

# Franklin Phonetic School Sunnyslope

## Franklin Phonetic School Sunnyslope



*Quality Education Stands Out!*

**Student Handbook 2024-25**

**Our Parents and Student’s Agreement of Support will be required to be signed once your child has been enrolled in Franklin Phonetic Primary School. It is very important that we are all in agreement concerning the policies, goals and mission of Franklin Phonetic School.**

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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 any 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 “**Tardiness**” as well as the “**Dress Code**”. The school rules will be enforced after the first week of school.

Our *Parents 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

## **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 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 help solve the concern! 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.

# **INTRODUCTION TO FRANKLIN PHONETIC SCHOOL**

## **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.

The Franklin Phonetic School was designed to provide a place where all young children can go to get a good 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. Nevertheless the method has been slightly modified to include Fun with Phonograms materials.

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

Children are also taught spelling skills by working with the Spalding Spelling/Vocabulary 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 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 listening to, seeing, saying and writing, 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.

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!

Students will receive a nightly homework assignment. If a child has completed all class assignments K-3<sup>rd</sup>, homework should only require 15 to 30 minutes of after school time. If a child has completed all class assignments 4<sup>th</sup> -6<sup>th</sup> grade, homework should only require 30-45 minutes of afterschool time. Homework will be an excellent tool for enrichment, extension of learning, and home-school communication.

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. In addition to the above mentioned forms of communication, teachers post information on our school website. Criterion referenced 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.

The Franklin Phonetic Primary School believes that it is a parent's right to direct the education of their offspring. 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 at [www.franklinphoneticschoolsunnyslope.com](http://www.franklinphoneticschoolsunnyslope.com).

Children will learn to study, behave appropriately and value learning. Our goal is to please all families including those who love experiences with the fine arts as well as 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 "Assertive Discipline" combined with a "Positive Behavior Support" Program. 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. We have three school rules that our students are expected to follow.

Franklin Students will (be):

*Respectful*

*Kind/Fair*

*Responsible*

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

Currently Franklin Phonetic School serves children Pre-K thru Grade 6. The school is open to Pre-K children who are four before September 1st of the current school year and school aged children who are five before September 1<sup>st</sup> of the current school year. As classes fill quickly you may wish to enroll your child early. Enrollment forms may be accepted in September for the next school year. Enrollment forms will be accepted until classes reach the maximum teacher/student ratio. Remaining names will be put on a waiting list and a lottery type system will be implemented.

Kindergarten will be a half-day program with an option for the extension into a free full day program. In the afternoon, kindergarten students may wish to stay so that they can participate in our special classes. These special classes include: Spanish language instruction, computer lab, physical education, art and music. These opportunities may change from time to time depending on availability of teachers. Nevertheless, participation in afternoon programs will not be required, as our half day curriculum contains all of the elements that a child will need for first grade readiness.

### **Can I enroll my student in Kindergarten early?**

The State of Arizona has determined that we may be able to accept children who turn five after September 1st of the current year but BEFORE December 31st of the same year. However, 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. These children will be given a readiness test. This test will contain items that will check things such as their ability to write their name, recognize alphabet letters, 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%.

### **Do I have to live in The Sunnyslope Area in order for my child to attend?**

The school is open to families who live outside the 85020 and 85021 zip codes. Transportation is not provided.

### **May 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.



### **May siblings help on campus?**

If you have children who are in high school who 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.** Pre-school children cannot be safely supervised during parent volunteer times unless they are in the same room with their parents at all times and there is a 1 to 1 ratio of adults to children..

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

Franklin Phonetic School emphasizes "Time on Task" and "Intensive Learning Time" assemblies and field trips are often very beneficial. Because of this we will be using our bus and vans to transport the children to exciting educational events. Parents will be informed about field trips and assemblies in advance. If they do not wish their child to attend such activities, alternate arrangements may 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.

### **Are Breakfast and Lunch available?**

In order to ensure that children have access to nutritious food we have a school breakfast/lunch program. Parents can also prepare a sack lunch for their child. Water, milk, and juice will be available for purchase. 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 DVDs and CDs so that parents will know the phonogram sounds. By teacher recommendation, students who are having trouble may participate in after school tutoring sessions at no cost to their parents.

**What is the school policy about my child's behavior during extra-curricular 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 determine participation based on the child's previous patterns of behavior. If the school deems necessary, parents may be required to help with after school activities in order for their student to participate and 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. I will:

1. Obey all school rules.
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. Be picked-up promptly at the time designated for departure from the activity.

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

Goal #1 All students will be proficient in language: They will read with comprehension using intensive phonics instruction. They will write with clarity. Speaking and active listening 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.

## **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 into Franklin School may be given a Woodcock Johnson Academic test to determine their current grade level ability. In some cases, this test 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 require written parent permission before a test can be administered.

## **SCHOOL HOURS**

7:45-2:15	AM	Preschool
7:45-8:00	AM	- Breakfast in the Cafeteria for Choir students - All other students will eat in their classroom
8:00-8:30	AM	- Recess
8:30-11:15	AM	- Half Day Kindergarten
8:30-2:45	PM	- Full Day Kindergarten, 1 <sup>st</sup> and 2 <sup>nd</sup> Grade
8:30-3:30	PM	- 3 <sup>rd</sup> -6 <sup>th</sup> Grade
2:45-3:15	PM	- 1 <sup>st</sup> and 2 <sup>nd</sup> after school tutoring or enrichment (Days Vary)
3:00-3:45	PM	- 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> and 6 <sup>th</sup> after school tutoring or enrichment
2:45-5:30	PM	AfterCare Program is available for eligible students who are enrolled

## **OFFICE HOURS**

The **Elementary Office** opens at 7:30AM and closes at 3:45PM Monday through Friday. If there is an early release, the office will close at 12:30PM.

## **AFTERCARE PROGRAM (FEES APPLY)**

Franklin's AfterCare Program provides homework assistance and a variety of other activities that are fun, enriching and promote positive peer interaction. Students will be provided a daily after-school snack.

AfterCare Hours: 2:45-5:30 PM Monday-Friday. Aftercare is not available when school is out. Aftercare is not available on early release days except during the first month of school. We will have limited staff so we ask that you pick up your child on early release days unless you are registered through DES. Franklin School is ADES Certified. Pick up an application in the office. Because Franklin is ADES Certified it is required that each student be signed in by staff and signed out by parents every day that a student is in attendance. **The fee schedule for aftercare is listed below.**

### **Aftercare Fees:**

\$10 a daily "drop in"

\$30 a week

\$100 a month

Two children are \$40 a week, and \$140 a month .

Three or more children are \$160 a month.

**Late Pick Up Fee:** No Fee for the first Violation, \$5.00 for 2<sup>nd</sup> violation, \$10.00 all other violations

Failure to pay required ADES co-payments or additional fees may result in a Child's expulsion from the program.

### **Behavior Management and Discipline in Aftercare**

Aftercare is not a right, it is an extracurricular program provided by Franklin School to benefit students. It is expected that students participating in our AfterCare program FOLLOW THE SCHOOL RULES and are picked up ON TIME.

If a student has significantly misbehaved during the school day, parents will be called and the child will not be allowed to attend aftercare.

### ***Franklin AfterCare Students will (be):***

*Respectful*

*Kind/Fair*

*Responsible*

Discipline will be fair, consistent and appropriate to the behavior. Steps taken may include but are not limited to a rule reminder, warning, time out, call home, reflective writing or meeting with Franklin administrative staff. If a student constantly misbehaves in AfterCare a written behavior plan will be developed prior to expulsion from the program. **Parents will be given a five-work day written notice prior to a child's disenrollment.**

### **Causes for Immediate Expulsion from AfterCare**

Physical attacks such as fighting, hitting, biting, kicking, property damage or disrespect to the staff (verbally or physically by child or parent). **Parents will not be given a five-work day written notice.**

### **Pick up and Late Pick Up Policy:**

Please be prompt in picking up your child. Program end-time, 5:30, is pick up time. Students who are not picked up by 5:30 will be in violation of our pick-up policy. At 5:45, staff will begin calling contact numbers. If no family member can be reached, non-emergency police/Child Protective Services will be contacted to report abandonment. If you frequently do not pick up your child on time, you will jeopardize your child's registration in the program.

**First Violation** – Warning – Parent Notification Form

**Second Violation** – Warning – Late fee of \$5.00 will be assessed.

**Third Violation** – A \$10.00 late fee and a conference with the Principal of Franklin School will be required. Children are at risk of disenrollment.

### **CLOSED CAMPUS**

Our School is a closed campus. Between the hours of 7:30AM and 4:15PM, children will not be allowed to leave campus unless they are under your supervision or someone designated by the parent/guardian 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 good preparation for the work environment in future years.

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Dress style principles were adopted so as to contribute in a positive way to instruction and learning. Student 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, pictures 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 SHOULD HAVE THEIR NAMES INSIDE IN PERMANENT MARKER.

Shoes must be worn at all times. Slip-ons may be worn as long as they do not pose a safety issue. Flip-flops are not recommended due to safety, especially during P.E. activities.

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, long belts, chains, hairnets, sweatbands and beanies are not permitted. Stocking caps are permitted only in cold weather and are not allowed to be worn in the classroom.

Layering of clothing to ensure modesty is encouraged but layers should not be removed. 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. Students who do not follow the dress code may be given sweat pants and T-shirts to wear or will be sent home to change clothes.

Shorts may be worn. Shorts must not be so short or so baggy as to reveal body parts or undergarments. Shorts may be worn under skirts to promote modesty. 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 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.

### **Body piercing and face piercing are not permitted.**

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. 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** must be covered by clothing or by a dressing such as a Band-Aid.

Skirts in any case, with or without leggings or tights, must be not shorter than six inches above the knee unless shorts are worn under the skirt.

### **Dress Code Violations**

Violation of the dress code will result in staff intervention and wearing of school provided items. 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 the capacity of representing Franklin School at an

event or function. Because the school is a primary school, dress code infractions are not common.

### **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 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.

#### **Release Times**

Preschool 2:15

Kinder-2nd 2:45

3rd-6th 3:30

Band and Tutoring 3:45

Aftercare ends 5:30

### **AFTER SCHOOL CARE**

Franklin School offers a fee based AfterCare Program until 5:30 PM. You must register your child for AfterCare. Students who are not picked up from school on time may be placed in AfterCare until you arrive, however you will be charged a daily fee. See Page 12 and 13.

### **CARPOOL/BUS 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

### **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. Bicycles will be locked on the fence just outside the playground area.

### **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. 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. **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 (602-870-6674) 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 grades K-6th begins at 8:30AM. 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 8:25 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.

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. If your child has a fever over 101 degrees they must be sent home.

### **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 front office aide will care for students involved in minor accidents receiving small cuts or scratches. She is not a registered nurse.

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 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:***

- **Covid 19 Symptoms**  
**Fever with temperature of 101 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, night, or early morning

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**

A pupil shall not be allowed to attend school without submitting documentary proof to the school administrator unless the pupil is exempted from immunization pursuant to section 15-873. **IMMUNIZATIONS**

An immunization history or waiver is required of EVERY child prior to attending Franklin Phonetic Primary School. In order to be in compliance with Arizona State Law, 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	HepB Hepatitis B

### **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: Keep student home 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): Keep student home until symptoms subside or effective antibiotic therapy is initiated and maintained for at least 24 hours.
3. Pediculosis (Head Lice): Keep student home until treatment with a pharmaceutical lice shampoo treatment has been accomplished.
4. Strep Infections: Keep student home 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 will 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 use 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 note on the homework communication sheet would be a great way to establish your need for contact. We want to be sensitive to the academic atmosphere of the classroom by providing as few interruptions as possible.

### **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.
- Parents serving as volunteers on a regular basis who bring younger children to work need to be aware that younger children can be 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 are not allowed on the playground. 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.

During the first two weeks of school, we wish to discourage volunteers from working inside the classroom. Primary children often become "homesick" the first few weeks of school. We want each child to bond with the classroom teacher. Sometimes if parents/guardians 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. Parents will follow the direction of the classroom teacher and be welcome assistants in the room.

If you have children who are in 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.

### **VOLUNTEER DRESS CODE**

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

### **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.

Teachers will be instructed to leave work to be prepared in a box in the office, which will serve as the morning volunteer room. 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:*** A Fingerprint clearance card is needed if you will be working with children on an individual basis. You cannot work unsupervised with students without the fingerprint card. Fingerprint card applications are available at the school. Let us know if you plan to be on campus on a regular basis.
- ***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.
- ***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 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. 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**

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 visitor's pass, and 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**

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 are 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 week of school we will be encouraging parents 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. 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

## **HOT LUNCHES**

We have made arrangements to participate in the school lunch program and school lunches are available on the campus. Of course, you can also send your child a lunch if you wish.

## **FOOD ON CAMPUS: GUIDELINES**

Your child may bring a water bottle to school (kept in a specified area of the classroom); the water bottle should contain only water. 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.

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. 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 are 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.

## **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 and again after school is dismissed for the year are donated.**

## **School Supply Lists by Grade**

### **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, about 8" long by 4" deep by 2" tall.
- 3 dozen pencils to share with the class. Ticonderoga and Oriole are the best brands. 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 classroom
- 2 boxes of 16 count crayons on the standard colors for your child to keep inside his/her pencil box
- 2 large erasers to keep inside pencil box
- One bottle of Elmer's white glue
- 2 packages of anti-bacterial wipes
- 2 pocket folders (plastic or polyvinyl hold up the best) and a backpack to transport homework to and from school
- 1 box of tissues (Kleenex or another kind) to share with the class
- 2 boxes of baby wipes for glue mess / clean-up
- Watercolor 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, about 8" long by 4" deep by 2" tall.
- 4 dozen 6-sided 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
- 1 package of large Pink Pearl or white erasers to keep in the pencil box
- 2 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
- 1 small container of hand sanitizer
- 2 plastic or vinyl pocket folders for homework (plastic or polyvinyl hold up the best)
- Twistable Crayons



**NO 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, about 8" long by 4" deep by 2" tall.
- 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 for your child to keep inside his pencil box
- 16-24 crayon set in standard colors for your child to keep inside his pencil box
- 5 plastic or vinyl pocket folders and a backpack to transport homework (no paper folders please - - plastic or polyvinyl hold up the best)
- 4 boxes of tissue to share with the class
- Twistable crayons
- 1 ruler with inches and centimeters (not flexible or metal)
- 1 bottle white glue
- 2 boxes of baby wipes for glue mess and clean-ups
- 2 boxes of disinfectant wipes
- 2 packages assorted colors construction paper
- 1 small container of hand sanitizer

**Optional**

Colored Pencils

**THIRD through Sixth**

- 6 dozen Ticonderoga #2 pencils. ( 6 sided pencils)
- 1 pair of scissors. Student Frisker scissors hold up well and work well in the classroom.
- 2 erasers
- 8 or larger pack of Crayola Crayons. Creative colors glitter or regular colors are acceptable.
- 1 ruler with centimeters and inches. A plastic see through ruler works great.
- 6 red pencils per child.
- Twistable Crayons
- 2 packages of WIDE RULED notebook paper to share with class.
- 3 folders with pockets. (Plastic or polyvinyl hold up the best.)
- 1 small pencil box (About 8" long by 4" deep by 2" tall.)
- 2 Dry Erase Markers to share with the class
- A backpack to transport papers from and to school
- 6 boxes 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

### **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
- small containers of hand sanitizer
- disinfectant wipes
- cough drops
- tissues (Kleenex or any kind)

### **DESK BOOKS**

A book is required to be kept in each student's desk. We wish to teach our students that if they finish their work that they should continue to stretch their mind by reading a book or completing a previously incomplete 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.** If you do not have a book available, your child will be able to choose one from the class/school library.

### **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.

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). A child who does not return homework and does not bring a parent note will be assigned lunch or recess detention to make it up. This means that they will not have their lunch with their peers or recess with peers; they will still have an opportunity for a recess, either individually or another substituted area depending on staffing.

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.

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. As the homework slip must be signed and returned each night, the homework slip is an important communication tool for teachers and parents. 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.

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 read 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 -6thGrade	30-45 minutes

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.

Homework and make-up work is to be completed at home unless otherwise indicated on a child's Individual Education Plan. Even if a child completes homework at school it is a parent's responsibility to check it for accuracy and completeness. 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.

Please take a minute to check over your child's homework. Have your child correct any work that he or she does not understand and explain it to him/her. Doing an entire page of work incorrectly serves no purpose. However, receiving guidance, help and support to correct complete work can be invaluable.

### **CORRECTION OF SCHOOL WORK**

Children who score below a "C" level may be required or eligible to re-do work for a higher grade. Corrected assignments must be returned to the teacher within one week from the date it was sent by the teacher.

## **DISCIPLINE POLICIES**

Our Board believes that it is the right of all children to learn in a safe, orderly classroom.

### **SCHOOL WIDE RULES:**

Franklin *Students will (be):*

***Respectful***

***Kind/Fair***

***Responsible***

All Classrooms 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 for minor infractions:

<b>1st Infraction</b>	Warning, name is noted on the board, clipboard or chart system
<b>2nd Infraction</b>	2 <sup>nd</sup> Warning, consequence occurs such as loss of 5 minutes of recess
<b>3rd Infraction</b>	More severe consequence is assigned such as Recess or Lunch without peers and phone call home
<b>4<sup>th</sup> Infraction</b>	REFOCUS Opportunity
<b>Severe Disruption</b>	Student removed to office, parents called, and consequence such as a one day of in or out of school suspension may be assigned

### **LUNCH/RECESS DETENTION**

To allow children an opportunity to think about their behavior or perhaps complete homework, lunch or recess may be assigned. This detention will be served, if possible, the day of the behavior infraction and will be supervised by the Teacher or Teacher Assistant. Every attempt will be made to contact parents to keep you informed. Franklin Phonetic School does its best to make sure that children get plenty of time to socialize with peers and actively play. Our staff does not assign detention when it is not warranted.

### **REFOCUS**

From time to time, a student may need to REFOCUS. Children may be sent to another classroom or to the office if their behavior in the classroom is disruptive. In this event the students will be asked to write down the reasons for being sent to the new location and how they can correct the problem. Parents will be notified either by phone call or with a written Behavior Communication Form, when their child is sent to *Refocus* for discipline reasons. This Refocus opportunity allows students the opportunity to cool down and then get back to work.

## **TIME OUT, IN-SCHOOL SUSPENSION and OUT OF 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 a time out situation. Depending on the nature of the disruption, a student may be placed into In-School Suspension. Parents will be informed and may be asked to pick up their child early or allow them to stay later as a consequence. Long-term "In School Suspension" assignments may be assigned.

If a child's behavior continues to disrupt others from learning, parents will be called to pick up the child and "Out of School" suspension will be assigned. Fighting, biting, kicking and verbal disrespect to Franklin Staff will not be tolerated and typically result in an automatic Out of School Suspension.

If a child is a chronic behavior problem, a parent conference will be requested and a behavior plan will be developed.

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

During the first few weeks of school, your child may break more rules than you expect. Please do not be alarmed. 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. Please do not make consequences overly severe as everyone makes mistakes as part of the learning process. 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, or missing a small amount of 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 an occasional rule infraction. Teachers will usually call parents if behavior is severe and/or a Behavior Communication Form will be sent home.

## **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. Extracurricular 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 or field trips 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. Be picked-up promptly at the time designated for departure from the activity.

- 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 different perspectives. 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.

### **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 center for behavior that has occurred on school grounds and consequences that have been assigned by school staff.

### **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.
- Consequences for his or her 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.

## **PARENTS, PLEASE NOTE**

The Franklin Phonetic School Board believes that with a few restrictions, necessary to ensure 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.

## **ANTI-BULLYING POLICY**

### **PURPOSE:**

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.

### **DEFINITIONS**

- "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.
- "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.
- "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.
- "School-Sponsored Transportation" means a motor vehicle owned, operated, leased, rented or subcontracted by the District or one of its schools.
- "Verbal expression....electronic" means communication via cell phone, email, or social media websites.

### **PROHIBITION**

The District prohibits all bullying on school premises, at school-sponsored functions, activities, or on school-sponsored transportation. Incidents of bullying that take place outside of said school related activities or 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.

## **REPORTING**

1. Any student who believes he or she has been or is currently the victim of bullying should **immediately** report the situation to the school principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate school administrator.
2. 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.
3. 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.
4. 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.
5. 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.

## **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

## **Sexual Harassment Policy**

Students are prohibited from touching other students in their private areas, using words or gestures that would be considered to be profane or suggestive, or making



unwanted advances including but not limited to kissing and hand holding. If it has been determined that a child's actions may fall under this category, parents will be called and in some cases outside agencies such as police or child protective services might also be consulted. Care will be taken to ensure that any punishment is age appropriate and complete facts about the incident are obtained.

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

Cell phones, cameras, MP3 players or any electronic devices are not allowed on our campus during school hours. Electronic devices may be taken on some Field Trips, please be sure to read the Field trip details to determine if electronic devices may be taken. 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 may even 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.

### **BRINGING MONEY TO SCHOOL**

Occasionally, it is necessary for money to be sent for school purposes. We cannot be held responsible for lost or stolen money. It would be wise to:

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

### **CELL PHONES PROHIBITED IN CLASSROOMS**

Students are strongly discouraged from bringing cellphones to our campus. Unless a written agreement between the school and a family is approved. In this event a child may bring a cell phone but it must be checked into the office and will be given back to the child just before they are picked up by their parents. Students enrolled in aftercare will have their phones given to the aftercare supervisor so that they can be returned to them immediately before parents pick them up. 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 office and cannot simply be turned off and left in a student's backpack. If your child is found with an unapproved electronic device it will be brought to the school office where parents must come and retrieve it. 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.

### **ANIMALS ON CAMPUS**

Because of health and safety concerns, animals should not be brought on school campuses unless you have signed written permission from the school.

### **WATER BOTTLES**

Students are allowed to bring water bottles to school. We do have water coolers at the school and would prefer that students do not bring water bottles to school. Water

bottles will not be allowed to sit on the student's desk. All other liquids must be contained in their lunch box.

### **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 ensure 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. It is important that you watch the schedule of student events and tell your students about your family's wishes.

Parent permission is mandated in written form if a teacher wishes to use the school-approved camcorder or camera provided by the school in the event a student's continued behavior needs to be used in evidence as an agreement with the parent and teacher.

In the case of an extreme emergency where a student is a physical threat to himself, other students or staff, teachers shall summon the Crisis Team first. Administrators will use recording devices if necessary for investigation.

### **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 may begin.

Our goal is that 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.

### **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 fee. If there is a problem with this request financially please notify the teacher.

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 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. 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 the Franklin staff; however, after that time you should expect weekly objectives to be sent home each Friday 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

### **GRADING SCALE/REPORT CARDS**

Report cards will be sent home every six weeks. They will include a report of homework assignments and conduct as well as basic subject grades. Every three weeks a progress report will be sent home to all students. There are two types of progress reports.

If your child is making a "B" or better in all subject areas 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 area, a different type of report will be sent home in hopes that prior notification will give your child a chance to improve. During the first six week grading period of each year, NO midterm progress reports will be sent home. These will begin after the first grading period. Our grading scale is as follows:

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

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 may be given the last grading period of school. If a child is on an IEP and a grade has been modified an asterisk will be noted beside the grade.

### **ELEMENTARY AWARDS CEREMONY**

At the end of each school year Franklin School has an Awards Ceremony to celebrate our student's accomplishment. Please work with your child throughout the year so that they can be recognized at the end of the year.

#### **Math Awards:**

It is important that students in K-6th grades master the basic math facts to automaticity. Here are the expectations for each grade level.

Kindergarten: Memorized addition and subtraction facts from 1-10 and can count to 100 by 1's and 10's.

First Grade: Memorized addition and subtraction facts to 20 and can count to 120 by 1,s, 2,s and 10's.

Second grade: Memorized Addition/Subtraction facts 1-20 and Multiplication facts to 5.

Third Grade: Memorized multiplication and division facts to 10 and passing the math portion of the AZMerit.

Fourth Grade: Multiplication and Division facts to 12 and passing the math portion of the AZMerit

Fifth and Sixth Grades: Can consistently apply addition, subtraction, multiplication and division to solve problems as demonstrated on classroom assessments and passing the math portion of the AZMerit.

### **Reading Awards:**

We give awards for students who have read 25, 50, and 100 books (or chapters), therefore a log must be kept of books the student has read. Please keep track of the number of books/chapters read and help your student complete the book report requirement.

### **Other Awards:**

We also recognize band participation, chorus participation and citizenship awards.

### **GOVERNING BOARD MEMBERSHIP**

At the present time our governing board has eight members. They include executive corporate members, Tom Franklin, Cindy Franklin, and Audrey Franklin Wright. There is also a parent representative, a community representative and a teacher representative.

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 will 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. Each year, during the first week, after the close of school, parents will be invited to help in the supply order process. 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 their child's education.

# FRANKLIN PHONETIC SCHOOL

Email [nilknarf@franklinphonetic.net](mailto:nilknarf@franklinphonetic.net)

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 following is included:

- 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 FERPA.
- The right of a student's parent or eligible student to seek or correct parts of a 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 post-secondary 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.
Title I Records	School Office	Title I Director
Bilingual Education Records	School Office	Bilingual Ed. Dir.
Indian Education Records	School Office	Indian Ed. Dir.

Sincerely,  
Cindy Franklin

## Model Notification of Rights under FERPA For Elementary and Secondary Institutions

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 to 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 is:

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

# FRANKLIN PHONETIC SCHOOL

## VOLUNTEER APPLICATION

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

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

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

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

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, allergies 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
- 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
- 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
- Other ideas: \_\_\_\_\_

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.

# Franklin Phonetic Primary School

## Military Connected Student

Please fill out the following form, sign, and return to our campus for your KG-8th grade student.

- Student is a dependent of a member of the United States Army, Navy, Air Force, Marine Corps, or Coast Guard on Active Duty
- Student is a dependent of a full time member of the National Guard, or Reserve force of the United States military (Army, Navy, Marine Corps or Air Force).”
- Student is a dependent of a member of the National Guard, or Reserve force of the United States military (Army, Navy, Marine Corps or Air Force).
- None of the above