

October 8, 2020

Franklin Families,

Franklin Phonetic School will return to campus on October 19, 2020 with students in K-8th grade for face-to-face instruction. You **MUST** sign a waiver if your child will be returning to campus. The waiver is available at [franklinphoneticschool.com](http://franklinphoneticschool.com) in both paper form and as an online Google Form.

All students on campus will remain in their classrooms. K-5 will have home instructional packets available to be picked up in the junior high office on Mondays. If you have any questions regarding the home instructional packets you are to contact Mrs. Yeager who is our online coordinator @ [k5onlinehelp@fppspv.net](mailto:k5onlinehelp@fppspv.net) or by phone from 8:00-3:30 M-F @ 928-515-3787.

Jr. High students who remain online will be transferred to [powerschools.org](http://powerschools.org) for their core classes: Math, English, Social Studies, and Science. We will have a designated staff member assigned to help with these classes; it will not be the regular teachers. The electives classes will still be utilizing Google classroom for their assignments for online learners. All students signed up for this program will remain online using this program for the entire second quarter.

Families may try in-person for a week and may change their mind; please remain in contact with the school if you wish to utilize this option.

**Once you have decided if your K-8th grade child will return to class or remain in online learning, the decision will become final until after Winter Break on January 4, 2021.** If you have extenuating circumstances please contact Ms. Gabaldon, the elementary principal or Ms. Fitch, the junior high principal if you need to request a change in placement.

Franklin School has designated personnel to communicate with the required public health officials. Mrs. Dobies is our health aide and contact person at our school. Parents will communicate with this designee solely in regards to reporting. Franklin school will maintain confidentiality with this information. We will inform parents/families via Blackboard communication if there is a confirmed case of COVID-19 in their child's classroom or cohort. Please give the school your updated email and telephone number. This is imperative for communication between home and school.

- If any symptoms are present in your child or you have a household member who has contracted COVID-19, you must report it to the school. Confidentiality will be maintained.
- Franklin School's health aide will identify students, teachers, or staff with fever or respiratory symptoms and send them home immediately. Students who become ill during the school day will be separated from peers, cared for, and monitored until parents can pick them up. The class will then be removed from their classroom to the auditorium. The classroom will then be sanitized and cleaned before students and staff can return to that classroom. Students will be moved to the auditorium in the meantime.
- Symptoms of concern include: fever, cough, and shortness of breath. Students must be symptom-free for 72 hours before they can return to school.

### **BEFORE SCHOOL/DROP-OFF**

- Students will not be allowed to be dropped off before 7:45AM Monday-Friday.
- Parents will continue to drop off their child/children at the Copper Hill Drive drop off/pick-up area.
- All students will have their temperatures checked before they can be left at school
- Free breakfast will be served from 7:45-8:15 in the classroom for all students.
- Jr. High students will go to their 8th hour classroom for 1st period to allow time for students to eat breakfast and not miss core classes.
- Send your child with a water bottle with their name on it since our drinking fountains are turned off at this time except for our water bottle refill stations.
- School supplies can be dropped off during the drop off time beginning October 19th.
- If you checked out a laptop computer from the school in K-4th grade and your child no longer needs it at home, please return it through the drop-off area beginning the week of October 26th, 2020.

### **LUNCH**

- Elementary lunches will be served in the classroom.
- Jr. High students will eat lunch in the auditorium and be separated by girls and boys to allow for social distancing.
- Students will have their choice of a FREE hot lunch for every student or bringing their own lunch from home.

### **RECESS**

- There will be no before school recess. When students arrive, they will have their temperature checked and go straight to their classroom.
- Playground equipment will be sanitized frequently throughout the day.
- Students will still have recess breaks throughout the day with their cohort.

### **CLASSROOM**

Teachers will continue to teach school-wide expectations and procedures with the additional procedure of modeling and encouraging social distancing in the classroom, playground, and various areas on campus and wearing a mask or face shield when social distancing is not permissible. Masks must be worn properly and cover the face and nose.

- Extra time will be given throughout the day for frequent handwashing and mask breaks. Hand sanitizer will be used frequently in all classrooms.
- Extra furniture has been removed from the classrooms to allow for more room between students' desks.
- Jr. High classrooms will be sanitized between each period. The students will line up outside before the next period and wait until the teacher is ready.
- Jr. High students will need to carry their math books with them to and from school.
- Jr. High students will be carrying their backpacks with them to their classes. The backpacks may be put on hooks during break and lunch.

### **JR. HIGH SCHEDULE CHANGE**

Jr. high students will be switching their 1st and 8th period classes. This is to allow time for all students to be able to eat breakfast without interrupting a core class. However, this does mean that core classes will be happening from 2:42 - 3:30 so please do not pick your child up early or they will miss key concepts. The exception for this change is Intermediate Band students. These students will follow their regular schedule and eat breakfast in the band room.

### **COMMUNICATION**

Teachers and administration have 24-48 hours to respond to parent and student questions and concerns.

Teachers and staff members are available on campus from 7:45-3:30 and can be reached by phone at (928) 775-6747. Feel free to email teachers and staff at any time if you have questions or concerns.

### **VISITORS**

We will be limiting all non essential visitors on campus. If you do need to speak with a teacher, administration, or staff member please call the office to make an appointment at (928)775-6747. When a visitor arrives for their scheduled appointment, they will be required to wear a mask or face shield and have their temperature checked.

### **PICK UP AND DROP OFF**

If you are picking your child up for an appointment, please call ahead. If you come to pick your child up for an appointment, and the student returns to the school, the student must have their temperature checked before returning to their class. After-school pick up needs to occur through the Copper Hill drive thru.

### **AFTER-SCHOOL ACTIVITIES**

There will be no after-school activities or clubs to allow for more time to sanitize and clean the campus each day. Because of this, we ask that you pick up your child promptly at their dismissal time.

### **FACE COVERINGS**

All students, staff, and visitors are required to wear a mask or face shield while on campus. Face coverings must be worn appropriately and cover the nose and mouth. Children 5 years and younger are not required to wear a mask. A documented recommendation provided from medical or other professional personnel is required if a person is not able to wear a mask.

### **DISMISSAL SCHEDULE Monday-Thursday**

Parents may choose to wait until the oldest sibling is dismissed and pick up their children at the latest dismissal time.

Half Day Kindergarten: 11:30

Full day Kindergarten: 3:00

1st-5th Grade: 3:00

6th-8th Grade: 3:30

### **FRIDAY-EARLY RELEASE SCHEDULE**

Half & Full Day Kindergarten: 11:30

1st-3rd: 11:45

4th-5th: 12:10

6th-8th: 12:15

Thank you for your continued support,  
Franklin Administration