

# Franklin Phonetic School “Handbook”

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Dear Parents:

The following is a copy of our Franklin Phonetic School Handbook. You will want to keep this Handbook as a reference in case you or your child has questions about rules, policies or procedures. We would appreciate it if families took the time to go over the Handbook with their child. It would be especially beneficial to review the section concerning “**Tardies**” as well as the “**Dress Code**”. The school rules will be enforced after the first week of school. You can access this handbook and see other information on our website at [www.franklinphonetic.com](http://www.franklinphonetic.com).

Our **Parent’s and Student’s Agreement of Support** is a part of our enrollment form. You and your child need to review these agreements. Your signature and that of your child must be on our enrollment form for admission or participation on our waiting list. It is very important that we are all in agreement concerning the policies, goals and mission of Franklin Phonetic School.

Sincerely,

*Cindy Franklin*

Administrator

**FRANKLIN PHONETIC SCHOOL**  
**EDUCATIONAL GOALS**

Goal #1 All students will be proficient in language:  
They will read with comprehension using intensive phonics instruction. Writing with clarity and speaking and listening effectively will be emphasized.

Goal #2 All students will become well informed by mastering a high academic standard of fundamental content-based curriculum in math, history, geography, science and civics.

Goal #3 All students will enhance their field of knowledge through art, music and physical education.

Goal #4 All students will learn by word and deed the importance of honesty, respect, responsibility and self-discipline.

Goal #5 The staff, parents and students will all contribute their consistent efforts to ensure a safe, clean and orderly learning environment.

Goal #6 Parents will actively participate in the educational process of their own children and have the opportunity to contribute to the overall functioning of the school.

Goal #7 To be better prepared for the future all students will be instructed in the use of technology, including computers.

## **SOLVE PROBLEMS..... WITH COMMUNICATION**

### **Open Door Policy**

We believe that communication is the key to providing a quality education for your child. A child's education experience will be much more rewarding and beneficial when parents and educators work together on behalf of the child. No one knows your child better than you. We always want to hear from you. We are open to your suggestions and ideas.

Please feel free to communicate with your child's teacher first. If, after talking with the teacher, you believe you need additional support or assistance, please talk to the principal.

It is very frustrating to hear about problems from someone other than the parent experiencing the problem. We want to have the opportunity to solve the problem so please tell us so we can! The door is open - **please talk to us about your concerns or give us your suggestions.**

Please also remember that we are unable to consider complaints or suggestions that are submitted anonymously. Please have faith in your convictions, and back up your opinions with a signature.

### **STAFF RESUMES**

All staff resumes will be kept in a binder in our Junior High for parents to view.

## **INTRODUCTION TO FRANKLIN PHONETIC SCHOOL**

The Franklin Phonetic School was designed to provide a place where all young children can go to get a great start in school. As reading is the basis for so many skills, it is important that all children are able to read at an appropriate level. Reading, language arts, and mathematics are the core subjects in our curriculum.

One of our firm beliefs is that a child must be able to perform the required skills before passing on to the next grade level.

Members of our School Board have been in education for many years. After using and examining many reading programs, our board members have found the Spalding Phonetic Method to be the most effective.

The Spalding Phonetic Method operates by teaching children 70 letter/sound combinations called phonograms. Children can use Spalding's single and multi-letter combinations to decode most common words.

Children are also taught spelling skills by working with the Ayres list. This list was developed to include the most commonly used words in written English. Words on this list are entered into a spelling notebook. These words are read and worked with on a daily basis. Because of this, even the few children who supposedly do not apply phonics skills will get a chance to develop sight vocabulary.

In our program children also learn 25 spelling rules. Combined with the phonogram drills, it is estimated that these rules enable children to read and spell about 85% of the words in the English Language.

Our program is multi-sensory with children seeing, reading, and speaking the sounds and rules. Skills are never used in isolation and children begin blending letters to read and write words almost from the very start. To adapt the Spalding program so that it is more suitable for kindergarten students, "Fun With Phonograms" materials were developed. These have been used in actual classrooms and it has been found that they make the Spalding Method more interesting and effective for the younger students. Schools that use this type of program have had documented superior achievement on tests such as the Stanford Achievement Test.

The Franklin Phonetic School will differ from the public schools in our area because it will uniformly use this fine reading method as well as the "Fun With Phonograms" materials. It will also be implemented under the guidance of a supervisor who thoroughly believes in the method and has used it for many years. The Saxon math program is also used with more challenging activities provided for high ability students.

The teachers at Franklin Phonetic School have had prior experience using the Spalding Phonetic Method and working in a setting where parent input is valued. Because of this, parents can rest assured that their child's teacher believes in parent involvement and understands the importance of home-school communication. Experience makes the difference!

Unlike most other public schools, students will receive a nightly homework assignment. If a child has completed all class assignments K-5<sup>th</sup> such homework should only require 15 to 45 minutes of after school time. Homework will be an excellent tool for enrichment, extension of learning, and home-school communication. Even in Junior High parents will be required to initial a homework agenda every night except for Fridays. This will provide parents and teachers with a means to write each other notes about any questions or concerns. Please read the section on homework to see specific details as the students move to higher grades homework assignment times will be increased. In 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades homework may take up to 60 minutes per day. Usually there will be a math assignment each night.

Unfinished school work however is not counted towards the homework time. If a child has been absent or has not worked diligently during class time, on occasion homework times could be increased

beyond the suggested time limits. We will be offering a homework club next year in our afterschool program. Nevertheless even if students complete homework during this time parents are still responsible for checking homework to see that it meets family standards for accuracy and completion. Parents need to sign the homework sheet nightly.

In addition to the above mentioned forms of communication, teachers post information on our school website. For grades fourth through eighth parents may view their child's grades on our computerized "Pass" system. You will need to get your child's student ID and PIN number from the office and then you can access the PASS system on our website: [www.franklinphonetic.com](http://www.franklinphonetic.com). Click on Parents, then PASS, then click on "link". This is similar to the communication format used by our local high school.

Our school is accountable for student achievement; nevertheless, parents are accountable for making sure that their child completes all assigned work and attends tutoring when requested. Criterion reference tests will be given at the start and close of the school year to monitor progress. Individualized reading assessments will be given and a portfolio of work will be maintained for parent and teacher reference.

People who have examined our charter application have classified our school as a Traditional Model School. However our Board believes that our school will be free of many of the problems that are found in this type of entity. Qualified specialists will teach art and music. Computer, physical education and Spanish classes will also be offered

One of the positive things about traditional schools is the higher level of parent involvement. At some traditional schools a few parents serve on committees that design most of the policies of the school. Often parents are involved in biweekly meetings taking care of these issues. Parent involvement in a school is a great thing. Charter schools must be especially sensitive to the wishes and concerns of parents as they are dependent on current enrollment for state funding.

The Franklin Phonetic Primary School believes that it is a parent's right to direct the education of their offspring. However, the problem in some traditional schools is that many parents are so busy attending meetings that they do not have time to spend with their children. Instead of seeing a few parents making all the choices, at our school, all parents have a voice about their child's education. Weekly objectives will be provided allowing parents to know about class activities and assemblies. If there is a specific assembly that a child is not permitted to be involved in please let us know ahead of time. Please read the newsletter each week and visit the school website to view our class web pages at [www.franklinphonetic.com](http://www.franklinphonetic.com).

The school communicates closely with parents so that families know about their child's progress and what their child will be learning in class. The school will provide students with free, after school, tutoring to help to attempt to bring their skills up to grade level if it is needed. This service is covered by our Title I Program.

Children will learn to study, behave appropriately, and value learning. Our goal is to please all families including those who prefer a more traditional approach to education.

## **QUESTIONS AND ANSWERS**

### **Why should I place my child in Franklin Phonetic School?**

Our school will use a program of academic instruction that has been proven to be successful in bringing the achievement of most students far above their chronological grade level. With this logical phonetic reading program even kindergartners can be successful in reading, spelling, mathematics and other basic subjects. Our teachers are experienced and dedicated to creating a classroom atmosphere in which children can learn without distraction.

### **How will school discipline be handled?**

The school will be using the same "Assertive Discipline" program that is currently being used in successful schools such as Phoenix's Alhambra Traditional. A school-wide goal is that "No child will be able to disrupt others from learning!" Nevertheless, corporal punishment will not be used and parents will be kept informed about ALL but the most trivial behavior infractions. From experience we have learned that the fast learning pace, well-organized curriculum, and consistently fair enforcement of school-wide



policy eliminates most behavior problems. In the case of chronic infractions, parents will be enlisted to help develop behavior modification plans and or agree to reduced hours when students will be on campus.

### **Who may attend the Franklin Phonetic School?**

The school is open to all children who are five before September 1st of the current school year, who would be in grades Kindergarten, through 8th. As classes fill quickly you may wish to enroll your child early. Enrollment forms may be accepted in September for the upcoming school year. Enrollment forms will be accepted until the cutoff date published in the newspaper. The remaining names will be put on a waiting list and a lottery type system will be implemented.

Kindergarten will be a half-day program. There will be two kindergarten classes. Incoming Kindergartners will need to be five by December 31 of the enrolling year. We reserve the right to give them a readiness test if they are not five by September 1<sup>st</sup>.

This test will contain items that will check things such as their ability to write their name, recognize alphabet letters with a 90% or better accuracy follow simple directions and recognize numbers 1-10. Please note that these are not skills that the child will have to be familiar with 100%. Nevertheless, because of State budget cuts we have been told that we must prove that students born after the September 1<sup>st</sup> cut off have the maturity and cognitive capability that will allow them to be promoted to 1<sup>st</sup> grade the following year.

### **Will the school expand to higher grades?**

Eighth Grade is our highest grade at Franklin School. Our school mission is to provide a solid primary education, which will enable students to be successful in any environment that their parents choose for them.

### **Do I have to live in Prescott Valley in order for my child to attend?**

The school is open to families who live outside the Prescott Valley City limits. Nevertheless, no transportation is provided except for a carpool that is limited to 13 students. Please let the office know if this service is necessary for your child to attend our school. Space is limited so please contact us as soon as possible.

### **Are other subjects besides math and reading taught at the school?**

In addition to featuring intensive learning time devoted to the core subjects of reading, math, and English, the additional subjects of science, social studies, computers and other required instruction is provided. Trained specialists will teach art and music. Spanish is also offered.

The teachers at our school have prior experience working in a "Time on Task" environment. At this time, all of them have had prior experience working with our reading program (the Spalding Method). They are committed to this type of program and believe it to be successful.

### **Can I help in my child's classroom?**

Parent volunteers will be welcomed at our school to provide help in preparing materials, working in the classroom to provide children with extra adult assistance, reading stories to children, help in the office and implementing other important projects. While there will be no minimum number of hours that parents are required to participate, we wish to let parents help out as often as schedules can be coordinated. Parents may be asked to obtain fingerprint clearance if there is a chance that they could be alone with a child. Parents who plan to spend any significant time on our school campus, apart from short periods for pick up or dismissal must follow the school dress code outlined within this document.

### **Can siblings help on campus?**

If you have children who are in their Junior and Senior years of high school and would like to volunteer on our campus please see our volunteer coordinator. Volunteers who work in classrooms with students have specific reference and fingerprint requirements. **Because we desire all of our volunteers to be productive and value student safety we ask that siblings younger than this age not volunteer on campus.** If you have other children who do not attend school on Fridays they should not be visiting our campus unless they are applying to volunteer status according to the above guidelines. Pre-school children cannot be safely supervised during parent volunteer times. For this reason they should not be

brought to campus if their parent is volunteering. Please remember: school dress code applies to all volunteers, alumni, and siblings.

### **How will library books be chosen?**

All books read aloud at the Franklin Phonetic School must be free of violence, bad language, inappropriate sexual content, and propaganda viewpoints. Parents will be encouraged to drop in whenever they can and read to the class; however, all books read by teachers and parents must follow these guidelines. Parents will be given notice of any books that are being used for whole class literature studies in the weekly objectives. If a parent objects to a particular book, even if it has been committee approved, an alternate assignment will be provided for the dissenting parent's child. If at any time a family objects to curriculum materials, they will be able to discuss this with the principal so that offending works could be removed or put on restricted access.

Thanks to a seed grant from the Walton Foundation, we have a library at our school. Each grade, K-5, will have a weekly 30-minute library period. During this time they will learn how to use a library to find fiction and non-fiction books.

While we have made diligent efforts to select books that we feel are appropriate for our school setting, we have not read every book in our library. Parents should feel free to monitor their child's reading selections by asking their child to show their library books at home.

In order for a child to have the ability to check out library books, a contract will need to be signed. These will be distributed after school has started. If you do not wish your child to have library privileges please respond appropriately.

### **Will films, assemblies or field trips ever be part of the curriculum?**

Franklin Phonetic School emphasizes "Time on Task" and "Intensive Learning Time". Because of this, assemblies, trips, and films that do not serve an educational purpose will be limited. We will be scheduling assemblies of educational value on a regular basis. Field trips and assemblies will be noted in the newsletter and/or teacher weekly objectives. Unfortunately because of recent legislation mandating booster seats, field trips below third grade are discouraged.

Films may be shown from time to time provided that they are educationally beneficial, and meet the same criteria as literature books. Parents will be informed about field trips and assemblies in advance. If they do not wish their child to attend such activities, alternate arrangements can be made. Parents will be encouraged to attend these activities with their child if they desire to do so. We wish to empower parents to guide the educational experiences of their child while at the same time not depriving other children of experiences that their parents wish them to have. Because of this, no quotas will be placed on educational films and assemblies.

While assemblies can be an important part of an educational experience, so is completing regular class assignments. For this reason, students who have incomplete work may be prohibited from attending assemblies or field trips until their work is up to date. Students whose behavior does not meet acceptable standards may also be prohibited from attending field trips or assemblies. In some cases parents may be requested to accompany their child to such activities.

### **Will there be a school cafeteria?**

In order to insure that school funds are available for instructional needs no cafeteria will be available. Parents are simply asked to prepare a sack lunch for their child. Water bottles and juice may be available for purchase. Additional items may be available on a daily basis. Any special lunch fundraisers will be advertised in the newsletter.

### **What special programs are available to enhance student learning?**

From time to time free night parent classes will be offered so that families know better how to reinforce student learning at home. Families will be given free cassette tapes so that parents will know the phonics sounds. By teacher recommendation, students who are having trouble may participate in school tutoring sessions at no cost to their parents.

### **What is the school policy about my child's behavior during extracurricular/after school activities?**

Any student may participate in after school activities as long as all school guidelines for participation and behavior are followed. Extra curricular activities are not an automatic right for any child at Franklin Phonetic School. The instructor and the school administration base participation on mutual agreement. If the school deems necessary, parents may be required to help with after school activities in order for their student to be successful.

Following are the rules for extra-curricular activities. THREE STRIKES for misbehavior and you WILL no longer have the privilege of participation in the activities.

1. Obey all school rules and be respectful to all children and adults.
2. Follow all activity rules and stay in the assigned area.
3. Clean up all materials.
4. Bring required supplies to activity.
5. Attend class faithfully.
6. I will be picked-up promptly at the time designated for departure from my activity.

**Welcome to the Franklin Phonetic School.** We hope that this handbook will provide you with important information that you will need to make this year a successful experience for you and your child.

## **ADMISSION PROCEDURES**

Admission is not limited based upon ethnicity, national origin, gender, and income level, disabling condition, proficiency in the English language or athletic ability. There are no tuition fees or fees charged for attending Franklin Phonetic School.

The Franklin Phonetic School will admit all eligible pupils who submit a timely application. If, by the application deadline, the number of applications exceeds the capacity of a program, class, grade level or building, all applicants for that program, class, grade level or building will be selected for the available slots through an equitable selection process such as a lottery. After the application deadline, pupils for any remaining slots or for a waiting list will be accepted in chronological order.

## **Students and Academic Testing**

Students transferring in to Franklin School will be given a Woodcock Johnson Academic test to determine their current grade level ability. In some cases this case will be given before a child's grade placement is determined. In other cases the test may be given during the course of the school year so that teachers can have as much information as possible about a child's academic ability. Any psychological tests not including a Woodcock Johnson Skills Test would require parent permission before a test could be administered.

## **SCHOOL HOURS**

### **Regular Hours**

AM-K 8:15-11:15    PM-K 12:15-3:15    1<sup>st</sup>-3<sup>rd</sup> 8:15-3:00    4<sup>th</sup>-5<sup>th</sup> 8:00-3:00    6<sup>th</sup>-8<sup>th</sup> 8:00-3:30

### **Early Release Times**

BOTH Kindergarten Classes 8:30-11:45    1<sup>st</sup>-3<sup>rd</sup> 8:30-11:45    4<sup>th</sup>-5<sup>th</sup> 8:30-12:10    6<sup>th</sup>-8<sup>th</sup> 8:00-12:15

**Note:** Kindergarten students who attend the morning class are picked up at 11:15. Kindergarten students who attend the afternoon class MUST NOT arrive on campus before 11:45 as there is NO supervision available for them on the playground.

If your Kindergartener is scheduled for a PM Kindergarten class, he or she will attend class on Friday mornings from 8:15-11:15. We will have two classrooms available and your child will not want to miss the important learning experiences. Transportation to God's World will be provided. If your child is in need of additional assistance you will not want to miss this opportunity for extra help. Even students who are not in need of academic intervention will be allowed to stay on campus until the oldest sibling is dismissed.

Fridays have been scheduled as early release times. Nevertheless it is very important that your child attends school because most academic testing happens on these days. It is important that your child take advantage of every academic opportunity to learn. Social promotion at Franklin School is usually not permitted. Students must demonstrate academic competence in order to pass from grade to grade.

There is **NO** pick-up on the Junior High side of the campus. **ALL** pick-up for **ALL** grades is on the Elementary Side (North) of the Campus. Beginning Band pick-up is after school at 3:50pm on the Elementary Side (North) of the campus.

## **OFFICE HOURS**

Both the Junior High and the elementary office are open from 7:30-4:30 Mon-Thurs. and 7:30-12:30 on Fridays.

## **CLOSED CAMPUS**

Our School is a closed campus. Between the hours of 7:30 and 4:30, children will not be allowed to leave campus unless they are under your supervision or someone designated by you either by phone or in writing. Children will NOT be allowed to walk home unless a parent permission form (part of the enrollment form) is signed and on file. Children will not be permitted to walk to Doctor appointments

during the school day and return to the Franklin campus. These restrictions are for your child's safety. Please arrange a person to transport your child to and from school during these times.

## **DRESS CODE**

### *Dress Code Philosophy*

The staff and administration at Franklin School believe that dress has the power to reflect the person. We contend that we, as people, often act as we dress. We want students to dress for success to every possible extent. It is realized that styles of dress change according to cultural expectations. While there may be nothing inherently wrong with a particular style of dress, teaching a child to conform to restrictions is a good preparation for the work environment in future years. The code is more lenient for children in grades K-3. Discretion will be up to administration.

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Dress style principles were adopted so as to contribute in a positive way to instruction and learning. Your clothing should:

- Promote personal safety and personal hygiene
- Encourage positive behavior and respect for self and others
- Promote positive peer images
- Respect family and community standards and yet provide an outlet for individual expression

Clothing, which incorporates logos, graphic designs, picture or text, must be appropriate for school. Contents which advertise or display subject matter relating to alcohol, drugs, tobacco use, inappropriate language and/or art work, racial slogans, sexually explicit slogans or pictures are prohibited. Clothing which is deemed by school administration to be distracting to the educational process will be prohibited. This applies to backpacks and notebooks as well. **If you are unsure whether or not a logo would be offensive or distracting to other people, encourage your child to reserve the item for another situation. It may be advisable to purchase clothing without logos, graphics, or sayings for school use.** ALL STUDENTS JACKETS AND COATS MUST HAVE THEIR NAMES INSIDE IN PERMANENT MARKER.

Clothing cannot be modified by drawing, writing, cutting, or painting. If it is, the student will be given duct tape on the first offense and may be sent home on the second offense.

Shoes must be worn at all times. **If you choose to wear flip-flops or backless shoes, the school will not be responsible for any injury caused by insubstantial footwear while on campus or a school function.** Slippers are not permitted. Remember sometimes footwear can pose a safety issue.

Hats and visors are not permitted to be worn on campus inside the school building. Hats and visors worn to and from home must be removed during school hours except for outside activities. Please remember that the purpose of a hat is to provide shade and protection from the sun. For this reason baseball caps should not be worn with the bill facing backwards. Bandannas, doo-rags, and hairnets are not permitted. Stocking caps are permitted only in cold weather and are also not allowed to be worn in the classroom.

**All shirts, blouses and dresses must have sleeves or straps that are at least 2 inches wide and cover undergarments. This means that halter-tops, tube tops, undershirts and spaghetti straps are not allowed. Boys shirts must not show arm pits or be otherwise revealing. See through or sheer blouses are not permitted. Undergarments must not be seen at any time. Low-cut, backless, bare midriff and tight fitting tops are not permitted. All tops must be of such length that when arms are raised above the head, the stomach and/or navel are not revealed. Leggings or tights can only be worn with a dress or pants that follow the dress code. Layering of clothing to insure modesty is encouraged but layers should not be removed. However, at least one of the layers must follow the 2 inch rule.**

Jeans and pants must fit the natural waist. Pants and jeans must be free from holes or ragged edges and must be hemmed. Loose or open hems will not be allowed. Again, under-garments must not be seen at any time. Low riding or "sagging pants" are not allowed. Long belts and long chains are not permitted.

Shorts may be worn through Fall Break in October and students may begin wearing them again in March after Spring Break. Shorts must fit at the natural waist. Shorts may not have holes, ragged edges, or loose hems. Spandex or tight fitting shorts are not permitted. Shorts must not be so short or so baggy

as to reveal body parts or undergarments. Shorts must go to mid thigh and not ride up when they are sitting to reveal undergarments or any private body parts. Shorts may be worn under skirts to promote modesty.

Skirts, in any case, must be not shorter than three inches above the knee unless shorts or leggings of the appropriate length are worn under the skirt.

Due to safety issues involving potential concealment of weapons and/or drugs, students are expected to wear conventional fitting shorts and pants. Baggy clothing is prohibited in order to insure the safety of others. Those students dressed marginally will be sent home to change or will be required to tuck in their shirts, etc.

Hairstyles and makeup should be neat and natural. Extreme fads, such as Mohawks, extreme spikes, etc., that call attention to the person and distract from the learning environment, are not permitted. Hair may be colored, but the color must be a natural color such as blonde, brown, red or black. Un-natural colors, such as purple, green, or neon/iridescent red are not permitted. Hair accessories and clothing items must not be distracting to the learning environment. This includes tiaras or other costume items.

Alumni, staff children, siblings of students, etc. who are on campus longer than 15 minutes, must be dress code appropriate or they must wait in the office.

**Body piercing and face piercing are not permitted.** Piercing calls attention to it self and distracts from the learning environment. Piercing also carries with it risks of infection. Earrings are allowed but excessively dangling earrings are not recommended due to safety, especially during P.E. activities. Students should refrain from wearing wallet chains or dog collars to school for safety reasons. Sometimes students have been injured. Some dress code prohibitions have been designed to eliminate connotations of gang membership. If a child's style of dress becomes offensive to others, parents should actively encourage changes.

**Tattoos for students and employees are not permitted.** Existing tattoos must be covered by clothing or by a dressing such as a Band-Aid or makeup.

### ***Dress Code Violations***

Violation of the dress code will result in staff intervention and wearing of school provided items such as sweat pants or T-shirts. Consequences will range from parent contact to out of school suspension. This dress code applies to the campus of Franklin School as well as functions and activities sponsored by Franklin School. It also applies when our students are at locations away from school in a capacity of representing Franklin School at an event or function. Students who do not follow the dress code may be given sweat pants and T-shirts to wear, may be given detention, or may be sent home to change clothes. Final dress code decisions will be at the discretion of the administration.

### **DISMISSAL PROCEDURES**

So that our dismissal time will run as smoothly as possible we ask that you **DO NOT line up to pick up your child until 5 minutes before their scheduled release.** Enter the parking lot at the west gate. Please stay as far to the right as possible so that through traffic may pass on the left when you are on the public street. Drive through, your child will be put in your vehicle and you may exit.

If you arrive in our parking line before this time it causes traffic to back up on the road. Parents whose cars are in the road and are not moving may be cited for blocking traffic. This early arrival can also block the road so emergency vehicles cannot pass. For safety sake it is important that you arrive on time to pick up your child but do not come early.

If your child is involved in an after school activity that ends at 3:45, such as beginning band, please **arrive at the dismissal line no sooner than 3:50.** These activities conclude promptly at 3:45 and children need time to put away their equipment. If your child is in an after school activity that concludes at 4:30 you can arrive at 4:35 because the traffic is not as heavy.

If you are coming from the east end of Copper Hill please do not wait on the street to turn in. We ask that you go on up the street, turn around, and come back and get in the line entering from the west. If there are no cars backed up and you can turn in to the school without any wait then we will be glad for you to turn right in. **PLEASE BE ON TIME TO PICK-UP YOUR CHILD BUT DO NOT COME EARLY.** Picking up your children early from school often deprives them of important learning opportunities. It creates campus congestion and often deprives children from receiving extra help in tutoring and other valuable classes. **DO NOT** pick up students at the Jr. High Office. After 4:30 PM the Jr. Hi office is closed. The city has asked us not to use the public parking area outside the Jr. High Office as drop off and pickup.

We will try to keep the parking lot as empty as possible so that you may park if necessary. Remember that teachers are not allowed to have conferences in the parking lot.

If you park on Copper Hill, in front of the school, you could very possibly receive a **ticket**, as this is a **NO PARKING ZONE**. We do not want anyone to get a ticket and we will try to execute dismissal as smoothly as possible. DO NOT park in the Big Five Sporting Goods parking lot. Your car could be towed! Also please do not park in the marked Lynx Creek Plaza spaces by the restaurant.

### **BEFORE and AFTER SCHOOL CARE**

Students should not arrive on campus before 7:20 AM. That is the earliest we have staff available to watch your children. Franklin School offers after school care for our students for a nominal fee. The After School Program will run Mon-Thur. from 3:00PM to 5:15PM. On Friday, which is an early release day as well as any other early release days, there is no provision for students to stay after school. Nevertheless, we can possibly arrange transportation to God's World. If you are interested in participation in this program please contact the school office for enrollment forms and cost information.

### **CARPOOL LIST/ROUTE**

**We do not provide transportation to and from Franklin School.** Our Enrollment Form does ask the question, "Do you wish to be on a carpool list?" At the beginning of the school year we compile a list of families, their addresses, and phone numbers who are interested in carpooling in the Prescott, Prescott Valley area. This is available for families to contact each other to make carpool arrangements.

We do have a 13 passenger carpool coming from the Chino Valley area. Please contact the office if this would be a necessity for your family as soon as possible because space is limited.

### **BICYCLES**

We understand that students may wish to ride their bike to school. While the school hopes that student property will be safe, ALL students are required to lock their bikes each day. The school assumes no responsibility for bicycles that are not properly secured.

### **WALKING HOME**

While some students walk home from school each day please remember that permission to walk home must be on file with our office. Please do not encourage your child to wait for you at Circle K or Big 5. Unfortunately after a child has left our campus we are no longer responsible for their safety.

### **ATTENDANCE**

Per Arizona Revised Statute 15-321, students are expected to be in attendance every day that school is in session, except for illness or other unusual circumstances. Under ARS 15-843, an excused absence is caused by illness, a death in the family, medical or dental appointment or other professional appointment.

Students who miss ten consecutive days without an excused absence are withdrawn from the school enrollment list automatically. According to the guidelines listed in the Yavapai County Stop Truancy From Occurring Program, any absences beyond ten days per quarter may result in the student receiving a failing grade for that grading period. This is determined on a case-by-case basis. **After 20 absences in a single school year, the student may be retained unless proper academic achievement can be verified.** Additional testing may be needed to prove that your child has reached the goals for promotion and has the skills necessary to be successful in the next grade level. Parents will be notified in writing of absences at certain intervals during the school year. Retention notices will be mailed out by May 1st of each year. Franklin School believes in academic achievement not social promotion.

In the event that your child has a chronic medical condition that may cause him or her to be absent frequently; you should consider making an appointment with our resource department. With proper medical documentation, arrangements can be made to accommodate for medical conditions.

We encourage every student to strive for perfect attendance. No students, however, should attend school if they are ill or if there is an emergency in the family. If the student is absent, the parent/guardian is to call the school (775-6747) before 9:00 A.M. the day of the absence or in advance of the absence if possible. Students whose parents did not call or were not contacted by the school must bring a written note signed by the parent/guardian that meets guidelines and explains the absence. Even excused absences must not exceed 20 days for promotion to be expected.

## **UNEXCUSED ABSENCES**

Those students who do not bring a note or whose parent or guardian did not call are considered unexcused.

## **TARDIES**

School for Jr. High, 4<sup>th</sup> – 8<sup>th</sup> grade begins at 8:00AM. School for grades K-3<sup>rd</sup> begins at 8:15AM. It is very important for Franklin School Students to be punctual. Elementary students will be in line on the playground and ready to be escorted to the classroom by 8:10 A.M. ACADEMIC SUBJECTS will be taught in the first PERIOD of the day; therefore, it is strongly recommended that all doctor, dentist or other appointments be made after school or after 2:15 P.M. as that will give the student credit for a full day of attendance. Because of the drop-off procedures at Franklin Phonetic School we assume that a student's tardy is the fault of the parent delivering the child. Although this is not the desired model for your child's future conduct, we understand that they do not drive themselves to school and that sometimes events happen that are unexpected.

**ALL** tardy students in Junior High, who arrive after 8:00 A.M., **MUST** check-in at the office. All tardy students in the Primary grades who arrive after 8:15 A.M. **MUST** also check-in at the Jr. High office.

When students are late to school they miss important work and instruction. If a situation with absences or tardies becomes excessive, a child may be given an incomplete for the school year and be required to make up work in summer school before promotion. At that time academic testing would be the final indicator that promotion was in the student's best interest.

Attendance information can be found in Arizona Title 15. Pursuant to these guidelines every FIVE tardies will equal one unexcused absence. Please be aware that excessive tardiness can be considered criminal on the part of the parent and may be reported to law enforcement.

## **HEALTH SERVICES**

Your child's health is important to us. We attempt to maintain good health conditions while your child is in school.

## **HEALTH RECORDS**

It is the school's health aide's responsibility to maintain and establish an adequate health record on each student. It is critical for your child to have current information on record in the school health office. This is for your child's protection in the event of an illness or accident that may occur during the school day. Therefore, the school **must be** furnished with two phone numbers for use, should there be a reason to contact you regarding your child's health. We need to be able to contact someone at all times when your child is on our campus.

## **ACCIDENTS, ILLNESS AND MEDICINES**

Our elementary office aide will care for students involved in minor accidents receiving small cuts or scratches. She is not a registered nurse but is a Certified Emergency Medical Technician.

If it is necessary for a child to be sent home because of a serious accident or illness the person designated as the first or second emergency contact will be notified if the parent cannot be reached. If neither you nor the emergency contact person(s) can be reached, the principal will decide what steps to take. If, in their judgment, the child needs a doctor, the child will be taken to a local doctor.

In all cases, EVERY EFFORT will be made to reach and notify the parent of the child. The school needs to know any resident, work, or emergency phone number changes in the event of an emergency.

## **MEDICATIONS**

If it is necessary for a student to take any medication while at school, either a prescription drug from your physician or an over-the-counter medication that you have purchased, the medication must be sent to the school nurse aide in the original container with the student's name on the label, accompanied by a request signed by the parent or guardian. To obtain the request form, please contact the school nurse aide.

Any medications sent to school without proper identification will not be given. All medications must be kept in the school nurse's office. At this point in time, our school nurse is not certified. She does not have a medical degree. Because of this, you may wish to obtain prescription medication that does not require a mid-day dose.



## **WHEN TO KEEP YOUR CHILD HOME**

Parents are urged to keep children home when they show symptoms of illness. If symptoms occur while in school, parents will be contacted and asked to arrange for the child to be taken home.

***Please do not send your child to school if any of the following are present:***

- Fever with temperature of 100 degrees or more
- Severe cough, even without a fever
- Sore throat, if white spots can be seen in the back of the throat
- Vomiting or diarrhea during the evening or the night

Do not allow your child to return to school until he/she has been free from fever for 24 hours.

Reasonable requests for the child to stay in from recess for one day will be honored. If your child needs to stay in additional days, please contact the teacher with a written note or phone call.

## **IMMUNIZATIONS**

An immunization history is required of EVERY child at the time of registration. In order to be in compliance with Arizona State Law regarding the immunization requirements for school enrollment, it is imperative that you immunize your child on a regular schedule in order to protect him/her from serious communicable diseases.

By state law, your child will not be allowed to attend school until either a record of the immunizations or acceptable exemption statements (available from our school office) are submitted.

*FOLLOWING IS A SCHEDULE OF IMMUNIZATIONS YOUR CHILD SHOULD HAVE BEFORE ENTERING SCHOOL:*

<b><u># Of Immunizations Required</u></b>	<b><u>Immunization Title</u></b>
1	Varicella (Students Entering Kindergarten)
5	DTaP/DTP Diphtheria, Tetanus & Pertussis
4	IPV/OPV Polio Vaccine
2	MMR Measles, Mumps & Rubella
3	Hep B Hepatitis B

Children over 11 years must have Td and Meningococcal

## **COMMUNICABLE DISEASES**

If you know or suspect that your child has a communicable disease, please contact the school nurse before returning your child to school. Some of the most frequent communicable diseases among school age children are chicken pox, pink eye, head lice and streptococcal sore throat.

### ***School Attendance and Communicable Diseases***

1. Chicken Pox: Exclude for one week after the first crop of pox appear and/or until all of the chicken pox lesions have scabbed themselves over.
2. Conjunctivitis (Pink Eye): Exclude until symptoms subside or effective antibiotic therapy is initiated and maintained for at least 24 hours.
3. Pediculosis (Head Lice): Exclude until treatment with a pharmaceutical lice shampoo treatment has been accomplished.
4. Strep Infections: Exclude for at least seven days from onset. Exclusion may be terminated 24 hours after adequate treatment has begun if therapy is continued for ten days.

## **RECESS**

We have recess periods scheduled throughout the day to give children and teachers needed breaks. Your child should be instructed to go with his or her class during these times. As students must be supervised at all times, they will not be allowed to wander back to the classrooms. Teachers may be eating lunch during these times and preparing for the next class session. If your child has a medical reason for not attending recess, please send a note or contact the office. Children will only be kept inside for a period of two consecutive days without a doctor's note.

## **BIRTHDAY TREATS AND PARTY POLICY**

Please note the following guidelines:

- You may bring a treat for the class but there will be no party
- There needs to be enough treats for everyone in the class
- If your child is having a party by invitation the invitations may be handed out at school ONLY if there is one for EVERY child in the class or if the invitations are for ALL of the girls or ALL of the boys

## **CLASSROOM INTERRUPTIONS**

At Franklin School, we wish to be responsive to your needs. However, at the same time we need to make sure classes are interrupted as little as possible. For this reason the office staff has been instructed to follow the following procedure. If a parent calls and wants to speak to a teacher, the office staff will determine what specific assistance you require. In most cases they may be able to schedule you an appointment so that you can talk directly to the teacher. In the event that you are unable to wait for an appointment, the office staff would also be glad to take a message and instruct the teacher to call you back when they have a break. If you do not receive a call by the close of the school day, writing a little note on the homework communication sheet would be a great way to establish you need for contact. We want to be sensitive to the academic atmosphere of the classroom by providing as few interruptions as possible. At the same time we need to support communication between parents and teachers.

## **PARENT VOLUNTEERS**

Parents are encouraged to visit the school to serve as volunteers whenever possible. Due to insurance regulations, it would be best if pre-school children were left at home. However children will be permitted in the volunteer area of the school provided that the following guidelines are met:

Because of the noise factor, visiting pre-school children must be kept with their parents at all times. Children must be kept quiet so that they do not disturb the classes in progress. There needs to be one adult on hand to actively supervise each child who comes on campus. If parents are serving as volunteers on a regular basis, bringing younger children to work can be very distracting. For example, you could be working in the workroom with a child sitting next to you quietly reading a book or coloring. However, if you have multiple children, you would need to bring another adult with you. Visiting children cannot be allowed on our playground area without adult supervision. All parents must sign a release of liability in case their child, who is not officially enrolled in our program, should become injured on campus.

The first two weeks of school we wish to discourage volunteers from working inside your child's classroom unless encouraged to do so by your child's teacher. Primary children may become "homesick" the first few weeks of school. We want each child to bond with the classroom teacher. Sometimes if Mother or Father are physically in the same room, the child will want to stay with them and not participate with the rest of the class. After the first two weeks, most of the children should be adjusted and the presence of caring adults will be welcomed.

If you want to come into the school during these first weeks we encourage you to work in the lunchroom, which will not be used in the morning hours. Parents could also help watch the children during the lunch periods at the picnic tables. Parents may also help on the playground working alongside our paid staff members who will be supervising the children.

After the first two weeks, we will encourage parents to be inside the classroom, reading stories and helping the teacher as he or she directs. While parents will always follow the direction of the classroom teacher, they are welcomed assistants in the room.

If you have children who are in their Junior and Senior years of high school and would like to volunteer on our campus please see our volunteer coordinator. Volunteers who work in classrooms with students have specific reference and fingerprint requirements. Because we desire all of our volunteers to be productive and value student safety, we ask that siblings younger than this age not volunteer on campus. If you have other children who do not attend school on Fridays they should not be visiting our campus unless they are applying for volunteer status according to the above guidelines.

At our Curriculum Night, which will be the Thursday evening of the week before school starts, teachers will be responsible for explaining volunteer procedures and encouraging parent participation.

## **VOLUNTEER DRESS CODE**

Parents, alumni, siblings, etc. who plan to spend any significant time on our school campus, apart from short periods (15 min.) for pick up or dismissal, should follow the school dress code outlined within this document. This includes field trips or other school functions.

## **PARENT VOLUNTEER INFORMATION**

We thank you for sharing your time and talents with Franklin School. We encourage parental participation and appreciate your involvement. The last pages of this Handbook contain our "[Volunteer Application](#)" and the "[Volunteer Opportunities](#)" that we will need to have you complete to volunteer at Franklin School.

If your child's teacher does not have work to be completed within the box please complete work from another class, as we want to work together. If there is not work visible, our secretary or aides will be able to make some suggestions.

Following are comments that may answer some questions that you could have concerning our school and campus:

- *Fingerprints:* Fingerprints are needed if you will be working with children on an individual basis. You cannot work unsupervised with students without the fingerprints. Fingerprint cards are available at the school. Let us know if you want one.
- *Sign-in Book:* There is a Volunteer Sign-in book at the front desk. We ask that you please sign-in when you are on campus and pick up a badge.
- *Confidentiality:* Volunteers are bound to keep all student information and issues of school personnel confidential.
- *Discipline:* Volunteers may not discipline students in any way. They may not allow any student to leave the school campus. These matters should always be referred to the nearest teacher or staff member. At no time is a parent volunteer allowed to physically touch any child or administer discipline. Always consult the closest paid staff member instead of acting on a situation.
- *Call In:* There are occasions when, if you are willing, we may call you and ask for your help on a particular project.
- *Classroom Readers:* If you have signed up to assist or read in your child's classroom please talk directly with your child's teacher. Scheduling is helpful but not necessary. You are always welcome to come and help whenever you are available. If you are expected, please call the school if you are unable to come to the school.
- *Classroom Coordinators:* Each class has at least one coordinator to work with the teacher and help organize class parties and special projects.

## **SIGNING IN**

ALL visitors to Franklin School must always sign in at the office and wear a visitor badge at all times when they are visiting our campus. Unfortunately our troubled times dictate that volunteers, who will be working in the classroom, playground, lunchroom or other areas of the school where they will be directly involved with the children, without teacher supervision, must be fingerprinted. During the first few weeks staff members will always be involved with supervision so this will give us time to take care of this fingerprint requirement. You may call the Sheriff's Office for an appointment and they will take your fingerprints free of charge. I know that it may seem insulting to have to take these types of precautions; nevertheless, we want to keep all of our children safe from any strangers who could try to come on to our campus without documentation.

## **Visitors on Campus at Franklin School**

We try to maintain a family atmosphere; therefore, visitors are required to adhere to the student dress code described herein. We encourage parents and designated family to volunteer on campus and interact with the students. Some families also allow their student to receive visits from community members such as Big Brothers and Big Sisters and other non-immediate family members. If this is the case please make sure that these people are designated on your child's Enrollment Form or a specific letter is given to the school. These people will then be required to sign in at the office, receive a visitors pass, name the child with whom they are visiting, and confine their interactions to students with whom those parents have given permission. For example, at lunch they will be required to sit at a separate table and interact only with those children whose parents have given permission.

## **Pick up from School by Non-custodial Parties**

Also, if there are any adults that your child is officially prohibited to be in contact with the school must be given formal copies of any court documents and restraining orders so that court requirements can be enforced. Unless formal court documents are provided we are unable to intervene in custody or police matters.

## **NO SOLICITATION - NO DISTRIBUTION POLICY**

All forms of canvassing, soliciting or distribution of any form of literature, printed or written material to or by teachers, students, parents, employees and visitors is prohibited on school premises and at school functions.

Posting of any form of literature, printed or written material, photographs, or notices including advertisements, solicitations, announcements, sale items or similar items is prohibited on school premises without express written consent of the principal or vice-principal.

No political or religious literature of any kind will be distributed on school grounds or at school functions at any time.

## **SPECIAL READERS**

After the first two weeks of school we will be having one parent per day in each classroom assigned to read a story to the class. If possible please tell the teacher the book that you will be reading a few days before you come. We may need to suggest another title if your story has been read before. Please remember that in our story selection we want to stay away from books with ghosts or witches. Books with an obvious political or religious slant should also be avoided as well as books showing negative respect for parents or children, etc. Most books written for these lower grade levels should be fine. However, if you have a question, choose another title unless a staff member can be reached for comment.

## **LUNCH TIMES**

1 <sup>st</sup> Grade 11:05-11:50	2 <sup>nd</sup> Grade 11:15-12:00
3 <sup>rd</sup> Grade 11:30-12:15	4 <sup>th</sup> Grade 11:45-12:30
5 <sup>th</sup> Grade 11:45 -12:30	6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Grades 12:20-12:55

## **HOT LUNCHES**

Hot lunches are not usually available on the campus. From time to time different clubs may offer lunch items for sale. These will be publicized in the newsletter. Beverages such as juice and water bottles may be for sale.

## **FOOD ON CAMPUS: GUIDELINES**

### **WATER BOTTLES**

Students are allowed to bring water bottles to school. The water bottle should contain only water. We do have drinking fountains at the school and would prefer that student's do not bring water bottles to school. The bottles need to have their original seal with their name written on the bottle. Bottles will not be allowed to sit on the student's desk. They will need to be kept in their back packs or on a classroom shelf. All other liquids must be contained in their lunch pack. If you wish to send a soda, energy drink, etc., with your child for lunch, that would be acceptable but it must be consumed in the lunchroom.

Please do not send your child with breakfast food to eat on our campus. Students are dropping coffee, cocoa, donut crumbs, etc., on the sidewalk.

Because of their late lunch, junior high students may sit at picnic tables and consume snacks at their 10:30 break. However, NO food or drink is ever allowed in the auditorium and students may not eat between classes.

Students who stay after school for tutoring will be given the opportunity to eat a snack inside the classroom. However, if you find your child eating in the dismissal line, you will know that they are not following school rules. The school will provide an opportunity for students staying for after school classes to purchase snacks from the Elementary Office.

If after reading these guidelines you feel that a special exception needs to be made for your child, please send a note to the office. We understand that some students have medical conditions where they need to eat more often or have specific dietary requirements. We will do our best to accommodate each child's needs.

### **NO MICROWAVE AVAILABLE**

There is no microwave available for student use to heat up lunches. Please be sure that you do not send any lunch items with your student that need to be heated at school.

### **SCHOOL SUPPLIES NEEDED FOR EACH STUDENT**

Please refrain from sending extra items to school with your child that is not specifically requested by your child's teacher. Sadly, despite best intentions, property at school can occasionally be lost or

misused. Cluttering a desk or backpack with extra materials can contribute to this problem. Please feel free to set up a workstation in your home where your child can use these extra learning supplies.

### **LOCKERS-not supplied**

Junior High students will not have lockers. They must keep their possessions in their backpacks on hooks undercover outside. Items for each class will be removed at appropriate times. Please limit the items in backpacks to just the essentials. We do not want children to become injured from carrying extra items in their backpacks.

### **COATS, SWEATERS AND LUNCH BOXES**

After the start of school misplaced items such as coats, sweaters and lunch boxes tend to accumulate. Please be sure to **identify** your child's items with **permanent marker** so they can be identified and recovered. **ALL coats remaining on campus over the winter break, spring break, and again after school is dismissed for the year are donated to Good Will.**

### **Textbook Information**

At Franklin every student will be issued a text book for their classes. The condition of the book at the time of receipt will be noted and recorded in the permanent records. Students will be held accountable for keeping them in good condition. At the end of the school year books will be checked in. Parents will be charged for any books that are missing or have excessive wear. Replacement charges for books average at a cost of \$50 per book.

### **Morning and Afternoon Kindergarten**

- Small Pencil Box with child's name on it to hold crayons, pencils and erasers. Make sure the box will fit in a small desk
- 3 dozen pencils to share with the class. Ticonderoga, Dixon or Oriole, These are real wood pencils. They sharpen well and do not break easily.
- a pair of blunt end child's scissors to keep in the classroom
- 3 boxes of 16 count Crayola crayons on the standard colors for your child to keep inside his/her pencil box (1 box to share with the class).
- 2 large erasers to keep inside pencil box
- One package of construction paper
- 6 glue sticks
- 2 packages of disinfectant wipes
- 2 pocket folders (plastic or polyvinyl) and a backpack to transport homework to and from school
- 1 box of tissue to share with the class
- 2 boxes of baby wipes for glue mess clean-up
- Water color box with brush

Please write names on pencil boxes, scissors, 16 count crayon boxes, folders and erasers.

### **First**

- Small Pencil Box with child's name on it to hold crayons, pencils and scissors. Make sure the box will fit in a small desk
- 4 dozen pencils to share with the class
- a pair of blunt end child's scissors to keep in the pencil box
- 1 package of large Pink Pearl or white erasers to keep in the pencil box
- 4 boxes of 16-24 crayons
- 3 packages of anti-bacterial wipes
- 4 boxes of baby wipes
- 2 boxes of Kleenex
- 1 plain wooden ruler with inches and centimeters
- 8 glue sticks
- 2 plastic or vinyl pocket folders for homework
- 70 page wide ruled spiral notebook
- 1 package of construction paper
- 1 box of small size Ziplock bags
- 1 package of brads

**NO colored pencils or markers**

## **Second**

- Small Pencil Box with child's name on it to hold crayons, pencils and scissors. Make sure the box will fit in a small desk
- 3 dozen pencils to share with the class. Ticonderoga, Dixon or Oriole, These are real wood pencils. They sharpen well and do not break easily.
- 1 pair of blunt end child's scissors to keep in the pencil box
- 6 large erasers
- 13 packages of 6-24 Crayola crayon set in standard colors
- 5 plastic or vinyl pocket folders (no paper folders please)
- Backpack to transport homework
- 4 boxes of tissue to share with the class
- 6-8 glue sticks (NO white glue bottles)
- 1 ruler with inches and centimeters (*NOT* flexible or metal)
- 2 black dry erase markers (to be turned in to teacher)
- 3 colored dry erase markers (to be turned in to teacher)
- 2 boxes of baby wipes for glue messes
- 2 boxes of disinfectant wipes
- 2 packages assorted colors construction paper
- 1 set of addition and subtraction flash cards for home use
- 2 boxes Ziplock style bags –any size (Mrs. Yeager's class only)

## **THIRD**

- 5 dozen Ticonderoga #2 pencils.
- A pair of scissors
- 2 erasers
- 8 or larger pack of Crayola Crayons (creative colors, glitter or regular colors are acceptable)
- A ruler with centimeters and inches (a plastic see through ruler works great)
- 6 red pencils per child
- 2 glue sticks
- 1 packages of WIDE RULE notebook paper to share with class
- 5 folders with pockets (plastic or Vinyl last longer)
- 1 small pencil box
- 2 Dry Erase Markers **turned in** to share with the class
- A backpack to transport papers from and to school
- 5boxes of Kleenex to share with the class
- 4 boxes of soft wipes
- 2 boxes disinfectant wipes
- 2 spiral notebooks – wide ruled
- 2 different color highlighters
- Dictionary or Thesaurus at child's reading level (to be kept at home)

## **FOURTH**

- 1 small pencil box or zipper pouch
- 6 dozen #2 Ticonderoga pencils (these are the best)
- A pair of scissors (student Fiskar scissors hold up well and work well in the classroom)
- 2 large erasers
- 12-16 package of crayons or colored pencils
- 1 ruler with centimeters and inches (plastic see through works great)
- 1 package of red pens OR red pencils
- 2 packages of WIDE RULE notebook paper to share with class
- 2 boxes of facial tissues to share with the class
- 2 Black Dry Erase Markers (**turned in** to share with the class, low odor preferred)
- 2 yellow highlighters (turned in to share with class)
- 2 Boxes of glue sticks
- 2 plastic or vinyl pocket folders for homework (personal use)
- 1 box Ziplock style sandwich bags

- 2 tubs antibacterial wipes
- 7 inexpensive folder for desk and class work
- TWO plastic or vinyl pocket folders for homework
- 4 folder with pockets and brads (prongs) to hold papers for reports
- 1 spiral notebook (70 pages)
- Backpack to transport papers to and from school

### **FIFTH**

- A ruler with centimeters and inches (plastic see through works great)
- 4-6 dozen #2 Ticonderoga Pencils and mechanical pencils if student chooses
- A pair of sturdy scissors
- 8 RED pencils per child
- Three large boxes of tissues
- Three glue sticks
- Colored pencils or Crayola crayons – 24 count
- 7 – Two pocket folders WITHOUT loose-leaf paper tabs
- 4 black dry eraser markers (**turned in** to share with the class, low odor preferred)
- Two large erasers – no pencil toppers
- 1 marble composition book
- 1 Protractor
- 5 Packages of loose-leaf notebook paper-wide ruled
- One 3 ring binder (1", or ½")
- 100 3X5 lined index cards
- Dictionary and Thesaurus at child's reading level
- 3-4 highlighters (to be turned into the teacher)
- 2 Disinfectant wipe packages to clean desks (NO hand wipes)

### **6<sup>TH</sup>, 7<sup>TH</sup> AND 8<sup>TH</sup>**

- 2 dozen #2 pencils, Ticonderoga brand (handed in the first day of school)
- 3 Dozen #2 pencils, or sufficient mechanical pencils with extra leads (kept by student)
- 3 red grading pencils (handed in the first day of school)
- 6 boxes of tissues (handed in the first day of school)
- 1 roll of paper towels (handed in the first day of school)
- 3 containers of Clorox wipes (or similar) (handed in the first day of school)
- 1 box of colored pencils (12-24 count) (kept by student)
- 1 zipper pencil holder, hole punch type preferred (kept by student)
- 3 dry erase markers to be **turned in** on the first day of school
- **ABSOLUTELY NO MARKERS OF ANY KIND, INCLUDING HIGHLIGHTERS!** Any markers brought to school must be turned in to the teachers and will be confiscated.
- One 1 to 1 1/2" binder, preferably no zippers (kept by student)
- THREE 8 1/2 X 11 college ruled 100 sheet subject spiral notebook. **Please check, this cannot be the smaller page sizes and must be college ruled.** (kept by student)
- 3 spiral bound, college ruled notebooks (can be smaller size) (kept by student)
- 6 packages of loose leaf college ruled note book paper 3 for class 3 for student to keep
- 2 large erasers (kept by student)
- 1 protractor for math all grades (kept by student)
- 1 package of dividers (6-8) (kept by student)
- ONE package of white 3 X 5 cards to be turned in to your English teacher, 3X5 card holder optional, but nice to have come report time.
- 1 package of graph paper (kept by student)
- 1 ruler for math (preferably see through) (kept by student)
- Algebra students: Scientific Calculator is optional to have to check your work. (Kept by student)
- Dictionary and Thesaurus at child's reading level to be left at home
- 1-2 rolls of tape. (Kept by student)
- Scissors (kept by student)
- One 4 color pen (all in one) used for editing (kept by student)

- (optional) Pencil sharpener (kept by student)

**OPTIONAL REQUESTS FOR THE SCHOOL:**

- Large Size Scissors for art projects involving heavy paper or fabric
- baby wipes for clean up
- Ziploc sandwich bags
- paper plates
- paper lunch bags
- baby food jars
- coffee cans
- felt scraps
- buttons
- beans and macaroni
- pipe cleaners
- all colors of construction paper
- red pencils
- glue sticks
- disinfectant wipes
- cough drops
- tissues

**DESK BOOKS**

A desk book is required. We wish to teach our students that if they finish their work that they should keep busy by reading a book or completing another assignment. Because of this, we are requiring that parents supply a book from home that they would like their child to read when work is finished.

Books should be changed frequently and marked with a name or other identification. Books will not be shared as all families may have different ideas of what is appropriate reading material. **YOUR CHILD'S DESK BOOK IS TO BE READ BY YOUR CHILD ONLY.**

**Desk-Book Clarification:**

Our school handbook states that children may be asked to bring a desk-book that they can read if they are finished with work and their teacher gives them permission. These books are only to be used by the students who brought them and whose parents have approved them. We can run into problems if students share their reading materials with others as different families have different standards and tastes in reading material.

**While desk-books are an effective tool in the primary classrooms grades K-5, they are not necessary in Junior High** except for Reading Comprehension classes. Students are changing classes in Junior High and are not sitting at a specific desk each day. We encourage you to monitor your students reading material to make sure that they are not bringing extra items that are not needed for specific classes. This will eliminate heavy backpacks and the problem with sharing reading materials.

If you are concerned about the types of magazines that may be used for art projects, please feel free to send a special one for your child to cut up. These will be stored in your child's desk or cubby for his or her use. Please be sure to let your child's teacher know if you have sent special magazines.

**HOMEWORK REQUIREMENTS**

Your child's teacher will assign homework every night unless it is the night of a school wide performance, the day before a weekend, or a holiday. **Work that your child did not finish during the day is expected to be completed and NOT considered as part of the homework for time purposes.**

In the event that your family has special circumstances that make your child unable to finish his work, simply write a note and your child will be given an extra day. If your child is ill he will be given two days for each absence day to complete work. In some cases if papers must be counted in the grade book the teacher will make other arrangements for work to be completed on campus when the student returns.

All children will not complete the same assignment in the same amount of time. For this reason a section is provided to let the teacher know how much time your child spends on his homework. Teachers are instructed to design homework assignments that can be accomplished within these suggested time frames. If your child finishes early or can benefit from the extra practice, it is suggested that you share a book with your child, review math facts or spelling words.

Kindergarten

15 minutes



1st Grade	20-25 minutes
2nd Grade	25-30 minutes
3rd Grade	30 minutes
4th Grade	30-35 minutes
5 <sup>th</sup> Grade	30-45 minutes
6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup>	60 minutes on up per day

Homework and make-up work is to be completed at home unless other wise indicated on a child's Individual Education Plan. In some cases, a student may be required to attend after school detention. Junior High students who have chronic problems completing work in a timely manner, may be placed on academic probation. Even if a child completes homework at school it is a parent's responsibility to check it for accuracy and completeness. Even Junior High students should have their work checked nightly. The homework sheets should contain nightly parent initials as well as a signature once a week so that the instructors can make sure that parental input has been expressed. Homework enables a family to see what is going on within a child's academic day. It also gives parents a chance to monitor the product that a child produces and is representative of their household.

Before you sign off on your child's homework sheet, take a minute to check over the work. Have your child correct any work that he or she does not understanding and explain it to him. Doing an entire page of work incorrectly serves no purpose. However receiving guidance, help and support to correct complete work can be invaluable. Please do not sign off on this important education opportunity until you have taken the time to check that it is a quality product. **Even Junior High students have a nightly homework sheet (agenda) for parents to view, sign or initial. While you are only required to sign the agenda on Thursday nights, it is best practice to check your child's assignments nightly or going on the PASS system.**

Homework is designed to teach children responsibility. Even in Kindergarten children should be taught that it is THEIR job to put THEIR work in THEIR folder and bring it back to school. In addition to teaching responsibility, homework is another way to let parents know what their child is learning. Parents are not expected to replace the role of a teacher in instructing new concepts. All children have been introduced to the topic of their daily homework sometime in class. We would like to encourage you to take an active role in your child's homework experience. Homework is designed to provide a review of skills that are taught in school. It is also a great opportunity for parents to see if your child understands the concept.

### **JUNIOR HIGH**

Students in Junior High will be writing their nightly homework assignments in their agenda. This agenda must be shown to parents on Thursday night, signed, and returned to school on Friday. Students who do not show their signed agenda to the teacher on Friday, will be assigned lunch detention the following Monday. Students, who do not turn in their homework when it is due, will be assigned after school detention in order to get the work completed. This will include required re-do's since it is essential for students to learn skills they may be struggling with. If a student chronically behind on their assignments, they may be assigned academic probation.

### **ELEMENTARY**

Elementary children who do not return their homework will have their name put on the first level of the classroom behavior plan (such as the sad face/clipboard). A child who does not return homework for two days and does not bring a parent note will be assigned lunch or recess detention to make it up. As the homework slip must be signed and returned each night, the homework slip is an important communication tool for teachers and parents.

Homework is not figured into the regular subject grade; however, on the report card there will be a separate space for the number of homework assignments assigned and the number actually completed.

### **INCOMPLETE ASSIGNMENTS**

Each classroom teacher sends home a weekly objective sheet with the students. Parents need to make time to read the weekly objective sheet and note the due dates for tasks and assignments. Junior High students should have this information written in their agenda. 4-8<sup>th</sup> grade teachers may have this information on PASS. Due dates may also be posted on the classroom websites. Students who turn in work after the due date will be penalized. In some cases such as research papers, a semester grade cannot be assigned until the task is complete. If a child has not completed important work before the close of the school year, promotion may be delayed or denied.

## **CORRECTION OF SCHOOL WORK**

Children who score below a "C" level may be required or eligible to re-do work for a higher grade. The following pages describe the school's grade improvement policies.

If a teacher feels that an assignment would qualify for this added service a permission form would be attached to the assignment. It is the responsibility of the parent's and student to take advantage of this service in a timely manner. Corrected assignments must be returned to the teacher no longer than one week after they were graded.

## **REFOCUS ROOM**

A different area of the Campus will serve as the REFOCUS/ISS room. Children may be sent there for disruptive class behavior. In this event, the students will be asked to write down the reasons for being sent to the area and how they can correct the problem. A copy of this note will be kept on file and a copy will be given to the parent through classroom mail. One of our REFOCUS rooms has a video camera. Tapes may be recorded while children are in the room to insure their safety.

Parents will be called when their child is sent to this area for discipline reasons by the school personnel. In the event parents cannot be reached by phone, a form letter will be attached to the child's homework.

Usually the area will provide a quiet place for children to cool down if they have a discipline problem. However, in addition, long-term "In School Suspension" assignments will be served in a quiet area. If a child's behavior continues to disrupt others from learning, parents will be called to remove the child and "Out OF School" suspension will be assigned. A camera may be used to monitor students in the detention areas. The ISS rooms are quite small. If your child is claustrophobic you may wish to come in and pick up your child if they are assigned ISS or send a doctor's note explaining the problem. With a physician's permission, they could be allowed to serve their assigned time in another area.

## **DISCIPLINE POLICIES**

Our Board believes that it is the right of all children to learn in a safe, orderly classroom. Children at Franklin School have the following behavior expectations:

- Students will raise their hand and wait until they are called on within the classroom unless the teacher directs otherwise for specific activities.
- Children will ask for permission to leave their seats unless directed otherwise for specific tasks.
- Children will use appropriate language and refrain from bothering others and their property.
- Children will respect and obey the adults who are acting in authority over them, whether in the classroom, lunch area or playground.
- Children will treat others with kindness and respect.
- Quiet indoor voices will be used inside the building.
- One person will speak at a time.

Each teacher will be sending out a note listing specific classroom rules. However all plans will adhere to the basic school rule beliefs. Children in group settings need to have higher standards of behavior than they do individually. For example, children can use louder voices when they are at home than they can at school because of the noise level.

When children first begin attending our school they may need help getting used to some of our behavior restrictions, which are needed for our school environment.

All classrooms will be using a discipline procedure as follows:

<b>1st Infraction</b>	warning, name is noted on the board, clipboard or chart
<b>2nd Infraction</b>	consequence occurs, missed recess time, behavior sentences, parents are called or a note is written on the homework slip
<b>3rd Infraction</b>	more severe consequence is assigned such as lunch, recess or after school (Jr. High) detention, parent is called
<b>Severe Disruption</b>	student removed to office, parents called, and consequence such as one day of in-school suspension may be assigned
<b>4th Infraction</b>	one day of in-school suspension - a letter is sent to parents notifying them of a possible mandatory meeting with the School Board if a 5th referral is received

<b>5th Infraction</b>	two days of in-school suspension - a notice is sent to the parents requiring a mandatory meeting with the School Board to determine a course of action
<b>6th-7th Infraction</b>	one to two days of out of school suspension - parent notification and conference
<b>7th-8th Infraction</b>	two to three days of out of school suspension - parent notification and conference
<b>9th-10th Infraction</b>	three to five days of out of school suspension and possible expulsion

Major infractions such as disruptive behavior or other outbursts which disrupt or endanger the safety or well being of other children, will be assigned suspensions of not less than ten days. Detailed suspension expulsion procedures are available in our school office. Fighting is usually an automatic out of school suspension. Students may be timed out in our refocus rooms where a video taped record may be made. If a child is a chronic behavior problem they will have adjustments made to the plan of consequences. For example: it is recommended that these students be given fewer warnings before a consequence is given.

### **DISCIPLINE CONSEQUENCES FROM HOME**

At times the school has been asked to become involved in enforcing discipline consequences that have been assigned by families. While it is important that parents and schools work together, it becomes awkward and difficult for us to assign punishments for incidents that happened outside of the school day.

Please feel free to discipline your child at home in the manner which you feel is appropriate. However, we must reserve space in the refocus area for behavior that has occurred on school grounds and consequences that have been assigned by school staff.

### **SCHOOL-WIDE RULES**

- Follow the teachers' directions the first time
- Raise your hand and wait to speak
- Show respect to adults and fellow students at all times
- Do not talk in line or in the hallways
- No gum or candy on campus
- Be on time to class everyday
- No profane language or gestures

### **ANTI-BULLYING POLICY**

#### **I. PURPOSE: Anti Bullying Policy**

Franklin Phonetic School recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. The District finds that bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

#### **II. DEFINITIONS**

A. "Bullying" means systematic, repeated, or recurrent conduct committed by a student or group of students against another student that causes measurable physical harm or emotional distress. Verbal expression, whether oral, written, or electronic, is included within the definition of "bullying" only to the extent that (1) such expression is lewd, indecent, obscene, advocating for illegal conduct, intended to incite an immediate breach of peace, or the severe and pervasive use of threatening words that inflict injury; or (2) School administrators or officials reasonably believe that such expression will cause an actual, material disruption of school work.

B. "School Premises" means any building, structure, athletic field, sports stadium or other real property owned, operated, leased or rented by the District or one of its schools, including, but not limited to, any kindergarten, elementary, secondary, or vocational-technical school.

C. "School-Sponsored Functions or Activities" means a field trip, sporting event, or any other function or activity that is officially sponsored by the District or one of its schools.

D. "School-Sponsored Transportation" means a motor vehicle owned, operated, leased, rented or subcontracted by the District or one of its schools.

E. "Verbal expression....electronic" means communication via cell phone, email, or social media websites.

### III. PROHIBITION

The District prohibits all bullying on school premises, at school-sponsored functions or activities, or on school-sponsored transportation. Incidents of bullying that take place outside of said school related activities on off of school premises will be addressed on a case-by-case basis. In many cases these types of situations cannot be dealt with by the school and may require parental reporting to appropriate authorities. This includes electronic bullying.

### IV. REPORTING

1. Any student who believes he or she has been or is currently the victim of bullying should **immediately** report the situation to one of the school principals. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate school administrator.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff reports must be done in writing.

2. All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include in-school suspension, out of school suspension, or even expulsion (depending on the circumstances and severity). Individuals may also be referred to law enforcement officials when deemed appropriate by school administration. The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

3. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported and treated in the same manner as bullying.

4. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### V. INTERPRETATION

This policy shall not be interpreted to infringe upon the First Amendment rights of students, and is not intended to prohibit expression of religious, philosophical, or political views, provided that such expression does not cause an actual, material disruption of the work of the school.

Policy adopted by Franklin School Board  
August 2012

### **EXTRA-CURRICULAR ACTIVITY BEHAVIOR 3-STRIKE POLICY**

Any student may participate in after school activities as long as all school guidelines for participation and behavior are followed. Extra curricular activities are not an automatic right for any child at Franklin Phonetic School. Participation is based on mutual agreement by the instructor and the school administration. **If the school deems necessary, parents may be required to help with after school activities in order for their student to be successful.**

Following are the rules for extra-curricular activities. **THREE STRIKES** for misbehavior or breaking the rules and you WILL no longer have the privilege of participation in the activity.

1. Obey all school rules and be respectful to all children and adults.
2. Follow all activity rules and stay in the assigned area.
3. Clean up all materials.
4. Bring required supplies to activity.
5. Attend class faithfully.
6. I will be picked-up promptly at the time designated for departure from my activity.

## **ADDITIONAL ACTIVITIES AT FRANKLIN PHONETIC SCHOOL**

**Beginning Band** Time: 2:45-3:45

Grades 4-8

This class is open to students in grades 4-8 who would like to learn to play a musical instrument. The instruments that can be instructed at this time are trumpets, baritone, tuba, trombones, clarinet, flute, saxophone and drums. The school has some instruments available at a cost per semester.

**Junior High Beginning Band**

Grades 6-8 Time: 8-8:45

**Intermediate Band**

Grades 4-8 Time: 1<sup>st</sup> hour/8-8:48

This class is open to students who have played band instruments for at least one year. Students will be required to audition for this group. Please come to our Band presentation during Curriculum Night for information about supplies and equipment. See also Junior High electives.

**Beginning Band Book is:** Essential Elements 2000, Bk. 1 for their instrument.

**Brass instruments** must supply their own valve oil/slide oil

**Woodwinds** must supply reeds and cork grease.

**Drummers** must have their own sticks.

**Concert Band**

Grades: Junior High Time: 2<sup>nd</sup> Hour

This class is open to Junior High students who have at least one year of band experience or have been recommended by the band teacher for the class. It will be held during the 2<sup>nd</sup> Hour of the day.

**Jazz Band**

Grades: Junior High Time: Offered during 7<sup>th</sup> Hr. 1:50-2:38

This class is open to students who have played their instruments for 3 years. Students who have played for one or more years may be accepted upon audition or teacher recommendation. Instruments will include Percussion, Trombone, Trumpet, Sax and Bass Guitar. These students are also required to attend Concert Band.

**Honor Choir and Concert Choir**

Grades: Junior High

This class will be an elective option for the Junior High.

### **After School Activities-There will be a small fee for these classes**

**Twirlers Class**

1<sup>st</sup> Grade Up Time: Offered after school

This class is available to all students. They will have to purchase or already have a baton. Twirlers will be performing and marching with the Band in their activities. These students will have uniforms and there will need to be parent participation.

**Guitar/Ukulele Lessons**

Grades K-8 Time: Offered after school

This class is open to all skill levels.

**Dance Classes**

Grades K-8 Time: Offered after school

There may several different classes based on age and experience.

**Choir**

Grades: 4<sup>th</sup> & 5<sup>th</sup> Time: Offered after school

This class is open to all singers from 4<sup>th</sup> Grade and 5<sup>th</sup> Grade. It is not necessary to be able to read music for this class, as we will be learning to do that in choir.

**Drama**

Grades 3, 4-5, Junior High Time: Offered after school (3-5 sem 1, 6-8 Sem 2)

These classes are designed to build students' skills in getting up and performing in front of an audience. Physical control and clear speaking are coached; memorization is required. In drama, team playing is key and students are encouraged to work together for the good of the show. Every student has the chance to excel, regardless of the size of his or her part. Small character parts often steal the show.

### **Homework Club**

There will be several after school homework clubs that will be broken down into grades. These clubs will run until 5:15

### **Science Club**

There are three clubs set up based on grades: 1-3, 4-5, 6-8

### **Art Club**

Two classes: 1-3, 4-5

### **Tutoring (no charge)**

Grades 1-8      Time: Offered after school

These classes are available by recommendation of the student's teacher. If a parent feels their child needs extra tutoring, they may contact the teacher and admission will be determined on a case-by-case basis. Kindergarten tutoring will be held Friday afternoons between 11:15 and 12:30. Additional tutoring may be arranged on as needed basis.

### **Spalding Pre-Teach (no charge)**

Grades K-2      Offered through the Title I Program

Grades 3-5      Offered through the Title I Program

This class is available by teacher recommendation. Spalding Pre-Teach is designed for students new to the Spalding Method of Reading and Writing. Also it can be available to students who need extra practice in Spalding.

### **LUNCH/RECESS DETENTION**

To allow children an opportunity to think about their behavior or perhaps complete homework, lunch detention may be assigned. This detention will be served, if possible, the day of the behavior infraction and will be supervised by the Teacher or Aide in a classroom. Every attempt will be made to contact parents to let you know what is going on. We are putting these safeguards in place to help children learn that following rules is pleasant and breaking rules is not.

### **AFTER SCHOOL SUSPENSION**

Junior High students may earn after school detention for poor behavior choices or for missing assignments. For behavior choices, they will write a letter of apology for their actions which must be signed by the parent/guardian and returned.

### **IN SCHOOL ACADEMIC PROBATION**

Junior high students who are missing multiple assignments may be assigned "in school academic probation". These students will go to detention with an aide during all of their elective periods. This will continue until the assignments are caught up.

### **IN SCHOOL SUSPENSION**

Our policy is that children will not disrupt other children from learning. If your child's behavior reaches this level, he will be removed from the classroom and placed in the in-school suspension room. Parents will be informed. There is a video camera in the in school suspension room that may be turned on if needed.

### **HOW TO SUPPORT SCHOOL DISCIPLINE AT HOME**

The first few weeks of school your child may break more rules than you expect. We do have stricter discipline standards than most church programs or preschools for safety and developmental reasons. If your child is disciplined at school, it is good to let him know that you are not pleased and wish him or her to do better. It is important that your child knows that home and school are working together. Some sample consequences at home could include writing an apology note, missing television or playtime. Remember that these are just suggestions. You will need to decide what is appropriate in each incidence using your family's beliefs as criteria. Please do not be overly alarmed about our occasional rule infraction. Teachers will usually call parents if behavior is severe or write detailed notes.

### **WHAT ABOUT REWARDS AT HOME?**

While you, as parents, know what is best for your child, here are some tips about controlling and changing behavior that have worked over the years:

- Lee Canter suggests that consequences should last for one day if possible as it gives the child feelings that he has a clean slate each day and an opportunity to correct his actions.
- Your child should understand that he chooses whether or not to follow the rules.
- Your consequences for his behavior should be given as immediately as possible and as logically related to the act as possible.
- Rewarding good behavior is another important strategy. If your child has problems with constantly being corrected at school, you may wish to make a chart at home. Every day that your child does not receive correction or is given minimal correction; he could be rewarded with a sticker. A number of stickers or marks could equal a reward. It is suggested that rewards be easier to obtain at first then reduced, as "Good behavior should be a reward in itself".

### **IF YOUR CHILD DISAGREES WITH DISCIPLINE ACTION...**

All adults may make a mistake from time to time. However, it is important that if you have a disagreement with your child's teacher about policy or behavior that you work it out with the teacher first and not show dissension in front of your child.

If your child feels strongly that he has been wronged, help him to compose a note explaining his actions. It is a fact that different people can see the same situation from a different perspective. Helping your child to express disagreement in a calm rational way will help him in later life dealing with conflict. After reading such notes, teachers have been known to adjust consequences or even apologize if a mistake has been made.

When resolving any conflict it is advisable to adhere to the following chain of command:

1. First try talking to the teacher or aide directly involved.
2. Schedule a meeting with parties involved and the principal.
3. After these steps have been tried a board hearing can be held if the conflict is severe; however, personnel issues may not be discussed in public meetings.

### **PARENTS, PLEASE NOTE**

The Franklin Phonetic School Board believes that with a few restrictions, necessary to insure a safe school environment, pupils are extended the civil rights guaranteed to any citizen under the guarantees of the Federal and State Constitutions. Students are to be treated with respect and courtesy at all times by Franklin School employees.

### **THINGS TO LEAVE AT HOME**

Cell phones, cameras, MP3 players or any electronic devices are not allowed on our campus during school hours. If a student must bring a cell phone to school the office must be informed by a written parent note and the procedures noted in the "Cell Phones Prohibited" section must be followed.

We are not responsible for any lost, stolen or misplaced items. Electronic toys can be very distracting to student learning and will be confiscated.

Students should not bring dangerous or distracting items, such as weapons of any type, expensive toys, make-up or sports equipment to school. Even toy weapons brought to school are taken very seriously. In some cases police intervention even may be necessary. Please protect your **child's safety** by only bringing required supplies and leaving all potentially dangerous items at home. All personal property brought to school is the responsibility of the student. Periodically we will be conducting backpack and desk searches when deemed necessary.

If it is necessary for money to be sent for school purposes, parents should realize the responsibility the student would have. It would be wise to:

- Place the money in an envelope.
- Include a note inside, stating reasons for the money being sent.
- Place teacher's name, and child's name on the outside of the envelope.

### **CELL PHONES PROHIBITED**

Students are strongly discouraged from bringing cell phones to our campus. If they choose to bring cell phones they do so at their own risk. The school assumes no liability for lost and stolen cell phones. Cell phones must be checked in to the junior high office. Students will be assigned a sticky tag

to put on their cell phone and will have to sign out their cell phone at the end of the day. Any students caught not following the cell phone check in procedure will have their cell phone confiscated. Parents will need to come to the office in order for the cell phone to be released. In the event that the student does not check in their cell phone properly, the privilege to bring a cell phone to school will be revoked. As you can tell a cell phone is a great responsibility. Students are strongly urged to leave these items at home. If students must use a cell phone to call parents after school they will be required to do so in the school office with permission.

### **ANIMALS ON CAMPUS**

Because of health and safety concerns animals should not be brought on school campus unless you have signed written permission from a school administrator.

### **PHOTOGRAPHING YOUR STUDENT**

From time to time Franklin students may be photographed for newspaper articles, web page displays or other events. If there is some reason why you do not want your child photographed you need to write a note for each of your child's teachers at the beginning of the school year.

We will make every effort to insure that your right to privacy is protected. However, please keep in mind that during special events such as parades and performances newspaper photographers do not always ask for student release forms. Because of this it is important that you watch the schedule of student events and tell your students about your family's wishes.

### **TEACHER SCHOOL COMMUNICATION**

We have selected teachers whom we believe care about children. Many of these staff members are willing to give out their home phone numbers.

Our school secretary will be in the school office beginning at 7:30 A.M. to take calls. There is also an answering machine at the school should you call prior to the arrival of school personnel. The school phone number is 775-6747.

### **AFTER SCHOOL TUTORING**

Students who have special academic needs will be allowed to participate in free after school tutoring. As required by law, teachers will screen all students within the first 45 days so that the process for special education testing or other services can be started.

Our goal is that by the third week of school, children who have been identified by individual testing, or identified by teachers can be given extra help after school. Within this time period we would like parents who have concerns to please let us know so that we can test your child. We wish to keep the number of students involved in tutoring low so that groups can be small enough to benefit students; however, we will accommodate any students who need help. Teachers and aides will also help students during class time. It is important that if a teacher requests that your child participates in tutoring, that your family makes the effort to make arrangements to have them here at the appropriate time. We care about our students and want them to succeed. Reading and math tutoring will also be provided during special area times upon teacher recommendation. Parents will be contacted to sign a Permission Slip.

### **TITLE I**

Franklin School is a Title I school. This means that we receive funding and provide services to students via the federal Title I program. At the beginning of each school year, we will send out a Free/Reduced Lunch survey to all families. Parents are asked to complete and return these surveys as they are the indicators for our Title I funding.

Under our Title I program, Franklin School provides reading and math tutoring to students after school. Because we are considered a school wide Title I school, we are able to extend these services to all students that need them.

Under the Federal No Child Left Behind (NCLB) Act of 2001, Title I schools are required to provide parent notification when a teacher does not meet the requirements of a highly qualified professional as outlined in NCLB legislation. While Franklin has never had to report employment of a non-highly qualified teacher, we do make information available to all parents concerning teacher qualifications. If, at anytime, you wish to review the professional qualifications of any of our teachers or staff members, please visit the Jr. High office. We will be glad to direct you to the folder containing all of this information.



## **FIELD TRIPS**

Parents will be informed by newsletter or weekly objectives about any field trips before they occur. If you determine that your child will not attend a trip, arrangements will be made to supervise the child at the school building. Some field trips may require a small donation. If there is a problem with this request financially the school will be happy to absorb the cost.

While field trips can be an important part of an educational experience, so is completing regular class assignments. For this reason, students who have incomplete work may be prohibited from attending assemblies or field trips until their work is up to date. Students whose behavior does not meet acceptable standards may also be prohibited from attending field trips or assemblies. In some cases parents may be requested to accompany their child to such activities. **Parents accompanying any school sponsored activity will be required to follow the school dress code.** Please do not bring younger or older siblings to Franklin Field Trips. It is important that parents be able to actively supervise the children that they have been assigned to work with.

## **WEEKLY OBJECTIVES**

The first few weeks of school may be hectic ones for us; however, after that time you should expect weekly objectives to be sent home on Friday's by your child's teacher. These objectives will tell you about the spelling words for the following week, phonograms tested, as well as a general view of math topics and class literature sets to be discussed. If your child's teacher has a substitute on that day these objectives may not come out until the following week. Teachers post weekly objectives on line as well. Please visit the web site at [www.franklinphonetic.com](http://www.franklinphonetic.com).

## **GRADING SCALE/REPORT CARDS**

Our school year is broken into four grading quarters which are separated by each of our week long breaks. For quarters 1-3, report cards will be handed out after the break. For the fourth quarter, report cards will be handed to the students on the last day of school.

Students will receive a progress report approximately halfway through each quarter. There are two types of progress reports.

If your child is making a "B" or better in all known subjects at the time of the report you will receive a form stating that your child's progress is satisfactory in all areas. If your child is making a "C" or below in a subject a different type of report will be sent home in hopes that prior notification will give your child a chance to improve. Our grading scale is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Elective classes will be using the following scale:

O, O+	90-100
O-, S+	80-89
S, S-	70-79
N	60-69
U	59 and below

If an incomplete is assigned for a grade, the missing work must be completed before the next grading period. It is the teacher's responsibility to calculate the grade and change the incomplete into a number/letter grade. No incomplete's may be given the last grading period of school.

Students who earn an "N" in any elective class will be prohibited from attending extracurricular activities, student council, and will not be eligible for honor roll.

## **GOVERNING BOARD MEMBERSHIP**

At the present time our governing board has eight members. They include executive corporate members, Tom Franklin, Cindy Franklin, Audrey Franklin Wright, Neil Wright, Melanie Acura, and Alison Alva. There is also a parent representative, a teacher representative and both the elementary and Jr. high principals.

While the board membership for the corporate members will remain the same year after year, unless death or incapacity occurs, the teacher and parent representative may change. In October elections will be held for these positions. Parents should feel free to call the parent representative to get ideas and suggestions passed along to the board.

All board meetings are open to the public. The summer schedule will be altered due to vacations.

### **TO OUR PARENTS**

Our school depends on parent involvement for its very existence. If you have a SPECIAL talent or area of expertise please let the school know. Parents have coordinated our soup and grocery labels for education programs. Parents have come to class to lead school assemblies. Parents have brought ideas to curriculum and textbook committees. During the first week, each year, after the close of school, parents will be invited to help in the supply order process if they wish. Parents have helped paint, set up play equipment, and remodel buildings.

Franklin Phonetic Primary School is looking for parents like you, who truly care about your child's education.

Dear Parent(s) or Guardian(s) of Franklin Phonetic School Students:

The Franklin Phonetic School is sending home with each student a notice to parents and eligible students of their rights under the FERPA, IDEA and this policy. This notice will be provided in English and Spanish. The Franklin School will arrange to provide translation of this notice to other non-English speaking parents in their native language. If you need a Spanish copy of this note please let us know.

The will include the following:

- The right of a student's parents and eligible students to inspect and review the student's education records.
- The intent of the Franklin Phonetic School to limit the disclosure of information contained in student's education records except (1) by the prior written consent of the student's parent or the eligible student; (2) as directory information; or (3) under certain limited circumstances, as permitted by the FERPA.
- The right of a student's parent or eligible student to seek or correct parts of student's education record he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
- The right of any person to file a complaint with the United States Department of Education, FERPA Office of the Franklin Phonetic School violates the FERPA.
- The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

#### STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Right and Privacy Act and this policy.

- The right to inspect and review the student's education record.
- The right to exercise a limited control over other people's access to the student's education record.
- The right to seek to correct the student's education record, in a hearing if necessary.
- The right to report violations of the FERPA to the United States Department of Education, FERPA Office.
- The right to be informed annually about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 (except where the student is dependent) or enrolls in a postsecondary school. The student then becomes an eligible student.

#### LOCATIONS OF EDUCATION RECORDS

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Cumulative School Records	Principals Office	School Principal
Cumulative School Records (former students)	School Office	Pupil Records Staff
Health Records	Nurse's Office	School Nurse
Psychological Records	School Office	Special Ser. Dir.
Special Test Records	School Office	Special Ser. Dir.
Chapter I Records	School Office	Chapter I Director
Bilingual Education Records	School Office	Bilingual Ed. Dir.
Indian Education Records	School Office	Indian Ed. Dir.
Transportation Records	Transportation Office	Trans. Director

Sincerely,  
Dr. Cindy Franklin  
Curriculum Supervisor

**Model Notification of Rights under FERPA  
For Elementary and Secondary Institution**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the Day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask Franklin Phonetic School to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

FRANKLIN PHONETIC SCHOOL  
6116 E. Highway 69  
Prescott Valley, Arizona 86314  
775-6747

**VOLUNTEER APPLICATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Initial: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Length of time at current address: \_\_\_\_\_

Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (work) Occupation: \_\_\_\_\_

**Please list THREE personal (non-family) references.**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

I authorize the volunteer coordinator to contact these persons for a verbal or written reference regarding my character and qualifications for working with children.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do you have students enrolled in our school? Yes \_\_\_ No \_\_\_

Name	Teacher	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____

**VOLUNTEER EMERGENCY INFORMATION**

List a relative or friend to call in case of emergency.

Name: \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Illness or health condition of note: \_\_\_\_\_

Medications taken: \_\_\_\_\_ Allergic to: \_\_\_\_\_

Have you been immunized for measles, mumps and rubella? Yes \_\_\_ No \_\_\_

(We only need to know about medications or health problems that may occur at school such as heart problems, seizures, etc.)

**FRANKLIN PHONETIC SCHOOL  
VOLUNTEER OPPORTUNITIES**

**Volunteer Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Best days/times available:** \_\_\_\_\_

**Grade/teacher of students enrolled:** \_\_\_\_\_

**Please circle only your preferences and make notes if you like.**

- **Volunteer coordinator**
- **Classroom coordinator (organize class parties)**
- **Assist in your child's classroom or other classrooms**
- **Tutor students**
- **Read to students in class**
- **Yearbook committee**
- **Fund-raisers**
- **Book Fair**
- **Christmas Shop**
- **Decorations and costumes for school programs**
- **Soup label and coupon coordinator**
- **Make award buttons and ribbons**
- **Chaperone field trips**
- **Assist with newsletter**
- **Assist at school lunches**
- **Assist on playground/recess**
- **Assist in the library**
- **Pick up aluminum cans for recycle**
- **Help in the office with clerical, copying, lunch breaks, phones etc.**
- **Set-up playground equipment**
- **Career Day to speak on your profession**
- **Help with drama**
- **Help with band**
- **Sew/alter band uniforms**
- **Help with choir**
- **Other ideas:** \_\_\_\_\_

**Some items listed are annual events. If you have questions you may contact Debbie Cook at 772-6910.**

**OVERVIEW OF  
THE FRANKLIN PHONETIC SCHOOL  
JUNIOR HIGH SCHOOL PROGRAM  
6th - 8th Grades**

**Questions and Answers:**

**What are the hours for the Junior High day?**

The Junior High academic day starts at 8:00AM. The students will be dismissed at 3:30 unless they are in an after-school class. Students may arrive on campus no earlier than 7:30AM as supervision is not available prior to that time.

**Why do Junior High students change classes?**

Junior High grades students will travel from class to class so they can benefit from teachers who specialize in a subject area. We have a bell system in place so that the Junior High students will know when to change classes. Students are allowed 4 minutes between class so they have time to use the restroom, get a drink, and get to their next class.

**What classes are offered?**

**Required**

Some classes within the Junior High schedule will be electives. However, the classes that follow are common to all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students.

Currently we offer 4 levels of math.

1. 6<sup>th</sup> grade math
2. 7<sup>th</sup> grade math
3. 8<sup>th</sup> grade math
4. Algebra If a student takes Algebra at Franklin they will need to make arrangements with the high school that they will be attending to see if they can take a test to receive credit for the class. Passing of applicable requirements for high school credit is up to the student.

**Technology/Home Economics**

Students who have not been able to participate in Home Economics classes will be given some cooking experiences within the technology period.

**When are the semester divisions?**

Franklin School has four grading periods. Two of these periods are in the first semester and two are in the second semester. Core classes such as math, science, social studies, and English will run both semesters.

**More supplies to bring....**

Because of theft concerns Junior High students will be allowed to carry backpacks from class to class. Hooks are provided outside the Junior High buildings if a student does not wish to transport their backpack to class.

We wish to encourage students to keep their area clean and their property safe.

**Special Offerings that students may have the option to participate in or may be required to participate in:**

**Special note:**

Sixth grade students will be assigned to one semester of keyboarding and one semester of health class. These classes will run four days per week for all four quarters.

All students in grades 6, 7, and 8 will be assigned to a reading comprehension class. Some students, who choose electives such as concert band, choir, studio art, and beginning band, may be excused from this class if test performance indicates that they are functioning above grade level in reading.

### **Spanish**

All Junior High Students will have Spanish classes

### **Industrial Arts**

Seventh and Eighth grade students will also be given a shop class / home economics class and art appreciation class one day per week during alternate quarters. Sixth grade students will be having health/keyboarding.

### **Physical Education**

Junior High will have PE. This class will be offered on Fridays.

### **Electives**

Elective classes include band, choir, and studio art. For certain periods of the day students will have some say concerning their classes. Students will be required to attend these chosen classes for the entire school year. The curriculums for elective classes are designed to run the full course of the school year. While students will have some input in the selection of their elective classes, the final schedule will be developed by the office to insure classes of the proper size and to minimize student conflicts.

O, S and N grades will be given in elective classes. Schedules will be assigned by the office. Remember that students that earn grades below an "S" will not be allowed for honor roll recognition. They will also not be allowed participation in special groups such as student council.

### **Art Lab**

In art lab students will be creating artwork in various media.

**Jazz Band** This class will be offered 7<sup>th</sup> Hour.

Students with prior musical experience may sign up for Jazz Band. Students must be enrolled in a concert band class to participate in Jazz band class.

### **Concert/Intermediate Band**

Students who have played an instrument may sign up for band class. Junior High students will be able to be placed directly in concert band after one or two semesters in beginning band.

### **Beginning Band**

This will be an after school class for elementary students; however, a special period for only Junior High pupils has also been added.

Students who would like to begin a band instrument may sign up for beginning band class. In this class students can learn to play trumpets, trombones, clarinets, flutes, saxophones, or percussion instruments. At this time we do not teach string instruments such as violins, cellos, etc.

### **Choir**

There will be two levels of choir. Junior High Choir is open to students in grades 6, 7, and 8. Students must attend and participate in two concerts each semester. Honor choir requires an audition and teacher approval.

**Creative Writing/Yearbook** This will be an elective

Publishing class students will work on computers to help produce a school newspaper and yearbook. They will also learn desktop publishing and typing skills.

### **Keyboarding**

We intend that all Jr. High students will be exposed to a keyboarding class during their Jr. High career at Franklin School. Sixth graders will be required to attend one semester of typing.

**Drama Play Rehearsals** This will be an after school class second semester

If a student is given a part in the fall or spring drama production some extra rehearsal time may be needed.

### **Drama**

All Junior High students will be assigned a drama class on Fridays where they will learn dramatic skills including public speaking.



**Musical Performance Requirements**

Students involved in musical activities will have approximately two performances per semester. These performances are usually listed in the newsletter or on our website many weeks in advance. Your child will need to take responsibility for attending these events. A musical organization is like a sports team. The team functions much better when everyone is present. Students in Junior High who have signed up for a performing group for a class grade may have their grade adjusted due to missed performances. If a family emergency occurs the teacher should be informed in writing so that provisions could be made on a case-by-case basis.

**Sports Requirements**

If your child is planning on trying out for intramural sports we will need to know when they are signing up for classes. Our school competes with other Junior High schools in volleyball, basketball, and soccer. Typically students will miss their 8<sup>th</sup> period classes for games.

**Schedule**

What follows is a sample Junior High Schedule. Exact schedules will be different each school year due to personnel and student interest

**3RD**

	M	T	W	TH	F
9:43-10:30 ROOM 1 SCIENCE LAB	Science 7 B				
ROOM 2 JR HI SOUTH	Social Studies 6 A	Social Studies 6 A	Social Studies 6 A	Social Studies 6 A	Social Studies 6 A
ROOM 3 JR HI NORTH	English 8 A	English 8 A	English 8 A	English 8 A	English 8 A
MATH ROOM	Math 7 A	Math 7 A	Math 7 A	Math 7 A	Math 7 A
Lunch Room	Reading Comp 8B				
Auditorium	Reading Comp 8B				
LIBRARY	Spanish 6B		Spanish 6B		Free Ent 8B-2nd Sem
OUTSIDE/PE					PE 6B
COMPUTER		Keyboarding 6 1st sem		Keyboarding 6 1st sem	Gifted
Balcony		Health 6 2nd sem		Health 6 2nd sem	Drama/Speech 8B-1st Sem
Kitchen					
Sped Modular	English 8 IE	English 8 IE	English 8 IE	English 8 IE	English 8 IE
Sped Modular	Math 7 IE	Math 7 IE	Math 7 IE	Math 7 IE	Math 7 IE

