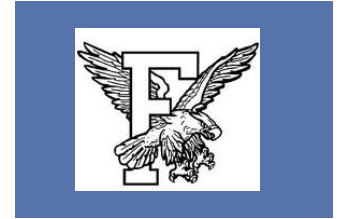


# WELCOME AUGUST 2018

The Franklin Middle School staff and administration extend a warm welcome to you for the 2018-2019 school year. We are looking forward to helping your student have a pleasant experience throughout this school year. Please take the time to carefully read the following information that is provided for your convenience. If you have any questions about this newsletter, please call us at 787-3006.



## Welcome Back/Meet Your Teacher Night

Thursday, August 16, 2018

- Starting at 5:00, schedules and the night's agenda will be distributed at the front entrance of the school.
- At 5:30, the Meet Your Teacher activities will begin.
- Students and families will then follow their student's schedule.
- At the end of the evening, there will be time for students to practice lockers, buy FMS apparel and drop off school supplies.

## Sixth Grade Orientation

Calling all new 6th grade FMS students! A special orientation program for all sixth grade students will be held on **August 14, 2018**. The program will begin at 8:00 a.m. and conclude at approximately 1:00 p.m. School buses will run their regular routes. Bus schedules are enclosed in this packet. Students should enter the building through the west doors and report to the cafeteria. Information will include daily school procedures, rules and regulations, and locker assignments.

**Time will be available for students to practice opening lockers.**

**Parents may come at 1:00 to pick up their child and can tour the building at this time.**

## Registration

### NEW THIS SCHOOL YEAR!

Springfield School District #186 is now asking all families to register and update information online.

**ALL FAMILIES** currently enrolled at Franklin Middle School need to go online to register and update information if you have not already done so.

**NEW FAMILIES** to Franklin Middle School, that have not been previously enrolled, will need to come to the school on either August 6<sup>th</sup> or August 7<sup>th</sup> to complete the registration process and enroll in classes.

For more information regarding online registration and updating information, please go to the following link:

<http://www.sps186.org/about/registration/>

If you have any questions please call Franklin Middle School at 217-787-3026 or 217-787-3006.

### CHECK THE WEBSITE

**Want to know what is going on at FMS? Our website has it all!**

[www.sps186.org/schools/franklin/](http://www.sps186.org/schools/franklin/)

**Click on the FMS morning announcements to find out everything from what's for**

On Site Registration will be at FMS on Monday, August - 11:00 - 6:00 and Tuesday, August 7 - 8:00 - 2:00. Please call the FMS Guidance Office if you have any questions - 217-787-3026

**MORNING DROP-OFF/STUDENT ENTRY** Parents dropping their students off in the morning will use the west driveway (next to Goodwill.) **Drop off time is after 7:30 a.m.** All Students will enter through the cafeteria doors. Students arriving to school **after 8:00 a.m.** will use the main entrance.

**FIRST DAY OF SCHOOL** The first day of school for all students will be on Monday, August 20, 2018. The warning bell rings at 7:55. Students must be in their seats when the 8:00 a.m. bell rings or they will be considered tardy. Regular dismissal time is at 2:30 p.m.

**FIRST DAY STUDENT PACKETS** Each student will be given a packet of materials to take home. Please complete the appropriate information and have your child return it to the main office.

## Dress Code

**The Franklin Middle School/District #186 Dress Code includes the following provisions:**

**F = specific to Franklin Middle School**

**F BELTS MUST BE WORN**

**F Solid white or hunter green collared, polo or oxford shirt/blouse. *Lime green, olive, heather, mint or light shades of green are not acceptable.***

**F T-shirts, hunter green, black, gray or white, may be worn under the collared shirt.**

**F Solid turtlenecks, hunter green, black, gray or white, may be worn as an undergarment.**

**F Shirts must be tucked in with a belt.**

**F Slacks or cargo pants must be NAVY BLUE, BLACK or KHAKI TAN (no denim, no jeans, no stretch jeans, no form fitting stretch pants, no jeggings, no yoga pants).**

**F Shorts/capri pants must be NAVY BLUE, BLACK or KHAKI TAN, maximum of six inches from the knee in length, may be worn from the beginning of the year until October 31<sup>st</sup> and from May 1<sup>st</sup> until the end of the year. No cut off or un-hemmed pants/shorts.**

**F Skirts or dresses must be NAVY BLUE, BLACK or KHAKI TAN.**

**F Skirts or dresses must be a maximum of six inches from the knee in length.**

**F Franklin attire (purchased at or through FMS) may be worn in lieu of the required dress code shirts.**

**F No sweaters are to be worn in the building.**

**F No extremely baggy clothing. No form fitting shirts, pants or shorts.**

**F Shoes must be laced and tied.**

**F Socks must match in color or print.**

**F No rubber bands.**

**F Camisoles, bra straps, underwear (including boxer shorts) and undershirts are NOT to be visible.**

**F Athletic pants/shorts are not allowed.**

**f Slacks/skirts/shorts purchased without belt loops may be worn without a belt. Belt loops are not to be cut off pants.**

**F Hair is to be worn so that the eyes are not covered during school.**

**F Tights may be worn with skirts. Leggings may be worn with skirts.**

• Dress and grooming shall neither present a risk to the health, safety or general welfare of students or others in the school nor interfere with or disrupt the educational environment or process.

• Dress and grooming shall not be contrary to curriculum goals and/or educational objectives or advertise, promote or picture alcoholic beverages, tobacco, illegal drugs or illegal or violent behavior.

• Dress and grooming, including accessories, shall not display lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols.

- **Hats, caps, bandanas, sweatbands and sunglasses shall not be worn in the buildings.**
- Pierced jewelry, other than earrings worn in the ear, shall not be worn in the buildings; neither shall safety pins, spiked apparel and accessories or chains that can be used as weapons.
- **Clothing with holes, ragged hems or cut-off hemlines, or made of transparent or fishnet fabric, or clothing that exposes the chest, abdomen, genital area or buttocks, undergarments or the legs above mid-thigh, shall not be worn in the buildings. This includes tank tops.**
- **Properly-fitting clothing is to be worn. Oversized, extremely baggy clothes or improperly fitting clothes are not allowed. Pants, shorts or skirts must be worn at the waist - *sagging* is prohibited.**
- Tattoos that, by their content violate any of the provisions of the Student Dress Code, must be covered at all times while students are on school property and/or in attendance at school sponsored activities.

**F The dress code is enforced while on school property and at all school functions unless otherwise stated.**

**F If it is determined that a student is in violation of the dress code, the student will be asked to correct the violation immediately. Detention or further discipline may be assigned.**

**EARLY DISMISSAL WEDNESDAYS - There will be a 1:30 early dismissal every Wednesday for the 2018-2019 school year at Franklin Middle School. This early dismissal will allow the teachers at FMS to collaborate.**

Coats, jackets, purses and book bags are to be kept in lockers. They are not to be taken to the classrooms.

**SCHOOL CLOTHING ON SALE**

|                           |         |
|---------------------------|---------|
| <i>Tee Shirts</i>         | \$15.00 |
| <i>Hooded Sweatshirts</i> | \$25.00 |
| <i>Nylon Bags</i>         | \$10.00 |

**FRANKLIN STUDENT BINDERS**

Student Binders will be available at registration and orientation for \$10.00. See enclosed school supply list for other items needed.

**STUDENT FEES**

Parents/Guardians will receive fee schedules in the mail directly from the District #186 business office. If you qualify, according to the guidelines to have your fee waived, complete the form and return it to the main office on or before the first day of school. **Be sure to provide all information requested.** You may prepay Parent-Teacher Club dues for \$10.00. Return your check and invoice to Springfield Public Schools, 530 W. Reynolds, Springfield, IL 62702.

**STUDENT ACCIDENT INSURANCE** Springfield School District 186 does not provide student accident or student illness insurance for individual students. Parents or guardians may purchase accident insurance for their students through Markel Insurance Company, administrated by Seven Corners, Inc. This is a voluntary accident insurance offered for students in K-12 who attend Springfield School District 186. District 186 benefits in no way from this voluntary insurance.

Information regarding the student accident insurance offered by Markel Insurance Company is available on the District's website at [www.sps186.org](http://www.sps186.org). Interested applicants should complete the enrollment process online at <http://markel.sevencorners.com>. Payments must be made directly to the insurance company by credit or debit card. **By no means is the coverage adequate to cover all costs of a student accident claim.** This insurance is meant to be a *supplement* for the student's primary health insurance coverage.

If parents or guardians have questions regarding the student accident insurance, they may contact Seven Corners - Markel Insurance Company directly at 877-444-5014. Students who participate in the District's interscholastic high school football program are covered by an accident insurance policy that is provided at the District's expense.

If it is necessary for a student to be absent from school, parents/guardians are required by law to report the absence to the school each day. Please call the school's office between 7:00 and 8:00 a.m. and report your child's name, grade, and reason for absence. **Telephone numbers are 787-3026 and 787-3006.**

**Tardiness:** Tardy to class means a student is not seated in his/her assigned seat when the bell rings. The consequence for unexcused tardiness will be uniformly enforced by all teachers.

**Consequences to be determined by administration and may include detentions and/or Buddy Room assignment.**

**Excessive tardiness may result in additional consequences.**

Students arriving to school late will report directly to the **Guidance Office** for an admit slip before going to class. Students arriving late to school **may** be excused for the following conditions: (1) Parent reports to the office with the child to receive an admit slip; (2) Parent may call the school Guidance Office (787-3026) explaining reason for tardiness; (3) Student may present a note signed by their parent/guardian to their guidance dean. **School personnel will determine if the tardy or absence is excused or unexcused.**

### **BREAKFAST/HOT LUNCH PROGRAM**

For the 2018-2019 school year, Franklin Middle School will be participating in the **Community Eligibility Option Program.** This entitles your child to breakfast and lunch at no cost to you. You can put money on your child's account to cover the cost of any ala carte or additional items they wish to purchase.

**SCHOOL PICTURES** school pictures will be taken August 29, 2018. Picture retakes are scheduled for October 17, 2018.

### **EARLY DISMISSAL**

Parents/Guardians who need to pick their child up early from school or need to take them out during the school day for an appointment, should call the Guidance Office, 787-3026 or the Main Office, 787-3006, to get an early dismissal pass. Students will wait for you in the Guidance Office where you will sign them out. **All students requiring an early dismissal must check out through the Guidance Office prior to leaving school.**

### **BUS PASSES**

If your child needs to ride a different bus, you will need to write a note requesting a bus pass. If the note is forgotten, you can fax one. Our fax number is 217-787-3054. You can also e-mail your request to

[psponsler@sps186.org](mailto:psponsler@sps186.org)

or

[mgillespie@sps186.org](mailto:mgillespie@sps186.org)

**BUS PASSES WILL NOT BE ISSUED WITHOUT WRITTEN CONSENT.**

**GYM CLOTHES** Students are required to change clothes and dress appropriately for P.E. class. Students will not dress for P.E. the first few days. Specific guidelines regarding acceptable dress will be given to students during the first week of school.

### **PHYSICAL EXAMS FOR**

**ATHLETES** Students who plan to participate in the interscholastic athletic program are required to have a physical exam card on file in the school office dated within the last year. **Make your child's appointment now so he/she can be eligible at the beginning of the season.** The physical form may be obtained in the school's Main Office. District #186 offers:

- 6/7/8 Grade Girls' Cheerleading
- 6/7/8 Grade Boys' and Girls' Cross Country
- 6/7/8 Grade Boys' and Girls' Basketball
- 6/7/8 Grade Girls' Volleyball
- 6/7/8 Grade Boys' and Girls' Track

### **ILLINOIS PHYSICAL EXAM AND IMMUNIZATION REQUIREMENTS**

All students entering kindergarten, 6th, 9th grade, or new to the school are required to have a recent physical exam form and an up-to-date immunization record on file prior to enrollment. All students entering kindergarten and new students are required to show proof of an eye examination performed by an eye doctor prior to enrollment. All students in grades kindergarten, 2nd, and 6th are required to show proof of a dental examination by May 15th. The dental exam must be performed within the 18 months prior to May 15th.

If your child will be receiving medication during school hours next year, a newly acquired and completed authorization form along with a properly labeled bottle must accompany the medication. A written authorization from the parent and physician is required for all medication including, but not limited to, "as needed" medication such as inhalers, Epi-pens and over-the-counter medications such as pain relievers. A self-administration parent and physician agreement is required for students who will be self-carrying inhalers/Epi-pens.

Students with health concerns including, but not limited to, asthma, diabetes, seizures, and severe allergic reactions must have a health plan on file with the school's nurse/office. If you would like this information to be shared with other staff and faculty such as the cafeteria staff, the PE teacher, and the classroom teacher, please note that information on the plan.

Please call the school and ask for the nurse if you have questions about your child's school health needs. All forms are located on the school district's health services web site: <http://www.springfield.k12.il.us/healthservices/>

