Franklin Elementary School

Parent/Student Handbook & Code of Conduct 2026-2027



850 E. Colton Avenue
Redlands, CA 92374
Telephone: (909)307-5530

Office Hours 7:00am-4:00pm

James E. Benanti, Principal
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Belief Statements

We believe that…

- Every child can **learn**.
- Education is **teamwork** and requires **commitment** and **involvement** from each student, parent and staff member.
- **Learning** is important and can occur in an environment that is **safe, orderly** and **caring.**
- Providing our students with a **high-quality education** will better prepare them to face the challenges of their world and the future.
- **High expectations** are achievable as we strive for **excellence**.
- Giving our **personal best** in our efforts and attitude is essential to our individual and team **success.**
- Recognizing the importance of each person's **uniqueness** helps to build a community that is **sensitive** and accepting of individual **differences**.
- Taking **personal responsibility** for our actions and behavior will make our community a better place in which we live, work and play.

Franklin Elementary School is the Home of the Falcons. We love to show our winning spirit every Friday by wearing our school colors, blue and gold. We operate as a Professional Learning Community (PLC) and our Mission and Vision statements reflect this teamwork.

School Wide Mission

It is our mission as educators to ensure that all students achieve at high levels of learning through collaborative teamwork using timely and appropriate assessments, monitoring, and support systems.

School Wide Vision

The Franklin staff will sustain effective collaboration in order to ensure that all students learn at high levels.

School Wide Goals

In order for the Franklin students to become well-educated individuals, the following school-wide goals will be emphasized:

- All students will participate in a comprehensive curriculum that is aligned to the California Content Standards.
- In making sure all students become successful learners, the Franklin staff will regularly communicate and collaborate.

- All students will develop an awareness of democratic principles and responsibility toward themselves and the world around them.

- Students and teachers will learn to integrate technology into appropriate areas of the curriculum. All classrooms are 1-to-1 which will allow students to access information on the Internet, utilize the school wide Accelerated Reader Program, and participate in the District Technology plan.

- Students will demonstrate achievement in all areas as measured by any of the following: Standardized tests, interim assessments, teacher-made tests or common assessments, textbook publisher tests, and/or teacher observation.

School Office Hours and Telephone Information

Franklin School office hours: 7:00am – 4:00pm

(Messages can be left on our answering machine during non-office hours)

Telephone Numbers:

Franklin Elementary School	(909)307-5530
Redlands School District Office	(909)307-5300
RUSD Transportation Dept.	(909)307-5370

Breakfast and Lunch Information

Breakfast is served daily from 7:20am to 7:40am. For students who do not make it to school on time, "Second Chance" breakfast will be served during recess. Students may bring a snack from home as well to eat at the tables during recess if they are hungry. Food delivery services will not be accepted for students at any time. (i.e. Grub Hub, Door Dash, Uber Eats)

Lunches from home must have the student's name and room number clearly marked on them. RUSD's menus can be found on the district website under Departments→ Child Nutrition. Food delivery services will not be accepted for students at any time. (i.e. Grub Hub, Door Dash, Uber Eats)

Birthday and Class Celebrations

When bringing treats in for your student's birthday or a class celebration, items must be store-bought, and preferably individually wrapped. Unfortunately, due to food allergies, homemade items cannot be accepted. In the event you bring a tin of cupcakes or other store-bought item that is not individually wrapped, teachers, other staff, or parent helpers will serve the items utilizing gloves. Items will only be distributed the last few minutes of the school day as to not take away from instructional time.

Arrival and Dismissal Guidelines

1. Students are expected to come directly to school via the safest possible route. All students must leave campus to go directly home once dismissed. On the way to and from school, students are to obey all school and traffic rules and to conduct themselves in a courteous manner. On the way to and from school, students are held accountable to Franklin's Code of Conduct and discipline policy.

2. School grounds are closed until 15 minutes before school starts. This means students should not arrive until 7:30am unless they are participating in the breakfast program.

3. All students are to enter campus via the North gate (on Division Street) or the main gate at the front of the school (off of Stillman Avenue) and are to head directly to the cafeteria for breakfast (between 7:20am-7:30am) or to the playground (between 7:30am-7:40am). Classroom teachers will escort their classes to their room before the starting bell rings. **Parents are encouraged to establish a routine of saying good-bye to their students at the gate. This is for security reasons. If you need to enter campus, you must bring photo identification into the office, be entered into the Raptor system and have district approved volunteer status (See Volunteer Process on district website).** Preschool, Transitional Kindergarten and Kindergarten students (only) will enter through entry gate 1. First through fifth grade students will enter the main gate or off of Division Street.

4. Franklin's parking lot is designed for bus loading/unloading zones, staff parking, and licensed handicap parking only. Parents are to drop-off and pick-up their students on Stillman Avenue or Division Street. Parents who drive their children to or from school must park on the street and use the marked crosswalks and corners to walk across the street. **PLEASE DO NOT CALL YOUR CHILDREN INTO THE TRAFFIC, PARKING LOTS, OR BUS LANES. SPEED LIMITS SHOULD BE FOLLOWED AT ALL TIMES; ESPECIALLY WHEN CHILDREN ARE PRESENT.** Help us keep our children safe. We ask that you are courteous to our surrounding neighbors by keeping driveways clear; especially as you wait to pick up your child(ren) after school.

5. Bicycle privileges are extended to Franklin students. Students must observe all traffic and bicycle safety rules. Helmets must be worn at <u>all</u> times. A bicycle will not be released to a student unless they have a helmet at school. Students should not touch or tamper with another student's bicycle. All bicycles should be individually locked.

6. Children will only be permitted to leave the school grounds during school hours <u>after</u> a designated adult has signed them out through the school office with appropriate identification. Children will not be released to anyone who is not listed on the Emergency Card.

7. Any bus rider must ride his/her assigned bus and is not allowed to walk home (or other), unless a written note from the parent/guardian is given to the classroom teacher. Changes in routine for any student must be made known to the front office personnel.

Attendance and Tardy Policy

We expect our students to attend school regularly and promptly. Good attendance is essential for school success. The SARB (School Attendance Review Board) process begins after any combination of three unexcused absences or tardies of 30 minutes or more.

Absences – At Franklin, it is our goal to have all students at school, on time and ready to learn **every single day**. Redlands School District Board Policy states that parents/guardians should contact the school to verify a student's absence during the first day of the absence from school. Absences that are not verified within 5 school days following the student's return to school should be classified as unexcused absences and reported as such to the Superintendent or designee and if appropriate to the School Attendance Review Board. There are several ways to report a student's absence:

1. **Call** the office at (909)307-5530. An answering machine is available before and after school hours. Be sure to clearly state your student's name, teacher's name and the reason for the absence.
2. Have your child **bring a note** to the office upon return to school stating the reason for the absence.
3. **Email** the attendance clerk at jessica_garcia@redlands.k12.ca.us.

Any absence without a valid excuse will be recorded as a truancy (unexcused). A valid excuse is defined in the RUSD Parent/Student Handbook, pages 4-5, (Ed. Code 46014 and Ed. Code 48205) "Excused Absences".

- **Short Term Independent Study** – If you know that your child will be absent from school for no less than five consecutive school days, you may request that your child be placed on a Short-Term Independent Study Contract (STIS). The request for the contract must be made through the office with an administrator **at least five days prior** to the student's absence. The student must turn in the completed work upon their return to school. *A student becomes ineligible for a Perfect Attendance Award when taking an Independent Study contract.*

- **Homework Requests** – Parent/guardian requests for homework may be made by calling the school prior to 10:00am. Assignments may be picked up in the office after 3:00pm. Please call the school to verify that work has been left in the office prior to coming.

- **Leaving School Early** – Whenever possible, a student should inform his/her teacher of a doctor/dental appointment before the absence. If you have a medical appointment during the day, a parent/guardian must sign the student out, and back in when they return, at the school office and provide a doctor's note.

- **Tardy Policy –** One of our goals at Franklin is to begin instruction promptly each day. It is absolutely necessary to have all students seated in class by 7:45am, when the tardy bell rings. In order to instill responsibility for promptness in each student, the following guidelines are in place:

1. Students who are not with their classroom teacher when the bell rings at 7:45am must check in at the front of the school/office before attending class and will be marked tardy*.

2. Only illness, doctor/dental appointment (with a medical note submitted), or family emergency will be excused.

   *A tardy is defined as any student not in the presence of their teacher when the 7:45am bell rings.

Visitors/Closed Campus Policy

For our students' safety, Franklin is a closed campus. Students may not leave the grounds at any time during the school day except in the company of a parent/guardian or other authorized adult. The parent/guardian must sign the student out at the school office when leaving and sign them in upon return to school.

All visitors **must** sign in at the office through the Raptor system upon arriving and check-out before leaving campus. A visitor sticker will be given and must be worn visibly at all times while on school grounds. Visitors may not go to a classroom to drop off items before signing in at the office. Relatives or friends from other schools are not permitted to visit or accompany students on campus.

Parent Involvement

Volunteers

Franklin needs parents/guardians and grandparents to volunteer to help our children. Volunteers may help the students with their academic subjects and enrichment activities, go on field trips, or assist in making educational games or instructional materials for classroom use. A volunteer may have special talents that will supplement the school curriculum for the enrichment of the student instructional program. Volunteers are also welcome in our Library. Please contact your child's teacher to arrange to volunteer to help our children. **Please note that because of school district insurance requirements, siblings are not allowed in the classroom or workroom.** Please arrange day care for your volunteer time.

All volunteers must be approved per RUSD Board policy. Please see the Volunteer procedures on the district website. Volunteers must complete the RAPTOR volunteer application, show proof of a negative TB test, complete all required trainings, and become Board approved. For questions on the process, please contact the school office at (909)307-5530 or visit the district website under Departments→Human Resources→Volunteers.

Franklin PTA

We encourage your membership and involvement in our school-based parent group. The purpose of this group is to support and enrich students and school programs through assemblies, recognition awards, and volunteer time. The membership drive begins in August. Parents, community leaders, business groups, extended family members, neighbors and

friends are all welcome to join. Meetings are held monthly. Please see the school website under: Parents→PTA.

School Site Council
The School Site Council is an elected group of parents and staff members who meet to plan, implement and evaluate the school program. Meetings are open to all parents and residents of the school's community. The agenda for each School Site Council meeting is posted in the school office three school days prior to the meeting date.

Monthly Falcon Assembly
Parents and families are invited to attend our monthly spirit assemblies on Friday mornings at the start of school. Falcons of the Month will be recognized during the assembly. If your child will be receiving recognition, a letter will be sent home to notify you.

School Rules

- Do not arrive at school prior to 7:30am, as there is no supervision until that time.
- Leave all toys at home for school and school related functions. (e.g. trading cards, marbles, yo-yo's, baseballs, hard rubber balls, tennis balls, skateboards, roller blades, skates, scooters, shoes with wheels, laser pens, Gameboys or CD/ tape players, iPods, cell phones, other electronic devices, etc.) The school is not responsible for any lost, stolen or damaged personal items. See Board Policy regarding cell phone usage on page 18 of this document.
- Gum chewing is not permitted on campus or at school related activities.
- Lollipops, hard candy, or powdered candy are not permitted.
- Non-school items may not be sold on campus. Students may not sell any item to other students while on campus.
- WALK in the hallways, on the blacktop, and sidewalks.
- Use quiet voices when walking through the halls.
- Stay in designated areas before, during, and after school. Remember, Franklin is a closed campus.
- Line up for class at the designated area and wait quietly for the teacher.
- **Students may not be in the building/classrooms without a teacher's direct supervision.**
- Follow all directions when they are given the first time.
- At the end of the school day, students are not to be in the halls, on the swings, play structures, riding bikes or walking through the planter in front of the school. Students should be waiting in the designated areas for pick-up where adults can supervise.
- Snacks are to be eaten at the tables under the shade structure only. Preschool, TK and Kindergarten students have a designated table on their playground for eating.
- No birthday balloons or other celebratory balloons will be allowed in classrooms.
- Restrooms are for personal use only and not for playing or tampering with. It should be quiet while inside as it's a private place.

Clean Campus

Franklin pride shows in the way we take care of our school and its appearance. We ask that everyone does his or her part by keeping our campus clean, trash-free and graffiti-free. Be

sure to report vandalism to a teacher, administrator, custodian or office personnel. Always pick up trash and dispose of it in the nearest trash can.

Recess/ Playground Equipment Rules

1. Play only in the designated play areas. The bike rack, trash bin area and hallway are off limits.

   - Upper grader students play on North grass areas or on the blacktop
   - Primary students play on the South grass and blacktop area

2. Be respectful of one another. Do not call each other names or hurtful things.
3. Build each other up; be careful not to "put down" others.
4. Keep all games open to everyone.
5. Rough play is prohibited. This includes tackle football, tackling, wrestling, tag, Belly Bumper, Crack the Whip, Red Rover and any other rough or inappropriate play that involves contact.
6. Only balls may be thrown; footballs may be thrown on the grass area only. **No throwing of rocks, sand, or other objects.**
7. We have a "hands off" rule. Keep your hands and feet to yourself. Fighting and play fighting are prohibited.
8. Keep your feet on the ground. Refrain from climbing fences, walls, trees, and backstops.
9. Kick balls in the field, not against the walls.
10. Rubber balls and basketballs are not to be kicked.
11. Swings - one person per swing. No twisting, jumping, double riding or running between or under occupied swings. Follow counting rules (count one for each time feet come toward you) while counting to 25.
12. Slide - Use the slide properly. This means on your bottom feet first. No climbing up, hanging from, using sand, sliding on feet, knees, stomach, or sliding double, or head first.
13. Jump ropes are for jumping only. Do not swing jump ropes.
14. Bars:
    - No standing on, sitting on, or jumping off the bars.

- One person at a time on the bars.
- Line up on the North side of the bars and wait your turn.
- No jumping off the Jungle Gym equipment.

15. No upper grade or primary students are to be in the Kindergarten play yard at any time.

16. When the whistle blows, balls are to be walked to the ball rack, not thrown.

17. When the whistle blows, all students should walk to their classroom line and be ready to learn when the second bell rings. Being ready means faced forward, hands and body to self, voice off.

18. Standard rules should be followed for basketball and soccer.

Lunch Rules

Franklin students:

- Use quiet voices at the lunch tables and courteous table manners.
- Clean up personal papers, spills, and trash from the lunch area.
- Raise hand and wait to be recognized by the campus monitor if there is a need to leave the table for any reason.
- Wait to be dismissed by the campus monitor or staff member on duty.
- Walk directly to the playground.
- Limit the number of students in restrooms at one time. All students should use the drinking fountains on the playground.
- Do not throw food or other objects at the tables.
- May not walk throughout the halls during lunch or lunch recess.

Discipline Policy / Code of Conduct

DISCIPLINE PHILOSOPHY

Through an effective discipline philosophy, our staff is able to provide a learning environment that is safe and positive. We believe that discipline is teaching appropriate behaviors and accountability.

Appropriate School Behavior. Appropriate school behavior is encouraged by all of the Franklin staff. We have established school-wide standards of behavior, which we call the *Franklin Code of Conduct*. Each teacher will notify parents of expected school-wide and classroom behaviors and consequences for appropriate and inappropriate behavior. In addition to the Code of Conduct, Franklin has a character education program, Second Step as well as Positive Behavior Interventions and Supports (PBIS). It is the goal of Franklin Elementary School to present to students the qualities that exemplify good character and to instill in them a reflective process of making appropriate choices. Expectations of Champion

character are presented in *Franklin ideals*: Responsibility, Respect, Courage, Self-Control, Cheerfulness, Caring, Wisdom, Fairness, Trustworthiness, Citizenship, and Perseverance.

Students who demonstrate appropriate behavior are recognized through both classroom and school level recognition programs including:

- Falcons of the Month Awards
- Personal Success Awards
- Certificates of Recognition
- Incentive Activities/Assemblies

Participation in incentive and extra-curricular activities such as: Assemblies, class parties, picnics, outdoor education, athletics, end of the year activities, student council, leadership activities and other after-school programs is dependent upon appropriate behavior and academic performance as determined by the classroom teacher and the site level administrator.

Disruptive Behavior. Minor infractions are generally handled by the classroom teacher, while major infractions are referred to a site administrator. Parents will be informed whenever a student is developing adverse behavior patterns.

Students will be held accountable for inappropriate behavior. Consequences may include, but are not limited to: counseling, loss of privileges/activities, reflection, Minor Discipline Notice (MDR), Office Discipline Referral (ODR), in- or out-of-school suspension, and in extreme cases, recommendation for expulsion. Please refer to the *Redlands School District Parent Handbook* and the *Franklin Code of Conduct*.

We're proud of Franklin's positive reputation and we appreciate your cooperation and support. School and home both share in the overall development of our students. By working together, we (staff, students, and parents/guardians) can provide a positive and safe environment that enables each individual to benefit from the opportunities that are provided. When school and home work together, students win!

Franklin Elementary Code of Conduct

General School Wide Rules

Students are expected to:

1. Come to school on time and be prepared to learn.
2. Respect the rights and property of others.
3. Follow all directions given by all school personnel and designated adults in charge.
4. Keep their hands and feet to themselves. Remember, **hands off!**
5. Use appropriate language. (No profanity, vulgarity, obscene gestures, name calling, or harassment.)

Assemblies and Activities Conduct
Students will walk to the assembly area with his/her teacher where they will sit together as a class. Students will be respectful, courteous, and use polite applause. Students will sit and wait quietly until the site administrator or teacher dismisses the class.

Clothing and Appearance Guidelines
We believe that coming to school ready to learn includes how a child dresses; therefore, children are encouraged to wear appropriate school clothing. Parents have the primary responsibility for maintaining proper and appropriate conditions conducive to learning.

A student may not remain in the classroom dressed in a manner which:

- Creates a safety hazard for the student or for other students
- Constitutes a serious or unnecessary distraction to the learning process
- Tends to disrupt the campus order; or
- Is in conflict with the District's goals and philosophy of the prevention of substance abuse and gang activity. (See also: *Redlands School District Parent Handbook: Clothing and Appearance* that follows.)

Lunch Behavior
Teachers will escort students to the lunch area where students will sit at their assigned table unless otherwise instructed. **Falcons follow all lunch and recess rules** (pages 8-11). *Students who do not follow the rules will be retaught the expectation and in some instances, referred to an administrator for further action. Infractions will be reported to the student's teacher.*

Recess and Play Time Conduct
Franklin Falcons have good sportsmanship. Remember to be courteous and polite to all students and staff. Disrespectful attitudes, not following directions, obscene gestures and expressions are not allowed. Let's take care of the equipment, our school, and each other. Remember, a Falcon follows all rules.

When using School Equipment
- Use only district approved school and athletic equipment properly.
- Take care to return it in good condition. Lost or damaged school materials must be replaced by the student responsible for the damage.
- Bats, hardballs, tennis balls, Frisbees, etc. should not be brought from home.

The Big Nos

Absolutely NO Dangerous or Illegal Items

It is against the law to bring dangerous or illegal objects to school or school-related activities. Do **NOT** bring the following items to school for any reason:

- Bean, pea, or wad-type shooters, slingshots, rubber bands, fidgets, toys, any non-school related items, etc.
- Aerosol or spray cans.
- Prank toys such as stink bombs*, poppers*, hand-buzzers (shocking device)*
- Knives*, razors*, sharp blades* and look-alikes* of any kind regardless of size or purpose.* This includes pocket knives.
- Guns* or pistols* of any type (BB, pellet, real, cap, toy, squirt, water, etc.), bullets, or other objects of danger.*
- Alcohol, drugs* and/or drug look-a-likes*, edibles and drug paraphernalia.*
- Laser pens*
- Cigarettes, e-cigarettes, juuls, vape pens, vapes, lighter and/or matches*

Possession can result in suspension and recommendation for expulsion from school.

No Fighting Rule

Discipline includes managing one's behaviors and conflicts. The **"Hands Off Rule"** pertains to school and all school activities, including on the way to and from school. Threatening or harassment of any kind is not allowed. Violation of the "hands off rule", threatening to fight or injure another, or harassment are suspendable offenses.

Self-defense is not an excuse to engage in fighting at school. The school is the child's defense. Report the provoking action to a campus monitor, teacher, or administrator immediately, making no physical contact.

Managing Conflict

Students are encouraged to manage or resolve their conflicts by practicing the following problem solving techniques:

- Talk it over-listen
- Walk away
- Say, "I'm sorry."
- Do something else
- Take turns
- Share
- Ignore it
- Ask for help
- Belly Breathing

- Counting up/and or down

Parents/guardians involved in conflicts with students require a site administrator's mediation. **Parents/guardians, do not have permission to approach, talk to, or confront students other than your own. Failure to comply may result in not having access to the campus, and Franklin Staff contacting the Redlands Police Department or School Resource Officer (SRO).**

Disciplinary Actions

Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions (not listed in progressive order) may be taken by the school officials. The action(s) taken will be in accordance with Board policies, California Education Codes, and State laws.

- ✓ **Discipline Counseling**: A school official (teacher, administrator, or counselor) will talk to the student to identify the inappropriate behavior, review alternative behaviors, discuss consequences, and develop a plan to promote appropriate student behavior expectations. This is recorded in administrative record.
- ✓ **Expulsion** – The student is informed that he/she is subject to expulsion. The student is also informed regarding the due process procedure. The student's parent or legal guardian is notified by telephone and certified letter from the District Office that the student is subject to expulsion. Notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure. The principal/District Superintendent will recommend to the Board of Trustees that the student be expelled. The due process procedure is immediately initiated. The expulsion does not become effective until the due process procedure has been completed. This is recorded in a student's permanent file.
- ✓ **In-School Suspension** – A student may be assigned to an in-school suspension at the discretion of the principal or designee for offenses for which suspension is permitted. Students will work on class and/or behavioral assignments while being isolated from their peers.
- ✓ **Loss of Privileges** – Students are prohibited from attending or participating in student activities for a period of time.
- ✓ **Parent Conference** – A formal conference is held between the student, parent, and one or more school officials. Parent involvement will be solicited in an attempt to modify/improve student behavior. During this conference, the student must agree to correct his/her behavior. Recorded in administrative record.
- ✓ **Police Contact** – The police will be contacted if drugs, alcohol, or weapons are brought onto the campus.
- ✓ **Removal from Class(es)** – The student is removed from one or more classes, but remains at school during these class periods.

- ✓ **Request Parent Attendance** – Parents/guardians may be requested to escort/attend class with their child.
- ✓ **Restitution** – Restitution (either in payment, or in-kind) will be expected for damaged or lost property, e.g., textbooks, library books, vandalism, etc.
- ✓ **SARB** – School Attendance Review Board.
- ✓ **Student Intervention Team (SIT) Referral** – A process to help advise students at all levels who may be experiencing academic or behavioral difficulties. A committee of staff and administration facilitates this process.
- ✓ **Suspension** – The student is informed that he/she is subject to a suspension (five days or less). The student is also informed regarding the due process procedure. The student's parent(s) or legal guardian is notified by telephone or in person that the student is subject to a suspension. Notification to the parent(s) or legal guardian must include clear instructions regarding the due process procedure. Recorded in student record.
- ✓ **Suspension of Bus Privilege** – Loss of privilege to ride bus for period of time.
- ✓ **Systematic Exclusion** – Readjustment of student schedule to a modified day.

P.B.I.S.

At Franklin Elementary School, we have high expectations for student conduct. We are a P.B.I.S. school. P.B.I.S. is a program that helps promote a positive school culture by having clear expectations for student behavior to enhance their learning experience. Our expectation is that students are safe, responsible and positive. In addition to clear expectations, we provide interventions to guide students to make positive choices. Students also have the opportunity to earn P.B.I.S. rewards and recognition when they make good choices. The P.B.I.S. Matrix is a living document that can be updated at any time to reflect the needs of the students in which we are serving as well as behaviors that are being exhibited.

Franklin Elementary School

P.B.I.S. Matrix

	Classroom	Hallway	Restroom	MPR/ Cafeteria	Library	AniMaker Space	Intervention	Office	Technology	Playground
Be Respectful	• Raise your hand to share • Listen when others are speaking • Keep hands and feet to yourself	• Walk quietly • Respect classrooms around you	• Respect privacy • Wait your turn • Voice Level 1	• Voice level 1 • Eat your own food	• Voice level 1 • Listen and follow directions • Use walking feet	• Listen and follow directions • Ask permission before using equipment • Be gentle with the equipment	• Use polite language • Raise your hand	• Ask for help using the word please • Say thank you after receiving help • Remain quiet until office staff greet you	• Device stays on school site • Use two hands while walking with the Chromebook • Wipe or wash hands before using	• Wait your turn • Listen to school staff • Work, share and play cooperatively
Be Responsible	• Own your actions • Follow all directions	• Go directly to where you are supposed to go • Keep hallways clean	• Use time wisely • Flush toilets • Wash your hands • Throw trash in trashcans	• Clean up after yourself • Keep hands to yourself • Wait your turn in line	• Pick a book • Read quietly • Push in chair when finished • Return all borrowed items	• Use all equipment properly • Clean up after yourself • Be gentle with equipment	• Walk to and from intervention class • Work hard toward your goals	• Go directly to the person you need to see • Wait patiently to be helped	• Be a positive digital citizen • Be gentle with the keypad and touchscreens	• Line up when the whistle is blown • Use all equipment properly • Return equipment when finished
Be Positive	• Speak kindly • Come to school with a can-do attitude	• Be safe and kind to those you pass by	• Be patient while waiting for the restroom	• Say please and thank you	• Have an open mind, ears and heart	• Try new things • Celebrate successes	• Come with a can-do attitude	• Smile or wave at the adults in the office • Use positive language in your conversations	• Research responsibly • Complete only the task given by the teacher • Sign in and out appropriately	• Use kind words

Class Placement

Students are placed into the next grade level classroom by a collaborative team made up of the grade level teachers, counselors and administrators. This is done in the first week of May. When placing students, school staff ensure an even balance of academic skills, as well as a balance of student behavior issues. The number of students involved in GATE , Special Education, and Multilingual Learners (ML) is also balanced as is an equalization of gender. It is critical that some students be separated from other students. Within that framework, student personality and a good "match" is also considered. School staff has the necessary background and takes the student placement process very seriously. The site administrator has the final approval and ability to move a student if he/she feels it is deemed necessary. If a parent or guardian has a specific concern regarding placement, the front office must be notified of this concern/request in writing by April 29, 2022. No guarantee of accommodation will be made.

Falcons DON'T BULLY

Franklin Elementary actively seeks to provide a safe, supportive learning environment that is free from all forms of harassment and intimidation. **It is the responsibility of every member of the school community to ensure that bullying behavior is actively rejected.**

What is Bullying?

Bullying is a form of anti-social behavior that has no place at Franklin. It can include physical actions (hitting, kicking, taking belongings), verbal actions (name-calling), or indirect actions (gossiping, spreading rumors, excluding from groups). Bullying has five common features:

- Bullying is targeted, deliberate, and hurtful behavior.
- Bullying is repeated over a period of time.
- Bullying is difficult for those being bullied to defend themselves.
- Bullying is difficult for those who bully to learn new social behaviors.
- A bully exercises power inappropriately over the victim.

In order to ensure that all students understand the serious nature of bullying, and that each member of the school community actively rejects bullying, all students must abide by the *Falcons Don't Bully* contract (included here and again on the signature page for this handbook).

Falcons Don't Bully Contract

Everyone has the right to feel safe at school. I will do everything I can to help make sure that Franklin is a safe place where we can focus on learning. I commit to the following:

- ✓ I will be respectful to everyone at my school, even if I don't want to be friends with them myself.
- ✓ I will not stand by and watch someone be teased, threatened, or hurt.
- ✓ If I see someone being bullied, I will stand up for what is right by telling the bully to stop. I will also tell an adult.
- ✓ I will tell a trusted adult **at school** and at home if I feel that I am being bullied.
- ✓ I will not tell hurtful rumors, gossip, or stories about someone to another person.
- ✓ If someone hurts my feelings, I will talk to them and tell them how I feel. I will also talk to an adult. I won't try to get back at them.
- ✓ I will not use violence, threats, gossip, or intimidation in my relationships with other people in person or through technology.
- ✓ I will control my emotions when I am upset and I will ask for help from a trusted adult if I have trouble doing this.

Possession/Use of Cellular Phones & Other Mobile Communications Devices

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes. (Education Code 48901.5)

Students may possess personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones, as well as other mobile communications devices,

provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. Electronic signaling devices must be turned off during the school day and school events and stored in the student's backpack or with school personnel.

If a disruption occurs or a student uses any mobile communications device, a school employee shall direct the student to turn off the device and shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall return it at the end of the class period or school day to a responsible adult.

In accordance with BP/AR 5145.12 – Search and Seizure, a school official may search a student's mobile communications device, including, but not limited to, reviewing messages or viewing pictures. (cf. 5145.12 – Search and Seizure)

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with board policy and administrative regulations.