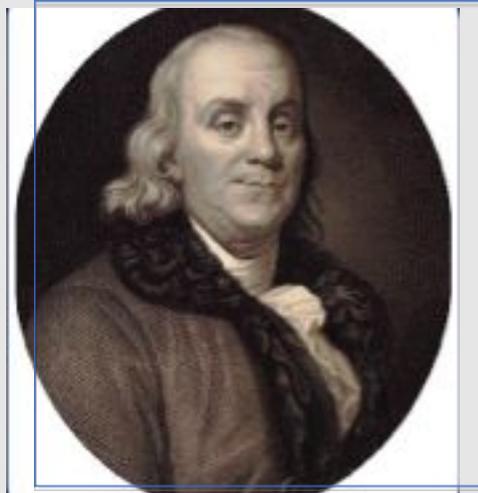


# Franklin Elementary School Handbook 2017-2018



<p>SMMUSD 1651 16<sup>th</sup> St. Santa Monica, CA 90405 (310) 450-8338 <a href="http://www.smmusd.org">www.smmusd.org</a></p>	<p>Franklin Elementary School 2400 Montana Avenue Santa Monica, CA 90403 (310) 828-2814 <a href="http://www.franklin.smmusd.org">www.franklin.smmusd.org</a> Ms. Deanna Sinfield, Principal Mrs. Cynthia McGregory, Asst Principal</p>
-------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

This Handbook has been prepared by the Franklin Administration, in conjunction with the Franklin PTA and the Site Governance Council, for the sole use and convenience of the Franklin School staff and families. All names, addresses, and phone numbers are for PTA use only.

This handbook includes: School emergency procedures and policies, discipline policy, general policies and procedures, list of committees and events, and other helpful information.

**Please Guard Against Unauthorized Use by Others  
Revised August 2017**

## **School Policies and Procedures**

### **Emergency Procedures**

#### **What to do in an Emergency**

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

1. Tune to emergency radio stations: KFWB (AM 980) or KNX (AM 1070).
2. Stay off the telephone. Communicating with the school via telephone after the disaster will prove difficult and could delay emergency communications.
3. After an emergency, students will be escorted to the emergency assembly area, located on the grass field.
4. When arriving at school, parents or other designated adults should report to the Request Gate where staff will be able to assist. This gate is located at the southeast end of school on Idaho Street. All other gates/entrances will be locked.
5. Have your photo ID ready. First you will request your child at the Request Gate. Then you will then walk to the Reunion Gate at the North end of the staff parking lot. A runner will have retrieved your child. You will then need to sign out your child.
6. If the parent/guardian/designee is unable to pick up their child following the emergency disaster, the student will remain at school under the supervision of school staff until their arrival.
7. Parents will receive updates on the situation by the Principal and/or member of the communication team (see the phone tree below).
8. At the beginning of the school year, make sure you complete two emergency cards so that the school has your contact information and knows to who the child can be released.

A map showing the parent pick up route and procedures is included at the end of this handbook.

#### **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 Chairpersons
7. Room Parent Communications Coordinator in each classroom
8. Other Room Parents in each classroom
9. All parents in each classroom

#### **Visitor Policy**

In order to have a safe and secure campus, all visitors must sign in and wear a badge. Visitors should have an authorized, planned purpose to be on campus. Visitors must sign out when leaving so office staff knows who is on campus in case of emergency. Classroom observations are not permitted unless scheduled ahead of time with an administrator. Thank you for your assistance in helping to keep our campus safe.

A chart detailing our Visitor Policy is included at the end of this handbook.

## **Discipline Policy**

### **Behavior Expectations**

In order to ensure a safe school and a caring learning environment, the following rules will be taught, discussed, and promoted in the classroom and on-campus.

1. We will be respectful of differences of all types- physical, mental, emotional, social, and spiritual.
2. We will choose our words and actions to help, not hurt others.
3. 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.
4. We will use school appropriate language.
5. We will not tolerate physical abuse, taunts, threats, or bullying.

### **“Five for Success”**

The staff also teaches and reviews the following expectations to all students each school year.

1. Keep hands, feet, and other objects to yourself
2. Running is only allowed on the grass or track
3. Use appropriate and positive language
4. Respect the rights and property of others
5. Use restrooms appropriately

### **“I CARE”**

The staff also teaches and reviews the following expectations to all students each school year.

I will show I CARE to adults, my peers, my school, my learning environment, and myself. I will do this by:

1. Using my hands for helping, not for hurting
2. Listening to show that I care
3. Being accountable for what I say and do

### **Behavior Philosophy**

At Franklin we believe:

1. Everyone has the right to feel safe.

2. We are responsible for what we say and do.
3. Everyone has equal worth.
4. We solve problems peacefully.
5. We respect each other.
6. We have the power to positively affect our community and ourselves.

### **Anti-Bullying**

Since 2011, Franklin has been using the Olweus Bullying Prevention Program. OBPP is a research-based whole-school program that has been proven to prevent or reduce bullying throughout a school setting. 3<sup>rd</sup>-5<sup>th</sup> graders take an online bullying survey every year so that Franklin can get feedback on the Olweus program.

Bullying is defined as repeated, intentional, and power-imbalanced behavior that makes other people feel uncomfortable or threatened. It can be physical, emotional, and/or cyber.

The four anti-bullying rules at Franklin are:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know someone is being bullied, we will tell an adult at school and an adult at home.

### **Franklin Values**

In order to develop students' character, 8 values are taught, discussed, and promoted in the classroom and on-campus. Each grade level presents one of the values at a monthly school-wide assembly. T-Shirts with the school values, which are in a different color for each grade level, are available for purchase at the start of each school year. Students are encouraged to wear their shirt every Friday, and on field trips.

The values are:

1. Kindness
2. Cooperation
3. Respect
4. Honesty
5. Responsibility
6. Sportsmanship
7. Appreciation
8. Personal Best

### **Yellow Slips**

In addition to class-based positive reinforcement, any staff that observes students displaying the Franklin Values may award students with a Yellow Slip. Students place their slip in a drawing, and if their slip is chosen they are recognized during the weekly announcements or monthly assembly, and their picture is placed on a bulletin board in the school's main hallway.

### **Merit System/ Franklin Friends**

When inappropriate behavior occurs, students may receive Demerits (they lose 1-5 merits depending on the infraction) on a “Merit Loss Form” which will inform parents of details about the infraction that occurred.

Students begin the school year with 100 merits. Students who have 90 merits or more in the first 13 weeks of the school year will be awarded a “Franklin Friends” t-shirt for being excellent Franklin Friends; the shirt says “Be a Friend not a Bully” and students are encouraged to wear this shirt every Wednesday. At the start of the second and third parts of the school year, students again have 100 merits. Students receive an award if they maintain 90+ merits at the end of each part of the school year.

Behavior is also reflected as a grade on your student’s report card in the box next to “follows school and class rules”.

### **Classroom Rules/Expectations**

Individual classes may have their own set of rules, behavior expectations, rewards and consequences. The teachers will share these at Back to School Night, and will have them posted in their classrooms.

### **Suspension (Education Code 48900)**

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

1. Caused, attempted, or threatened to cause physical injury to another person;
2. 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;
3. Unlawfully possessed, used, sold or furnished, or been under the influence of, any controlled substance, and alcoholic beverage, or intoxicant;
4. 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;
5. Committed or attempted to commit robbery or extortion;
6. Caused or attempted to cause damage to school or private property;
7. Stole or attempted to steal school or private property;
8. Possessed or used tobacco;
10. Had unlawful possession of or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia;
11. Disrupted school activities or willfully defied valid authority;
12. Knowingly received stolen school or private property;
13. Sexual harassment.

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.

## Attendance

Franklin strives to have every student at school every day and on-time. Each student's goal is to have 98% attendance (less than 3 days absent) for the school year. Students learn a lot each day, and students who miss school miss out on important opportunities for academic, social, and emotional growth.

Excused absences are: Illness, Medical/dental appointments with a note, religious holidays, and/or bereavement (1 day).

Unexcused absences are: Unverified absences (no note turned in or no email to the office), vacations, personal days, and/or suspensions.

Please make every effort to schedule appointments after school, and to take trips on non-school days.

You will receive a letter from the District notifying you if your child has more than 3 unexcused absences. After 6+ unexcused absences and a second letter from the District, you will be required to have a conference with the Assistant Principal and sign a SART contract. If your child surpasses a total of 9+ absences he/she is considered "habitual truant" and you may be referred to the District's Student Attendance Review Board (SARB).

Two charts showing this information are included at the end of this handbook.

When your child is absent from school for any reason please report the absence to the office staff within 3 days of the absence by:

1. Sending a written note signed by a parent or legal guardian
2. Calling the office and leaving a voicemail message
3. Emailing the office at [FSabsent@smmusd.org](mailto:FSabsent@smmusd.org)

Please state your child's name, teacher's name, date(s) of absence, and a detailed description of the reason for the absence.

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

### Tardiness

To assist children in arriving to school on time, we have two bells that ring each morning, one at 8:27am and a final bell at 8:30am.

Students are Tardy when they arrive at school after 8:30am. Only those who come in late and bring a doctor's note will have their Tardy marked Excused. This is the same for when the child leaves school early. If children are tardy three times, it is equivalent to one full absent day. Similarly, if students leave school early 3 or more times, it is equivalent to one full absent day.

### **Independent Study Contract**

Students who will be absent from school for 5 days or more in a row, may qualify for Independent Study (IS). Independent Study is when a student completes a full day's load of classroom instruction for each day he/she is out of school (i.e 5 days X 6 hours daily=30 hours of classwork to be completed for 5 days of IS). Completion of an Independent Study Contract ensures that your child keeps up with his/her classwork, and allows the school to receive needed state funding.

IS may be appropriate when there is a catastrophic family situation, severe health issue, or other special emergencies/situations. Vacations should be booked for non-school days such as Winter, Spring, or Summer breaks.

Students cannot exceed 20 days of IS in one school year. Parents must request an IS contract from their child's teacher at least 2 weeks before the scheduled absences. It is at the teacher's and administrators' discretion as to whether or not a contract will be given.

On the day that your child returns to school, he/she must give the teacher the signed contract with the completed work attached. If the contract and work are not returned on the day the students returns, the contract will be deemed void and the absences will be considered unexcused.

## **Campus Related**

### **Morning Drop-Off**

Children should not be dropped off at school before 8:15am. Students who need to be dropped off early should be signed up for child-care with CREST.

Children may be dropped off using Franklin's "Curb-side Drop-Off" program. Parents drive up along the curb by the East gate on Idaho. Parent volunteers will open the door and assist your child onto the curb and into the campus through the gate. Drivers should make sure that their child has their backpack and materials ready. Parents should stay in your car and not get out to open the trunk. For safety no children may assist with the Drop-Off; adults only. Parents may sign up to volunteer for the Curb-side Drop-Off with their child's teacher at Back-to-School Night. Each classroom is assigned 1-2 weeks to run the drop off area.

A chart showing the Morning Drop Off Procedures is included at the end of this handbook.

Some other morning procedures are as follows:

- Students are to enter school through the gate entrances, not through the main hall entrance.
- Children should not jaywalk, they must cross with the crossing guards stationed at these corners: 24th and Montana; 24th and Idaho; 26th and Montana.
- 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 large playground until the line up bell at 8:27am. Kindergarten students may be dropped off in the Kindergarten area.
- When the bell rings, all classes meet at their line up location.
- Follow all regular driving/parking laws; violators are subject to substantial fines issued by SMPD.

### **Before and After School Programs**

#### CDS School Age Programs (K-3) Childcare

Formerly “Primary CREST” the School Age Programs are offered for grades K-3. The Grade K-3 program offers school site childcare provided by teachers and assistants. The daily routine includes homework assistance, outdoor and indoor play activities such as organized sports, arts and crafts, storytelling, music, cooking, and theme-based projects. Contact SMMUSD Child Development Services Department 2802 4th Street, Santa Monica 90405, (310) 399-5865 for more information on signup and fees.

#### CREST Childcare (3-5), Classes and Sports (K-5)

The City of Santa Monica operates the childcare program for children in grades 3-5. With adult guidance and supervision, older elementary children exercise more independent judgment in planning and choosing their activities, which include sports, homework assistance and enrichment classes.

CREST also offers sports leagues and enrichment classes for K-5 throughout the school year. For more information regarding the Upper CREST program, call the City Youth Office at (310) 458-8540.

#### CREST Playground Access (1-5)

After school students may have supervised access to the playground provided they sign in and out, and an emergency card is completed and on-file with the CREST office. This is a free service.

Playground access is available for Grades 1 and 2 for 30 minutes only after dismissal unless a child has a Grade 4 or Grade 5 sibling also in playground access that day. Playground access is available for Grades 3, 4, and 5 for two hours and fifteen minutes after dismissal until 5:15pm. However, on any early dismissal day, such as Wednesdays, pick-up time is 3:45PM. Parents need to stay informed about pick-up times on any given day. If it is a rainy day then Playground Access is automatically cancelled.

### **Bicycle/Scooter Safety**

- Helmets are mandatory.
- Children may ride bikes/scooters to school.
- Bike racks are located by the West Idaho gate, and behind the kindergarten classrooms.
- Bike locks are required.
- Children must walk their bikes/scooters on school grounds.

### **Playground Structures**

Children are not allowed to use the kindergarten playground structures located on the kindergarten yards before school or after kindergarten dismissal. This is for your child's safety.

Children are not allowed to use the playground structure on the back yard before school. Children are allowed to use the playground structure on the back play yard after school, but only if your child is signed up for Playground Access.

### **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.

## **Kid Related**

### **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 such as sandals or platform shoes, thin strapped tank top shirts, open mid-drifts, and short shorts.
- Clothing with inappropriate language, symbols or references are not allowed at school.
- Students wearing inappropriate clothing may change into spare clothing provided by the school, or may have their parents called to bring a change of clothes from home.

### **Phones**

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

School telephones are for staff use only. Students may go to the office and request to use the phone for an emergency only. Students may not use these phones to make arrangements for after-school activities, delivery of books, instruments, homework, etc.

Parents who need to get in contact with students should call the office and leave a message with the office staff, which will be forwarded to the student. Student cell phones should not be called, and teacher classroom phones should not be called, in order to minimize classroom interruptions.

### **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.

### **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.

## **Parent Related**

### **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.

### **Emergency Cards**

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

### **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. Retrieve lost items in the "Lost and Found" area in the main hall. Unclaimed items are donated to charity on a monthly basis.

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.

### **Parents Dropping Off Items**

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. Similarly, 4<sup>th</sup> and 5<sup>th</sup> graders will be expected to remember their homework; their parents will not be permitted to drop off homework.

If your child forgot his/her lunch, snack, or sweater/jacket, 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. You can remind your child that if they ever forgot an item that they should check the main office, or they can buy the school lunch for that day.

**Siblings in 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.

**Birthdays**

The importance of birthdays is acknowledged; however, we do not hold birthday parties during the school day. 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.

**Donations**

Opportunities for donation are suggested at the end of this handbook.

**Volunteering**

At Franklin our goal is to have 100% of our parents volunteer at some point in the school year. No matter what your schedule, any way you can help, big or small, makes a difference!

**Classroom**

Sign up at Back to School Night, and speak to the teacher to see how you can help:

- Put up bulletin boards
- Correct homework
- Work with a small group of students
- Read a book to the class
- Help supervise on a field trip
- Be a Room Parent

**On Campus**

Email the admin to see how you can help, or share your special talents/skills/ideas and coordinate something new:

- Shelf books in the library
- Supervise during lunch
- Coordinate games during recess
- Water the vegetable gardens
- Help with morning drop off on Idaho

Join a committee, or help out at an event.

A list of Events, Committees, and Volunteer Opportunities are included at the end of the handbook.

2. School employees shall remind, in a quiet and civil manner, any individual who exhibits abusive behavior such as disrupting or threatening to disrupt school/office operations; who threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive language which could provoke a violent or negative reaction, or who has otherwise established a continued pattern of unauthorized entry on school property, that they may not exhibit such behavior.

## **Food Related**

### **School Snack/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.

Franklin offers SMMUSD pre-set meals. They are described on a calendar menu provided monthly, which can be viewed at the SMMUSD food services website. 1<sup>st</sup>-5<sup>th</sup> graders may also choose food from our Farmer's Market Fresh Fruit and Salad Bar. Students may also bring their own lunches.

Lunch cards may have money added to them in the office during regular school hours. Each lunch costs \$3. You may load the card with money on a daily, weekly, or monthly basis. Any leftover money on the card at the end of the school year carries over to the next school year. 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.

### **SMMUSD Wellness Policy**

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. Please keep this in mind when bringing snacks or food to class or school festivities.

Do bring: water, 100% juice, fruit leathers, juice bars (no sugar added), fruits and vegetables, low fat or non fat milk, yogurt, cheese, nuts, seeds, trail mix, baked chips

Don't bring: 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)

## **Academic Related**

### **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. 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.

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

<b>Grade</b>	<b>Time Allocated</b>
Kindergarten	10 minutes/day
Grade 1	20 minutes/day
Grade 2	30 minutes/day
Grade 3	40 minutes/day
Grade 4	50 minutes/day
Grade 5	60 minutes/day

If a child is unable to complete the assigned work in the maximum number of minutes allowed, the parent should draw a line at the point on the page where the student left off and write a note for the teacher. 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.

### **Homework Club**

Offered on designated days of the week, throughout the school year, students may go to a designated classroom after school to receive homework help from a teacher.

### **District Services for All Children: ELD, health, speech, psychologist and SAI 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 Language Pathologist, Occupational Therapist, and a School Psychologist who provide assessment and services for students with identified special needs. Our Specialized Academic Instruction (SAI) 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 or Assistant Principal.

### **Meeting Students' Needs**

Teachers at Franklin use Differentiated Instruction. Differentiated Instruction is an approach to teaching in which teachers proactively modify curricula, teaching methods, resources, learning activities, and students' products to address the diverse needs of individual students and small groups of students to maximize the learning opportunity for each student in the classroom.

Some ways Franklin teachers Differentiate Instruction are:

- Cognitively Guided Instruction (CGI) in math- students are challenged with math explorations where a problem is given and students are asked to draw upon their prior knowledge and reasoning skills to use and explain a reasonable approach to the problem.
- Write from the Beginning (WFTB) writing program- students work at their own level so high achievers are expected to have more detailed and advanced writing products.
- Thinking Maps- 8 specific visual patterns allow students to visualize their thinking and create a concrete image of abstract thoughts. This helps students through the writing process, and to organize their thinking and learning in all subjects.
- Tier III and After-School Intervention- Students who may need extra support, but do not qualify for special education services, may receive small group instruction in reading and math during and/or after school.
- Extension of Learning- Students are expected to explore in more depth and complexity with the given topic. For example, students may be asked to further research a topic, write more extensively, take on a leadership role in a cooperative learning group, join or start a club, or create a presentation to deepen their learning or the learning of others.
- Integrating technology- All students grades 2-5 have Chromebooks so they can research, write, and learn with programs such as Lexia, Successmaker, Accelerated Reader/Math, Khan Academy, and other computer programs.

### **Student Clubs**

There are a variety of fun opportunities for students to develop their academic, social, and emotional skills. Some teacher-led activities include:

- Student Committee-Under the direction of a teacher and the administration, elected representatives from each 3rd, 4th and 5th Grade classes support important school events, facilitate communication with students about the Franklin Values, and plan and implement service projects.
- Math Club-Under the direction of a teacher, 3<sup>rd</sup>-5<sup>th</sup> grade students meet regularly to play math games and participate in math activities.
- Writing Club-Under the direction of a teacher, 3<sup>rd</sup>-5<sup>th</sup> grade students meet regularly to discuss writing, and to write creative pieces. They are encouraged to publish their work in the student publication the "Franklin Soup" at the end of the school year.
- Science Club- Regular science events, typically in the evening, are open to all students and their families.
- Spirit Squad- Under the direction of a teacher and the Assistant Principal, 4<sup>th</sup> and 5<sup>th</sup> graders may audition for the school's competitive cheerleading team. The team serves as ambassadors at the school and perform at school assemblies to pump up school spirit.

### **Music**

All 3rd grade students are taught General Music once a week for 40 minutes. All 4th and 5th graders choose either choir, string instruments, or wind instruments, and are taught twice a week during the school day. Classes are 40 minutes each. The elementary music teachers are credentialed and are funded by the district.

**P.S. Arts**

Funded by SMMEF, P.S. Arts is a nationally accredited program who provides two 10-15 week rotations of visual arts, theatre, or music for approximately 50 minutes one time a week for all K-5<sup>th</sup> grade classes.

**STAR Science**

K-5 students all receive 10 hands-on science lessons from science experts from STAR. Instruction will occur in our new Science Laboratory on campus.

**Dance**

"Music 'N Motion" provides District-funded dance instruction for all 3rd graders. Ballroom dance instruction for 5th graders is provided by SMMEF and selected students compete in a District-wide competition in December.

**Communication**

**Emails/Phone Calls**

Many teachers send weekly or monthly email newsletters, and communicate via email, so be sure to provide a current email at Back-to-School Night. The administration also sends eblasts and other information via email, so make sure that the email on your child’s Emergency Card is up-to-date. The PTA also sends weekly eblasts with event and calendar information, so sign up for their eblasts when you fill out the first day packet information at <http://www.franklin.smmusd.org/firstdaypackets>.

Similarly, the school and teachers often call home or send robo-calls, so please make sure the phone numbers on your Emergency Card are correct. It is also critical this information is correct in case of emergency.

**Websites**

<a href="http://www.franklin.smmusd.org">www.franklin.smmusd.org</a>	School website for school-related information.
<a href="http://www.franklinschoolpta.org">www.franklinschoolpta.org</a>	PTA website for current events and information.
<a href="http://www.smmusd.org">www.smmusd.org</a>	District website for policy, board meetings etc.
<a href="http://www.santa-monica.org">www.santa-monica.org</a>	City website for city services and council members etc.
<a href="http://www.capta.org">www.capta.org</a>	California’s PTA website.
<a href="http://www.pta.org">www.pta.org</a>	National PTA website.

### **Flyers/Newsletters**

Some information will be printed, and flyers will be backpacked and made available in the front office. The administration will eblast a monthly newsletter called “The Bolt” with updates and helpful information. The Bolt will also be posted on the PTA website.

### **Meetings**

PTA and other committee meetings occur monthly. Check the PTA website [www.franklinschoolpta.org](http://www.franklinschoolpta.org) often for updates.

### **Communication/Progress-Update Opportunities**

- Back-to-School Night (August/September) - teachers explain their classroom procedures and academic program to parents (no kids at this event please).
- Parent-Teacher Conferences and Progress Reports (November) - teachers schedule individual conferences to inform parents about their child’s progress.
- Open House (Spring) - an opportunity for families to visit the classrooms and enjoy student work.
- Standards Based Report Cards (February and June) - provide information about your child’s progress.
- Teacher meetings – District policy stipulates that a parent requesting a meeting with a teacher send a written request at least 24 hours prior to the desired meeting day/time.

A chart showing other school events is included at the end of this handbook.

### **Franklin Events and Volunteer Opportunities**

<b>Fall Carnival</b>	One of PTA’s biggest fundraisers featuring fun rides, games, prizes, teacher treats, and lots of food. This event is open to the community.	<b>Book Fairs</b>	Hosted by the PTA, students and families can buy a variety of books and listen to authors speak.
<b>Classroom Festivities</b>	From talent shows to plays, each class may have up to 2 festivities a year. Food should be store bought and packaged.	<b>Reflections- Art Show and Competition</b>	Students may submit original dance, photography, videos, and other art in this school and nationwide art competition.
<b>Science Fair</b>	Students display their original scientific investigations and experiments.	<b>Science Club Nights</b>	Exciting presentations and hands-on activities related to science are held

			monthly; fun for the whole family.
<b>Back to School Night</b>	At the beginning of the year, meet your child's teacher, sign up to volunteer, and get information about the school.	<b>Open House</b>	At the end of the year, check out student work, and see what students are learning at Franklin.
<b>Welcome Back Picnic</b>	At the beginning of the year, bring the whole family to picnic on the grass field while kids dance to fun music.	<b>Franklin Follies and End-of-Year Picnic</b>	At the end of the year, buy tasty treats from the food trucks, and watch the staff display their "talent" in a silly performance.
<b>PTA and Committee Meetings</b>	Attend a PTA, budget, governance, or other committee meeting to learn more about the school and how to get involved.	<b>Spelling Bee</b>	4 <sup>th</sup> -5 <sup>th</sup> graders compete in a local and state spelling bee.
<b>Parent Education Events</b>	A variety of presenters share about interesting topics.	<b>5<sup>th</sup> grade Culmination</b>	A musical show and graduation for the 5 <sup>th</sup> graders.

### Committees and Councils

<b>PTA</b>	<p>Membership is open to all. Franklin's PTA provides parents, teachers, and staff a conduit for information, education, and action to benefit Franklin Elementary School. An annual cost of \$8 per person gives members an official voice/vote.</p> <p>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 an array of children's programs, resources, and benefits that would otherwise not be realized.</p> <p>There are a variety of subcommittees within PTA that you may be interested in. Contact the PTA presidents or attend a meeting for more information. Childcare may be available in the library during evening meetings.</p>
<b>Site Governance</b>	The Site Governance Council is composed of 22 representatives from Franklin School's administration, faculty, PTA officers, and parents who are elected. The council is responsible for continually reevaluating the school's goals and programs (called the SPSA), and makes decisions about funds provided by the State.

<b>Budget Committee</b>	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 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.
<b>Green Team</b>	The Green Team focuses on school beautification, environmentally related events, recycling, and other Green efforts.
<b>The Parent Resource Network (PRN)</b>	Trained PRN volunteers are available to provide support and information to parents of students with special education needs. If you want someone to listen or are looking for information, a trained parent volunteer is here to help.
<b>Event Committees</b>	Each event has a committee to help coordinate the event. Attend a PTA meeting or email the PTA to see what events are upcoming and what you can do to help.

### **Donation Opportunities**

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

Donations are 100% tax-deductible.

<b>Franklin Annual Fund (Funds for Staff)</b>	Annual Fund donations are donations to the PTA. The PTA uses these funds to buy “stuff” for Franklin such as classroom and school supplies, technology etc. Checks can be made out to “Franklin PTA.”
<b>SMMEF (Funds for Staff)</b>	When you donate to SMMEF the funds are used to buy “staff.” This helps to pay for people at Franklin like Literacy Coaches, extra instructional aides, and professional development for teachers. It also funds staff for instruction of PS Arts and Ballroom Dance. More information can be found at <a href="http://smmef.org">smmef.org</a> . Checks can be made out to “SMMEF.”
<b>Classroom Donations</b>	Parents may give up to \$50 per child per school year for curricular programs and activities in the classroom. These funds are used for workbooks, field trip entry fees, supplies, etc. Teachers may also provide parents with a Wish List of items such as glue, stickers, markers etc. You may purchase these items directly

	and give them to the teacher. The cash value of the items should not exceed \$50.
<b>School Donations (such as technology)</b>	If you have a large item you wish to donate such as a piano or computer, please contact the Principal or PTA Presidents for more information.
<b>Escrip.com</b>	A percentage of sales from this internet site goes directly to Franklin PTA when you purchase from various on-line vendors.
<b>Box Tops</b>	On various household products and food you will see a Box Top coupon. You can cut out these coupons 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. <a href="http://www.boxtops4education.com">www.boxtops4education.com</a> .

**Parent Communication Protocol  
Who to Contact when you have Questions**

<b>When I Need Information</b>	<b>I Should Call / Email FIRST</b>	<b>I Should Call / Email SECOND</b>	<b>I Should Call/ Email THIRD</b>
<b>General Questions about Franklin Elementary School</b>	Varso Mesrobian Ext. 62-204 Bette Fruchtman Ext. 62-203	Assistant Principal: Ext. 62-207	Principal: Deanna Sinfield Ext. 62-200
<b>Classroom Performance/ Academic Progress</b>	Classroom Teacher or Specialist	Assistant Principal: Ext. 62-207	Principal: Deanna Sinfield Ext. 62-200
<b>School Policy/ Procedures</b>	Varso Mesrobian Ext. 62-204 Bette Fruchtman Ext. 62-203	Assistant Principal: Ext. 62-207	Principal: Deanna Sinfield Ext. 62-200
<b>Discipline/ Behavior/ Academic Concerns in school or classroom</b>	Classroom Teacher or Specialist	Assistant Principal: Ext. 62-207	Principal: Deanna Sinfield Ext. 62-200
<b>Concerns or Complaints about Personnel</b>	The person about whom there is a concern or complaint	Assistant Principal: Ext. 62-207	Principal: Deanna Sinfield Ext. 62-200
<b>Curriculum/ Program</b>	Classroom Teacher	Assistant Principal: Ext. 62-207	Principal: Deanna Sinfield Ext. 62-200
<b>Confidential matters regarding Personal Concerns</b>	Assistant Principal: Ext. 62-207	Principal: Deanna Sinfield Ext. 62-200	School Psychologist: Meredith Abrams ext 62-221

<b>After School Classes, Enrichment Classes, Sports after school</b>	CREST Coordinator: Ambar Serrato (upper) ext. 62-120 or Susan Jaye (lower) 62-110	Assistant Principal: Ext. 62-207	Principal: Deanna Sinfield Ext. 62-200
<b>Attendance</b>	Varso Mesrobian : Ext. 62- 204	Assistant Principal: n Ext. 62-207	Tara Brown 310-450-8338 Ext. 70-217
<b>Health Issues/ Concerns</b>	Priscilla Guzman: School Nurse Ext. 62-209 Varso Mesrobian Ext. 62-204 Bette Fruchtman Ext. 62-203	Assistant Principal: Ext. 62-207	Principal: Deanna Sinfield Ext. 62-200
<b>Pre-School enrollment Questions</b>	Barbara Snyder: 310-399- 5865 ext. 79-521	N/A	N/A
<b>Special Education Concerns</b>	Special Education Classroom Teacher	Assistant Principal: Ext. 62-207	Francis Costanzo/ Coordinator/ 310-450-8338 Ext. 70-378

### Franklin School: 2017-2018 Bell Schedule

<b>Kindergarten</b> Regular Day (M,T,Th,F)		<b>Kindergarten</b> Minimum Days and Wednesdays	
8:27	Warning Bell	8:27	Warning Bell
8:30	Second Bell-School Begins	8:30	Second Bell-School Begins
8:30-11:25	Instructional Time	8:30-11:30	Instructional Time
11:25-12:10	Lunch	11:30	Dismissal
12:10-1:30	Instructional Time		
1:30	Dismissal		

<b>First Grade</b> Regular Day (M,T,Th,F)		<b>First Grade</b> Minimum Days and Wednesdays	
8:27	Warning Bell	8:27	Warning Bell
8:30	Second Bell-School Begins	8:30	Second Bell-School Begins
8:30-9:45	Instructional Time	8:30-9:45	Instructional Time
9:45-9:57	Recess	9:45-9:55	Recess
9:57-11:50	Instructional Time	9:55-11:50	Instructional Time
11:50-12:28	Lunch	11:50-12:35	Lunch
12:28-1:50	Instructional Time	12:35-1:30	Instructional Time
1:50-2:00	Recess	1:30	Dismissal

2:00-2:45	Instructional Time		
2:45	Dismissal		

<b>Second Grade</b> Regular Day (M,T,Th,F)		<b>Second Grade</b> Minimum Days and Wednesdays	
8:27	Warning Bell	8:27	Warning Bell
8:30	Second Bell-School Begins	8:30	Second Bell-School Begins
8:30-9:45	Instructional Time	8:30-9:45	Instructional Time
9:45-9:57	Recess	9:45-9:55	Recess
9:57-12:00	Instructional Time	9:55-12:00	Instructional Time
12:00-12:38	Lunch	12:00-12:45	Lunch
12:38-1:50	Instructional Time	12:45-1:30	Instructional Time
1:50-2:00	Recess	1:30	Dismissal
2:00-2:45	Instructional Time		
2:45	Dismissal		

<b>Third Grade</b> Regular Day (M,T,Th,F)		<b>Third Grade</b> Minimum Days and Wednesdays	
8:27	Warning Bell	8:27	Warning Bell
8:30	Second Bell-School Begins	8:30	Second Bell-School Begins
8:30-10:00	Instructional Time	8:30-10:00	Instructional Time
10:00-10:15	Recess	10:00-10:15	Recess
10:15-12:15	Instructional Time	10:15-12:15	Instructional Time
12:15-1:05	Lunch	12:15-1:05	Lunch
1:05-3:00	Instructional Time	1:05-1:30	Instructional Time
3:00	Dismissal	1:30	Dismissal

<b>Fourth Grade</b> Regular Day (M,T,Th,F)		<b>Fourth Grade</b> Minimum Days and Wednesdays	
8:27	Warning Bell	8:27	Warning Bell
8:30	Second Bell-School Begins	8:30	Second Bell-School Begins
8:30-10:00	Instructional Time	8:30-10:00	Instructional Time
10:00-10:15	Recess	10:00-10:15	Recess
10:15-12:30	Instructional Time	10:15-12:30	Instructional Time
12:30-1:15	Lunch	12:30-1:10	Lunch
1:15-3:00	Instructional Time	1:10-1:30	Instructional Time
3:00	Dismissal	1:30	Dismissal

<b>Fifth Grade</b> Regular Day (M,T,Th,F)		<b>Fifth Grade</b> Minimum Days and Wednesdays	
8:27	Warning Bell	8:27	Warning Bell
8:30	Second Bell-School Begins	8:30	Second Bell-School Begins

8:30-10:00	Instructional Time	8:30-10:00	Instructional Time
10:00-10:15	Recess	10:00-10:15	Recess
10:15-12:30	Instructional Time	10:15-12:30	Instructional Time
12:30-1:15	Lunch	12:30-1:10	Lunch
1:15-3:00	Instructional Time	1:10-1:30	Instructional Time
3:00	Dismissal	1:30	Dismissal

## **2017-18 Franklin School Visitor Policy**

### Procedures when entering campus:

- Office staff will ask you why you are here.
- You must have an appointment with the teacher or be a scheduled volunteer.
- The office may call the teacher or administration to notify them of your arrival.
- Write your name, date, and reason for visit clearly on the sign-in log.
- Take a visitor's badge and place it in a visible location on your body.
  - Students have been taught to let a teacher know if they see someone without a badge.
  - If you see someone without a badge (all staff wear a badge as well) immediately let the office know.
- The office will buzz you in.
- Go directly to your volunteer classroom and when you are finished return directly to the office; you are not permitted to go to other locations on campus if

it has not been previously arranged.

- When you leave campus be sure to sign out. The office needs to know of your location in case of emergency.
- Even if the office knows you, you will still need to follow these procedures for the safety of the campus.

Volunteering: You must attend a Volunteer Orientation in order to be permitted to volunteer in classrooms. Check with the office or the PTA to determine Orientation dates and times.

Observations: All observations should be scheduled with administration in advance, and may only last 20 minutes unless approved by the administration for longer.

Thank you for your assistance in helping to keep our campus safe!



### **Franklin's Anti-Bullying Rules**

- 1. We will not bully others.**
- 2. We will try to help students who are bullied.**
- 3. We will try to include students who are left out.**
- 4. If we know someone is being bullied, we will tell an adult at school and an adult at home.**

### **Definition of Bullying**

Bullying is defined as

- **Repeated (pattern over time)**
- **Intentional (on-purpose)**
- **Power-imbalanced**

behavior that makes someone feel uncomfortable or threatened.

It can be physical, emotional, or cyber.

## Franklin's Behavior Philosophy

1. Everyone has the right to feel safe.
2. We are responsible for what we say and do.
3. Everyone has equal worth.
4. We solve problems peacefully.
5. We respect each other.
6. We have the power to positively affect our community and ourselves.

Parents, teachers, and staff are part of the school community, so adults are expected to uphold these rules and expectations as well. Whether it's at a PTA meeting, Carnival, or in an email, we strive to be role models for our students/children. Thank you for helping to make our school a safe and positive environment for all.

## Attendance Information Chart 1

### Notes About Attendance

- What to include in your absence note (send within 3 days of the absence):**
  - Student Name
  - Teacher Name
  - Date of Absence
  - Reason for Absence (be specific and detailed)
  - Parent Name
  - Parent SignatureEmail: FSabsent@smmusd.org
- Excused Absences:**
  - Illness (A Doctors Note will be needed for chronic/excessive illness)
  - Medical/Dental Appointment
  - Religious Holiday
  - Bereavement (1 Day)
- Unexcused Absences:**
  - Unverified Absences (No Note turned in)
  - vacations
  - Personal Days
  - Suspension
- Three Tardies** (arriving after the start of school at 8:30am) equals an absence!  
Leaving school early three times equals an absence!
- If your child is going to be absent for 5+ consecutive school days, you might qualify for "Independent Study." IS is typically used for emergencies or catastrophic family situations. Vacations should be booked over school breaks/holidays. To do IS you must give the teacher at least 2 weeks notice. See the handbook for details.

**Attendance Information Chart 2**

**Directions for Curb-Side Drop-off on Idaho**

**For Parent Volunteers**  
**8:10-8:35am**



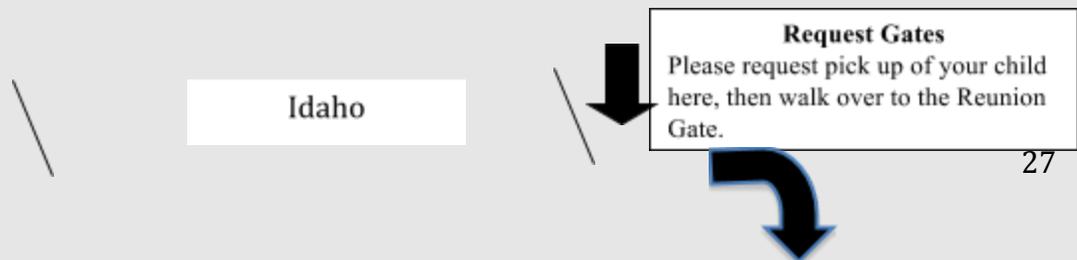
**1. Get the orange cones from the metal rod-located outside of the school fence on Idaho.**

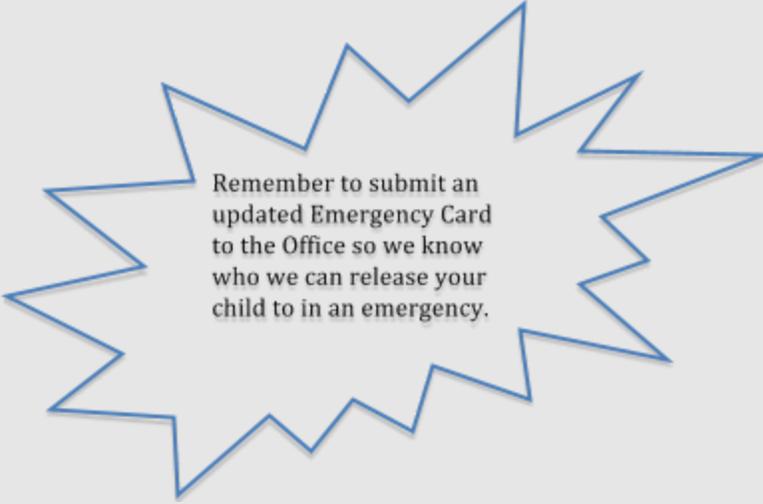
**2. Place the cones along the chalk line and/or on the chalk circles, creating a drop-off lane alongside the curb.**



<p><b>3. For safety, adults only on the curb. All children of volunteers should be sent inside the gate to play on the playground.</b></p>	
<p><b>4. Direct cars to pull to the very front of the lane.</b></p>	
<p><b>5. Open the car door and greet the family.</b></p>	
<p><b>6. The student should have their backpack, lunch, and materials ready to go. The driver should stay in the car at all times.</b></p>	
<p><b>7. Direct the student into the gate, and wave farewell to the driver.</b></p>	
<p><b>8. Collect the orange cones, stack them, and return them to their metal rod.</b></p>	

## Franklin Elementary Parent Map for Emergency Situations





Remember to submit an updated Emergency Card to the Office so we know who we can release your child to in an emergency.