



Franklin School

A K-8 Core Knowledge® School
franklin.csd509j.net

Parent/Student Information Guide 2017 - 2018

School Hours

- 7:30 am Early Arrival**
(Enter Library Doors only – supervised in gym)
- 7:50 am Student Arrival** All Doors Open
- 8:00 am School Begins** All Tardies to office
- 9:35 am Morning Break**
Elementary/middle breakfast; middle level snacks in cafeteria
- 11:15 am Elementary Lunch** [Recess to 11:55 pm]
- 11:40 am Middle Level Lunch** [Recess to 12:20 pm]
- 2:30 pm Elementary Dismissal***
- 2:40 pm Middle Level Dismissal***

*Friday Dismissal one hour early

Franklin School Philosophy

Franklin School was established in 1995 as a K-8 school of choice by the Corvallis School District. Franklin School has no geographic enrollment boundary. Therefore, students and their parents within the district choose to apply for enrollment at Franklin school by completing a transfer request.

Franklin School is a Core Knowledge® School. Core Knowledge® is a structured and sequential curriculum that gives students a strong academic foundation and the advantage of a solid education. It has a specific content at each grade level that builds upon previous knowledge to maximize academic growth. There are single-grade classrooms at Franklin.

Franklin School maintains high academic standards and expectations for students' performance. An emphasis is placed on reading, writing, and mathematics. Franklin School administers the state-mandated Smarter Balanced test as well as the AIMSweb and Star assessments, a nationally normed measures of Literacy and Mathematics.

Studies show that parental involvement is the key to a student's success in school. As a school of choice, parent input and involvement in Franklin School are vital. Parents, working with Franklin staff, support high standards of academic achievement and responsible student behavior in a variety of in-class or at-home support activities.

Franklin School provides a solid education that includes:

- An emphasis on reading, writing, and mathematics.
- Straight-grade classrooms.
- A focus on individual learning, hard work, and personal responsibility.
- Homework
- High expectations for behavior and discipline
- Parent input and involvement.

Franklin School uses E.D. Hirsch's Core Knowledge® Curriculum, as made available through the Core Knowledge® Foundation. It is a demanding, sequential, and structured curriculum that is designed to give all children the advantage of a solid foundation in cultural history. Franklin School is identified as an "Official Core Knowledge® Visitation School."

Instructional techniques are left to the discretion of the educational professionals. Materials, strategies, and assessment techniques are chosen based on effectiveness and the impact on student learning.

Franklin School Mission & Motto

A **mission statement** is a brief written statement of the purpose of the school. The Franklin School mission statement has stood the test of time and has clearly guided the actions of the organization as it defines our purpose.

At Franklin School, we are committed to providing all students with a relevant and challenging education that prepares them to be engaged and contributing citizens.

We believe that:

- ALL children can learn.
- ALL children learn in a secure, supportive environment.
- ALL children can achieve high academic performance.
- Self-esteem grows when accomplishments are made in a challenging environment.
- Enthusiasm by students, parents, and teachers enhances learning.
- Family and school are partners in the educational process.

Motto: What You Do Matters!

School Arrival & Departure

There are **two parking lots** at Franklin School.

- **The K - 3 Parking Lot**, is located north of the primary wing off of 19th Street.
- Please do not back into parking spaces as this creates a hazard for students and other drivers.
- Cars are not to remain parked in this area after 8:30 am nor be parked in the area prior to 2:00 pm as this area is used for playground space during the school day.
- Primary students (K-3) should enter and exit the building at the primary wing entrance on the playground side. A faculty member will be on hand to assist during arrival and dismissal times. Please park your vehicle and escort your child from the waiting area (behind the fenced portion of the Primary Parking Lot) to your vehicle.

Please stay on the marked walkways at all times and do not walk across the parking lot. Older siblings may enter/exit this end of the building during arrival and dismissal times.

- The Main Parking Lot is located west of Franklin School on 19th Street. This lot is available for parking at all times.
- Before and after school this area is used for drop off and pick up of students in grades 4-8. Cars should enter the Main Parking Lot by driving NORTH on 19th Street and enter the parking lot from the south end.
- When entering the drive-thru, at **arrival** please pull forward. Stopping to drop-off near the library wing in the morning often causes congestion on the street. At afternoon **departure**, please move your vehicle as far forward as possible, stay in your vehicle, and wait for a teacher on duty to release your child from the waiting area. NOTE: The waiting area will be the library wing exits. When exiting the parking lot, leave from the north end and then turn right onto 19th Street (NORTH) towards Buchanan.

Additional Arrival/Departure Information

SAFETY is a primary concern. Please, do not park and leave your vehicle in the drive-thru.

- Please do not block the parking lot entrance while picking up or dropping off your children. If you do park your car (street or lot), please escort your children from the waiting area to your car. Do not call your children to come running to your parked car. Please stay on marked walkway and crosswalks at all times.

Do not park on the walkways – use the lot spaces.

- Students in grades 4-8 are to enter/exit to the Main Parking Lot through the double doors by the library. Students in grades 4 and 5 should NOT exit the building to the Main Parking Lot until there is a faculty member on duty (2:40 pm). We ask that you do not drop off or pick up your child from the street - this creates a very hazardous situation!

No Idling – please shut down your engine as you wait for your child.

- The accumulation of exhaust fumes in the parking lot from idling cars can be quite overwhelming. We also want to save energy!

Limited street parking is available to the east of the school on 18th Street.

Please do not park or leave your vehicle in the yellow marked area of the 18th Street cul-de-sac.

Students are to remain on campus at all times during the school day.

- No child will be allowed to leave campus unless escorted by a parent or guardian. Please do not use Fred Meyer as an arrival or departure location for your child.

Students should be picked up promptly after school.

- All students (from both sides of the building) not picked up by 2:55 pm will be escorted back to the office to wait for their rides.
- A bus is available to transport students to the Boy's and Girl's Club at no charge (departs at 2:45 pm).
- Students are to be picked up unless special arrangements are made in advance through the school office OR the student is involved with supervised club activity.

**Student Absences:
Call 541-766-4725
Call anytime – message line**

Regular attendance at school is essential for academic progress.

- The Corvallis School District recognizes there are valid reasons when children must be absent from school, arrive late, or leave early and may excuse those absences. Absences and tardies will be considered unexcused when, in the opinion of the principal, there is not a valid reason to miss time in class.

When a student is absent from school, parents are asked to telephone the school office by 9:00 am the day of the absence.

- The only excused absences are for illness, medical appointments, or death in the immediate family.
- The principal may also excuse absences for reasons other than illness where satisfactory arrangements are made in advance of the absence.
- Parents of students who are not excused will receive a phone call at home.
- Students who are absent any part of the day must report to the office and sign in noting their arrival time or sign out noting their departure time.
- If a student needs to leave school early, please send a note with the student to the office before school starts or call the **office at 541-757-5747 by 9:00 am**. Parents may then pick up their student at the appropriate time in the office.

Emergency Procedures

If school should be forced to close because of poor weather or other emergencies, a parent, guardian, or emergency contact person will be notified by phone before a student can be released. No student will be allowed to walk home or leave school without one of the above listed individuals being contacted.

Parents can call **(541) 757-5811** for the district emergency hotline or access the district website for further information.

Student Behavior

The Franklin staff believes that learning is best accomplished in an environment free from distractions so that students can focus on their education.

- Franklin has a well-defined behavior plan that is based on three simple behavior expectations. Every student at Franklin is expected to be **safe, respectful, and responsible**.
- By using the same language and reinforcing these expectations with your child at home, you help assure that he/she will have positive experiences with others at school.
- The Franklin Positive Behavior program holds monthly meeting with students to identify expected traits and values and to recognize exemplary behavior.
- If you are interested in joining the discussion regarding student behavior please contact Chris Fagin, Student Behavior Assistant, at 541-757-4479.

Bikes, Skateboards, Roller Blades

As part of our Wellness Campaign, we encourage our students to walk or bike to school in a safe manner.

- Children who ride their bikes to school should park their bikes in the bike rack provided and **use a lock**.
- Children who skateboard, scooter or skate to school should leave their boards/scooters/blades in the classroom or locker during school hours.
- Riding on the playground, walks, etc. is not permitted.
- Students are expected to **WALK** their bikes/scooters and carry their boards/blades on the sidewalks bordering school property and on school property.
- Oregon State Law requires youth less than 16 years of age to wear safety helmets when riding on bicycles, skateboards, scooters and skates.
- Improper use of bicycles, boards, blades, and scooters may result in the lost privilege of riding them to school. The school is not responsible for damage or theft of equipment.

Student Dress and Grooming

Student dress and grooming are the shared responsibilities of the student and parent under the following guidelines:

- Dress and grooming shall be in keeping with health, sanitary, and safety practices.
- When a student is participating in special activities, dress and grooming shall not disrupt the performance or constitute a health threat to the individual or students.
- Dress and grooming will not support gang-related activities.
- Hats and hoods are not allowed to be worn inside the building.
- Students, including elementary students, may be asked to change their clothing if they are wearing thin-strapped tops, clothing that shows the midriff, skirts/pants that expose undergarments, pajama wear, or sagging pants.
- Shorts/skirts should extend to fingertips with arms hanging at side.
- No clothing that supports drugs, alcohol, obscenity or violence will be tolerated.
- Appropriate secure footwear will be worn at all times. While sandals are acceptable, no flip-flops, slippers, or high heel shoes are allowed. Closed toed shoes are preferred.

Electronic Devices (Personal)

In accordance with District Policy JFCEB, students are not allowed to use personal electronic devices at school during the regular school day. As used in this policy, a personal electronic device is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication in any form to the possessor of the device. Examples of personal electronic devices includes (but is not limited to) cell phones, electronic games, iPods, and mp3 players. A copy of the full policy is available in the school office.

Students are encouraged not to bring these devices to school. If the student and parents find it necessary for a child to have the device with them (for after-school destinations), the devices must remain turned off and not on their person while on the school campus. We encourage students to check in devices to the office for safe keeping. The District is not responsible for loss, theft, or damage to personal electronic devices brought to district property or school-sponsored events.

Exceptions to this policy may include advanced authorization by the building principal for health or safety reasons, in the event of an emergency of imminent physical danger, or as necessary and provided for as part of a student's IEP.

If students make a mistake and fail to follow this policy, they will be provided one warning with a review of the expectations and the item being held in the office until the end of the school day for student pick up. Additional incidents will result in parent contact to pick up the device at school on behalf of the student and may include disciplinary action if warranted.

Drug Use

The Corvallis School District policy forbids the use or possession of tobacco, alcohol or dangerous drugs or paraphernalia of any form on school property and at school sponsored activities. Violations of this policy result in a suspension and/or expulsion. The student is also subject to additional educational programs and obligations established by the district. For further information, consult the Franklin School Parent/Student Handbook available from the office.

Weapons – including pocket knives

We strive to maintain a safe school. The Corvallis School District policy and state law forbids the possession of weapons of any type, to include deadly weapons, dangerous weapons, realistic replicas on all school property and at all school sponsored activities. This includes pocket knives. Violating these rules will result in suspension and/or recommendation for expulsion. For further information, consult the Corvallis School District Parent/Student Handbook available from the main office.

Inclusion

Franklin School fosters a learning environment for all students to promote belonging and inclusion. We do not support any activities that exclude or leave out any particular members of a class. *We expect all students to treat each other with kindness and respect.* If birthday party or other invitations do not include ALL members of a class, we ask that these be distributed off of the school grounds.

Harassment

Verbal or physical harassment of any person (including name-calling) based upon personal characteristics, race, ethnic origin, gender, or religion interferes with the victim's ability to participate in the educational program. Such harassment will not be tolerated. All incidents should be reported directly to the principal who will investigate and assign consequences. Parents of all involved students will be notified and a report will be filed with the district Equal Education Opportunity officer.

Lost & Found (Mark all clothing first!)

All students' belongings that may be misplaced at school (jackets, sweaters, gloves, books, etc.) should be marked with first and last names.

- Lost and Found items are stored in the Lost and Found closet located between the office and volunteer center.
- Items that remain unclaimed are donated to Vina Moses three times during the school year, once during winter break, again at spring break, and in June after school has

Medication

All medication—either prescription or over the counter—needs to be cleared with the front office.

- Law forbids school staff members from providing medication to a student without proper authorization.
- All medications (including over-the-counter medications and cough drops) must be brought to the office in their original containers.
- Medication authorization forms, which are available in the office, must be filled out. The forms and medication are to be given to the office staff who will administer the medication as needed.

Physical Education (PE) Classes

Students are encouraged, but not required, to “dress down” for PE. However, students must have proper athletic shoes and wear non-restrictive clothing in order to participate. Baskets are available in the restrooms if students wish to store shoes or clothing. Students may also use the restroom to change into PE attire.

Financial Assistance

If a student is in need of financial assistance, there are programs in place at Franklin School to assist the family. A free and reduced-priced breakfast and lunch program is available for families meeting the income standards set by the federal government. Application forms are available in the office. In addition, scholarship funds exist to help students with the cost of field trips and extracurricular activities. Other community service organizations provide a variety of services throughout the year. Please contact the school office at **541-757-5747** if your student is in need of such assistance.

Lunch & Breakfast Program

For lunch, students can choose to bring a lunch or purchase a nutritious well-balanced lunch from the cafeteria.

- Our cafeteria has a computerized meal card system. **Students should bring either a check or money in a sealed envelope marked with the student's name and amount enclosed.** This should be deposited in the locked lunch money drop box outside the office **by 10:30 am.** The money will be credited to the student's account **before lunch that day.**
- If the money is deposited after 10:30 am, the money will be credited to the account by the following morning.
- The lunch program uses software with a photo of each child, ensuring proper accounting. As each student goes through the line, their choice for the day will be debited from their account. Menus are sent home monthly.
- **Free and reduced-priced lunches** are available for families meeting the income standards set by the federal government. Application forms are in the office.
- **Breakfast** is available at morning break time. Elementary prices: breakfast \$1.25; reduced breakfast \$.30. Middle school prices: breakfast \$1.75; reduced breakfast \$.30.
- **Lunch** is available at mid-day. Elementary prices: lunch \$2.25; reduced lunch \$.40; milk \$.50. Middle school prices: lunch \$2.75; reduced lunch \$.40; milk \$.50. In addition, a snack bar line is available to middle school students at lunch. Pricing on the ala' carte items is according to items being sold and range from \$.50-\$1.75. Some ala' carte items sold are cookies, nachos, chips, soup, juice, bottled water, etc. Students on Free/Reduced Lunches cannot use the funds in their account

to purchase ala' carte items; these students must use cash to purchase ala' carte snacks.

If you do not wish your child to purchase certain meals or certain items (such as breakfast or snack bar items), please notify the kitchen staff with a note placed in the locked lunch money drop box. This will be noted on your child's account preventing these charges.

Student lunch balance totals are now viewable thru the 509j Website under food service. A student ID number, available at the Franklin Office, is needed to check balances.

School Pictures

All students will be photographed for school record keeping. In addition, as a service to parents, the professional photographer will offer photo packages to those that want to buy their child's school photograph.

Students will be sent home with a picture envelope the first week of school. The school is not the agent in this endeavor and the service is optional. Any questions or problems should be directed to the company, not the school.

Parent/Family Involvement

Parents, guardians and family members play an integral role in a child's development and education. Franklin is fortunate to have a culture of strong parent support and involvement. There are many ways to become involved with the Franklin instructional program. Your support is greatly appreciated.

Curriculum Nights

Franklin School will host two separate Curriculum Nights.

- These are for parents to meet the teachers, become familiar with their child's schedule, understand homework and behavioral expectations, and for teachers to review the curriculum to be covered during the school year.
- No individual student conferences will take place during the evening – it is a group presentation only.
- As these are designed for parents, it is best to make arrangements for child care.

****Immediately following the MS Curriculum Night, Washington, DC Field Trip Information meetings will be held for all 6th and 7th grade students.***

Parent – Teacher Conferences

Conferences will be held in the fall and the spring. The elementary teachers will schedule their conferences with parents individually with sign-up sheets. Times will be scheduled for middle level parents to meet with the middle school teachers. Parents will have the opportunity to talk individually with any middle school teacher. Either the parent or teacher may initiate other conferences throughout the year as the need arises.

Field Trips

Parents will be notified of every field trip prior to its occurrence. Parents must sign and return the consent form for students to be allowed to participate in the field trip.

Due to budget constraints, parents are frequently asked to contribute to the cost of field trips. If this is a hardship for any reason, the PTA has set up a fund to cover the costs for such families. Please contact **your child's teacher** if this is the case. Names submitted to teachers remain anonymous.

Parents who transport students on field trips must fill out an insurance declaration form and a criminal history verification application available on the Franklin website at <https://franklin.csd509j.net/volunteer/> at least one week in advance of the field trip. Volunteer applicants **must be** cleared before volunteering. Volunteer clearance is valid for two years.

Volunteers

Volunteers are vital to Franklin's instructional program. Every hour of volunteer time contributes to the success of our students. Volunteers not only contribute to the academic achievement of students, but also bring a strong sense of community to Franklin.

- To help maintain the school's standard of excellence, each family is requested to volunteer to the extent of their ability during the school year. Our teachers utilize parents and grandparents, capitalizing on their interests and expertise in particular areas. To volunteer, contact your child's teacher. In addition, the Franklin School PTA has many volunteer opportunities posted in the Volunteer Center. Your support as a volunteer during the upcoming year will be greatly appreciated by both the students and staff
- For safety and security reasons, **ALL volunteers must check-in at the office upon arrival, sign in, and wear a volunteer's badge.**
- *All volunteers must also complete Criminal History Verification Application available online. Prior to volunteering the District must complete the screening process and grant approval before volunteers may serve in the school. The process takes about a week.*
- There is a sheet for signing in and out located on the desk in the office.

Core Knowledge® Site Council

The Core Knowledge® Site Council, made up of teachers and parents, meets monthly. The Council serves to advocate and advance the Core Knowledge® curriculum at Franklin and to review the professional development activities of staff.

- The Council supports the scope and sequence and teachers by assisting with the identification of resources that aid in teaching the curriculum.
- The Council also guides development of school goals, the improvement of the school's instructional program, and the development of plans to improve the professional growth of the school's staff.
- The Council informs others about Franklin School and its curriculum and communicates with other schools.
- The Council provides support for Franklin School students taking the nationally standardized tests each year starting in the second grade.

For more information, call the front office.

PTA—Parent Teacher Association

In addition to an active Site Council, Franklin's Parent Teacher Association is in full force to support school activities. The PTA contributes to Franklin in countless ways. PTA sponsored activities ranging from the Back to School BBQ to Beautification Days to spruce up the school grounds truly enhance the Franklin school climate. Another example of the PTA's good work is their crucial support in ensuring stability to the Technology and Fine Arts instruction. Your participation and support of PTA activities have a direct impact on the Franklin instructional program. PTA meetings are held the second Tuesday of the month from 6:00-7:30pm in the Franklin School library. Child care is provided.



Difference between PTA & Site Council

Site Council

- Focus on instruction
- Focus on student learning
- Reviews school data
- Advises for school improvement for planning, monitoring, and review
- Examines academic performance of students
- Advises on development of plans for professional growth of staff
- Administration of grants-in-aid for professional development of staff
- Advises School Board in the development of a plan for school safety and student discipline

PTA

- Focus on school climate and culture
- Coordinate school activities such as
 - School Volunteers
 - Classroom volunteers
 - Fundraising
 - Parent involvement activities
 - Sock Hops, festivals, student performances
- Serve as a sounding board/liason with teachers and administration regarding school climate/culture

2017 ● Franklin Staff Directory ● 2018

Staff email follows the format:
First name.last name@corvallis.k12.or.us

Communication: School & Home

Franklin School's success is largely due to positive, open communications between parents and teachers. In order to maintain this positive learning environment for our students, we need to work together to communicate successes and concerns in a responsible, respectful manner. While best done in person, this

communication can be done in writing, by scheduling a conference, or by phone.

Please respect the teacher's schedule by requesting the time you need in advance. When in doubt, call the main office for information. We ask that you refrain from accessing teachers during the academic day without prior approval from the staff member. To schedule time with the principal, please call the main office.

Teachers are understandably busy before the start of the school day. A better time to communicate with teachers is at the end of the school day. If a teacher has dismissal duty, please wait until 2:50 pm to talk with them as their priority at that time is ensuring the safety of our students.

WEBSITE

We encourage families to visit our school website to find information, read posts, stay up-to-date on current and upcoming events, as well as general information about Franklin. Our web address is <https://franklin.csd509j.net/>

NEWSLETTER

We publish the Franklin Phoenix, a weekly newsletter. The Phoenix is sent via email and posted on the website. Please look for this newsletter as it is the main form of communication between the school and parents.

Subscribe to School Communications & Newsletter

Subscribe to our parent email list

If you would like to subscribe to receive school communications via email, please [click here](#) and follow the directions on the page.