

Franklin Elementary School
DPI School Of Distinction in Reading and PBIS
2016-2017 Family Handbook
--Home of the Foxes!



Preparing Students to be College and Career Ready-

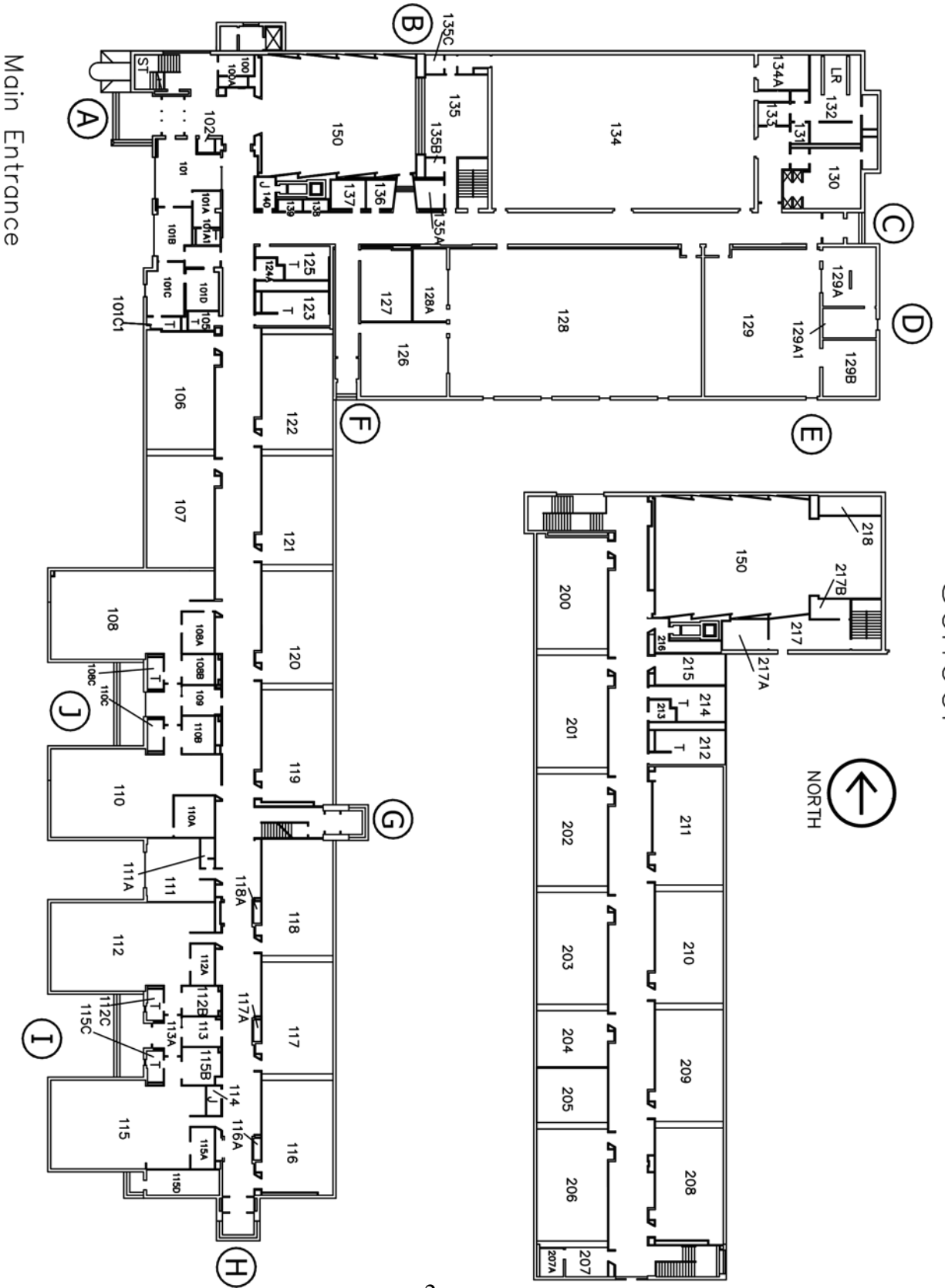
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The mission of Franklin Elementary School is to work with families to create a culturally responsive learning environment to enhance each child's unique academic and social potential.

The Appleton Area School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination based on origin, sex, and religion or handicap.

Franklin School Map

Franklin Elementary School



This Franklin Family Handbook has been designed to be a year-long resource guide to provide you with information to make your student's year a successful one at Franklin. If you have any questions or comments, please feel free to call the Franklin office at 832-6246.

Daily Time Schedule

Normal School Office Hours	7:30-4:00 pm, Monday-Friday
Morning Supervision begins	8:10 am (no students allowed on playground prior to this time)
Breakfast program	7:45-8:20 am (students report to the Multi Purpose Room)
Kindergarten Half Day	8:21 am – 11:25 am or 12:15-3:16 pm
Full Day Kindergarten & Grade 1-6	8:21 am – 3:16 pm
End of Afterschool Supervision	3:30 pm

All students are asked to leave school grounds. Students may return to the playground under parent supervision after 4 pm. Staff supervision ends at 3:30 pm.

Recess/Lunch – Due to limited space, we have 3 separate lunch/recess times. Your child may go home for lunch, but an adult must sign the child out and meet the child in the office. Students must sign back in from lunch in the office upon returning. Please be mindful of the time so your child is not tardy to class- lunch is 50 minutes.

Grades K	11:25 am – 12:15 pm	Kindergarten students eat in the MPR and then head out for recess around 11:50 am. They meet their teachers at 12:15 to reenter the building.
Grades 1-2	11:25 am – 12:15 pm	Gr. 1-2 students eat in the gym then head out at 11:50 am. They meet their teachers at 12:15 to reenter the building.
Grades 3-4	11:25 am – 12:15 pm	Gr. 3-4 students play first, then move to the gym to eat around 11:50 am. Their teachers meet them at 12:15 to return to class.
Grades 5-6	11:25-12:15 pm	Gr. 5-6 students play first, then move to the MPR to eat around 11:50 am. Their teachers meet them at 12:15 to return to class.

Additional fifteen minute recess- (students play with grade level peers)

Kindergarten	1:15-1:30 pm (TBD)
Grades 1-3	2:15-2:30 pm (TBD)
Grades 4-6	10:30-10:45 am (TBD)



Outside/Inside Recess

When outside, active play is encouraged. It is important that students wear appropriate, adequate clothing for the daily weather conditions. Students need a hat, mittens or gloves, winter boots, and snow pants during the winter season. At the recess ending bell, students will stop playing and move in an orderly fashion to the assigned entrance door, lining up by class and entering the building quietly when directed by the recess or door

supervisor. The Appleton Area School District follows the Federal Meteorological Service's wind chill chart in determining whether recess will be held outside or inside during the winter months. Students are kept inside for recess when it is too cold or raining. Every classroom has a locker of indoor recess games and supplies that is donated by the teacher and/or students. Students are encouraged to donate a board game to the classroom for indoor recess. All K-1 students should bring a coloring book that is kept in their locker for indoor recess.

Morning & Recess Entrance Doors

Grade K-2

G = Playground south stairwell

Grade 3-6

F = Playground computer lab

All students line up by class outside their assigned doors. Students are expected to stand quietly and enter the building single file.

Student Arrival

To ensure students can get into the school building efficiently and to assist in the supervision of the students present, students must stay on the black top and playground equipment and not play in the field before school. **Playground supervision starts at 8:10 AM. Students should NOT be at school before 8:10 AM.**

Student Dismissal

Students are dismissed from their classrooms at 3:16 PM. Adults should not wait for students outside of their classrooms. This creates a disturbance for the class, especially if young children are with the parent. The last 15 minutes of the school day is an important time for the students to complete work, check that they have their homework assignments, and prepare for dismissal. Adults need to wait for their child/children outside the entrance doors or between the locked doors in the front of the building. Due to the small size of our foyer, we request that only parents that need to speak with a staff member wait between the front doors. Otherwise, please meet your children on the playground. Franklin School Safety policy prohibits visitors, including parents, from moving freely within the building.

Please do not pick up or drop off your child/children in the school parking lot or in the maintenance entrance to the playground. These areas are not safe for students considering the moving vehicles that are already in this area. **The only area for student pickup is our designated drop off/pick up line on Marquette Street.**

3:30 PM Bell

To ensure that all students are accounted for on the playground at the 3:30 PM bell, students should stop playing and go home so that the supervisors can easily determine who needs to call home for a ride. After the supervisors have reviewed the playground and gone in the building, students may return with a parent/guardian after 4 pm to our playground. Supervision ends at 3:30 and there is no adult monitoring the playground after that time-children play at their own risk.



Inclement Weather--Green Dot Days

During inclement weather such as rain or extreme cold, students are allowed to enter the building before school. When these conditions are present, entrance doors will have a large "green dot" attached to them. When there is a green dot, the school is open for early entrance.

K-2 students should enter the building using their normal morning entrance door (Entrance G) and sit in front of their locker. Gr. 3-6 may enter the building at *Entrance F* and sit in front of their locker until the bell rings.

On green dot days, parents should not wait with their child/ren in their car until the recess bell, especially on Marquette Street. This limits an efficient drop off and causes a risk to student safety. Students should be directed to enter the school building and report to their supervised location in front of their lockers.



School Closings and Early Dismissals

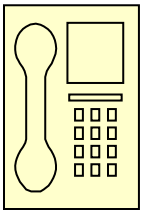
In cases of bad weather, dangerous road conditions, or other school emergencies, delays, school closings, or early dismissals will be announced. Local TV and radio stations will inform families of schedule changes as quickly and widely as possible.

In the event of severe winter weather, Appleton Schools may close early. The announcement of an early dismissal will be aired on local radio and TV stations. Parent/guardians will be contacted via phone with a robo call.



Please avoid calling district or school offices **during emergency situations.** This disrupts our phone lines and makes it difficult to make vital outgoing calls or enable us to receive calls from safety personnel.

Change of Address/Telephone/Email



It is critical that the school is able to contact a parent immediately in the event of an emergency involving your child. Please log into Infinite Campus using your password (provided at registration) or notifying the office immediately if there is a change in your address, home phone number, cell phone number, emergency contact, or email address. Please note that unlisted telephone numbers are kept confidential.

Some changes within the family can affect a child's ability to study and learn. You are encouraged to advise the school (classroom teacher, school counselor, principal, etc.) of any family deaths, illnesses, births, and separation/divorce situations. We are here to support your child and assist in any way we can.

AASD Attendance Guidelines for Family Moves

Family moves- Students who move within the AASD may continue to attend the school where they are currently enrolled even though their residence has changed to another school's attendance area, provided you complete the appropriate paperwork. If the student enrolls at the new school at the time of the move or anytime thereafter, the new school then becomes the home school for the student.

Procedure- parents who wish to have their students remain in the same school after an In District move occurs must complete the move request form and submit to the attendance office: PO Box 2019, Appleton, WI 54912-2019. The attendance office will respond to the request, notify the schools involved, and update all student information on the computer database.

Reporting Absences

If a student is to be absent for a day or any part of the day, parents are asked to assist the school by:

1. Calling the school office at 832-6246 to notify our secretary of the absence and the reason for it.
2. When students arrive late, they must first sign into the office before proceeding to their classroom. According to Wisconsin Statutes, students may not miss more than 10 full or partial days in a school year. The first tardy for each semester is a 'freebie;' after that time, a student will receive a tardy slip in the office to be signed and returned to the office the following day. After the fifth tardy, a student will receive a "Think Tank" over the noon

hour and additional legal measures may be pursued with parents from the Appleton Police Department for contributing to truancy.

3. Medical/ Dental or other appointments – students must have written parental permission, signed by the parent/guardian, specifying the date and time when the student must leave the building. **Before a student may sign out in the office to leave the building, a parent/guardian must come to the office to get the student. Students are not permitted to leave the building during the school day without an adult coming to the office to sign him/her out.** Upon returning to school after a medical/dental appointment, the student must bring a note from the provider which specifies the time at which the student left for the appointment and sign in the office before returning to class.
4. Students that become ill during the day should notify their teacher and then come to the office for the health room. If a student needs to come home, the secretary will call the parent. The student must be picked up by a parent/guardian and be signed out in the office before leaving.
5. Students who know in advance that they will be absent should bring a note signed by the parent explaining the reason for the absence and the dates of the absence.

AASD Truancy Policy-Provider's Slips

Students are required by State Law to come to school on time, stay for the duration of the school day, and maintain regular attendance. This law applies to half days of school, late starts, and full days of school around holidays. Students are required to miss no more than 10 full or part days for the year. Part days refers to coming to school late, coming for only part of the day, or not returning from lunch on time. For example, a student that comes to school late more than 10 times is considered to be Habitually Truant. Students that are found to be truant or habitually truant are required to meet with the school principal and police school liaison officer. At this meeting, a plan is developed to get the minor child to school on time and every day. Generally, a police written warning is given to the parents for contributing to truancy or a police ticket can be issued. If attendance does not improve following the meeting, the parent is contacted by police and given a police ticket for contributing to truancy and can be required to appear in court. Please see the AASD Truancy policy at the end of this booklet for additional information.

If your child needs to miss school due to a doctor, dentist or other medical appointment, kindly notify the office. You will need to come into school to sign out your child and you are asked to return your child as soon as possible following the appointment. Please bring a doctor's note stating your child was at the provider's office with you when you return. If at all possible, please schedule appointments after school is out.

Open Enrollment and Student Transfer Guidelines

School Board Policy 432: The AASD shall allow nonresident students residing within the State of Wisconsin to attend school full time or part time within the ASSD, and resident students shall be permitted to attend school in other districts (inter-district). Please speak with our principal or contact the district transportation department.

Family Trips During the School Year

We kindly request that families avoid taking family trips during the school year, in order for your child to not miss important instruction or fall behind in learning. However, if a family trip that will exceed more than two days needs to occur during the school year, please come to the office to complete a Family Trip Form. To help teachers prepare work the form needs to be turned in to the office one week prior to the dates of absence. The homeroom teacher will provide as many assignments as possible that will be missed over the absent dates. Make-up work may also be assigned when the child returns to school. Alternative assignments may need to be assigned when it would be difficult to replicate the work/activities that were completed during the student's absence. Due to the nature of the learning process, it may not be possible to provide all missing work prior to the absence. Missed work is due within THREE days of the return, unless arrangements have been made with the teacher.



Medication in School

It is sometimes necessary for students to carry and administer their own medication, although it is not recommended for elementary age students. If a parent/guardian wants their child to possess medication for self-administration, he/she needs to contact the school nurse to discuss this request and fill out the appropriate paperwork prior to the student carrying the medication in school.

Medications should be administered at home whenever possible. Parents/guardians are urged to consult with their family physician to determine if medications can be scheduled outside school hours. In the event that this is not possible, the district will administer medication within the following guidelines:

MEDICATION ADMINISTERED BY SCHOOL STAFF

Medication must be provided in the original container labeled with the student's name. A parent/guardian consent statement must be on file for all medications administered by school staff. A physician statement must also be on file for prescription medications. Contact the office for the paperwork. *Please check the expiration date of any medication provided to school. For the safety of our students, we are unable to administer medication beyond the labeled expiration date.*

SELF-MEDICATION

It is permitted, and sometimes necessary, for students to carry and administer their own medication. If a parent wants his/her child to possess medication for self-administration, the parent must complete an authorization form. Due to state law and district policy, asthma inhalers and controlled substances (such as Ritalin, Adderall, and codeine) also need physician authorization. Medication should be kept in the original container labeled with the student's name, and only a limited quantity should be carried to school. Self-administration of medication is discouraged at the elementary level. **All medication in school needs to come thru the office. We need to verify paperwork and dosing before any medicine can be given in school.** This is an important safety feature for all of our children- imagine if your child's pills fell out of their pocket and were ingested by another student. All medicine must come thru the office. Please do not send your child to school with medicine- it is preferred that parents bring medicine into the office and speak directly with office staff. Students that are found with medication in their possession without prior office approval or students that provide medication to others may be suspended and/or expelled from the district- see AASD suspension/expulsion guidelines. Thank you for keeping all children safe!

MEDICATION FORMS

Medication forms are available in the school office. Medication forms may also be downloaded from the district website: http://www.aasd.k12.wi.us/parents/student_health/health___medication_forms/

Stock Epi Pens

The AASD now has stock epinephrine available in each school building. The epinephrine is located in the school office and in the AED box (outside the office). School personnel have been provided education and training on the appropriate use of medication administration. The stock epinephrine will not be taken on field trips. For students that have a diagnosis that requires emergency treatment with epinephrine, parent(s)/guardians remain responsible to supply the school with a child specific epi-pen. Please see the AASD Board Policy 453.4 Administration of Drug Products/Medications to Students.

Field Trips

Field trips are routinely scheduled to enrich classroom studies. Permission forms are sent home to parents prior to each trip on goldenrod paper and must be on file for a student to



participate. A fee may be requested from each student to help cover transportation and/or admission costs. Students will never be denied participation in a field trip for financial reasons. Please notify the classroom teacher or the principal if financial assistance is needed for a field trip. We can arrange a payment plan, and have limited funds to cover a portion of the cost. In the beginning of each semester a field trip packet is sent home, to include a calendar of all scheduled field trips and cost, along with our chaperone policy and chaperone background check form. Student misbehavior on a field trip, depending on the severity of the misconduct, may result in the loss of future field trips and parents will be contacted to remove your child from the trip- no matter where the field trip is, you may be required to pick up your child.

From time to time additional parent/guardian chaperones will be requested by the field trip. To be eligible to chaperone a field trip or volunteer in our school, it is necessary that all chaperones or volunteers complete a **Criminal Background Check form and a Student Confidentiality Form** (available in the office or on the web) in advance of the field trip. There is no cost or medical examination associated with this background check. Once the school principal receives the results of the criminal background check from our district office, one of three notifications will be given to the chaperone/volunteer: 1) all clear with no supervision restrictions; 2) permission to volunteer in the school under the direct supervision of a staff member but not permitted to chaperone a field trip; 3) permission denied to volunteer nor chaperone a field trip. Please contact Dr. Willer with questions. Once approved, chaperone background forms remain on file for five years within the AASD. If you completed a background form at a 4K site, please stop in the office to verify if you need to recomplete the form- non AASD 4K sites do not retain background checks. Chaperones are responsible for the safety of the children assigned to them by the classroom teacher and will be expected to follow teacher directives while on the field trip. Additional information on chaperoning is contained in our chaperoning policy and will be distributed during the first month of school. **When a parent/guardian chaperones on field trips, younger siblings are not allowed to attend due to supervision and liability reasons. Extended family members may not be permitted to attend, and it may not be possible for a chaperone to ride the bus due to space.**

Franklin Emergency Fund

Sometimes there are family circumstances which make it financially difficult, if not impossible, for a family to cover the cost of a classroom or school activity. No Franklin student will ever be excluded for this reason. Please advise either the classroom teacher or the principal if financial assistance is needed to cover the costs for a classroom or school activity. All requests are kept confidential. If you would like to make a financial contribution to the emergency fund, please let our principal know- or send extra money when paying for a field trip. We greatly appreciate the support!



Student Fees

Nearly every public school district in Wisconsin charges student fees or user fees. These fees are used to offset the cost of classroom supplies, texts, and materials used by students throughout the school year. The Appleton Area School District also charges student fees for this purpose. The fees charged in Appleton will be \$30.00 for full day elementary students and \$15.00 for half day kindergarten students. Although these amounts do not cover the annual cost of instructional supplies and materials, it does contribute an additional source of funding for these essential classroom materials. Student fees are collected at registration in August.

Student Telephone Use



Students are allowed to use the school phone to make emergency or urgent phone calls only. Students are generally not permitted to call home to ask for clothing, assignments, music instruments, or to make after school plans unless the teacher or office staff consider it necessary. **Please do not call the office requesting to speak with your child as this disrupts the learning process. Please do not call the office with messages for your child. Please make afterschool or supervision arrangements with your child prior to the start of the school day.** We do not have the office personnel to handle calls for every child and when a classroom has to be interrupted at the end of day to deliver your message, important learning time for all children is lost and the flow of the lesson is interrupted.

Toys and Valuables

In order to limit the risk of theft and to maintain a learning environment free of distraction, please keep toys, valuables, and good jewelry at home. This includes trading cards, stuffed animals, stereo headsets, CD players, electronic games, Ipods, cell phones, magnets, etc. Students having these items on school grounds will be asked to return them to their backpack or kept with the teacher or principal during the school day. A parent may be asked to come to the office to collect the item. If a student repeatedly violates this rule, in addition to student discipline consequences, the item may be kept in the office until the last day of school upon parent notification.

Lost and Found

Lost items should be reported to the student's homeroom teacher. Found items are placed on a table near the gym; smaller items like jewelry are kept in the school office.



Aramark School Breakfast and Lunch Programs

The Appleton Area School District's breakfast and hot lunch program is managed by ARAMARK. The Aramark office is located in the Appleton Area School District Facilities and Operations Building at 531 North Morrison Street, 832-1718.

Hot breakfast is available in our multi purpose room beginning at 7:45 am for the cost of **\$1.05 per student and reduced pay cost is \$0.30 per student**. When students have finished their breakfast, they will go outside to join their peers. No pre ordering required- just come!



School lunch is available at a **student cost of \$2.60** per meal (students may order more than one meal). Milk is included with school lunch. Choices for milk may include: 2%, skim, or chocolate. Milk can be purchased for **\$.35** to accompany a cold lunch brought from home or if a student would like to purchase another carton. Lunch and breakfast menus are available in our office and website. Students make their lunch choice during morning routine.

When bringing in a cold lunch from home, please remember these tips:

- ◆ All lunches should be packed securely and labeled with the student's name.
- ◆ Use an insulated lunch bag, as refrigeration during the day is not available.
- ◆ Do not use any glass containers.
- ◆ Remember to pack forks, spoons, straws, and a napkin, as these are not provided for cold lunch students.



School lunches can be prepaid in any manner: weekly, monthly or yearly. **Checks should be made payable to the Appleton Area School District (AASD)**. On the envelope, please include the student(s) name, the teacher(s) name, and the amount of money enclosed. Also, please write the student(s) name on the check. You may pay for more than one student with one check; just remember to put the students' names on the check and the envelope.

Free and reduced priced meals are available for students based on family income. Interested families should contact the Franklin School office or the ARAMARK office (832-6246) for eligibility information and/or application materials.



School Snacks and Birthday Treat Policy

Parents are asked to review the AASD nutrition policy in the back of the handbook and do their best to meet its guidelines when sending a cold lunch, classroom snack, or birthday treat to

school. In lieu of birthday treats, students are encouraged to bring an indoor recess game, or nonedible gift (pencils, erasers for students) or book to donate to the classroom library for all children to enjoy. Students are not required to bring birthday treats.

Healthy food ideas include fresh or dried fruits, pretzels, cheese slices, crackers, raw vegetables, granola bar (without chocolate), juice box (100% juice), yogurt, popcorn, nuts, and unsweetened cereal. Food items NOT to send to school include carbonated beverages (soda), high sugar/high fat foods, desserts, chips, and pastry treats like pop-tarts. A suggestion list will be given to you at registration. **PLEASE—no cakes, cupcakes, cookies, or candy as these items are NOT permitted by the school board as acceptable birthday treats or snacks.** Please speak with your child's teacher or principal to verify food allergies prior to bringing in classroom food. Please do not bring balloons, send flowers, or Gorilla grams to school for your child. We try hard to maintain a learning environment free from distraction.

Arbitrary Friday

Due to a large number of Fridays that we do not have school during the school year, some non-Friday days are named "Arbitrary Fridays" to help make-up the lost Fridays and to equalize the Monday through Friday schedule. On Arbitrary Fridays, the school follows the Friday schedule including special classes like art, music, physical education, and band/orchestra. Watch the Franklin Family Newsletter for these dates and plan accordingly to bring necessary school supplies/instruments.

Late Start Wednesdays

Please watch the newsletters and our website and AASD main website for additional details. During late start Wednesday, school will begin at 10:27 am. Students will begin entering the building at 10:22. The final tardy bell will ring at 10:27 am. School will resume the normal schedule and lunch times, recess and dismissal times will remain the same (except there will be no morning recess). If you are in need of morning supervision, the Y program will have forms available- please watch for more information to come. **Students may not be left outside the building –unsupervised- until school starts.** Morning supervision will begin at 10:10—no child should be outside of school until this time.

YMCA/Boy's and Girl's Club After School Care

Franklin offers two options for afterschool care: the YMCA School Age Care-offered at Franklin in the Multipurpose Room, and the Boy's and Girl's Club offered offset at their downtown location. Both programs are available at school dismissal (3:16 PM) until early evening (times vary for both). For more information or to register, please call the YMCA Child Care downtown location. Some financial assistance is available. The Boy's and Girl's Club offers low cost care and sends a school bus to pick up Franklin students, while they wait with a bus supervisor until the bus arrives. Students pay \$1.00 to ride the bus and a one time fee of \$30 for the year. Call the Boy's and Girl's club for more information on registration.

School Clothing Expectations

Maintaining a learning environment that is free from distraction, violence or intimidation is a goal of Franklin Elementary School. Please refer to the district policy on appropriate clothing at the back of this handbook. Students that are non compliant with these expectations will be sent to the office for a change of clothing and/or parent phone call to request additional clothing brought to school. Students will remain in the office until additional clothing can be brought to school. We have established the following clothing expectations to assist us in achieving these expectations.

In an effort to keep the learning environment appropriate to a work setting, student dress must conform to the following minimum standards:

- Headgear (including hoods) may not be worn in the school building
- Jackets, coats and gloves may not be worn in the building during school hours

- Students must wear appropriate footwear in and around school at all times
- No pants can be worn below the waist (undergarments may not be visible)
- Students may not wear scanty or revealing clothing. Examples may include but are not limited to: short skirts or revealing shorts, clothing that exposes midriffs or undergarments
- No garments which advertise or promote alcohol, tobacco products, or other drugs may be worn
- No attire or accessory which by its design, use, or intended use, could cause bodily harm, property damage, or intimidation to other persons, may be worn. Examples may include but are not limited to: chains, leather straps, pet collars and spikes
- No gang-related attire is allowed
- Body markings or tattoos that do not meet the above standards must be fully covered

Since styles change, the administration reserves the right to determine what is inappropriate for the learning environment.

Additionally, Franklin requests that all staff and visitors follow the above policy. To restate, those rules are:

1. Students, staff, and visitors should NOT wear any type of headgear in the school building (exceptions are made for religious attire). This includes caps, handkerchiefs, and bandanas.
2. Students, staff, and visitors should NOT wear clothing that exposes the midriff. This includes shirts that are high cut, pants that are low cut, baggy pants that reveal undergarments.
3. Students, staff, and visitors should NOT wear shirts that have spaghetti straps or that are cut low in the armhole to expose the chest.
4. Students, staff, and visitors should not wear clothing that contains references to drugs, alcohol, smoking, or sexual connotations. No inappropriate drawings or words are permitted.
5. Students, staff, and visitors must wear appropriate footwear-no socks, bare feet, slippers, shoes with wheels, or shoes that mark the floor.
6. Students, staff, and visitors may not wear pajamas or swimwear in the school building.

The Appleton Area School District provides classroom instruction regarding alcohol, tobacco and other drug abuse (ATODA) to all students in compliance with state and federal law. Parents who wish their child/children to be withdrawn from these instructional lessons and assemblies during the school year should call the School Counselors, Mrs. Otto or Mrs. McElderry.

Bus Riders- Rules and Policies



A handbook for rules and policies in regard to bus transportation has been developed by the Lamer's Bus Company and the Appleton Area School District. The handbook will be distributed to bus riders during the first week, and parents will be expected to return a signed sheet indicating that they have read the information and discussed it with their child. Safety is the first consideration for bus transportation. Students will lose the privilege of bus service if they misbehave while waiting for the bus, riding the bus, or departing from the bus using AASD progressive student discipline. Busing is offered to students that have been assigned to a school, other than their home school, in order to receive specific educational services (i.e. special education or ELL). Students that open enroll to Franklin may pay for busing by calling the Transportation Office.

Multiple Siblings at a Grade level

Franklin seeks to develop the individual social, emotional, and intellectual skills of all the students that attend our school. It is our school policy to not place siblings or same grade level family members in the same classroom. Should you have questions on this policy, please contact our school principal.

Party Invitations and Birthday Deliveries

Franklin seeks to maintain a learning environment free from distraction. For this reason, PLEASE do not send flowers, balloons, or Gorilla Grams to school for your child. Party invitations (paper or verbal invites) or birthday gifts are **NOT permitted** at school. For confidentiality reasons, we are not permitted to give you other student contact information. Please do not ask the teacher for class lists. For your convenience a school directory is provided to you so you may make contacts from your home. For everyone's safety, this directory is NOT posted on our website. Families may choose to participate or opt out of the family directory by completing a form at registration. Confidentiality law prohibits staff and/or the office from providing you with mailing addresses or contact information for students other than your own.

School Rules

Expectations



Franklin Elementary School's purpose is to educate and help students grow as a considerate and productive member of our society. All students and staff have the right to feel safe at school, to be respected, and to be free from violence and intimidation. Along with these rights come certain rules and safety expectations that are required of all students. Our school rules are consistent throughout the building, across grade levels, and are based on three guiding principles: be responsible, be respectful, and be safe.

The following pages describe the continuum that is used with students, behavioral modifications, detention, and school suspension policies.

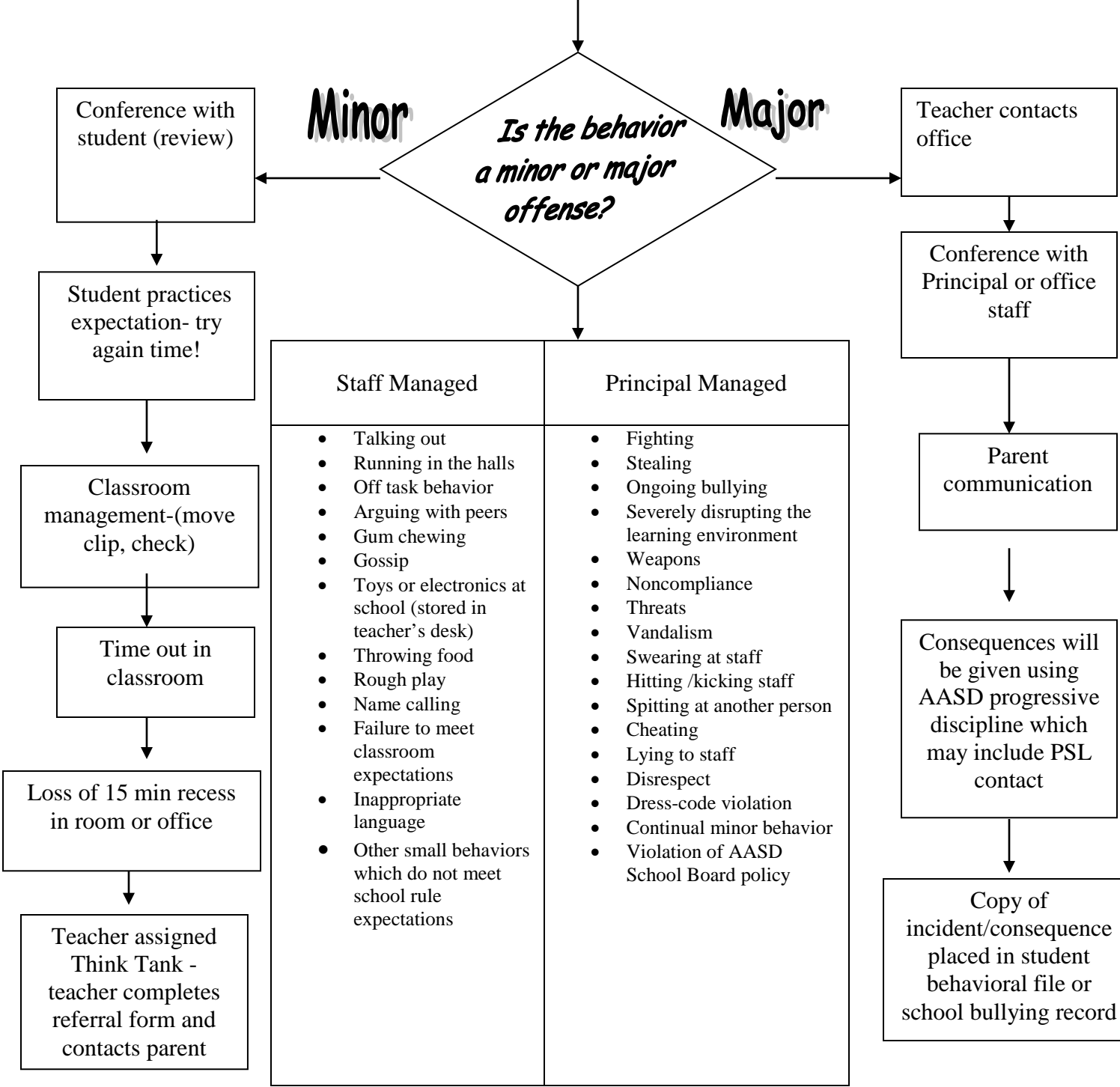
Franklin School is a PBIS school and recently was recognized as a Wisconsin School of Distinction. We take a positive approach to modifying school behavior. We reward students who are exhibiting good choices, or are being a kind and helpful friend thru:

- GOTCHAS Tickets- 2 slips that are given to students by staff members (one slip goes home, one slip may be used in the school store or brought to the office for the Friday drawing).
Friday drawing and School Store- a minimum of five slips from each GOTCHA grade level box is pulled weekly. Students have their name announced over the PA and come to the office to choose a prize from the menu of choices, which changes monthly. Similarly, students may save their GOTCHA tickets to purchase an item from our school store. Orders are collected on Wednesdays and delivered to each classroom.
- Fox Salutes monthly assemblies- students are chosen each month by their teachers to be recognized for positive choices they have made or for displaying the monthly character trait that is being worked on. Family members are invited to attend and the assemblies occur on each late start Wednesday in our auditorium. Students that will receive an award are notified by their teacher and students are expected to share their notification with their family members. The assemblies occur from about 10:45-11:00 and 11:05-11:20.

- Monthly Incentives- students with less than 2 ODRS participate in fun, all school assemblies focused on being responsible, respectful, and safe. Students with more than two ODRS attend a social skills lesson and then attend the remainder of the celebration, if time permits.
- Semester Celebrations- all students, regardless of ODRS earned, attend the all school celebration. Please see the family newsletter for more information. These assemblies are generally Healthy Kid (i.e. basketball, kickball, dance) or guest presenter based (i.e. Chinese Acrobats, Dome Theater, etc).
- Classroom incentives- each classroom maintains a reward level chart. The students work with the teacher to create the levels and the various rewards at each level. When the class earns the reward, the celebration occurs in the classroom. Teachers send home their incentive charts in the beginning of the year.



Franklin's Behavioral Continuum



Please note...

- All responses to misbehavior should be reported to the student's classroom teacher and parent.
- At any time during the consequence process, it is acceptable to make an office referral at the discretion of the teacher.
- Every day starts new!

Franklin School Consequences

We all make choices about our behavior. It is our goal to help students identify the difference between a good and bad choice, to discuss why it was a bad choice, and then to redirect the student to a good choice. Sometimes students fail to make good choices even after our redirection. To keep all our students safe and maintain a productive learning environment, students who misbehave at school can expect consequences. Consequences will be carried out in a respectful manner, will fit the behavior situation, will occur as soon after the misbehavior as possible, and will relate to the age and developmental level of the student. Incidents of misbehavior will have consequences based upon the frequency and severity of the problem and in accordance with Appleton Area School District Board Policy and Wisconsin State Statutes. Parents are kept informed as soon as possible. The Franklin staff appreciates and acknowledges that the students at Franklin Elementary exhibit good behavior and make responsible choices. However, if poor choices are made, one of more of these consequences may be issued in accordance with Board policy:

Staff Member interventions:

- ❖ Nonverbal/Verbal redirection
- ❖ Student/Staff member conference
- ❖ Do it over/try it again
- ❖ Talk it out
- ❖ Time out/removal from situation
- ❖ Classroom consequence
- ❖ Assigned seating
- ❖ Written work (apology, reflection)
- ❖ Remain with staff member for period of time
- ❖ Parent notification by staff member or student
- ❖ Loss of recess or assigned lunch hour detention
- ❖ Report to school early or stay after school
- ❖ Parent/Student/Teacher conference
- ❖ Referral to see Police School Liaison Officer (PSL)
- ❖ Written documentation of the incident



Principal response for serious or chronic behavior interventions:

- ❖ Restitution
- ❖ Loss of school privileges
- ❖ Removal from class (per state statute)
- ❖ In-School suspension (per state statute)
- ❖ Out-of-School suspension (per state statute)
- ❖ Police contact
- ❖ Expulsion from the Appleton Area School District (per Board policy)
- ❖

Additional Behavioral Intervention

- ❖ Peer mediation supervised by the school counselor (when available)
- ❖ Student Services referral to modify academic programming (principal, counselor, social worker, nurse, psychologist, and/or reading specialist may be involved)
- ❖ Behavioral contract
- ❖ IEP Meeting to modify academic or behavioral programming
- ❖ Building Plan
- ❖ Functional Behavioral Assessment/Behavior Intervention Plan
- ❖ Behavioral Check in/Check out Placement (known as CICO)
- ❖ Academic Check in/Check out Placement (known as ABC Club)
- ❖ Parent-Principal/Staff member Meeting

Think Tank Plan

Think Tanks are issued to students by staff or the principal. Think tanks are served in the Library Media Center during the lunch hour immediately following the student incident or the next school lunch period, in the case of vacations or student absence. As listed in our continuum, think tanks will be considered as one of many potential consequences that can be issued by a staff member. During Think Tank, students will be asked to complete a reflection worksheet and plan for a change in his/her behavior for the future. Families will be contacted about the Think Tank Assignment via: recess referral sheet (student brings home, parent asked to sign; or, teacher/principal phone call or email. We look forward to your support in reviewing the incident with your child and encouraging your child to modify their behavior. Reminder, students that are suspended or have more than two ODRs will be assigned a Cool Tools lesson in place of attending the monthly incentive assembly. Families will receive a cumulative printout of the Think Tanks your child earns at conferences and during progress reporting (in January and May). A quiet 'no talking' environment is maintained during think tank and students are expected to be cooperative and respectful to staff while they complete teacher assigned work and/or read a book upon completion of the reflection worksheet. Students remain in the LMC from 11:25-12:15 pm. We ask that families do not eat with their child in the LMC but reschedule your lunch date for another time.

Suspension/ Expulsion Guidelines

All special education students will be dealt with in accordance with Wis. SS 12013. Severe and/or chronic violations of school safety, to include respect and responsibility may result in a formal suspension. Parents will receive a verbal and written notification of any in school or out of school suspensions from the principal or the principal's designee. All suspensions are determined by the principal. In addition to suspension, students violating the law while on school property may be cited accordingly by the Appleton Police or Franklin's PSL officer. Suspension criteria is also available in the district handbook attached to this handbook. Below are some examples of possible suspension criteria:

Suspendable Offenses can include, but are not limited to:

- Insubordination and/or disrespect to staff
- Class disruption interfering with instruction
- Exposure of private body areas
- Physical intimidation/threats to staff/students
- Failure to comply with Think Tanks
- Possession and/or use or threat of a weapon
- Removal from class
- Possession and/or use of illegal substances
- Threatening comments to staff/students
- Bullying or harassment of students/staff
- Fighting or causing bodily harm to another
- Inappropriate language and/or swearing
- Repeated or major school rule violation(s)
- Theft
- Inappropriate physical contact w/staff or student
- Lying to staff
- Vandalism

Please refer to the district elementary school policy guide for additional details on student removal from classroom and suspension/expulsion criteria.

Expulsion criteria is determined by the Board of Education based upon a student exhibiting behaviors that violate the safety or well being of others in the school community. A parent is notified verbally and in writing from the school principal or assistant superintendent when an expulsion hearing has been established for your child. You and your child would appear in a hearing to review the reasons for expulsion. It is possible for elementary age students to be expelled from the Appleton Area School District.



Criteria for expulsion or withdrawal from the AASD can include, but are not limited to:

- Weapons brought onto school grounds

- Drugs/distribution of prescription medication on school grounds
- Sexual assault/sexual harassment
- Ongoing or repeated acts of Bullying
- Blatant refusal to follow school or district policies/rules
- Serious safety violations of the Board policy
- Assault of staff members or students
- Serious vandalism to school grounds

How will my child learn the expectations at Franklin School?

Here are some examples:

- Considerable time is spent at the beginning of the year reviewing and teaching the schoolwide expectations- i.e. recess rodeo, lunchroom roundup, classroom practice, and bathroom 2's.
- Classroom guidance reviews expectations and making good choices. Students sign a building plan.
- School rules are posted throughout the building on a Maxtrix; additionally, look in any room to see what expectations exist. All school rules define what responsible, respectful, and safe behaviors look like in each setting (i.e. classroom, auditorium, lunchroom, gym, etc).
- Expectations are practiced and reviewed in every setting at the beginning of the year and throughout the year (i.e. field trips, walking down the hall, using the bathroom 2's, playground, assemblies, etc).
- Voice levels are posted in very location to remind students what voice level is appropriate
- All students and families receive a copy of the Franklin Handbook and AASD Elementary Handbook containing policies and school board expectations. Families sign an acknowledgement form during registration indicating receipt of the handbook.
- Staff give students verbal redirections ongoing throughout the school day. Students are asked to 'redo' or 'try again' periodically. Using the above guidelines, progress discipline is assigned to students.
- Students receive weekly social skills instruction from their classroom teacher based on a buildingwide goal.
- Teachers post learning goals for the day or week and share those expectations with students. Students evaluate their progress on meeting those expectations throughout the lesson.
- Students create a classroom matrix (set of rules) with the guidance of their teacher at the beginning of the year. The matrix (along with the incentive chart) is sent home to families during the month of September.
- Students are rewarded for making good choices

Communication



Goldenrod Policy

All school papers or requests that need to be returned to school will be printed on goldenrod colored paper. Some examples of what will be printed on goldenrod paper include field trip permission slips, Parent-Teacher appointment forms, requests for volunteer assistance, and PTO requests. Be on the lookout for these goldenrod sheets. The color is an **ALERT** that a prompt response from home is needed and expected.

Take Home Thursdays



Please check your child's backpack every day. It is especially important that they are checked every Thursday; this is when the Franklin staff sends important notices home in the Franklin Fox Folder. In addition to weekly notes, our all school Franklin FoxTales comes out every two weeks, containing important building updates and PTO information. Newsletters will also be available on our website. The "Fox Tales" will be sent home with the family's **youngest** child at Franklin. Sometimes due to deadlines, information may be sent home on other days. So remember to check your child's backpack on a regular basis.

Duplicate Handouts- If you are a multiple household family and in need of duplicate handouts (classroom and school newsletters, Progress Reports, etc.), please complete a request with the school office. Two copies will go home with the youngest child unless other arrangements are made in our office.

Progress Reports

Progress reports will be issued twice a year to students, in January and in June. These reports are a formal evaluation of a student's progress and level of development compared to district standards. Parents can be aware of their child's progress throughout the year by reviewing their completed assignments and communications from the teacher. Please see the calendar located at the end of this handbook for exact dates.



Homework Policy

If a student will be absent and missed homework is desired, the parent/guardian may place a homework request by calling the office to report the student's absence and indicate that you want the missing work. Homework will be available for pick-up by parents or siblings at 3:16 PM from the office- please give us at least 3 hours to pull together the missing work as teachers will be busy instructing classes and will complete the homework request at their first available break (lunch or recess). Please avoid standing outside the teacher's door at the end of day looking for missed work.

Grade level homework policies are sent home at the beginning of the school year and discussed at Open House in September. Students are expected to complete any assignments missed due to an absence in a reasonable amount of time, usually 48 hours. Teachers will consider each student's circumstances when determining assignment due dates. Students are responsible for all homework missed due to family vacation or student illness or appointment. Students are encouraged to stay on top of homework to avoid falling behind and missing important learning or academic practice. Students with missing homework may be asked to stay in from recess or lunch with their teacher. Chronic lack of homework completion will result in parent communication.

How do I know if my child has been assigned nightly homework to complete?

Every gr 1-6th student is provided with a school assignment notebook. Students write down assigned homework, the teacher initials the page, and students bring home the assignment notebook for you to verify homework

completion, sign, and return to school. The teacher checks the assignment notebook daily- this is an easy way for home-school notes as well. Kindergarten students receive a classroom news letter- expect some math and reading activities nightly.

Students may receive math homework, and additional work depending on classroom activities. It is Franklin School policy that each child, K-6, read a minimum of 25 minutes every night. Kindergarten and third grade students may have handwriting exercises to complete using the AASD Handwriting Without Tears program. Students may be required to complete typing activities or complete additional homework as assigned by the teacher. Families are asked NOT to assist students in completing the work, but to provide encouragement, a quiet place to study, and allow students to make a magnifying glass around problems they do not understand, providing that effort and a review of math notes or materials was tried first. Teachers will look at the homework the following day and magnifying glasses next to the math problem will allow the teacher to reteach and clarify any confusion. If parents assist students or in some cases, do the math for the child, the teacher will not be aware of what the child doesn't understand.



Parent-Teacher Conferences

Fall 2016

October 17, 18, and 20 (4-6:15 pm)

Spring 2017

March 13, 14, and 16 (4-6:15 pm)

Conference preference forms are sent home to parents mid-September. Watch for appointment times to be sent home with your child. You will use this sheet to indicate your conference day and time preferences. Based upon the preferences of every child's families, Franklin staff create an assigned 15 minute conference slot for you. You will receive notification of your assigned slot in early October. If you are late to your assigned conference, your time will be reduced. The average teacher has over 30 conferences and can not 'hold over' a conference for you making others wait. If additional time beyond the 15 minute window is needed, another meeting time will be established for you. At the conference, you will meet with your child's classroom teacher and special education or ELL teacher (as applicable) to review academic, behavioral, and/or social progress. You will be provided with work samples as well as a student summary sheet. Additional district or state testing, such as MAP testing for K-6 students, PALS testing for grades K- 2, and State testing for gr. 3-6 will be reviewed and shared. In March, you will be reminded of your assigned conference time (same day/time as fall time) in advance of the conference. If this time doesn't work for you, please contact the teacher immediately.

If the need arises outside of these scheduled conference times where you would like to conference with a teacher, please contact your child's teacher directly to request an individual conference. Additional staff are available to assist you if the need for special education, TAG, strings, or band assistance is desired. Please contact our school principal.

Information Center

The Franklin Information Center, located across from the office, includes flyers and brochures for both school district and community groups. They provide information about classes and activities for families. Items placed in the information center must come thru the office for general distribution and approval. Please drop off those items for principal review prior to placing them in our information center. In addition, the district has a distribution policy and LEAP publication. If you are a chair of a community group and looking to advertise an event to all the schools, please call our district office at 832-6301 and ask to speak with Donna Goetzke for assistance. Your event may qualify for publication in the LEAP brochure which comes out once a month with the school newsletter.

Franklin School Website

Franklin School has an active website at www.aasd.k12.wi.us/franklin. Please refer to the website for such items as the Franklin Family Handbook, the current edition of the Franklin Family Newsletter, and staff e-mail addresses. If you have suggestions for improvement on our website, please contact our principal.

Keeping our School Safe

Crossing Guards

The Appleton Police Department provides crossing guards to help students to and from school at three intersections. If you have any questions on crossing guard procedures, please call the Appleton Police Dept. at 832-5500 or contact our school PSL officer. The crossing guards are on duty at 7:40 – 8:27 AM and 3:15 – 3:45 PM.

Oneida & Marquette Streets
Drew & Glendale Streets
Jarchow & Marquette Streets

Students and families are asked to use the crossing guards. Should students fail to obey crossing guards, be disrespectful, vandalize property, or cause a disturbance to the safety of others, progressive school discipline will occur.

Visitors / Volunteers Entering the Building

School safety is critical. Franklin is equipped with multiple security cameras and has specific security measures in place to safeguard all students and staff. We ask for your cooperation in helping us ensure a safe learning environment for all.

All doors on campus are locked during the school day, including the front doors. Prior to 8:30 am, and after 3:16 pm, the front right door is unlocked. To access our building during school hours, come to the front of the school (on Jarchow Street) and ring the door buzzer, located on the right of the entrance between the front doors. Please be prepared to state your name and reason for visit, and/or the name of your child. We will verify your school business and need to access the building. Once verified the door will be unlocked and you will enter the main office. ALL visitors and volunteers are required to sign-in at the school office. The sign-in sheet is on the front counter. When signing in, we request that all visitors and volunteers wear a visitor badge. This badge should be visible on the visitor while on school property. This assures that people who are in our building actually belong here. **Visitors may not roam freely thru the building but are restricted to their assigned area.** If you need to use the restroom during the school day while you are visiting, please come to the office. **Visitors are not permitted to use the bathroom with students.** Please plan on arriving 15 minutes prior to the start of a school event (concert, banquet) so that you may sign in and wear a visitor badge. We keep a record of all persons entering and leaving our building. In the event an individual is not authorized to be on school grounds, the Appleton Police Department will be contacted for support. All volunteering within the classroom needs to be pre-approved with the teacher. You may be asked to complete a background check form.

Staff members will approach people without a badge and ask if they need help. Even though some visitors are in the building on a regular basis and are known by staff members, they are still required to wear a badge.

If you have a restraining order in place, have concerns on custodial or non custodial visitors- or have legal issues or domestic issues that require additional supervision of your child please make an appointment to speak with our principal and/or PSL officer.

Safety Drills



The Franklin staff constantly strives to make Franklin School a safe place. Fire drills are held monthly and tornado and lockdown/intruder drills are held each semester to familiarize staff and students with given procedures. In addition, “Safe Room” drills are also practiced in the event a classroom needs to be evacuated to another room. While we certainly hope that there will never be a real fire, tornado, classroom emergency, or intruder, we need to prepare ourselves and the students in case of any such emergency. Drill procedures will be discussed with students within the first days of school. This will be done in such a manner that it will not frighten the younger students, and yet, will allow us to be prepared should the necessity to employ a safety procedure ever arises.

Trespassing

Property owners around Franklin School have a right to expect no trespassing on their private property. Students are not permitted to walk across lawns, driveways, or vacant lots in the Franklin and surrounding neighborhood. Students must remain on the sidewalks/crosswalks when approaching or leaving school. Littering is not allowed, as well.

Franklin School property is off limits **at all times for skateboarding, rollerblading, scooter, and bicycle riding**. There are signs clearly posted indicating these rules on school property. Violators will be considered trespassing and could receive a citation for the offense. When using these items as transportation to and from school, skateboards and rollerblades must be carried and bikes and scooters must be walked upon reaching school property and stored in student lockers or bikes locked at bike racks.

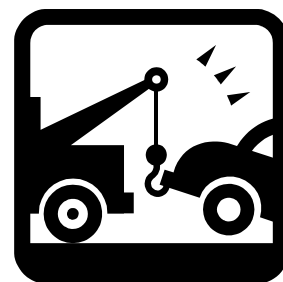
Traffic Safety

Since the safety of Franklin School students is of utmost importance, we are providing the following information to be used for discussion between parents and children:

When using the north side (playground side) of Marquette Street for dropping off or picking up students:

- ❖ Please drop off/pick up your child/children *and MOVE ON* so the vehicles behind can also get in line, move forward, and safely drop off or pick up their child/children.
- ❖ You *may not* leave your vehicle.
- ❖ Do not block the crosswalk areas; this is for the safety of your child/children along with other pedestrians.

To avoid traffic congestion, please park further away from school and advise the student to cross the street **only at marked crosswalks** with assistance from a crossing guard or Safety Patrol members. **Never allow students to cross between parked cars or mid-block**. Parent/guardians should help your child/children cross the intersection if a crossing guard or Safety Patrol member is not available.



PARKING DEFINITIONS-

- ❖ **UNRESTRICTED PARKING** – Used for dropping off or picking up students. If the vehicle is to be left unattended (parked) for any reason, this is the area to use.
- ❖ **NO PARKING ON SCHOOL DAYS** – Used to drop off or pick up students if the *DRIVER DOES NOT LEAVE THE VEHICLE*. Vehicles parked without a driver are subject to a parking fine.
- ❖ **NO STOPPING, STANDING, OR PARKING** – This area is not to be used as a drop off zone. This was created for the safety of the students and violators are subject to a fine.
- ❖ **ALL OTHER TYPES OF RESTRICTIONS** – Time limit parking and all other forms of restricted parking regulations must be followed as they would be in any other area.

All parking restrictions around school areas are created for the safety of our students. Complying with these rules will limit congestion and help make this a safe year for all concerned.



Police School Liaison Officer at Franklin School

Franklin has a School Police Liaison Officer (PSL), Officer Ryan Condon, assigned to our building. This program has been in effect in the school district since the 1970's.

The Franklin PSL is assigned to Franklin, Ferber, Huntley, and Highlands Elementary Schools, in addition to several parochial schools. The PSL is typically at Franklin one full day each week. The PSL will have the following responsibilities as it relates to his work at Franklin:

- ❖ Serve as liaison between juveniles and/or their parents, service organizations, school
- ❖ Provide information about legal matters to students and their parents
- ❖ Give classroom and other presentations
- ❖ Develop relationships with students
- ❖ Investigate crimes where juveniles are either the victim or the perpetrators.
- ❖ Enforce applicable laws
- ❖ Investigate sensitive crimes involving both adults and juveniles
- ❖ Make referrals to other agencies
- ❖ Work closely with child protection, social services, and juvenile intake
- ❖ Serve on a variety of committees and task forces working to improve services available for juveniles.

We Tip – Anonymous Crime Reporting

**Available to Students and Residents of Appleton
1-800-78-CRIME**

While it is certainly best that residents or students contact their school administrators, the school PSL, or the local police with crime information, it is recognized that for many reasons some residents or students do not feel comfortable doing this. The We Tip anonymous tip line will provide a mechanism to allow all citizens and students to report crimes without any fear or possibility of being identified.

You will be seeing the 1-800-78-CRIME number posted in various locations throughout the city and at Franklin School. Questions about the service can be directed to the Appleton Police Department (832-5545).

AASD: Animals in School Policy



Please refer to the district policy in the front of the handbook. **Prior approval must be received from the principal before any animals are brought into the school.** Animals will only be allowed in the building after an allergy information survey of students and staff that will be in contact with the animal is completed and indicates that there are no allergy concerns. Animals in school shall be planned and approved in accordance with the established procedures. Animals that will not be allowed in the school building under any circumstances are as follows: any wild animals (rabbits, squirrels, birds, raccoons, etc), poisonous animals, reptiles or amphibians, wild-dog hybrids, stray animals, baby chicks and ducks, and psittacoses birds (parrots).

From time to time, therapy dogs from the Fox Valley Humane Association will be in classrooms. Parents will be required to complete permission slips before your child is allowed to interact with the therapy dog. Therapy dog visits are also published in our school newsletter.

**No Dogs
Allowed**

Dogs on School Property

Many of our Franklin families walk their children to and from school. In doing so, they often bring their family dog along for the walk. Do not bring DOGS on school property. This is a safety issue for our school. No matter how even-tempered a dog may be, it is still an animal and can be unpredictable, especially in a crowd or with small children around. We do not want to have a student bit or hurt by any dog. This is also a cleanliness concern. While many families are careful to pick up after their pets, some are not. This causes problems as the students go out for recess and may walk in dog feces left on school grounds.

The Appleton City ordinance does not allow dogs in park areas. Our playground and school area falls under this ordinance. Please keep our children safe and our grounds clean and comply with the city ordinance.

Franklin PTO

The mission of the Franklin PTO is: *Supporting education and building relationships*

PTO Leaders for 2016-2017:

Co-Presidents	Mrs. Melissa Strong and Mrs. Missy Brozek
Treasurer	Mrs. Laura Krueger
Secretary	Mrs. Kelly McGrath

PTO sponsored committees:

Book Fair

Set-up and run the Scholastic Book Fair in conjunction with parent-teacher conferences.

City-Wide PTA Rep.

Looking for an individual to attend City-Wide PTA meetings and act as a liaison between the two organizations.

Franklin Family Directory

Help type up the information provided by families at registration to make the directory

Fox Night Dance

Help with snack and clean up after dance.

Fall Picture Retake Day and Spring Pictures

Help find 3-4 parent volunteers to help get classrooms the day of pictures

Staff Appreciation

Organize small tokens of appreciation to show the Franklin Staff we care!

Teacher Conference Meals

Arrange for parent volunteers to bring in salads, soups, beverages, etc. to provide teachers with dinner prior to Parent-Teacher Conferences in both the fall and spring.

Dilly Bar Sales

Help sell Dilly Bars in the Multi Purpose room.

Ways to support Franklin Students . . .

Every Little Bit Helps . . . How to Help in other ways!

- 1 Save General Mills Box Tops, Campbell Soup Labels and deposit them in the appropriate place in the office. Franklin earns money and educational/athletic equipment.
- 2 Target and Best Buy Cards – if you have a Target or Best Buy credit card these companies will donate a percentage of your purchase to Franklin.
- 3 Good Search – Make Good Search your new search engine and with every web search you make, a donation is made to Franklin.
- 4 Scrip Cards- order yours! Order form was mailed in your July newsletter.
- 5 Culver's, Tom'- come support Franklin by eating at these local restaurants on the designated Franklin Family Nights – details and dates to come at a later date.
- 6 Purchase a gift card for classroom supplies and give to your classroom teacher!
- 7 Donate a game, puzzle, or book to use at indoor recess or in class.
- 8 Make a donation to our field trip fund to support a needy child, or send extra money with your child's field trip slip to pay for another child in your class.
- 9 **LOOK FOR THE FAMILIES 4 FRANKLIN SHEET** at the beginning of the year for ways you can volunteer at our school. **WE NEED YOU!!!!!!!!!!!!!!!**

Student Activities

Franklin Forte

Staff Advisor: Mrs. Christiansen

This non-audition choir is made up of 4th, 5th and 6th grade students who enjoy singing, moving, performing and sharing music with others! They rehearse during one lunch recess a week from September through November and perform in the November concert.

Band

Instructor: TBD

Participants: Sixth Graders

The initial band parent meeting is at 6:30 pm on September 3, in the auditorium at Richmond Elementary Lessons are held weekly.

Orchestra

Instructor: Mr. Austin

Participants: Grade 4 – 6

Lessons occur weekly.

Geography Bee

Staff Advisor: Carrie Willer, PhD

Participants: Grades 4 – 6

Grade 4-6 Students will have the opportunity to compete in the Franklin Geography Bee. The winner of the Franklin Geography Bee will take a written qualifying geography test that will be scored by the National



Geographic Society. If the student is one of the top 100 in Wisconsin, he or she will be able to participate at the state and, possibly the national competitions.

Student Council

Staff Advisors: Mrs. McElderry and Mrs. Overesch

Student Council is a group of students who lead their classmates in service oriented activities and help to build school spirit. Committees are formed to organize activities and are open to all students at Franklin.

Talent Show

Staff Advisors: Miss Phillips

All Franklin students are invited to try out for Franklin's annual Talent Show that will be held this year in February. Watch the Franklin Family Newsletter to find out this year's theme and plan your act for tryouts which will be held before and after school in January.

Peer Mediation

Staff Advisors: Mrs. Otto

Mediators: Grades 5 & 6

Peer Mediation is an orderly process through which students may resolve disagreements and conflicts constructively.

Safety Patrol

Staff Advisor: Ms. Breitengross

Participants: 5th and 6th graders

Students are trained using the AAA safety patrol curriculum Appleton Police Department guidelines. Students wear vests and use AAA equipment to help students cross Drew and Marquette Street.

Dance Club

Staff Advisor: Mrs. Ross

Participants: grades 4-6

Students meet over the lunch period and/or at recess to design group dances. Dances are shared during all school assemblies.

Tech Club

Staff Advisor: Ms. Davis

Students help take pictures of various events and work on technology related items

Girl Scouts: Daisies – Brownies – Juniors

Participants:

Daisies – Kindergartners

Brownies – Grade 1-3

Juniors – Grade 4-6

For more information, contact the Franklin School Office.

Boy Scouts – Cub Scouts

Participants: Grades K - 6



Franklin School partners with area companies to offer skill specific after school programming for students at the Franklin School site or through transportation from Franklin. Watch Fox Folders and the Franklin Family Newsletter for more information.

Sports Information

Intramural Programs

Staff Advisors: Miss Rose

Participants: Grade 3-6

Through the Franklin School Intramural Program, students learn more about select games TBD. The emphasis is on active and enjoyable participation. Watch Fox Folders for more information, including permission forms and dates.

Field Day

Field Day will be held at Franklin School on the last day of school. Students will participate in a full day of fun outdoor activities and enjoy a picnic cook out. The day is topped off with a Popsicle treat! Many parent volunteers are needed to make this event possible; watch for sign up opportunities in the spring.

Other Sporting Activities offered throughout Appleton

There are a variety of other youth sporting activities offered throughout the city, such as tennis, golf, gymnastics, dance, judo, archery, soccer, hockey, ice skating, swimming, and more. Sports clinics both privately run and sponsored by the area high schools are available throughout the year. Watch for posters at school, handouts sent home, and flyers in the Information Center.

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School calendar and complete staff list are available on our website. We look forward to working with you this year!

Teaching Staff:

- Early Childhood: Miss Toth
- Kindergarten: Mrs. March/Miss Kasper, Mrs. Overesch, Miss Bauer/Miss Williams
- 1st grade: Mrs. VanSistine and Miss Limberg
- 1/2 combination: Miss Behnke
- 2nd grade: Mrs. Beyer and Mrs. Harrison
- 3rd grade: Mrs. McInnes and Miss Phillips Principal: Dr. Carrie Willer
- 4th grade: Mr. Neumann and Mrs. Fischer
- 5/6 grade: Mrs. Zering and Mrs. Hacker
- School Counselors: Mrs. McElderry and Mrs. Otto
- School Social Worker: Mrs. Orabutt
- School Psychologist: TBD
- Specific Learning Disability Teacher: Mrs. Dvorak
- Specific Learning Disability/Emotional Behavioral Disability Teacher: Ms. Prast
- EBD Teacher: TBD
- Speech and Language Teachers: Mrs. Ross and Mrs. Sina
- English Language Learner Teachers: Mrs. Fredricks and Mrs. Hoyer
- Reading Specialist: Ms. Breitengross
- Art Teacher: Mrs. Wilda
- LMC Specialist: Ms. Davis
- Music Teachers: Mrs. Christiansen, Mr. Austin, TBD
- Physical Education Teacher: Miss Rose