



# Franklin Elementary School



## PARENT/STUDENT HANDBOOK

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West Allis, WI 53227  
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<http://www.wawm.k12.wi.us/Franklin>

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# *Franklin School Community Agreements*

## Think S.M.A.R.T

Safety

Mutual Respect

Attentive Listening

Right To Pass

Tolerate and Appreciate



# *Franklin Pledge*

*I pledge to be a responsible member of the Franklin School Community.*

*I will think S.M.A.R.T.*

*I will act S.M.A.R.T.*

*I choose to help make Franklin a better school by taking pride in our school community.*

*I know I am an important member of the Franklin School Community and I pledge to do my best at all times.*



Franklin Dress Code

## Profile of Franklin Elementary

We are proud of our Franklin Elementary School family. Our friendly school provides children with a supportive, caring environment with high expectations where every child is valued and important.

We are a school of approximately 350 students. Each one of our children are so different with varying learning styles, strengths, experiences, abilities, backgrounds and talents! We have 14 classroom teachers, eight resource teachers, seven specialists and many traveling teachers who also support our wonderful learning environment. Our staff works as a team to provide differentiated learning opportunities so that each child is able to achieve their maximum growth academically, socially and emotionally.

We offer many opportunities for our students. A few are listed here: Peer Mediation, PASS Afterschool Club, Suzuki, Orchestra, Band, Student Council, Safety Cadets, Book Club, Games Club and the list continues as our children explore new ideas! Our goal is for our children to dream, discover and lead the clubs they would like to participate in!



### Board of Education Members:

Dan Bailey,  
George Sotiros,

Annette Frymark,  
Susan Stalewski,

Kristi Bonaparte  
Sue Sujecki,

Patricia Kerhin  
Barbara Suleiman,


Gail Radonski  
Darlene Ziemendorf,

Superintendent – Kurt Wachholz

## ARRIVAL

Arrival in the morning should be after 8:15 a.m. and before 8:25 a.m. unless your child attends the breakfast program which begins at 8a.m. There is no supervision on the playground prior to the start of school. The first bell rings at 8:25 a.m. for entrance into the main school. The tardy bell rings at 8:30 a.m. Students that arrive after 8:30 a.m.. must report to the office to receive an admittance slip to their classroom. **All students line up on the playground at their designated line.** Unexcused tardies and absences are considered truanancies. Our goal at Franklin is to encourage all children at school on time.

## REPORTING ABSENCES

The importance of calling in your child's absence cannot be stressed enough. Parents, please call your child in before 9:00 a.m. each day that your child will not be attending school. You may call the school 24-hour absence hotline at 604-3700 and follow the prompts to leave a message. It is important that we know the whereabouts of all our students each day. If a doctor sees your child, please bring a note from the doctor indicating the reason for the absence and the days out of school. If we do not receive a call from a parent/guardian, the absence is marked unexcused. After 10 unexcused absences, the student is considered truant. There is a city ordinance which enables the police department to ticket and fine the parents of the students who are considered truant.

## TARDIES

We are committed to supporting the academic success of your son/daughter. An important part is enforcing a tardy policy that encourages their timely arrival to school each day. Students who are tardy are responsible for letting the office know their lunch selection. Students arriving after 8:35 are tardy. Parents/guardians should sign students in at the office; a tardy slip will be given to the student to give to the classroom teacher.

Your child will be considered **EXCUSED TARDY** when:

- \*They have a written medical/dental excuse
- \* District buses are late (does not count against their record)
- \* Severe weather related conditions deter travel

All other Tardies are **UNEXCUSED**

## HABITUAL TRUANCY– Daily Attendance is crucial to school success!

A "habitual truant" is a student who is absent from school without an acceptable excuse for either of the following: Part or all of five or more days on which school is held during a school semester.

This applies to all children under the age of 18. Children can no longer be released from compulsory school attendance prior to age 18.

## PARENT/GUARDIAN RESPONSIBILITIES

Under Wisconsin Statute 118.15, any person having control of a child between the ages of 6 and 18 shall see to it that the child attends school regularly until the end of the school term of the school year in which the child becomes 18.

### PENALTIES

According to 118.15, (5) of the Wisconsin Statutes, a parent or guardian of a child may be held responsible for the child's non-attendance, and if convicted, he/she may be fined not more than \$500 or jailed for 30 days, or both, and/or revocation of vehicle registration.

Ordinance 6.06 of the Revised Municipal Code of the city of West Allis/West Milwaukee makes it unlawful for any pupil to be truant from any school in the West Allis-West Milwaukee School District. If a parent knowingly allows their child to be truant from school, the parent can be issued a citation.

## PARENT AND STUDENT RIGHTS

Parents have the right to receive written notice of their child's non-attendance from school. Parents and students have the right to attend a meeting with school officials to discuss the child's truancy. Parents and students may request a number of program or curriculum modifications to attempt to improve regular school attendance.

## ADDRESS CHANGES

Parents are responsible for promptly notifying school officials, when they have a change of address. Proof of residency will be required on an updated enrollment form. The District does request the Police Department to assist in school district residency verification.

- ❖ If a student moves within the Franklin attendance area, an updated enrollment form must be completed and proof of residency.
- ❖ If a student moves to a new address within the West Allis West Milwaukee School District they will be permitted to complete the current school term. An updated enrollment form must be completed. You must register at your new school and provide them with proof of residency.
- ❖ If a student moves to a new address outside the West Allis West Milwaukee School District and chooses continued attendance at Franklin School, you must complete a Tuition Waiver form and updated annual enrollment form. Acceptance of a Tuition Waiver allows a family to continue school for the remainder of the approved term. Extensions are possible through the state of Wisconsin Open Enrollment Program. Please check with the school office for details.

## BICYCLES, SCOOTERS, AND SKATEBOARDS

If a student rides a bike to school, it should be parked in the rack provided. Students must bring their own lock to secure their bike. *The school is not responsible for them.* Students should walk their bikes to the rack in the morning and off the school grounds at the end of the day. No bike, scooter or skateboard riding on school property. Students are **PROHIBITED** from bringing skateboards, rollerblades, or scooters to school.



## CELL PHONES - JUST A REMINDER— REGARDING CELL PHONES AND ELECTRIC DEVICES!!

Cell phones should not be brought to school. If there is a situation where you feel your child needs to have his/her cell phone at school, please contact the Principal. All cell phones are to be kept in the school office during the school day and not with the child. Once you enter the school building, (even if school has not officially started) you **MUST** turn your cell phones and iPods in to the main office. Be sure your device is turned off!! Keeping phones and iPods in the office will ensure their safety and protection from theft! **You are not allowed to use cell phones or iPods in the cafeteria during breakfast. \*\*Cell phones and other electronic devices MUST be turned in at the main office during the school day and not left with your child. \*\***



## CLASSROOM LEARNING WITHOUT INTERRUPTIONS

We need to limit the interruptions to our instructional day for students. Information regarding after school plans, rides, appointments, etc. should be discussed before the student comes to school in the morning. The only phone messages should be for emergencies.



## CLASSROOM PLACEMENT

Each spring in preparation for the upcoming school year, teachers divide their classes into instructional groups designed to promote the most effective learning environment possible. These groupings are based upon teacher observations, test results, student's classroom abilities, boy and girl ratios, and special programming. If you have thoughts regarding your child's strengths, needs and personality characteristics that you would like us to consider, put them in a letter addressed to the principal. Please take time to describe a classroom environment you feel would benefit your child academically, socially, and emotionally, etc. While it is tempting to request a particular teacher, we discourage this practice. Each summer we have changes in staff and sections of students.

## CLOTHING

*Students should dress for success.* We expect our students will wear appropriate clothing that does not interfere with the instructional process. Students with shirt, t-shirts, and other articles of clothing with slogans or pictures that would interfere with the learning process will be asked to turn the shirt inside out for the remainder of the day or return home with the parent to change to more appropriate school clothing. Students should not wear oversized pants or loose pants without belts as they cause safety hazards in gym classes, and on the playground. Summer playwear such as short shorts, tank tops, and tops not covering the midriffs are not appropriate for school.

Please check your youngster's daily dress so that they are dressed warm enough as the season starts to change. Children without a sweater, or a light jacket in their backpack, can be cold at recess if weather changes during the school day. Each classroom at Franklin has an area outside or inside the classroom for hanging up jackets and book bags/backpacks. Parents can help children become more independent in dressing themselves and in caring for their belongings. To insure that your child wears home the same items that were worn to school, be sure to place a name label on every article of clothing. Missing items may be located in the Lost and Found box kept in the hallway.

### **Please give special attention to the following:**

- ❖ Mark all coats, sweaters, hats, mittens and boots. This will assist us in returning lost articles to the owner.
- ❖ Children **MUST** wear boots, hats, scarves and gloves to school during the winter months. Make sure boots are large enough to be put on without assistance.
- ❖ Dress children so they can participate in outdoor activities at recess and lunchtime.



## CONFERENCES

Parent/teacher conferences are one way to build the home-school connection. **All parents are scheduled for the first set of fall conferences in October.** The second "follow-up winter conference in Jan/Feb is designed for teachers to meet with parents on an as-need bases. If you are not contacted and desire a conference, please contact your child's teacher to schedule. It is not necessary to wait for the regular conference times if parents (or teachers) are concerned or have comments or questions about their child during the year. If you would like to meet, please let us know! Parents are the most important resource in helping our children improve academically, behaviorally and emotionally. Your support is paramount.

## CUSTODIAL RIGHTS

Parents must notify the school, in writing, of any restrictions involving a child's custody if it pertains to the child's school day and/or arrival and dismissal from the building. This information is necessary for your child's protection. A copy of these legal restrictions must be on file in the school office. This information is necessary for your child's safety.

## COMMUNITY SUPPORT

### McDonald's Neighbors Program:

Now you can help your school/organization by collecting and saving authorized McDonald's purchase receipts from the following participating McDonald's restaurants in the following counties: Dodge, Fond du Lac, Kenosha, Milwaukee, Racine, Sheboygan, Walworth, Washington, Waukesha and Lake County, Illinois). The receipts you collect and save can then be redeemed by our school for a wide variety of high quality products featured on the McDonald's Neighbors website, [www.mcwisconsin.com](http://www.mcwisconsin.com) which you are welcome to visit. We ask that you consider visiting McDonald's restaurants, save your purchase receipts and either give them to your teacher or hand them in at the office. We have bought many new items for our playground and classrooms this year by using our McDonald's receipts like; jump ropes, playground balls and many books. Keep saving your receipts!!



### Box Tops for Education



Earn cash for your school through everyday activities: buying groceries, shopping online and making purchases with a credit card. All at no additional cost to you! Clip Box Tops from hundreds of participating brands. Earn up to 8% back for your school when you shop online and 1% every time you use your credit card. With your help and the dedication of your school's volunteer Box Tops

Coordinator, your school can earn up to \$60,000 through Box Tops each year. That is as much as \$20,000 each from clipping Box Tops, shopping at the Box Tops Marketplace<sup>SM</sup> and using the Box Tops Visa<sup>®</sup> card. Box Tops for Education has helped America's schools earn over \$175 million in just over 10 years. For more information on participating brands and other helpful information, feel free to check out their website <http://www.boxtops4education.com>

### Campbell's Soup labels



Labels for Education<sup>™</sup> makes it easy for you to give back to your school and community. Now, it is even easier to get free merchandise, with over 150 of your favorite foods now worth 5 points each! Chances are, you already have many products in your kitchen right now that qualify for the Campbell's Labels for Education program — such as Campbell's<sup>®</sup> soup, Prego<sup>®</sup> pasta sauce, Pepperidge Farm<sup>®</sup> Goldfish<sup>®</sup> crackers, or V8<sup>®</sup> beverages to name a few. After you enjoy them, don't forget to save the proofs of purchase! Look for the Labels for Education logo on the label, near the UPC.

### DAILY SCHEDULE



#### FRANKLIN

First Bell	8:25 a.m.
Tardy Bell	8:30 a.m.
K4/ECH—AM	
Dismissal	11:10
Lunch/Recess	11:30– 12:35 (Staggered schedule)
4KECH –PM	
Arrival	12:50
Dismissal	3:30 p.m.

### DISCIPLINE

An orderly, purposeful, cooperative school climate is essential for learning. The faculty works together to provide positive, self-directive student discipline. An atmosphere respecting each child's right to learn will be maintained. If a child's behavior trespasses upon the safety of rights of others or disrupts the learning environment, appropriate disciplinary action will be taken. Parents, please be sure to review the Code of Student Rights and Responsibilities booklet carefully with your child (ren).

### DISTRICT SPECIAL NEEDS NURSING DEPARTMENT

The goal of the Special Needs Nurses is to remove or reduce health concerns as a barrier to learning. General responsibilities include overseeing medication administration concerns as well as chronic and acute student health conditions. The nurses function as a communication liaison among physicians and other allied health care professionals.

The Nursing Department constructs Asthma and Emergency Care Plans for each child with potentially life threatening conditions e.g. severe allergic reactions, diabetes, seizures. These plans are updated and reviewed annually with the teacher and involved school staff. Each school has an assigned district nurse. The Nursing office is located within Irving Elementary School building, room 107. Please do not hesitate to contact one of the district nurses at 604-4000 x1107 if you have a concern or question regarding the health of your child.

## Title and ILI

The Title **reading intervention** program is for grades K5-2nd grade. The Intermediate Literacy Intervention program is for grades 3rd – 5th. These programs provide additional small group reading instruction to help students improve their reading skills. Along with extra practice in decoding, comprehension and writing which gives students many opportunities to make advances in reading.

## EARLY DISMISSAL, STUDENT CHECK-IN, AND CHECK-OUT

Early dismissals require a parent note and should include the date, time and reason for the dismissal and who will be picking up the child. When checking the child out, please report directly to the office and sign the early dismissal register.

Students arriving or leaving the building other than scheduled times must be checked in and out by an adult in the office. Students arriving later can bring a note, however, if a student leaves before the end of the school day, an adult must sign him/her out. No child will be released without adult supervision.

## EMERGENCY INFORMATION

Please keep us posted on **ANY new home or employment changes which should be added to our student files.** Also, please let us know if you want to change the names of individuals identified as contact people for emergencies if you are not available. This update is vital because we may have emergencies or school related business regarding your child and an immediate telephone call is necessary. Most importantly, please keep us up-to-date about any changes in your child's medical needs. We keep a health alert listing and need your input to keep it accurate.

## ENROLLING A STUDENT

Parents of all new students in grades 4K-5<sup>th</sup> may pick up enrollment forms from the school office. You will be asked to provide this information along with the completed enrollment forms:

- ❖ A birth certificate (with seal)
- ❖ Verification of residency (signed rental agreement/current tax bill or utility bill)
- ❖ A copy of the child's immunization records
- ❖ Your child's last report card from the previous school-if applicable
- ❖ Copy of any current IEP-if applicable

*All grade level & classroom placements are conditional pending the arrival of previous school records.*



## FEES & HOT LUNCH PRICES

School fees are an important revenue source and covers only a small portion of book rental, workbooks and materials used in lieu of books and computer access/updating. **School fees must be paid** the first week of school or upon enrollment during the school year for a new student. There are district procedures established for a waiver of fee to families that qualify because of low income. This application is available in the school office and should be completed the first week of school or upon enrollment during the school year.

### **\*Hot Lunch Prices**

Breakfast K5-5th - \$1.30

Elementary Lunch - \$1.80

### **\*Student Fees**

4K/Early Childhood – \$40.00

5K – Grade 5 – \$60.00

*(Includes the \$5.00 Assignment Notebook Fee and the \$10 Technology Fee)*

## LUNCH & PLAYGROUND SUPERVISION

Lunchroom Supervisors will be on duty in the lunchroom and on the playground. They will supervise and assign section of the playground when outside to insure that every child is playing safely. When in the lunchroom, they will supervise the students to insure the lunchroom is safe and orderly. Peer mediators are also available during the noon recess period.

For the safety of all students the following expectations exist:

- ❖ Respect yourself & others
- ❖ Students are encouraged to play safe, have fun and get some fresh air and exercise!
- ❖ All play is to stop when the bell rings, students are to line up in their designated classroom lines
- ❖ Fighting is not acceptable and will not be tolerated
- ❖ Fair play, good sportsmanship and safety are to be used at all times
- ❖ Balls and jump ropes may be checked out at lunch & returned by the same person.. They are not to be kicked Or thrown against the building
- ❖ Equipment brought from home must have the principal's permission & labeled with student's name
- ❖ No one is to play in areas where cars are parked
- ❖ Bicycles and skateboards are not to be ridden on the playground

## FIELD TRIPS

Each student will need to have written permission to attend field trips. Parents are notified when field trips are scheduled. Students without the "official" completed permission slip will not be able to attend the field trip experience. If the permission slip is lost, a new one may be secured from the teacher. Parent should contact the teacher immediately if they are unable to meet the cost of the field trip so that alternative arrangements can be made. It is especially important to dress children appropriately for field trips. A child who is warm and comfortable will benefit most from out of school learning. Field trips are designed to extend classroom learning. We expect the same behavior out of school as we do in school. Students who become discipline problems may remain at school for future trips.

## GCT

The Gifted, Creative and Talented program provides exciting, challenging and academic experienced for students. Creative, critical thinking and problem solving skills that lead to intellectual growth and learning success are modeled and developed.

## HEALTH ROOM

If a child is injured or ill, he/she can come to the office for assistance. We **DO NOT** have a nurse on staff, however, our staff does attend a first aid training course sponsored by the Red Cross. *The secretaries are available at all times to help your child, however, staff is NOT permitted to diagnose injuries or illnesses, treat old injuries or provide medical treatment. They are allowed only to wash the injury with soap and water and apply a bandage or ice pack.* If the injury or illness is serious enough, we will notify a parent/guardian *immediately*. If a parent/guardian is unable to be reached, we will attempt to reach alternate contacts provided by the parent on the emergency contact card. It is advisable to list "local" emergency contacts to minimize the response time. Your assistance in keeping the office informed of any changes in your telephone numbers or your emergency contact information is greatly appreciated. If your child bumps his/her head at school, a phone call is made to the parent/guardian whether it is severe or minor. When picking up a sick or injured child, please report to the office.

If your child seems to be seriously injured, we will contact 911 and contact you. Under the District adopted Red Cross guidelines, any student with a temperature of 100.° F or greater must be excluded from class and sent home. Also, students who have vomited in school must also be sent home. Again, please make sure that your emergency forms have up-to-date telephone numbers (work and home) and emergency contacts so that we may reach you immediately if necessary. Home is the best place for a sick child.



## HEARING/VISION SCREENING

Hearing and vision screening is done annually by the West Allis Health Department. This is a screening only and parents will be notified of any necessary follow-ups through a written letter.

## **HEAD LICE**

The prevention and control of head lice begins in the home. Remember, schools and daycare centers do not get head lice, people do! After a member of the family is diagnosed with head lice, the following recommendations may help prevent the spread of head lice in the home.

### **When Head Lice are Confirmed on a Family Member**

Check every household member for lice and nits.

Anyone with whom the infested person has recently had physical contact or may have shared lice carrying objects should be notified that they may have been exposed to head lice.

If the infested person is a student, their school should be notified.

Do the head lice treatment if lice & nits are found

## **HOMEWORK**

Arrangements can be made with the classroom teacher for you to pick up an absent student's homework. Please indicate in your absence message that you wish to pick up homework at the end of the day. That way the teacher can be notified before 9 a.m. and has the opportunity to prepare needed materials throughout the day. **Please do not expect homework to be ready-to-go without having notified the teacher or the office well in advance.** All homework can be picked up at the end of the school day in the office.

## **HUMAN GROWTH AND DEVELOPMENT**

Parents are invited to attend the Human Growth and Development portions of the health curriculum conducted for 4<sup>th</sup> grade girls only and all 5<sup>th</sup> grade students during the school year. Students attend with written permission from their parents. Parents are encouraged to attend the actual classes with their child. The program is conducted by the West Allis Health Department Health Trainers. A parent preview meeting concerning the actual presentations materials and topics is conducted prior to parent's giving permission to attend the classes. Students whose parents opt them out of the classes are provided an alternative assignment and work on the assignment while their classmates attend the presentations.

## **IMMUNIZATIONS**

Wisconsin State Law requires that all students enrolled in public schools be immunized against diphtheria, tetanus, pertussis, hepatitis B, polio, varicella (chicken pox), measles, rubella and mumps.

**The State is calling for strict enforcement of this law and it is necessary that all parents secure the proper immunizations for their children. If youngsters DO NOT have proper immunizations, state law indicates that these YOUNGSTERS ARE TO BE EXCLUDED FROM SCHOOL UNTIL APPROPRIATE IMMUNIZATION PROCEDURES HAVE BEGUN.**

Immunizations can be obtained **FREE OF CHARGE** at the West Allis Health Department, located at 7120 West National Avenue. Immunization clinics are held every Wednesday, 8:30 a.m. to 12:30 p.m. and every Thursday from 12:30 p.m. to 4:00 p.m. To accommodate working parents, special evening immunization clinics (**APPOINTMENTS ARE NECESSARY FOR THESE CLINICS**) have been scheduled from 4:00 p.m. to 7:00 p.m. The Health Department also has a variety of clinics and services that can easily and conveniently be obtained at this facility.

A nurse is on duty Monday through Friday from 8:00 a.m. to 5:00 p.m. to answer your health care concerns by telephone. To access this service, simply dial 414-302-8600 and ask \_\_\_\_\_ to speak with a nurse.



## 2011-2012 STUDENT IMMUNIZATION LAW REQUIREMENTS

The following are the minimum required immunizations for each age/grade level:

Pre K (2 years through 4 years)	4 DTaP	3 Polio	3 Hep B	1 MMR	1 Varicella	
Grade 5K	4 DTaP	4 Polio	3 Hep B	2 MMR	2 Varicella	
Grades 1 - 5	4 DTaP	4 Polio	3 Hep B	2 MMR	1 Varicella	
Grade 6	1 Tdap	4 DTaP	4 Polio	3 Hep B	2 MMR	2 Varicella
Grades 7 - 8		4 DTaP	4 Polio	3 Hep B	2 MMR	1 Varicella
Grade 9	1 Tdap	4 DTaP	4 Polio	3 Hep B	2 MMR	1 Varicella
Grades 10 - 11		4 DTaP	4 Polio	3 Hep B	2 MMR	1 Varicella
Grade 12	1 Tdap	4 DTaP	4 Polio	3 Hep B	2 MMR	2 Varicella

Please note that there are various exceptions in each category. If you have any questions regarding the above information and want more detailed information, please contact your doctor or the school office.

## IMPORTANT NUMBERS



Franklin School	414-604-43700
Franklin Office	414-604-3700 Press 0
Attendance	414-604-3700 Press 1
School Cancellations	414-604-3700 Press 4
General School Information	414-604-4600 Press 3
School Emergency Operations	414-604-4600 Press 8
Administration Office	414-604-3000

## INCLEMENT WEATHER

Students will be allowed in the building at 8:15 a.m. and will have indoor recess in the event of inclement weather. *Inclement weather situations are rain, when the temperature is below ten degrees Fahrenheit, or the wind chill is ten degrees below zero.*

As residents of Wisconsin, we all recognize the need to make special preparations for the safety and welfare of students in the event severe weather conditions develop. School personnel will attempt to take every precaution in planning for the well being of your children).

In planning for unusual weather conditions, your assistance will be appreciated. When it appears that severe weather conditions are developing, please listen to the following area radio and television stations for early announcements regarding possible school closings. The announcements will be made periodically starting at 6:00 a.m. over the following local radio/TV stations:

WTMJ.....AM 620	The HOG.....FM 102.9	CBS 58
WOKY.....AM 920	WKTI.....FM 94.5	TMJ 4
WXSS.....FM 103.7	WMIL.....FM 106.1	FOX 6
WEMP.....AM 1250	WTLQ.....FM 97.3	WISN-TV 12
WMYX.....FM 99.1	WKLH.....FM 96.5	W.A. CABLEVISION

Make arrangements as to where your child(ren) should report if you would not be home in the event that classes are dismissed early. A decision to dismiss early will only be made on those rare occasions when dismissing at the regular time will result in our inability to get large groups of students home safely. In such instances, radio stations will be asked to make early announcements of the time of dismissal.

On those few winter days when a decision is made to conduct classes as usual but as a parent or guardian you believe it is in the best interest and safety of your child to remain at home, we encourage you to make that personal decision. You know your child and your situation better than we do and should act accordingly.

The intent of the District is to offer a regular program of classes on every school day. On those few days when it is not possible, your planning, cooperation, and patience will be greatly appreciated.



## MEDICATIONS PROCEDURES

At times during the school year, it may be necessary for children to take various medications. These can be **prescription or non-prescription medications**. Parents are reminded that the School District has specific policies regarding school personnel administering medications during the school day.

They are as follows:

1. For all **PRESCRIPTION** medications, a permission form signed by the parent/guardian and the child's doctor must be placed on file in the school office. Copies of the permission forms are in the school office.
2. For all **NON-PRESCRIPTION** medications, the same permission form must be signed by the parent and placed on file in the school office.
3. **Without all completed forms school can not administer any medications** and it will be necessary for the parent to come to school and administer the medication.
4. Medication will need to be brought to the school office by the parent/guardian in the original container with the students name and room # on. **(no medications are to be brought into school by students)**

In both cases, this form should include all necessary information for properly administering the medication, including dosage, duration, and time of administration. Also, there is an asthma form that must be completed for any student who suffers from asthma. *School personnel should under no circumstances provide medications to students without all criteria in the aforementioned section. Again students are not allowed to transport prescription or non-prescription to and from school.*

## NO CHILD LEFT BEHIND ACT (NCLB)

The Elementary and Secondary Education Act, also known as "No Child Left Behind Act" is legislation ensuring all students are meeting learning expectations before being promoted. Our District is required to test children in the areas of reading and math who are in grades 3, 4, 5, 6, 7, 8 and 10. In addition, children in grades 4, 8, and 10 are also assessed in science, social studies, language arts, and writing. Students are tested to see if they have met proficient levels of understanding. Each year the number of students required to be proficient is raised.

Our school sets goals and plans learning activities to meet these goals each year. Our teachers plan learning activities each week to meet the needs of all our learners. Regular education, special education, Title reading, transition and ESL teachers all meet each week to design lessons. Students are assessed on a regular basis to measure their growth toward mastering district standards and benchmarks. Our report cards assess students' movement toward proficiency of standards. Students are given a ranking of minimal, basic, proficient or advanced based on their knowledge, understanding, and application of learning. In addition, progress reports are sent to students not making adequate progress five weeks into each grading period. Teachers will review this information during parent conferences in November.

## PTA (Parent/Teacher Association)

The Franklin PTA is a wonderful group of people who have been recognized Statewide for their extensive involvement in our school. It works for the benefit of our children and our school. We encourage ALL parents, grandparents, teachers, and staff to become members of our PTA. By becoming a member of the Franklin PTA, you are showing your support and dedication to the quality events and services provided for you by the PTA:

- ❖ Family Fun Nights (Cookout, Craft Show, Fall Dance and more.....)
- ❖ Field Trips
- ❖ Special Programs
- ❖ Survive Alive House

*PLEASE Join the PTA and support all of these great activities and services.*

## **PASS (Partnership for Academic Achievement and Student Success)**

The purpose of the PASS Program is to provide students with additional academic support outside of the school day to prepare them for all of the challenges and opportunities that living in the 21<sup>st</sup> century bring. Again, our focus is reading and math.

This program is offered to selected students on Tuesday, Wednesday, and Thursday of each week from 3:45 to 4:30 p.m. If your child is selected for the program, you will receive notification and further details.

## **PEER MEDIATORS**

Franklin's Peer Mediators are fourth and fifth grade students that have volunteered their time and efforts to help out at Franklin School. They help out at recess time. Peer mediators are out on the playground and are available to play with kids. They want every child to belong at our school. Peer mediators also help kids solve problems by using the PEACE WALK. This is a step by step process of fixing misunderstandings between kids. If you are interested in becoming a Peer Mediator contact the office for the teacher in charge of the mediators. If you see a peer mediator at recess ask them to play with you or show you some of our new games and books. They can help!

## **PRIDE IN OUR SCHOOLS & NEIGHBORHOOD**

Our school grounds and buildings are privileges which most children could not have if it were not for community cooperation. Good citizens take pride in caring for the good things which they enjoy in common. At the beginning of the school year and at frequent intervals when the opportunity arises, the teacher should bring this responsibility before the children. Dropping trash on the playground and neighboring yards, marking the sidewalks and buildings, beating erasers on the side of the building; all these may be largely prevented by discussions to build the right attitudes.

## **QUESTIONS & CONCERNS**

During the year, questions and concerns often arise regarding your child's progress in school. When this happens, please contact your child's teacher. It is helpful if you include in your message a good time for the teacher to contact you along with a brief explanation of your question or concern.



Teachers are happy to meet with parents to discuss issues. Making an appointment in advance ensures you that the teacher will be available to meet with you.

Addressing concerns directly with your child's teacher allows all parties involved to have a clear understanding of the issues and work toward a solution.

## **REPORT CARDS AND PROGRESS REPORTS**

Report cards are sent home with students four times per year (approximately every 9 weeks). Five year old kindergarten students receive their report cards for the second through fourth quarters. Parents are asked to sign and return the report card envelope to your child's classroom teacher, keeping the report card. Six week progress reports are sent out each quarter also. This report is sent three weeks prior to the regular report card. Parents are asked to sign and return the bottom portion of the six-week progress to their child's classroom or specialist teacher.

## **SAFE PROGRAM (After School Activity Fieldhouse Experience)**

The WA-WM Recreation Department will be offering an after school program in the school gymnasium and on the playground. The program will be offered after school from 3:30-5:30 p.m. Monday through Friday when school is in session. Daily activities will include directed play, study time, fun, fitness, and a variety of enrichment activities. Special events, movies, and community service projects will also be integrated into the program. Staff, parents, and students will work together on behavior expectations. Students will be checked in and will not be able to leave the program unless checked out by a parent/guardian. Registration will be at the Administration Building located at 1205 S. Greenfield. The secretary at the front desk will be able to assist you.

## SIGN-IN/SIGN-OUT AT THE OFFICE



All parents and visitors **MUST** sign-in at the school office. A visitor/volunteer badge must be worn at all times. We need to know who is in the school building at all times. The same goes for children who leave the school building. A parent/guardian **MUST** sign-out the child at the school office. Thank you for your help in this matter.

## SMOKE FREE SCHOOL POLICY

There is **NO SMOKING** or use of any tobacco products in any school building or on any portion of the school district grounds. Your cooperation is appreciated.

## STUDENT COUNCIL

Our student council provides valuable leadership opportunities for students and also provides various service activities and school spirit. The council consists of elected members in grades 4th-5th and works under the leadership of a staff advisor.

## STUDENT ACHIEVEMENT GUARANTEE IN EDUCATION "S.A.G.E. PROGRAM"

Franklin School is a S.A.G.E. School. We received a five-year Department of Public Instruction Grant, The grant is called, "S.A.G.E.", and its major components include the following:

- Reduction of the student/teacher ratios in grades Kindergarten through Grade Three. This limits class sizes to 18 in grades K5– Grade 3.
- Develop a "Lighted Schoolhouse" that provides learning opportunities for students and adults beyond the regular school day.
- Establish and implement a plan for staff development and accountability.

## STUDENTS RIGHTS AND RESPONSIBILITIES

Each year the Student Rights and Responsibilities Handbook is distributed to all students. Classroom teachers review the following contents verbatim with students at the beginning of the school year: Courteous Behavior, Dangerous Student Behavior, Dress and Behavior, Electronic Devices, Fire Regulations, Harassment/Intimidation/Bullying, Alcohol and/or other Drug Violations, Weapons, Cases Not Covered by Specific Rules, Student Use of Computer Hardware/Software, Laser Pointers, Computer, Internal Network Electronic Mail, and Internet Acceptable Use Policy for students. Parents are to review the handbook with the student in its entirety.

## SURVIVE ALIVE

The Survive Alive Program has been designed to give the students the necessary background information and reinforcement that they would need to evacuate safely in an actual fire situation by giving them the best possible simulated fire experience. The training is conducted by the West Allis Fire Department and trained volunteers at the school district Recreation Department.

Program goals are to:

- ❖ To teach children the proper techniques of evacuating a burning building
- ❖ Teach children the proper method of reporting fires
- ❖ Reduces the fear and panic of a fire situation
- ❖ Increases children's knowledge of safety methods to prevent fires

## TOYS/PERSONAL ITEMS

Each year there are new playthings that are popular with elementary age kids, but tend to disrupt the learning process if they come to school. Examples can be trading cards, toy cars or...Such objects may be broken, misplaced or stolen. We request that students do not bring their own toys/personal items to school. With your help and supervision, all these treasured playthings will stay at home safe and sound. Thank you very much for helping our school to remain safe and orderly.

## FRIDAY FOLDERS

All students are provided with one Friday Folder (if lost another can be purchased from the office for \$1.00). On Friday the folder will be sent home with the students. Parents are to view content, sign and return the folder on Monday.. The Friday folder will contain completed class work, fliers and teacher to parent information. Be sure to check them to keep informed on upcoming events.

## VISITATION

It is hoped that parents will feel free to visit our schools. We do ask that before you visit the school you make arrangements with the teacher or principal. Then on the visitation day, the parent should stop at the school office before going to the classroom to sign in. Parents and visitors must check in and out of the school office. Please use our main entrance door. for the safety of all students/staff in the building. All other doors in the building will be locked. When you approach these doors, you will need to press the call button located on the wall to your right. Office personnel will answer this call. **All visitors must check into the office and wear a visitor's badge. Please, do not ask students or staff to open other doors for you. Students and staff are instructed not to open the door.**

## VOICEMAIL & E-MAIL

Voicemail & e-mail are available for two way communication. Teachers are unable to take calls during the day when instruction is taking place your calls will be transferred to the teachers voice mailbox. Staffs are instructed to check their voicemail & e-mail on a regular basis during the day. Do not leave messages that need immediate attention. When the message is immediate in nature, such as a change in pick up arrangements, be sure to speak with someone directly.

## WEBSITE

The school website has a lot of information about school dates and events. All our newsletters and communications will be posted and kept up-to-date. The link is: <http://www.wawm.k12.wi.us>;  
Click on the words "Our School;" Franklin, "View Our School Site."

