

FRANKLIN ELEMENTARY



2021-2022 School Supplement to the District Policy Guide

SCHOOL OVERVIEW

Welcome to Franklin Elementary School!

Dear Families,

I want to take this opportunity to welcome you to Franklin Elementary School. I look forward to working with you throughout the year to support your child's social, emotional and academic growth.

Franklin Elementary serves students from 4-Year-Old Kindergarten through Second Grade. Our staff is dedicated to challenging every student academically in an environment that is child-centered, safe, culturally responsive and supportive of learning. Our goals are to ensure that every student actively engages in the learning process to become a happy and productive member of a global society.

This handbook contains important information about district and school programs and policies. Please read the handbook carefully and save it for future reference.

Please feel free to stop by the office and introduce yourself, call or email me at any time. I am so excited about the new school year, the connections with families and the excitement around learning and friendships that our children will experience.

Once again, on behalf of the Franklin Elementary Staff, welcome to the Franklin School family!

Sylla Zarov
Principal



School Mission Statement and Equity Vision

Franklin's goals are completely aligned with the goals outlined in the Madison Metropolitan School District Strategic Framework. We believe that our mission is to prepare students to be college, career and community ready.

Mission: Students at Franklin will be prepared with the academic, social, emotional and interpersonal skills necessary for success after high school. Our students will be academically prepared to be problem solvers and critical thinkers. They will have strong social and emotional skills such as self-awareness and decision making. They will also have the interpersonal skills and cultural competencies to be ready for full participation in a diverse community.

Equity Vision: We believe all students will succeed when given tools, confidence, choice, access and support. Every person has a right to feel safe and engaged. We value and affirm the cultures and differences that make up our school community. Everyone belongs at Franklin and Randall Elementary Schools.

Telephone

OFFICE: (608) 204-2292

FAX: (608) 204-0405

ATTENDANCE / SAFE ARRIVAL: (608)
204-2294

Address

305 W. Lakeside St.
Madison, WI 53715

Website: franklin.mmsd.org

Email: franklin@madison.k12.wi.us

School Hours

Mondays 7:50 a.m. - 1:15 p.m. (Early release)

Tuesdays-Fridays 7:50 a.m. - 2:47 p.m.

4K: Tuesday-Thursday AM 7:40 – 10:52 PM 11:33 – 2:47

About our school

Franklin serves families in the Bay Creek, Bram Addition, Vilas, Bay View, Dudgeon-Monroe, Greenbush, South Campus, Regent and the Brittingham neighborhoods. Franklin Elementary welcomes about 400 children in 4-year-old kindergarten through grade two each year. We are an inclusive school, welcoming everyone to our learning community.

Since 1984, Franklin has been a partner school with Randall Elementary, a unique arrangement in that children from two school attendance areas join for pre-kindergarten through second grades at Franklin and third through fifth grades at Randall.

Our school enjoys a strong partnership with parents and the community at large. We have a partnership with M3 Insurance through the Foundation for Madison's Public Schools. Our "Adopt-a School" partners support Franklin in many ways; through volunteering time and talents and offering in-kind donations to support initiatives at Franklin. When you visit Franklin, you will notice the caring relationships between staff and students as well as engagement in relevant learning experiences. Franklin is a great place for children to learn and grow!

Franklin is supported by the Franklin-Randall PTO. This group of committed families meets monthly to provide leadership and community support to help make Franklin successful. We welcome the many parent volunteers who work with staff and students in our schools. In



addition to the community volunteers, our proximity to the UW Campus allows many University students to work with our students and learn from our staff every year.

Key Policies and Guidelines

Behavior

We follow MMSD's Behavior Education Plan. Franklin staff and families agree on the important educational principle that we want all of our children to learn, grow and thrive in a safe and welcoming environment. A positive learning environment guarantees students the security, confidence and opportunity to do their best and be their best at all times.

We use "key words" to help children learn how to make their own positive interpersonal and behavioral decisions. We call these our Franklin Five.

To be a Franklin Peacemaker and follow the Franklin Five, our students work to:

- Be safe
- Be kind
- Use your words
- Follow directions
- Show respect

Franklin Peacemaker Guidelines

Be Safe

- Respect others' personal space.
- Rocks, bark chips, and snow may not be thrown.
- Stay on the playground at all times.
- Sit on the slide and go feet first.
- Do not climb up the slide.
- Sit on the swings and only face forward facing Lakeside Street.
- Do not climb on the fence.
- Tag and chase games on ground only – not on equipment.
- No play fighting.

Be Kind

- Treat others the way you would like them to treat you.

Use Your Words

- If someone is bothering you, tell them to stop. If they don't stop, get an adult to help.
- Take turns talking, and be a good listener.

Follow Directions

- Ask to go in the building.
- Line up when the bell rings.

Show Respect

- Show respect for everyone including other children and adults.
- Take pride in yourself and respect all the Franklin Peacemaker rules.

**Childcare/after-school information**

Wisconsin Youth Company provides ONLY after-school care at Franklin for Kindergarten through Grade 5. You can contact them at 608-276-2312 or www.wisconsinyouthcompany.org

Family engagement**PTO**

Participation in PTO meetings and activities is another avenue for staying informed about and involved in school. Visit <http://www.franklinrandallpto.org>.

Volunteering and Visiting

We encourage parents to visit and volunteer in their child's classroom and throughout the school. We ask that parents give the teacher a call in advance to set up days and times to volunteer or visit, to call when questions arise and to share good news. Please check with your teacher for convenient times to call or email.

Volunteers make an enormous difference at Franklin. Parent and community volunteers enrich children's lives, stretch limited school resources and also have lots of fun. Volunteering is a great way to meet other parents and teachers, as well as to learn with your children. There are many ways to be a part of the wonderful work that happens in school. Use the list below to contact the coordinators in any areas that interest you. Your volunteer time will be greatly appreciated and respected. Volunteer opportunities are both large and small, and any contribution is valued. Please consider how your family and friends may contribute their energy and special skills. Thank you!

Year-Long Volunteer Activities

Library Material Center: If you like to work with books, the LMC is the place for you. Franklin contact is Shelley Block at 204-2291.

Classroom Help: Many teachers welcome parent volunteers in the classroom. Contact your child's teacher at Franklin at 204-2292.

Lunchroom & Playground

Lunchtime volunteering is a great way to connect with your child, get to know their friends and classmates and understand more about their life away from you at school. In addition, it provides highly-valued help to the Franklin staff. Slots are available in the lunchroom and on the playground, either weekly or biweekly. Please contact Franklin to get more information.

Please use the following web location to get the volunteer application link:
franklin.mmsd.org/volunteer

Picking up your child during the school day

To ensure the safety of your child, please send a note in advance to your child's teacher or the office. We require parents to come into our office and sign out the student. We will call the classroom to have the student sent down to the office to meet the parents. Please remember anyone picking up a student must be authorized and listed in Infinite Campus.

Safety & Security



Families play a key role in school safety. At franklin.mmsd.org/safety, you can read about school-specific resources for helping keep students safe. You'll find more information on district safety and security, including how we communicate with you in an emergency, at mmsd.org/safety.

School Improvement Planning

The School Based Leadership Team is responsible for the development, implementation and monitoring of our School Improvement Plan (SIP). This team is focused on using data to drive the improvement process and monitor progress toward goals outlined in the SIP. Families will have numerous opportunities to see and give feedback on the SIP over the course of the year.

School support services

Amber Smid - School Nurse

Sara Campbell - Nurse's Assistant

Hanna Klusendorf - Social worker/ Positive Behavior Support (PBS) Coach

Saycha Basken - Psychologist

Stacie Will – Program Support Teacher (PST)

Supervision of building / grounds

The playground is NOT supervised prior to 7:35 a.m. so please do not drop off your students before 7:35 a.m.

Traffic safety, parking lot, pick up/drop off information

Please drop off your students in front of the school (Lakeside Street) no earlier than 7:35a.m. There is no drop off/pick up or parking in the Bus Loading Zone during school hours. The parking lot is for STAFF ONLY so there is NO DROP OFF allowed in the parking lot.

Find more information in the district policy guide, found at www.mmsd.org/policy-guide.