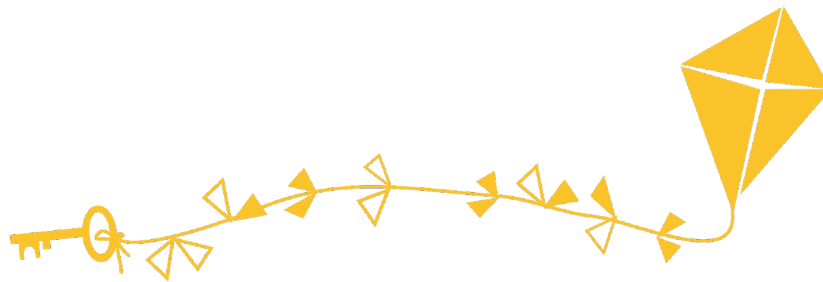


Parent & Student Handbook 2023-2024



Flyers Soar!

Franklin Elementary STEAM Magnet School
4481 Copeland Ave.
San Diego, CA 92116
[Home - Franklin Elementary STEAM Magnet
\(sandiegounified.org\)](http://sandiegounified.org)

Phone: (619) 344-3000
Fax: (619) 344-3040

Office Hours: 7:30 a.m. – 3:00 p.m.
[2022-2023 Facts for Parents - San Diego Unified School District](#)

PARENT/STUDENT HANDBOOK

This handbook outlines expectations, policies and procedures for students and parents at Franklin Elementary STEAM Magnet School. All students and parents enrolled at Franklin are responsible for knowing its contents. Please take the time to become familiar with this information. Please read the handbook and discuss it with your child. Students and families should clearly understand the Franklin policies and code of conduct and consequences for not following these guidelines. Please do not hesitate to reach out to your classroom teacher or our administrator for questions or concerns. Keep the Franklin handbook in a safe place. It will be a handy reference for the entire year. **Please review this document carefully. We will do our best to keep you informed of any changes and/or any additional information as it becomes available. We appreciate your flexibility as all policies are subject to change.**

WELCOME STATEMENT

All of us at Franklin welcome you. We look forward to working with you in preparing your child for a successful future. Our goal is to create a school climate that encourages every child to participate in many challenging and rewarding experiences this academic year. Franklin is a community of learners working together in a positive, nurturing educational environment focused on promoting success for each student. We look forward to you and your child taking an active part in the Franklin learning community

VISION STATEMENT

Weaving science, technology, engineering, art and mathematics into daily instruction using hands-on learning and exploration! Our vision: All students grow to become critical thinkers, problem solvers and confident global citizens who positively impact our world. Franklin Elementary STEAM Magnet-Home of Innovators, Scholars and Leaders!

MISSION STATEMENT

The mission of Franklin Elementary STEAM Magnet School is for administrators, staff and students to work together to provide a positive and challenging environment that supports learning for every student. Our staff welcomes parents as partners in the education of their children. We believe teamwork and collaboration are key elements of our successful school. Working together as a community of learners provides a framework of support encouraging our students to think globally as they become responsible, productive life-long learners.

WHAT IS STEAM?

STEAM – STEAM is an acronym for **S**cience, **T**echnology, **E**ngineering, **A**rt and **M**athematics. A STEAM education provides opportunities for students in grades UTK through 12 to engage in daily experiences that improve their knowledge of science, math, engineering and art that drives innovation. The philosophy behind STEAM is that subjects cannot and should not be taught in isolation, just as they do not exist in isolation in the workforce.

Bell Schedule 2023-2024

Arrival	
7:30 a.m.	Gates Open Gate 1: Meade Ave. Gate 2: Copeland Ave.
7:45 a.m.	1st Bell - Students walk to class
7:50 a.m.	2nd Bell - School Starts
Morning Nutrition Break and Recess	
9:45 - 10:00	Grades 4 & 5
10:00 - 10:20	Kindergarten
10:00 - 10:30	UTK
10:25 - 10:40	Grades 2 & 3
10:45 - 11:00	Grade 1
10:45 - 11:00	Grades 4 & 5
Lunch (Monday, Tuesday, Thursday, and Friday)	
Eat: 11:30-11:50 Play: 11:50 - 12:10	Grades 4 & 5
Eat: 11:55 - 12:15 Play: 12:15 - 12:35	Grades 2 & 3
Eat: 12:20 - 12:40 Play: 12:40 - 1:00	UTK, Kindergarten, and Grade 1
Lunch (Wednesday - Minimum Day)	
11:05 - 11:25	Grades 2, 3, and UTK
11:30 - 11:50	Grades K and 1st
11:55 - 12:15	Grades 4 & 5
Dismissal (Monday, Tuesday, Thursday, Friday)	
1:55	Gate 2 - UTK

2:10	Gate 1 - Grades 3-5 Gate 2 - Kindergarten, Grades 1 and 2
Dismissal (Wednesday - Minimum Day)	
12:00	Gate 2 - UTK
12:15	Gate 1 - Grades 3-5 Gate 2 - Kindergarten, Grades 1 and 2
Please Note: When we are experiencing inclement weather and/or field conditions are too wet, Gate 1 on Meade will be closed for drop off and pick-up and dismissal for Grades 3 - 5 will take place at Gate 2 on Copeland Avenue.	

ARRIVAL AND DISMISSAL

Drop Off and Pick Up Locations are subject to change due to construction.

Please visit our [school website](#) for the most up-to-date information

Please keep the following things in mind when dropping off and picking up your child from school each day.

- Your child should enter and exit your vehicle on the school side of the street.
- If you park your car across the street to let your child out, your child must walk to the corner and cross the street at the crosswalk.
- Students should never cross streets in the middle of the block or between parked cars.
- Double parking is both illegal and endangers the lives of our children.
- Parents should not park in the bus loading zone, which allows cars to stop briefly in front of the school and drop off their child(ren).
- Do not get out of your car or you will be subject to a ticket by the San Diego Police for parking illegally.
- To protect the safety of all of our students please drive with caution and obey all Safety Patrol students and Franklin Staff.
- Staff supervision of students begins at 7:30 a.m. For safety reasons, no students are to arrive at school before 7:30 a.m. except for those children who attend the PrimeTime Program.
- On inclement (rainy) weather days, students will assemble in the lunch arbor or cafeteria between 7:30 a.m. When the bell rings at 7:45 a.m., students may proceed to their classrooms.

Walking

Our award-winning Safety Patrol helps provide safe travel to and from school.

Bicycles

The San Diego Police Department requests that only students in grades four and above ride bicycles to school. Although the school has designated an area in the courtyard, just past the lunch arbor, for students to park bicycles, the San Diego Unified School District is not responsible for theft, damage, or loss of use to any bicycle, equipment or article left in or around this area. All such risk is assumed by the student.

Students are encouraged to use a lock to secure their bike.

Helmets are required by California law. Students not wearing helmets may lose the privilege of parking a bike on school grounds. As defined in Vehicle Code Section 21212, any person under 18 years old must wear a properly fitted and fastened helmet when riding a bicycle, scooter, skateboard, or when wearing in-line or roller skates. Helmets must also meet the standards of either the American Society for Testing and Materials (ASTM) or the United States Consumer Product Safety Commission (CPSC).

FRANKLIN ATTENDANCE POLICY

****Please notify the school office (619) 344-3000 if your child will be absent.**

Daily Attendance Matters

Students are expected to attend school every day. Children who miss school miss out on opportunities to learn, build lasting friendships, and develop the skills and attitudes needed to become good citizens and valued employees. There is a clear connection between student attendance and student performance in school.

Student absences also affect school budgets. Schools and school districts get a significant amount of their funding based upon the number of students who actually attend school each day. This is called Average Daily Attendance (ADA). Potential losses in ADA revenue affect all students because they can lead to budget cuts affecting a variety of programs, as well as individual schools. To learn more, visit the district's Calculating ADA page.

Student Attendance Laws

All children between 6 and 18 years old are required by California's Education Code to attend school, and their parents have a legal responsibility to ensure their child's attendance. The law also states that a student's refusal to attend school regularly can result in referral to the community-based School Attendance Review Board (SARB), Juvenile Probation or the Juvenile Court System. Additionally, parents who fail to compel their child's attendance may face criminal prosecution and penalties.

Chronic Absenteeism

A "chronic absentee" is a student who has missed 10% or more of the school year (18 or more days for the school year - excused and/or unexcused absences). As mentioned above this can affect not only a student's academic and social progress in the classroom. Please visit www.cde.ca.gov/ls/ai/cw/ to read more. Our school site team will reach out to families who are experiencing chronic absenteeism to see how we can work together to ensure all students are coming to school on a daily basis.

Excused/Unexcused Absences

The only absences that are excused as mandated by the state of California are those due to illness, medical or dental appointments, funeral services and bereavement, court appearances, family emergencies, Independent Study Contracts (see below), or religious holidays or ceremonies.

Unexcused absences include, but are not limited to, those due to oversleeping, transportation issues, going on vacation, or similar situations.

For guidance on when to keep your child home from school due to illness, see the Student Health page.

Planned Absence in Excess of Five Days/Independent Study Contract

If your child will be absent from school for five or more days, please contact the school office at least one week ahead and make arrangements for a short-term *Contract for Independent Study (CIS)* for the absence period. Academic assignments will then be given to the student to complete during the absence. When the student returns and turns in the successfully completed assignments, he/she will be given credit for the missed days. For attendance purposes, they will not be considered unexcused absences. Without the contract, however, the absence would be unexcused. Independent study contracts are not available for students receiving special education support.

FRANKLIN STUDENT HEALTH POLICY

Guidelines for Keeping Your Child Home

For the well being of all students, children should remain at home if they are ill. Below are some general guidelines to help you decide if you should keep your child home from school:

Keep at Home	Send to School	See a Doctor
Fever above 100°	Ear infection; no pain	Undiagnosed skin
Vomits more than once	Infrequent diarrhea	rash
Flu: body aches, fever, headache	Minor cold (runny nose, cough, sneezing, sore throat)	Eye infection
	Cold sores (Sore covered)	
	Infestation of scabies, lice (After treatment begins)	
	Strep throat (After 24 hours of medication)	
	Vague "I don't feel good" symptoms	

The school has no way of providing for children who are ill except to contact the parent or emergency contact and request they be picked up and taken home. For this reason, it is critical that the school have current parent/guardian contact information on file.

Medications

All medications including over the counter must be left in the health office along with [Physician Order Form](#). Each medication must be in its original container and marked with the student's name, dosage, and time to be taken. Only the designated personnel can administer medications to students who submit a completed Health Information Exchange Consent Form.

Prescription medications must be accompanied by physician's orders that include exact dosage and, as mentioned above, must be in the original container. Inhalers/Epipens must have the proper doctor's authorization and are kept in the nurse's office for use as needed. Student Health Office Contacts: **Nurse:** Ireem Alam ialam@sandi.net (M, Th) and **Health Tech:** Lani Chau nchau@sandi.net (M-F)

Student Injuries

Franklin staff will take care of all minor injuries occurring on site. In the event of a more serious injury, parents are notified and required to come to the school site. **It is very important to have up to date phone numbers on file in case of an emergency.** If no one can be reached and the injury is life threatening, 911 will be called.

Student Insurance

SDUSD does not carry medical or dental insurance for students injured on school grounds, while under school jurisdiction, or while participating in school district activities. However, the district does provide access to optional accident insurance. Student insurance booklets are available in the office upon parent request.

BREAKFAST, LUNCH, SNACKS AND CELEBRATIONS

Healthy bodies support learning. The district's Food Services Department provides healthy meals daily to students, preparing them to learn and supporting the development of positive, life-long eating habits.

Breakfast in the Classroom (BIC): Breakfast is served daily, free of charge, in the classroom each morning from 7:50 - 8:00. Click on the Food Services Website link to view menus and nutrition information.

Lunch: Lunch is served daily, free of charge, to all Franklin Students. Click on the Food Services Website link to view menus and nutrition information.

Visit the [Food Services website](#) to learn more.

- [Breakfast Menu](#)
- [Lunch Menu](#)

Snacks and Water Bottles: Students are provided with a nutrition break during their morning recess time. **Please send your child with a nutritious snack and a refillable water bottle.** We have water filling stations around campus for students to use.

Classroom Birthday Celebrations

The district has adopted a "Framework for Wellness" that recommends that food be avoided at classroom celebrations. As a result we are instituting a no food celebration policy for student birthdays. This will cut down on instructional time lost. Students can be celebrated by wearing a special hat for the day, a birthday song, and parents can bring a non-food item to students (pencils, stickers, erasers) if they want to give a treat. [San Diego Unified's Framework for Wellness](#) is designed

to encompass student, parent, staff, and community wellness and should serve to further advance wellness throughout the district.

Special Events and Celebrations

On occasion, classroom teachers may choose to celebrate a special event or accomplishment with a special food or snack. These occasions can only occur up to four times a year. If your child has any special dietary requirements, please make sure your child's teacher is aware.

HOME-SCHOOL CONNECTION

Message System

Please make sure that you are connected to the message system that your child's teacher uses. This will allow you to receive information specific to your student's classroom and will allow you to message your child's teacher with any questions or concerns.

To ensure you receive all messages from school, please update all contact information in the front office.

Franklin Flyer Newsletter

The principal sends out a weekly message with a link to the Franklin Flyer Newsletter - Smore Update. This will be sent to your email and/or via the school-wide message system. You can also find the link to the newsletter on the home page of our school's website

School Flyers

School and community information is sent home with students throughout the week via Remind messages and/or paper flyers. Please check for this information every day in your child's backpack.

Parent-Teacher Conferences

Attend parent-teacher conferences to learn about your child's progress in school. These will be minimum days, with dismissal at 12:15 p.m. Your student's teacher will reach out to you with directions on how to sign up for a conference.

- **Fall Parent-Teacher Conferences:** November 13 - November 17, 2023
- **Spring Parent-Teacher Conferences:** March 26 - March 29, 2024

Parent Concerns

We encourage families and staff to resolve problems collaboratively. Teamwork, and getting conflicts resolved in a timely manner, is very important to every child's education. Should there be a problem with a student at school, follow the steps outlined here.

- Step 1:** Always start with the person with whom you have a concern.
- Step 2:** If the problem or conflict is unresolved, it is essential that the school principal be included in the process of resolving your concern.
- Step 3:** If the issue cannot be resolved at the school site with the principal, parent may address concerns or conflicts with the [Quality Assurance Office](mailto:qualityassurance@sandi.net) at qualityassurance@sandi.net or (619) 725-7211.

Please know that it is always our intent to resolve concerns at the lowest possible level. If a parent

has a classroom concern, it is important to try to resolve the concern with the classroom teacher. If the concern is not resolved, please contact the principal and she/he will set up a meeting between the parties involved in an effort to resolve the issue. All school-wide concerns should be directed to the principal, who will call, email, or meet with the parent/guardian to address the issue. Every effort will be made to respond to concerns within 24-48 hours. If there is an urgent matter, please call or stop by the office. If the principal is not available, please inform the clerk/secretary how urgent the issue is, so they can contact the principal.

FRANKLIN VISITORS AND VOLUNTEERS

Visitors

For the safety of students and staff, the front doors and gates at Franklin are locked during school hours. Please enter through the blue door to the left of the double doors located in the front of the main building.

California state law requires all persons visiting a school site report to the school office. All visitors must sign in and secure a "Visitor's Badge", which is to be worn while on campus.

All persons requesting to visit and observe a class during the school day shall be approved by the principal and the teacher shall be notified and a meeting scheduled. If a request for an outside agency is being made by a parent to observe their child the parent must provide written approval and the agency must provide requested documentation before a meeting can take place. The Principal and/or other district staff also must be available to accompany the individual(s) from the outside agency.

To pick up a child from school, an individual must be an adult listed on the student's enrollment card and be able to provide his/her identity with a picture ID.

These procedures help maintain a safe campus for all.

Volunteers

Franklin loves volunteers! All volunteers must complete an application for the current school year and have a current TB test or Risk Assessment Questionnaire before being in the classroom.

The volunteer application and accompanying paperwork should be turned in to the school ESA. This process can take some time so it is a good idea to turn in the application at the start of the school year. Once you are cleared to volunteer, you must report to the main office, sign in and secure a "Volunteer Badge", which is to be worn while on campus.

Volunteer opportunities include:

- Parent patrol (assisting with arrival and dismissal)
- Lunch/Recess (assisting with supervision)
- Classroom (reading with students, working with a small group, special events/projects)
- Field trip chaperones
- At home projects (cutting, laminating, assembling, etc.)

Franklin also has a variety of opportunities for parents to get involved by serving on one of the following committees:

- School Site Council (SSC)
- Site Governance Team (SGT)
- English Language Advisory Committee (ELAC)
- Franklin PTA
- Friends of Franklin Foundation.

Please visit the [Franklin Website](#) for more information on these committees.

FRANKLIN SCHOOL SAFETY PLAN

Regular drills are held throughout the year to enable students and staff to react to any emergency situation which might occur. Drills held are:

- Fire Drill
- Earthquake Drill
- Lockdown Drill
- Shelter in Place Drill

In the event of an earthquake or other disaster, the safety of all students is our primary concern. All gates will be secured. Families will be directed to pick up children at the reunion gate. Identification will be required. This will provide us the opportunity to account for all our children and to ensure that they are released to authorized adults only. Please contact the office if you would like additional information regarding Franklin's preparedness procedures.

In the event of a school lock down procedure, for their safety, children may only be released from their classrooms at the direction of the San Diego Police Department.

A site safety plan has been developed for Franklin Elementary School and all staff members receive continuous training in maintaining a safe and secure environment for students. Key components of this plan are as follows:

- Assessment of school crime and crime in the surrounding community
- Child abuse reporting procedure
- Disaster procedures (for both routine and emergency situations)
- Suspension and expulsion procedures
- Sexual harassment policy pursuant to the Ed. Code
- School wide dress policy
- Rules and procedures for school discipline to ensure a safe and orderly school environment
- Procedures to avoid or report any injuries or unsafe conditions to students or staff memberS

CLASSROOM PLACEMENTS, CLASS SIZE, AND TEACHER REQUESTS

The staff at Franklin works hard to build equitable, balanced, and diverse classes across a number of factors. We appreciate your patience and understanding as this is a delicate and ever-changing process as enrollment shifts right up until the start of the school year.

Classes are created based on district class size guidance:

Grade UTK has a max of 24 students per class with 2 teachers (a UTK teacher and ECE teacher)

Grades K-3 have an average of 24 students per class with 1 teacher

Grades 4-5 have no more than 35 students per class with 1 teacher

FRANKLIN HOMEWORK POLICY

The district homework policy approved by the Board of Education emphasizes that homework is an important part of the education program and must be assigned to all students on a regular basis. Homework should help students become self-directed, independent learners and improve their academic achievement.

Homework assignments appropriate to a student's developmental level will be used for enrichment, reinforcement, and extension of school experiences. These assignments will take many different forms, such as continuation of assignments begun in class, reading of textbooks, library books, and reference works; writing activities; further work on experiments begun in class; long-term research projects; memorization; drill work; observation activities; interviews; preparation of exhibits; and completion of work missed due to absence.

All students are to be assigned homework. The amount is to be increased gradually from a few minutes per day in the early grades to two or more hours in high school. So far as possible, homework is to be adjusted to the goals, abilities, and interests of students. Some students may require more time for study than others, and different subjects require different amounts of homework. Therefore, the amount of homework per day may vary, but it is expected that all students will be responsible for completing some homework.

Since cooperation between parents and school is necessary for effective home study, parents are to be encouraged to take an interest in the homework activities of their children and to provide conditions that are conducive to good study habits. Children should have a scheduled time for homework, a quiet place to work, and the supplies they need.

The guidelines were developed taking into consideration district policy and our middle school feeder schools: Wilson Middle School and Lewis Middle School homework policy.

STATEWIDE ASSESSMENTS

Every year, California students take several statewide tests. When combined with other measures such as grades, class work, and teacher observations, these tests give families and teachers a more complete picture of their child's learning. You can use the results to identify where your child is doing well and where they might need more support.

Your child may be taking one or more of the following California Assessment of Student Performance and Progress (CAASPP), English Language Proficiency Assessments for California (ELPAC), and

Physical Fitness Test assessments. Pursuant to California Education Code Section 60615, parents/guardians may annually submit to the school a written request to excuse their child from any or all of the CAASPP assessments. This exemption does not exist for the ELPAC or Physical Fitness Test. Please [click here](#) for more detailed information regarding testing.

SCHOOL SITE COMMON ASSESSMENTS

Our school site uses a variety of assessments, both formal and informal, to gauge how each student is progressing. This data is used to design instruction to ensure that students are working towards mastery of the Common Core State Standards.

Grade UTK: WRAP Assessment and Heggerty for Literacy and SDUSD Math Units

Grade K-2: WRAP Assessment, FAST, and F&P for Literacy. Teacher generated math assessments/Envision topic tests for Math.

Grade 3-5: FAST aReading for Literacy. DEMI assessment and teacher generated math assessments/Envision topic tests for Math.

FRANKLIN DISCIPLINE POLICY

Our primary goal is for students to be safe at school as they move around the campus. Students are expected to be responsible and respectful. The following rules and expectations help make Franklin safe for all students:

Expected Student Behaviors To and From School

Students are expected to act responsibly and respectfully at all times. Students will:

- Use the safest, most direct route without playing or stopping along the way to and from school.
- Cross streets only at crosswalks.
- Walk only on the sidewalks and respect community property along the way.
- Leave the grounds immediately after school and go directly home, unless participating in the Primetime, Character Builders, or other school activities. Meet sibling(s), parents, childcare providers or friends at a designated place. If a student is not picked up at the end of the day, the student must come to the school office to wait or have the office staff contact the parent or guardian. For their safety, students should not wait along the street if being picked up late.
- Do not play on the school grounds before or after school. This includes any of the playground equipment.

Expected Student Behaviors On School Grounds

- Walk quietly on the school grounds; do not run.
- Avoid conflicts with students. Ask for assistance from teachers, assistants or administrators whenever a problem arises to help solve problems peacefully.
- Play in the playground area assigned or approved by the teacher during recesses and PE times.
- Use restroom facilities with respect for property and other students and do not play in the restrooms.
- Do not chew gum unless authorized by staff personnel.
- Be respectful and polite; do not use profanity, name-calling, racial slurs, and/or verbal put-downs. Do not make inappropriate remarks about someone's body, sexual innuendos, or demonstrate touching or suggestive postures; these are all considered harassment. If you have a discrimination or sexual harassment complaint, contact a teacher or the administrator. Sexual harassment will not be tolerated.
- Gambling is not allowed at school. Students may not gamble with dice, playing cards, etc.
- Vandalism is considered a serious offense. Parents/guardians will be required to pay for damages resulting from vandalism.
- Animals are not allowed at school (exceptions are made for service animals)
- Toys, cameras, iPods, electronic games, trading cards, etc., are not allowed at school.
- Valuable items are to be left at home.

- Cell phones may be used before and after school and are to remain off during the school day. Franklin is not responsible for lost or damaged cell phones.

Expected Student Behaviors On the Playground

- Students are expected to walk to the playground.
- Follow directions the first time given.
- Play only on the playground or field. Students are not to play in the hallways or restrooms.
- Use equipment safely and properly including not going up slide, refraining from running, playing tag or chase around equipment.
- Demonstrate good sportsmanship and abide by the decisions of the group or adult supervisor.
- Use school determined rules when playing games.
- Never throw or bounce balls against a building as it destroys the stucco and paint.
- At no time are students to be in a classroom without supervision.
- Refrain from throwing rocks, sand, or any other object not intended for throwing.
- Use proper language (no profanity or name-calling).
- Leave personal toys, games, video games, cameras, radios, and sports equipment at home; no toys are to be at school or in backpacks.
- Healthy snacks may be eaten in the lunch arbor or other designated areas on the playground (no gum or candy)
- Stop playing at the sound of the bell or whistle.
- Playground equipment is not to be taken home.

Expected Student Behaviors in the Restrooms

Students are expected to act responsibly and respectfully at all times. Students will:

- Keep restrooms neat and clean.
- Not write on the doors or other areas..
- Respect the privacy of others.
- Use quiet voices (level 2).
- Not play or eat in or around restrooms.
- Use the restroom and get a drink of water before the bell rings.

Expected Student Behaviors in the Cafeteria and Lunch Arbor

To help make lunch a safe and enjoyable time for students, please observe the following:

- Follow the adults' directions as you enter the lunch arbor and cafeteria.
- Be respectful of other students in the lunch line and at the salad bar.
- Sit at tables until you are dismissed by an adult. Stay in your seat at all times.
- You are responsible for cleaning up your table area and ground under your table before you are dismissed.
- Do not take other people's food.
- Use a quiet conversational voice to visit with those sitting at your table. Do not call out to adults or students at other tables.
- Remember your table manners.
- Students must wait to be dismissed by tables when students have finished eating and trash has been picked up.
- Students must walk to the playground and not run after being dismissed from the lunch arbor.
- Students must use the restroom and get a drink of water before the bell rings at the end of lunch.
- Snacks and lunch items brought from home should be within reason. Please send snack-sized items (no large size bags of chips, snacks, or candy).
- Students are to eat their own food items and not share due to dietary restrictions and food allergies.

Resolving Behavioral Challenges: A Framework

The Parent/Guardian's Role

Parents are expected to cooperate with school authorities in maintaining and encouraging proper standards of behavior for their children. The following points for parents may prove helpful:

- Instill in your child a sense of responsibility for what he/she says or does.
- Help your child understand the necessity of personal safety..

- Make sure you communicate with school personnel to learn necessary facts and expected behavior.
- Show love and respect for learning as a model for your children.
- If a parent is in disagreement with a process or action in the classroom, we ask that you first speak with the teacher or staff member directly before bringing forth the concern to administration.

The Classroom Teacher's Role

The classroom teacher is responsible for establishing and maintaining a suitable learning environment and community whereby all students can learn. Parents/guardians will receive an explanation of the system for their child's classroom at the beginning of the school year. Each teacher will communicate information about their classroom rules and procedures. We encourage all families to review these expectations with your child. We know that learning can be enhanced when students are engaged and when parents support their children in school. We strive at establishing and maintaining a close relationship between the home and school.

When an Issue Arises In the Classroom

- The teacher will employ the classroom community system which will include the use of various strategies and techniques to resolve the problem.
- If the problem continues, the teacher will contact the parent/guardian and collaborate on a plan to support the child. A parent conference may be requested.
- If the problem persists, they may involve the counselor or principal for support.
- Parent conference meetings will be scheduled as needed and include various team members as needed. The team offers a forum where school support personnel, i.e.; counselor, teacher, administrator and parent/guardian, have a conference and collaborate extensively to support any issue that may arise..
- If the problem persists, other alternative disciplinary action may be taken following established district guidelines.

When an Issue Arises Outside the Classroom

- The noon duty and/or other staff will use a variety of strategies and techniques to help resolve any problems that arise outside of the classroom. This may involve the student taking a break from the recess activity until they are ready to safely return to playing.
- If the problem continues, the staff will contact the office for assistance.

The Counselor's Role

The counselor is an integral part of supporting students at our school. The counselor's role is to act as student advocates who listen to problems, counsel children, and assists in resolving conflicts or problem behavior using district approved guidance strategies. A counselor will be on campus two-three days per week.

The Administrator's Role

Our school administrator is a partner in supporting students. If a challenging situation or behavior persists, the administrator may be called upon to support. Also, in rare cases of serious issues, such as the list below, the administrator will be contacted immediately.

1. Harming or threatening to harm another student.
2. Possession of any firearms, knife, explosive or other dangerous objects.
3. Possession of drugs, drug paraphernalia, tobacco or alcohol.
4. Stealing, vandalism or damage to school property.

OTHER IMPORTANT INFORMATION

After School Care

Before and after school options are provided by programs and vendors that partner with our school to offer options to families. Visit our [school website](#) to learn more.

Lost and Found

Please ensure your child's jackets, water bottles, and lunch boxes are plainly labeled. Children and parents are encouraged to check the "Lost and Found" cart near the front office for lost articles. Unclaimed items are donated to community organizations.

Field Trips

Parents will be notified about field trips in advance and are asked to sign a permission slip. District policy will not allow the school to accept permission for field trips over the phone.

Classroom Restroom Policy

All teachers will establish a humane, reasonable, and flexible restroom policy for students. Students will be able to use the restroom without loss of privileges.

All teachers will review on the first day of school the classroom restroom policy. Children are highly encouraged to use the restroom before school, during recess, and lunch. Students who fail to follow this policy cannot be punished (e.g., given detention, referral, writing standards, etc.). All classroom restroom policies outline in detail what children should do if there is an emergency. Parents will be notified if a child is repeatedly not following classroom procedure. Teachers will call parents to get additional information about possible medical reasons why the student is frequently leaving the class and losing valuable class time. Some teachers use sign-out sheets to document when children leave and return to the classroom.

Computer Distribution

Students at Franklin are provided a 1:1 student device for the purpose of utilizing 21st Century tools to enhance learning. At the beginning of the year, students and parents sign a "Network Use Guidelines" located on the Universal Form found [here](#) and in the [Facts for Parents](#).

In general, at Franklin students demonstrate appropriate use of their device by adhering to the following:

- Use their devices at appropriate times set forth by the classroom teacher.
- Use their student device for the purposes of school work and learning.
- Devices are to be used under the supervision of their teacher or co-teacher.
- During school hours, students will follow the direction of their teachers / co-teachers when using their student devices at school.
- No student use of devices on the playground.
- Inappropriate use of the device such as vandalism, accessing inappropriate content or using their device at an inappropriate time will result in the loss of privileges of the device.
- Families are subject to pay to replace lost or damaged devices per District Policy. Please see page 21 in the Facts for Parents document linked above for the fees that may be associated with damaged devices.
- Grades 2-5 will take their laptops back and forth to school daily. Grades UTK-1 will keep their laptops at school.

District [Procedure Board Policy 6163.4](#) provides information about the privileges and responsibilities for use of the internet, SandiNet (the district's electronic network), and electronic devices as part of your student's educational experience.

Parent Portal

- Login to the [PowerSchool Parent Portal](#) to access your student's attendance record, State testing scores, updated personal information, complete district forms and to view grades at the end of each grading period.
- Visit the [SDUSD Parent Portal webpage](#) for more information about setting up your Parent Portal account if you do not already have one
 - **Returning Families - Update your contact information in the Parent Portal**
Update your phone numbers, email addresses, and home address in the Parent Portal so we can contact you with important information, in the event of an emergency, and so that you receive important information from the District. You are also welcome to contact ealiangan@sandi.net with updated contact information.
 - **New Families** - Please reach out to ealiangan@sandi.net for your student's Access ID, Access Password and any Parent Portal questions.

Phone Calls and Messages

Students are not allowed to make telephone calls except in emergency situations. Arrangements for after-school activities, obtaining required books and homework, glasses, etc., should be taken care of in the morning before the student leaves home.

Franklin has a "no interruption" policy during the school day. If your child's teacher calls you during the day and you are returning the call, please be sure to mention this to the office so they will connect the call. Otherwise a message will be taken.

Student Cell Phones and Other Devices

Students are permitted to use cell phones before and after school but not during the school day. Cell phones and other smart devices such as smart watches must be powered off and stored out sight during the instructional day. Franklin is not responsible for cell phones that are damaged, lost or stolen. If a student is found using a cell phone or smart device from home during the instructional day, it will be taken and parent/guardian will be notified by the teacher or administrator to pick it up.

Toys, Games, and Personal Belongings

Students are not allowed to bring toys to school as it is a distraction to learning and often results in lost or broken toys. This includes trading cards. The school provides sufficient items for children to play with for both outdoor and indoor recess.