

Franklin Elementary School



Student/Family Handbook 2021 - 2022

Kristina Ravo, Principal

kristina.ravo@fmsd.org



Franklin Elementary

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Franklin Elementary

Dear Franklin Students and Families,

We hope everyone had an opportunity to relax and enjoy time with family and friends this past summer! We as a Franklin staff could not be more excited to welcome all of our students back for in-person instruction this fall. Last school year, we proved that Franklin truly is a multicultural learning environment where students' differences are celebrated and where students are supported academically, socially, and emotionally to achieve success inside and outside of the classroom.

This year as we return to campus with in-person learning, we will utilize our Energy Bus for Schools initiative to welcome students back to Franklin with open arms and invite students and families to join the ride as we rebuild our positive school climate and address any socio-emotional needs that may arise. We will continue to strive to be a diverse learning community where students **celebrate differences, show empathy toward others, and use growth mindsets to actively solve problems** in order to create a more just and evolving world.

I will continue to send out weekly newsletters via our new communication platform Parent Square, as well as posted under the "Communication" tab on our website. We hope with CDC regulations that we will get to the point where our weekly announcements can be held on Monday mornings at the start of school as a whole-school kick-off out on the blacktop (weather permitting). I also welcome each of you to reach out to me via email, phone or in person, as my door is always open. I want everyone in our Franklin community to be excited to be a part of our family and the best way I can support that is through getting to know you and your families even better.

I encourage you to get involved in your child's educational experience through the various opportunities such as School Site Council meetings, English Language Advisory Committee meetings, joining us for parent workshops and attending our wonderful community events. We look forward to a rebuilding year with our fabulous Franklin community back on campus and am eager to remind everyone why we are so proud to be Franklin Patriots.

Lastly, this handbook will provide information on our school policies and procedures. Please use it as a reference. If there is anything that is not answered in this handbook, please do not hesitate to contact the front office.

The Franklin Staff is looking forward to another great year as Proud Franklin Patriots!

Sincerely,

Kristina Ravo

Principal



Franklin Elementary

Franklin School Mission

(Who We Are)

Franklin is a multicultural learning environment where students' differences are celebrated and where students are supported academically, socially, and emotionally to achieve success inside and outside of the classroom.

Franklin School Vision

(Who We Strive to Be)

We strive to be a diverse learning community where students **celebrate differences, show empathy toward others, and use growth mindsets to actively solve problems** in order to create a more just and evolving world.

Franklin Core Values

Students are expected to learn and know the core values, and to behave in a way that demonstrates these values:

Respect * Responsibility * Safety



Franklin Elementary

21 - 22 Certificated Teaching Staff

Name	Email	Grade	Room
Dinh, Diana	diana.dinh@fmsd.org	Kindergarten	A-1
Marquez, Carlos	carlos.marquez@fmsd.org	Kindergarten	A-3
Thai, My Le	myle.thai@fmsd.org	Kindergarten	A-2
Beilby, Christina	christina.beilby@fmsd.org	1st Grade	B-1
Kovac, Kristen	kristen.kovac@fmsd.org	1st Grade	B-2
Yom, Christy	christy.yom@fmsd.org	1st Grade	B-3
Ghasseminezhad, Kelly	kelly.ghasseminezhad@fmsd.org	2nd Grade	G-3
Hsu, Tracy	tracy.hsu@fmsd.org	2nd Grade	G-2
Lam, Phuong	phuong.lam@fmsd.org	2nd Grade	G-4
Do, Johnny	johnny.do@fmsd.org	3rd Grade	G-8
Shinagawa, Cara	cara.shinagawa@fmsd.org	3rd Grade	G-6
Suh, Kristianna	kristianna.suh@fmsd.org	3rd Grade	G-7
Baskerville, Catherine	catherine.baskerville@fmsd.org	4th Grade	H-1
Beach, Nancy	nancy.beach@fmsd.org	4th Grade	H-3
Espadilla, Jocelyn	jocelyn.espadilla@fmsd.org	4th Grade	C-3
Huang, Tony	tony.huang@fmsd.org	4th Grade	H-2
Alvarado, Anthony	anthony.alvarado@fmsd.org	5th Grade	E-2
Barrera Baltazar, Cinthia	cinthia.barrerabaltazar@fmsd.org	5th Grade	C-2
Bech, David	david.bech@fmsd.org	5th Grade	H-4
Burrell, Jamie	jamie.burrell@fmsd.org	5th Grade	E-1
Katzen, Beth	beth.katzen@fmsd.org	5th/6th Grade	C-4
Barrios, Minette	minette.barrios@fmsd.org	6th Grade	E-3
Boram, Loshia	loshia.boram@fmsd.org	6th Grade	E-4
Lee, Judy	eyunjung.lee@fmsd.org	6th Grade	C-5
Witmeyer, Rachel	rachel.witmeyer@fmsd.org	6th Grade	E-5
Kim, Deborah	deborah.kim@fmsd.org	RSP	G-1
Pirrello, Donna	donna.pirrello@fmsd.org	SLP	C-1
Silvia Suther	silvia.suther@fmsd.org	Psychologist	F-7



Franklin Elementary

21 - 22 Administration, Classified, and Community Staff

Staff Name	Email	Title
Kristina Ravo	kristina.ravo@fmsd.org	Principal
Daysi Barraza	daysi.barraza@fmsd.org	Secretary I
Van Pham	van.pham@fmsd.org	Secretary II
Denise Beagle	denise.beagle@fmsd.org	Library/Media Aide
Hillary Lopez	hillary.lopez@fmsd.org	Social Worker
Vanvi Do	vanvi.do@fmsd.org	Kinder Paraeducator
Be Tran	be.tran@fmsd.org	Kinder Paraeducator
Omar Vargas	omar.vargas@fmsd.org	Kinder Paraeducator
Yirley Ocampo De Villalobos	yirley.ocampodevilla@fmsd.org	RSP Paraeducator
William Holtz	william.holtz@fmsd.org	SDC Paraeducator
Jean Uy	jean.uy@fmsd.org	SDC Paraeducator
Janet Frias	janet.frias@fmsd.org	Food Service Lead
Maria Deguzman	maria.deguzman@fmsd.org	Food Service Assistant
Maria Del Rosario Vargas	maria.delrosariovarg@fmsd.org	Food Service Assistant
Luis Delgado	luis.delgado@fmsd.org	Day Custodian
Maria Cardenas	maria.cardenas@fmsd.org	Night Custodian
Francisco Corro	francisco.corro@fmsd.org	Night Custodian
Rocio Berrospe	rocio.berrospe@fmsd.org	Noon Duty Supervisor
Ana Cruz	ana.cruz@fmsd.org	Noon Duty Supervisor
Leticia Lopez	leticia.lopez@fmsd.org	Noon Duty Supervisor
Maria Lopez De Enciso	maria.lopez@fmsd.org	Noon Duty Supervisor
Ana Malagon	ana.malagon@fmsd.org	Noon Duty Supervisor
Selia Murillo	selia.murillo@fmsd.org	Noon Duty Supervisor
Paula Lara	plara@catholiccharitiesscc.org	CORAL Director
Luis Vargas	lvargas@littleheroes.org	Little Heroes Coach



Franklin Elementary

21 -22 Important School Dates

2021

8/16	First Day of School
9/6	Labor Day--No School
10/11-10/15	October Break--No School
11/11	Veteran's Day--No School
11/15-19	Trimester 1 Parent Conferences
11/22-26	Thanksgiving Break--No School
12/20-1/7	Winter Break--No School

2022

1/17	Martin Luther King, Jr. Day--No School
1/31	Staff Development Day--No School for Students
2/21-25	February Break--No School
3/16-18	Trimester 2 Parent Conferences
4/18-22	Spring Break--No School
5/30	Memorial Day--No School
6/17	Last Day of School



Franklin Elementary

Franklin-McKinley School District

2021-2022

Board Approved: January 26, 2021



Superintendent
Juan Cruz

	SCHOOL CLOSED
	STUDENTS IN ATTENDANCE
	FIRST DAY AND
	STAFF DEVELOPMENT

CLASSIFIED HOLIDAYS

JULY 5	INDEPENDENCE DAY
SEPTEMBER 6	LABOR DAY
NOVEMBER 11	VETERANS DAY
NOVEMBER 24-26	THANKSGIVING
DECEMBER 23-24	CHRISTMAS
DECEMBER 30-31	NEW YEARS DAY
JANUARY 17	MLK DAY
FEBRUARY 21	PRESIDENT'S DAYS
FEBRUARY 22	CLASSIFIED HOLIDAY
APRIL 18	SPRING (EASTER)
MAY 30	MEMORIAL DAY

July 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

February 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				




June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



Franklin Elementary

Family Communication

Communication is key! It is important that your child's teacher and the school be able to communicate with you. In order for us to do so, we will need to have the most current information available for the following:

 Email	 Cell Phone Number	 Mailing Address
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Please make sure to contact the Front Office at (408) 283-6375 if there are any changes to the above information. It is important to have a current working phone number on file in case of emergency.

When outreaching to your child's teacher, please allow two school days for teachers to respond. Please note that teachers will be unable to respond during instructional time.

Franklin Elementary School and teachers will be using an application called [ParentSquare](#) to communicate with families on a regular basis. All school announcements and weekly newsletters will be sent through ParentSquare. We ask that families download the application onto your phone to stay connected with your child's teacher and the school. You can also sign up for ParentSquare at: https://www.parentsquare.com/join_school/new.



ParentSquare

Our school website will be regularly updated. For the latest information, families can always visit our school website at franklin.fmsd.org.

To provide feedback to the school, we will be sending out periodic surveys for families and students to respond to. We thank you in advance for responding. Surveys will be sent out via ParentSquare.

Our Front Office hours are 8:00AM - 3:30PM, Monday - Friday, except for holidays and breaks.

420 Tully Road · San Jose, California 95111 · (408) 283 - 6375 · franklin.fmsd.org



Franklin Elementary

Instruction and Learning

Teachers will be using our adopted curriculum aligned with [California Common Core Standards](#). Below is a table indicating our curriculum:

<u>Subject</u>	<u>K</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
ELA	Journeys Reading Program						Collections
Math	Eureka Math						CPM
Science	McGraw Hill						Macmillan/ McGraw-Hill
Social Studies	Scott Foresman						Glencoe/McGraw-Hill
Social-Emotional Learning	Energy Bus for Schools , Second Step , Zones of Regulation						

To support learning, teachers may be posting class assignments via an online platform for students to practice and complete assignments:

Grades K - 2		Grades 3 - 6	
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Additionally, to support individual student learning needs, teachers will use the following blended learning programs with students:

All student work will be provided with feedback by teacher, graded and assessments given to check the progress of learning.



Franklin Elementary

Family Guidelines

We look forward to working in close partnership with the families and students we serve. We know that now, more than ever, we will need to work together to help our students thrive.

In order to help families as their students engage in school, we suggest families follow these guidelines:

- ★ **Establish a routine at home to support learning** (ie. have a regular bedtime and wake-up time).
- ★ **Check online communication daily to keep up to date on assignments or notifications.**
 - Talk to your student's teacher about how you prefer to communicate.
 - If needed, ask for help accessing communication through ParentSquare.
- ★ **Make sure your student is completing their assignments with integrity and academic honesty** (Students should always turn in assignments that have their own thoughts and work).
- ★ **Ask teachers, school staff, or others if you need help.**
 - Teachers and school staff want to know your questions and concerns.
 - If you think your child may be depressed, anxious, stressed, or in need of wellness services (i.e., counseling), or if your family has basic needs (e.g., housing, legal services, food, etc.), please reach out to your teacher or the front office.

Parent-Teacher Conferences

Parent-Teacher conferences are held two times per year. It is the expectation that all parents will attend conferences to learn about if their child is meeting grade-level standards or not.

Visiting School

When families come on the Franklin campus, parents/guardians and guests must report to the office first. If you wish to visit a classroom, please contact the teacher ahead of time to schedule a mutually-convenient time. Please sign in at the office and obtain a visitor's badge.



Franklin Elementary

Attendance

Consistent attendance is one of the most important factors in students' academic success. Students are expected to come to school every day, but if your student is not able to attend school, please inform both your student's teacher and our front office (408) 283-6375, or daysi.barraza@fmsd.org. Our secretary will note the reason for absence. The office is equipped with a 24-hour voicemail answering system. When calling about your child's absence, please provide the following information:

- Student's name and date of absence.
- Reason for absence (illness, family emergency, medical appointments, etc).
- Relationship of caller to student (parent, guardian, etc).

Important Note: If your child is absent three days or more, the school requires a doctor's note upon your child's return.

For students with frequent absences, state law [ED Code, Sec 43504f] requires that school districts have written procedures for tiered reengagement strategies. Franklin Elementary School and the Franklin-McKinley School District will seek to communicate the importance of attendance to families and help families find solutions and connect them with resources that can reduce absenteeism.

DISTRICT DRAFT PLAN Tiered Response to Support and Engage Families		
Tier 1 (Universal): 1 absence in a week Tier 1 (Personalized): 2 absences in a week	Tier 2 (Early Intervention): 3+ absences in a week or 5 absences in a month	Tier 3 (Intensive Support) 5 absences in a week or 12+ absences in a month
(1)Teacher will contact family (2) Secretary will contact family and/or those on emergency contact list	*School administrators and/or school social workers/counselors *School staff will work with families to devise an attendance improvement plan *Home visit should be conducted	*School-linked-services referral *District staff outreach *Home visit should be conducted



Franklin Elementary

Uniform Policy

Franklin school has a Uniform Dress Code. All students are expected to dress in the following manner:

- White or forest green shirt/blouses with a collar.
- Franklin t-shirts or sweatshirts.
- Khaki long or short pants.
- Khaki colored skirts and jumpers.
- Plaid skirts and jumpers (green and blue).

Shorts and skirts must be fingertip length when the arm is down at the side. We encourage students to wear jackets, sweaters, and sweatshirts in white, khaki, tan, black, or forest green.



Franklin Elementary

Student Behavior Expectations

In order to help students and their classmates make the most of their learning time, we have the following expectations for all students.

★ Be Respectful

- Use school language.
- Smile when greeting your teacher and classmates. Be polite and respectful to everyone.
- Maintain eye-contact.
- Enjoy learning and working together.
- Respect school and personal property.

★ Be Responsible

- Refrain from eating, drinking, or chewing gum during live lessons.
- Be ready with all past work done.
- Obey all directions of adults at Franklin.
- Be helpful and responsible.

★ Be Safe

- Never share/post your account information online.
- Use the bathroom in a safe and clean way.
- Walk at school. Running is only allowed on the turf or grass.

Bullying and All Forms of Harassment

Bullying and all forms of harassment are illegal and not tolerated on the school campus and during extracurricular activities. Disciplinary action will be taken by the school's administration to deter bullying of students and all forms of harassment. This may include, but is not limited to, community circles, home suspensions and expulsion recommendations.

Guidelines for Violation of School Rules

When a student violates a school rule, the student will receive a consequence and parents will be notified. Consequences may include counseling with an adult, participation in a community circle, community service, recess or lunch detention, completing a behavior reflection, or any other appropriate action. A teacher may suspend a student from the classroom, but not from school, for up to two days. The principal may suspend a student from the classroom or the school. When a student is suspended from school, an effort will be made to contact the parents by phone. A Notice of Suspension is also given to the parent/guardian during a conference with the principal or school designee.



Franklin Elementary

Zero Tolerance

Franklin Elementary has zero tolerance for the following:

- No student may have in his/her possession a knife, gun, sharp object, or other dangerous object(s).
- No student may brandish a weapon.
- No student may have in his/her possession, use or sell, a controlled substance(s) or drug(s).
- No student may assault or harass another student.

Any student, regardless of age, who commits one or more of these offenses will be suspended and could be recommended for expulsion.

Disclaimer

This manual is not all inclusive and does not address all school situations. Franklin reserves the right to alter or vary the application of school rules and policies. Additions and/or deletions to this manual are dictated by new policies or regulations adopted by the FMSD School Board and/or state and federal statutes.



Franklin Elementary

Bell Schedule

Regular Schedule:

Grade(s)	Start Time	Lunch Time	Dismissal
Kindergarten	8:30am	11:40am	1:30pm
1st-3rd	8:30am	11:15am (1st) 11:30am (2nd) 11:45am (3rd)	2:45pm
4th-6th	8:30am	12:00pm (4th) 12:15pm (5th) 12:30pm (6th)	2:45pm

Minimum Day Schedule (Thursdays, First Week of School and Conference Days):

Grade(s)	Start Time	Lunch Time	Dismissal
Kindergarten	8:30am	11:40am	12:50pm
1st-3rd	8:30am	11:15am (1st) 11:30am (2nd) 11:45am (3rd)	1:35pm
4th-6th	8:30am	12:00pm (4th) 12:15pm (5th) 12:30pm (6th)	1:35pm