Grant Wood Area Education consultants.

Parents are a vital part of the MTSS support plan. Student progress data will be shared with parents throughout the process. If your student is struggling academically, emotionally, or behaviorally parents can request additional tiered support. Please communicate your concerns with your student's teacher or contact our school counselor Ms. Mann and Ms. Moody or our Instructional Coach Ms. Mead at 319-558-2452.

SOCIAL EMOTIONAL LEARNING SUPPORTS

PBIS (Positive Behavior Intervention and Support)

The goal of PBIS is to create a positive school climate, in which students learn and grow. However, school climate can vary widely from school to school. A number of factors affect school climate, including school location, neighborhood culture, instructional methods, student diversity, and school administration.

Changing the school climate may seem like a daunting task. Employing the PBIS framework can make the task more manageable. The key to an effective PBIS implementation is an "all-in" mentality among teachers and administrators in a school. For PBIS to produce positive change in a school's climate, it needs to be employed schoolwide and with consistency.

School climate has bearing on attendance rates, academic achievement, and graduation rates. Regardless of socioeconomic status, students in a positive school climate are more likely to have higher test scores and greater academic success. In addition, a positive school climate helps students to develop the social and emotional skills they will need to become productive members of society.

In short, a positive school climate includes:

- A feeling of safety
- Respect
- Engagement in learning
- Involvement in school life
- Shared vision
- Involvement of teachers, students, and families

We have developed Common Area Expectations for Outside Areas, Hallway, Bathroom, Lunchroom, Library and Auditorium. Posters with these expectations are posted around the building.

Voice Levels: 0- No Talking, 1 Whisper voice, 2 Inside voice and 3 Outside voice

BEHAVIORAL SUPPORTS

Safe and Secure Learning - In order for students to learn at high levels, and for teachers to teach at high levels we have set the standard high for how we expect our students to conduct themselves. We desire for all students and staff to enter our buildings without concern for their safety each day.

We are committed to being aligned and consistent as a school district on how we handle vaping, drugs, weapons, fighting and threats to our school campuses. If your student is involved in any of those specific infractions, we want you to be aware that it may escalate to a District Review where a determination will be made regarding consequences.

We believe achieving social, emotional, and behavioral health for all is dependent upon collaboration across school, home, and community. It is important to clearly communicate and teach behavioral expectations to students with a focus on preventing unexpected behavior before it occurs. Positive behavior is taught, acknowledged, and modeled by school staff. This promotes a safe and predictable learning environment and fosters healthy relationships in the school community.

The Board believes that each student deserves the right to a fair and appropriate education. District students are expected to respect the rights of others, to contribute to a positive learning environment, and to comply with school and District rules and policies.

To the maximum extent appropriate, staff will use proactive and restorative practices to keep students in class, while addressing misconduct that is detrimental to the learning environment and the rights of others. Practices that are restorative in nature, repairing harm to the victim and/or school community caused by misconduct, will be given first consideration over exclusionary discipline such as removal from class, suspension, or expulsion. School administration and staff will work to identify and correct practices that result in inequities in student achievement, discipline, and access to education.

Students are subject to this regulation while on school premises; while using school-provided transportation; while attending or engaging in school-sponsored activities; and while away from school grounds if misconduct will directly affect the good order, efficiency, management and welfare of the school.

Behavioral Definitions

References: School Board Policy 0604 & Regulation 0604.01-R(1)

Students may be disciplined for conduct including, but not limited to, the following:

1. Abusive Language (major): Swearing, nonverbal gesturing or other abusive language
2. Abusive Language (serious): Language and gesturing, including sexual that is directed at another person; intended to or could cause harm or alienation. Includes hate speech
3. Controlled Substance (major): Student has possession or a controlled substance at school. This includes tobacco products, vaping
4. Arson: related to incidents to arson (major): Lighting matches at school or possession of combustible material. False pull of a fire alarm

5. Arson: Reckless use of fire (serious): Repeated major arson behavior. Student is playing with fire in the school or school property. Sets off fireworks, repeated pull of fire alarm or threatening to pull and then pulling
6. Weapon: Possession (major): Possession of a knife, possession of gun paraphernalia but not a gun, possession of mace, possession of a gun that could not be mistaken for a real gun, indirect threats involving a dangerous weapon
7. Weapon: (serious): Repeated weapon possession violations, possession of a look alike weapon or dangerous object, threat to use a dangerous weapon, written documents or drawings of weapons with direct threat, threatening to bring a dangerous weapon to school. Use of a dangerous weapon, possession of a firearm, assaults that involve a weapon or object capable of doing bodily harm, bomb threat
8. Property damage: (serious) Vandalism resulting in property damage. Repeated property damage
9. Theft (major): Continued minor theft, burglary of school property, refusal to return stolen property or make restitution
10. Aggression: Verbal (major): A significant verbal confrontation, loud, aggressive behavior in a public area causing major disruption
11. Aggression: Without injury causing medical attention: (major): Mutual combat causing incidental injury, no injury or pain, simple assault, physical contact, play fighting, violent behaviors with no victims (throwing chairs, etc)
12. Aggression: With injury requiring medical attention (serious): contact requiring on-site medical attention (nurse), repeated fighting, disruptive fighting (premeditated, significant), assaults with more than very minor injury (bleeding, cuts), intent to cause harm, kicking, hitting, punching, hair pulling.
13. Aggression: With serious injury (serious): Contact causing serious injury (requires off-site medical attention) Assaults with a weapon or object capable of inflicting serious injury, group assault against a single person
14. Harassment/Bullying: repeated after founded case, threats (serious): Harassment with the threat to kill or commit forcible felony, incident occurs after a founded case, unwanted or aggressive repeated or has the potential to be repeated over time, motivated by racial, gender or ethnic bias, sexual harassment which may include unwanted touching
15. Defiance: Prolonged duration (major): prolonged refusal, refusal to follow directives/prompts
16. Disruption: Sustained (major) Horseplay or rough-housing, prolonged classroom disruption
17. Disruption: Disorderly conduct (serious) Interferes with the operation or the school or school events
18. Inappropriate location: Unassigned area (major) Failure to report to class or designated area, leaving area without permission, elopement
19. Inappropriate location: Off Campus (serious); Leaving building without permission, elopement off campus

20. Lying, Cheating, Forgery, Plagiarism (major): Providing inaccurate information to staff about a peer or staff member, forging parent signature
21. Technology Violation: (major): Use of technology that disrupts the learning of self or others, use of cell phones, headphones, watches, earbuds
22. Technology Violation: Privacy; (serious): Communication that includes sending or viewing pornographic images, including sexting, violent images or material that violate the rights of a protected class, unauthorized recording without consent, hacking or damage of the technology infrastructure

An incident may involve multiple types of conduct listed above.

Consistent with this Regulation, the school's principal/designee may impose disciplinary consequences based on reasonable professional judgment and the facts and circumstances of each situation. Consideration will be given to the age and maturity of the student(s) involved, the impact of the conduct on other students and staff, the severity of the misconduct, and whether the student has engaged in similar or related conduct in the past.

Consideration will also be given to relevant information about a student's disability, including relevant information from any IEP, FBA, BIP, and/or 504 Plan, when determining appropriate disciplinary consequences. Students with disabilities will not be removed from their current educational placement for behaviors related to their disability, except as permitted by law. Where suspension or disciplinary removal of a student with an IEP or 504 Plan results in removal from the student's educational placement for a total of ten (10) cumulative or consecutive school days in one school year, Manifestation Determination must be held no later than the tenth school day of removal.

Progressive discipline should be used to the extent appropriate to ensure severe consequences, such as exclusion from the learning environment, are reserved for serious behaviors disrupting the learning environment or violating the rights of others.

Prior to issuing disciplinary consequences, the building administrator or designee shall conduct an informal investigation of the charges, which shall provide the student with:

1. Oral or written notice of the allegations against the student.
2. The basis in fact for the charges, and
3. The opportunity to respond to those charges.

District Behavioral Definitions are used to guide decision making as the result of a behavioral infraction. Our goal is always to teach, restore any harm that may have been done, recognize what students are doing well, and provide opportunities for students to learn and grow.

PARENT COMMUNICATION

Each week, Mr. Richardson will send out The Thunderbolt with information about the happenings and future events at Franklin. Additionally, each grade level will provide a Newsletter with an update for parents about class activities, and provide parents with contact information.

Parent-Teacher Association

The Franklin Parent-Teacher Association (PTA) works to support the learning needs of Franklin students and promote positive and productive home/school partnerships by fostering active involvement in school programs and practices. In addition to the teaching responsibilities for their own students, parents can support learning at Arthur by serving on PTA committees, participating in

- PTA meetings and educational programs, and by volunteering in the classrooms or other areas of school where extra adult support is needed.
- PTA meetings are held on the first or second Thursday of the month.
- Specific dates are included in this calendar.
- Check our link on the Arthur School Website for more information.

PTA MISSION

The Franklin PTA is an organization made up of parents and teachers interested in helping to:

1. Promote the welfare of students and youth in the home, school, community, and place of worship,
2. Raise the standards of home life,
3. Secure adequate laws for the care and protection of students and youth,
4. Bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of students and youth, and
5. Develop educators and the general public such united efforts as will secure for all students and youth the highest advantages in physical, mental, social, and spiritual education.

PTA Email Address: FranklinBoltsPTA@gmail.com

PACT (Program for Academic & Creative Talent)

Reference: School Board Regulation 0400.09-R(1)

Mission Statement: The program for academic and creative talent (PACT) enhances and supports the educational program and experiences of high ability students to prepare them to become world class learners and responsible citizens.

PACT resource specialists serve as a primary advocate and resource in the area of gifted education for students and families as well as a liaison among CRCSD, building staff, students, and parents on matters pertaining to the academic and affective needs of gifted learners.

To learn more about PACT, contact the PACT teacher at your school or the PACT office at 319-558-2000. As a parent, you can provide valuable insights and information about your student's exceptional abilities.

REPORTING TO FAMILIES

Progress reports will be provided to parents through Infinite Campus and conferences. Two formal student conferences will be scheduled in Fall and Winter. October 14th & 22nd, and February 11th & 17th. Progress reports are available using the Infinite Campus. During these conferences families and students will discuss with the teacher the progress made by the student by reviewing daily work, assessment scores, teacher observations and comments, as well as sharing the student data and samples of student work. Families are encouraged to request a conference in addition to the regularly scheduled conferences if they have concerns about their student.

COMMUNICATING WITH NON-CUSTODIAL PARENTS

In the case of parents being separated or divorced, communications are sent to the parent that has physical custody of the student. It is expected that the parents will share information between themselves for the good of the student. To receive mailings the non-custodial parent needs to request this in Infinite Campus. It is our hope that divorced or separated parents can meet together at conference time. Therefore the student can share their progress with both parents at the same time and it doesn't place the time burden on the teacher.

GRADING POLICY

The current CRCSD grading system K-8 is standards-based grading and 9-12 is traditional grading. Progress on the standards will be marked as follows...

Level	Abbreviation	Description
Exemplary	E	Indicates that a student exceeds a standard by consistently demonstrating an advanced level of understanding and/or the ability to apply their knowledge at a higher level
Proficient	P	Indicates that a student has independently achieved the standard. The student demonstrates mastery of the standard. This is where we expect students to be at the end of the year on the standards.
Developing	Dev	Indicates that a student is developing an understanding of a standard, but still may be in need of additional instruction and/or support.
Insufficient	I	Indicates that a student has not shown adequate knowledge and skill or not enough substantial evidence toward attaining a standard.
No Evidence	N	Indicates that the teacher has not collected any information on a student's attainment of a standard.

For grades 6-8, students will continue to be assessed by standards but on their grade report, those standards will roll into a letter grade. This will help students to prepare for high school and become more comfortable with traditional letter grades. Letter grades will be calculated using the following parameters...

Letter Grade	Composite of All Priority Standards Marks
A	All standards are Proficient and at least one Exemplary
B	All standards are Proficient, no more than 1 Developing
C	All standards are Proficient or Developing
D	At least one standard of Insufficient
F	At least one standard of No Evidence

21st Century Skills are a set of abilities that students need to develop to thrive in today's rapidly changing world. They include, but are not limited to, critical thinking, communication, problem solving, perseverance, and career and life skills. They are used to measure assignment completion and student habits. These are considered the day-to-day measure of a student's progress. All classes will use the same basic scale for measuring 21st Century skills.

P Proficient	- Assignments completed - Turned in on-time	Parents and teachers should expect a proficient score for 21st Century Skills on every assignment. This score means the assignment was completed and turned in on-time. A proficient score shows the student's responsibility and effort. For PE/Music this means meeting ALL of the daily class requirements
Dev Developing	Assignments completed but turned in late (no more than one week)	Assignments will be marked as "Late" in Infinite Campus. Students will be given a reasonable amount of time to turn in work following an absence. Late work due to an absence is typically due the day that the student returns, however, students who are absent for multiple days are typically given more time.
I Insufficient	Assignments turned in after one week late and/or not finished	The student has turned in work that doesn't meet the requirements of the assignment.
N No Evidence	Assignments not turned in (marked as "Missing")	Parents should watch for these. If your student does not complete daily work, it is highly likely that they will not be Proficient in content standards at the end of the year.

Quarter Dates

Quarter 1 - August 25th - October 30th, 2026

Quarter 2 - November 4th - January 15, 2027

Quarter 3 - January 19th - March 26th, 2027

Quarter 4 - March 20th- June 1, 2027

ACADEMIC INTEGRITY

As technology evolves, students may encounter or use artificial intelligence (AI) tools, such as chatbots, writing assistants, or image generators, in their academic and personal lives. This policy outlines appropriate and responsible use of AI at school to support learning, creativity, and integrity. Artificial Intelligence (AI) refers to computer programs or systems that can perform tasks such as writing text, answering questions, solving math problems, creating images, or summarizing information. Examples include ChatGPT, Grammarly, Canva AI, Photomath and image generators.

- **Acceptable Use**
 - With Teacher Permission: AI tools may only be used for classwork or homework when a teacher or staff member explicitly allows it.
 - For Learning Support: Students may use AI to help study, practice, or understand topics (e.g., asking for summaries, explanations, or practice questions).
 - With Proper Credit: If a student uses AI to help generate ideas or content for an assignment, they must clearly state that AI was used and how (e.g., "I used ChatGPT to help brainstorm ideas for this essay").
- **Unacceptable Use**
 - Cheating or Plagiarism: Submitting AI-generated work as your own without permission or acknowledgment is dishonest and will be treated as academic misconduct.
 - Bypassing Learning: Using AI to complete assignments or answer test questions without doing the work yourself is not permitted.
 - Inappropriate Content: Using AI to create or view harmful, inappropriate, or offensive content is strictly prohibited.
 - Without Understanding: Relying on AI without understanding the material or checking for accuracy can lead to mistakes and misunderstandings.
- **Consequences:** Violating this policy may result in:
 - A warning and reteaching of proper AI use
 - Loss of technology privileges
 - A failing grade for the assignment or task
 - Retaking or redoing an assignment or assessment

SCHOOL COUNSELOR

Reference: School Board Regulation 0400.10-R(1)

The school counselor works with all students in the school. Prevention of problems is a key part of the philosophy in implementing a counseling and guidance program. The counselor works in classrooms on developmental activities and is available to help individual students with concerns in small group or individual settings. Parents of students who work with the counselor on a long-term basis are contacted by the counselor. Parents of drop-in contacts do not necessarily receive this contact from the counselor.

In addition to counseling and skill-building support, the school counselor collaborates with various community agencies. Should families need assistance with basic needs, they can contact our school counselors who will put them in contact with the appropriate community agencies for support and help.

The counselor is available through email or phone contact. Our counselors are Ms. Mann, Ms Moody and Hopkins. They can be contacted at 319-558-2452 option 4.

SCHOOL HOURS

Reference: School Board Regulation 0400.01-R(1)

Our school day runs from 7:50 AM to 2:50 PM. Students will observe the following schedule:

- 7:25 Students eating breakfast may enter the building
- 7:42 All students may enter the building
- 7:50 School begins
- 2:50 Students dismissed

Students are expected to go home after school. Only students directly supervised by an adult guardian are allowed on school grounds immediately following dismissal. We would like students to go home and check in after school.

STUDENT INFORMATION SYSTEM (Infinite Campus)

- According to Board Regulation 0606.01-R(1): Student Records parents have access to student cum files and records during school hours.
- Families are asked to complete an annual update to the student management system. This system, Infinite Campus, allows the school to have current contact information in the event of an emergency. As changes occur in either phone numbers or emergency contact information, parents should update the system. Parents should alert the person(s) listed as emergency contacts for their student.
- An important part of the annual verification is providing student permissions for field trips, sharing information, and internet usage.
- We will communicate with you when you can go in and verify the information in your student's profile and update incorrect information. This can be accessed all year long to update your student's emergency contact information.

SUPPLIES AND FEES

Reference: School Board Regulation 0701.03-R(1)

SUPPLIES

A suggested annual school supply list can be found on the district website.

Some supply items may need to be replenished as the year progresses. Individual teachers may request additional items as needed. [Here is the link for the 6th-8th Grade School Supply List.](#)

FEES

A book fee of \$70.00 is assessed annually to cover the cost of certain curriculum materials. If you qualify for reduced lunches your material fee will be \$42.00. If you qualify for free lunches, your fee will be waived. To qualify for fee forgiveness/reduction you must have been approved for a free/reduced benefit AND complete Parent Permissions to share that status in Infinite Campus. This fee can be paid in Infinite Campus or can also be given to the school secretary.

Service Fee on Return Checks

\$30.00

If your check is returned you authorize us to *electronically* re-deposit your check for the face amount and service fee. You also authorize us to collect the service fee by paper check or demand draft.

You may be sued for damages of three times the amount of the check, up to a maximum of \$500.00 pursuant to Iowa codes 554.3512 & 554.3513

CBSI Oskaloosa IA.

VISITING AND VOLUNTEERING PROGRAM

Reference: School Board Policy 1002

VISITATION POLICY

- For security purposes, anyone visiting school between 7:50 am -2:50pm must use the front entrance door. A doorbell will alert the office staff of your arrival and upon recognition and validation they will “buzz” you in. Visitors must report to the office and will be asked to provide a form of identification that will be run through our Raptor Visitor Management System. A name tag will be provided to you. The name tag must be returned upon your departure.
- You are always welcome to see first hand the teaching and learning taking place at school. As a professional courtesy, all parents and visitors must make prior arrangements with teachers and the building principal before a planned visit. Please let the office staff know when you leave the building also. We appreciate your understanding and support of these security measures to ensure the welfare of all students and staff.

RAPTOR SYSTEM

- The Cedar Rapids Community School District utilizes the Raptor Visitor and Volunteer Management System in our schools to strengthen the district’s program of campus safety for students and staff. Upon entering a district building, visitors will be asked to present an ID, which may be scanned or manually entered into the system. We understand that a parent or guardian, for a number of reasons, may not have a US government-issued ID. In this case, the school staff member can ask to see another form of identification and manually enter the person’s name into the Raptor system. The system is designed to check this information against the sex offender registry.

- To learn more about the Raptor visitor and volunteer management system, please visit the Raptor Technologies website (www.raptortech.com). If you have any questions regarding the secure system, I, please contact your building principal.
- The safety of our students is our highest priority and the Raptor system provides a consistent way to aid in protecting our students and staff from potential harm. Thank you, in advance, for your understanding and support of enhancing school safety protocols in our district.

VOLUNTEERING

- We encourage ongoing and active volunteer involvement by individuals and groups when it will enhance the educational experience of our students. Examples of volunteers include, but are not limited to: classroom volunteers, field trip volunteers, etc. Volunteers will be under the supervision and direction of a school employee.
- The Cedar Rapids Community School District (CRCSD) recognizes the need to maintain a District Volunteer Services Program to support classroom instruction and co-curricular activities. CRCSD appreciates the involvement of volunteers in supporting instructional programs and enriching the learning environment. The district shall make every reasonable effort to provide a safe learning environment for students working with volunteers.
- A Volunteer Application is required annually of all volunteers whose primary role is that of working directly with students or assisting staff on a regular basis; supervising/chaperoning students; or acting as an authority figure. All Volunteer Applications will be checked against the national sex offender database and are subject to a background check. Follow this link to volunteer: <https://apps.raptortech.com/Apply/MTE5OTplbi1VUw==>
- All applications must be approved prior to volunteering.

WELLNESS

Reference: School Board Policy 0610

Schools play an important role in promoting and maintaining their students' health.

Healthy students are better learners. But schools can't do it alone. Parents are the other crucial half of the equation to provide the healthy start that kids need to thrive in the classroom and in life.

All school districts are required to have a wellness policy. Cedar Rapids Community Schools Wellness Policy can be found on our district website.

<https://www.crschools.us/student-life/school-meals/wellness>