



Benjamin Benjamin Franklin Elementary

2019-2020 Family Handbook

FAMILY VOLUNTEERS

We love family volunteers! If you have skills or time to offer, we encourage you to participate in the classroom, as well as on campus or in the library. Please make arrangements with your child's teacher in advance so that they have made preparations for you. It is important to let teachers know in advance if you would like to bring treats for your child's birthday. For safety and instructional reasons, preschoolers cannot accompany parents who are volunteering on campus, although they are welcome to attend events or award ceremonies. For safety reasons we do not allow strollers in classrooms.

PARENT TEACHER ORGANIZATION/ PARENT ADVISORY COMMITTEE

The PTO is a volunteer association of parents, staff, and community members. PTO enhances our school in many ways: volunteering when needed, raising money, supporting school projects, and generally being a tremendous support to our school. The PTO holds a general meetings and all families are invited to attend. Thank you for participating in PTO fundraising efforts, as every dollar goes back to the classroom or to field trips that enrich your child's school experience.

SECURITY

For the safety and security of your child at school, everyone who enters our offices - parents, district personnel, visitors, or maintenance - must sign in. School personnel are required to question anyone without a visitor's badge. Office staff is provided a list of parents that are expected in the classrooms each week. Additionally, we have implemented the *Raptor* identification system districtwide, which will require parents to scan their driver's license or identification card, which is used to print a visitor's ID badge.

IDENTIFICATION and HEALTH SERVICES We check the identification of any parent or person picking up a child who is not known to us by sight, and will not release your child to anyone that is not on your child's emergency card. **Additionally, we must have notification from the parent or guardian to allow someone on the emergency card to pick up a child during the school day.** In case an accident or illness occurs during school, it is important that we have accurate and up-to-date contact information which includes other people who may be contacted in case of an emergency. **Those listed as emergency contacts should be within 30 minutes of the school. PLEASE BE SURE WE CAN CONTACT YOU DURING THE DAY.** Update your emergency information through the Aeries Parent Portal promptly if there are changes. **A district nurse is on call for emergencies only.** When an accident or illness occurs at school, the parent is notified. Since we do not have facilities or staff to care for sick children, an ill child may

not participate in the classroom or remain at school. This is in the best interest of all children; please make prior arrangements for someone to transport and care for your child if such a situation arises.

SCHOOL LUNCH Students play first, then eat in the cafeteria. This schedule is intended to allow children additional time to eat and enjoy their lunch. Teachers will pick up their students from the cafeteria following lunch and escort them back to class. Student ID cards include a barcode with their lunch number which can be scanned as they enter the cafeteria (previously, each student punched in their number.) This allows the line to move more quickly and increase the available time for students to eat.

- Students may not share food in the lunch area as it is a violation of the food services health code regulations.
- Students may talk quietly with classmates at their designated lunch table only. Students are expected to follow the directions of the site administrators, noon supervisors, and the school custodians without hesitation. **All** adult employees on campus are responsible for student behavior and safety. All school rules apply in the lunchroom as well. Students are expected to pick up and dispose of their own trash prior to dismissal, which helps keep the cafeteria clean for the next group entering.
- ***If your child brings a lunch, PLEASE ensure that they are capable of opening it. It is difficult for supervisors to open “lunchables,” box drinks or other types of sealed packets. When supervisors must assist students with unpacking a lunch it may distract them from monitoring other students.***

Hot lunch, including milk and fresh salad bar, is served in the cafeteria for \$2.75. Students who bring lunch may also purchase milk. Free and reduced price lunch is available; an application form can be picked up in the office or found online. Food Services has a computerized debit system for students who use Franklin’s cafeteria and payments may be made online (**recommended**) and the link is on our website. Parents may pay ahead for meals by cash or check; a deposit box is located just inside the cafeteria for convenience. Meals may be purchased electronically. If a student forgets their lunch and has no lunch money in their debit account, the cafeteria will charge the students account for up to two lunches.

LATE LUNCHES *Please make every effort to ensure that your child brings their lunch to school with them.* If for any reason you must bring it late, you may be asked to sign in and take it directly to the cafeteria and place it in the **LATE LUNCH** area. Students are instructed to look for their lunch there - make sure it is clearly marked with your child’s name. The office staff cannot interrupt instruction to inform students that a lunch has been delivered. Students with no lunch are given a “mini-lunch” from the cafeteria in case of an emergency. It may be a good idea to keep money in your child’s account in case of such emergencies.

MEDICATION Schools cannot give medication to students without approval from a doctor; a physician must sign and return a special statement to the school office. Forms are available in the office. When this is completed (and signed by the parent and by the doctor), the school is permitted to administer the medication listed in the doses prescribed. The school cannot give students aspirin, cough syrup, or any other medications without this written statement. All medications must be administered under the supervision of school personnel. Physicians can fax this statement to the school office. Children can carry asthma inhalers under specific conditions; contact the health clerk to determine which conditions apply.

LEAVING AND RETURNING DURING SCHOOL HOURS All parents picking up children must come to the office to sign them out, and a member of the office staff will call your child to the office. Please allow adequate time as it takes children a few minutes to pack up and get to the office. If you know you will be on a tight schedule, send a note or call ahead and your child can be waiting for you in the office. Children may leave school during class hours only when they are called for by a parent or other authorized adult. ***Per district policy, no one may not pick up your child from class during the school day without a note or phone call from a parent or legal guardian, even if they are listed on the emergency card.*** Permission to leave must be granted through the school office. The child must report to the office before going back to class if he or she returns during school hours.

CLEARING ABSENCES When a student is absent due to illness or emergency, **you have up to three days to clear the absence.** It may be cleared on our website www.franklin.riversideunified.org or you may call the office, or send a note. Please consider whether your child may be relied upon to deliver the note. Parents may excuse up ten absences for illness in one year, and then a doctor's note is required.

EMERGENCY PREPAREDNESS Franklin has an emergency plan in the event of any major disaster. Staff is trained in the use of this plan, which can be viewed on our website. To the best of our ability, children are trained in how to behave in the event of an earthquake, fire, or lockdown scenario, and emergency supplies are kept in every room as well as our emergency bin. A team of adults makes up Franklin's Disaster Team and they will be responsible for canvassing the entire school site in case of any emergency.

SAFETY AND TRANSPORTATION *The following are some of the standards we encourage at school to help students remain safe, and we respectfully request that families model these same standards:*

-Boys and girls should use the sidewalks and cross only at corners or crosswalks.

-District policy states that only students in grades 4-6 are allowed to ride bikes or other wheeled vehicles to school.

-Bicycle helmets are required by law and we require helmets for skateboards or scooters.

-Students are to WALK their bike or scooter on sidewalks.

-Drive carefully and safely around our school and in our driveway and parking lots. *If you have a concern related to another driver, please model respectful interactions with other adults, and if necessary contact our office.* **Children are watching.**

-Children are to go directly home after school. A note should accompany each child if there is to be any deviation from normal routine. (i.e. going to another child's home.)

-Only students approved to ride the bus may do so.

-Student drop-off time is no earlier than 7:15 a.m. as supervision is not available prior to that time. Please ensure students are picked up ***promptly at 2:05***, or 12:50 on early release day (Wednesday.) Adult supervision is not provided after 2:15 and student safety cannot be guaranteed when students are left after adults are no longer on duty.

-Please be considerate of staff and other parents; do not park in "STAFF" spots or in the fire lane.

-It may not be possible to relay a phone message if there is a change of plans will get to the student, particularly if they are last minute. Whenever possible, make arrangements before your child leaves from home in the morning.

-Parents should work out a safe home-to-school and school-to-home route with their children.

-Ensure that your child knows your daytime phone number.

HOMEWORK All Franklin Elementary students are expected to read at home to build their academic language skills. Every night, all students K-6 should read or be read to for approximately 20 minutes to ½ hour. Teachers sometimes assign specific reading and sometimes the students may select what they read. In addition, teachers may assign additional homework in other subject areas or expect students to complete unfinished classwork. If a parent feels that the homework is taking too long, they should have their child stop after a reasonable length of time and write a note to the teacher stating how long the child worked and what they accomplished. Every child is different and “homework” is not the same as studying; ***clarify with the teacher what the homework requirements are and whether an accommodation is warranted.***

TRANSLATION REQUESTS It is important to us that every parent feels welcomed at our school and be able to participate fully in their child's education. Franklin will make every effort to provide Spanish or ASL translation for any meeting or program that the parent wishes to attend. Other languages may be accommodated with additional notice. We must receive a *minimum* of 48 hours notice to arrange for a translator or interpreter to be present. Please call the office at 571-6502 or email Wendy Alford-Gladden (wgladden@rusd.k12.ca.us) to make the arrangements.

BEHAVIOR Positive behavior is a vital part of the school program and supports learning. Students are expected to demonstrate self-control and follow the standards for positive behavior outlined in the Franklin 5. The staff at Franklin is committed to doing its best to ensure that students are not hampered in their learning by those who choose not to participate positively. We work to teach students to demonstrate good habits for learning and cooperating with others and to be responsible for their own actions.

We expect students to comply with the laws of the State of California. Among other things, students are required to comply with school regulations, respect the authority of all adults on campus, pursue the content standards, maintain proper standards of dress and appearance, and be accountable for their conduct in school as well as to and from school.

POSITIVE BEHAVIOR INTERVENTION Franklin Elementary follows the R.U.S.D. philosophy that all children have the right to learn in a safe school environment. In response, our school has made a serious commitment to PREVENT bullying by explicitly teaching and promoting ***positive character traits*** via our Core Virtues program. (Learn more at www.corevirtues.net.) All staff members and students receive training to understand what bullying is (and is not) and how to resolve conflicts honestly and fairly. While unkind behavior is not tolerated, as parents we all understand that students are occasionally unkind to one another. Specifically, when a student is being mean on the playground, the other student is instructed to communicate their concerns to the other student and if they do not stop, to get help from a campus supervisor or a designated teacher on duty. Franklin follows the R.U.S.D. allocation formula which is designed to provide adequate supervision for all students throughout the school day. However, even with precautionary measures in place, it is still not possible to guarantee that problems between children will never occur on campus. Student behavior is unpredictable and children have the potential to make poor choices. When pupils do choose to violate established rules they are subject to sequential disciplinary guidelines or restorative practices. ***Please know that while we take action in these cases, we are not at liberty to discuss the discipline of one child with another parent, even if their child was involved in the incident.*** This does not mean that “nothing was done” – it simply means that our actions are confidential to each student. ***We subscribe to a “restorative justice” model, which allows students to apologize as well as make amends for their actions.***

CLASSROOM PLACEMENTS AND DISPUTES

Parents are encouraged to discuss any areas of concern directly with the child's teacher. District policy requires that teachers and administrators respond within a reasonable time frame, typically 24 hours, although there may be extenuating circumstances such as the weekend or if the teacher has been out ill. If every effort has been made and the concern remains unresolved, parents may elect to meet with the principal or assistant principal, who can mediate a meeting between all parties. Communication between the adults in the matter is key.

Although we are open to and consider parental input when creating classes, we do not formally accept classroom requests and cannot guarantee a particular placement for any student. It is important to maintain balanced populations in all classrooms, and for many reasons, teacher assignments may change at any time.

AREAS OF RESPONSIBILITY IN DISCIPLINE

Principal: The school principal shall be responsible to the Superintendent of schools for the conduct of the school. The principal shall have the responsibility and the authority to form a school rules committee, submit school rules to the School Board, and enforce school rules and district policies related to standards of student behavior.

Assistant Principal: The assistant principal is responsible to the school principal, and may exercise the same authority as the principal as it relates to matters of school discipline and enforcing district policies.

Designee: The principal's designee is an administrator or other certificated person at the school site, specifically designated in writing by the principal, to assist with disciplinary procedures.

Teachers: Teachers shall be directly responsible for control of pupils under the supervision of the school. This responsibility includes the active and effective enforcement of school rules, appropriate classroom and campus behavior, and maintaining the safety of students.

Students: Each student shall maintain a satisfactory standard of conduct and self-control, be diligent in study, and adhere to the rules and regulations of the school, and not interfere with the learning of others.

Parent/Guardian: Parents or guardians shall be held responsible for cooperating with school authorities and seeing that their children are diligent in study and regular in attendance. Parents or guardians are expected to participate in conferences regarding the behavior or attendance of their children. Parents may be requested by the teacher to attend school for all or part of a school day. Parents and/or guardians of a minor who commits an act of vandalism may be held liable for damages up to the amount established by law (\$10,000) as adjusted for inflation.

DEFINITION OF SUSPENSION

Suspension means the removal of a student from ongoing instruction for adjustment purposes. **Suspension is not a first response and shall be imposed only when other means of correction fail to bring about proper conduct.** However, a student, including students with exceptional needs, may be suspended on a first offense for any of the reasons in the Education Code 48900 if the student violated subdivision a, b, c, d, or e, or if the principal/designee finds and declares that the student's presence causes a danger to persons or property, or threatens to disrupt the educational process. As in the case of suspension from class, the student has the right to know the charges and to offer an explanation of what happened.

JURISDICTION TO SUSPEND OR RECOMMEND EXPULSION Students may be suspended or recommended for expulsion whenever the principal/designee of the school of enrollment determines the student has committed an act in violation of Education Code 48900 in any of the schools of the district or in another district, and the act is related to a school activity or school attendance which occurs at any time including, but not limited to any of the following:

- 1) While on school grounds.
- 2) While going to or returning from school.
- 3) During lunch period whether on or off campus.
- 4) During or while going to or coming from a school-sponsored activity.

SUSPENSION BY TEACHER FROM CLASS When other means of correction fail to bring about proper conduct, a teacher may suspend a student from class for up to two (2) school days under provisions of Education Code 48910. The student has a right to know the reason/s for the suspension and to have the opportunity to offer an explanation of what happened. As soon as possible after the suspension, the teacher must notify the parent of the suspension and arrange a parent/guardian teacher conference regarding the suspension. The teacher may also refer a student to the principal/designee for consideration of suspension from school.

SEARCH AND SEIZURE *The principal/designee has the authority to conduct searches when reasonable grounds exist to suspect that the student has contraband in his possession or control in violation of a rule, regulation, or statute. The following regulations apply: Personal Search - A personal search shall be defined as any inspection of a student's desk, purse, pocket, book bag, or similar receptacle used for the student's belongings.*

- 1) The decision to search may be made by the principal/designee whenever there is reasonable suspicion that a student has violated a rule, regulation, or statute.
- 2) The school official may request a police officer to conduct or assist in any search.
- 3) No "strip search" shall be conducted by any school employee including removal or moving clothing to look at underclothing or to observe a private area of a student's body in a search for contraband.

SCHOOL RULES The "Franklin Five" school rules apply everywhere on campus: classrooms, lunchroom, playground, library, and hallways. In addition to the Franklin Five, there may be classroom rules determined by the teacher. They are kept to a minimum. The intent of this to encourage and enhance a positive learning environment. Generally, classroom rules encourage students to respect each other's personal space and property, how to use classroom materials, procedures for returning work, homework guidelines, etc.

PLAYGROUND RULES Students must obey all yard supervisors, aides, teachers and site administrators. Children may not leave the assigned playground unless they have a note or hall pass from a teacher/supervisor. When the bell rings students must freeze. After the teacher blows the whistle students may WALK to their assigned line-up area.

- There will be no playing, getting drinks or using the restroom after the bell has rung.

- Rough-housing, fighting (including play fighting), throwing sand or rocks, threatening or intimidating, profanity, vulgarity and sexual harassment are not permitted and will result in disciplinary action.
- Playground supplies are provided by the school. *Approved playground items may be brought from home and donated to the classroom.*
- Unsafe behavior on the playground must not be tolerated. The goal of recess time is for students to enjoy safe organized games and school equipment while interacting positively with their schoolmates. Students are expected to use the equipment in an appropriate manner. Children must play games according to the playground game rules.
- Nothing is ever to be thrown at another person on campus unless it is a ball as part of a specific sports game.
- Rocks, pencils, sticks or any other objects should never be thrown on our campus. Any child caught throwing rocks at the houses adjacent to campus will have consequences and could be liable for any damage to property.
- **Litter is unacceptable and disrespectful.** Students who litter will be assigned to assist the custodian and pick up litter on campus.
- We believe in **restorative justice**. For example, if a student causes damage or purposely creates the need for extra custodial support, that student will be expected to restore the damage and/or spend time assisting with custodial duties. Students who do not care properly for school-issued technology will not be allowed to use it until reparations have been made.
- **DRESS AND GROOMING**
- Students should be dressed and groomed according to standards that will not substantially interfere with or detract from the school environment or disrupt the educational process. Clothing should conform to recognized standards of decency, safety, modesty and cleanliness. A student who goes to school dressed inappropriately may be sent home to be properly prepared for school, or required to properly prepare for the classroom before entering. Restrictions on the freedom of student dress shall be imposed whenever the mode of dress in question is unhealthful or unsafe, is substantially disruptive of school operations and the education process in general, or contrary to law.

Ø Underwear must be completely covered by outerwear for boys and girls. Students may not show bare midriffs or wear low-cut, revealing tops, "off the shoulder" tops, or spaghetti straps. No see-through, fishnet or mesh tops may be worn. Shorts should extend beyond thumb length with arms down at the sides. We recognize that these items may be perfectly appropriate in other situations, but not in a school environment. Pants must fit around the waist. Belts may not hang, nor may students wear a chain. School staff retains the right to determine appropriateness; we appreciate your support in this area. Make-up is not allowed. Hairstyles may not be disruptive in the sense that they draw excessive attention. Crude or vulgar graphics depicting drugs, alcohol, gang-related names or symbols; anything sexually suggestive or racially offensive is not acceptable.

Ø The purpose of a hat is to shield the eyes from the sun; they are not to be worn indoors. Hats/caps shall not be worn backwards or sideways.

Ø "Free of advertising" also means that students shall not wear clothing which advertises for any item which is illegal for a student to buy or possess. This includes alcohol, cigarettes, marijuana leaves, spray paint cans and guns, or sexual innuendo.

Ø Clothes cannot be a safety hazard to the students or others. Appropriate and safe shoes must be worn at all times. Platform shoes, steel-toed shoes, open toed shoes and flip-flops are considered unsafe. Shoes should have backs or straps that hold them on and be closed-toed. We want our children to be able to run and play safely. Students may not play on the playground or participate in PE in inappropriate shoes or clothing.

Students who do not follow the above guidelines may be sent to the office and parents will be contacted to bring a change of clothing. If parents are unavailable, students may be asked to change clothes or wear a school shirt over their clothing. Continual violation of the dress code will result in disciplinary action. In all cases, our intent is to keep the focus on student learning.

USE OF ELECTRONIC DEVICES Students are allowed and encouraged to “bring their own” approved devices (such as Chromebooks) in the classroom for the purposes of instruction as determined by the teacher (as governed by District Policy.) **They may not be taken to the playground.** Cell phones may be brought to school but have limited classroom application; we typically ask that they be powered off and kept securely in student backpacks.

PROHIBITED ITEMS Other items such as electronic game devices are not permitted to be on school grounds at any time. Students found with these items will be subject to regular school discipline procedures. Please know that school staff assume no liability whatsoever for electronic devices brought on school grounds. We will not search for, investigate nor attempt to recover any such item that is lost, stolen or broken on school grounds.

STUDENT USE OF THE INTERNET Franklin adheres to all aspects of the RUSD Acceptable Use Policy for Student Use of the Internet found in the District Parent Handbook (EC.48980(i) and Rules and Regulations #6163.4). Any parent that does not want their child using a computer accessing the internet must put this request in writing to their child’s teacher. It is important to understand, however, that we do use internet based software such as Amplify ELA, Accelerated Reader and Dreambox as part of our instructional program. We teach digital citizenship and literacy as part of online research and instruction. Students who violate the Acceptable Use Policy may lose the privilege of using a school-issued device.

LOST AND FOUND Lost items, including clothing, are kept on hangers in the lost and found rack in the foyer of the MPR and students are reminded to check there for missing items. At the end of each month, all contents are donated to a charitable organization. In order to minimize the number of lost items, please label lunch pails, jackets, sweaters, etc. with your child’s first and last name and encourage them to be responsible for retrieving them at the end of each day.

STUDENT TELEPHONE USE Students cannot receive calls while at school. Students can use the phone to make calls if the need is critical; a staff member will help the child make the call. **FORGOTTEN HOMEWORK IS NOT AN EMERGENCY.** The teacher and office personnel will determine if the need is critical.

Although this appears to be a lengthy list of “do nots,” please know that violations are rare and we enjoy a safe and positive campus every day. We look forward to a great year and encourage your feedback and participation at all times!