



2011-2012

**STUDENT & PARENT  
HANDBOOK**

**TABLE OF CONTENTS FOR STUDENT & PARENT HANDBOOK 2011-2012**

<b>TOPICS</b>	<b>Page</b>
General School Information	3
Absences <ul style="list-style-type: none"> <li>• Excused and unexcused</li> <li>• Legal requirements</li> <li>• Out of school suspension</li> <li>• Notifying parents</li> </ul>	4
Accountability Standards	4
Advisory Council	5
Arrival in the Morning	6
Asbestos Notification Statement	6
Books	6
Buses <ul style="list-style-type: none"> <li>• Discipline</li> <li>• Rules</li> </ul>	6 7
Cardinal Expectations	7
Cardinal Time	7
Car Riders <ul style="list-style-type: none"> <li>• Afternoon Pick-up</li> <li>• Morning Drop-Off</li> </ul>	8
Change in Transportation	8
Change of Student Information	8
Classroom Parties and Birthdays	9
Clubs	9
Conferences with Teachers	9
Daycare	10
Discipline	10
Dress Code	10
Emergencies	11
Fees	12
Field Trips <ul style="list-style-type: none"> <li>• Expectations</li> <li>• Parent chaperones</li> </ul>	12

Flowers and Balloons	12
Food <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• Bringing lunch from home</li> <li>• Buying lunch</li> <li>• Drinks</li> <li>• Snacks</li> </ul>	13
Grades <ul style="list-style-type: none"> <li>• Interim Reports</li> <li>• Report Cards</li> </ul>	13
Harassment/Bullying	14
Head Lice	14
Homework	14
Honor Roll	14
Insurance	15
Lost and Found	15
Medication	15
Notice of Nondiscrimination	15
Parent Engagement Policy	16
Pick-Up List	16
Prohibited Items	17
PTO – Parent Teacher Organization	17
School Closings and Delays	18
Student Records	18
Sunday Evening Calls	18
Tardies	18
Telephone Calls	19
Tobacco Policy	19
Tuesday Take Home Day	19
Tutoring and Clubs	19
Visitors	19

**The Franklinville Elementary Title I School Parent-Compact is located on page 20.**

---

## **GENERAL SCHOOL INFORMATION**

### **CONTACT INFORMATION**

Franklinville School  
162 Pine Street  
Franklinville, NC 27248  
Phone: 336-824-2306  
Fax: 336-824-1427

### **SCHOOL HOURS**

Doors open: 7:35am  
Students released to classrooms: 7:45am  
Class day officially begins: 7:55am (students tardy if not in classroom at 7:55am)  
Dismissal: 2:45pm

### **SCHOOL MISSION STATEMENT**

At Franklinville Elementary School our mission is to increase learning for all students in a caring environment in cooperation with parents and the community.

### **SCHOOL COLORS**

Red & White

### **SCHOOL MASCOT**

Cardinal

### **SCHOOL MOTTO**

“Soaring into Excellence”

### **SCHOOL PLEDGE**

*Recited by all students each morning:*

I am proud to be a Franklinville Student.

I am special.

I am kind to others.

I obey my teachers, and I do my work.

I am an important part of Franklinville School.

I matter.

I am proud to be a Franklinville Student.

---

### **ABSENCES – Excused and unexcused**

If a child has to be absent due to an illness or other reasons, **a note written and signed by the parent/guardian must be brought in the first day back to school.** If a note is not sent in by the third day back, the absence will be marked as unexcused - no matter the reason. Following are a list of **excused absences** as stated in School Board Policy 4400C:

- Illness or injury which makes the student physically unable to attend
- Isolation ordered by the Health Department
- Death in the immediate family
- Medical and dental appointments for the student (but these should be done outside of school hours if at all possible)
- Participation in a court proceeding under subpoena
- Religious observance required or suggested by the student's parents, with prior approval by the principal
- Participation in a valid educational opportunity such as travel with prior approval by the principal.

### **ABSENCES – Legal requirements**

There is a strong connection between attendance and performance in school. Being at school every day is crucial to students' success. The North Carolina Compulsory Attendance Law (state law 115C-378) requires all children between the ages of 7 and 16 to attend school. Parents who enroll their children in Kindergarten at age 5 must also adhere to attendance laws.

### **ABSENCES – Out of school suspension**

When a student has been suspended from school, parents are immediately informed by phone when possible. Students are expected to keep up with the work that is going on in their classes while they are suspended so that they will not fall too far behind. All missed work while a student is under suspension is permitted to be made up according to School Board policy 4400D.

### **ABSENCES – Notifying parents**

School board policy requires that schools notify parents when a student is absent for 3, 6, or 10 cumulative days, or following any period of 3 consecutive days. School board policy 4400F states: *Elementary students (K-5) who are absent from school more than 20 days for any reason will generally receive no credit for the year of study and will be retained in the same grade for the succeeding year except by a determination of the principal upon review of the student's record. Promotion decisions affecting a child in the Exceptional Children's program will include recommendations of the School Based Committee.* **This means that more than 20 absences, unless there are extenuating medical circumstances, will most likely result in retention.** Excessive absences will be referred to the school social worker for investigation.

---

## **ACCOUNTABILITY STANDARDS**

The North Carolina State School Board has adopted Student Accountability Standards that started with the 2000-01 school year. These standards are also called promotion standards. The staff is working hard to identify students who are below grade level and modify their instruction and provide needed remediation. Parents of these students will be asked to come to school to review their child's Personalized Education Plan (PEP) at least 3 times per year.

These standards make it even more important that children come to school and put forth their best efforts EVERY DAY. They need to be in attendance unless they are sick. Children should pay attention in class and do their work at all times, being sure to ask questions when they need help. It is important that they are well disciplined, so that they and the students around them may learn. Please review all papers that are sent home and respond in a timely manner when asked. Monitoring and assisting with homework is also very important. Furthermore, please work with the classroom teacher to develop a good relationship.

In addition to the state standards, students will have to continue to meet local promotion requirements at all grade levels. This includes successfully demonstrating grade level work in the core subject areas (reading, math, science, and social studies). Please note that Board Policy states that students who are absent from school more than 20 days (including absences resulting from tardies and/or early check-outs) for any reason may receive no credit for the year of study and may be retained in the same grade for the succeeding year.

---

## **ADVISORY COUNCIL**

The Advisory Council is a group of parents elected to serve 3 year terms. Members of the Advisory Council serve as key communicators for the school. They serve as advisors and counselors to the principal. These members meet with the principal at least once per quarter to deliberate on school-wide issues of importance or concern.

### **2011-12 Advisory Council**

- Cindy Allen (term 2010-2013)
- Elizabeth Brooks (term 2011-2014)
- Sharon Brown (term 2011-2014)
- Brenda Carter (term 2009-2012)
- Lisa Cox (term 2009-2012)
- Rhonda Jones (term 2009-2012)
- Travis Whitaker (term 2009-2012)

---

## **ARRIVAL IN THE MORNING**

The doors open to students at 7:35am. Children should not be dropped off before then, as there are not teachers on duty to supervise until 7:35am. If it is necessary to drop off a child earlier than 7:35am, the before school daycare must be used. The classrooms will be open for students at 7:45am. If students arrive between 7:35am and 7:45am, they will go to one of 4 locations:

- Students eating breakfast will go to the cafeteria;
- Kindergarteners – 2<sup>nd</sup> graders not eating breakfast will go to the gym;
- 3<sup>rd</sup> and 4<sup>th</sup> graders not eating breakfast will go to the media center;
- 5<sup>th</sup> graders not eating breakfast will go to the computer lab.

All students will be dismissed from these locations to go to their classrooms at 7:45am. The tardy bell rings at 7:55am. **Students not physically in their classroom at 7:55am will be counted tardy.** If a student is tardy, he or she should be brought to the front office to be signed in. Students will not be admitted to class without a tardy slip.

---

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT – Notification Statement**

In 1988 all Randolph County Schools were inspected for Asbestos Containing Materials (ACM) according to the rules established by the Asbestos Hazard Emergency Response Act (AHERA). The inspection results and the Randolph County Schools plan concerning asbestos were compiled into a Management Plan for each school. Each school's Management Plan is available to the public for inspection upon request. Interested parties should contact the principal or the LEA Designee to arrange for an inspection of the Management Plan. As required by AHERA, a periodic surveillance of all remaining asbestos material must be made every six (6) months. Any damaged or deteriorated asbestos will be repaired or replaced before the beginning of the school year. The periodic surveillance results are located in Volume 2/3 of the AHERA Notebook. *Any questions concerning this school's Management Plan can be directed to Larry Chilton, the Randolph County Schools LEA Designee at 318-6096.*

---

## **BOOKS**

All textbooks and workbooks are issued to each student free of charge. The students are then given the responsibility for ensuring that their books are not damaged or lost. Replacement costs and damage charges will be the responsibility of the student whose book is lost or damaged beyond normal wear. A child that loses his or her book should let the teacher know as soon as possible so a new book can be issued so that the student will not fall behind in class work and homework.

---

## **BUSES - Discipline**

We want all students to arrive at school and return home safely each day. Please understand that riding the bus is a privilege (see School Board Policy 4300H rule 15

for details). Students will be given assigned seats, and are expected to obey the driver. If there are discipline issues on the bus, school administrators may suspend a student off the bus for one or more days. Suspension from the bus is **not** suspension from school. If a child is suspended off the bus, the student is still legally required to attend school.

### **BUSES - Rules**

Getting children safely to and from school each day is the bus drivers' top priority. Parents/Guardians should review the bus rules with their children:

- Obey and listen to the driver.
- Stay seated in the assigned seat.
- Talk quietly and keep hands and feet to self.
- Do not eat or drink on the bus.
- Help keep the bus clean.
- Do not damage the bus.
- Keep all body parts and other objects inside the bus.

Students are expected to follow school rules on the bus and at the bus stop. It is considered trespassing for anyone other than a student to board the school bus. Cameras may be used on the bus to monitor bus behavior.

---

### **CARDINAL EXPECTATIONS**

We expect that ALL of our students exhibit CARDINAL behaviors at all times. At Franklinville School, CARDINALS are:

Caring  
Attentive  
**Respectful**  
Dependable  
Interdependent  
Neat  
Ambitious  
Loyal  
Self-Controlled

---

### **CARDINAL TIME**

New in the 2011-2012 school year, Franklinville School will host Cardinal Time each regular school day from 8:10am to 8:40am. This time will be dedicated to weekly remediation, enrichment, and Olweus Bully Prevention Class Meetings. The whole school will be involved during this block of time. Please make sure that your child is on time for school every day (7:55am) so that they can get the full benefit of Cardinal Time.

---

### **CAR RIDERS – Afternoon Pick-Up**

If a parent/guardian chooses to pick up his/her child in the afternoon, there are two options.

**Option 1:** There is a carpool circle available in the back of the school for drive-around pick-up. Cars must display the appropriate carpool sign in the front window. Those failing to display this sign must drive around to the front of the school and check the student out through our Ident-A-Kid system.

**Option 2:** Gym pick-up is available for walk-in service. Parents/Guardians should park in the **gym parking lot only**. Please do not park on the side of the road in front of the school. Students designated for gym pick-up will be brought to the gym and will need to be signed out. The gym lobby door will be unlocked at 2:30pm each afternoon. Please wait until this time before entering.

### **CAR RIDERS – Morning Drop-Off**

Parents/Guardians who choose to drive their children to school in the morning should plan to **arrive between 7:35am and 7:50am**. There is **no supervision** for children before 7:35am unless they are in the daycare program. There are 2 options for morning drop-off.

**Option 1:** There is a carpool circle available in the back of the school for drive-around drop-off. A Franklinville staff member is responsible for unloading students using this option beginning at 7:35am. Please note that this is the only location where students may be dropped off in the mornings.

**Option 2:** Parents may park **in the gym parking lot only** and walk in with your child(ren). Please do not drop students off in the gym parking lot. Please refrain from parking on the side of the road in front of the school or in the bus parking lot.

---

### **CHANGE IN TRANSPORTATION**

Any changes in mode of transportation must be in writing from the parent. The school cannot allow students to ride a different bus or change from car to bus transportation (or from bus to car) without a written note from the parent. Please send the written note to the classroom teacher to make any changes in transportation – permanent or temporary. Please do not assume a student can ride a different bus. Bus transportation changes must be approved by the principal or assistant principal and will depend on space availability on the bus.

---

### **CHANGE OF STUDENT INFORMATION**

Should your child's information change at any time during the school year we ask that you notify your child's teacher immediately. It is vital that we have current

information such as phone numbers, persons to contact, addresses, etc. If you notify your child's teacher they will get the changes of information to the front office.

Additionally, School Board Policy requires parents notify the school immediately upon a change of residence if they move outside the school attendance area. Permission for children to remain at Franklinville School will be dependent on space availability, student conduct and attendance record, and payment of tuition if required. The forms to get this permission may be obtained at the school. Any children found to actually reside outside the Randolph County Schools attendance area, or if the parents have provided the school with an erroneous residence address, shall be denied continued enrollment in the Randolph County Schools.

---

### **CLASSROOM PARTIES AND BIRTHDAYS**

Classroom parties can be held at Christmas and at the end of the school year. If parents want to send a special birthday treat for their child to share with classmates, the teacher should be contacted to arrange for birthday treats right after lunch or during the class's snack time so that instructional time is not used. A couple of other guidelines regarding birthdays:

- Please do not cook cupcakes, cookies, etc. at home. For health reasons, any food item brought to share with a student's classmates must be purchased from a store already made.
- Please do not send party invitations to school. Students will not be allowed to distribute invitations during the school day.

---

### **CLUBS**

Clubs will be offered to 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students from 2:50 to 3:30 pm one Thursday per month. Parents who wish for their children to stay for clubs will need to fill out the permission form that will be sent home prior to the start of clubs. Parents should be mindful to pick-up their children on time.

---

### **CONFERENCES WITH THE TEACHER**

Teachers will conference with each student's parent/guardian around the time the first quarter report cards are released. In general, parent-teacher conferences are encouraged if a parent/guardian has questions or concerns about his/her child's academic progress or behavior. The school only asks that they be scheduled in advance. It is not fair to teachers to catch them in the morning or during the school day and expect them to be able to have a conference right away. Teachers' morning time is very valuable to them for getting their day set up and getting students settled and started on their day's activities. Conference times should be scheduled so that the teacher is able to focus exclusively on the student in question.

---

## DAYCARE

Franklinville School is fortunate to have a before and after school care program to offer parents. There is a weekly fee for student attendance. School rules apply during the time students are in before and after school care. Student misbehavior may lead to suspension and eventual removal from the program. If a parent has questions about Franklinville's Daycare, he or she may call the Daycare Director, Shirley Glass, at 824-2306 or 736-2204.

---

## DISCIPLINE

Each classroom has an approved Classroom Management Plan stating the rules and procedures for the classroom. This management plan also gives consequences for misbehavior. The management plan will be shared with all students and parents at the beginning of the school year. **All policies outlined in the Randolph County Code of Conduct are also to be followed.** Please be familiar with these policies. Unfortunately, in some circumstances, out of school suspension may be necessary. Some behaviors that may result in suspension include fighting, possession of a weapon, possession of a drug, damage or vandalism to school property, refusal to follow directives by a school official or teacher, and continued referrals to the office due to classroom disruptions.

---

## DRESS CODE

Students at Franklinville School are expected to dress in a manner which is not disruptive or distracting to others. If dress code violations occur, parents will be notified and asked to bring appropriate clothing for their child. Some additional dress code requirements at Franklinville School are listed at the end of this section:

**Board Policy 4300H (rule 20):** *Students are expected to adhere to standards of dress and appearance that are compatible with a safe and effective learning environment. The Board prohibits appearance or clothing that (1) violates a reasonable dress code adopted and publicized by the Board or an individual school, (2) is substantially disruptive, (3) is provocative, revealing, vulgar or obscene or (4) endangers the health or safety of the student or others. Examples of prohibited dress or appearance include, but are not limited to, those listed below:*

- *Head apparel (hats, headbands, scarves, bandanas, picks, combs, etc.) or sunglasses may not be worn inside the building unless the headgear is worn based on a sincerely-held religious belief;*
- *Exposed undergarments;*
- *Halter tops, tank tops, spaghetti straps (no bare shoulders)*
- *Pants that are baggy or drag the floor (pants/shorts must be worn around the waist);*
- *Short shorts or excessively short dresses/skirts;*
- *Spandex or other very tight clothing, or excessively oversized clothing;*

- *Sleepwear or bedroom slippers;*
- *Bare feet;*
- *Clothing that contains advertisements for tobacco, alcohol, or drugs; pictures or graphics of nudity; words that are profane, lewd, vulgar, or indecent or likely to be disruptive to the learning environment;*
- *Items that are potentially dangerous such as fish hooks, chains, or spiked objects; and*
- *Any symbols, styles or attire frequently associated with gangs, intimidation, violence, or violent groups about which students at a particular school have been notified.*

*Individual schools may maintain written **guidelines in addition to those above\*** and they will be made available to students and parents. School administrators may make exceptions to the dress code as deemed appropriate for medical or religious reasons, for special observances, or for other activities that would allow for non-conforming dress on a school campus.*

*If a student's dress, appearance or lack of cleanliness is detrimental to the health or safety of him/herself or others, substantially disrupts the school or work environment, or otherwise violates this policy, the principal may require the student to adjust his/her appearance or clothing. Failure to comply with this policy or a school dress code will result in the student being removed from the classroom and/or school until his/her appearance or clothing meets school district policy or rules. The student's parent/guardian will be notified prior to any removal from school.*

**\*Additional dress code guidelines for Franklinville School:**

- Shirts should be long enough so that no midriff is showing.
- Shorts and skirts should be at least as long as the student's middle fingertip when arms are held at the child's side.
- While at school, the wheels of Heelys (or similar type shoes), should be removed.
- Students have recess daily. To guard against foot injuries, students are encouraged to wear or bring tennis shoes each day.

---

**EMERGENCIES**

When accident or illness occurs, every effort will be made to contact the parent or guardian. Please inform the office of any changes in the telephone number(s) of students' emergency contacts. The form entitled "Permission to Secure Medical Care" will be sent home for parents to complete to give the school information and permission to adequately care for their child in case of extreme emergencies.

Franklinville School has an emergency plan in place with specific procedures for different emergencies. Fire drills will be held monthly. We will also practice tornado drills and lock down drills during the school year.

---

**FEES**

Randolph County Schools charges an annual instructional supply fee in the amount of \$12 per student in which to purchase instructional materials. Teachers may also charge an additional fee if they are subscribing to *Scholastic Magazine* for current events or *NC Studies Weekly* for social studies. Fee payment should be turned in to the classroom teacher as soon as possible. Checks may be written to *Franklinville School*. A waiver form is available if, based on income, a family qualifies for a fee exemption. This form should be requested from the classroom teacher. Each student is expected to pay the instructional supply fee unless the waiver is approved. Please pay ALL fees in a timely manner (daycare, lunch, media center, etc.). Students who have unpaid fees throughout the year may be exempt from certain activities. These students will also not be able to participate in any school or PTO fundraisers.

---

**FIELD TRIPS – Expectations**

Field trips are a valuable part of a child's academic experience. The school wants all students to have the opportunity to attend field trips. Parents should see their child's teacher if they cannot afford a field trip so that assistance can be requested.

Students going on field trips are expected to:

- Have a signed permission form from the parents/guardians.
- Pay the student's share of the expenses.
- Be on their best behavior at all times.
- Follow school rules and regulations just as if the student were at school.

The principal has the right to exclude a student from a field trip because of behavior. If this occurs, parents will be notified prior to the trip.

**FIELD TRIPS – Parent chaperones**

Parents who attend a field trip with their child will be expected to act as a chaperone and supervise a group of students while on the trip. In most cases, parents will be asked to drive their personal vehicle and follow behind the activity bus. Children whose parents accompany them on a field trip should remain with their group, ride the activity bus with their class, and obey the same rules as the other children. Only the student in the class will be allowed to attend the field trip - no preschool siblings, older students, students in other grade levels, etc., will be allowed to attend.

---

**FLOWERS AND BALLOONS**

Flowers and balloons sent to students at school for special occasions will be held in the office until the end of the day. At the end of the day, students will be called to the office to pick them up. Due to safety issues, students will not be allowed to carry flowers and balloons on the bus. If parents choose to send flowers or balloons to their children during the school day, please make arrangements to pick them up from school.

---

**FOOD – Breakfast**

Breakfast will be served in the cafeteria starting at 7:35am each morning. Parents are encouraged to pre-pay their child's cafeteria account. White milk will be available for children at breakfast.

**FOOD – Bringing lunch from home**

Students may choose to bring their lunch from home. Please be aware not to pack items that are in glass containers, need refrigeration, or items that need to be heated (students do not have access to microwaves, etc.). Students who bring their lunch will be allowed to buy additional items from the cafeteria, such as water, milk, or snack items (limit one snack item per day).

**FOOD – Buying Lunch**

Parents are encouraged to pre-pay their child's cafeteria account. To encourage healthy eating habits: (1) students may only purchase one snack item with their lunch and (2) ice cream will be sold on Fridays only. **In order to save paper, the monthly lunch menu will be posted on the school's website and only sent home to parents who request it.**

**FOOD – Drinks**

Soft Drinks should not be brought on campus by a student unless the drinks are to be used at a class function. Drinks which are allowed, such as juice, must be tightly covered and may not be opened or consumed on the bus.

**FOOD – Snacks**

Some teachers, due to early or late lunch times, allow their students to have a snack time. Parents who choose to send a snack for their child should send a healthy snack, i.e., a piece of fruit, carrot sticks, crackers, etc. Please do not send items that are high in sugar (candy, cookies, cakes, etc.).

---

**GRADES – Interim Reports**

Interim reports will be sent home on specific dates each grading period (about halfway through each quarter). See the school calendar for dates. Each grade level in Kindergarten through second grade has designed its own interim report form. Teachers in grades 3-5 will use the standard form(s) produced by NCWISE. Interims will be sent home for all students four times per year. Interims should be signed and returned to the teacher within 3 days of being sent home.

**GRADES – Report Cards**

Report cards are sent home at the end of each 9 week period to be kept by the parents. The report card envelope is to be signed and returned to the classroom teacher. Parents should indicate on the envelope if they wish to have a conference. Dates for report cards are listed on the school calendar.

---

## **HARASSMENT/BULLYING**

Students are prohibited from engaging in or encouraging any form of harassment or bullying. Students should report complaints to a teacher, guidance counselor, principal or assistant principal. Disciplinary action will be imposed for this misbehavior. By the end of January, all students will participate in weekly Olweus Bully Prevention Class Meetings. These class meetings will help everyone know how to help in harassment/bullying situations.

---

## **HEAD LICE**

*(See School Board Policy 4235/6135 for more details)* From time to time, head lice are a problem at all elementary schools. Please get in the habit of checking your child's hair on a regular basis to detect any problems. If lice are found, please contact the school immediately. Students will not be allowed to attend school when lice (live bugs) are present. The presence of lice requires that the student remain at home and not return to school until they have received treatment and all lice have been removed from the child and there is a substantial reduction in nits. A child with lice cannot ride the bus. Any child sent home with lice cannot ride the bus the following morning. Anytime a student is sent home with lice the parent/guardian needs to bring the child to the office with proof of treatment the next school day. At that time, an office employee will check the child before he/she is allowed to return to the classroom. Students will be sent back home if any lice are still present in the hair or if there has not been a substantial reduction in nits. This process will continue to be followed until the Randolph County Schools Lice Procedures have been met. Classroom teachers and assistants will periodically screen all students on a routine basis and as needed when a student is detected with lice.

---

## **HOMEWORK**

Homework is a very important part of a child's education. Research shows that students who do homework regularly score better on standardized tests (such as the End-of-Grade tests). School Board Policy 3135 addresses homework. In general, homework will follow the 10-Minute Rule (10 minutes multiplied by the students' grade level). Therefore, students should expect 10 minutes of homework in Kindergarten and 1<sup>st</sup> grade, 20 minutes in 2<sup>nd</sup> grade, 30 minutes in 3<sup>rd</sup> grade, 40 minutes in 4<sup>th</sup> grade, and 50 minutes in 5<sup>th</sup> grade. In addition, students may be expected to read nightly.

---

## **HONOR ROLL**

An honor roll student is one whose academic achievement and conduct make them an exemplary student. Students who make A's and B's but receive a conduct mark of less than "Satisfactory" will be excluded from Honor Roll.

---

## **INSURANCE**

Students are **not** automatically covered by insurance when an accident occurs at school. Therefore, insurance for dental and/or other student accidents is available for children. Information on these plans, along with a health care plan, is included in a brochure which will be sent home with students at the beginning of the school year. The brochure contains a payment envelope for your convenience. Payment should be made directly to the company. The brochure should be kept by the parents for future reference as a summary of coverage and how to file a claim. *Please take a minute and review the plans available for students. The school is not responsible for student accidents which occur at school unless negligence is proven on the part of the school.* Unfortunately many parents are not aware of this until it is too late.

---

## **LOST AND FOUND**

We strongly encourage you to write your child's name on jackets, sweatshirts, book bags, notebooks, and other items that may be lost. The lost and found cabinet is located in the gym lobby. Lost items will be held in the cabinet until the end of each month. Parents should encourage their children to look in the lost and found cabinet if they are missing something.

---

## **MEDICATION**

Members of the Franklinville staff are not allowed to supply medication. The staff can apply bandages only. If a child is too sick to stay in class, the parent will be contacted to pick the child up.

For all prescription and over-the-counter medications, the system-wide form, "Request for Medication to be given during School Hours," must be completed. Forms may be obtained in the main office and must be filled out and on file prior to a student being administered medication by a Franklinville staff member. Some special notes about the form include the following:

- A new form must be filled out each year.
- The form requires a physician's signature.
- The medication must be in an appropriately labeled container.

Please notify the child's teacher if the child is likely to have an allergic reaction. If he or she is allergic to bee stings, please provide the teacher with the appropriate medication. *According to School Board policy, children are not allowed to share their medications with other students.* If a child shares his/her medication, appropriate disciplinary action will be taken.

---

## **NOTICE OF NONDISCRIMINATION**

Randolph County Schools prohibit discrimination against students or employees in all its educational programs, employment activities, and admissions on the basis of race,

color, religion, national origin, sex, pregnancy, age, or disability. Inquiries or complaints can be directed to:

- Title IX, Section 504 Coordinator  
Randolph County Schools  
2222-C South Fayetteville Street  
Asheboro, NC 27205  
336-318-6029

---

## **PARENT ENGAGEMENT POLICY**

Franklinville Elementary School is a school-wide Title I school. Title I is a federal program that provides funding to schools based on the percentage of students who qualify for free and reduced lunch. The funding from Title I is spent in ways to support the achievement of all students at our school. The following information explains steps that Franklinville School will take in order to promote parental engagement.

- Franklinville Elementary School will conduct a Title I annual public meeting to which all parents will be invited.
- Parental engagement meetings will include activities which will provide parents with resources that may be utilized at home in reading, math, and science.
- Notification of the meetings will be provided in English and Spanish and/or a language that is easily understood.
- Parents will receive correspondence from the teacher weekly by using Tuesday Take-Home folders.
- Parents will be included on the Parent Advisory Council, the School Improvement Team, and the Parental Engagement Planning Committee.
- Students' progress will be reported to parents through report cards, interim reports, graded work sent home and spoken/written communication from the teacher.
- Parental engagement meetings will be provided that address the interest of the parents as reflected through parent surveys.
- Parents are invited to visit the school and volunteer for school and PTO activities.
- A School-Parent Compact will be provided for parents so that all stakeholders know their unique responsibilities in supporting student achievement.

---

## **PICK-UP LIST**

The pick-up list is a very important piece of information for the front office. The custodial parent should fill out the Pick-Up List form to let the office know who is allowed to pick-up the child. Please keep this list up-to-date. *Remember, the school does not know about custody issues unless it is notified by the custodial parent. Additionally, the school cannot enforce custody settlements without a signed order from a judge.*

---

## **PROHIBITED ITEMS**

Toys are not allowed at school unless a teacher requests a toy be brought for sharing. This includes balls of all kinds, games, radios, trading cards, handheld games, CD and MP3 players, Ipods, etc. No toy guns, knives, etc. are allowed on school property for any reason. Additionally, students should not have chewing gum or cell phones at school. If a school employee sees a student with a cell phone out, that employee will take the phone and hold it until the end of the day. After the first time, the cell phone will be held in the office for the parent to pick-up.

### **Weapons**

NO student shall have in his possession any weapon or other object that could reasonably be considered a weapon (including pocket knives), which could be used to inflict injury on anyone present in, or on the grounds of a public school in Randolph County. This includes knives, sticks, guns, rocks, or similar objects that could be described as weapons. This policy applies on school buses, activity buses, and all co-curricular activities before, during, or after regular school hours. Violation of this policy shall be the basis for short-term or long-term suspension. State statute 115C-288(g) requires the principal to notify law enforcement and the superintendent and file a report any time a weapon is brought on school property. Please remember that this is state law; it is not a policy the school has control over.

---

## **PTO – PARENT TEACHER ORGANIZATION**

The PTO serves a vital role at Franklinville. Parents and grandparents are encouraged to volunteer and assist with PTO-sponsored events. More information will come home about ways to be involved with the PTO. Following is some general information:

### **2011-12 PTO Officers (elected annually)**

- President: Amber Greenwood
- Vice President/Treasurer: Kristie Courtemanche
- Secretary: Amy Aymond
- Parent Rep: Dawn Baldwin
- Parent Rep: Becky Hayes
- Parent Rep: Bhavna Khiantani
- Parent Rep: Janet York
- Teacher Rep: Sarah Wilson
- TA Rep: Beth Yates

### **PTO Room Parents**

The PTO will coordinate with the classroom teachers to get a “Room Parent” for each homeroom. This parent will help organize class events as well as help coordinate volunteers for school-wide PTO events.

### **PTO Events include...**

- Several PTO meetings each year (combined with concerts, book fairs, and other events)
- Fall Festival
- Donuts for Dads and Muffins for Moms
- Spring Fundraiser
- Teacher Appreciation Week
- Other events to be planned

---

### **SCHOOL CLOSINGS AND DELAYS**

In cases of bad weather when school might be delayed or closed, listen to radio stations WGWR or WZOO or watch local television channels 2 or 8. Please do not call the school or the station. If possible, the school system will send out a recorded telephone message to announce a closing or delay. If nothing has been announced by 6:30am, students should plan to attend school on the regular schedule that day.

---

### **STUDENT RECORDS**

Under federal law, a custodial parent has the right to see his or her child's school records within 30 days of making the request. Please be aware that the school has no way of knowing changes in who the custodial parent is unless this information has been shared with the school. Non-custodial parents, grandparents, brothers, sisters, or other persons must have the written consent of the custodial parent to view the child's records. Blanket permission may be given at the beginning of the school year, or permission may be given for a specific situation.

---

### **SUNDAY EVENING CALLS**

Every Sunday (or the night before the first school day of the week), at 7:30pm, Franklinville School families should receive a recorded phone call from the principal highlighting the upcoming week's events. This is one of the main ways the school communicates to keep families informed. If these phone calls are not being received, please call the office at 824-2306 so that the number on file can be checked for accuracy.

---

### **TARDIES**

The school day starts at 7:55am each morning. **Students not physically in their classroom by the 7:55am bell will be counted tardy.** Students signed out early are also marked tardy for the day. Please be aware that School Board policy 4400G states the following:

- *All elementary schools and the middle schools shall allow three tardies and/or early sign-outs each semester before denying a Perfect Attendance Award.*

- *After three tardies and/or early sign-outs each semester, each additional set of three tardies and/or early sign-outs will result in one absence being added to a student's absence total.*
- *Class time missed due to tardies and early sign-outs shall be considered as a factor in decisions regarding promotion and retention.*

---

### **TELEPHONE CALLS**

Teachers will receive phone calls from parents after 3:00pm. During instructional time, teachers cannot receive calls or conduct conferences with parents. If a parent calls during the day and it is not an emergency, the phone call will be forwarded to the teacher's voicemail and the teacher will return the call within 24 hours. Students may not receive phone calls during the day.

---

### **TOBACCO POLICY**

Based on state law (General Statute 115C-407), the Randolph County School Board has adopted a 100% tobacco free school policy. This policy prohibits all tobacco use by everyone, everywhere on campus (including parking lots), at all times – including school events after regular school hours. This also means parents attending school-sponsored field trips with their children may not use tobacco while on the trip.

---

### **TUESDAY TAKE-HOME DAY**

Tuesday has been designated "Take-Home Day." On Tuesdays, teachers will send home classroom newsletters, school fliers, Principal's Page (at the beginning of each month), permission slips, graded work, and anything else to be sent home for the parents to see or fill out. There are a few items that might be sent home on other days, including homework assignments, and interims and report cards, but expect most school news to come home on Tuesdays!

---

### **VISITORS**

All visitors **must** report to the office first. The visitor will sign in and receive a visitor badge which is to be visibly worn during the entire visit (even if only a lunch visit). This is extremely important for the safety of our children. All adults must have badges any time they are in the building. Parents are welcome to observe in a child's classroom, but this should be arranged at least one day in advance with the teacher. During school hours, only the front door of the school will be unlocked. Visitors should not attempt to enter the building from any other entrance. In order to increase the security of our campus and better maintain the safety of our students, we will keep the exterior doors locked so that entry into our buildings can only be gained with the use of a key.

## **Franklinville Elementary Title I School-Parent Compact**

### **SCHOOL & TEACHER AGREEMENT**

The entire school staff will share the responsibility for improved student achievement; therefore we will do the following:

- Hold parent/teacher conferences.
- Send reports to parents on their child's progress.
- Provide opportunities for parents to volunteer and participate in their child's class and observe classroom activities.
- Provide an environment conducive to learning.
- Respect the student, their parents, and diverse culture of the school.

Teacher signature \_\_\_\_\_

### **PARENT/GUARDIAN AGREEMENT**

I want my child to reach his/her full academic potential, therefore I will do the following to support my child's learning:

- Have on-going communication with my child's school; including parent-teacher conferences, attending parent nights, and possibly volunteering.
- See that my child attends school regularly and is in his/her seat ready to work by 7:55 am.
- Support the school staff and respect cultural differences of others.
- Establish a time and appropriate place for homework and check it nightly.
- Visit the Parent Resource Center at least once during the school year.
- Ensure that someone will be available to read and/or listen to my child read daily.

Parent/Guardian Signature \_\_\_\_\_

### **STUDENT AGREEMENT**

It is important that I do the best I can; therefore I will do the following:

- Come to school each day prepared with my homework completed, all the supplies that I need, and ready to work by 7:55 am.
- Always work to the best of my ability.
- Believe that I can learn and will learn.
- Follow the rules of my school which include the anti-bullying rules.
- Show respect for my school, myself, other students and adults, and have consideration for cultural differences.
- Read, read, read.

Student signature \_\_\_\_\_

**\*\*\*Do not return to school, this copy is for your records.\*\*\***

**We will send home another form to be signed and returned to the school.**