

# **Franklin Elementary School**

Principal: Dr. Jason Benson  
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[www.franklin.provo.edu](http://www.franklin.provo.edu)



## **School Hours**

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All Day K-6th grade	8:40 am - 3:20 pm 8:40 am - 1:30 pm	Monday-Thursday *Friday Only
Morning Preschool	8:45 am - 11:15 am 8:45 am - 10:45 am	Monday-Thursday Friday Only
Afternoon Preschool	12:00 pm - 2:30 pm 11:30 am - 1:30 pm	Monday-Thursday *Friday Only

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*\*Early dismissal on Friday is used for teacher collaboration time and training.*

# **IMPORTANT INFORMATION**

## **ABSENCES & TARDIES**

If your student is going to be absent for the day, please call the school office before 8:00 am and leave a message. We take absences and tardies very seriously at Franklin Elementary. To help your student's attendance, please schedule appointments (ie. doctor, dentist, etc.) for before or after school.

## **ACCIDENT & ILLNESS**

Whenever an accident or illness occurs at school and is of a serious nature, we will do everything possible to contact parents or guardians. If we are unsuccessful, we will then call the emergency numbers listed on the registration card. If we are unable to contact anyone listed on the registration card during an extreme emergency, we will take the necessary steps for medical attention. **Please keep the school informed of any telephone number changes and/or emergency contact changes.**

## **DISCIPLINE**

Students are expected to be responsible for their own behavior. Each student's behavior should demonstrate respect for the rights and property of others. The basic school rules are as follows:

### **Be Respectful - Be Responsible - Be Safe**

The Provo School District Safe and Orderly School Policy will be followed and enforced. The policy includes expectations regarding weapons, drugs, fighting, vandalism, theft, harassment, offensive language and behavior, and disruptive and disrespectful conduct. Please read it and help your student understand the seriousness of making inappropriate choices. To find the Safe School Policy, go to [www.provo.edu](http://www.provo.edu) and click on the Parent Essentials tab. Under Applications, Forms and Policies, click on District Policies and Procedures and go to Policy 3310.

## **DRESS CODE**

Please remember to help your student find school-appropriate clothing to wear. If your student is not in compliance with the dress code, you will be contacted to bring your student a change of clothes.

**\*Please see the Provo City School District Dress Standards included in this mailer for details.**

## **HEAD LICE**

Please check your student periodically for head lice, especially at the beginning of the school year. In the event that you do find head lice, please contact the school nurse.

## **ITEMS FROM HOME**

Students are asked to leave all "toys" and play items at home. Teachers may confiscate any item in the possession of a student which causes a disturbance in class. These items will generally be returned at the end of the day; however, in the case of dangerous items or repeated offenses, items will be returned only to the parent or guardian.

A student may carry a cell phone if it remains in his/her backpack during the school day and is only used before or after school hours. Please remember that we cannot be responsible for lost or stolen personal items.

## **MESSAGES TO STUDENT**

It is very difficult for the office to get messages to individual students during the day. It is also a disruption for the class, the teacher, and the student receiving the message. Please remind your student of appointments, meeting places, babysitting arrangements, and other such changes in your regular routine before they come to school in the morning. If you would like your student to be reminded during the day, please send a note with him/her in the morning to give to the classroom teacher.

## **MEDICATION AT SCHOOL**

Parents may come to school and give medication to their own child. School staff cannot dispense medication. Office staff, health clerk, or school nurse can administer prescribed medication after we have received written consent from you and your child's physician. This consent needs to be completed yearly. All medication containers must have complete information attached: child's name, name of medication, dosage, physician's name, date prescribed, and dispersal instructions. For the safety of all the students, please do not send medication to school with your child. Please bring them directly to the office with the above information.

## **PETS**

The County Health Department has made some changes to their guidelines related to animals in public buildings. Dogs, cats, birds, and other creatures that trigger allergies will not be permitted in a room.

## **PARKING - PICK UP & DROP OFF**

We recognize that picking up and dropping off students can be a challenge at Franklin. Our goal is safety for your student, not convenience for parents. We believe that the situation will improve if everyone will remember to obey all traffic and parking laws. Your cooperation will be needed to keep all of the students safe. You can help us promote safety by observing all posted signs as well as the directional arrows that have been painted on the asphalt. When picking up your kindergarten student in the south parking lot, park in a designated parking stall. Please do not block the flow of traffic at any time by leaving your vehicle unattended (even for a few moments). Please Do NOT double-park in the parking area, in front of the school, or on the city streets. We ask that you avoid dropping off or picking up students in any area that would require them to cross through traffic. Remember to be courteous of other drivers.

## **SAFETY AT SCHOOL**

Students should arrive just before school begins and leave for home directly after school. **Please be prompt when picking up your student.** For safety purposes, we ask that you do not drop your student off at the school before 8:15 am. School is dismissed at 3:20 pm Monday through Thursday and 1:30 pm on Friday. For safety purposes, we ask that you please pick your student up on time. When visiting the school, please be sure to check in at the office to get a visitor's pass before going anywhere else in the building. If you need to pick up your student early, you must check them out at the office. For safety reasons, all visitors are asked to come in the front (east) doors and check in at the office. All other doors are locked during the school day.

## **SCHOOL CHOICE**

Franklin Elementary accepts families who live outside the school boundaries when there is available space in the requested grade level. School Choice applications are initiated online at [provo.edu](http://provo.edu). You can find the application under the Parent Essential Tab.

As an out-of-area family, it is important that you are aware of the compliance requirements for continued attendance:

- 90% attendance - no more than five absences or tardies per term
- Class assignments completed and turned in on time with at least an 80% achievement level
- Parent support and follow-through with school assignments
- No discipline issues
- Transportation provided by parents
- Students should not be dropped off earlier than 8:15 am and must be picked up immediately after school is dismissed.

### **SEP (PARENT-TEACHER) CONFERENCES**

SEP Conferences will be held in November and February. You can always call or email your student's teacher when you have concerns or need information about your student's performance. Please call before or after school to speak with the teacher so instruction time is not interrupted.

Parents may also access their student's grades and attendance via the Internet. Log onto the Franklin Elementary home page at: [www.franklin.provo.edu](http://www.franklin.provo.edu) then on the right hand side under "Parent Resources" click on PowerSchool (Grades & Attendance). You will be prompted to input your username and your password (contact our registrar if you don't know what they are). PowerSchool will give you access to information about your student's attendance and academic progress at any time during the school year.

### **TREATS**

In accordance with Utah County Health Regulations and our district wellness policy, you may not send homemade and/or home packaged items to be served at school. This regulation applies to treats you may send for class parties, foods your children may sell for fundraisers, and all other foods in school (except, of course., those foods that you send with and for your own child). Please send only commercially prepared and packaged foods.

### **VOLUNTEERING**

Volunteers are an essential factor in the success of Franklin Elementary. We believe many of our parents and grandparents have expertise that can be shared with our school! If you are interested in volunteering at our school, please inform your student's teacher or a PTA board member. We have many volunteer opportunities available either in the classroom or through the PTA organization. We would love to have every parent involved this year!

# Provo City School District

Policy Series 3000: Students

## Student Dress Standards

3224 P1

Provo City School District supports the position that parents or guardians should oversee the appearance of their students and that school personnel should not take exception to student apparel that is clean, safe, non-disruptive, and meets minimum clothing requirements.

Students are expected to dress appropriately for the setting and activity that will not take attention away from or disrupt the learning process. While we want our students to feel comfortable, confident, and able to express themselves, there are specific guidelines all students are expected to follow.

Requirements for Student Dress:

1. All students must wear clothing that is appropriate for the setting and activity. In addition:
  - a. Undergarments must be covered at all times.
  - b. See-through or mesh garments must be worn with appropriate coverage underneath.
2. Any illegal, threatening, profane, or lewd content will not be allowed. For example, images or language that contain:
  - a. Gang-related
  - b. Weapons (as defined in Utah Code 76-10-501)
  - c. Illicit drugs or alcohol
  - d. Sexual content
  - e. Violence
  - f. Discrimination
  - g. Profanity

The School Administration reserves the right to determine if an item of clothing does not meet the dress standards. Students violating the dress code will be asked to remove/fix the offending items or return home, with parent/guardian notification, to change their attire.

Approval Date: March 21, 2023