

# FRANKLIN ELEMENTARY SCHOOL

Manitowoc Public School District

## FRANKLIN FAMILY HANDBOOK

2019-2020

*It's always an AWESOME day to be a Falcon!*



**Franklin's Mission (fundamental purpose):** It is the mission of Franklin Elementary School to ensure high levels of learning for all in a positive, respectful, responsible, and safe environment where everyone feels secure and valued while being challenged to achieve personal success.

**Franklin's Vision (compelling future-what must we become?):** Franklin Elementary School is committed to operate as a professional learning community in a positive atmosphere where all staff and students are enthusiastic about the teaching and learning process.

**Manitowoc Public School District (MPSD) Mission:** The MPSD commits to educate, engage, and inspire all learners to thrive in a global community.

**MPSD Vision:** Inspiring Education-Empowering Community-Unleashing Potential

**MPSD Core Values:** Relationships-Compassion-Collaboration-Dedication-Integrity-Inspiration

Dear Team Franklin Students and Parents/Guardians:

At Franklin, we hope our school families find this handbook to be informative and helpful. A very similar document is being distributed to all the elementary students of the MPSD. Though the routines, practices, and schedules may differ slightly from school to school, you can be confident that all school procedures throughout our District are based on the same set of policies established by your Board of Education. Our practices, policies, and procedures are established to ensure all learners learn at high levels in safe learning environments.

Everyone on our team – parents, students, staff, and community members – has a significant role in creating the most positive, enjoyable, and safe learning environment in which all learners will thrive and learn at high levels. It is so important that every teammate stays focused on the purpose of why we are here, which is to engage, educate, and inspire all learners to thrive in a global community. By working together as a team, there is no doubt that we will achieve our mission, vision, and goals.

Please remember there is an **annual \$10.00 fee** per elementary student to help provide excellent facilities and instruction for all children.

Beginning this year, our Family Handbook will be sent to families via e-mail and posted on our school website. Paper copies will be provided upon request. If you have ideas or suggestions to enhance our handbook, please do not hesitate to contact me. Let's make 2019-2020 the best school year as we transform into the most desired, student-driven learning community in the universe!

It's always an **AWESOME** day to be a Falcon!

Nate Brunnbauer, Principal  
920.663.9512

[brunnbauern@mpsd.k12.wi.us](mailto:brunnbauern@mpsd.k12.wi.us)

<http://franklin.manitowocpublicschools.org/>

<https://www.facebook.com/franklinmanitowoc>

Si usted necesita esta información traducida al Español, por favor llame al 683-4771.  
Yog koj xav tau ib daim txhais ua lus Hmoob, thov hu Hmoob Tus Xov Tooj, 683-4389.

**ADMINISTERING MEDICATIONS:** Manitowoc Board of Education Policy states whenever medication is administered to students, the physician prescribing the medication has the right and responsibility to monitor the process. In order to ensure this, written instructions from the physician pertaining to the medication shall be directed to the building principal, the office health aide, or the school nurse. A written statement should come from the parent authorizing school personnel to give the medication in the prescribed dosage. The use of non-prescribed, over-the-counter medication by elementary students will also be supervised by designated office personnel; therefore, all pain relievers and allergy medications should be brought directly to the office in the morning.

**ADMINISTERING MEDICATIONS PROCEDURE:**

- a. The Parent/Guardian Medication Consent Form with Physician's Order for Administration must be completed by the parent and doctor and returned to the school office before medication will be administered by school personnel.
- b. Prescribed medication to be given in the school must be in the original pharmaceutical container clearly displaying the child's full name; the name of the drug and dosage; the time it should be given; and, the physician's name.
- c. Medication will be kept current and administered to the child at the designated time(s) by school personnel designated by the principal. An accurate and confidential system of record keeping will be kept by the assigned office personnel for each pupil receiving medication.
- d. The length of period for which the drug is to be administered shall be contained in written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage or time is changed in any way.
- e. Other than the designated office staff, no other adult or student has the authority to issue medications, even over-the-counter products, to your child. Furthermore, the diagnosis of illness and the prescribing of medications cannot be conducted by any school personnel.
- f. New prescriptions must be received annually for students on yearly medication.

**ATTENDANCE:** By law, all students are required to be in attendance unless excused for illness, family emergencies or other acceptable reasons. If a student is going to be absent, it is the parent or guardian's responsibility to contact the school office at 663-9510 prior to 8:10 a.m. to report the absence. Absences can also be phoned in during non-school hours by leaving a message on the answering machine. If a call is not received at school, the office will call parents/guardians at home or work to verify the child's absence. Students not in their classroom and ready to learn by 8:15 a.m. will be recorded as tardy. Franklin's principal, student support leader, and school counselor will strive to support anyone experiencing chronic absenteeism or tardiness. Let's work together to ensure all students attend school on a regular basis so they can learn at the highest of levels.

A request to have a child excused from classes early should be delivered to the office on the morning of the dismissal with the reason for the request. The parent (or an adult designated in writing by the parent) must then sign the student out in the office before the child can leave the building. If the student is to return to school that same day, i.e., after a medical appointment, he/she must sign in at the office.

**BEFORE, DURING, AND AFTER SCHOOL/DISMISSAL PROCEDURES:**

Children learn best when they feel safe, valued, and successful. Teachers teach best when they feel safe, valued, and successful (Sorenson). One way to grow and maintain the best learning environment is to make our school one of the safest places children can be at each day. When they feel safe, children can open their minds up to all the amazing learning connections we have for them. They can build safe and trusting relationships with staff and volunteers who are investing in their future.

At all times, all students, staff, and visitors on the campus should be identified and accounted for in case of emergency events. Utilizing one main entrance for all parent and visitor entries/exits, monitored by staff, allows a consistent and safe way for parents and visitors to access our campus knowing that student and staff safety is a priority.

- **All visitors are expected to enter through the main office, register as a visitor with our Raptor Visitor Management system, obtain a visitor identification badge, and identify their destination in the building.**
- **All visitors are expected to wear the visitor identification badge obtained in the office at all times while in the building.**
- **All visitors must return the visitor identification badge, sign out, and exit through the office.**
- **When the end-of-the-day bell rings at 3:10 p.m., all visitors, including parents picking up their children, must follow the new procedures listed above. Students will not be dismissed out the main entrance or the entrance nearest the gym; the gym entrance/exit is only to be used for students riding the bus after school. If students need to re-enter the building, they must enter through the main entrance.**

Again, utilizing one main entrance for all parent and visitor entries/exits monitored by staff, allows a consistent and safe

way for parents and visitors to access our campus knowing that student and staff safety is a priority. If you have any questions or concerns regarding the changes, please do not hesitate to contact the principal.

**FRONT DRIVE:** Our front drive may be used for drop-off and pick-up during the school day. All visitors must park in the designated areas. The front drive is not to be used as a drop-off or pick-up before or after school.

**STAFF (NORTH PARKING LOT):** The north (staff) parking lot (35<sup>th</sup> Street access) is not to be used as a drop-off or pick-up point due to the danger presented by car traffic at that location.

**BEFORE SCHOOL BEGINS:** Franklin's school hours are from 8:10 a.m. to 3:10 p.m. Our first morning bell will ring at 8:08 a.m. for students to line up. The second morning bell will ring at 8:10 a.m., the time in which students may enter the building. All students are expected to be ready to learn when the learning bell rings at 8:15 a.m. Students who are not seated and ready to learn when the learning bell rings will be considered tardy.

Children may enter the building prior to 8:10 a.m. if prior arrangements have been made with a staff member. Students dropping off instruments or large projects may do so and then return outside. Before school staff supervision will begin at 7:50 a.m. Because playground supervision does not begin until 7:50 a.m., children using the playground prior to that time do so at their own risk. Students are asked to be dropped off on 33<sup>rd</sup> Street.

During rainy or cold weather (with a "feels-like" temperature of 0 degrees or below), students will be allowed to enter the building at 7:30 a.m. In these instances, signs inviting the students to enter the building will be posted at the entrances. Students are then expected to proceed to the gym.

**DISMISSAL AFTER SCHOOL:** Parents who wish to come inside and wait for classes to be dismissed are asked to come in after 3:05 p.m., register as a visitor, obtain and wear a visitor's badge, and wait in the foyer until the dismissal bell rings at 3:10 p.m. All visitors are also asked to return the visitor's badge to the office and exit through the office.

Unless students are participating in a scheduled after-school activity, they should go directly home after school. The crossing guards will only be on duty for approximately 15 minutes after school is dismissed. We will provide outdoor supervision until 3:20 p.m. every day; however, students using the playground after that do so at their own risk.

Parents are requested to observe the "No Stopping, No Parking" signs on the east side of 35<sup>th</sup> Street, the west side of 33<sup>rd</sup> Street, and the north side of Dale Street.

**BICYCLE SAFETY:** Students who ride bicycles, skateboards, skates, and scooters to school are expected to ride in a safe manner. Students are not allowed to use these items on school property, including playgrounds, driveways or parking lot.

All bicycles must be parked in the racks, and students are encouraged to lock their bikes. Skateboards, skates, and scooters must fit in the student's locker if they choose to bring them into the building. The school is not responsible for loss, theft, or damage of such equipment. Remember to wear the appropriate protective head, knee and elbow gear.

**BOARD POLICY CONDUCT CODES:** Our Board of Education policies support our standards for respectful behavior. They state: "The District is committed to maintaining a favorable academic atmosphere for students and staff. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration, and their classroom teachers."

Student behavior that is dangerous, disruptive or unruly, or interferes with other students' learning is inconsistent with our school mission. A teacher may temporarily remove a student from class for any behavior that interferes with the ability of students to learn at high levels. This type of behavior includes, but may not necessarily be limited to, the following:

- Possession or use of a weapon or other item that might cause bodily harm.
- Being in possession or under the influence of alcohol or other substances.
- Behavior that interferes with a person's work or school performance, or creates an intimidating, hostile, bullying, or offensive learning environment.
- Disruption and intimidation caused by gang or group symbols or gestures.
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates classroom disorder.
- Willful damage to school property.
- Defiance of authority (refusal to follow directions or orders given an adult).
- Possession of personal property prohibited by school rules and otherwise disruptive to others' teaching

- and learning.
- Use of profane or insulting language.

Students may be secluded or restrained by staff members only in emergency or extreme situations for the safety of all and only to the extent authorized by state and federal laws and regulations with parent notification.

**BREAKFAST AND LUNCH PROCEDURES:** Each family in the District has received information describing the meal payment and service procedures, as well as applications for free and reduced options. A child missing a school-offered meal by family choice or due to absence will not be charged on that day. If you have any questions regarding the school lunch program, please call the District's Food Service office at 920-686-4774.

Application forms for free or reduced-price meals will be provided to every family and are available in the office. The application process must be repeated every year and updated if there is any change in family or income status. Please complete this form; if you qualify, this simple process can be a large cost saver and provide you other financial benefits as well. If you have any questions regarding free or reduced meals, please call the District's Food Service office at 920-686-4773.

Franklin Elementary is fortunate to be able to offer "Breakfast in the Classroom" to all students every school day at **no cost**. While it is not required for all students to eat breakfast in the classroom, it is a wonderful opportunity to ensure all students have the fuel they need to learn at high levels. Each breakfast comes in a bag with one or two whole grain items and a serving of fruit. Milk and another serving of fruit are available for the students to take if they choose. The majority of the items are shelf stable; therefore, if your child is not hungry when breakfast is being served at the start of the school day, some of the items can be saved for a snack later in the day. We will no longer be offering the morning milk program due to our "Breakfast in the Classroom" opportunity. Menus are posted on Nutrislice and can also be accessed through the District and Franklin websites.

Our meal program complies with the National School Lunch Program. For lunch, your child will normally be offered two entrée options. Parents/guardians can deposit payments directly into a family account using the drop box available at Franklin or any other public school. Students with insufficient funds in their account will receive a peanut butter sandwich and white milk at lunchtime until accounts have been updated. Students will eat in the gym. Adequate time will be given to finish the meal. Each student will be responsible for ensuring his/her area is clean when he/she has finished eating. Adult meal supervisors are present during breakfast and lunchtime, and they have the same authority and deserve the same respect as any other staff member.

A carton of milk is included in the hot lunch fee. Otherwise, the milk cost is 35 cents per carton for students who bring a lunch from home and would like milk provided and hot lunch consumers who would like more than one carton of milk. We also provide microwave ovens operated by adults for heating children's lunches.

**CELLPHONES:** Students are welcome to bring cellphones to school. All student cell phones are to be turned off from the time the first bell rings at 8:08 a.m. until the dismissal bell at 3:10 p.m. Students may keep their cell phones in their lockers or turn them into their teacher or the office for safekeeping. Additionally, students may only use their cell phones during the school day if permission is given by the principal. Please note there must be extenuating circumstances for such permission to be granted.

**FALCON FRIDAYS:** Every Friday is a Falcon Friday. Show your school spirit by wearing your Franklin spirit wear or our school colors, which are blue and yellow. Get your Spirit Orders to the office no later than September 18. GO FALCONS!

**FIELD TRIPS:** Before students are allowed to leave the school for field trips, visits to other schools, or any other event, they must have a permission slip signed by the parent or guardian. Teachers may do this for each individual trip or use a "blanket" permission form for all field trips, then send home reminders prior to each event. In either case, for the child's protection, we will exclude him/her from a field trip if there is no parent acknowledgement.

All chaperons will be required to complete the volunteer application, which includes a background check, prior to accompanying Franklin students on any field trip. This application must be completed on an annual basis.

**FRIDAY FOLDERS:** On the last school day of each week (in some grades more often), students will bring home a durable plastic folder that will contain essential school-related information. Be sure to take out all the papers, read the contents with your children, sign where appropriate, and promptly return the documents to school. If you have more than one child attending Franklin, please take the time to examine each folder. (There may be some duplication, but there will also be information specific to each class.) Other community or club information and flyers may be sent home any day of the week.

The Franklin newsletter will be sent home with students once each month. Please read it and call the office if clarification is needed. These newsletters are our primary means of communicating with parents and provide announcements of activities, events, and other important information. We also welcome you to visit our website at [www.manitowocpublicschools.org](http://www.manitowocpublicschools.org) or like us on Facebook (<https://www.facebook.com/franklinmanitowoc/>).

### **GUIDELINES FOR BUS RIDERS:**

- Leave home early enough to arrive at your bus stop on time.
- Wait for your bus in a safe place – well off the roadway.
- Enter your bus in an orderly manner, and take your seat immediately.
- Politely follow the instructions of your school bus driver or bus patrol person.
- Be alert to traffic when leaving the bus.

Students who ride the school buses are expected to conduct themselves in a safe manner while waiting for and riding the bus. Misbehavior may result in parental contacts and restrictions of riding privileges.

**HOMEWORK:** The homework your child may receive reinforces the skills and concepts learned throughout the school day. All of the opportunities to engage in homework should be positive experiences that result in high levels of learning for all. If at any time the homework opportunity leads to frustration or a potential argument, be sure to set the homework aside and contact your child's teacher for support. Here are some discussion starters that go beyond the homework and create stronger bonds and positive feelings towards school.

- What did you learn about yourself today?
- Tell me about a time in which you felt excited about learning?
- Tell me about a conversation or interaction with a classmate or an adult that you enjoyed.
- Was there a time when you felt worried or scared? Tell me about that.
- What do you appreciate about your day?
- What would you like to celebrate about your day?
- What are you looking forward to tomorrow?
- Is there a question about your day you wish I would ask?

**ILLNESS OR EMERGENCY:** If your child becomes ill or is injured during the day, the school may wish to contact you; therefore, it is extremely important that each family complete a student information card with telephone numbers and other emergency information. **Please inform the school immediately of any contact changes** that may occur during the year. Quick attention to your child's health and safety is your goal and ours.

**IMMUNIZATION REQUIREMENTS:** Wisconsin State laws require all standard childhood immunizations. We observe all requirements for proof of immunizations. Copies of medical records (or a signed waiver claiming health, religious or personal conviction exemption) should be submitted to the school office. Questions can also be referred to the Manitowoc County Health Department.

**LOCKERS AND SECURITY:** Board policies state: "A student locker is provided by the school for the convenience of the student to be used solely and exclusively for storage of outer garments, footwear, and school related materials. No student shall use the locker for any other purpose. The locker assigned to a student is not the student's private property or under his/her exclusive possession and may be opened and inspected by school authorities at any time. Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parents or guardians of the student (without liability to the school for safekeeping). If the inspecting authority suspects that possession or storage of the unauthorized items found in the locker involves a violation of law, the suspect material removed from the locker shall be turned over to law enforcement officials and parents notified."

**LUNCH AND RECESS SCHEDULE:** Our lunch/recess period will be from 11:15 a.m. to 12:45 p.m., which includes 20 minutes to eat and 25 minutes for recess for each grade level. Depending on grade levels and schedules, students will also have a 15-minute morning and/or afternoon recess at 10:00 a.m. or 2:00 p.m.

**MONEY AND EXPENSIVE ITEMS:** The school will not be responsible for money and items of value brought to school by students. There is seldom a valid reason for students to have such things as toys, iPods, cameras, electronic games, or any quantities of money in school. If money is needed for a school-related purpose, the school office or classroom teacher will notify you. When sending money to school with your child for any reason, please send the correct amount in a signed envelope to avoid loss or confusion.

**MPSD INFORMATION LINE:** Timely news concerning school activities, schedule additions and changes, deadlines, weather-related closings and special events is available by recorded message on the public school information line. School news is also featured on Comcast Channel 15, and at the District website [www.manitowocpublicschools.org](http://www.manitowocpublicschools.org).

**PARENT/GUARDIAN VISITORS AND VOLUNTEERS:** If a parent/guardian wishes to visit during the school day, we ask that they follow the “Before, During, and After School/Dismissal Procedures” as outlined on the third page of this handbook. We also require that all volunteers successfully complete a background application check prior to the event and follow the same procedural expectations for visitors. Thank you for supporting the learning of everyone.

**PARENT/TEACHER ASSOCIATION (PTA):** At Franklin Elementary, we are fortunate to have an awesome relationship between parents and teachers. This is our school, and we want everyone to have an opportunity to help and support the transformation of our learning environment to ensure everyone learns at high levels. Our PTA is an active and diverse group of adults who care deeply about children and their education. This incredible team meets the third Wednesday of every month beginning at 6:00 p.m. in Franklin’s library. Bilingual interpreters and childcare can be provided for your convenience. For more information, stop in the commons outside the office to view the PTA bulletin board or check out the PTA’s Facebook page at [https://www.facebook.com/Franklin-Elementary-PTA-1559604534259026/?hc\\_ref=ARROr1dQZSnY3pH6R4tJ29v-0W3CgrL4IE2qBrNG0Q2Ptjik0ytLHemjgeSb6F7bkjY](https://www.facebook.com/Franklin-Elementary-PTA-1559604534259026/?hc_ref=ARROr1dQZSnY3pH6R4tJ29v-0W3CgrL4IE2qBrNG0Q2Ptjik0ytLHemjgeSb6F7bkjY).

**PETS:** To promote sanitation and safety for all children, there are standard Board policies to follow and District forms to complete before a pet or other animal may be brought to school. If you have questions regarding bringing a pet to school, please contact Franklin School’s principal.

**PLAYGROUNDS:** Students may play on the assigned playgrounds but not near the streets, parking lots, sidewalks, building entrances, windows, or too close to the building. Sports, games, and other activities will be closely monitored to ensure the safety of all children present. All students are asked to **Be Respectful, Be Responsible, and Be Safe** at all times.

Boots or waterproof shoes should be worn on wet, snowy, or icy days. Students who have all the necessary winter clothing may play in the field. If students do not have the necessary clothing, they will have the opportunity to play on the blacktop. In the event of extreme cold temperatures or other adverse conditions, recess will be held indoors.

**RAPTOR VISITOR MANAGEMENT SYSTEM:** If you are coming to Franklin School during the school day for a meeting, volunteering, or school activity beyond the office, you will be asked to present a valid state-issued identification card (ID). Your ID will be scanned into the system and assist us in providing you with a visitor badge, which allows us to know your destination in the event of an emergency on campus. The new system will also check to ensure registered sexual offenders are not entering our buildings. It is important to note the Raptor system only scans the visitor’s name, date of birth, and photo for comparison with a national database of registered sex offenders. No additional visitor data is gathered, nor is the system connected to any other system beyond the MPSD. Once entry is approved, Raptor will issue a badge identifying the visitor, date, and purpose of his/her visit.

A visitor’s badge will not be necessary for those who visit our schools simply to drop off or pick up an item. In the event a person does not have identification, please contact the building principal so we can work together to determine a resolution.

If you plan to visit any MPSD campus and have concerns about your current status to visit a school or need to schedule your campus visit, please contact the principal of that school or Michael Morgen at the District office. The safety of our students, staff, and visitors is paramount to high quality learning, and the Raptor Visitor Management System allows us to enhance the safety of all MPSD school campuses. Thank you in advance for your understanding and support of enhancing school safety in our schools.

**RESPECTFUL BEHAVIORS:** To ensure all learners learn at the highest levels, we have the following expectations for all members of Team Franklin in all settings: **Be Respectful, Be Responsible, and Be Safe.** If needed, students will be provided with monthly and daily opportunities to learn about the expectations throughout Franklin. When students demonstrate respectful, responsible, or safe decisions, staff members will acknowledge the positive choices. When a student makes poor behavioral choices, the staff member and student will embrace this as an opportunity to learn at high levels. Every incident is unique, and we must embrace them as opportunities to collaboratively problem-solve and make what comes next even better.

**SAFETY PATROL:** Fourth and fifth grade students may volunteer to serve on safety patrol. Parent permission forms must be signed and returned. Since this involves student pedestrian safety, safety patrol members are expected to take this responsibility seriously. They are to be at their assigned patrol location on time and carry out their duties in a

responsible, helpful, and mature manner. In the same way, all other children should respond to crossing guards with courtesy and respect.

Student safety patrols are stationed before and after school at the intersection of 33<sup>rd</sup> and Dale Streets, Dale Street at Redfin Court, and 35<sup>th</sup> Street at Forest Circle. Adult crossing guards are posted at the intersections of 35<sup>th</sup> and Dale Streets and at 33<sup>rd</sup> Street and Meadow Lane.

### **SCHOOL CLOSING:**

When school is closed or delayed due to bad weather, it will be announced on local radio stations as early as possible. **Please do not call the bus company or radio stations** as they must keep their phone lines open. A recorded or electronic message may also come to a number you have provided.

Tune in to the following stations for details on school closing or bus delays:

WOMT-WQTC Radio (1240 AM or 102.3 FM)  
WCUB-WLTU Radio (980 AM or 92.1 FM)  
WLKN Lake 98 (98.1 FM)  
WIXX Radio (101.1 FM)  
WGBW Radio (1590 AM)  
WBAY TV – Channel 2  
WFRV TV – Channel 5  
Fox News – Channel 11  
NBC TV – Channel 26  
[www.manitowocpublicschools.org](http://www.manitowocpublicschools.org)

**STUDENT DIRECTORY DATA:** Any parent/guardian who is not comfortable with the release or use of his or her child's name and/or photograph in school publications, award and sports publicity, honor rolls and other material available to the public should **notify the principal in writing by the end of September.**

**STUDENT DRESS:** Respect of self and others is closely tied to our clothing and personal hygiene habits. We ask families to help teachers maintain healthy and positive classrooms; therefore, students are expected to come to school neatly dressed and clean. A clean pair of tennis shoes is the recommended footwear for physical education classes.

Clothing displaying inappropriate language or pictures, or advertising alcoholic beverages or tobacco is not allowed. Revealing clothing such as halter-tops, cutoffs, extremely short shorts, tube tops, and "spaghetti strap" tops are considered inappropriate. Please remember to use your best discretion when choosing cold-weather clothing. If clothes are inadequate or unsafe, a child's health and comfort may be at risk. Please write your child's name inside all boots, caps, jackets, and all other removable items with a marker so they can be quickly returned if lost.

**STUDENT RECORDS:** Consistent with the Family Educational Rights and Privacy Act, please be aware that parents and guardians of minor children have the right to inspect, review, and seek amendment to their child's school records. Records will not be disclosed to third parties without a custodial parent signing a Release of Information form, except where allowed by law. Concerns related to student records should first be addressed with the school principal and then with the superintendent's office on Lindbergh Drive (686-4781).

Students' academic progress is reported to parents at least four times during the school year, approximately at the end of each nine-week period. Parents will be invited to attend two scheduled conferences by appointment, one in the fall and one in the late winter. We strongly urge you to contact your child's teacher if you have questions or concerns about academic or behavioral challenges at any time. Direct, punctual, and honest communication with teachers is in your child's best interest.

**TEXTBOOK AND LIBRARY BOOK CARE:** Textbooks and library books are available for student use at no cost. Because these books are reused each year, we ask for your assistance to help us keep them looking fresh and clean. Do not mark in them. Please keep them safe, dry, and protect them from pets and other potential harm.

Fines will be charged for damaged or lost materials. If a currently used book is lost and cannot be found, the full replacement cost may be charged. Fines for damaged materials will depend on the nature of the damage. Failure to pay for damaged or lost materials may result in reduced library and other privileges.



**TRANSLATION:** Translation of important information and of parent/teacher meetings will be provided whenever possible. Contact the office or call our phone hotline numbers at 663-9373 (Hmong) or 663-9372 (Spanish).

**QUESTIONS? CONCERNS? IDEAS FOR IMPROVEMENT?** The principal and the entire staff of Franklin are interested in your ideas and suggestions as we strive to continuously improve. Because your feedback is so valuable and helpful, a parent survey will be made available two times during the school year. The first opportunity will be during the parent/teacher conferences in November and again towards the end of the school year. Our school improvement teams use the feedback as they plan to make Franklin more awesome. Information about your feedback and the plans our teams develop to continuously improve are shared during our monthly PTA meetings and have many positive impacts on the learning of all. Thank you for your support and dedication to everyone on Team Franklin.

***It's always an AWESOME day to be a Falcon!***