

Franklin Regional Primary

4121 Sardis Road,
Murrysville, PA 15668
724.327.5456, Ext. 3002
www.frsdk12.org

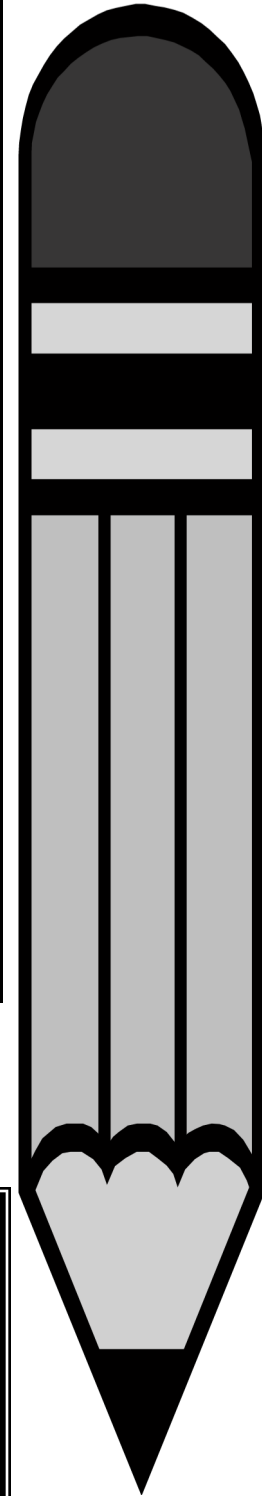


Parent & Student Handbook 2022-2023

TABLE OF CONTENTS

| Handbook Section | Page (s) |
|--|-----------------|
| <i>General Elementary Information</i> | 3 |
| <i>Attendance Process (FRSD Policy #204)</i> | 4-5 |
| <i>Arrival/Dismissal</i> | 6 |
| <i>Faculty & Staff</i> | 7-9 |
| <i>Student Safety</i> | 10-11 |
| <i>Disclosure of Student Directory Info/FERPA</i> | 12 |
| <i>Student Discipline & Behavior Standards</i> | 12-18 |
| <i>Additional District Policies</i> | 19 |
| <i>Bullying/Cyberbullying Prevention</i> | 20-21 |
| <i>PSSA Testing Window</i> | 21 |
| <i>Dress Code & Valuables</i> | 22 |
| <i>Nutrition Center</i> | 23 |
| <i>Home-School Connection</i> | 24 |
| <i>Special Classes</i> | 25-26 |
| <i>Special Services</i> | 27-30 |
| <i>School Leadership</i> | 31 |
| <i>P.T.O. Information</i> | 32 |
| <i>Educational Travel Request Form</i> | 33 |
| <i>Parent-Student Sign-Off GOOGLE FORM</i> | 34 |

**Please be sure to talk about the
contents of our school handbook
with your child.
Complete the GOOGLE FORM
located in the back of this
handbook before September 23, 2022**



GENERAL ELEMENTARY INFORMATION



Daily Student Schedule

| | |
|-----------------------------|---------------------------------------|
| 8:40 a.m. (<i>begins</i>) | Student Arrival (<i>by car/bus</i>) |
| 8:55 a.m. | AM announcements |
| 9:00 a.m. | Classes begin |
| 12:00 p.m. | AM Kindergarten dismissal |
| 3:14 p.m. | PM Announcements |
| 3:15 p.m. | Instruction Ends/Dismissal Begins |

Professional Learning

Community Philosophy (PLC):

All members of the teaching staff continue their involvement with supporting instruction, particularly in literacy and mathematics. All staff and classroom teachers assist in providing intensive instructional experiences for students to support reinforcement or enhancement of grade level skills.

Panther Power:

The Panther Power period is built into the schedule in each grade level K-2. The daily 45 minute block of time allows the teachers to focus on meeting the individual needs of the children as a grade level within each elementary building. Working together as a Professional Learning Community, all teachers will provide opportunities for second chance learning, and enrichment in the core subject areas for all students.

eSchool Plus:

Franklin Regional utilizes eSchool Plus, a student information system. In addition to housing basic student and family information, this system will be used by staff members to record attendance, grades and other pieces of useful data. Parents should access it regularly to keep abreast of your child's grades. See FRSD eSchool Plus link on the website for more information.

Schoology & Google Meet:

This year we will utilize the Schoology learning management system to post classroom materials and assignments and will use the Google Meet platform for virtual meetings, as needed. The Schoology system allows teachers to create, manage and share academic content and provides all the tools needed to manage an online classroom (if needed). It also offers a common communication platform that more easily allows teachers to connect with students and parents. Other features include attendance, an online gradebook, assessment components, and homework dropboxes. As an added note, Schoology directly interfaces with the district's existing student information system, eSchool Plus.

ALL ANNUAL NOTICES FOR PARENTS

Annual notices may be located online at
www.frsdk12.org>Parents>Parent Resource Center>Annual Notices

FRANKLIN REGIONAL SCHOOL DISTRICT ATTENDANCE PROCESS

Excused Absences

According to School Board policy, a parent/guardian may excuse their child for up to ten (10), non-medically related school days.

The excuse **MUST** be submitted within three (3) days of the absence in order for the absence to qualify as excused.

Education travel (maximum of five (5) days per school year), counts toward the parent(s)/guardian(s) excused 10 days.

Please see Educational Travel Guidelines on www.franklinregional.k12.pa.us website.

Exceeding 10 parent(s)/guardian(s) excused days may result in a citation filing with the magistrate.

To help maintain record accuracy, the school will notify parent(s)/guardian(s) via letter after the benchmark excused absences of 5 days, 7 days and then again should the child reach 10 days with an excuse from a parent/guardian.

Medical documentation is an excused absence that is not included in the 10 days that parent(s)/guardian(s) may excuse their child. There must be written documentation from a physician within the three (3) school days following the absence for the absence to qualify as medically excused.

A 1st Notice unexcused/illegal absence letter will be issued to parent(s)/guardian(s) if a student does NOT submit a valid excuse within three (3) school days of an absence. The child's school will mark the absence as unexcused in eSchool.

A 2nd Notice unexcused/illegal absence letter will be issued to parent(s)/guardian(s) if a student does NOT submit a valid excuse within three (3) school days of an absence following the first unexcused absence during the school year. The child's school will mark the absence as unexcused in eSchool.

A 3rd Notice letter will be issued via certified mail upon a third unexcused/illegal absence. The parent(s)/guardian(s) will be invited to attend a School Attendance Improvement Conference (SAIC) to develop an action plan to improve the student's attendance.

If there would be failure to follow the guidelines set forth in the SAIC action plan, the school will file a citation with the magistrate following the sixth unexcused absence and may contact the Westmoreland County Children's Bureau as required following the sixth unexcused absence and SAIC meeting, if applicable.

Any additional unexcused/illegal absence after the first citation filing with the magistrate will be directly referred to the magistrate without additional notification sent to the parent(s)/guardian(s).

Note: There is a districtwide absence excuse form available on the district website. Please visit www.franklinregional.k12.pa.us to download the School Absence Excuse Form.

DAILY ATTENDANCE

Student Absences:

If a student will not attend school on a given school day, parent(s)/guardian(s) must now engage in an “Absence Reporting” process that will assist school personnel in monitoring the health status of our student population.

If your child will be absent, parents must submit an email to the following email address no later than 8:00 a.m. on that day:

FRPAbsenceReporting@frsdk12.org

The following information MUST be included in your correspondence:

- *First/Last Name of the Student*
- *Grade/Teacher*
- *Date of absence/tardy/early dismissal*
- *Reason for the absence*
- *Parent Name/Date*

Process for Students who are Tardy & Early Dismissal Requests:

Tardy Drop-Off Process: Parents must park in the front lot of FR Primary and walk your child into the main office area, you will then need to sign them in for the day. If they are tardy due to an appointment you can turn in their excuse at that time or email it to the absence reporting email.

Early Dismissal Pick-Up Process: Email the absence reporting email along with your child’s teacher the morning of the early dismissal with the time of pickup. Parents must park in the front lot of FR Primary and enter the main entrance to pick up your child. You will be required to show photo identification.

ARRIVAL & DISMISSAL —PARENT DROP-OFF/PICK-UP

Student Arrival 2022-2023

Student arrival in the mornings will begin at **8:40 a.m.** to accommodate additional car traffic. Parent car traffic should enter the campus from Sardis Road across from the police station. Parents should proceed to the parking lot. A “traffic loop” will be created that allows parents to quickly “drop and go” within that loop. There will be NO PARKING. Staff members will be on duty to receive students. We ask that students be fully prepared (backpacks, lunches and good-byes completed) in order to make a quick exit from the car. Please make sure your child can get out of their car seat on their own, as drivers will not be permitted to exit their cars.

Dismissal 2022-2023

Student dismissal by car will begin as early as **3:10 p.m. and will run until 3:45 p.m.** to accommodate additional car traffic and to ensure the safe reunification of students with parents/designated adults. Parent car traffic should enter the campus from Sardis Road across from the police station. Parents should not arrive for after school pickup prior to 3:10 p.m. Parents should proceed to the parking lot. A “traffic loop” will be created that allows parents to quickly “pick-up and go” within that loop. There will be NO PARKING. Staff members will be present to oversee the reunification.

Note: Questions regarding school bus transportation after 3:45 p.m. should be directed to the A.J. Myers & Sons bus company at 724-327-5214.

Franklin Regional Primary School

Mrs. Lauren Reiber, Principal
Mrs. Wendy Lindeman, Secretary

4121 Sardis Road
Murrysville, PA 15668
(724) 327-5456 Ext 3002



K-2 TEACHING STAFF for 2022-2023

| Dial: 724-327-5456 | | | |
|--------------------|----------------------|------|----------------|
| Kindergarten | Ms. Rachel Sobczak | C110 | Extension 3210 |
| | Ms. Kari O'Brien | C108 | Extension 3208 |
| | Mrs. Nicola McCabe | C123 | Extension 3211 |
| | Mrs. Katie Proviano | C106 | Extension 3204 |
| | Mrs. Megan Booley | C124 | Extension 3209 |
| | Mrs. Nicole McCreary | C117 | Extension 3222 |
| | Ms. Christina Welch | C119 | Extension 3224 |
| | Ms. Chelsea Legge | C114 | Extension 3216 |
| | Ms. Christie Armao | C118 | Extension 3215 |
| | Mrs. Libby Jones | C115 | Extension 3225 |
| First Grade | Mrs. Raina George | E115 | Extension 3331 |
| | Mrs. Cathy Andrews | E118 | Extension 3334 |
| | Ms. Kathy Deuel | D103 | Extension 3406 |
| | Miss Kristi Stiegler | E114 | Extension 3329 |
| | Mrs. Traci Rich | E110 | Extension 3310 |

Franklin Regional Primary School

Lauren Reiber, Principal
Mrs. Wendy Lindeman, Secretary

4121 Sardis Road
Murrysville, PA 15668
(724) 327-5456 Ext: #3002



K-2 TEACHING STAFF for 2022-2023

| Dial: 724-327-5456 | | | |
|--------------------|---------------------------|------|----------------|
| First Grade | Mrs. Kelly Pampalone | E116 | Extension 3332 |
| | Mrs. Sue Callihan | E111 | Extension 3309 |
| | Mrs. Corina Berkoben | D102 | Extension 3404 |
| | Ms. Kaitlyn Good | D105 | Extension 3308 |
| | Ms. Shannon Wiehagen | E117 | Extension 3333 |
| | Mrs. Sarah McKenna | E119 | Extension 3336 |
| | Ms. Liza Caprara | E113 | Extension 3319 |
| Second Grade | Mr. Mike Dibert | B108 | Extension 3117 |
| | Mrs. Pam Seymour | D107 | Extension 3123 |
| | Mrs. Kristen D'Eramo | B103 | Extension 3228 |
| | Mrs. Michelle Klimchock | D108 | Extension 3304 |
| | Mrs. Becky Vincent | D110 | Extension 3302 |
| | Mrs. Meghan Morton | B102 | Extension 3232 |
| | Ms. Errin Kilbury | B104 | Extension 3231 |
| | Mrs. Gretchen Federbusch | B105 | Extension 3121 |
| | Mrs. Mary Cartwright-Sill | D109 | Extension 3303 |
| | Mrs. Angie Jageman | D106 | Extension 3307 |

SPECIAL SUBJECTS & OTHER TEACHERS/STAFF



| SUBJECT | STAFF MEMBER | ROOM# | PHONE |
|---------------------|-------------------------|-------------|----------------|
| MTSS Coordinator | Mrs. Audra Meehan | C111 | Extension 3212 |
| Technology/STREAM | Mrs. Emily Krivoniak | A124 | Extension 3311 |
| Creative Art | Mrs. Amy Smith | A121 | Extension 3116 |
| Art | Ms. Lisa Guidry | A123 | Extension 3239 |
| Librarian | Mrs. Michelle Ferace | D101 | Extension 3259 |
| Library Aide | Mrs. Kristen Cox | D101 | Extension 3259 |
| Music | Mrs. Katie Steele | E105 | Extension 3321 |
| Physical Education | Mr. Tony Berardinelli | Gym (A120a) | Extension 3205 |
| Counselors | Ms. Patrice Klimchock | C125 | Extension 3250 |
| | Ms. Laura Wurzell | E109 | Extension 3244 |
| Career Counselor | Mr. Doug Kelly | E112 | Extension 3230 |
| Learning Support | Ms. Carina Berardinelli | B107 | Extension 3229 |
| | Miss Allison Bogdan | D104 | Extension 3122 |
| Life Skills | Mrs. Emily Fait | B101 | Extension 3125 |
| | Ms. Kelly Deslauriers | C122 | Extension 3226 |
| Reading Support | Mrs. Jennifer Landsberg | C105 | Extension 3203 |
| | Mrs. Shannon McCullough | D111 | Extension 3305 |
| | Ms. Hope Schilling | B106 | Extension 3301 |
| Gifted Support /ESL | Mrs. Brandi Sberna | C101 | Extension 3241 |
| Speech Therapist | Ms. Kim Bergstresser | E108 | Extension 3206 |
| Nurses | Mrs. Gyna Wohlers | A109 | Extension 3026 |
| | Mrs. Anna Rogers | A109 | Extension 3026 |

STUDENT SAFETY

Franklin Regional Primary is equipped with video surveillance through the interior and exterior of the school. These cameras are monitored 24 hours a day in the District and have a capability to be linked to the Murrysville Police Department.

Security at Entrances/Exits

All exterior doors are locked throughout the school day. These doors are designed with a panic release bar for easy exiting as required by fire code standards.

Staff Identification

Franklin Regional faculty and staff are required to wear official school identification badges. This safety procedure allows for easy identification of school employees to both students and visitors.

Crisis Response Information

Franklin Regional School District has a comprehensive crisis response plan in place in all school buildings. Staff and students are regularly trained in these security/evacuation procedures. These include, but are not limited to, regular fire drills, lockdown drills, emergency bus evacuations, severe weather evacuations, airborne emergency procedures, and procedures for building or community emergencies.

Communication to families regarding true school emergencies will occur in various ways:

- Our District utilizes “Blackboard Connect” at the elementary level as well as at the middle school and high school. “Blackboard Connect” is an automated emergency calling system that is able to deliver a recorded message to hundreds of phone numbers within minutes and will greatly facilitate our efforts to keep families informed in the event of a crisis. “Blackboard Connect” will also be used on a daily basis to report student attendance. Additionally, the District will post emergency information on its web page and utilize “Constant Contact” to send a communication blast.
- During a true emergency situation, you should continually check the [MAIN District web site](#) for frequent updates. In such a scenario, it is also likely that the Murrysville Police Department will issue Nixle alerts to help keep members of the community informed.

Emergency Drills

Required safety drills such as fire drills, severe weather drills, bus evacuation drills and CRASE drills will be conducted as required.

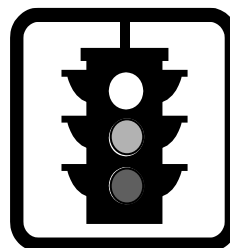
Monthly Fire Drills:

FR Primary will conduct monthly fire drills in order to ensure that students and staff are prepared to act in the event of a fire emergency.

Teachers and students discuss procedures, rehearse scenarios and practice exiting as part of the process. We also utilize a common meeting place and “missing child” identification as part of the drill. Fire drills are typically unannounced and can take place at any time of the school day.

Crisis Alert Drills:

FR Primary will conduct periodic “yellow” or “red” alert drills. Teachers and students discuss procedures, rehearse scenarios and practice emergency response actions as part of this process.



Bus Evacuation Drills:

The Public School Code requires all schools to conduct two emergency evacuation drills per school year. The first takes place during the first week of school and the second during the month of March. The simple drill includes practice and instruction concerning the location, use and operation of front/side/rear emergency exit doors and the proper evacuation of the bus in the event of an emergency. The drill will be supervised by drivers and Franklin Regional staff.

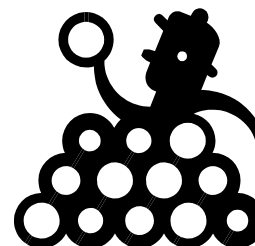
Severe Weather Drill:

Each school year in the spring, PEMA requires all public schools in Pennsylvania to review the procedures for remaining safe in school during severe weather events. The annual review may or may not include students.

Weather Delays and Emergency School Closing

When the weather conditions or emergency situations make it necessary to delay/close Franklin Regional Schools, the closing will be announced on local radio, TV stations and the MAIN district website (www.franklinregional.k12.pa.us). You can also sign up for Constant Contact (FRSD new email service so your family can receive FR news, event notices, delay/closure information, and so much more!). To do so, please go to the school districts web site and follow the instructions www.frsdk12.org

The decision to delay/close school because of weather conditions is made by the Superintendent of Schools on the basis of information received from the bus contractor, Penn DOT, and the police. **Please have a “family plan” in place for your child in the event of a morning school delay or emergency early dismissal.**



Any announcement that the Franklin Regional Schools are closed means that the closing is district wide, including all elementary schools. An individual school will not be named unless the emergency affects only that particular school. The Board of School Directors will determine make-up days when it is necessary.

In the event of a weather-related school delay, both half day and full day kindergarten students will report at the same time as the rest of the student body. Morning kindergarten will conclude at the normal ending time of 12:00 p.m. Special arrangements for half day kindergarten students to stay later on delayed days do occur. Please contact your child’s teacher.

All after school athletic practices, club meetings, and school sponsored evening events are usually cancelled when school is closed or an early dismissal is announced.

STUDENT BEHAVIOR

Student Expectations

An important part of maintaining a school where students are able to learn and enjoy the company of peers is maintaining a consistent and fair discipline policy. All students are expected to follow the guidelines outlined in Student Behavior Standards, Policy #218.

Classroom rules are often student generated with facilitation from the teacher. These rules follow the basic school philosophy of respect and responsibility. Please review your child's classroom rules, transportation rules, and the student behavior policy and emphasize them at home.

Proactive & Positive Student Strategies

At the beginning of each school year, the principal and school counselors visit each classroom to welcome students, introduce themselves, and highlight school procedures and policies. Students are addressed in a developmentally appropriate way on their responsibilities in making the year positive for themselves and those around them. The Student Behavior Policy is reviewed as appropriate for each grade level. This is often followed by dialogue and role play of various potential negative situations with a focus on four **positive** strategies that students may use to handle themselves. These strategies are (1) Discuss the situation, (2) Ignore, (3) Walk Away, and/or (4) Seek assistance from an adult. Please review these with your child and emphasize how these can be used to positively handle playground, bus, and other situations.

Use of the Internet and Electronic Devices (Policy #237)

Each student, parent or guardian is required to review and sign off on the Internet Use contract at the time of enrollment. If you waive your child's right to use the school Internet network, a letter stating that he or she may not access the Internet at school must be given to the principal and filed in the school office. Measures are taken to supervise student use of the Internet while in school. Parents are requested to stress responsible use to their children. Violations will be handled according to the Student Discipline and Behavior Standards (Policy #218) as approved by the Board of School Directors. Students may be granted access to school desktop/laptop computers, tablets or Chromebooks. A specific permission form/agreement will be issued to families from classroom teachers who may provide access to some of the electronic hardware mentioned above.

Chewing Gum

The chewing of gum is NOT permitted at Franklin Regional Primary.

Student Directory Info/FERPA (*Federal Education Right to Privacy Act*)

Formal notification and details regarding Parents' Rights regarding Student Directory Information may be found in the annual Franklin Regional District calendar.

Please know that restrictions you request may impact such things as the annual Franklin Regional Primary yearbook, release of classroom photos/activity snapshots to newspapers, videotaping of school events/performances, class lists, etc.

If you are concerned about the disclosure of some or all of the information noted above, please contact the building principal, Mrs. Reiber at Extension #3001. You will also be asked to detail your request in writing to specify any limitations.

STUDENT BEHAVIOR

Policy 218 Student Discipline/Behavior Standards Attachment

*Tier examples and response options are not limited to those provided and are at the discretion of the building administrator.

| Tier 1: | Examples to include but not limited to: | Procedures: | Response Options: |
|--|--|--|--|
| <p>Minor misbehavior on the part of the student which disrupts the classroom procedures or interferes with the orderly operation of the school.</p> <p>There is immediate intervention by a staff member who is supervising the student or who observed the misbehavior.</p> | <ol style="list-style-type: none"> 1. Class tardiness 2. Inappropriate language/gestures 3. Disruptive behavior 4. Lying 5. Littering 6. Dress code violation 7. Public displays of affection | <p>There is immediate intervention by a staff member who is supervising the student or who observed the misbehavior.</p> | <ol style="list-style-type: none"> 1. Communication with the student 2. Verbal reprimand 3. Parent contact 4. Loss of privileges 5. Detention |

STUDENT BEHAVIOR

Policy 218 Student Discipline/Behavior Standards Attachment

(Continued)

*Tier examples and response options are not limited to those provided and are at the discretion of the building administrator.

| Tier 2: | Examples to include but not limited to: | Procedures: | Response Options: |
|--|--|--|---|
| <p>Behavior whose frequency or seriousness disrupts the learning environment.</p> <p>These infractions may require administrative intervention.</p> | <ol style="list-style-type: none"> 1. Repeated class tardiness 2. School Tardiness 3. Lack of academic integrity 4. Leaving building/property without permission 5. Continued disruptive behavior 6. Bus misbehavior 7. Failure to attend detention 8. Inappropriate conduct 9. Disrespectful behavior toward faculty/staff 10. Bullying behavior 11. Slurs | <p>The student is referred to the administrator with the appropriate form for disciplinary action.</p> <p>The administrator meets with the student and/or teacher and applies the appropriate response.</p> <p>Administrator conducts informal due process hearing with student and his/her parents/guardians within 5 days of issuing suspension in excess of 3 days.</p> <p>The teacher is informed of the offense and the discipline is maintained by administration.</p> | <ol style="list-style-type: none"> 1. Communication with the student 2. Verbal reprimand 3. Parent contact 4. Loss of privileges 5. Detention 6. Attendance improvement plan 7. Saturday detention 8. Out-of-school suspension (1-5 days) |

STUDENT BEHAVIOR

Policy 218 Student Discipline/Behavior Standards Attachment

(Continued)

*Tier examples and response options are not limited to those provided and are at the discretion of the building administrator.

| Tier 3: | Examples to include but not limited to: | Procedures: | Response Options: |
|---|---|--|--|
| <p>These infractions result from a continuation of Tier 1 or Tier 2 misbehaviors. Also included are acts against person or property; some of the infractions might endanger the health and safety of others in the school.</p> <p>These acts might be considered criminal but most frequently can be handled at the administrative level.</p> | <ol style="list-style-type: none"> 1. Continuation of Tier 1 and Tier 2 misbehaviors. 2. Insubordination 3. Threats 4. Slurs with aggravating circumstances 5. Theft 6. Vandalism 7. Verbal Assault 8. Fighting 9. Assault and battery 10. Lewdness | <p>The administrator initiates disciplinary action by investigating the infraction and conferring with staff on the extent of the consequence.</p> <p>The administrator meets with the student and confers with the parent about the misconduct and the resulting action.</p> <p>Administrator conducts informal due process hearing with student and his/her parents/guardians within 5 days of issuing suspension in excess of 3 days.</p> | <ol style="list-style-type: none"> 1. Out-of-School Suspension (1-10 days) 2. Possible police intervention |

CAFETERIA BEHAVIOR

To maintain an orderly environment and maximize the time students have to enjoy their meal, the following rules and routines are in effect in the cafeteria:

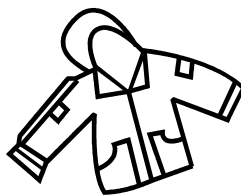
1. Be respectful to yourself, others and especially adults, in your actions and words.
2. Always keep your hands/feet to yourself - no hitting, pushing, shoving, pinching, biting or kicking.
3. "Inside" voices should be used AT ALL TIMES.
4. Do not throw objects or food at others.
5. Avoid sharing food. Others may be allergic or may not be allowed to have something you are sharing.
6. Stay seated at your assigned table unless permission is given for you to get up. Assigned seating is at the discretion of the principal, counselor or aides.
7. Pick up any trash that you drop on the floor under your table.
8. Keep your tray and all trash until your table is called for disposal at the garbage can.
9. You will not be excused until your classroom group is quiet. Travel down the hallway should be quiet and orderly. Keep your hands off of things belonging to other students and teachers.



DRESS FOR THE WEATHER!

If a student is able to attend school, he/she will also go outside for recess. Every attempt is made to afford students the daily opportunity to go outdoors at recess. All students will go outside if temperatures are above 32 °F (including wind chill) and weather conditions are permitting. Students should dress appropriately and be prepared to go outside for recess at all times. If it is requested that a child NOT participate in outdoor recess after an illness, a written physician's explanation is required and should include specific dates that the child should be kept indoors.

With a note from a parent requesting limited physical activity during outdoor recess, a student will go outside with classmates and can remain on the bench. Due to supervisory concerns, students may not remain in the classroom.



RECESS BEHAVIOR

Indoor Recess

In order for indoor recess to be enjoyable and safe for all students, the following rules are in effect:

1. Follow all directions the first time given.
2. Stay seated in the classroom (chairs, floor, bean bags, etc.)
3. Always walk in the classroom and hallways.
4. Never leave the classroom without permission.
5. Talk quietly (indoor voices) and kindly.
6. Indoor recess games only - provided by the teacher/aide (board games, puzzles, reading, arts/crafts)
7. The “throwing” of objects indoors is never permitted.
8. Respect “regular” classroom rules during indoor recess.



Outdoor Recess

In order for outdoor recess to be enjoyable and safe for all students, the following rules are in effect:

1. Be respectful to yourself, other students and adults in your actions and words.
2. Always keep your hands to yourself – no hitting, pushing, shoving, pinching or biting.
3. Do not throw objects of any kind at others.
4. Take turns on equipment and when playing games.
5. Leave rocks, sticks and other dangerous objects alone.
6. Stay away from puddles, mud and water.
7. No gum chewing, eating or drinking on the playground.
8. Only “NERF” or sponge-like balls may be used for throwing and playground games. Regular basketballs may be used on the basketball court only.
9. Play safely on all playground equipment and follow the rules for each activity:
 - *No climbing on the top of the monkey bars
 - *No walking up the sliding board
 - *No jumping off of the swings...No “underdogs.”
 - *Go only one direction on the parallel bars
12. Settle differences peacefully...use these techniques:
 - *Walk away
 - *Tell them to STOP!
 - *Ignore
 - *Tell an adult
13. Return equipment to the proper place when recess is over.
14. When an aide blows the “whistle,” immediately walk to the door to line up. While waiting in line, keep your hands/feet to yourself and speak in a quiet voice.



BUS BEHAVIOR

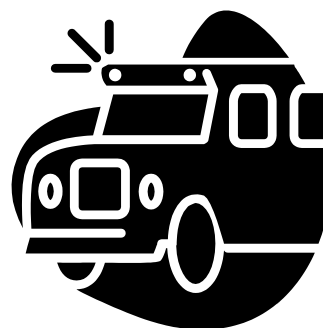
Bus Discipline

The safety of all of our students is of primary importance, therefore, the Franklin Regional School district has put into effect a uniform policy, adopted by the Board of Education, with regards to misbehavior on our school buses. Disciplinary action will result when the following incidents of misbehavior occur: (* indicates a major infraction)

1. *Smoking, chewing tobacco, smokeless tobacco, lighting matches
2. *Spitting
3. *Fighting with or striking other students
4. *Throwing or shooting objects on or from the bus
5. *Use of vulgar language
6. *Weapon(s)
7. *Refuses to follow driver's instructions
8. *Handling steering wheel, brakes, or other bus mechanism
9. *Intentional damage to the bus or bus seats
10. Damage to other students' personal property
11. Disobedience, discourteousness, or disrespect to driver
12. Discourteous or disrespect to other students
13. Harassing, annoying, distracting or bothering driver
14. Harassing, annoying, distracting, or bothering students
15. Jamming bus doors upon entering or leaving
16. Pushing, tripping or shoving upon entering or leaving
17. Making loud noises (screaming, whistling, radios, etc.)
18. Public display of affection
19. Out of seat, moving about while bus is in motion
20. Head, arms or legs out the window
21. Consistently refuses to remain in assigned seat
22. Consistent tardiness at bus stop
23. Horseplay
24. Other reasons - as specified by the driver, parent or student complaint

NOTE:

Assigned seating will be given on ALL buses. Seating changes are only made at the discretion of the driver, bus supervisors or the principal.



Any of these incidents will lead to the completion of a discipline report by the bus driver or other involved. The driver will turn the report in to the Supervisor of Child Accounting and Transportation Services or Building Principal in a timely fashion.

Audio/Video Recording on School Buses (Policy #810.2)

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors and others being transported on district-owned, operated, or contracted school buses or school vehicles. Therefore, the Board has authorized the use of VIDEO and AUDIO recording on school buses and school vehicles. All vehicles equipped with video and audio equipment will have a clearly posted notice to inform both drivers and passengers of the potential for video and audio recording. The full policy is posted on the main District web site and can found at School Board > School Board Docs > Policy Manual-NEW.

MORE DISTRICT POLICIES

Weapons (Policy #218.1)

It is a misdemeanor of the first degree for any person to possess a weapon in the buildings or upon the grounds of any public elementary or secondary school. In addition, the Federal Gun-Free Schools Act requires local educational agencies to adhere to certain discipline and reporting requirements in the event a student is in possession of a firearm. As such, students are prohibited from possessing a weapon:

- 1 In any Franklin Regional School District building
- 2 On any grounds of the Franklin Regional School District
- 3 In any conveyance (including private) providing transportation to or from Franklin Regional School District
- 4 At any school function, activity or event whether or not held on Franklin Regional ground; or
- 5 While the student is on his/her way to or from school.

Look-alike items such as squirt guns and plastic knives are not permitted and will be taken from the student. The parent will be called to the office and disciplinary consequences will be followed according to the discipline policy.

Controlled Substances/Paraphernalia (Policy #227)

The Board of School Directors recognizes that the abuse of controlled substances has a negative impact on the institution as a whole and is detrimental to the safety of the student body as well as to the District's goal of a drug-free learning environment. Per policy, controlled substances include controlled substances (federal/state law), look-alike drugs, alcoholic beverages, steroids, drug paraphernalia, volatile solvents/inhalants, prescriptions/non-prescription medications used without proper documentation/permission, and other substances that cause effects similar to controlled substances. This policy applies to students on and off campus, while traveling to and from school or at school sponsored events. Assistance for elementary age children may be accessed through the Student Assistance Program (S.A.P.). Additional information on our S.A.P. program may be found on page 25 of this handbook. You may also contact the school counselors.

Smoke and Tobacco Free Schools (Policy #222)

All persons are prohibited from using tobacco products in or on school district property. Look-alike items, snuff, and smokeless tobacco are not permitted.

Unlawful Harassment (Policy #248)

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated. Harassment shall consist of verbal, written, graphic or physical conduct relating to an individual's protected class in accordance with state and federal law when such conduct: 1. Is sufficiently severe, persistent, or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening, or abusive educational environment. 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance. 3. Otherwise adversely affects an individual's learning opportunities. Sexual harassment shall consist of unwelcome sexual advances/requests and other inappropriate verbal, written, graphic or physical conduct of a sexual nature. At Heritage, the staff members responsible for receiving such complaints are the Principal or Counselors. shall be a violation of this policy for any student of the Franklin Regional School District to make sexual advances or other forms of sexual harassment toward another person, male or female, which creates an intimidating, hostile or offensive learning or work environment. The school district will investigate all

All policies of the Franklin Regional School District may be viewed online.

**For online access, utilize the appropriate links at
[School Board > School Board Docs > Policy Manual -NEW](#)**

A policy manual is also available for viewing in the main office.

Bullying/Cyberbullying (Policy #249)

The Franklin Regional School District is committed to providing all students and employees with the right to a safe and civil educational environment, free from bullying. The District recognizes that bullying/cyberbullying interferes with the learning process and may present an obstacle to the academic, vocational and social/emotional development of students.

The objective of this policy is to:

Provide a safe, positive environment for learning through prompt resolution of bullying incidents;
Educate students, employees and parents/guardians about bullying, its adverse impact on students and the District, and how to prevent and resolve bullying incidents so as to minimize the potential for bullying;
Communicate to district students, employees and parents/guardians the District's commitment to counter-ing and preventing bullying and to inform the District community of the specific measures the District will undertake to resolve problems in this area.

DEFINITIONS

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persis-tent or pervasive and has the effect of doing any of the following:

Substantial interference with a student's education.
Creation of a threatening environment.
Substantial disruption of the orderly operation of the school.

"School setting" is defined as in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

Examples of acts or series of acts that may constitute bullying if it meets the preceding definition include, but are not limited to: physical intimidation or assault; extortion; oral or written threats; malicious teasing, putdowns, social isolation or name calling; threatening looks, gestures, or actions; cruel rumors; and false accusations, including any of the foregoing via electronic communications such as the Internet, email, text messaging or other methods.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Student Discipline and Behavior Standards Policy #218.

The Olweus Bullying Prevention Program

All Franklin Regional schools will continue to implement the school-wide Bullying Prevention Program entitled Olweus (OBPP). OBPP was developed by Dr. Dan Olweus of Norway, and is the most effective bullying prevention program available. OBPP has conducted over 35 years of research and has been implemented world wide. OBPP is a climate change program targeting three main goals:

- *To reduce existing bullying incidents*
- *To prevent development of new cases of bullying*
- *To improve peer relations*

The Franklin Regional School District recognizes that bullying is not limited to school grounds. Bullying can occur at school bus stops, community parks, summer camps, neighborhoods, homes, cyberspace, or anywhere that young people gather. The Franklin Regional School District believes that bullying is an issue that needs to be addressed at all levels and is committed to countering and preventing bullying behavior.

Please discuss our four District Bullying Rules with your child at home:

1. *We will not bully others.*
2. *We will try to help students who are bullied.*
3. *We will try to include students who are left out.*
4. *If we know somebody is being bullied, we will tell an adult at school and an adult at home.*

Learn more about Olweus at www.clemson.edu/olweus

Valuables in School

Students are not permitted to bring valuables to school. Money, laser pointers, electronic games and toys or other non-school related items left in desks or back packs cannot be secured during the school day. The school district is not responsible for personal items that are lost or stolen if students bring them to school.



Cell Phones

If parents require that their son or daughter have a cell phone it must remain “off” in the back pack during the school day and on the school bus. These guidelines will be strictly enforced. Parents will be notified if a student uses a cell phone without permission.

Money

Money sent to school for a special purpose should be sealed in an envelope marked on the outside with the child’s name, teacher’s name and the purpose. Payments due should be given to the teacher in the morning before classes start.



Animals

As a general rule, animals are not permitted in school. However, if an animal visitation would supplement and enhance a teacher’s specific unit of instruction, a visitation may be permitted. Animal visits of this nature must be arranged with the classroom teacher. Advance notice will be made to all parents in the classroom as well as the school nurse. If the health of a child in the classroom may be affected by the animal visit, it will not be allowed. All animals must be brought to school in a crate or container. **Pets are not permitted for “Show-n-Tell.”**

Lost & Found

Articles of clothing that are lost in school will be collected in a designated “Lost & Found” area. These articles, if unclaimed at the end of the school year, will be donated to local charities. **Please be sure to clearly label lunch bags, hats, coats, and other belongings.**

Dress Code

Students are expected to dress respectfully in appropriate school attire. In making responsible clothing choices, students are asked to keep shorts and skirts to fingertip length or longer and refrain from wearing tube tops or tops with spaghetti straps unless a shirt is worn over or underneath. Shirts with logos must be respectful.

Rubber flip flops are not permitted due to safety and breakage, especially on the playground, in hallways or activities with large groups of students. Hats are never to be worn indoors. This is a sign of respect to the United States as its flag hangs proudly in front of our public school building.

Please note that every attempt is made to afford students the opportunity to go outdoors at recess. Students will go outside if temperatures are above 32 °F and weather conditions are permitting.

NUTRITION CENTER

Metz & Associates, Ltd.



2022-2023 Prices for K-2 Students:

| | |
|------------------------|----------------|
| Lunch | \$2.70 per day |
| Breakfast | \$1.35 per day |
| White or Flavored Milk | \$.75 |
| Bottled Water | \$.80 |

Mr. Sonny Burns, Metz Manager
Ms. Rosie DeNara Cafeteria Manager

Point of Sale System

The POS debit system allows parents to prepay for their child's lunch and/or ala carte purchases by cash, check or through a convenient secure website with a credit card. Money will be deposited into a child's debit account and all purchases will be deducted from this account when the child uses his/her personalized PIN number.

- Each student is issued a PIN number and a POS photo is taken as part of their POS account ID only. Students should memorize his/her PIN number. This increases the speed and flow of the lunch lines.
- When an account reaches a **\$10.00 balance**, the student will be notified and a letter will be sent home to the parent or guardian, so that a deposit can be made within the next several days. This will avoid a zero balance and a "No Charge" lock-out of the student from the system. If a student's account reaches a zero balance, the student would then be required to have cash to pay for additional daily lunch purchases. Again, the POS system does not allow charge purchases.
- Parents may view account balances, payments and account activity for their child(ren) online. Information will be forwarded from Metz on the process for doing so.
- Any debit balances in the account at the end of the year will be transferred to the student's account for the following year, even if they change schools. The balances may be refunded upon parental/guardian request.

HOME-SCHOOL CONNECTION

Virtual Conferences

Because of classroom supervision responsibilities, teachers can conference with parents by appointment only. Teachers can make arrangements to be available to conference virtually with parents at mutually convenient times throughout the school year. Parents are invited to contact classroom teachers or the principal any time they have a concern regarding their child or school procedures.

Communication with Staff

Parents may speak to their child's teacher by calling 724-327-5456 followed by the extension number. If the teacher is unavailable, a voice mail message can be left. If the call is urgent, parents are asked to call the Primary office by dialing 724-327-5456 Ext. 3002. Calls will be returned within 24 hours.

A listing of the Primary extensions is included in the front of this handbook. Parents may also e-mail a teacher at their e-mail address: first initial, last name @frsdk12.org For example: (jdoe@frsdk12.org Access to the District website is (www.frsdk12.org).

Connection can also be made with the classroom teacher through Schoology

Important classroom and school-wide communications are typically sent home via e-mail & Schoology throughout the week.



SPECIAL CLASSES

Library/Media Center

The Elementary Library/Media Center is the information hub of the school housing thousands of titles in each collection. The library utilizes the Destiny computerized circulation and search system. The web-based Accelerated Reader is available to students in grades 2 to 5.



Thousands of books are circulated every week thanks to a staff of dedicated volunteers who work in the libraries. Each student in Kindergarten as well as grades one through five visits the library once a week for forty-five minutes. During this time, students receive instruction on how to use the library, complete author studies, discuss and analyze novels, share books with their classmates, and select their library books for the week.

The fine for an overdue book is five cents per day. A replacement fee will be charged for damaged and lost books.

Students may celebrate their birthday by donating \$5.00 towards the cost of a new book. A bookplate with their name and birthday is placed in the front cover of the book. Donations are also accepted for memorial books.

Music

Students in grades K-5 are taught by a music specialist once a week for 45 minutes. Experiences include singing, movement, listening, playing instruments, music theory, and music appreciation.

Counseling

Our school counselors, Ms. Laura Wurzell, Ms. Patrice Klimchock and Mr. Doug Kelly, will work with students in all classrooms throughout their school journey at the Primary School. Lessons will be taught in classrooms throughout the year and focus on various topics that will help children to develop healthy interpersonal skills, make safe decisions and promote healthy living.



SPECIAL CLASSES

Art

Art in grades K through five consists of planned art experiences and will explore units in art appreciation, drawing, painting, printmaking, sculpture and construction. Through two and three dimensional approaches, the students will examine the fundamentals of art production and aesthetics. Students will experience growth in the following areas: perceiving, responding, creating, conceptualizing, analyzing, evaluating, and valuing. Art is a required course and students receive art instruction for 36 weeks for 45 minutes on a weekly basis.



Physical Education

Children will participate in weekly physical education. In order to maximize learning potential and to ensure your child's safety, we ask that these guidelines are followed:

- wear proper-fitting, non-restrictive, casual clothing
- athletic shoes without heels or spikes are required
- wearing of jewelry is discouraged, but large, dangling or hoop-type earrings are not permitted.

If, at any time, your child develops a problem and is unable to fully participate in his or her scheduled class, please notify the physical education teacher in writing. If your child's condition requires a long-term absence from class, a doctor's excuse is required.

Creative Arts

The purpose of this Creative Arts course is to teach and develop creative thinking by giving elementary students the opportunity, as tied to the Arts, to demonstrate their own uniqueness through self-expression with the ongoing creation of something that is tied to both personal feelings and experiences. Students will self-direct their own learning through inquiry-based learning opportunities.

Health

Health is incorporated into classroom science instruction in the primary grades.

SPECIAL SERVICES

Screening Procedures

Special services are available at the elementary level for any student determined to be in need of special accommodations. We work to meet the needs of all students. However, at times special services may be needed. Parent/teacher recommendation, general observations, curriculum-based assessment and other assessment measures are available for screening purposes.

As a result of the screening process, more specific interventions may be implemented in the classroom and/or the student may be referred for more comprehensive assessment through a multi-disciplinary evaluation. See the Franklin Regional School Activity Calendar /Parent Handbook for more information about these services and processes.

School Nurse

The objective of the Health Services Department is to help supervise and maintain a student's physical, mental, and emotional well-being so that he or she can perform at an optimum level in the classroom setting. Yearly screenings for changes in hearing, vision, and growth, plus monitoring of immunizations are some of the means utilized to achieve this end. Body mass index (BMI) will also be calculated from each student's height and weight. A health report card for children in grades 1-5 will be sent home in January that will indicate the calculated BMI, vision and hearing results.

The Health Services Department also evaluates students on a daily basis who aren't feeling well or are injured. With parental approval, certain medications and/or treatments may be administered to help make the student more comfortable and capable of returning to class.

Please observe the following guidelines when sending any medication to school for your child:

- If the medication has been prescribed for long-term use, a "Medication in School" form must be completed and signed by both physician and parent. The medication must be in a prescription container from the pharmacy with the student's name and explicit instructions on the label. Medication must be brought to the school by a parent or responsible adult. Students are NOT permitted to transport medications on the school bus. Likewise, when a student has finished with his/her medication, an adult must come to pick it up.
- If the medication has been prescribed for short-term use, such as an antibiotic or cough prescription, *it must be sent in a prescription container from the pharmacy with the student's name and explicit instructions on the label.* A signed note from the parent requesting that the medication be given at school must accompany the medication.
- *Over-the-counter medications without a physician's written instructions will not be given.*

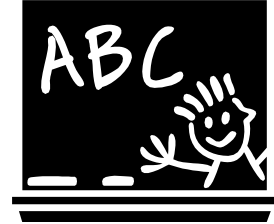


Any medication sent to school in anything other than the correctly labeled pharmacy container, including the student's name, will not be given. Any questions you may have concerning our services and policies, should be referred to our nurse, Mrs. Cindy Leyh

S.A.P. (Student Assistance Program) - Policy #236

The Student Assistance Program (SAP) is a systematic process designed to mobilize school resources to remove the barriers to learning and, when the problem is beyond the scope of the school, to assist the parent/guardian and student with information so they may access services within the community. This collaborative team typically includes the parent/guardian, classroom teacher, principal, school counselor, reading specialist, learning support teacher and/or representatives from community agencies. Together, they work to identify issues and provide assistance to students experiencing difficulties in learning and academic achievement.

SPECIAL SERVICES



Counseling

The Counseling Department offers services to all students at the elementary schools. The counselor provides a consistent, caring response when students face problems which can interfere with their ability to succeed in school. Elementary counseling involves a developmental, proactive approach towards teaching the children healthy decision-making skills. Services include teacher and parent consultation, individual and group counseling, in-class instruction, gifted education referrals/achievement, testing coordination, and crisis intervention. The counselor presents the drug and alcohol prevention program to elementary students in the fourth and fifth grades. Referrals for counseling services or information requests can be made by parents, school personnel, and students by contacting the counseling office.

S.A.L.

Franklin Regional School District provides a Gifted Support Program for students who meet eligibility requirements. The S.A.L. (Seminar for Advanced Learners) pull-out enrichment program introduces curricular areas not normally presented in the regular classroom and is instructed by a certified elementary teacher.

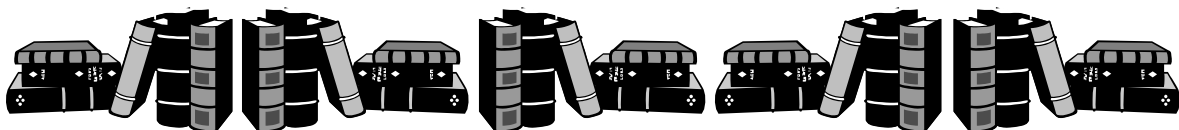
If initial screening results suggest that a student might be exceptional, the District seeks parental consent to conduct a Multidisciplinary Evaluation, including District-provided individualized psycho-educational testing. A Gifted Individualized Education Program (GIEP) addressing the student's identified needs will be written by the GIEP team. Team members include the child's parent and at least two of the following staff members: the principal, the classroom teacher, the Gifted Support teacher, and other teachers or needed specialists.

English Language Development

Franklin Regional has a K-12 English Language Development program as required by the United States Dept. of Education. All students who speak a language other than English in their home will be screened for E.L.D. instruction. The E.L.D. Center is located at our middle school. Franklin Regional students who qualify for program instruction will participate for the portion of the day when the instruction is provided. Ms. Brandi Sberna, our E.L.D. teacher, will contact parents to provide all needed details. She may be reached at Extension #2122.

Classroom Placement

Please note that requests for specific classroom placements are not permitted (Franklin Regional Policy #206). Parents may explain their child's needs, in writing, to the principal by May 1, 2023. The principal, counselors and other school team members will consider this information as student placements for the 2023-24 school year are finalized over the summer months. Information received after the deadline will NOT be considered. Please contact Mrs. Reiber if you have questions.



SPECIAL SERVICES

Title 1 Reading Support

Franklin Regional Primary has a Title 1 Reading Support Program designed to assist kindergarten through second grade students who need additional support in literacy. The reading specialist utilizes teacher consultations, considers the student's classroom performance, curricular assessments, PSSA scores, and the DIBELS NEXT assessment to screen students, and identify their strengths and needs. Parents are contacted to discuss the results of this process. The reading specialist encourages parental involvement and holds informational meetings and workshops throughout the year.

The Reading Program has an early intervention approach in which the students receive support in their homerooms or meet in small groups with the reading specialist to concentrate on specific early reading skills. Instruction may be provided in the regular classroom, the reading resource room or through a combination of both approaches. The reading specialists and the classroom teachers work collaboratively to enhance students in their literacy development.

Speech

The speech language support program provides services for kindergarten through second grade students who qualify for articulation, language, or fluency therapy. Students who qualify are seen for individual or group therapy sessions once or twice a week. An Individualized Education Plan is developed which outlines each child's specific needs.

Specialized Instruction

Franklin Regional School District provides specialized instruction for those students in Grades K through 2 that have been identified as having special academic needs at FR Primary. After parent approval and a thorough evaluation is completed, a student is recommended for services through an Evaluation Report. From that report, an Individualized Education Plan (IEP) is written by a team composed of the child's parent and at least two of the following staff members: the principal, the counselor, the classroom teacher, the special education teacher, the district psychologist and other teachers or needed specialists. Small Group Instruction rooms are available on all levels to meet the needs of individual students. The amount of time spent in small group instruction by each student is determined by the student's IEP team and is stated in the IEP.



Homeless Students (Policy #251)

Who is considered homeless?

Children or youth and their families living in a shelter, transitional housing, motel, vehicle, campground, on the street, or doubled-up with relatives or friends due to a lack of housing are considered to be homeless .

What choice of schools do homeless students have?

The law indicates that the local education agency shall, according to the child's best interest: continue the child's or youth's education in the school of origin for the duration of homelessness (I) in any case in which a family becomes homeless between academic years or during an academic year;

OR

for the remainder of the academic year, if the child or youth becomes permanently housed during an academic year; or (II) enroll the child or youth in any public school

that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Is there any reason to delay enrolling a homeless child?

No. The school selected shall immediately enroll the child/youth in school, even if the child or youth lacks records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The terms "enroll" and "enrollment" are defined to include attending classes and participating fully in school activities. The enrolling school must immediately contact the last school the child or youth attended to obtain relevant academic and other records. Immunization records can be transferred over the phone from the school nurse of the sending school to the school nurse of the receiving school.

Where can you call for assistance?

The Education for Children and Youth Experiencing Homelessness Program (ECYEH) exists to help homeless children with a wide variety of services. We can assist homeless children during this time of change and stress. If you are homeless with school-age children or you are a school, agency or shelter employee, please contact one of the persons listed below.

Franklin Regional School District Homeless Liaison:

Ericka Cowell, Assistant to the Director of Financial Services 724-327-5456 X 7625

If you require further assistance, please contact:

Storm Carmara, State Coordinator Education for Children and Youth Experiencing Homelessness Program

Pennsylvania Department of Education 333 Market Street, 5th Floor Harrisburg, PA 17126-0333

(717) 772-2066

SCHOOL LEADERSHIP

Building Administrative Team

The Franklin Regional Primary Building Management Team consist of the building principal, Mrs. Lauren Reiber, and three additional staff members. Their overall responsibility is to assist in the management of building discipline, student arrival/dismissal, building public relations, supplies, emergency drills, and program scheduling.

Admin Team Members:

Patrice Klimchock
Sue Callihan



FR Elementary P.T.O.

About our Parent-Teacher Organization...

The Elementary School Parent Teacher Organizations were established to promote open communication among parents, teachers, administrators and school board directors. The PTO seeks to enhance the education of our children through educational programming, special projects and financial support. Membership in the PTO is open to all parents and legal guardians of children attending the elementary schools and to all building teachers and administrators. .

The PTO sponsors several fund raising events throughout the year to support programming, class parties, field trips and special projects. School assemblies, a grant proposal project, Arts and Science Fair are among the many PTO sponsored activities.



The PTO welcomes volunteers (with clearances). You may obtain more information from the PTO website or from the volunteer information link on the Franklin Regional School District website.

Our website (which is linked from the Primary and Intermediate school pages):

<https://frelementarycampuspto.com/>

Our FR Elementary Campus PTO Facebook page : <https://www.facebook.com/groups/1828843020630386>

2022-2023 PTO Executive Board

President

Celeste Burroughs—FRPrimaryPTOPres@gmail.com

Co-Vice Presidents

Connie Shirey—FRPrimaryPTOVP@gmail.com

Angela Paradise—FRPrimaryPTOVP@gmail.com

Secretary

Amber Trout—FRPrimarySec@gmail.com

Co- Treasurers

Tamara Bey—FRPrimaryTreasurer@gmail.com

Jennifer Poole—FRPrimaryTreasurer@gmail.com

FRANKLIN REGIONAL SCHOOL DISTRICT
REQUEST FOR EXCUSED ABSENCE FOR EDUCATIONAL TRAVEL



Name of Student: _____

Grade Level: _____

UPDATED 3.5.21

Date(s) of Trip: _____

**Maximum of five (5) days only will be considered*

Prior to this request, has your child received permission to travel during the current school year?

____ Yes ____ No

State your reason for the absence request and describe the *educational* value of the trip:

Destination: _____

**If you are traveling out of Pennsylvania, please indicate the city/state above.*

Parent/Guardian Signature: _____ Date: _____

Parent E-mail Address: _____

Date Request Received by School Office: _____

Office Use Only

Total Number of Days Absent to Date: _____

Number of Days Absent Covered by a Physician's Excuse: _____

Average Grades/Academic Standing: _____

____ Approval Granted. The criteria required for approved educational travel has been met. The dates noted above will be marked as excused by parent note. **NOTE: These dates will be included in the 10 day limit permitted by law.**

____ Provisional Approval (describe):

____ Educational travel is NOT approved for the following reason(s):

- ☐ One educational trip was already approved for the current school year (max 5 days used).
- ☐ The student has had a high level of absenteeism during the current school year.
- ☐ The request will take the students number of days missed above the ten (10) permitted by law.
- ☐ The student is performing below a satisfactory level in one or more academic areas.
- ☐ Travel is requested during standardized testing.
- ☐ Approval was not requested with advance notice.
- ☐ Trip is requested during the first or last week of school.
- ☐ _____

Principal's Signature: _____ Date: _____

COMPLETE AND SCAN/EMAIL TO YOUR SCHOOL'S ABSENCE REPORTING EMAIL ADDRESS

Franklin Regional Primary School

Parent Sign-Off GOOGLE FORM 2022-2023 Parent-Student Handbook

The *Franklin Regional Primary Parent & Student Handbook* was designed to provide our families with easy access to information about our school. These procedures and policies are in effect so we may provide your children with a sound educational experience in a learning environment that is orderly and disciplined.

Franklin Regional staff members will meet with students to discuss the Student Handbook and establish expectations for the school year. As a part of that meeting, staff members will briefly review the policies that directly effect your child including the Student Behavior Policy.

Please take some time to familiarize yourself with the contents of the handbook and discuss the guidelines in an age-appropriate manner with your child. Following that discussion, please complete the items in our Google Parent Sign-Off Form and submit the completed form to our school office prior to October 7, 2022.

A link to the complete Parent & Student Handbook is available on the right hand side of the Primary Homepage.

Following that discussion, please complete this [GOOGLE FORM](#) by September 23, 2022.

Thank you for your support! Together, we can help our children develop into respectful and responsible citizens.

Sincerely,

Mrs. Lauren Reiber, Principal

