

Franklin Elementary School

Handbook



Please read me NOW
and sign the
Family Agreement Form in
the First Day Packet.
Thank you.

*“Never Underestimate the Power of
Community.”*

SM Malibu Unified School District
1651 16th Street
Santa Monica, CA 90405
(310) 450-8338
fax (310) 450-1667
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Franklin Elementary School
2400 Montana Avenue
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California State PTA
930 Georgia Street
Los Angeles, CA 90015
(213) 620-1100
fax (213) 620-1411
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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 August 2011

Table of Contents

<u>FRANKLIN SCHOOL EMERGENCY PROCEDURES</u>	<u>1</u>
Welcome - Emergency Procedures - Emergency Phone Tree.	
<u>WELCOME</u>	<u>2-4</u>
Principal's Letter - PTA Presidents' Letter - Site Governance Council Letter.	
<u>CODE OF CONDUCT</u>	<u>5-11</u>
Cool Tools – What Is Bullying? - Discipline Policy – Franklin Friends Program (“Five For Success,” “I Care”) – Merit System -Safety Guidelines.	
<u>DAILY BASICS</u>	<u>12-17</u>
Franklin School Hours -Daily Expectations - Attendance - Tardiness – Wellness Policy – Nutrition - Snack and Lunchtime - Lost and Found – Forgotten Items - Forgotten Musical Instruments - School Performances - Homework – Childcare, Playground Access and After School STAR Program.	
<u>COMMUNICATION BETWEEN HOME AND SCHOOL</u>	<u>18</u>
The Almanack, www.almanack.shutterfly.com , Community Flyers, Ways to Explore Your Child's Progress: Back-to-School Night, Parent-Teacher Conferences, Open House, Progress Reports, Teacher Meetings, Classroom Observations, Site Governance and PTA Meetings, Other Websites.	
<u>CLASSROOM, SCHOOL EVENTS AND PROGRAMS</u>	<u>19-21</u>
Birthdays, Book Fairs, Carnival, Classroom Events and Festivities/SMMUSD Wellness Policy, Childrens' Art Project Fundraiser, Clean Up Day, Electronics Recycling Day, Family Fun Events, Fifth Grade Culmination, Franklin Care Corps/Playground Volunteers, Franklin Follies, Gifted and Talented Education Program (GATE), Green Team, Homework Club and Technology Club, Honorary Service Awards Reception, Instrumental Music, Live Auction and Parent Party, Online Auction, Reflections, Science Fair, Student Committee, Servicing All Children; ELD, health, speech, psychologist and resource specialists.	
<u>PARENT INVOLVEMENT</u>	<u>22-26</u>
Franklin PTA, Site Governance Council, PTA and Site Governance Council Budgets, Room Parents, The Parent Education Group (PEG), The Parent Resource Network (PRN), Franklin Leadership Action Group (FLAG), Science Club, Dads Club, and Gift and Donation Policies, Direct Investment Drive, Carnival Ride Sponsorship, Auction Sponsorship, Classroom Opportunities, Additional Opportunities.	
<u>FRANKLIN SCHOOL ADMINISTRATION, FACULTY AND STAFF</u>	<u>27</u>
<u>FRANKLIN SCHOOL CALENDAR 2011-2012</u>	<u>28</u>

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 newsletter, The Almanack, which comes home approximately every three weeks with your child. The Almanack will apprise you of events and updates and provide you with important notices. Franklin PTA uses email as the primary source of communication. Please provide this information to us in the First Day Packets information you will fill out at <http://www.franklin.smmusd.org/firstdaypackets>.

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 student(s) 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 Vice President
6. Room Parent Chairperson(s)
7. Room Parent Communications Coordinator in each classroom
8. Other Room Parents in each classroom
9. 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** are 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 the highest level of academic achievement and character development while empowering our community and meeting 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. We also believe that the best way to be aware of your children's progress is to communicate with you children's teachers. 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. Attending PTA meetings is one of the best ways to hear about and have a voice in the latest school developments

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 acknowledgment form provided at <http://www.franklin.smmusd.org/firstdaypackets> 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 by continuing to model appropriate dress, talk and respect. In addition, support of academics and life-long learning should continue to be a top priority of our entire community.

I wish everyone a wonderful school year at Franklin!

Sincerely,

Mrs. Tara Brown
Franklin School Principal

3. PTA PRESIDENT'S LETTER

August 2011

Dear Fellow Franklin Parents/Guardians:

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

With your support, we can continue to make Franklin academically challenging and nurturing for our children. Franklin School is a community based on 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 showing your children the importance you place on their education!

Every couple of years, our school celebrates a new theme to develop a sense of identity for the entire community. Our current theme - "Never Underestimate the Power of Community" - reflects beliefs and philosophies about learning that we know to be true. We encourage you to refer to it to inspire teamwork, establish goals, and develop beliefs about the things we can achieve together in the coming year. We remain focused on achievement, academically and also 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.

We look forward to getting to know your family and hope you will join us at our Fall Picnic on Friday, October 14th, at our monthly PTA meetings, which are held on the first Wednesday or Thursday of each month (child care for children in K through 5 is provided at no cost during our evening meetings in our school library), and at all the events that are listed in the calendar.

Please remember to read our periodic newsletter, "The Almanack", for updates on school events and visit the Almanack website at www.almanack.shutterfly.com and our district-sponsored school website at www.franklin.smmusd.org for the latest information. Please add these to your favorites and visit often.

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

Sincerely,

Ana Belden, Franklin PTA Co-President
franklinptapresidents@gmail.com

Liz Patterson, Franklin PTA Co-President
franklinptapresidents@gmail.com

4. SITE GOVERNANCE COUNCIL LETTER

August 2011

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, and representative teachers, classified personnel and parents. Parent representatives are elected annually by the Franklin parent body and hold two-year (staggered) terms. Our committees include Budget, Facilities, Beautification/Green, Legislative/Advocacy/Outreach/Communication (FLAG), Curricular Support, and Technology. You may read about these committees in the Parent Involvement section of this Franklin Handbook. 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.

The Site Governance committees are open to all members of the Franklin community. Please come and contribute your views and expertise to these important policy-making groups. SGC meetings are also open to the Franklin community. Meetings are typically held on the fourth Monday of every month at 3:15 p.m. in Room 3. Posted below are the schedules for the SGC and Budget meetings for the 2011-2012 school year. 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!

Tara Brown
Franklin School Principal

Rebecca Walker (Parent)
Site Governance Council Co-Chair

Budget Meetings 3:15 pm in Room 3 Tuesday, September 13 Tuesday, October 18 Tuesday, November 15 No December meeting Tuesday, January 10 Tuesday, February 7 Tuesday, March 6 Tuesday, April 17 Tuesday, May 8 Tuesday, June 5	Site Governance Meetings 3:15 pm in Room 3 Monday, September 26 Monday, October 24 Monday, November 28 Monday, December 19 Monday, January 23 Monday, February 27 Monday, March 19 Monday, April 23 Monday, May 21 Monday, June 11
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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, intentional and power-imbalanced behavior that makes other people feel uncomfortable or threatened whether this effect is intended or not. Bullying is about power. Victims feel powerless to stop the behavior. Others, such as parents, 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, using racist remarks, behaving in a racist manner, writing unkind notes, using the word "gay" or "lesbian" in an inappropriate or negative way, highlighting or calling attention to learning differences in an inappropriate or negative way.
3. Emotional: e.g., spreading rumors, excluding from groups, tormenting, staring.
4. Cyberbullying: e.g., negative texts, Facebook messages, and/or emails including other internet and media sources.
5. A combination of the above: e.g., extortion (forcing someone to give up money or belongings) or intimidation (making someone frightened with threats).

We at Franklin have 4 specific anti-bullying rules:

Rule 1: We will not bully others.

Rule 2: We will try to help students who are bullied.

Rule 3: We will try to include students who are left out.

Rule 4: If we know that somebody is being bullied, we will tell an adult at school and an adult at home. Bystanders are expected to report bullying incidents.

In addition, 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 they will be recognized at our monthly assembly and their pictures will be placed on a bulletin board in the main school hallway. 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 a Franklin student 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 on 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 physical 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 or hurtful words
- No "put downs"
- No verbal bullying
- No cyberbullying (via texting, emails, Facebook messages, phone calls, etc.)

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
- No emotional bullying

5. USE RESTROOMS APPROPRIATELY.

- Keep the restrooms neat and clean
- No playing in the restrooms
- No hanging on the doors in the restrooms
- No throwing paper towels on the floor or ceiling of the restrooms
- 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, bathrooms, hallways, classrooms, cafeteria, and all other school common areas. 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"/> hitting (2-5) | |
| <input type="checkbox"/> kicking (2-5) | |
| <input type="checkbox"/> taunting (2-5) | |

<input type="checkbox"/>	name calling (2-5)
<input type="checkbox"/>	rumor spreading (2-5)
<input type="checkbox"/>	exclusion (2-5)
<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)
* EXPLANATION:	
Has the behavior today been seen before by you?	
Do you suspect bullying is occurring? (explain)	
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 may only assist with the program when their parent is present or if they have received training and permission. Student volunteers are not to step off the curb for any reason and should greet parents and parents by saying, “Good morning.”

Children must have backpacks, musical instruments, etc. ready to go (not in the car trunk!) and parents **MUST** remain in their vehicles at all times. Parents must pull their cars up as far as possible towards the West Idaho Gate and hugs and goodbyes for the day should have been said at home. Please be courteous and respectful when you take advantage of this special drop-off privilege.

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 back play yard 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, 2nd 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 2011-2012		EARLY DISMISSAL WEDNESDAY AND	
MONDAY, TUESDAY, THURSDAY, FRIDAY	SCHEDULE	MINIMUM DAYS	SCHEDULE
<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- 9:40*		8:30-9:40*	
9:45-9:57	Recess	9:45-9:57	Recess
9:57-11:50		9:57-11:50	
11:50-*12:30	Lunch	11:50-*12:40	Lunch
12:30-1:45		12:42-1:30	
1:50-2:00	Recess	1:30	Dismissal
1:55-2:45			
*2:45	Dismissal		
<u>GRADE 2</u>		<u>GRADE 2</u>	
*8:27	Warning Bell	*8:27	Warning Bell
	Second Bell-School		Second Bell-School
*8:30	Begins	*8:30	Begins
8:30-9:40*		8:30-9:40*	
9:45-9:57*	Recess	9:45-9:57*	Recess
9:57-12:00		9:57-12:00	
12:00-*12:40	Lunch	12:00-*12:50	Lunch
12:40-1:45		12:52-1:30	
1:45-*1:55	Recess	*1:30	Dismissal
1:55-2:45			
*2:45	Dismissal		

Bell Schedule 2011-2012
MONDAY, TUESDAY,
THURSDAY, FRIDAY

GRADE 3

*8:27	Warning Bell
	Second Bell-School
*8:30	Begins
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 4

*8:27	Warning Bell
	Second Bell-School
*8:30	Begins
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 5

*8:27	Warning Bell
	Second Bell-School
*8:30	Begins
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

EARLY DISMISSAL
WEDNESDAY AND
MINIMUM DAYS

GRADE 3

*8:27	Warning Bell
	Second Bell-School
*8:30	Begins
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
*8:30	Begins
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
*8:30	Begins
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 \$38 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. Weekends and holidays are primarily reserved for family time. Students may elect to use the weekends to review materials, make up work, complete projects, and enjoy recreational reading.

Time allocated:

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

- **Kindergarten:** Homework promotes a positive interaction between parent and child for 10 minutes a day or 40 minutes per week.

- **Grades 1-5:**
 - Grade 1: 20 minutes/day or 80 minutes per week
 - Grade 2: 30 minutes/day or 120 minutes per week
 - Grade 3: 40 minutes/day or 160 minutes per week
 - Grade 4: 50 minutes/day or 200 minutes per week
 - Grade 5: 60 minutes/day or 240 minutes per week

These time allocations do not include daily independent reading requirements. Students are expected to read independently or with an adult for a minimum of 20 minutes per day in Grades K – 2, and for a minimum of 30 minutes per day in Grades 3- 5.

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 Franklin child(ren) every three weeks on Mondays. We also offer the text of The Almanack via e-mail. To request a PDF copy, e-mail franklinptapresidents@gmail.com, or you can visit our Almanack website at www.almanack.shutterfly.com to read the most recent articles. In addition, we send weekly PTA eblasts to keep you apprised of important weekly events and information.

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 (Late March or Early April) - an opportunity for families to visit the classrooms and enjoy ongoing and completed student work.

- Standards Based Report Cards (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 Monday of each month at 3:15 p.m., in Room 3.

e) Websites:

- Access Franklin School's district-sponsored 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.

Book Fairs (Holiday and Spring)

Our annual book fairs occur in early December and for four days in the Spring, 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 the Spring Book Fair.

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, and lots of food. This event is open to the community.

Classroom Events and Festivities

Teachers and PTA 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 for classroom events and festivities 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

Children's Art Project Fundraiser

Parent volunteers work with our Kindergarten through 3rd Grade students to produce exciting art projects in April, May and June.

Clean Up Day

Franklin families spend a fun Saturday morning cleaning, organizing, and beautifying the school and then enjoy a pizza lunch.

Electronics Recycling Day

The Franklin community is serious about promoting environmental awareness and stewardship. Volunteers organize an "electronics dump day" every year to recycle phones, TVs, computers, monitors, CD/DVD players and other electronic items that contain reusable and/or hazardous materials that should be recycled and kept out of our landfills.

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, and our biannual Multicultural Fair.

Fifth Grade Culmination

This end of the year festivity celebrates our Franklin 5th graders' successful culmination and includes a ceremony, a special students-only luncheon and fun entertainment for all.

Franklin Care Corps/Playground Volunteers

Supervise board games and free play, and organize yard sports during lunch recess. Franklin needs volunteers every day and parents can choose how often to volunteer: once a week, every other week, once a month, whatever you can do. This is a fun way to get to know more kids at Franklin as well as see what your kids are doing in their free time.

Franklin Follies

This exciting and hilarious end-of-school teacher/staff talent show is one of the high points of the year for our community.

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. After school enrichment is also available during the Winter and early Spring for GATE-identified 4th and 5th grade students.

Green Team/Beautification Committee

This joint PTA and Site Governance Council committee has a dual focus. Its mandate is to beautify Franklin's campus and buildings by adhering to "green" principles. Franklin has had much success in the trash-less lunch program, cutting paper usage by up to 50%, purchasing tables with umbrellas for the big yard, and planning a huge campus-wide tree planting (27 trees!) in conjunction with the Tree People organization. The Green Team also helps implement Walk/Bike to School days, campus gardening projects for students, the sale of organic produce, a Recycling Awareness week, an annual Electronics Recycling Day, plus other environmental improvement and awareness events and projects.

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.

Honorary Service Awards Reception

Each year, Franklin honors members of the Franklin community (teachers, staff, parents) who have given outstanding service to the school and its students.

Instrumental Music (4th and 5th graders)

This is 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.

Live Auction and Parent Party

This is the only ADULTS-only event at Franklin during the school year. Parents, teachers, staff, and friends of Franklin enjoy an evening of fantastic food, music, and entertainment, plus an amazing live auction that raises significant funds for vital educational and support programs at Franklin. Don't miss it!

Online Auction

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

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, dance, film, and/or photography responsive to the designated theme. Franklin holds a special reception to display the Reflections submissions and to celebrate the children who participate.

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.

Student Committee

Under the direction of a faculty advisor and the Assistant principal, elected representatives from each 3rd, 4th and 5th Grade class plan spirit activities for the school, support important school events, facilitate communication with students about the Franklin Values, and plan and implement service projects.

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.

9. PARENT INVOLVEMENT

*PTA volunteers chair and run the Carnival, family fun events, Fifth Grade Culmination, the Holiday and Spring Book Fairs, the Reflections PTA arts contest, Science Fair, Clean Up Day, Multicultural Fair, the Online Auction, the Live Auction and Parent Party and many, many other important school events and activities. Please sign up to help at <http://www.franklin.smmusd.org/firstdaypackets> (go to Step 2, Volunteer Opportunities Sign-Up). ***If you are interested in chairing 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. Please 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 programs. 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 Monday 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.

There are six (6) Site Governance Council committees: **Budget, Facilities, Green Team/Beautification, Legislative/Advocacy/Outreach/Communication (FLAG), Curricular Support, and Technology**. A description of the **Green Team/Beautification Committee** is found in Section 8., above, and descriptions of the **Budget** and **FLAG** committees are below. The **Facilities Committee** (an SGC committee) determines campus needs and funding required to enable facilities upgrades. Members present plans as appropriate to school governing bodies. Public bonds for capital improvements will appear on future ballots, which will require input from this committee. Professionals with architecture or space planning backgrounds are particularly welcome. The **Curricular Support Committee** (an SGC committee) is a collaborative committee that works with the

school administration and teachers to recommend and implement improvements in classroom instruction and support. This group reviews curriculum planning and implementation, and provides input to the School Site Plan. The **Technology Committee** (an SGC committee) focuses on technology resource allocation at Franklin and the development and implementation of the school's technology strategic plan. Committee personnel work closely with district personnel to ensure that Franklin's technology resources and performance are aligned with district standards.

•**PTA and Site Governance Council Budgets and the Budget Committee (PTA and Site Governance Council Committee)**

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.

The Budget Committee includes the principal, PTA presidents, PTA Treasurer, Site Governance Council co-chairs and other Site Governance Council members. The committee helps determine the budgeting and spending priorities for PTA and School Site Improvement funds. The PTA Treasurer prepares a draft PTA Budget, which is reviewed by the Budget Committee. The PTA Budget, when finalized, is then adopted by the PTA membership for the following school year.

•**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 online First Day Packet at <http://www.franklin.smmusd.org/firstdaypackets..>

•**The Parent Education Group (PEG) (PTA Committee)**

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

•**The Parent Resource Network (PRN) (PTA Committee)**

Trained PRN volunteers are available to provide support and information to parents of students with special education needs. Parent Resource Network parents are committed to supporting parents and staff as collaborative participants in the process of their child's education program. Franklin's PRN volunteer parents have an understanding of what parents in similar situations are going through. If you want someone to listen or are looking for information, a trained parent volunteer is here to help. Our PRN chairperson is listed in the Franklin Directory that you will receive in the Fall or you can contact franklinptapresidents@gmail.com or special@smmpta.org to be referred to the chair.

•**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-5 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 PTA eblasts and The Almanack.

•**Gift and Donation Policies**

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

Gift Policy for Classroom Teachers.

All holiday and end of the year gifts for classroom teachers are voluntary. No parent or family is required to contribute toward a class teacher gift. The gift cards must list all students' names, whether or not money was collected from each family, so that no child or family is singled out for not having donated. Gift collection information is to be kept strictly confidential. This means that there can be no communications (written or oral) or discussions identifying whether or not a family has participated in the class gift.

There is a *maximum collection of \$625 per class for grades K-3* (approximately 25 students per class) *and \$750 per class for grades 4-5* (approximately 30 students per class) for the holiday class gift and for the end of the year class gift. This is based on approximately \$25 per student (\$25 x # of students in the class).

The Room Parent who will purchase the gift on behalf of the entire class will collect the donations. However, the Room Parents must work together to decide what the gift for the classroom teacher should be. Creative gifts made by the children (like personalized thank you notes or class photo with the children's signatures) can be included with either a cash gift, a store bought gift or Scrip (for an explanation of what Scrip is, see page 26). The PTA encourages the purchase of Scrip through the Scrip Committee, which will allow teachers to choose what store they want to patronize, and the school earns additional funds through Scrip.

Gift Policy for Support Staff*: Instructional Assistants, Computer Lab Manager, Librarian, PE Coaches, Cafeteria Staff, Custodial Staff, Front Office Personnel, etc.

All holiday and end of the year gifts for Support Staff are voluntary.

Families who would like to acknowledge the above referenced Support Staff categories, may participate in a gift giving campaign by filling out a form that will be distributed at the end of November and the middle of May. Families may write any amount in the blank space next to the identified Franklin Support Staff category they wish to give a gift to. All individual donations are kept strictly confidential because each person in any of the above (6) categories will receive a cumulative check. At the bottom of the form, families will calculate the total dollar amount they intend to give and write a single check payable to “Franklin PTA”. Your donation form and check will be put in an envelope marked “Support Staff Holiday or Year-End Gift” located in your child’s classroom or at the front office. The Franklin PTA Financial Secretary will collect the envelopes. The collection of the donations ends 7-10 days prior to the holiday break or end of the year so the Staff will receive their gift before the holiday and summer vacations.

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 fill out the sponsorship form provided in the online First Day Packet materials or contact the Carnival committee if you are interested.

•Online Auction/Live Auction/Parent Sponsorship

Another great way to support Franklin and be appreciated in a fun way is to sponsor the Online Auction and Live Auction Party. Family and business sponsors appear for several months on the Auction website, and are listed on the Auction Party invitation, in The Almanack, and in a thank-you display at the Live Auction Party event. Sponsorship materials are made available to Franklin families in late December/early January.

•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!

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

-eScrip: If you shop at Ralph's, VONS, Pavilions or Target, please link your shopper rewards cards or Target RED card to Franklin. These stores will automatically donate a % of your purchase to Franklin every time you use these cards. Step-by-step information (it's easy!) on linking your cards to Franklin is available in our First Day Packet materials at <http://www.franklin.smmusd.org/firstdaypackets>.

-Box Tops For Education: You can make a difference for Franklin School every time you shop for groceries. All you have to do is clip the Box Tops official coupons from packaged foods and household products and deliver them to the collection box in Franklin's front lobby. Each Box Top is worth 10 cents to our school. This program brings in about \$600 yearly. That's 6000 box tops! Please help add to this number by clipping Box Tops and dropping them off at school. For more information go to www.boxtops4education.com.

-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

<u>TEACHER</u>	<u>GRADE</u>	<u>ROOM</u>	<u>SPECIALISTS</u>
Berezowsky, Lisa	Preschool	11	Abrams, Meredith
Collins, Laura	Preschool	10	Bishop, Shannon
Henry, Casey	Preschool	K-30	Hoover, Michael
			Lopez, Felicia
			Ockner, Sari
Badt, Amy	K	9	Rubinstein, Linda
Berman, Lauren	K	K-31	Serapiglia, Anne
Clark, Grant	K	8	
Corpuz, Rowena	K	14	
Schwengel, Kurt	K	K-29	
Bickert, Katie	1	12	<u>Coaches</u>
Borden, Ashley	1	7	Aguilar, Jacqueline
Maynard, Amy	1	4	Cole, Victor
Micale, Monica	1	17	Holland, Dominique
Rodstrom, Jennifer	1	15	Kahle, Aaron
<u>Nurse's Office*****</u>			
Hakomori, Teri	2	45	Waldorf, Sherry
Kenny, Sandi	2	19	Regan, Nell
Loc, Dalia	2	27	*****IMPORTANT: Health aide on campus
Neal, Christina	2	16	full-time; nurse on site part-time
Walsh, Lauren	2	40	
Fiske, Nikki	3	5	Mark, Ellen,
Kumasaka, Paul	3	26	McGrath, Barry
Leininger, Joy	3	43	Nolen, Henry
Reff, Eric	3	6	Brown, Murphy
Skorko, Nancy	3	39	Lombera, Julio
Bartoli, Lisa	4	32	
Cannell, Steve	4	34	
Gonzalez, Jeff	4	35	
Robinson, Elaine	4	36	
Flynn, Paula	5	31	
Hampton, Lynn	5	33	
Powell, Erin	5	38	
Silhavy, Dawn	5	37	
Garden, Nathan	SDC 3-5	28	
Mcgoey, Megan	SDC K-2	2	

Franklin School Calendar 2011-2012
2400 Montana Avenue Santa Monica, CA 90403
Ph: 310.828.2814 - Fax: 310.449.1252 - www.franklin.smmusd.org

2011

August

- 30 PTA Meeting 8:30am
Early Dismissal Grade K 11:30 am
Early Dismissal Grades 1-5 1:30 pm
- 31 Early Dismissal Grade K 11:30 am
Early Dismissal Grades 1-5 1:30 pm

September

- 1, 2 Early Dismissal Grade K 11:30 am
Early Dismissal Grades 1-5 1:30 pm
- 5 No School - Labor Day
- 6 Back-to-School Night (Gr: K,1,2) 6:30-8:00pm
Early Dismissal Grade K 11:30 am
Early Dismissal Grades 1-5 1:30 pm
- 7 Back-to-School Night (Gr: 3,4,5) 6:30-8:00 pm
Early Dismissal Grades 1-5 1:30 pm

- 22 New Parent Party
- 29 No School - Admissions Day

October

- 4 Fall Picture Day
- 5 Walk It/ Bike It Day
- 6 PTA Meeting 8:30 am
- 14 Fall Picnic 5:30-8:00 pm
- 22 - 30 Red Ribbon Week
- 27 Reflections Chalk Party 1:30pm
- 29 Franklin Carnival 10 am - 4 pm

November

- 2 PTA Meeting 6:30 pm
- 2 Reflections Deadline
- 8 Reflections Ceremony 6 pm
- 11 No School - Veterans Day
- 16 No School- Parent-Teacher Conferences
- 16 - 23 Parent-Teacher Conferences
- 17 - 22 Early Dismissal Grades 1-5 1:30 pm
- 21 - 22 Early Dismissal Grade K 11:30 am
- 22 Turkey Trot
- 23 Early Dismissal Grade K 11:30 am
Early Dismissal Grades 1-5 1:30 pm
- 24 - 25 No School - Thanksgiving Break

December

- 5,6,7 Holiday Book Fair
- 6 PTA Meeting 8:30 am
- 21 Winter Break Begins

2012

January

- 4 School resumes
- 12 PTA Meeting 8:30 am
- 16 No School - MLK Jr.'s B'Day
- 23 - 28 Recycling Week
- 27 Electronic Recycling Day
- 28 Clean Up Day 9am -1pm

February

- 1 PTA Mtg 6:30 pm Lincoln Panel
- 6 - 16 Online Silent Auction - Go Shop!
- 20 No School - Presidents' Day
- 21 - 23 Post Auction Online
- 22 Science Fair
Drop off projects 8:30am
- 23 Science Fair 6:00 - 8:00 pm

March

- 1 Kindergarten Round-Up
- 2 Live Auction Party
- 7 PTA Meeting 6:30 pm
- 7 Honorary Service Awards 7 pm
- 20 Spring Picture Day
- 26 - 29 Spring Book Fair
- 28 Open House
Gr K,1,2 6:30 - 7:30pm
Gr 3,4,5 7:00 - 8:00 pm

April

- 2 - 13 Spring Break
- 16 School Resumes
- 19 PTA Meeting 8:30 am

May

- 17 PTA Meeting 8:30 am
- 22 Staff Appreciation Lunch
- 24 Parent Volunteer Breakfast
- 28 No School - Memorial Day

June

- 7 PTA Meeting 8:30 am
- 8 Franklin Follies/End of Year Picnic
- 14 Fifth Grade Culmination
- 14, 15 Early Dismissal Grade K 11:30
Early Dismissal Grades 1-5 1:30 pm
- 15 Fifth Grade Luncheon
- 15 Last Day of School

Note: Calendar Subject to Change

This calendar has tentative dates for important school events. Please consult our periodic hardcopy Almanack for updates and/or changes.

rev. 8/21/11