



FRANKLIN ELEMENTARY SCHOOL FAMILY & STUDENT



2025-2026

HANDBOOK

HOME OF THE FOXES!



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These pages are intended to complete and complement the information in the Pullman School District Family & Student Handbook, which can be found on the district and school websites:

www.pullmanschools.org/families/helpful_resources



FRANKLIN ELEMENTARY SCHOOL

850 SE KLEMGARD PULLMAN, WA 99163 (509) 334-5641

Welcome to the 2025-2026 school year at Franklin Elementary!

On behalf of the skilled and dedicated staff of Franklin Elementary, we would like to extend a heartfelt greeting to all of you. We are beyond excited to begin this school year. I look forward to continued time to get to know our parents, students and community this school year as we strive to deliver a high-quality education in a safe and secure environment where instructional services and programs meet the needs of each and every student.

We recognize that each child brings special attributes that are appreciated and encouraged. We create opportunities for students to work together, develop cooperative skills and take positive risks, all while respecting uniqueness and cultural differences. In addition, Franklin offers opportunities for students to participate in a variety of extracurricular group activities such as Fox Council (both Community Service and Spirit), Chess and Garden Club. We partner with community organizations and our amazing PTA to bring students and families multiple opportunities to participate before, during, and after school. It is with pride that we prioritize these family and community partnerships which are so integral to the positive and welcoming culture of our school.

Here at Franklin, we have developed core cultural beliefs as a commitment to you and our students. Our core belief is that *"Every Fox is Our Fox"*. What does that mean? It doesn't matter if you are a teacher or support professional in any role, every student here at Franklin belongs and matters to each and every one of us. Stemming from this belief, we are committed as a staff to our core values:

- Each Franklin Fox can learn and grow with MY support
- We believe all students can grow academically, socially and emotionally with the tools we provide
- We are a staff that learns, grows, and supports one another
- We are here for ALL of you and our students. Belonging is key at Franklin, and we are so excited to have you as a part of our Franklin Fox Family.

We will continue to value the support and input of parents. I look forward to continuing to foster a school environment where parents and community are actively involved partners providing support for school activities, input to school decision-making and fundraising for school projects. If you are interested in becoming involved, please contact Michelle Dunlap in our office or consult our website for more information. It is our goal at Franklin to provide a safe, positive learning environment where parents, guardians, students and staff are partners in making Franklin a wonderful place to learn and grow. We look forward to working with you this year!

Sincerely,

Kathi Keefer

Every Fox is Our Fox!

kkeefer@psd267.org

850 SE Klemgard

Pullman, WA 99163

(509) 334-5641

FRANKLIN ELEMENTARY STAFF

POSITION	STAFF		
Administration	Kathi Keefer, Principal		
Office/Building Support	Michelle Dunlap, Secretary	Mia Seshiki, Office Para	
Kindergarten	Lonna Carrier	Ellen Kellie	
First Grade	Scott Randall	Marci Sontgerath	April Walter
Second Grade	Heather Strader	Meg Conley	
Third Grade	Malia Held	Holly Steele	
Fourth Grade	Chris Lippay	Brooke Payne	
Fifth Grade	Haley Gray	Julie Lippay	
Special Education	Jessica Anderson	Claudia Bishop-Haynes	Angela Gibson
Library	Kristen Coke-Sutton, Librarian	Annella DePaulo-Eslick	
Specialist	Desiree Greystone, Art/STEM	Ethan Johnson, Music	Haylee Fishback, P.E.
ELD	Jenny Ahn	Rosana Magoia	
Core+	Sarah Davis	Anne Lee	Robin Hevly
Occupational Specialists	Katelyn Claassen, OT		
Mental Health	Tarrin Weber, Counselor	Linda Baldeck, Psychologist	
Nurse	Michelle Hyatt		
Nutrition Services	Head Cook	Delaney Valley-Barret, Cashier	
Custodial	Cooper Jaquish, Lead	Jennifer Smith	Mikhail Pulinskii

SCHOOL ARRIVAL & DEPARTURE

ARRIVAL

Students should not arrive on the grounds before 8:05 am. Our school doors do not open to students until 8:05. Students will enter through the lunchroom doors or front doors.

VEHICLE PICK-UP & DROP-OFF AREAS

We have two student drop-off and pick-up areas. One is located in the front of the building off of Klemgard (following the loop around the flagpole). The second is in the back of the building off of Carolstar (another pick up loop).

When picking up or dropping off, please follow these safety guidelines...

- Do not double park or stop in the left lane of either pick up loop.
- Find a spot that is empty and fully park on the right side of the loop.
- Drive very slowly and cautiously. Our pick-up areas are very congested with students.
- If you need to enter the building, please move your car to a safe area and park. NEVER leave smaller children or students unoccupied in your vehicle. We will contact the Pullman police department if we see any unsupervised small children left in unoccupied vehicles.

PEDESTRIANS

Many of our students walk home within the immediate Pioneer Hill neighborhood. All students must abide by general safety rules when walking home. Crossing guards are provided on several busy corners around Franklin School (contact main school for specific corner information). We ask all Franklin students, parents, and Lincoln Middle School students to respect our safety patrol members and follow their directions when walking home.

BICYCLE RIDERS

Franklin has two bike racks for parking student bicycles. We recommend a bike lock for securing your bicycle (one that is easy for a child to operate).

We have several safety policies for bike riders.

- Bike riders must always wear a helmet.
- Always obey general traffic and safety rules.
- Listen to staff and safety patrol members and follow directions.
- Walk your bike on school grounds and sidewalks where pedestrians are present.

BUS RIDERS

These rules were prepared by the State Superintendent of Public Instruction with the advice of the Chief of the Washington State Patrol and Director of Highways for the State of Washington.

When on the bus, please follow these safety guidelines...

- Students need to follow instructions and directions of the driver. They are in charge of the bus and the student riders.
- General classroom conduct and behavior must be observed.
- Students need to assist the driver in keeping the bus clean by not littering.
- No student shall at any time throw anything out of the bus windows or extend their head, hands, or arms out of the windows (regardless if the bus is traveling or standing still).

- Students need to remain seated while the bus is in motion. They are not to get up for a stop before the bus has securely reached a full stop.
- Students need to exit the bus in an orderly manner.
- Students must ONLY cross the street/ highway in the front of the school bus.
- No horseplay at the stop or in the roadway while waiting for a bus.
- Students that walk an extended distance on a highway must walk on the left-hand side facing on-coming traffic.
- Students must see that they have nothing in their possession that may cause injury to another (such as sticks, any type of firearms, straps, pins extending from their clothes, etc.).
- Each student must see that their books and personal belongings are kept out of the aisles.

If you have any questions about school bus transportation, please contact the Pullman transportation department at (509) 334-3911.

Serious and/or repeated offenses may lead to a student plan being put into place to address the behavior and/or loss of bus riding privileges.

The staff and parents of Franklin want your child to feel safe and secure at our school. Please consult the Pullman School District Rights and Responsibility Policy #3200 for additional information. You will find a copy of the policy on the Pullman School District website, elementary handbook, or you may request a copy from the office. We sincerely appreciate your support and assistance as we work to build a community of responsible citizens who can learn, work, and play with others throughout their lives!

DEPARTURE

After school, students need to leave for home. Supervision ends at 3:00 pm.

In accordance with state law, students who wish to use the playground after school for free play need to report home before returning to the school grounds, no sooner than 3:20 pm

DAILY SCHEDULE FOR 2025-2026

Morning/Breakfast Schedule			
Grade	Lunch	Recess	End of Recess
Kindergarten	11:45 am	11:30 am	11:45 am
First Grade	11:45 am	11:30 am	11:45 am
Second Grade	11:45 am	11:30 am	11:45 am
Third Grade	11:25 am	11:45 am	12:05 pm
Fourth Grade	11:25 am	11:45 am	12:05 pm
Fifth Grade	11:25 am	11:45 am	12:05 pm

Afternoon Recess	
1:30 pm-1:45 pm	Grades K, 1, 2
1:45 pm-2:00 pm	Grades 3, 4, 5

Afternoon Departure	
2:50 pm	Closing Bell
3:00 pm	Supervision ends – students need to leave school grounds

POSITIVE BEHAVIOR INTERVENTION & SUPPORT

Our school district mission is "Ensuring Learning While Supporting and Challenging each Student to Achieve Full Potential". Franklin mirrors that same mission. It is our opinion that an essential skill for persons who will live and work in the present and future world is the ability to communicate respectfully and problem-solve peacefully, even when disagreement is present.

Respectful behavior is expected of all children and adults at this school. To this end, we provide social/emotional and problem-solving learning opportunities using curricula and programs such as Second Step and DARE. We work diligently to teach expected behaviors continuously throughout the school year. Staff members engage in training opportunities and regular discussions related to this learning.

At Franklin, we stress the expectations of Respect, Responsibility and Safety through our Positive Behavioral Interventions and Supports program. We begin each year by teaching expected behaviors school-wide and we continuously reinforce and reteach those expectations. Our goal is to provide a safe environment for students to learn these very important skills. In the interest of safety and respect, we do not allow any students to engage in fighting, rough hands-on play (like shoving, hitting, kicking, or aggressive physical contact) or in any type of bullying or harassment. We work diligently to help students learn what it looks like and feels like to function in a safe, respectful and responsible society. This continuous and intentional work assists in creating a positive and safe place for all children at Franklin Elementary.

As students are progressing through their childhood years and related developmental stages, they sometimes make mistakes. While ensuring the safety of all students, it is critically important that we help students who make mistakes learn from them, and that any relationship affected by the mistake is restored. Any consequence that a student may experience is turned into a learning opportunity so that the behavior has a lower chance of being repeated. This philosophy and our related practices are designed to ensure the social and emotional safety and well-being of all students.

When consequences become necessary, they may include:

- Recess or other free time, used to process the situation that occurred
- Lunch and/or lunch recess in the office, particularly for incidents related to those activities
- A consequence that remedies damage that may have been caused

Serious and/or repeated offenses may lead to a student plan being put into place to address the behavior.

The staff and parents of Franklin want your child to feel safe and secure at our school. Please consult the Pullman School District Rights and Responsibility Policy #3200 for additional information. You will find a copy of the policy on the Pullman School District website or you may request a copy from the office. We sincerely appreciate your support and assistance as we work to build a community of responsible citizens who can learn, work, and play with others throughout their lives.

CORE+/TITLE I/LAP READING & MATH

TEACHER/STUDENT/PARENT LEARNING COMPACT: 2025-2026 SCHOOL YEAR

Franklin Elementary has an academic support staff that is partially funded through Title I/LAP. One of the benefits is that we create an agreement to work as a team to maximize learning for our students. The commitments below represent our current agreement.

School Commitment

- Teach the necessary concepts to your child while striving to meet his/her individual needs.
- Provide a positive learning environment.
- Keep up communication between Title I and classroom teacher.
- Communicate your child's progress and program expectations.
- Monitor your child's progress and adjust teaching as necessary.

Student Commitment

- Attend school regularly.
- Come to class prepared and on time.
- Pay attention and ask for help when needed.
- Complete and submit assignments on time.
- Be responsible for your own behavior and be a cooperative learner with a positive attitude.
- Read for 20 minutes daily for at least twenty days of each month.

Parent Commitment

- See that my child attends school regularly and is on time.
- Encourage my child's efforts and be available for questions and support.
- Establish a place and time for homework when it is given.
- Support the school in its effort to maintain proper discipline.
- Review all school communications.
- Remind my child to read a minimum of 20 minutes daily for at least twenty days of each month

Title One annual parent notifications and Core+ (Title I & LAP) academic support services can be found on our website:

www.pullmanschools.org/departments/teaching-and-learning/core_academic_support_services.

STUDENT DISCIPLINE

Old Capitol Building
PO Box 47200
Olympia, WA 98504-7200
k12.wa.us



Washington Office of Superintendent of
PUBLIC INSTRUCTION

IMPLEMENTING STUDENT DISCIPLINE POLICIES AND PROCEDURES: RESEARCH-BASED PRINCIPLES FOR SCHOOL DISTRICTS

In response to significant changes to OSPI discipline rules under [Chapter 392-400 WAC](#), school districts are in the process of revising discipline policies and procedures at the local level. The following principles highlight the major policy areas educators need to be aware of to meet state requirements, and the research supporting why implementation is critical for improving equity and fairness in the administration of school discipline.

Engage Families, Students, and Staff in Discipline Decisions

- Research highlights the benefits of inclusive decision-making processes and family engagement
- OSPI rules provide multiple opportunities for meaningful parent and family communication
- School districts must consult with staff, students, and families about discipline policies

Eliminate Zero-Tolerance Discipline Policies and Practices

- Research finds punitive practices can produce negative and racially disproportionate outcomes
- OSPI rules prohibit school districts from administering mandatory exclusionary discipline
- School districts may no longer immediately suspend a student for “exceptional misconduct”

Adopt Positive and Instructional Approaches to Behavior

- Research demonstrates restorative discipline approaches can mitigate disparities
- OSPI rules require district policies to identify best practices to support student behavior
- Educators must attempt or consider best practices before exclusionary discipline

Disrupt Inequitable Discipline Decision-Making Processes

- Research promotes strategies for neutralizing implicit bias in discipline decision-making
- OSPI rules establish procedures intended to slow down discipline decision-making processes
- Educators must consider individual circumstances, context of behavior, and school safety

Focus on the Classroom Context and Data-Informed Decision-Making

- Research shows disproportionality in discipline starts at the classroom level
- OSPI rules provide procedures for classroom exclusion and using disaggregated discipline data
- School administrators and teachers must collaboratively review building discipline standards

Resources and Contact Information

The following resources are available on OSPI's [Student Discipline](#) website:

- [Student Discipline Rules Q&A: A Technical Guide](#)
- [Behavior Menu of Best Practices and Strategies](#)
- Discipline training content on [Classroom Procedures](#) and [Administrative Procedures](#)

For technical assistance and training contact:

Joshua Lynch, Student Discipline and Behavior Program Supervisor
joshua.lynch@k12.wa.us | 360-725-4969

FOOD CELEBRATIONS AT SCHOOL

Dear Parents and Guardians:

In an effort to best meet the needs of all students, our district recently revised our policy related to food in classrooms. We have students in each of our schools diagnosed with life-threatening food allergies and others with food sensitivities. The changes made to our policy are intended to better care for our students and are the result of a recommendation from our district Wellness Committee. The Wellness Committee is comprised of school administrators, district employees, community members, and parents. Thank you in advance for your cooperation and understanding.

We will no longer serve food on individual student birthdays. We will allow for activities involving food up to once a month in each classroom, at the teacher's discretion. Individual teachers will create their own classroom birthday recognition practices, which often include learning components on the

student's special day. These events may have different themes and purposes at each grade level and may take the form of a combined monthly birthday celebration. In all cases, families will have prior notice of the events, including information about what types of food will be available, so that parents may plan alternative food options for their child if needed.

Food practices in individual classrooms will be mindful of life-threatening allergies, food sensitivities, health, and the potential for disruption, and will be communicated by individual classroom teachers. There are many occasions when we wish to recognize accomplishments of students, and we will continue to explore and implement strategies unrelated to food. We hope to create a safer, healthier environment, and minimize loss of instructional time throughout the school year. In order to move forward, we appreciate your help.

A list of approved snacks will be available in the school office and on our website. Please do not bring food to school unless pre-arranged with the school and/or classroom teacher. Instead of bringing food, please consider bringing stickers, pencils, erasers, etc. for birthday celebrations.

For further guidance see Pullman School District Administrative Procedure 6700P.

Thank you for your help and consideration in this matter. Please don't hesitate to contact me if you have questions.

Sincerely,

Kathi Keefer

Kathi Keefer, Principal

kkeefer@psd267.org

SAFE WALKING ROUTES TO SCHOOL

