

Franklin Elementary School

Handbook



*“Believe in your dreams,
Achieve your potential.”*

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This Handbook has been prepared by the Franklin PTA for the sole use and convenience of the Franklin School staff, administration and parents. All names, addresses and phone numbers are for PTA use only.

PLEASE GUARD AGAINST ITS UNAUTHORIZED USE BY OTHERS.

Revised September 2008

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WELCOME

Franklin School's PTA in conjunction with the Site Governance Council has prepared this handbook to acquaint you with Franklin Elementary School. Use this book as a reference throughout the year. Also, look for Franklin PTA's award-winning weekly newsletter, The Almanack, which comes home every Monday with your child (1 per family). The Almanack will apprise you of events, updates and provide you with important notices. You also have the option to receive The Almanack via e-mail. To get on the e-Almanack, send an email to franklinalmanack@aol.com.

This Handbook includes the Franklin School Calendar, School Emergency Procedures, Code of Conduct, Discipline Policy, Safety Guidelines, Wellness Policy, Childcare, Communication Between Home and School, Franklin School and SMMUSD Websites, Annual School Events, a description of PTA and Site Governance Council, their Budget Expenditures, the Gift and Donation Policy, and a directory of administration, faculty, and staff members.

1. FRANKLIN SCHOOL EMERGENCY PROCEDURES

Parents are advised to remain calm and to follow these emergency disaster procedures:

- 1 Tune to emergency radio stations: KFWB (AM 980) or KNX (AM 1070). Stay off the telephone. Communicating with the school via telephone after the disaster will prove difficult and could delay emergency communications. After an emergency, students will be escorted to an emergency assembly area, located on the playground.
- 2 When arriving at school, parents or other designated adults should report to the REUNION GATES. These gates are located at the south end of school on Idaho Street. All other gates will be locked.
- 3 The Principal, Assistant Principal and parent communication team will be available near the REUNION GATES to assist parents.
- 4 No child will be dismissed from the emergency assembly area without the authorization of a parent, Principal or designee.
- 5 Parents or guardians are to wait at the Idaho Gates until child(ren) are escorted to the parent by adult runners. **Photo I.D. will be required.** Parent or guardian must sign-out each child.
- 6 If Parent/guardian/designee is unable to pick up their child(ren) following the emergency disaster, the students will REMAIN AT SCHOOL under the supervision of school staff until their arrival.
- 7 Parents will receive updates on the condition of the school site/classrooms by the Principal and/or member of the communication team (see below).

Emergency Phone Tree

Information will be disseminated in the following order from the first on the list to the last:

1. Santa Monica-Malibu Unified School
2. Franklin Elementary School Principal
3. Franklin Elementary School Assistant Principal
4. Franklin PTA President
5. Franklin PTA Executive President
6. Room Parent Chairperson/s
7. Room Parent Committee Members
8. Room Parent Coordinator in each classroom
9. Other Room Parents in each classroom
10. All parents in each classroom

2. PRINCIPAL'S LETTER

Welcome to Franklin Elementary School, A *CALIFORNIA DISTINGUISHED SCHOOL!!!*

I would like to extend a warm welcome to all of our new students and their families. For our returning students and families "WELCOME BACK"!

At Franklin, we are committed to providing the highest level of education where ALL students can learn and be prepared. Our outstanding staff, wonderful PTA and Governance Council at **Franklin** is committed to academic excellence and making a positive difference for ALL students. Franklin teachers, staff, students, and parents are committed to working cooperatively to create a safe, secure, and nurturing environment that promotes excellence in academic achievement and character development to empower and meet the diverse needs of all learners.

At **Franklin**, we maintain high expectations for all students and adults on our campus. Students are expected to act responsibly and always do their best academically, behaviorally, and socially. We encourage our students to seek additional support whenever they have a problem, need assistance or have a concern. Please keep in regular communication with the teachers of your children. As a way to further this communication we will have parent/teacher conferences in November, and two report cards (in February and June). It is important to listen to your child and support him/her by encouraging each child to do his/her best. I encourage parents to attend PTA meetings, where important information is always shared.

Our school rules are carefully designed to protect our students' best interests and to ensure our students' success. Students are responsible for knowing the contents of this handbook as it applies to rules and regulations. *After reading this handbook, please sign the family agreement sheet and return it to the school. We expect 100% participation.*

I look forward to meeting each of you and invite you to come by and say "hello". My primary goals are the education and safety of our children. **Children come first!** I encourage constructive suggestions and appreciate comments for the betterment of all. We must all be positive role models for the children and such we all need to continue to model appropriate dress, talk and respect. In addition, support of academics and life-long learning should continue to be developed.

I wish everyone a wonderful school year at Franklin!

Sincerely,

Mrs. Tara Brown
Principal
Franklin School Principal

3. PTA PRESIDENT'S LETTER

September 2008

Dear Fellow Franklin Parents/Guardians:

Welcome back to our returning families and to our new families, welcome to the Franklin community! We hope you all enjoyed the fun days of summer and it is with enthusiasm that we invite you to get ready for another exciting and successful school year at Franklin.

With your support, we can continue to make Franklin the academically challenging, child-centered, friendly school that our children look forward to attending. Franklin School is a community based on a vibrant parent involvement. Your contribution, whether it is your time, knowledge or resources, makes a difference. We personally invite you to become an involved member at Franklin. Thank you for helping in any way you can, and show your children the importance you place on their education! We look forward to getting to know your family and work with you.

Each year, our school celebrates a positive theme to develop a sense of identity for the entire community. This year, our motto will be: "**Believe in your dreams, achieve your potential**" that reflects our beliefs and philosophies about learning. We encourage you to refer to it to continue to inspire dreams, establish goals, and develop beliefs for achievement. We remain focused on achievement, academically and in personal development, where all are encouraged to strive to achieve their personal best. Thank you for your contribution in inspiring teamwork and building our school spirit.

Please find here attached the Franklin Handbook which outlines all the policies and regulations that have been defined in a team effort by the PTA, Site Governance and Administration. Please review it and sign the Family Agreement sheet.

We hope you will join us at our monthly PTA meetings, which are held on the first Wednesday of each month, and at all the events that are listed in the calendar.

Please remember to read our weekly newsletter, "The Almanack," for updates on school events and visit our website at www.franklin.smmusd.org for the latest information. Please add it to your favorites and visit often.

Should you have any questions, please feel free to contact me. Please know that questions and suggestions are always welcome!

Sincerely,

Felicia Paik Kim & Nancy Patel
Franklin PTA Presidents
feliciapaik@yahoo.com
nancypatel2005@yahoo.com

4. SITE GOVERNANCE CHAIRS' LETTER

September 2008

Dear Franklin Parents:

Welcome to another great year at Franklin School! We invite you to become involved in our school community through the Site Governance Council (SGC).

The SGC is composed of the Principal, Assistant Principal, Teachers, Classified Personnel and Parents. Parent representatives are elected annually by the Franklin parent body and hold two-year terms. Our committees include Budget, Facilities, Beautification/Green, Legislative/Advocacy/Outreach/Communication (FLAG), Curricular Support, and Technology. One of the SGC's primary functions is to revise and update our School Site Plan each year. The School Site Plan outlines Franklin's academic, enrichment and technology goals.

We are open to all members of the Franklin community. Please come and contribute your views and expertise to these important policy-making groups. Site Governance Council meetings are held on the fourth Tuesday of every month at 3:15 p.m. in Room 3. Posted below are the schedules for the SGC and Budget meeting schedules. The meeting schedules are also posted on the bulletin board outside of Room 3, and are published in the Almanack.

We wish you and your family a great year at Franklin!

Lauren Berman (Teacher)
lberman@franklin.net

Abby Adams (Parent)
abbyadams@verizon.net

Site Governance Council Co-Chairs

Budget Meetings

September 16	3:15p	Room 3
October 21	3:15p	Room 3
November 18	3:15p	Room 3
<i>No December Budget Meeting</i>		
January 20	3:15p	Room 3
February 17	3:15p	Room 3
March 24	3:15p	Room 3
April 21	3:15p	Room 3
May 19	3:15p	Room 3
June 9	3:15p	Room 3

Site Governance Council Meetings

September 23	3:15p	Room 3
October 28	3:15p	Room 3
November 25	1:30p	Room 3
December 16	3:15p	Room 3
January 27	3:15p	Room 3
February 24	3:15p	Room 3
March 31	3:15p	Room 3
April 28	3:15p	Room 3
May 26	3:15p	Room 3
June 16	3:15p	Room 3

5. FRANKLIN SCHOOL CODE OF CONDUCT

Franklin Elementary School's Code of Conduct is based on the following set of shared values. These values are supported by our high academic expectations, which encourage industry and persistence. Our fair and consistently enforced standards of behavior give our children goals to aim for and opportunities to show good character. All members of the Franklin learning community aim to train the hearts and minds of children toward the good. They help students to put values into action on a routine basis in order to acquire the habits that make for thoughtful, productive and exemplary lives.

Our values	and	focus words are:
Kindness		Reflection
Cooperation		Focus
Respect		Participate
Honesty		Best Effort
Responsibility		Quality Work
Sportsmanship		Positive Attitude
Appreciation		Inquire
Personal Best		Organize

a) Cool Tools

As a SAFE SCHOOL, we are committed to ensuring a caring community for learning in a safe environment. Therefore, at Franklin Elementary School we will adhere to the following guidelines:

1) We will be respectful of differences of all types – physical, mental, emotional, social and spiritual. We will choose our words and actions to help, not hurt others. We will work to keep our school free of verbal and non-verbal put-downs, with regard to the following:

- Academic progress
- Age
- Appearance/body image/mannerisms
- Athletic ability
- Belief systems
- Cultural, ethnic and/or racial background
- Family background and composition
- Friendships
- Languages
- Learning styles
- Physical challenges
- Sexual harassment of any type, including gender stereotypes and homophobic taunts.

2) We will use school-appropriate language.

3) We will not tolerate physical abuse, taunts, threats or bullying.

What is Bullying?

Bullying is repeated behavior which makes other people feel uncomfortable or threatened whether this is intended or not. Bullying is about power. Victims feel powerless to stop it. Others, such as parents for instance, may feel powerless to know how to help.

Bullying can take many forms but may be:

1. Physical: e.g. hitting, kicking, taking or hiding belongings.
2. Verbal: e.g. name calling, teasing, insulting, racist remarks, writing unkind notes.
3. Emotional: e.g. spreading rumors, excluding from groups, tormenting, staring.
4. A combination of the above: e.g. extortion (forcing someone to give up money or belongings) or intimidation (making someone frightened because of threats).

At Franklin School, we believe that it is important to disclose if your child is being bullied or is witness to bullying on the school campus. This is the only way that we know what is going on. We encourage you to communicate directly with your child's teacher as soon as possible. The exact action, which is taken, will vary with each situation, but the main objective is to have bullying incidents brought into the open, discussed, and provide strategies agreed upon to help resolve the problem. Communication with the parents of both the victim of the behavior and the student who is inflicting the behavior will be part of the solution. If students do not respond to intervention strategies further consequences may be implemented.

At Franklin School, we adhere to the principles of "Five For Success" and the Franklin values. We strive to teach our students respect for one another, safety, and pride. We also utilize Cool Tools. We believe that...

Everyone has a right to feel safe

We are responsible for what we say and do

Everyone has equal worth

We solve problems peacefully

We respect each other

We have the power to positively affect our community and ourselves

Each teacher develops a set of classroom rules. Intervention for minor infractions may occur at the classroom level. You may be contacted to assist us if your child violates rules or threatens the safety of others or if your child does not respond to the positive efforts made to shape his/her behavior.

All staff is encouraged to use positive reinforcement with students "Caught being good." We have our yellow slip program where students receive a slip indicating what value they were found doing. Students may then place their yellow slip into a drawing; and if their slip is chosen, then their pictures will be placed in The Almanack. Students are also acknowledged over the P.A. for positive behavior.

When inappropriate behavior occurs, students may receive merit loss forms, which inform parents of infractions that occurred. We also employ progressive discipline, which may range from informal discussions to formal suspensions. We believe working with parents is an important component in changing behavior.

While Franklin is committed to resolving problems that arise and implementing strong consequences, we also have a commitment to helping teach all students the skills necessary to enhance a tolerant, inclusive environment. When appropriate, permission for your child to participate in a program designed to improve social skills, such as that of assertiveness, may be requested of you.

As a SAFE SCHOOL we will accept responsibility for our words and actions without excuses. By following these rules, our students make Franklin School the best possible place for themselves and their peers. Each year the Student Committee creates a design illustrating all the values. This design is printed on the back of the Values T-shirts that are issued in a different color for each grade level. New Values T-shirts are available for purchase at the start of each school year. Students are expected to wear their shirts on designated spirit days, on Fridays, and field trips.

b) Discipline Policy

Students may be suspended from school (by the administration) or the classroom (by the teacher) as listed in Education Code 48900 for the following:

- a. Caused, attempted, or threatened to cause physical injury to another person;
- b. Possessed, sold or furnished any firearm, knife, explosive or other dangerous object, unless possession was with written permission from a certified employee concurred in by the principal;
- c. Unlawfully possessed, used, sold or furnished, or been under the influence of, any controlled substance, and alcoholic beverage, or intoxicant;
- d. Unlawfully offered, arranged or negotiated to sell any controlled substance, and alcoholic beverage, or intoxicant, and then either sold, delivered or furnished to any person another liquid, substance, material and represented it as a controlled substance, alcoholic beverage or intoxicant;
- e. Committed or attempted to commit robbery or extortion;
- f. Caused or attempted to cause damage to school or private property;
- g. Stole or attempted to steal school or private property;
- h. Possessed or used tobacco;
- j. Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia;
- k. Disrupted school activities or willfully defied valid authority;
- l. Knowingly received stolen school or private property;
- m. Sexual harassment.

School grounds, including the classrooms, bathrooms, playgrounds and hallways, are constantly monitored. Teachers may suspend students from their classroom for infraction of school and/or class rules. The student may be required to make up work missed during suspension.

c) The "Franklin Friends" Program

It is important for every successful and safe school to have a specific set of behavioral expectations that are clearly defined for all students. The following are our **Franklin "5 For Success" and "I CARE"** behavioral expectations. The Principal and the Assistant Principal teach these expectations to all students at Franklin at the beginning of every school year. The teachers consistently review them throughout the school year.

Franklin "Five For Success"

Rules We **MUST** Follow:

1. KEEP HANDS AND FEET AND OTHER OBJECTS TO YOURSELF.

- No fighting, punching, kicking, spitting, or biting
- No inappropriate touching
- No play fighting, wrestling, or tackling
- No throwing rocks or other objects
- No bullying!

2. RUNNING IS ALLOWED ONLY ON THE GRASS AREA OR ON THE TRACK.

- No running in the hallways
- No running on the blacktop, except when playing basketball or organized games.
- No running around the play equipment

3. USE APPROPRIATE AND POSITIVE LANGUAGE.

- No racial words
- No profanity
- No mean/hurtful words
- No "put downs"

4. RESPECT THE RIGHTS AND PROPERTY OF OTHERS.

- No stealing
- No eating other people's food
- No destruction of other people's property
- No destruction of school property

5. USE RESTROOMS APPROPRIATELY.

- Keep the restrooms neat and clean
- No playing in the restrooms
- No hanging on doors in restrooms
- No throwing paper towels on floor or ceiling
- DO NOT clog toilets with foreign objects

"I CARE"

It is important to show I CARE to: Adults, My Peers, My School, My Learning Environment, AND Myself. I will do this by:

USING MY HANDS FOR HELPING, NOT FOR HURTING



LISTENING TO SHOW THAT I CARE



BEING ACCOUNTABLE FOR WHAT I SAY AND DO



d) Merit System

We have instituted a school-wide merit system for the playground. Students start off the year with 100 playground merits. If they are "caught being good", and are following "Five For Success" and "I Care" standards, they will receive a "Caught Being Good" yellow slip. If students are in violation of these standards, they will lose some of their 100 merits. Absolutely no fighting or bullying of any kind will be tolerated, and will be dealt with severely! If a student loses merits, a merit loss slip (shown below) will be sent home describing the incident, and showing how many merits were lost for the incident for your information.

Approximately every 13 weeks, students who have not lost more than ten of their merit points during the first 13 weeks period will receive a special "Franklin Friend" award. During the last two 13-week periods, students can only lose 5 merits in order to receive the "Franklin Friend" award. Students have a chance to "start fresh" and get their 100 merits back at the beginning of every 13- week period. Merit gains/losses are also reflected as a grade on your student's report card in the box next to "follows school and class rules". Please refer to the merit-loss slip shown below for the grading scale.

Franklin School – Merit Loss Form

Grade	Date
-------	------

STUDENT _____

TEACHER _____

Demerits 1 2 3 4 5

INFRACTION: (Check all that apply and explain as necessary)

- | | |
|--|---------------|
| <input type="checkbox"/> gum/candy (1) | + = 100 - 91 |
| <input type="checkbox"/> play fighting (2-4) | √+ = 90 - 81 |
| <input type="checkbox"/> out of assigned area (1) | √ = 80 - 71 |
| <input type="checkbox"/> defiance/disrespect (2-5) * | √ - = 70 - 61 |
| <input type="checkbox"/> running in hall (1-2) | - = 60 - 0 |
| <input type="checkbox"/> profanity/ vulgarity (3-5) * | |
| <input type="checkbox"/> playing after bell (2) | |
| <input type="checkbox"/> throwing objects (2-5) | |
| <input type="checkbox"/> fighting (5) | |
| <input type="checkbox"/> skateboard infraction (2-5) * | |
| <input type="checkbox"/> misuse of restroom (2-5) * | |
| <input type="checkbox"/> unsafe actions (2-5) * | |
| <input type="checkbox"/> cafeteria problem (1-5) * | |
| <input type="checkbox"/> bullying (2-5) * | |
| <input type="checkbox"/> other (1-5) * | |

* EXPLANATION:
TEACHER SIGNATURE:
SUPERVISOR SIGNATURE:
PARENT SIGNATURE:

e) Safety Guidelines

For the safety of your child, please DO NOT drop your child(ren) off earlier than 8:15 AM as there is no supervision until 8:15 AM.

The Curbside Valet Program

The Curbside Valet Program is the morning drop off program at the east Idaho gate. Parents heading westbound on Idaho are able to drop off their children who are greeted by student and parent volunteers and escorted out of the car and sent to the gate. Each week, another classroom's parents will be assigned the duty of supervising student volunteers. The student volunteers are chosen volunteers who remain constant for the semester or year. Student volunteers are not to step off the curb for any reason and have received special training for the position.

Traffic Safety

- Students are to enter school through the gate entrances, not through the main hall entrance.
- The parking lot is for school staff parking only. Do not drive through, or walk through the lot to drop off or pick up your children.
- Students in grades 1-5 are to go directly to the playground and remain south of the red line until the line up bell at 8:27 a.m. Kindergarten students may be dropped off in the Kindergarten area.
- All classes meet at their line up location.
- Park your car on a side street and walk your child to and from school.
- No double-parking.
- Never permit your child to run between a double-parked car and parked cars!
- Always stay in your car when in the drop-off/pick-up lane. Pull forward and keep it moving.
- Drop-off/pick-up is not permitted in the red zones, handicap zones or bus zones.
- Do not pull into alleys or driveways adjacent to school.
- No U-turns on Idaho between 23rd and 25th streets or on Montana Ave. between 23rd and 25th streets.
- Violators are subject to substantial fines issued by SMPD.
- Children must cross with the crossing guards stationed at these corners:
24th and Montana; 24th and Idaho; 26th and Montana

Bicycle Safety

Helmets are mandatory!

- Children may ride bikes to school starting in the 4th Grade.
- Bike racks are located behind rooms 13 and 14.
- Bike locks are required.
- Children must walk their bikes on school grounds.

Appropriate Clothing for School

- Students should wear clothing that is appropriate for school and enables participation in playground and P.E. activities. Shoes should have rubber soles, laces, straps or buckles and protect toes and heels. Shorts are recommended under skirts or dresses. Appropriate hats and sunglasses are permitted outside only, no novelty items.
- Inappropriate clothing is not allowed. Sandals or platform shoes are inappropriate. Thin strapped tank top shirts, open mid-drifts, and short shorts are inappropriate and not allowed. Clothing with inappropriate language, symbols or references is not allowed at school.
- Skateboards, roller blades/skates, scooters and motorized items are not allowed on school grounds at any time.

Dogs on Campus

Dogs are not allowed on campus at any time, even when they are being held or on a leash. Tying dogs to school perimeter fences whether attended or unattended is also not permitted. Dogs that are formally and professionally trained (examples: seeing eye dogs, rescue dogs, etc...) may come to classrooms for educational demonstrations with administrator permission.

Please inform all child care providers of their responsibility to adhere to the above rules.

Playground Structure

For your child’s safety, children are not allowed to use the playground structure located on the kindergarten yard after kindergarten dismissal at 1:30 pm. Please refrain from allowing younger siblings on the structure while you are waiting for your child’s dismissal. Children are allowed to use the playground structure on the upper year ONLY if your child is signed up for Playground Access.

6. DAILY BASICS

a) Franklin School Hours

Franklin School Office Hours 8:00 AM – 4:00 PM

Grade Level	Minimum Day Hours	Regular Hours	Wednesday Hours
Kindergarten	8:30 AM – 11:30 AM	8:30AM – 1:30PM	8:30AM – 1:30PM
1st, 2 nd Grades, Multiage	8:30 AM – 1:30 PM	8:30AM – 2:45PM	8:30AM – 1:30PM
3rd, 4th, 5th Grades	8:30 AM – 1:30 PM	8:30AM – 3:00PM	8:30AM – 1:30PM

Bell Schedule

FRANKLIN ELEMENTARY SCHOOL 2007-2008

MONDAY, TUESDAY, THURSDAY, FRIDAY		SCHEDULE	EARLY DISMISSAL WEDNESDAY AND MINIMUM DAYS	
<u>KINDERGARTEN</u>			<u>KINDERGARTEN</u>	
* 8:27	Warning Bell		* 8:27	Warning Bell
	Second Bell-School			Second Bell-School
* 8:30	Begins		* 8:30	Begins
8:30-11:25			8:30-11:25	
11:25-12:10	Lunch		11:25-12:10	Lunch
1:30	Dismissal		1:30	Dismissal
<u>GRADES 1 & MULTIAGE</u>			<u>GRADES 1 & MULTIAGE</u>	
*8:27	Warning Bell		*8:27	Warning Bell
	Second Bell-School			Second Bell-School
*8:30	Begins		*8:30	Begins
8:30- 10:00			8:30- 10:00	
10:00-*10:10	Recess		10:00-*10:12	Recess
10:12-11:50			10:12-11:50	
11:50-*12:30	Lunch		11:50-*12:40	Lunch
12:30-1:45			12:42-1:30	
1:45-*1:55	Recess		*1:30	Dismissal
1:55-2:45				

Franklin Elementary School
"Believe in your dreams, achieve your potential."

*2:45 Dismissal

GRADE 2

*8:27 Warning Bell
 Second Bell-School
 *8:30 Begins
 8:30-10:00
 10:00-*10:10 Recess
 10:12-12:00
 12:00-*12:40 Lunch
 12:40-1:45
 1:45-*1:55 Recess
 1:55-2:45
 *2:45 Dismissal

GRADE 2

*8:27 Warning Bell
 Second Bell-School
 Begins
 *8:30
 8:30-10:00
 10:00-*10:12 Recess
 10:12-12:00
 12:00-*12:50 Lunch
 12:52-1:30
 *1:30 Dismissal

Bell Schedule 2007-08
 MONDAY, TUESDAY,
 THURSDAY, FRIDAY

EARLY DISMISSAL
 WEDNESDAY AND
 MINIMUM DAYS

GRADE 3

*8:27 Warning Bell
 Second Bell-School
 Begins
 *8:30
 8:30-10:15
 10:15-*10:30 Recess
 10:30-12:15
 12:15-*1:05 Lunch
 1:05-3:00
 *3:00 Dismissal

GRADE 3

*8:27 Warning Bell
 Second Bell-School
 Begins
 *8:30
 8:30-10:15
 10:15-*10:30 Recess
 10:30-12:15
 12:15-*1:05 Lunch
 1:05-1:30
 *1:30 Dismissal

GRADE 4

*8:27 Warning Bell
 Second Bell-School
 Begins
 *8:30
 8:30-10:15
 10:15-*10:30 Recess
 10:30-12:25
 12:25-*1:15 Lunch
 1:15-3:00
 *3:00 Dismissal

GRADE 4

*8:27 Warning Bell
 Second Bell-School
 Begins
 *8:30
 8:30-10:15
 10:15-*10:30 Recess
 10:30-12:25
 12:25-*1:10 Lunch
 1:15-1:30
 *1:30 Dismissal

GRADE 5

*8:27 Warning Bell
 Second Bell-School
 Begins
 *8:30
 8:30-10:15
 10:15-*10:30 Recess
 10:30-12:30
 12:30-*1:20 Lunch
 1:15-3:00
 *3:00 Dismissal

GRADE 5

*8:27 Warning Bell
 Second Bell-School
 Begins
 *8:30
 8:30-10:15
 10:15-*10:30 Recess
 10:30-12:30
 12:30-*1:15 Lunch
 1:20-1:30
 *1:30 Dismissal

b) Daily Expectations

Backpacks

Rolling backpacks are beneficial as they ease the strain on our children's backs. However, rolling of backpacks are not allowed in the classroom or on the stairwells (please carry), and backpacks must fit on the back of the child's chair.

Medication

All medication, whether prescribed or over-the-counter, must be kept at the nurse's office. Medication forms completed by parents and the doctor must be on file with the nurse.

Toys/Items brought from home

Toy guns, toy knives or any other look-alike weapons, electronic games, toys, trading cards, yo-yos, sports balls, etc. are not allowed at school.

Cell phones/Pagers

Cell phones and pagers may not be used on campus during school hours by parents, staff, students, volunteers or visitors.

Weapons

Weapons of any kind are prohibited. Action will be taken for possession or use of weapons according to the SMMUSD Policy, which includes police notification and suspension.

Visitor Badges

We must know who is on campus at all times. All visitors - including volunteers - are required to sign in at the front office as soon as they enter school premises and sign out upon exiting. "Visitor" stickers are available next to the sign-in book and must be clearly visible and worn at all times.

Emergency Cards

Every child must have two completed emergency cards on file: one for the main office, the other for the school nurse's office. Contact names and numbers, persons to whom we can release your child, medication information, and your current home address must be kept up-to-date.

c) Attendance

Students' daily attendance at Franklin is a high priority. Students who attend school regularly and arrive on time show respect. Respect is one of Franklin School's values. In addition, research has shown that student achievement is highest when students attend school each day and arrive at school ready to learn. Franklin School receives state funding based on students' daily attendance. ***Absences, even when excused for illness, do not qualify for state funding.*** Absences cost our school district approximately \$35 per day per student. We have the following recommendations to maximize your child's attendance:

- Students should arrive at school as early as 8:15 a.m., and well before 8:30 a.m.
- Schedule visits to the doctor or dentist during non-school hours.
- Schedule family vacations such as ski trips or family reunions over school holidays.
- Lengthy Absences - Independent Study Contracts for a minimum of five missed days:

Independent Study Contracts are intended to provide continuing and special study if students must travel during the school year. To obtain an Independent Study Contract, contact your child's teacher at least one week before your trip. Be sure that you receive a copy of the contract before departing. On the day that your child returns to school, he/she must give the teacher the signed contract with the completed work attached. Every effort should be made NOT to have students travel during school time. Completion of independent study contracts ensures that your child keeps up with his/her class, and allows the school to receive needed state funding.

While we recommend daily school attendance, we also realize the need to keep your child/ren at home when he/she runs a fever, has lice, or any illness that your doctor recommends that he/she stay home from school.

When your child is absent from school for any reason, a **WRITTEN NOTE from a parent or legal guardian is required upon his/her return to school. We cannot accept a phone call.** The note may be given to the teacher or to the front office. **You may send an e-mail note to absent@franklinschool.net with the following information:** Name of student and grade (please enter this on the SUBJECT line of the e-mail); Name of teacher, Date of absence(s), Specific reason for absence ("sick" is not an acceptable reason).

An example of acceptable note:

Please excuse _____ (first and last name) from school on _____ (date/s) as he/she missed class due to _____ (cold, flu, doctor's appointment, religious holiday, or other specific reason child missed school)." Parent/Guardian Signature _____ Teacher & Room # _____.

If your child accumulates three or more unexcused absences, he/she is considered a habitual truant and may be referred to the School Attendance Review Board (SARB), the District Attorney or the Probation Department.

d) Tardiness

To assist children in arriving to school on time, we have two bells that ring each morning, one at 8:27 and a final bell at 8:30. If children are tardy three times, it is equivalent to one full day of truancy. Please help your children to arrive on time. Teachers may implement a set of consequences for tardiness.

e) Wellness Policy - Nutrition - Snack and Lunchtime

Snack time at Recess and Lunch

Children are provided a mid-morning and a lunch recess. If your child requires a mid-morning snack, please pack appropriate, nutritious foods. Candy, chips, dessert items and soft drinks are not allowed. No glass containers are allowed. Sharing or trading food will not be permitted.

Senate Bill 12 and 965 went into effect as of July 1, 2007. They were established to prevent childhood obesity and maintain nutrition standards for schoolchildren. We are mandated to comply with the law and adopted SMMUSD Wellness Policy. Outlined are the dos and don'ts of the policy.

DO

- Water, *NO SUGAR ADDED*
- 100% Juice, Fruit Leathers, Juice Bars
- Fruits and Vegetables
- Low fat or Non fat Milk, Yogurt
- Cheese
- Nuts, Seeds, Trail Mix
- Baked Chips

DON'T

- Soda, Fruit Punch, Capri Sun, Sunny Delight, etc.
(with added sugar or high fructose corn syrup)
- Candy
- Nachos, Chips, Cheetos
- Popcorn
- Donuts, Cakes, Cookies*, Cupcakes
- Fried vegetables
- Fruit cups with added sugar
- Ice Cream*
- Pizza*

*Okay if less than:

175 calories per serving, 35% calories from fat, 10% calories from saturated fat, 35% sugar by weight.

Total calories x 35% = Maximum number of calories from total fat

Total calories x 10% = Maximum number of calories from saturated fat

Weight of item in grams x 35% = Maximum number of grams of sugar (1 ounce = 31.1 grams)

Lunch Tickets

Lunch tickets may be purchased from the school office during regular school hours. Each ticket purchases 20 lunches and may be used on any given day throughout the school year. Checks for lunch tickets should be made payable to SMMUSD in the amount of \$50.00. Please write your child's name, teacher's name and room number on your check and place it in the box at the front office. **Individual lunches may be purchased directly from the cafeteria cashier for \$3.00 in cash (no checks) at lunchtime.** School Lunch Choices Franklin offers SMMUSD pre-set meals. They are described on a calendar menu provided monthly and sent home in the Monday packet. As an option, children from 1st -5th grade may choose their own meal from SMMUSD's Farmer's Market Fresh Fruit and Salad Bar. Students may, of course, bring lunches.

f) Lost and Found

Clearly mark all items (lunch boxes, instruments and backpacks) and all clothing (sweaters, jackets and sweatshirts) with the student's first initial and last name, teacher's name and room number. Retrieve lost items in the "Lost and Found" area. This area can be found in the main hall. Unclaimed items are donated periodically; advance notice is in The Almanack. Custodians and office staff will not unlock classroom doors if items are left in the classroom after school hours. These items must be retrieved the following school day.

g) Forgotten Items Policy

If your child has forgotten to bring his/her homework, lunch, snack, sweater/jacket or any other item to school, you may bring the item to the front office for pick up by your child. No parent will be allowed to go to the classroom to drop off forgotten items during the day. Please discuss with your child that he/she should check in the office during recess or lunch or at any time your child(ren)'s teacher allows them to pick up such items.

h) Forgotten Musical Instruments

In the interest of encouraging student responsibility, maximizing instructional time in the classroom and minimizing interruptions, students are expected to bring their musical instruments with them in the morning when they come to school. If they forget their instrument, they will not be allowed to call home for a parent to bring it, nor will they be allowed to come to the office to pick up an instrument dropped off by a parent.

i) School Performances

Children are not permitted to be removed from class to attend siblings' school performances during school hours. If performances are after school hours, they are open for all to attend.

j) Homework

Homework is intended to be a constructive tool in the teaching-learning process. Its value depends on the students' active involvement in the work and the cooperation and support of the parents. Homework may vary due to teacher discretion. Teachers should be informed if students are spending an excessive amount of time on homework.

Parents need to provide an appropriate time and setting for students to complete their assignments.

Homework may be given Monday through Thursday. Weekend homework may be given to complete assignments or long projects.

Time allocated:

The District provides general guidelines for homework at each grade level:

- **Kindergarten:** Homework promotes a positive interaction between parent and child for 5-10 minutes a day.

- **Grades 1-5:**
 - Grade 1: 10-20 minutes/day
 - Grade 2: 20-30 minutes/day
 - Grade 3: 30-40 minutes/day
 - Grade 4: 40-50 minutes/day
 - Grade 5: 45-60 minutes/day

These time allocations do not include daily independent reading requirements. Teachers may add 30 minutes of independent reading in addition to the grade level guidelines.

Remedies:

If a child is consistently unable to complete the assigned work in the maximum number of minutes allowed, his/her parent should draw a line at the point on the page where the student left off and write a note for the teacher saying "My son/daughter worked diligently for [specify the number of minutes/hour your child has worked with concentration] and this is how far he/she has gotten." Students will not be penalized in this situation. We do recommend that parents follow up right away with the teacher if their child is having a problem finishing their homework on a consistent basis, to determine next steps.

k) Childcare, Playground Access and After School STAR Programs

Childcare is offered for grades K-5th from 7:00 to 8:30 AM, and from school dismissal until 6:00 PM. The childcare staff offers a wide variety of activities, snack and homework assistance.

Playground Access is limited after-school supervision of playground activities available for 1st through 5th graders through CREST. A CREST emergency card must be completed and kept on file at the on-campus CREST office. No fee is charged.

STAR is an after-school enrichment program available to K-5th graders throughout the year. Applications are sent home with each child and are made available prior to each session.

Applications and information for CREST: Franklin School Office (310) 828-2814 or
SMMUSD Child Development Services Department 2802 4th Street, SM 90405, (310) 399-5865
Applications and information for STAR enrichment: (310) 863-4665

7. COMMUNICATION BETWEEN HOME AND SCHOOL

a) **The Almanack and other school flyers** come home with your youngest Franklin child on Mondays. We also offer the text of The Almanack via e-mail. To subscribe, e-mail franklinalmanack@aol.com.

b) **Community flyers** are available on the rack at the Franklin Front Office.

c) **Ways to Explore your Child's Classroom Progress:**

• Back-to-School Night (September) - teachers explain their classroom procedures and academic program to parents only. Your child's teacher will inform you how he/she wishes to be contacted.

• Parent-Teacher Conferences (November) - teachers schedule individual conferences to inform parents about their child's progress in school for all grade levels.

• Open House (April) - an opportunity for families to visit the classrooms and enjoy ongoing and completed student work.

• Standards Based Report Card (January and June) - provide information about your child's academic and social growth.

• Teacher meetings – District policy stipulates that a parent requesting a meeting with a teacher send a written notice 24 hours prior.

• Classroom observation – District policy stipulates that parents who wish to observe their child's classroom submit their request to the front office 24 hours in advance. All classroom observations are limited to twenty minutes in length.

• Classroom telephones are for **teachers' use only**. Students may use these phones with permission, for an **emergency only**. Students may not use these phones to make arrangements for after-school activities, delivery of books, instruments, homework, etc.

d) **Site Governance Council and PTA meetings:**

• PTA usually meets on the first Wednesday of the month.

• Site Governance Council meets on site, the fourth Tuesday of each month at 3:15 p.m., in Room 3.

e) **Websites:**

• Access Franklin School's website at www.franklin.smmusd.org for school-wide information.

• Access SMMUSD's website at www.smmusd.org for Board meeting dates and agendas, District policy, School Board members, etc.

• Access the City of Santa Monica's website at www.santa-monica.org for city services, CREST information, City Councilmembers, etc.

• Access California PTA's website at www.capta.org and National PTA's website at www.pta.org for helpful parenting, school, and legislative information.

8. CLASSROOM EVENTS, SCHOOL EVENTS AND PROGRAMS

Birthdays

The importance of birthdays is acknowledged; however, we do not hold birthday parties during the school day. Please ask your child's teacher how he/she observes birthdays. Some parents choose to donate a book to the classroom or Franklin library in the child's name. No party invitations are to be distributed at school.

Carnival

Franklin's annual Halloween Carnival is held in October from 10 AM to 4 PM. Join us for one of PTA's biggest fundraisers featuring fun rides, games, prizes, teacher treats, gift baskets, lots of food and a scrumptious bake sale. This event is open to the community.

Classroom Events and Festivities

Teachers are grateful for the assistance of Room Parents who help to coordinate events and festivities throughout the year in their children's classrooms. Each class is allowed two parties a year.

All food must be store bought and packaged.

Classroom Party/Snack Ideas: SMMUSD WELLNESS POLICY

- Whole Wheat Bagel "Bites" & yogurt
- Granola Bars
- Baked tortilla chips and salsa
- Whole grain crackers
- French Bread with thin sliced ham or cheese
- Pasta salad with vegetables and fruit in it
- Dry cereal with milk or out of a baggie
- Whole grain mini muffins
- Fresh Fruit
- Whole wheat tortillas wraps
- Whole wheat toaster waffles with applesauce or fruit purees
- Cracker Stacks (whole grain crackers, slice of cheese, slice of turkey, slice of tomato and cucumber)
- Whole Grain Fig Newtons
- Lowfat Yogurt
- Cheese Sticks with fresh fruit
- Lowfat yogurt layered with cold cereal and chopped nuts
- Chocolate Milk
- Cheese and crackers
- Grilled cheese sandwiches on whole wheat bread (2% milk cheese slices)
- Whole Wheat Cheese quesadilla with veggies inside
- Trail Mix
- Roasted, unsalted nuts or seeds
- Canned fruit sweetened in it's own juice
- 100% juice
- Fruit shake (frozen strawberries, banana + 100% orange juice)
- Fresh vegetables either by themselves or with a dip
- Broccoli and cauliflower trees with lowfat ranch dressing

Family Fun events

Throughout the year the entire family is invited to attend PTA events designed for families to ENJOY

themselves. Some past events have included picnics, music and dancing.

Fifth Grade Culmination

This end of the year festivity celebrates our Franklin 5th graders' successful culmination.

Franklin Care Corps

Supervised board games and yard play during lunch recess.

Gifted and Talented Education Program, or GATE

A differentiated curriculum is provided within the classroom and offered to GATE identified and high achieving students throughout the school day.

Homework Club and Technology Club

These clubs are regularly scheduled and start in the fall. They are offered on designated days after school to provide our students assistance with homework and school projects.

Instrumental Music (4th and 5th graders)

A program beginning in the fall and offered for beginners and advanced musicians to play within an orchestra or band setting. Classes are scheduled during the school day.

Poker Night

Come weigh in on Poker Night! Enjoy this fun filled night with poker, food, drinks and prizes!

Reflections A nationwide fine arts PTA contest open to all students, judged on local to national levels, is held in the fall. Children submit writing, artwork, music and/or photography responsive to the designated theme.

Science Fair

The Science Fair is held in February. Students may enter and display their original science collections, inventions and experiments, and scientists provide comments for every display. Recognition for accomplishment is given to all.

District Services All Children: ELD, health, speech, psychologist and resource specialists

The district offers a variety of services to ensure that all students have the opportunity to succeed in school. Our school nurse provides routine health, vision and hearing screenings in addition to addressing daily health and first aid needs. Our staff also includes a speech pathologist and a school psychologist who provide assessment and services for students with identified special needs. Our resource specialists work with students who qualify for academic assistance. Additional services are provided by staff from the SMMUSD as needs are identified. If you have questions about special education, please contact the principal, the assistant principal or the resource specialist.

Silent Auction

Bid on fantastic items at Franklin's annual silent auction. Our catalog lists a wonderful and impressive group of items, programs and services. We are always grateful to donors who wish to give back to our community and receive some goodwill and publicity.

Student Committee (3rd, 4th and 5th graders)

A group of students elected by their peers, give input and make a variety of decisions about Franklin.

9. PARENT INVOLVEMENT

If you are interested in chairing or being involved in any of the PTA or Site Governance Council programs or committees, please contact the appropriate PTA or Site Governance Council representative. A list of PTA Officers, Committee Chairs, and Site Governance Council Representatives is provided in the Franklin directory distributed in the fall. Feel free to contact them.

•Franklin PTA

Franklin's Parent Teacher Association membership is open to all. The annual cost of \$7 per person gives members an official voice, a vote. Franklin's PTA provides its parents, teachers and staff a conduit for information, education and action to benefit Franklin Elementary School and the welfare of its children.

Franklin's PTA also provides fundraising efforts which support Franklin School's exceptional education program. PTA's fundraising, together with our dedicated and talented volunteer base, allows for a remarkable array of children's programs, resources and benefits which would otherwise not be realized if we relied only on funding from the City and State.

Come to our PTA meetings and learn about your child's education and how you can enhance it! Your PTA officers, principal, and others provide reports and timely topics. Special guest speakers are announced.

During the evening PTA meetings, care for school-age children is available free in the Franklin library.

•Site Governance Council

The Site Governance Council is composed of 22 representatives from Franklin School's administration, faculty, staff, PTA officers and parents who are elected for two-year terms. It is responsible for continually reevaluating the school's goals and programs, and makes decisions about funds provided by the State.

All members of the school community are encouraged to attend Site Governance Council meetings that are usually held the last Tuesday of the month at 3:15PM in Room 3. Meeting dates and times are announced in The Almanack. School community members are welcome to serve on any Site Governance Council committee.

•PTA and Site Governance Council Budgets

PTA and Site Governance Council work closely together to prioritize and meet school goals responsibly.

PTA fundraising and Site Governance monies pay for these vital services and programs:

- Instructional Assistants, Computer Specialist, Science Specialist, Homework Club Teachers;
- Classroom Supplies, Field Trips, Disaster Preparation;
- School-wide Music, Cultural Arts, Drama and Fine Arts Programs;
- Computers, Computer Lab, School Copiers, Copier Supplies and Maintenance, Nurse Assistance;
- Hospitality Events, School Beautification, Professional Development and many other programs.

•Room Parents (PTA Committee)

Designated parents in each classroom serve as essential resources to (1) serve on Franklin's Emergency Phone

Tree, (2) disseminate school information, (3) attend PTA meetings and serve as PTA liaisons, (4) help teachers directly with classroom events and festivities, and (5) be responsible for organizing class parents to work in the class booth at Carnival. See the Room Parent volunteer form in the First Day Packet.

•**The Learning Differences and Parent/Teacher Education Group** (PTA Committee)

This is a parent resource and support group that meets monthly to discuss and address the learning differences of all our children. Professionals and experts in a variety of fields come to discuss educational, social and child-rearing issues. Please see The Almanack for speaker topics, dates and times.

•**Franklin Leadership Action Group or FLAG** (Site Governance Council Committee)

A group formed to bring issues of importance to Franklin and its community-at-large and help facilitate their discussion, action and implementation. FLAG initiatives may include organizing attendance at Board of Education or Santa Monica City Council meetings, letter/e-mail writing campaigns, circulating of petitions, phone banking and precinct walking to provide awareness of national, state, or local PTA endorsed proposals or ballot issues.

•**Science Club** (PTA Committee)

The Club encourages the love of Science by sparking a child's natural curiosity to explore the world around them. The Club meets monthly for hands-on science experiments and demonstrations. Meetings rely on parents participating together with their K-5th child/ren at each meeting. (No drop-offs are allowed.) Franklin Parents with scientific expertise have volunteered at the Egg Drop Engineering Contest and arranged presentations of a NASA Mars Rover Engineer and on a Biofuel engine, among many activities. The annual Science Fair is an integral part of the Science Club. Notice is given in The Almanack.

•**Gift and Donation Policies**

All donations to Franklin Elementary School are entirely voluntary and may be made anonymously.

The following are opportunities for participation in programs to support the individual classroom and our Franklin community. Please make all checks payable to Franklin PTA.

•**Franklin Elementary School Direct Investment Drive**

This request for a monetary donation is 100% tax-deductible. A formal letter with an explanation of payment options will be mailed to every family. Contribution amounts are strictly confidential and are never disclosed. Donors are recognized in The Almanack, with their consent, or the donation may be made anonymously. Matching funds are gladly accepted. Please contact the Direct Investment committee with questions. Our goal is 100% participation from our families.

•**Carnival Ride Sponsorship**

A great way to be appreciated in a fun way is to sponsor a ride or booth at the Franklin Halloween Carnival! Banners display names of our sponsors. Please contact the Carnival committee if you are interested.

•**Classroom Opportunities**

-Classroom Donation: Parents may give up to \$50 per child per school year for curricular programs and activities in the classroom. This donation is entirely voluntary. These funds are used for workbooks, field trip entry fees, supplies, etc. Pre-addressed "Classroom Donation" envelopes will be provided at Back-to-School night. Checks may be mailed to the school or returned directly to your child's classroom. To ensure your child's class receives credit for your donation, the name of your child's teacher must be written in the "memo" section of the check.

-Wish List: Your child's teacher may post a list of desired "Wish List" items. Interested *families may purchase any of the items listed and give them directly to the teacher*. These items are predominantly consumables (glue sticks, paper products, markers, stickers), and their cash value may not exceed \$50.

-Classroom Parties: Classroom parties are limited to two per year and are coordinated by the teacher and the Room Parents. Room Parents will contact parents for assistance with party supplies and food.

•**Additional Opportunities**

-Scrip: Scrip is a certificate issued by certain business establishments. When you buy scrip, you make a "no cost to you" donation to Franklin PTA. While you receive the full dollar amount of your scrip purchase, PTA receives a percentage of the scrip issued from the vendor. You can pay for scrip using your credit card (\$300 minimum), check or cash. The Almanack provides an extensive list of scrip participants and scrip sales times. This is an easy, cost-free way to make a donation to the school!

-Book Fair: Our annual book fair occurs for three days including Open House night. PTA receives a percentage of your book purchases. The Summer Reading List and books for children entering Lincoln Middle School are available at this time.

-Schoolpop.com: A percentage of sales from this Internet site goes directly to Franklin PTA when you purchase from various on-line vendors.

-Technology Donations: may be directed to Site Governance Technology Committee. For all other donations to Franklin School, please contact the appropriate PTA committee chairperson, the PTA President, or the Principal.

10. Administration, Faculty And Staff

Room numbers are listed in parentheses

Principal	Ms. Tara Brown
Assistant Principal	Ms. Deanna Sinfield
Kindergarten Teachers	Ms. Amy Badt (9) Ms. Lauren Berman (K-31) Mr. Grant Clark (8) Ms. Monica Micale (10) Ms. Katherine Bickert (11) Ms. Rowena Corpuz (14) Mr. Kurt Schwengel (K-29)
1st Grade Teachers	Ms. Carrie Brown (20) Ms. Juliann Brown (17) Ms. Linda Jaffe (4) Ms. Ashley Borden (7)_ Ms. Jennifer Rodstrom (15)
2nd Grade Teachers	Ms. Carrie Waxberg (12) Ms. Susan Dilamarter (16) Ms. Teri Hakomori (45) Ms. Sandra Kenny (19) Ms. Charlee Cott (13) Ms. Cheryl Walling (18) Ms. Dalia Loc (27)
3rd Grade Teachers	Ms. Lauren Walsh (40) Ms. Nikki Fiske (5) Mr. Paul Kumasaka (26) Ms. Joy Leininger (43) Ms. Amy Maynard (44) Mr. Eric Reff (6) Ms. Nancy Skorko (39)
4th Grade Teachers	Ms. Lisa Bartoli (32) Mr. Steve Cannell (34) Ms. Christina Hawarny (35) Ms. Elaine Robinson (36)
4th/5th Grade Teacher	Ms. Erin Powell (38)
5th Grade Teachers	Ms. Paula Flynn (31) Ms. Lynne Hampton (33) Mr. Jeff Gonzalez (25) Ms. Dawn Silhavy (37)
K-3 Special Day Teacher	Mr. Nathan Garden (28)
3-5 Special Day Teacher	Open Position (2)
Senior Office Specialists	Ms. Varso Mesrobian Ms. Martha Gutierrez
Administrative Assistant Resource	Ms. Bette Fruchtman Ms. Linda Rubinstein (23) Ms. Anna Serapiglia (24)
Speech	Ms Shannon Bishop (120)

Franklin Elementary School
"Believe in your dreams, achieve your potential."

ELD	Ms. Felicia Lopez
Psychologist	Mrs. Meredith Abrams
Psychotherapist	Ms. Mersedeh Farokhzadeh
Nurse	Ms. Anne Ernst (106) Assistant Ms. Cindy Gutierrez
Library Coordinator	Ms. Christine Topham (Library)
Technology	Mr. Barry McGrath (computer lab)
Science	Mr. Jeremy McCallum
P.E.	Mr. Erick Street (Lead teacher)
Cafeteria	Manager: Mr. Henry Nolen
Custodians	Mr. Julio Lombera Mr. Murphy Brown
Crest Teachers	Ms. Susan Jaye Ms. Liz Perez
Preschool Teacher	Ms. Elizabeth Stamps (K-30)