



## FRANKLIN MIDDLE SCHOOL PROCEDURES FOR FAMILIES

Welcome! As you are making the transition to middle school, please review the following procedures to ensure that all students are safe and accounted for each school day and to minimize disruption of classroom instructional time. Please visit our website at: [franklinms.fcps.edu](http://franklinms.fcps.edu) for more information.

### **Attendance Line (For Absence or Late Arrival)**

Please report absences and late arrivals by calling the Attendance Line at: (703) 904-5151 or emailing **FranklinMiddle.Attendance@fcps.edu** by 9:00 AM. You may also use the [Online Attendance Form](#) located on the Franklin Middle School [website](#). **Please do not use the attendance line to request early dismissal.**

### **Early Dismissal**

To minimize disruptions to the classroom learning environment, please have your student bring a note to the main office before school starts detailing the student name, date, time you will pick up your student and the reason for the early dismissal. A pass will be issued to your student to be released from class, and your student will be in the office at the scheduled release time. A parent must come into the office to sign the student out. **Please be prepared to show a picture ID.** Any person not listed on the Emergency Care Card may not pick up a student from school without written permission from the parent. Please do not use the attendance line to request early dismissal. [Print your own Early Dismissal Notes here.](#)

### **Pre-Arranged Absences (3 or more days)**

For prearranged or preplanned absences of three days or more, please contact the Attendance Office at 703-846-8888 for further instructions, or complete the [FCPS Request for Prearranged Absence Form](#) at least two weeks prior to the absence. This form is required to be completed by the parent. The student is responsible for obtaining teacher recommendations and signatures. This form can then be submitted to the main office for approval.

### **Phones**

Franklin Middle School has an “off and away” policy for student phones in classrooms, hallways, bathrooms, and locker rooms. Students may use their phone during classes with teacher permission.

### **Lunches**

Lunch is available for purchase daily in the cafeteria. Students are not permitted to order food delivery. Please do not deliver forgotten/special occasion lunches, water bottles or snacks. Families who may qualify for free or reduced price meals are encouraged to [complete an application online](#).

### **Forgotten Items**

Teachers understand when students forget homework or musical instruments. Please do not drop off forgotten items as we cannot guarantee they will get to the student's classroom.

### **Clinic**

If a student is not feeling well during the school day, they may get a pass from their teacher and report directly to the clinic. Students are not permitted to use their phones to call home during the school day.

### **Bus Transportation**

In support of student safety and accountability, all bus riders are to get on and off their assigned FCPS bus at their assigned FCPS stop. If the need arises, a one-time pass can be issued to ride a different bus as long as a note is provided to the school by the parent/guardian. The note should include the reason for the bus change. In the event that a student wishes to go home with another student, a one-time pass can be issued to ride the friend's bus as long as both parents/guardians provide the school with a written request. *Notes should be turned into the office by 7:30 AM that day to ensure time for our staff to prepare passes.*

Any long-term requests for stop changes, bus route changes, or special requests should be forwarded to Area 3 Transportation at [\(703\) 249-7000](tel:7032497000).