



Franklin School

A K-8 Core Knowledge® School
<http://www.csd509j.net/franklin/>

PARENT/STUDENT INFORMATION GUIDE 2009 - 2010

School Hours

- 7:30 am Early Arrival**
(Enter Library Doors only – supervised in gym)
- 7:50 am Student Arrival** All Door Open
- 8:00 am School Begins** All Tardies to office
- 9:45 am Morning Break**
Elementary/middle breakfast; middle level snacks in cafeteria
- 11:30 am Elementary Lunch** [Recess to 12:15 pm]
- 12:00 pm Middle Level Lunch** [Recess to 12:40 pm]
- 2:25 pm Elementary Dismissal**
- 2:30 pm Middle Level Dismissal**
- 2:30 pm SPRINGBOARD After School Program**

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 Oregon Assessment of Knowledge and Skills (OAKS) test as well as the Measure of Academic Progress (MAP) test, a nationally standardized test.

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
- Standardized testing, report cards, and letter grades (grades 3 – 8).
- 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."

As a school of choice, parental input and involvement in the life and direction of the school is vital. Parents, working together with Franklin staff, actively support high standards of academic achievement and responsible student behavior.

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

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.

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 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, 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. 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 prime 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 (2:30 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.

*Be Safe • Be Courteous
Be On-Time*

Students should be picked up promptly after school.

- All students (from both sides of the building) not picked up by 2:45 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 2:35 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 or **SPRINGBOARD After School Care.**

After-School Academic Program



Franklin students have a unique opportunity to attend an after-school program entitled **Springboard After School**. It is a fee-based program with a focus on homework, academic tutoring, and enrichment activities. When a child attends **Springboard**, homework is complete and understood; it stops the stress at home. It also frees the student's time to attend other activities or engage with family.

Springboard offers a flexible schedule for parents. You can choose to have your student attend one day or more a week. The fee is approximately \$14.99 per day with additional benefits for full week enrollment.

To enroll in **Springboard** or to access additional information, visit the **Springboard** website at:

<http://www.springboardafterschool.com/>

After accessing the website, go to "Springboard Schools" from the pull-down menus, choosing Oregon (Franklin is the *only* Oregon school with the Springboard program). Full pricing information is available as well as an on-line enrollment form. For additional information regarding **Springboard** at Franklin School, contact Dr. Kosanovic, principal.

School Pictures

Picture Day: Friday, September 11th

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

Make checks payable to **Life Touch**. 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.

Curriculum Nights

Elementary Level (K-5)

Tuesday, September 15, 2009, 7:00 pm

Middle School (6-8)

Thursday, September 17, 2009, 7:00 pm

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.

Student Absences: Call 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 757-5747 by 9:00 am**. Parents may then pick up their student at the appropriate time in the office.

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 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.

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.

Parent – Teacher Conferences

- **October 28-29-30, 2009**
- **April 14-15-16, 2010**

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.

Core Knowledge® Site Council

The Core Knowledge® Site Council, made up of teachers and parents, meets on the first Thursday of each month at 3:00 pm in the library. The Council serves to advocate and advance the Core Knowledge® curriculum at Franklin and to review the professional development activities of staff. Membership is established in the beginning of the school year and the meetings are open to parents to attend.

- 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.

Background Check for Volunteers

For safety and security reasons, **ALL volunteers must fill out a Criminal History Verification Application** which is available in the school office. This form must be filled out at least one week prior to volunteering for any events which involve students (such as field trips, volunteering in the classroom).

Delivering Personal Items to School

Items that need to be brought to school during the school day need to be **brought to the office**. The secretary will deliver the items when your child's class has a break in their instruction time.

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 or high heel shoes are allowed.

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.

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 757-5811** for the district emergency hotline or access the district website for further information.

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 in the office at least one week in advance of the field trip.

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.

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.

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 ended for the year.

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 reduce-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 **757-5747** if your student is in need of such assistance.

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.

Extended Absences--Sabbaticals

In a circumstance where a currently enrolled family takes an extended leave for no less than 2 months but no longer than 1 year (work-related sabbatical or other out-of-town absence), the children of the family will have special consideration for re-enrolling at Franklin School upon return.

- In order to receive special re-enrollment privileges, the sabbatical family must fill out and turn in a Sabbatical Notice Form to the office BEFORE leaving Franklin School.
- Families on leave or sabbatical must contact the school office by the second Friday in April to confirm that their children will be in school for the first day of classes in the fall. Individuals with specific questions are encouraged to contact the principal.
- In certain cases, families may extend the leave to a second year at the discretion of the Principal. Students absent from Franklin School for longer than 2 years or those who failed to follow the proper Sabbatical procedures outlined above will have to reapply for admission to Franklin School.

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 with the Franklin Phoenix newsletter.
- **Free and reduce-priced lunches** are available for families meeting the income standards set by the federal government. Application forms are available in the office.
- Breakfast is available at morning break time. Elementary prices: breakfast \$1.00; reduced breakfast \$.30. Middle school prices: breakfast \$1.50; reduced breakfast \$.30.
- Lunch is available at mid-day. Elementary prices: lunch \$1.85; reduced lunch \$.40; milk \$.40. Middle school prices: lunch \$2.50; reduced lunch \$.40; milk \$.40. 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.

If you have questions concerning charges that your child has made or if you wish to see a printout of their charges, enclose a note in an envelope and place in the locked lunch money drop box. A printout will be given to your child's teacher to be sent home with the student.

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 in the office.*
- There is a sheet for signing in and out located on the desk in the office. In addition, the PTA keeps a log of volunteer hours for Franklin School. After volunteering, please record your volunteer hours in this logbook, located on the podium in the hallway.

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.

Principal.....	Dr. Gerry Kosanovic.....	757-5748
Operations Assistant.....	Gail Eby.....	757-5747
Administrative Assistant.....	Cathy Shreeve.....	766-4725
Behavior Specialist.....	Chris Fagin.....	757-4479
Campus Steward.....	Roger Rictor.....	757-5770
Counselor.....	Milt Weaver.....	757-5747
Food Service.....	Linda Steeprow.....	757-4321

Kindergarten.....	Melinda Winograd.....	757-3873
1 st Grade.....	Lisa Tyrrell.....	757-5768
2 nd Grade.....	Stacey Free.....	757-5767
3 rd Grade.....	Jeanne Czernowski.....	757-3877
4 th Grade.....	Jennifer England.....	757-4318
5 th Grade.....	Paige Hawkinson.....	757-4319
6 th Grade.....	Wanda Carter.....	757-5818
6 th Grade.....	Marian Anderson..	757-3841
7 th Grade.....	Carol Andresen.....	757-5771
7 th /8 th Grades.....	Matthew Cook..	757-5773
7 th /8 th Grades.....	Pat Rarick..	757-5793
7 th /8 th Grades.....	Denise Wells..	757-5709

PE.....	Travis Johnson.....	757-5747
Art.....	Aaron Fronhmeyer.....	757-3875
Drama.....	Amaya Esquiza.....	757-5747
Music.....	Robyn Chapman.....	757-5713
Music.....	Stephanie McCormick.....	757-5713

Learning Resource.....	Becky Mitchell.....	757-5899
Learning Resource.....	Lindsay Prothero.....	757-5899
Speech Services.....	Nancy Messman.....	757-5899
Librarian.....	Brenda Coblentz.....	757-4320
Literacy Coach.....	Carol Andresen.....	757-3841
ELL Services.....	Angela Garcia.....	757-5710
ELL Assistant.....	Lucy Oxenhandler.....	757-5710

Educational Assistant	Elaine Silverio.....	757-5899
Educational Assistant.....	Betty Richards.....	757-5899
Educational Assistant.....	Lori Shaw.....	757-5768
Educational Assistant.....	Martha McCollin.....	757-5899
Educational Assistant.....	Heidi Cleary.....	757-5747

Night Custodian..... Marv Plesner.....757-5770

PTA President.....Patrick Meunier.....757-5747

Site Council Chair.....Henri Jansen.....757-5747

Franklin School

Strive for Excellence

- ✓ Volunteer
- ✓ Contribute
- ✓ Participate