

Franklin Phonetic School “Handbook”

Table of Contents.....	1
Welcome.....	5
Open Door Policy	7
Introduction.....	9
Questions and Answers.....	10
Educational Goals.....	15
Admission Procedures.....	17
Students and Academic Testing	
School Hours	
Office Hours	
Closed Campus.....	18
Dress Code	
Dismissal Procedures.....	19
Before and After School Care.....	20
Carpool/Bus Route	
Bicycles	
Walking home	
Attendance	
Unexcused Absences.....	21
Tardies	
Health Services	
Health Records	
Accidents, Illness and Medicines	
Medications	
When to keep your child home.....	22
Immunizations	
Communicable Diseases	
Recess	
Birthday Treats and Party Policy.....	23
Classroom Interruptions	
Parent Volunteers	
Volunteer Dress Code.....	24
Parent Volunteer Information	
Signing In	
Visitors on Campus at Franklin School	
Pickup from School by Non-custodial parties.....	25
No Solicitation – No Distribution	
Special Readers	
Lunch Time	
Hot Lunches	
Food on Campus Guidelines	
No microwave available.....	26
Supplies Needed for Each Student	
Lockers-not supplied	
Coats, Sweaters and lunch boxes	
Textbook Information	

Supply Lists – K-8 Pages 26-29

Desk Books.....	29
Desk Book Clarification	
Homework Requirements	
Incomplete Assignments.....	30
Correction of School Work.....	31
Refocus Permission Slip	
Refocus Room	
Discipline Policies	
Discipline Consequences from Home.....	32
School-wide Rules	
Anti-Bullying Policy	
Extra Curricular Activity 3-Strike Policy.....	34
Additional Activities at Franklin Phonetic School.....	34-35
Drama.....	36
Tutoring	
Spalding Pre-teach	
Lunch Recess/Detention	
In School Suspension	
How to support school discipline at home	
What about rewards at home?	
If your child disagrees with discipline action.....	37
Parents, please, note	
Things to leave at home	
Cell Phones	
Animals on campus.....	38
Water Bottles	
Photographing your student	
Teacher School Communication	
After School Tutoring	
Title I	
Field Trips.....	39
Weekly Objectives	
Grading Scale/Report Cards	
Governing Board Membership	
To Our Parents	
Intro to FERPA.....	41
FERPA.....	43
Volunteer Application	45
Volunteer Opportunities.....	47
Overview of Junior High	49
Questions and Answers	
Special Note.....	50
Spanish	
Industrial Arts	
Physical Education	
Electives	
Art Lab	
Jazz Band	

Concert/Intermediate Band	
Beginning Band	
Choir.....	51
 Publishing	
 Keyboarding	
 Drama Play Rehearsals	
 Musical Performance Requirements	
 Sports Requirements	
 Junior High Schedule	

Dear Parents:

The following is a copy of our Franklin Phonetic School Handbook. You will want to keep this Handbook as a reference in case you or your child has questions about rules, policies or procedures. We would appreciate it if families took the time to go over the Handbook with their child. It would be especially beneficial to review the section concerning “**Tardies**” as well as the “**Dress Code**”. The school rules will be enforced after the first week of school.

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

Sincerely,


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

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

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

INTRODUCTION TO FRANKLIN PHONETIC SCHOOL

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.

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

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

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

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

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

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

Unlike most other public schools, students will receive a nightly homework assignment. If a child has completed all class assignments K-5th such homework should only require 15 to 30 minutes of after school 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. We are hoping to be able to offer a homework club next year in our afterschool program. Nevertheless even if students complete homework during this time parents are still responsible for checking homework to see that it meets family standards for accuracy and completion. Parents need to sign the homework sheet nightly.

In addition to the above mentioned forms of communication teachers post information on our school website. For grades fifth through eighth parents may view their child's grades on our computerized "Pass" system. This is similar to the communication format used by our local high school.

Our school will be willing to be accountable for student achievement. Criterion reference tests will be given at the start and close of the school year to monitor progress. Individualized reading assessments will be given and a portfolio of work will be maintained for parent and teacher reference.

People who have examined our charter application have classified our school as a Traditional Model School. However our Board believes that our school will be free of many of the problems that are found in this type of entity. Qualified specialists will teach art and music. Computer, physical education and Spanish classes will also be offered. An after school rhythm band instrumental music program, choir and drama classes will be optional beginning with 1st Grade. As well we will have educational movies, tutoring, PE, and study hall available on campus until 5:30pm for a small fee of approximately \$75.00 per semester.

One of the positive things about "traditional" schools is the higher level of parent involvement. Charter schools must be especially sensitive to the wishes and concerns of parents as they are dependent on current enrollment for state funding. The Franklin Phonetic Primary School believes that it is a parent's right to direct the education of their offspring. However, the problem in some traditional schools is that many parents are so busy attending meetings that they do not have time to spend with their children. Instead of seeing a few parents making all the choices, at our school all parents have a voice about their child's education. Weekly objectives will be provided allowing parents to know about class activities and assemblies. If there is a specific assembly that a child is not permitted to be involved in please let us know ahead of time. Please read the newsletter each week and visit the school website at www.franklinphonetic.com.

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

Children will learn to study, behave appropriately and value learning. Our goal is to please all families including those who 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 same "Assertive Discipline" program that is currently being used in successful schools such as Phoenix's Alhambra Traditional. A school-wide goal is that "No child will be able to disrupt others from learning!" Nevertheless, corporal punishment will not be used and parents will be kept informed about ALL but the most trivial behavior infractions. From experience we have learned that the fast learning pace, well-organized curriculum, and consistently fair enforcement of school-wide policy, eliminates most behavior problems. In the case of chronic infractions, parents will be enlisted to help develop behavior modification plans and or agree to reduced hours when students will be on campus.

Who may attend the Franklin Phonetic School?

The school is open to all children who are five before September 1st of the current school year, who would be in grades Kindergarten, through 2nd (possibly 3rd). As classes fill quickly you may wish to enroll your child early. Enrollment forms may be accepted in September for the upcoming school year.

Enrollment forms will be accepted until the cutoff date published in the newspaper. The remaining names will be put on a waiting list and a lottery type system will be implemented.

Kindergarten will be a half-day program with an option for the extension into a free full day program. There may be two kindergarten classes depending upon demand and interest. In the afternoon kindergarten students may wish to stay so that they can participate in Spanish language instruction, computer lab, and extended art and music opportunities. 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.

In previous years 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. 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 with a 90% or better accuracy follow simple directions and recognize numbers 1-10. Please note that these are not skills that the child will have to be familiar with 100%. Nevertheless, because of State budget cuts we have been told that we must prove that students born after the September 1st cut off have the maturity and cognitive capability that will allow them to be promoted to 1st grade the following year.

Will the school expand to higher grades?

Maybe, but our school mission is to provide solid primary education, which will enable students to be successful in any environment that their parents choose for them.

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

The school is open to families who live outside the 85020 and 85023 zipcodes. Nevertheless no transportation is provided except for a possible charter school bus.

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

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

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

Can I help in my child's classroom?

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

Can siblings help on campus?

If you have children who are in their Junior and Senior years of high school 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.** If you have other children who do not attend school on Fridays they should not be visiting our campus unless they are applying to volunteer status according to the above guidelines. Pre-school children cannot be safely supervised during parent volunteer times. For this reason they should not be brought to campus if their parent is working.

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

Franklin Phonetic School emphasizes “Time on Task” and “Intensive Learning Time”. Because of this, assemblies, trips, and films that do not serve an educational purpose will be limited. We will be scheduling assemblies of educational value on a regular basis.

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

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

Will there be a school cafeteria?

In order to insure that children have access to nutritious food we are applying for federal funds to set up a school lunch program. Parents can also prepare a sack lunch for their child. Water 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 phonics sounds. By teacher recommendation students who are having trouble may participate in school tutoring sessions at no cost to their parents.

What is the school policy about my child’s behavior during 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 base participation on mutual agreement. If the school deems necessary, parents may be required to help with after school activities in order for their student to be successful.

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

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

FRANKLIN PHONETIC SCHOOL **EDUCATIONAL GOALS**

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

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

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

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

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

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

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

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

ADMISSION PROCEDURES

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

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

Students and Academic Testing

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

SCHOOL HOURS

Regular Hours

AM-K 8:30--11:30 PM-K 12:15-3:15 1st-3rd 8:30-3:15
BOTH Kindergarten Classes 8:30-11:30 1st-3rd 8:30-11:45
6th-8th 8:00-12:15

Note: Kindergarten students who only attend the morning class are picked up at 11:30. Kindergarten students who only attend the afternoon class MUST NOT arrive on campus before 11:45 as there is NO supervision available for them on the playground.

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

OFFICE HOURS

The **Junior**

The **Elementary Office** opens at 7:30 and closes at 4:30 Monday through Friday If there is an early release the office will close at 12:30.

CLOSED CAMPUS

Our School is a closed campus. Between the hours of 7:30 and 4:30, children will not be allowed to leave campus unless they are under your supervision or someone designated by you either by phone or in writing. Children will NOT be allowed to walk home unless a parent permission form (part of the enrollment form) is signed and on file. Children will not be permitted to walk to Doctor appointments during the school day and return to the Franklin campus. These restrictions are for your child's safety. Please arrange a person to transport your child to and from school during these times.

DRESS CODE

Dress Code Philosophy

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

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

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

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

Shoes must be worn at all times. Slip-ons may be worn as long as they do not pose a safety issue.

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

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

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.

Hairstyles and makeup should be neat and natural. Extreme fads, such as Mohawks, extreme spikes, etc., that call attention to the person and distract from the learning environment, are not permitted. Hair may be colored, but the color must be a natural color such as blonde, brown, red or black. Un-natural colors, such as purple or green are not permitted.

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

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

Shorts may be worn through Fall Break in October and students may begin wearing them again in March after Spring Break. Shorts must fit at the natural waist. Cut-offs are permitted as long as they are proper length and condition. Cut-offs must be no shorter than one handprint above the knee when sitting. Shorts may not have holes, ragged edges, or loose hems. Spandex or tight fitting shorts are not permitted. Shorts must not be so short or so baggy as to reveal body parts or undergarments. Shorts may be worn under skirts to promote modesty.

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

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

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 a capacity of representing Franklin School at an event or function.

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.

BEFORE and AFTER SCHOOL CARE

Franklin School offers after school care for our students for a nominal fee. We will also arrange transport to the Lincoln Learning Center. If you are interested in participation in this program please contact the school office for enrollment forms and cost information.

CARPOOL/BUS ROUTE

At this time we do not provide transportation to and from Franklin School. However we may purchase a van that stops at major areas in the 85020 neighborhood. We will let you know the schedule. 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.

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 (775-6747) before 9:00 A.M. the day of the absence or in advance of the absence if possible. Students whose parents did not call or were not contacted by the school must bring a written note signed by the parent/guardian that meets guidelines and explains the absence. Even excused absences must not exceed 20 days for promotion to be expected.

UNEXCUSED ABSENCES

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

TARDIES

School

School for grades K-3rd 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.

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:

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

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

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

IMMUNIZATIONS

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

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

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

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

Children over 11 years must have Td and Meningococcal

COMMUNICABLE DISEASES

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

School Attendance and Communicable Diseases

1. Chicken Pox: Exclude for one week after the first crop of pox appear and/or until all of the chicken pox lesions have scabbed themselves over.
2. Conjunctivitis (Pink Eye): Exclude until symptoms subside or effective antibiotic therapy is initiated and maintained for at least 24 hours.

3. Pediculosis (Head Lice): Exclude until treatment with a pharmaceutical lice shampoo treatment has been accomplished.
4. Strep Infections: Exclude for at least seven days from onset. Exclusion may be terminated 24 hours after adequate treatment has begun if therapy is continued for ten days.

RECESS

We have recess periods scheduled throughout the day to give children and teachers needed breaks. Your child should be instructed to go with his or her class during these times. As students must be supervised at all times, they will not be allowed to wander back to the classrooms. Teachers 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 follow the following procedure. If a parent calls and wants to speak to a teacher, the office staff will determine what specific assistance you require. In most cases they may be able to schedule you an appointment so that you can talk directly to the teacher. In the event that you are unable to wait for an appointment the office staff would also be glad to take a message and instruct the teacher to call you back when they have a break. If you do not receive a call by the close of the school day writing a little note on the homework communication sheet would be a great way to establish you need for contact. We want to be sensitive to the academic atmosphere of the classroom that by providing as few interruptions as possible. At the same time we need to support communication between parents and teachers.

PARENT VOLUNTEERS

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

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

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

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

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

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

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

VOLUNTEER DRESS CODE

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

SIGNING IN

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

Visitors on Campus at Franklin School

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

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

NO SOLICITATION - NO DISTRIBUTION POLICY

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

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

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

SPECIAL READERS

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

HOT LUNCHES

We are making arrangements to participate in the school lunch program and hopefully hot lunches will be available on the campus. From time to time different clubs may offer lunch items for sale. These will be publicized in the newsletter. Beverages such as juice, water and non- refrigerated milk will be for sale.

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.

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

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

Students who stay after school for tutoring will be given the opportunity to eat a snack inside the classroom. However, if you find your child eating in the dismissal line, you will know that they are not following school rules. If after reading these guidelines you feel that a special exception needs to be made for your child, please send a note to the office. We understand that some students have medical conditions where they need to eat more often or have specific dietary requirements. We will do our best to accommodate each child's needs.

NO MICROWAVE AVAILABLE

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

SCHOOL SUPPLIES NEEDED FOR EACH STUDENT

Please refrain from sending extra items to school with your child that is not specifically requested by your child's teacher. Sadly, despite best intentions property at school can occasionally be lost or misused. Cluttering a desk or backpack with extra materials can contribute to this problem. Please feel free to set up a workstation in your home where your child can use these extra learning supplies.

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 to Good Will.**

Textbook Information

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

Morning and Afternoon Kindergarten

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

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

First

- Small Pencil Box with child's name on it to hold crayons, pencils and scissors. Make sure the box will fit in a small desk
- 4 dozen pencils to share with the class

- a pair of blunt end child's scissors to keep in the pencil box
- 1 package of large Pink Pearl or white erasers to keep in the pencil box
- 4 boxes of 16-24 crayons
- 3 packages of anti-bacterial wipes
- 4 boxes of baby wipes
- 2 boxes of Kleenex
- 1 plain wooden ruler with inches and centimeters
- 8 glue sticks
- 2 plastic or vinyl pocket folders for homework
- 70 page wide ruled spiral notebook

NO colored pencils or markers.

Second

- Small Pencil Box with child's name on it to hold crayons, pencils and scissors. Make sure the box will fit in a small desk
- 3 dozen pencils to share with the class. Ticonderoga, Dixon or Oriole, These are real wood pencils. They sharpen well and do not break easily.
- a 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 Crayola 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)
- 4 boxes of tissue to share with the class
- 3 glue sticks
- 1 ruler with inches and centimeters (not flexible or metal)
- 1 bottle white glue
- 2 black dry erase markers (turned in to teacher)
- 3 colored dry erase markers (turned in to teacher)
- 2 boxes of baby wipes for glue mess-ups
- 2 boxes of disinfectant wipes
- 2 packages assorted colors construction paper

Optional

Colored Pencils

THIRD

- 6 dozen Ticonderoga #2 pencils.
- A 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.
- A ruler with centimeters and inches. A plastic see through ruler works great.
- 6 red pencils per child.
- 2 glue sticks.
- 2 packages of WIDE RULE notebook paper to share with class.
- 3 folders with pockets. Plastic or Vinyl last longer.
- 1 small pencil box
- 2 Dry Erase Markers **turned in** to share with the class
- A backpack to transport papers from and to school

- 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
- glue sticks
- disinfectant wipes
- cough drops
- tissues

DESK BOOKS

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

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

Desk-Book Clarification:

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

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 or yellow light). A child who does not return homework for two days and does not bring a parent note will be assigned lunch or recess detention to make it up.

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 share a book with your child, review math facts or spelling words.

Kindergarten	15 minutes
1st Grade	20-25 minutes
2nd Grade	25-30 minutes
3rd Grade	30 minutes

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 or a student is attending REFOCUS. Even if a child completes homework at school it is a parent's responsibility to check it for accuracy and completeness. Even Junior High students should have their work checked nightly. The homework sheets should contain nightly parent initials as well as a signature once a week so that the instructors can make sure that parental input has been expressed. Homework enables a family to see what is going on within a child's academic day. It also gives parents a chance to monitor the product that a child produces and is representative of their household.

Before you sign off on your child's homework sheet take a minute to check over the work. Have your child correct any work that he or she does not understand and explain it to him. Doing an entire page of work incorrectly serves no purpose. However receiving guidance, help and support to correct complete work can be invaluable. Please do not sign off on this important education opportunity until you have taken the time to check that it is a quality product.

INCOMPLETE ASSIGNMENTS

Each classroom teacher sends home a weekly objective sheet with the students. Parents need to make time to read the weekly objective sheet and note the due dates for tasks and assignments.

CORRECTION OF SCHOOL WORK

Children who score below a "C" level may be required or eligible to re-do work for a higher grade. Students may make an appointment before or after school to do the work in the Refocus Center. The following pages describe the school's grade improvement policies.

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

(Sample)

REFOCUS PERMISSION FORM

Your child has earned a score below 60% on this assignment. He or she has the option of completing the paper again in the school Refocus Center. Please return the attached permission slip to your child's teacher with your signature. Write down the date and time that your child has permission to use the center during these hours. The child should plan on completing the assignment at home or getting help in after school tutoring. Teachers have discretion on whether or not corrected work will be

used to improve grades. Nevertheless, learning how to correct work will help future academic performance.

Student Name

Class

Parent Signature

Anticipated Date of Center Visit

REFOCUS ROOM

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

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

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

DISCIPLINE POLICIES

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

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

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

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

All classrooms will be using a discipline procedure as follows:

- | | |
|-----------------------|--|
| 1st Infraction | warning, name is noted on the board, clipboard or chart |
| 2nd Infraction | consequence occurs, missed recess time, behavior sentences, parents are called or a note is written on the homework slip |

3rd Infraction	more severe consequence is assigned such as lunch or recess detention, parent is called
Severe Disruption	student removed to office, parents called, and consequence such as one day of in-school suspension may be assigned
4th Infraction	one day of in-school suspension - a letter is sent to parents notifying them of a possible mandatory meeting with the School Board if a 5th referral is received
5th Infraction	two days of in-school suspension - a notice is sent to the parents requiring a mandatory meeting with the School Board to determine a course of action
6th-7th Infraction	one to two days of out of school suspension - parent notification and conference
7th-8th Infraction	two to three days of out of school suspension - parent notification and conference
9th-10th Infraction	three to five days of out of school suspension and possible expulsion

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

DISCIPLINE CONSEQUENCES FROM HOME

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

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

SCHOOL-WIDE RULES

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

ANTI-BULLYING POLICY

I. PURPOSE: Anti Bullying Policy

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

II. DEFINITIONS

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

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

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

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

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

III. PROHIBITION

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

IV. REPORTING

1. Any student who believes he or she has been or is currently the victim of bullying should **immediately** report the situation to 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.

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

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

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

substantiated. Suspected retaliation should be reported and treated in the same manner as bullying.

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

V. INTERPRETATION

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

Policy adopted by Franklin School Board
August 2012

EXTRA-CURRICULAR ACTIVITY BEHAVIOR 3-STRIKE POLICY

Any student may participate in after school activities as long as all school guidelines for participation and behavior are followed. 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 in order for their student to be successful.**

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

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

ADDITIONAL ACTIVITIES AT FRANKLIN PHONETIC SCHOOL

Pre Beginning Band Time: 3:30-4:15

Grades 4-8

This class is open to students in grades 2nd and 3rd who would like to learn to play a musical instrument. The instruments that can be instructed at this time are flutophones, hand drums and bells

Choir

Grades: k-3rd Time: Offered after school

This class is open to all singers from K Grade through 3rd. It is not necessary to be able to read music for this class, as we will be learning to do that in choir.

Drama

Grades K-3rd Time: Offered after school

These classes are designed to build students' skills in getting up and performing in front of an audience. Physical control and clear speaking are coached; memorization

is developed. In drama team playing is key and students are encouraged to work together for the good of the show. Every student has the chance to excel, regardless of the size of his or her part. Small character parts often steal the show.

Tutoring

Grades K-3 Time: Offered through the Title I Program

These classes are available by recommendation of the student's teacher. If a parent feels the need for their child they may contact the teacher and admission will be determined on a case-by-case basis.

Spalding Pre-Teach

Grades K-2 Offered through the Title I Program

Grades 3-5 Offered through the Title I Program

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

LUNCH/RECESS DETENTION

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

IN SCHOOL SUSPENSION

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

HOW TO SUPPORT SCHOOL DISCIPLINE AT HOME

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

WHAT ABOUT REWARDS AT HOME?

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

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

IF YOUR CHILD DISAGREES WITH DISCIPLINE ACTION...

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

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

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

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

PARENTS, PLEASE NOTE

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

THINGS TO LEAVE AT HOME

Cell phones, cameras, MP3 players or any electronic devices are not allowed on our campus during school hours. If a student must bring a cell phone to school the office must be informed by a written parent note. The student will be required to check the cell phone in with office personnel. In the event that the student does not check in their cell phone properly the privilege to bring a cell phone to school will be revoked.

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

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

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

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

CELL PHONES PROHIBITED

Students are strongly discouraged from bringing cell phones to our campus. If they choose to bring cell phones they do so at their own risk. The school assumes no liability for lost and stolen cell phones. Cell phones must be checked in to the junior high office. Students will be assigned a sticky tag to put on their cell phone and will have to sign out their cell phone at the end of the day. Any students caught not following the cell phone check in procedure will have their cell phone confiscated. Parents will need to come to the office in order for the cell phone to be released. As you can tell a cell phone is a great responsibility. Students are strongly urged to leave these items at home. If students must use a cell phone to call parents after school they will be required to do so in the school office or supervised area.

ANIMALS ON CAMPUS

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

WATER BOTTLES

Students are allowed to bring water bottles to school. We do have drinking fountains at the school and would prefer that student's do not bring water bottles to school. The bottles need to have their original seal with their name written on the bottle. Bottles will not be allowed to sit on the student's desk.

They will need to be kept in their back packs or on a classroom shelf. All other liquids must be contained in their lunch pack.

PHOTOGRAPHING YOUR STUDENT

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

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

TEACHER SCHOOL COMMUNICATION

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

AFTER SCHOOL TUTORING

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

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

TITLE I

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

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

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

FIELD TRIPS

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

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

the children that they have been assigned to work with. Because of state booster seat requirements field trips will be limited to students in third grade and higher.

WEEKLY OBJECTIVES

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

GRADING SCALE/REPORT CARDS

Report cards will be sent home every six weeks. They will include a report of homework assignments, dress code violations, absences 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 knows subjects at the time of the report you will receive a form stating that your child's progress is satisfactory in all areas. If your child is making a "C" or below in a subject a different type of report will be sent home in hopes that prior notification will give your child a chance to improve. The first six weeks 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's may be given the last grading period of school.

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. During the first week, each year, after the close of school, parents will be invited to help in the supply order process if they wish. Parents have helped paint, set up play equipment, and remodel buildings.

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

FRANKLIN PHONETIC SCHOOL

Email nilknarf@cableone.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 will include the following:

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

STATEMENT OF RIGHTS

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

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

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

LOCATIONS OF EDUCATION RECORDS

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

Sincerely,
Cindy Franklin
Principal

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

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

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

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

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

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

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

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

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

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

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

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

FRANKLIN PHONETIC SCHOOL

VOLUNTEER APPLICATION

Last Name: _____ First Name: _____ Initial: _____

Mailing Address: _____

Length of time at current address: _____

Phone: _____ (home) _____ (work) Occupation: _____

Please list THREE personal (non-family) references.

1. Name: _____ Phone: _____

Address: _____

2. Name: _____ Phone: _____

Address: _____

3. Name: _____ Phone: _____

Address: _____

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

Signature: _____ Date: _____

Do you have students enrolled in our school? Yes ___ No ___

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

VOLUNTEER EMERGENCY INFORMATION

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

Name: _____ Home # _____ Work # _____

Family Physician: _____ Phone: _____

Illness or health condition of note: _____

Medications taken: _____ Allergic to: _____

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

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

FRANKLIN PHONETIC SCHOOL VOLUNTEER OPPORTUNITIES

Volunteer Name: _____ Phone: _____

Best days/times available: _____

Grade/teacher of students enrolled: _____

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

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

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

