

Franklin Elementary Center

Parent and Student Handbook

2025-2026

Ryan McIntyre, Principal

Karla Carpenter, Asst. Principal

Valorie Lockhart, Secretary

Phone 304-420-9534

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Principal: Ryan McIntyre

Assistant Principal: Karla Carpenter

Secretary: Valorie Lockhart

Nurse: Melissa Tornabene

School Counselor: Erin Scott

Home School Liaison: Kevin Marra

Preschool Teachers: Christina Hinkle, Christiane Marshall, and Danielle Somerville

Preschool Aides: Erin Fleak, TBD-Vacancy, and Brenna Samson

Kindergarten Teachers: Olivia Townsend and Penny Weekley

Kindergarten Aides: Tammy Sampson and Sheila Carpenter

1st Grade Teachers: Danielle Layton and Kelly Londeree

1st Grade Aide: Pam Smith—Londeree's Class

2nd Grade Teachers: Jacqui Foggin and McKayla Lawson

2nd Grade Aide: Katy Richards- Foggin's Class

3rd Grade Teachers: Danielle Marshall and Paige Flanigan

3rd Grade Aides: Heather Enchmarch and Becky Bibbee

4th Grade Teachers: Kim Fulton (Math/Science) and Amanda Miller (ELA/Social Studies)

5th Grade Teachers: Jennifer Davis (ELA/Social Studies) and Travis Roton (Math/Science)

Special Education Teachers: Amanda Moler, Chase Baker, Melanie Hicks

Special Education Mentors: Mary Sprouse, Cassondra Pettit, Chloe Jones

Speech Therapists: Terry Hardman, Suzanne Hollingsworth, Ali Heightland

Interventionists: Barb Ross, Aimee Morrison, Sarah Wilcoxen, Joni Eddy, Tristin Boso

Student Success Interventionist: Marley Jolly

STEAM/Library: Teresa Haverty

Music Teacher: Emilie Ticer

Physical Education Teacher: Debra Cummins

ESL County Itinerant: Christine Erdman

Cooks: Anita Devore, Cathy Crothers, Kity Mullens, Melissa Roberts

Custodians: Corey Moore, Natasha McCroskey, Dave Stanley, and Kevin Snyder

FRANKLIN ELEMENTARY CENTER

DAILY BELL SCHEDULE

7:30 am (7:45 am for PK)	**Doors Open**
7:30 am - 8:00 am	**Breakfast Served**
8:00 am	**Instruction Begins** **Students are considered tardy.**
10:45 am - 11:15 am	**PK Lunch**
11:00 am - 11:30 am	**KG and 5th Lunch**
11:30 am - 12:00 pm	**Grade 1 and 2 Lunch**
12:15 pm - 12:45 pm	**Grade 3 and 4, TREK Lunch**
2:15 pm	**PK Dismissal**
2:45 pm - 3:05 pm	**Student Dismissal**

HOW TO FIND OUT WHAT IS GOING ON AT SCHOOL

Communication will be through the Wood County Schools App (ThrillShare/Apptegy), our Franklin Elementary School Website, Schoology, and/or Rooms via the Wood County Schools App.

ARRIVAL

- We encourage our families to send their students to school on the bus. This reduces the morning traffic and promotes safety.

- If you drive your child to school, they may be dropped off at the front doors (Blizzard Drive Entrance) beginning at 7:30 am. They need to be in the building by 8:00 am.

- **Any student entering the building after 8:00 am must be escorted by an adult and signed in at the office. They will be considered tardy.**

PARKING

PARENTS MAY NOT PARK IN THE HORSESHOE ON DIVISION STREET EXTENSION.THIS IS FOR BUSES ONLY.

Parent parking in the parking lot near the Division Street Extension is for those who have special education students with specific needs.

LUNCH

So that all students have adequate space to comfortably enjoy their meal and socialize with peers **we are unable to accommodate visitors for lunch.** However, parents are welcome to pick up their child and take them out to lunch. There will be no attendance penalty if the student is checked out at the time when their lunch begins and returned no later than the end of their recess time. This allows for a full hour (30-minute lunch followed by 30-minute recess). Students returning beyond that time will be counted as tardy.

DISMISSAL

- **Parents picking up their children PLEASE do not start lining up until 2:40 pm to prevent traffic jams on Blizzard Drive. All students will be dismissed from door 16 (by the playground) beginning at 2:45 pm. Pull up and we will load your student(s) in your car.**
    - **If you arrive at the school by 2:40-2:45 pm, we are usually finished dismissing parent pickups by 2:57 pm. Buses will begin pulling through the gate at 2:57 pm to begin loading students.**

- Walkers **will report to the designated area in the 400 Building.**
  Pick-Up is at the end of the long sidewalk on the Division Street Side; students will exit from door 22.

BUS STOP SUPERVISION

WV Law requires that **K-3 students be supervised at the bus stop for both pick-up and delivery.** When a bus driver arrives to a bus stop, they must see the person charged with supervising the student. They are not permitted to allow a K-3 student to depart the bus without supervision. If a driver does not see the person charged with supervising the student, they must return the child to Franklin Elementary. At that time, school staff will attempt contact using the emergency information on file.

*****IMPORTANT*****

- If there are any changes with after-school instructions***, a note should be sent and given to the teacher in the morning***. If a student is going home with another student, we need a note from both parents stating that they have permission to do so.
- If ***someone other than the parent*** needs to pick up your child from school, the person must be on the list of those permitted to pick up and must show a ***photo ID***.
- Please avoid calling the secretary at the end of the day with pick up instructions. ***PLEASE MAKE ALL ARRANGEMENTS AND CALLS PRIOR TO 2:00 pm***. Rooms can be used to notify the teacher of such a change, BUT BE SURE THE TEACHER CONFIRMS THEY RECEIVED THE MESSAGE. OTHERWISE, CONTACT THE OFFICE AS WELL.
- STUDENTS NOT PICKED UP BY 3:10 WILL BE TAKEN TO THE MAIN OFFICE AND PARENTS WILL BE REQUIRED TO COME IN AND SIGN THEM OUT.

CROSSING GUARDS

Crossing guards are on duty according to the following time frames:

- **Morning – 7:20 a.m. – 8:15 a.m.**
- **Afternoon – 2:30 p.m. – 3:15 p.m.**

Children should be instructed to only cross under the care of the crossing guard.

GENERAL INFORMATION

ATTENDANCE

We strive to achieve a 95% daily attendance rate. Elementary attendance is the #1 indicator for High School Graduation. We are asking that you please work with us to achieve this goal and make sure that your student is in school. If your student needs to miss for any reason, please send a note with your student on the day they return. Failure to submit excuses will result in letters and/or possible home visits from our Home/Family Liaison.

All documentation relating to absences shall be provided to the school ASAP.
(WV Code 18-8-4)

*The amount of time to make up work is equal to the number of days missed. (example: If a child misses 2 school days, they have 2 days upon their return to complete the work.)

Homework may be requests from the main office by telephone after two or more days of absence due to illness. Please allow 24 hours to process homework requests. Parents and students may also request assignments directly from their teacher by email or Rooms.

CLASSROOM MANAGEMENT

As individuals, teachers manage their classrooms in diverse ways. Each homeroom teacher will send a copy of their classroom rules home with students to help promote a positive atmosphere conducive to learning and to communicate what is expected of students and parents. Situations in which a teacher has exhausted classroom management techniques may require the involvement of the principal, parents, and/or School Assistance Team (SAT).

BRINGING ITEMS TO SCHOOL

Please remind students not to bring unnecessary items to school. **This includes toys,stuffed animals, fidgets, valuables, or distracting jewelry.** These items can be distracting on the bus and in the classroom. They also cause issues when children trade or share. If your student could benefit from a fidget device in the classroom, that will be provided by the school. If the class is having “show & tell,” the teacher will send home a note.

GRADING SCALE AND POLICY

It is the policy of teachers at Franklin School to assess each child in a fair and accurate manner according to Wood County Schools’ standard grading scale.

Students in grades K-2 are assessed specifically on the skills for their grade level. Those skills are reported with a N (novice), PM (partial mastery), M (mastery), and AM (above mastery).

This information will be communicated via report card issued at the end of each grading period.

Students in grades 3-5 will be issued grades for math, english/language arts, science, social studies. The grading scale is as follows:

100-90 A	**89-80 B**
79-70 C	**69-60 D**
59-0 F	

Students in grades 3-5 will be issued N, PM, M, or AM in art, music, physical education, and health.

Report cards will be sent home at the conclusion of each grading period. The first three are sent home with students and the final report card is mailed after school ends for the year.

PRESCHOOL PROGRESS REPORT
Pre-Kindergartners receive a progress report or have a conference every nine weeks.

****CRITICAL** CHILD CUSTODY/COURT ORDERS**
State law allows for both parents to have access to their child and their child's school records unless there is a court order on file in the school office indicating restrictions. School staff cannot prohibit parent contact without court orders.

It is the responsibility of guardians to provide the school with the most up to date court documents pertaining to students. The school is required to follow the court order as signed by a judge or magistrate court. Copies will be made and originals returned to the responsible party.

Temporary orders that include a date of duration will be enforced as outlined on the documentation unless further records are submitted to void the existing order. **The school is not notified by the courts when an order has been dismissed or extended,** so it is imperative that this documentation be communicated to the school secretary or principal immediately.

CLOTHING AND PERSONAL HYGIENE
All students need to learn and practice proper hygiene and health habits. Parents should make certain their children come to school clean, rested, and dressed in appropriate clothing. Due to the many steps at Franklin, parents should use caution with the type of shoes children wear. **A student arriving at school in an obvious state of neglect (dirty clothing, hair unwashed and uncombed, face and body unwashed), will receive a call home notifying the parent of the problem. If the problem continues after parent notification, West Virginia law requires that cases of neglect or abuse be reported to the Department of Human Services.**

We know that students can grow very quickly, if your child is need of clothing please reach out to our home-school liaison, Kevin Marra and he will be able to assist you.

SCHOOL-HOME COMMUNICATION

Maintaining open communication between home and school is important to student success. We strive for this communication to be positive and student focused.
In the event of a concern, please follow the steps below:

Step One
Speak first with the school employee directly involved with the event or decision in question- the teacher, the bus driver, etc. You may find that there has been a simple misunderstanding.

Step Two
Talk with the school principal or employee supervisor if necessary.

Step Three
If your question or problem is not resolved by meeting with the principal or supervisor, call the Wood County Schools Central Office and speak with the Director of Elementary Education.

Step Four
Meet with the Superintendent of Schools if you feel the matter is still unresolved after following Steps One, Two, and Three.

Step Five
Contact one or more school board members. Use this action if you feel that steps 1-4 did not resolve your problem.

CONTACTING TEACHERS

All school employees who work directly with children begin their workday no earlier than 7:30 am and their work day ends no later than 3:45pm. Staff members are working with students at all times, with the exception of a lunch break and instructional planning time. Phone calls received during the day will not be transferred to the classroom as this interrupts teaching and learning. Office staff will happily take a message to pass on to the teacher. Please allow 24 hours for a response during school days. Time may be longer when school is closed.

Each school employee has an email that ends in @k12.wv.us. The preferred method of communication is via this email address or directly through Rooms.

Communication through personal cell phone numbers between employees and parents/guardians is not permitted. Rooms or through school employee work email are the permitted methods of text/typed communication. If there is an emergency that requires immediate attention, please call the office.

SOCIAL MEDIA

We respectfully ask that families afford school staff the opportunity to hear concerns and work directly with you to resolve issues prior to turning to social media. In cases that require additional information, it is beneficial to maintain a consistent, procedural process for investigating concerns. Social media can quickly and unintentionally compromise confidentiality, damage school-home relationships, and complicate the investigative process. In many cases, school staff are unaware of issues or concerns prior to being informed that it has been shared on a social media platform. In many circumstances, an amicable solution can quickly be established once dialogue occurs between shareholders.

CLOTHING FOR PHYSICAL EDUCATION & PLAYGROUND

Parents should make sure students are dressed appropriately on days they have physical education. Loose comfortable clothing, socks, and any type of tennis shoes (that tie or fasten with Velcro) are REQUIRED. **Students are not permitted to participate in Physical Education class with boots, sandals, flip-flops, or dress shoes.** Due to safety concerns, flip-flops, shoes with no backs, or high heels are not permitted on the playground equipment. It is good practice to put a pair of tennis shoes in a child's backpack.

LOST AND FOUND PROCEDURE

The school maintains a lost and found location at the school. Children who misplace an article should check to see if it has been turned in. *We ask that parents please label their children's belongings.* Items that are not claimed will be donated over long school breaks. Clothing items not claimed before long breaks will be subject to donation to the school clothing closet or a local donations site.

PARENT VOLUNTEERS

Use of parent volunteers is encouraged by the school. Faithful volunteers help meet the needs of students and provide a better school atmosphere for everyone. ALL VOLUNTEERS ARE REQUIRED TO HAVE A BACKGROUND CHECK COMPLETED ANNUALLY this included but not limited to Field Trips and Field Day.The application process must be filed electronically. The link is located on the Wood County Board of Education website.

SCHOOL PICTURES

School pictures will be taken in the fall and spring and will be available for purchase.
Fall Pictures: September 2, 2025

SCHOOL FUNDRAISERS

School Fundraisers are critical to the growth of our students. Fundraisers assist in providing greater opportunity for growth at Franklin. The active participation by our students will allow us to continue to provide the best for our students. Proceeds from fundraisers shall be used for students and/or staff appreciation activities.

SCHOOL SAFETY

To ensure student safety, all school entrances are locked.

- All visitors are required to sign the visitor's sheet in the main office and receive a visitor's pass.
- Teachers are required to keep classroom doors locked.
- Staff will wear ID badges.
- Duty staff are instructed in best practice strategies for monitoring students.
- Students traveling inside the building are required to wear a hallpass indicating where they are going.
- Students are not permitted to sit out in the hallways unsupervised.
- Students will be asked to keep cell phones turned off and in their backpacks. **Phone use during the school day is not permitted.**

- Outside doors are not to be propped open.
- Staff and students are directed to not open doors for non-staff members. When visiting please enter from the main doors off of Blizzard Drive.
- Please report any safety concerns, immediately to the office.