

Franklin Elementary  
Handbook



**2010-2011**

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## **Franklin Elementary School**

(231)845-3830

(231)845-7303 ext. 2300

721 E. Anderson Street  
Ludington, MI 49431

Andrea Large, Principal  
alarge@lasd.net

Carol Nelson, 504 Coordinator

### **Mission Statement—Franklin Elementary School**

Franklin School is a place which promotes education as a process for life-long learning and challenges every child to achieve.

### **Mission Statement—Ludington Area Schools**

The Ludington Area Schools, in partnership with the community, will achieve excellence in a positive environment where motivation in quality instruction ensure learning and equip students for success in society.

Each Ludington Area School District student will achieve personal excellence in the following areas:

- Academia
- Processing and Acquiring Information
- Communication
- Becoming Technologically Versatile
- Problem Solving
- Becoming Responsible World Citizens
- Working Independently and Cooperatively

## **Franklin Elementary School Staff**

Principal	Andrea Large
Secretary	Peggy Smith
Home School Liaison	Jennifer Shaw
Kindergarten	Julianne Marshall Melissa Ruboyianes Stephanie Stowe Bridget Wheeler
First Grade	Andrea Knowles Heidi Urka Michelle Lynn Courtney Kalchik
Second Grade	Amber Kowatch Kathy Lichte Wendy Rasbach
Special Education Title I Literacy Partners	Beth Kirby Jan Jackoviak Lorrie O'Connor & Kathy Schneider
Art Physical Education Vocal Music	Emily Kanine Thad Shank Carleen Shinn
Librarian	New Staff
Custodian	Karen Genter & Dan Haynor
Instructional Aides	Cindy Boerema Kendra Sides Tina Bednarz Laura Tanis Patty Moore Sharon Sullivan Denise Sherman Fran Behairy

## **School Closings and Early Dismissal**

There are times when the weather or unforeseen circumstances prohibit the opening of school at the regular time or require that school be closed early. In the event of a closing or delayed opening the information will be carried on:

### Radio

WKLA FM	106.3
WKZC FM	94.9
WCXT FM	105.3
WMOM FM	102.7

### Television

Channels	7/4
Channels	9/10

In the case of an early emergency dismissal, each child **MUST** have the Early Dismissal Form completed and returned to her/his teacher. This form must provide instructions for the child to get to her/his destination and must not involve using the telephone. Please do not call school. The school telephone lines need to be kept open for emergency calls.

## **Parent Volunteers & Visitation**

At Franklin School we welcome volunteers! Please feel free to coordinate with your child's teacher to set up a time to volunteer in your child's classroom. Prior to visiting your child's classroom you must always sign in through the office and receive a visitor's badge. Also if you are volunteering to assist in a classroom or with a school activity, we still need you to sign in through the office and receive a volunteer's badge. This allows us to make sure all visitors feel welcome as well as assuring school safety for our children.

## **Recess**

Recess will be held every day unless the temperature or the windchill drops below zero degrees Fahrenheit.

Normally, children who are too ill to take part in outdoor play (recess) are too ill to be in school. We request that parents not send notes asking that a child remain indoors. The only exception will be in cases of extended illness where the parent and/or the doctor, by note to the school, states the necessity of the child being confined indoors for a period of no longer than three (3) days. Any extended period beyond three (3) days must be by written order from the doctor. Since we live in an area where the weather is changeable, please be sure your child comes to school with appropriate clothing.

## **Breakfast Program**

The cost for breakfast is \$1.10 daily. If your child qualifies for free or reduced lunches, he or she also qualifies for free or reduced breakfasts. The cost for a reduced price breakfast is \$.30 daily. Breakfast is served at 7:40am in the Franklin lunchroom. Bus students come into the lunchroom as soon as they arrive at school.

## **Lunch Program**

Lunch at Franklin may be purchased by the day. The cost is \$2.00, including milk, or \$.35 for milk only. Qualifying students may purchase lunch including milk at a reduced price of \$.40. Each student will have a food service account. Deposit envelopes will be provided and should be labeled with your child's name and the dollar amount that is enclosed. Please make checks payable to Ludington Area Schools. Requests can be made at any time at the Central Business Office to have a copy of your child's food service account activity, which will include deposits and meals purchased.

Our daily lunch order is tallied and called in to the Ludington High School Cafeteria first thing each morning. If your child will be arriving late, you must either call the Franklin Office by 8:30am and order lunch, or your child should bring in a sack lunch for that day. If the school does not receive a phone call by 8:30am, your child will be given a peanut butter and jelly sandwich for lunch. Milk is available for purchase if you would like your child to drink it with their cold lunch. The cost is \$.35. Students must pay for their milk when they order it during the lunchcount each morning in their classroom. If your child qualifies for free or reduced lunch and they only order milk, they must still pay the \$.35. If they order hot lunch the milk comes with the lunch and they do not pay \$.35.

## **Field Trips**

Each grade level will participate in various field trips throughout the school year. These trips are curriculum based, and therefore children are expected to attend. We ask that you complete one form to cover your child going on all of the scheduled trips with his/her class. Some of these events are by bus, and some are walking trips. In order for your child to take part, a permission slip signed by a parent must be on file.

Permission slips will be sent home in September, and must be signed and returned.

## **Emergency Card**

You will fill out an emergency card for your child on the first day of school. It is important that the information on your child's card is kept up-to-date at the school. Please be sure to notify the school when your address, phone number, or place of employment changes.

## **Pick Up and Drop Off**

If you need to pick up your 1st or 2nd grader after school, you may wait in the lobby or on the benches outside of your child's classroom. Kindergarten students must be picked up at the colored bench near their classroom. Students who are picked up by a parent will be dismissed at 3:15 p.m.

Your child should be dropped off at the West end of the building in the drop off zone by the basketball courts if you drive her/him to school. **There is NO PARKING in the drop off zone.** No one should park or enter the building on the East side as this would be unsafe due to morning and afternoon bus traffic.

Students who ride Dial-a-Ride will be dropped off on the East side of the school on Franklin Street, and walkers will enter our Front Door. For the safety of the children, the East and West doors will be kept locked from 8:30-3:00 p.m. Children will not be allowed to exit the building unless accompanied by an adult prior to 3:20 p.m.

## **Toys From Home**

Children should not bring toys from home. When toys are brought from home they create problems with sharing and we cannot be responsible for toys that get lost or broken. The only exception to this rule is when it is your child's share day.

## **After School Arrangements**

A written note must be sent with your child if there is a change in where or with whom he or she normally goes after school. Bus riders will be put on their regular take-home bus unless that child has a note from his or her parent or guardian specifying that an alternative arrangement has been made. Without the proper note, a student will not be allowed to change his or her normal going home arrangements.

## **Early Check Out**

All children must be signed out at the office if they leave the school grounds before the dismissal bell. It is important for children to attend school each day from the opening to the closing bell. If it is absolutely necessary for you to pick up your child before the closing bell, you must stop in the office and sign out your child.

If there is a custody issue, please inform the principal or the secretary of this situation.

## **Parent/Teacher Committee (PTC)**

The Parent/Teacher Committee (PTC) and parent volunteers are important members of the Franklin school team. Together they assist and supplement the learning of our children. For these groups to best serve both students and teachers, we need your continuing interest, support and participation. Whether you are working full-time or part-time outside or inside your home, please ask what you might be able to do to make your child's school even better.

Franklin's PTC organizes several activities during the year and supports Family Nights. Franklin PTC meetings are held on designated dates in the school library. Childcare is provided.

## **Internet**

All Ludington schools have Internet access. Students may be exposed to the Internet at some time during the school year. Students will not use computers to access the Internet without direct supervision by an adult. Please contact Andrea Large, Franklin Principal, if you have any concerns about classroom Internet use, otherwise we will assume your consent.

## **Attendance**

Franklin School encourages good attendance and punctuality. The laws of the State of Michigan make school attendance mandatory for all children under the age of sixteen and place the responsibility for attendance on the parents of the student.

When a student is absent for any reason, the school requests that a parent call the building secretary with absence information and, when the student returns, send a signed, dated excuse stating the reason for the absence. Schoolwork may then be assigned to be made up at the discretion of the classroom teacher.

Franklin School does not count absences if there are medical excuses or counseling appointments, but we must have a note signed by the physician. The only time a student is not marked late is if the tardiness is due to transportation difficulties on the part of the school district. Please note that a student will be marked absent for the morning if he/she arrives after 10:00 a.m. He/she will be marked absent for the afternoon if he/she doesn't arrive before 2:00 p.m. or if he/she leaves before 2:00 p.m.

A letter will be sent to parents/guardian when a child has been absent for ten full days during the school year. Copies of the letter will go to the teacher and the student file.

A letter will be sent to parents/guardian when a child has been absent for 15 days of the total school year. Copies of the letter will go to the teacher, the student's file, and may go to the Superintendent of Schools, and the sheriff's liaison officer, FIA, and the Prosecuting Attorney as is required by our school district attendance policy. A meeting will be set up with the parents to devise a plan to improve school attendance.

A letter will be sent to parents/guardian when a child has been absent for 20 days of the total school year. Copies of the letter will go to the teacher, the student's file, and may go to the Superintendent of Schools, the sheriff's liaison officer, Child Protective Services, and the Mason County Prosecuting Attorney. At this time a decision will be made regarding further action.

If a student is tardy ten (10) minutes or more after the entrance bell rings six (6) or more times in a marking period, parents will be notified by letter. Long term illness, documented by the attending physician, will be taken into consideration.

## **Discipline Policy**

Parents are the most powerful influence in a child's life, with schools being the second. We use the team approach to discipline, with parents and staff working together to foster the success of every child.

This year we are continuing our Positive Behavior Support Program. We have adopted the theme:

**Little O's.....**

Obey **safety** rules,  
Have  
Outstanding **respect**,  
And  
Oh! Don't forget  
**responsibility!**

This program involves modeling expected behaviors, a reward system, and consequences for not following the rules. During the first few weeks of school the staff will teach the expected behaviors for each aspect of the school day. These expectations will be reviewed on a regular basis. After the training period, we will expect students to be responsible citizens.

Each teacher has a behavior plan for their classroom that will be taught to the students. It will be posted in the room and will be explained to parents during Back to School Night.

If a child has inappropriate behavior, a discipline referral form will be completed and sent home. Parents must sign and return this form.

On the next page is a matrix of our expectations for students in each area of the school. These expectations will be posted throughout the building.

## **Personal Property**

Franklin Elementary is not responsible for any personal items that are brought to school. Accidents may happen and occasionally personal property is discovered missing. It is our suggestion that all personal items of value be left at home.

### Franklin's Little O's Rules

	Responsibility	Respect	Safety
Classroom	Listen when others are speaking to the class; wait your turn; follow adult directions immediately; take care of all materials and belongings; stay on task; don't bother others as they work	Speak with a quiet & calm voice; don't talk when others are speaking to the class; listen & follow all directions	Sit flat; hands & feet to self; use materials as intended
Playground	Follow all adult directions immediately; include others; be dressed appropriately for the weather; If problem: stop, think, admit, and then make it right	Take turns; walk to your line when you hear the bell or whistle; use kind words; enjoy with self-control	Use equipment properly; rocks, sand & snow stays on the ground
Lunchroom	Clean your area (on or below); plan ahead - know what items you want	Use please, thank you and you're welcome; Speak with a quiet & calm voice; if someone says "stop" you stop ("no" means "no")	Stay seated until you are dismissed; walk to line up; stay seated until the signal is given; keep hands & feet to self
Hallway/Lines	Line up immediately; move when the line moves	Voice off; follow adult directions immediately; enter room quietly; go to assigned spot	Hands & feet to self; face forward; stay to the right; stay behind the person in front of you
Restroom	Give people privacy; use the toilets and urinals properly; only go when needed & at appropriate times; 2 or 3 pushes for paper & soap	Go; flush; wash; put trash in can; return to class; speak with a quiet & clam voice	Keep hands & feet to yourself; wait for your turn patiently
Special Events	Follow adult directions immediately; pay attention and learn; use manners when asking appropriate questions; remind talkers with quiet sign	Sit flat on seat/floor; sit quietly; respect others' space; enjoy with self-control	Stay with group; hands & feet to self
Bus Zone	Be backpack ready; know where you are going	Follow adult directions immediately; wait patiently; speak with quiet & calm voice	Keep hands & feet to self; stay in line face forward
"Specials"	Get basic supplies ready right away; leave teacher's hand out materials alone until instructed; cleanup after your self and help clean up room	Speak in a quiet & calm voice; follow adult directions immediately; use equipment as intended; enjoy with self control; enter quietly and go to assigned spot	Walk to class; sit flat on seat/floor

## **Dress Code and Lost & Found**

Students are encouraged to dress in a neat and clean manner. Franklin School relies on parents' good judgement as to what students should wear.

Tennis shoes are required for physical education. No boots, black soles or dress shoes may be worn in gym. Tennis shoes need to be marked with your child's name.

Please mark each article of clothing (particularly coats, boots, gloves and hats) with your child's name. Urge your child to check the lost and found when something is missing. The lost and found is located on the Franklin stage. Items remaining in the lost and found will be donated to a charitable organization on the first of each month.

## **Medication**

We will administer medication to a student during the school day **ONLY** if the appropriate form has been signed by the child's parent or guardian. Medication shall be brought to school in a pharmaceutically filled container and kept in such a container. Refill of the prescription shall be the responsibility of the parent upon notification of the school. Daily carrying of medication should be avoided. Non prescription medication must also be in the original package and we must have a signed medication form in order to administer.

All medication will be stored in a secure place in the office and will be administered by authorized school personnel in the presence of a witness.

## **Head Lice**

Head Lice are one of the most common medical problems of young children in the United States. It is the standard of this community to conduct periodic "head checks" at school to screen students for head lice infestation. Whenever a student is found to be infested with head lice or to have nits, she or he will be sent home for treatment. A student must be nit-free or have a physician's note indicating that treatment has been given in order to return to school, and the child must be accompanied by an adult in order to be rechecked. Students will not be allowed to ride the school bus until they have been cleared in the school office.

## School Day Schedule

7:30 Supervision begins on Playground  
7:40 Doors open for Breakfast  
8:00 Opening Bell

## Lunch

11:40-12:10 Urka, Knowles & 2<sup>nd</sup> grade lunch/recess  
12:05-12:35 Lynn, Kalchik, & Kindergarten lunch/recess

## Recess

2:15 - 2:30 Urka, Lynn, & 2<sup>nd</sup> grade recess  
2:30 -2:45 Knowles, Kalchik, & Kindergarten recess  
3:20 Dismissal

## Morning Line-Up

**Kindergarten students will meet their teachers at the east end of the building near the double doors.**

Stephanie Stowe	White
Bridget Wheeler	Green
Melissa Ruboyanes	Yellow
Julie Marshall	Blue

**First and second grade students will line up according to the following plan:**

Amber Kowatch	Green
Wendy Rasbach	Yellow
Kathy Lichte	Black
Andrea Knowles	White
Heidi Urka	Blue
Michelle Lynn	Orange
Courtney Kalchik	Pink

## 2010-2011 School Calendar

September	1	Teacher Professional Development Day Back to School Night, 6:00
	7	First day of school for students
October	8	PLC Day - No School for Students
	12	Picture Day
November	12	PLC Day – No School for Students
	17	Picture Retakes
	22-24	Parent-Teacher Conferences Half-Day - Students Dismiss at 11:55
	25-26	No School (Thanksgiving Break)
December	17	Afternoon PLC –Students Dismiss at 11:55
	18	No School (Winter Break Begins)
January	3	School Resumes
	14	PLC Day – No School for Students
February	11	PLC Day – No School for Students
March	2-4	Parent-Teacher Conferences Half-Day - Students Dismiss at 11:55
	8	Afternoon PLC - Students Dismiss at 11:55
	24	No School – Spring Break Begins at End of Day
April	4	School Resumes
	22	No School (Good Friday)
	29	PLC Day – No School for Students
May	27	PLC Day – No School for Students
	30	No School (Memorial Day)
June	2-3	Students Dismiss @ 11:55
	6	Teacher Work Day

## **Parent Involvement Plan**

**Communication:** Parent communication is very important in maintaining open relationships. Staff and parents share two-way communication on student progress and needs. This is accomplished through building and classroom newsletters, phone calls, website, open door policies, family meetings hosted by the PTC, parent/teacher conferences, open houses, daily progress & behavior reports, parent participation on the school improvement team, and report cards.

**Parent Involvement:** Staff believes in order to improve student learning, parents are an integral part of their child's education process. Parents are invited to become involved in their child's education through many opportunities such as: Title I Annual Parent Meeting, Kindergarten Round-Up, Preschool Visitations, Open House, Parent/Teachers Conference, Parent Education Trainings, one on one parent/teacher meetings, and other Support Presentations.

**Decision Making:** Staff values parents' role in decision making regarding their child's education. Parents share in the decision making process by participating on the school improvement team, one on one meetings, child study meetings, input from the parent perception surveys, and ideas from PTC and parent volunteers.

The District Level Parent Involvement Policy can be found at Ludington Area Schools Central Business Office: 809 East Tinkham Avenue, Ludington, MI 49431.