



2022-2023

Family Handbook

77-800 Calle Tampico
La Quinta, California 92253
Phone (760) 238-9424
FAX (760) 238-9433

Quick Reference Schedule

Grades TK/K – 5 Bell Schedule

Warning bell rings at 8:25

School begins at 8:30 for grades TK/K – 5

Dismissal on Monday & Wednesday, Thursday, Friday

Grades TK-K @ 2:50

Grades 1-3 @ 2:55

Grades 4&5 @ 3:02

Early dismissal on Tuesdays

Grades TK-K @ 12:40

Grades 1-3 at 12:45

Grades 4-5 @ 12:52

Office Hours:

8:00 a.m. to 3:30 p.m

School Phone number:.....760-238-9424

Principal, TBD

Administrative Assistant, Blanca Nuno

Office Technician, Veronica Leon

Office Technician-Attendance, Emily Trevino

IB Coordinator, Chrissy Winchester

Instructional Coach, Markie Cashion

Counselor, Andreina Cardenas

School Psychologist, Andrea Parker

Speech, Janel Chang

Librarian, Cathy Wood




School Cafeteria, Margie Saenz

Lost and Found is located by the front office.

My Child's teacher is _____ in room _____

Our Core Values

The Benjamin Franklin Elementary School Community members are:

-  Caring
-  Confident
-  Lifelong Learners

Vision Statement

Every student, every day, preparing them to be socially, emotionally, and academically ready for middle school and beyond.

Mission Statement

We at Benjamin Franklin are committed to developing caring, life-long learners through a program of inclusion, inquiry and differentiated instruction where students want to be, preparing them to be ready within a global society.

Desert Sands Unified School District

To inspire and nurture every student...one opportunity at a time.

International Baccalaureate

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Education Code, Section 85291.5 gives administrators the authority to adopt rules and procedures so that a safe environment may be created for students and staff.

ADMINISTRATIVE OFFICE HOURS

The Benjamin Franklin Elementary School office is open each day from 8:00am to 3:30pm. Please use the listed phone number to call. Please note that Franklin Elementary is a SMOKE FREE campus. All visitors/volunteers entering our campus must sign-in and receive a visitor's pass. Our office space and staff is limited; please be aware we cannot accommodate large groups to provide child care services.

Appointments with the principal or counselor may be made by calling the school and arranging for an appointment. Please call the admin assistant, Blanca Nuno for an appointment with the principal. You may call our counselor, Andreina Cardenas directly to make an appointment. Teacher conferences may be made by calling the school and requesting that the teacher(s) contact you to arrange a mutually convenient time to discuss student issues.

All appointments should be made 24 hours in advance whenever feasible.

STUDENT BEHAVIOR MANAGEMENT/DISCIPLINE

This year we are fully implementing school-wide behavior expectations in our work with Positive Behavior Interventions and Supports (PBIS). It is our responsibility to meet the academic needs of students, but we must also build relationships within our school community to foster social and emotional growth and continuous learning. While focused on reading, mathematics, science, social studies, physical health and the arts, we want our students, their families, and the staff to be healthy, contributing members of a positive and responsible community. Most importantly, we must ensure that our school is a safe place for children and adults.

The student behavior management program focuses on developing each student as a competent, self-disciplined learner. Students at Benjamin Franklin Elementary learn self-respect, respect for one another, and respect for the learning environment. Emphasis is placed on positive behavior, personal growth, and behavior-related consequences.

The following are expectations for behavior. What we believe and value, which we will **teach, model, practice, and reinforce** in our relationships with each other and with our students are:

- *We are **Respectful***
- *We are **Responsible***
- *We are **Safe***



FRANKLIN CHARGER POWER



	Transitions and Walkways	Restrooms	Cafeteria And Lunch Tables	Playground	Assemblies and MPR	Office	Arrival and Dismissal
Be Respectful	<ul style="list-style-type: none"> – keep hands and feet to yourself – walk quietly – follow directions of supervising adult 	<ul style="list-style-type: none"> – respect privacy – use quiet voices – clean up after yourself 	<ul style="list-style-type: none"> – use soft voices at lunch tables – ask permission to leave your seat – stay silent in cafeteria line 	<ul style="list-style-type: none"> – use appropriate and kind language – show good sportsmanship 	<ul style="list-style-type: none"> – pay attention with your eyes and ears – respect all MPR displays and materials 	<ul style="list-style-type: none"> – say please, thank you, and excuse me – wait patiently – use quiet voices 	<ul style="list-style-type: none"> – wait patiently – follow all staff directions the first time – use positive language
Be Responsible	<ul style="list-style-type: none"> – keep campus clean – go directly where you need to be 	<ul style="list-style-type: none"> – flush toilet – wash hands – return to assigned area promptly 	<ul style="list-style-type: none"> – clean up after yourself and the area around you – stay with your class 	<ul style="list-style-type: none"> – use equipment properly – put all equipment away – use restroom and drink water 	<ul style="list-style-type: none"> – participate appropriately – keep the area clean 	<ul style="list-style-type: none"> – check in at front desk – use a hall pass 	<ul style="list-style-type: none"> – go straight to your destination – stay in designated area – enter and exit through designated gates
Be Safe	<ul style="list-style-type: none"> – be aware of your surroundings – walk at all times 	<ul style="list-style-type: none"> – keep water in the sink – report issues to adult 	<ul style="list-style-type: none"> – walk at all times – only eat your own food 	<ul style="list-style-type: none"> – follow established procedures – keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> – sit with hands and feet to yourself – enter and exit in an orderly manner 	<ul style="list-style-type: none"> – stay in designated area 	<ul style="list-style-type: none"> – keep hands, feet and objects to yourself – stay on the sidewalk – walk at all times – walk bikes and scooters on campus

SCHOOL RULES:

1. Students are not permitted on the grounds before 8:00 a.m.
2. Students are to line up with their classes when the whistle rings.
3. Students and adults will respect people and property.
4. Students must keep hands, feet, and objects to themselves.
5. Walk at all times on sidewalks and between buildings.
6. Use restrooms in a sanitary and socially acceptable manner.
7. The use of obscene/vulgar language and gestures is not permitted.
8. Refrain from spitting and gum chewing.
9. Fighting, including play fighting is not permitted.
10. Leave home all potentially dangerous, distracting, or valuable items. No personal property is permitted, except for school supplies or by permission from school staff. The school is not responsible for lost or stolen personal items brought to school (phones...).
11. Please mark and identify personal items such as clothing, lunchboxes, supplies, etc. However, for safety reasons, **DO NOT** put your child's name on the **OUTSIDE** of his/her backpack
12. Follow dress code guidelines (see dress code)
13. Students are to maintain proper hygiene: bathe regularly, brush teeth, wear clean clothes, and have clean hands and hair.
14. Obey members of the school staff and crossing guards.
15. Observe safety regulations for walkers, bicycles, buses and automobiles.
16. Students who ride bicycles to and from school are expected to **ALWAYS** wear bicycle helmets, observe safety laws and rules, and display courtesy toward other riders, pedestrians, and the crossing guards (School Board Policy 5142.3; Vehicle Code 21212). Bicycles are to be **walked** when using the crosswalk. Bicycles are to be locked in the secured bike compound (located to the left of the main office entrance) during school hours. Bicycles are to be **walked** on school property. Students are to take their bike helmets to their classroom for safekeeping during the school day.
17. Scooters, skateboards, rollerblades, and shoes with wheels/cleats are **NOT** to be used on school

property.

DISCIPLINARY ACTION AND PROCEDURES

General procedures and possible consequences:

Student awareness of expectations

Teacher warning

Counseling

Conflict Resolution

Written notification to parent – citation or other

- Upon receiving the 4th citation in a trimester, the 4th will become a referral issued by the principal.

Teacher/parent conferences

Community Service

Loss of privileges

Detention/Parent contact (May include a conference with the parent, teacher and/or principal)

Removal from class

Suspension from school (To include a conference with the parent and an administrator)

Expulsion

Students will be sent to the Principal for the following reasons:

- Intentionally hitting another student
- Open defiance of authority
- Sexual harassment.
- Possession of weapons, drugs, alcohol, lighters, matches
- Threats
- Stealing or in possession of stolen property
- Graffiti, destruction of school property

Suspensions

Although suspension is to be used as progressive discipline, there are some situations in which a student may be suspended for the first offense. These include:

- Possession or indulging in smoking, drinking, or any other controlled substance
- Extortion/robbery
- Arson
- Weapons/explosives
- Bullying or making violent threats
- Stealing, damaging, or attempting to steal or damage property of others.
- Committing an obscene act, or engaging in profanity/vulgarity.
- Causing or threatening to cause physical injury.

Expulsions

Students may be suspended or expelled for the following reasons as outlined in Education Code 48900:

- Possessing or selling firearms
- threatening another person with a knife
- selling a controlled substance
- attempting or committing a sexual assault
- possessing an explosive or inflicting serious bodily injury

The school has jurisdiction:

- On school grounds
- Going home and/or coming to school
- During lunch
- During, while going to, or while coming from a school-sponsored activity.

DRESS CODE

We believe that our educational responsibilities include helping students develop positive and appropriate habits for their dress. Franklin School students are to arrive at school dressed appropriately for an academic day that reflects a commitment to behavioral and ethical standards.

- Clothing may not present a physical danger to self or others
- Clothing may not disrupt the educational process
- **Note:** There is a no hat policy inside the school building at Franklin School (hats may be worn during outside activities)
- No hanging belts, chains or sagging pants
- No “spaghetti” strap tops/dresses and no halter tops
- No baring midriff tops
- Jeans may only have rips at the knee or below
- Dresses, skirts, shorts must be at least mid-thigh length without holes
- Students may continue to wear Ben Franklin colors and spirit wear.
- For safety reasons, students **must** wear closed-toe shoes. No sandals, flip-flops, high-heels etc.

*As with any policy, it is difficult to detail all aspects. Please remember, the Franklin staff may use their discretion regarding dress.

TRANSPORTATION/SCHOOL BUS RULES

1. Students are to behave in an orderly manner at the bus stops. The Riverside County Sheriff’s Department oversees all bus stops and may be called if students are a severe disruption at the bus stops.
2. While on the bus, students are to remain seated, hands in their laps and speak in quiet voices.
3. Fighting, throwing objects, and disobeying the bus driver will result in a bus citation.
4. Bus Citation Consequences
 - 1st & 2nd citation Meet with the student and issue a warning.
 - 3rd citation Suspended from am/pm buses for three days.
 - 4th citation Suspended from am/pm buses for one week.
 - 5th citation Suspended from am/pm buses for two weeks.
 - 6th citation Suspended from am/pm buses for one month.
 - 7th citation Suspended from am/pm buses for the rest of the school year.

FAMILY HANDBOOK

ARRIVAL / DISMISSAL

Students in grades TK/K-5 may not arrive before 8:00 a.m. Students **are not** allowed on campus **prior to 8:00 a.m.** as no adult supervision is available until that time. At dismissal time, students are to report directly to the bus or pick-up area. Walkers are to head directly home. Parents are asked to pick up their children in a timely manner (within 10 minutes of dismissal time).

PARKING AND STUDENT DROP-OFF/PICK-UP

Franklin was built as a neighborhood, walk-to school. Therefore, parking at our school is limited.

Students are to be dropped off and picked up from the west side of the school by either parking and walking up to get your student or driving through the drop off/pick up loop. Students are not to enter school through the front office unless they are tardy. Pick up and drop off is from the **curb only**. The outside lane is a driving lane. **DO NOT** wave at your child to walk out into traffic in order to get to your car. This is **NOT** safe. If you must leave your vehicle you will need to pull into the parking lot and park in a regular spot. In doing so, please respect the handicap signs. If you park in these spots you may/will be ticketed. Additionally, there is **NO** parking or picking up in the bus lane. You may get a ticket if you do not follow the posted signs indicating no parking in this lane.

Reminder: Students are not to arrive at school before 8:00 am.

If you arrive at school before dismissal time, please wait for your child outside of the side gate. Make arrangements with your child(ren) as to where they are to meet you. If older siblings (middle school/high school students) arrive early to meet younger siblings, remind them to wait by the side gate as well.

TK/Kinder classes are dismissed 5 minutes earlier than Grades 1-3. Parents/guardians picking up their TK/Kinder students wait outside the kinder gate; teachers release students to parents/guardians.

Students should be picked up within 15 minutes of dismissal time. Students not picked up within 15 minutes after dismissal are accompanied by school site monitors to the lunch tables. These students are released to parents/guardians by office staff. Please note that students who are habitually not picked up in a timely manner may be reported to Child Protective Services. Students going to ASES or bus are supervised by school site monitor supervisors to the designated waiting area.

WALKING TO AND FROM SCHOOL

When your child walks to/from school, review the following to ensure a safe trip:

1. Follow the planned route
2. Always walk on sidewalks when available
3. Walk with a partner or in a group
4. Never talk to strangers
5. Cross the street only at appropriate places; **use crosswalks**
6. Respect our school crossing guards

ATTENDANCE

Regular school attendance is critical for mastery of the instructional content being presented sequentially to your child at Franklin Elementary. Children learn hundreds of new skills/concepts during the school year and their understanding of these skills and concepts is dependent upon their daily attendance and participation. Additionally, regular school attendance is important to a student so he/she may develop secure relationships with peers, the classroom teacher, and other support staff.

As parents, you control your child's attendance. Every attempt needs to be made to guarantee good school attendance; however, circumstances do arise which necessitate a student occasionally missing school. California State has a compulsory school attendance law (Education Code 48200).

If your child is absent from school for any reason, the parent needs to do the following:

- BEST WAY - Clear the absence on our web page by completing the Report an Absence form
- Call the school. to notify office personnel of the absence;
- Contact the classroom teacher to request assignments that need to be made up.

Absences

Attendance at school is **very** important and your child should be here unless he/she is sick or there is an unseen emergency. Every effort should be made to schedule doctor and dentist appointments either before or after school and special family outings/vacations when school is not in session.

As defined by California State law, an **excused absence** is an absence from school caused by:

1. illness
2. quarantine directed by the county health officer
3. an appointment to obtain medical, dental, chiropractic, or optometric services
4. attendance at funeral services of a member of the student's immediate family (Ed. Code 45194) one day maximum, or three days maximum if services are held outside the State of California
5. appearance in court as plaintiff, defendant, or witness
6. participation in a holiday or ceremony of the pupil's religion

An **unexcused absence** is any absence not included in the previous list even though the parent or guardian is aware of the absence or has given consent (This also includes suspensions for disciplinary reasons). Additionally, all absences require parents to send in a written note to school.

Tardiness

Students entering the classroom after the 8:30 a.m. bell are considered tardy. Students who are late **MUST** report to the office to check in and get a tardy slip to present to the classroom teacher.

Notification to Parents

According to Education Code 48200 et seq. and School Board Policy 5110, school personnel have been assigned specific duties to ensure regular school attendance. Please refer to the *Desert Sands Parent and Student Rights and Responsibilities Handbook* for detailed information regarding attendance and excessive absences/tardiness.

CHANGE OF ADDRESS/PHONE NUMBER/EMERGENCY CONTACT NUMBERS

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date record of address and phone number at the school office. Cell phone and e-mail addresses are also welcomed. Please notify the office personnel immediately if you have a change of address or phone number during the school year. It is also important to have 2 current emergency contact numbers on file. Sick/injured children are often more distressed when office personnel are unable to reach anybody.

CHECKING STUDENTS OUT OF SCHOOL

If you need to remove your child from school any time during the school day, be sure to check in at the office first. You will be asked to sign your child out and note the reason for taking him/her out of school. The office personnel will call your child from class only when you are on site. **To ensure safety, no student will be able to leave the classroom with anyone, under any circumstances, without permission from the office.** Students will be released to the parent or guardian indicated on the student "C" card (cards are maintained in the office). If you wish to have someone else pick up your child from school for any reason, please call the school beforehand and/or send a note with your child to alert the teacher/office. **Note classrooms are not interrupted during the last 15 minutes of the instructional day.** **If you have to check your student out early, do so BEFORE the last 15 minutes of the day.**

COMMUNICATION

Communication is a two-way process between you and your school. In general, you'll be most successful taking care of any matter if you **contact the person who is most directly involved.**

Contact the teacher concerning:

- lessons taught in the classroom
- behavior of the students in the classroom
- organization or techniques used in the classroom
- grades or evaluation of your child's performance
- something your child reported which occurred in the classroom/on the playground
- assignments you feel are too hard or too easy
- a desire for more or less homework for your child
- how your child is doing in class

Contact the principal concerning:

- the curriculum used throughout the school
- rules, regulations, and procedures which apply to the entire school
- inability to communicate with your child's teacher
- school-wide activities
- the degree of discipline or consequences related to your child
- school facilities
- budget/school expenditures

Please note: The principal is not always available to immediately take your call or meet with you. To ensure you receive the complete attention to your concern, schedule an appointment through the office staff. The site administrative assistant has access to the principal's schedule and is happy to schedule your appointment at the earliest time available. Make sure to relate the nature of the call or meeting when

scheduling your appointment. You may also email the principal at the address listed earlier.

We realize that due to separation or divorce, many students live with only one parent or guardian. The following policy is an attempt to assist the school and the parents in communicating with each other under those circumstances: Communication will be sent to the child's residence addressed: "To the Parents of..." Unless the principal receives and verifies official notification that a court order exists to prohibit such action, the non-custodial parent or guardian may:

- receive upon request, copies of any and all communication from the school about the student
- receive, upon request, information about the student's health, attendance, or school progress
- attend, upon request, a school-scheduled conference to review the child's program/progress

Please note: A copy of court orders will be kept in the student's cumulative file.

COMMUNICATION– Website, Marquee, Phone Messages, and social media

Franklin Elementary has a website, which is updated on a regular basis. To access our website, go to www.dsusd.k12.ca.us. Click on **School Information and Boundaries**, use the **Elementary** drop down menu to find **Benjamin Franklin**, then click the link by **homepage**. Be sure to bookmark or add this to your favorite's list for easier access. Our electronic Marquee is updated regularly with important dates and information. The school makes regular calls home to remind parents of upcoming events and information. If you are not receiving the calls, please contact the office staff.

CONFERENCES / REPORT CARDS

Personal conference sessions for student/parent/teacher conferences will be used to report the progress of students in TK/K through 5th grade during the year. Conferences are for the purpose of reviewing any pertinent assessment results, setting goals for the student, and reporting initial progress and adjustment during the first three months of the school year.

Report cards for all students in grades TK-5 are issued three times a year (trimesters). During the two conferencing periods, the classroom teacher reviews student performance with the student and parent and discusses areas of strength as well as areas needing improvement. Report cards for each trimester are posted to ParentVue - no hard copies will be issued.

BACK-TO-SCHOOL NIGHT

Back-to-school night is an opportunity to meet your child's teacher and learn about the grade level curriculum, classroom expectations, and ways to help your child be successful in her/her new grade level.

Monday, August 15th (in the classroom)

1st grade @ 5:00

TK/K and Mr. Thompson @ 5:30

Tuesday, Aug. 23rd (in the classroom)

2-3rd and Ms. Lopez @ 5:30

4th/5th and Mrs. Chamberlain @ 6:30

DAMAGED / LOST MATERIALS

Students will be assessed the cost of replacing any material or property which is lost, stolen, or damaged through their negligence.

DISTRICT DISCRIMINATION POLICY

It is policy of the Desert Sands Unified School District not to discriminate on the basis of sex, age, religion, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, color, mental disability, or physical disability for access to its educational programs and activities, or in the recruitment and employment of personnel, or for membership in advisory groups or committees. Lack of English skills will not be a barrier to admission and participation in career/technical education programs. District employees work in a smoke-free environment.

Complaints, inquiries, or translation requests related to gender equity, nondiscrimination, and uniform complaint procedures should be directed to: Dr. Joseph Hyde, Assistant Superintendent, Personnel Services, Desert Sands Unified School District, 47-950 Dune Palms Rd., La Quinta, CA 92253, 760 771-8555.

EARLY RELEASE/MINIMUM DAYS

Franklin students will have an early dismissal every Tuesday. Staff will use this time for staff development activities, developing inquiry-based curriculum, and cross-grade level curriculum articulation. Students will also be dismissed early for teacher/student/parent conferences.

EMERGENCY PREPAREDNESS

The Desert Sands Unified School District has procedures, which must be followed in the event of an earthquake, fire, lock out/lock down, or other emergency. Emergency drills are held regularly. School bus safety and bus evacuation drills are held twice annually. Please provide or purchase from the office an earthquake kit for your child at the beginning of the school year. In the event of an emergency and you need to be reunified with your child please bring ID and check in at the table which will be setup at the front of the school.

FIELD TRIPS

Field trips are an exciting part of the educational program provided for your children at Benjamin Franklin Elementary. Trips are designed to meet the standards being taught in your child's classroom and are scheduled by each grade level and may vary from year to year. Field trips are a privilege and proper behavior must be maintained in order for your child to attend. When such trips are planned, information and permission slips will be sent home for parental signature. Children must have a signed permission form turned in to his/her teacher **prior** to the field trip. To ensure your child's safety, we cannot accept verbal permission being given via the telephone. Due to insurance guidelines, siblings may not accompany chaperone volunteers on the bus.

Field Trip Fees: Field trip fees are based on actual costs. If you are unable to cover any or all of the field trip fee(s), please contact the classroom teacher. Students will not be prevented from attending a classroom /instructional field trip because of their lack of money.

Chaperones/Drivers

Study trips may involve parents serving as drivers. Parents willing to serve as drivers must have a current **Volunteer Application** form on file and must fill out an **Automobile Insurance Verification and Authorization to Obtain DMV Report** form. The Automobile Insurance Verification form must be turned in to the office at least 3 weeks prior to the date of the field trip in order to allow adequate time for processing. **Both forms are valid for one school year.** Forms are available from your child's teachers and in the office. This is in addition to the volunteer approval process.

ILLNESS AND INJURY AT SCHOOL

The principal and the school district nurse are responsible for planning a program of first aid care for your children at school. Minor cuts and abrasions will be treated at school by our office personnel. Please check with your child when he/she returns home sporting a new Band-aid or excitedly tells you of his/her incident on the playground. In the event of an illness, head injury, or a serious injury, every effort will be made to notify you that your child received care in the health room.

In the event a student is injured or too ill to remain at school, a parent/guardian will be contacted to pick him/her up. The importance of our emergency information on your child's Health Record and Emergency Card ("C" Card) cannot be overly emphasized. It is important that we have an accurate home phone number and reliable alternate phone numbers. Please be sure to notify the school secretary of any changes of address and/or telephone numbers so that we may have the most current information available.

Sick Children at School

We have a number of requests from parents wanting their children to stay inside during recess once they return to school from being ill. We do not have the facilities or the personnel to supervise these youngsters. Our suggestion is that if your child is too ill to go outside during recess that you keep him/her at home an additional day. We assume that if children come to school, they are healthy and need to go outside during recess.

Control of Diseases/Infections/Head Lice

<u>Disease/Virus</u>	<u>Exclusion Period</u>
COVID-19 +	5 day quarantine and may return with a negative test on day 6
Chicken Pox	7 days or until all vesicles are crusted
Conjunctivitis (Pink Eye)	Until eyes are clear and no pus remains
Mumps	Until fever is gone and there is no visible swelling.
Impetigo & Ringworm	May attend school with written notice from doctor.
Strep Throat	Until fever is gone.
Head Lice	Until live crawling lice are gone

IMMUNIZATIONS

California State Law requires that children attending Transitional Kindergarten through 12th grade **MUST** be properly immunized in order to attend school. You must present on or before your child's first day of school proof of: 1) full immunization, or 2) initiation of the schedule of immunization, or 3) a certificate of exemption (religious, personal, or medical reasons).

Proof constitutes completion of the Certificate of Immunizations Status Form and your signature.

Please see the school nurse, Suzy Dick, should you have further questions regarding immunizations.

INTERNATIONAL BACCALAUREATE ORGANIZATION PRIMARY YEARS PROGRAMME

The staff at Franklin Elementary School of International Studies is proud to have received our official International Baccalaureate (I.B.) authorization. We continue to be involved in specialized staff development activities, developing units of inquiry based on the I.B. curriculum framework, and articulating our program with the programs offered at Amelia Earhart Elementary School, John Glenn, and La Quinta High School. Please visit our school website and/or the official IBO web site (<http://www.ibo.org>) for further information on this program.

LIBRARY

The library is open on a daily basis and is supervised by our Library/Media Technician. Books are checked out for one-week periods of time. Students may check out books at times other than open check out times, provided that they are finished with their current book and are ready to turn it in. There is no fine for overdue books, however, lost or damaged books must be paid for.

LOST AND FOUND

Many lunch pails, coats, jackets, sweatshirts, and sweaters are identical. As you know from your own experience at home, children frequently misplace or lose things. Your child's clothing can be easily recovered if his/her name is written on it with permanent marker. Our Lost & Found rack is located outside the office. Throughout the year (during the Winter Break, Spring Break, and at the end of the school year), items left in the Lost & Found rack are donated to a local agency to assist families in our community. Please be sure to check our Lost & Found rack whenever you visit our school, as children tend to forget what they lost. If you are getting ready to move to another school or out of the area, please stop by to check the rack before you leave!

BREAKFAST/LUNCH/SNACKS

Students in all grades eat lunch during the school day. Breakfast and lunch are free of charge to every student this school year. If a student would like an additional breakfast or lunch, they may purchase one.

In an effort to promote the concept of being "balanced" (a goal of the IB/PYP), students are strongly encouraged to eat healthy lunches. A sandwich, cheese & crackers, veggies, and fruit make great lunches. Please help your child limit the amount of chips, desserts, and other sugary foods at school.

We discourage soda pop at school. We encourage your child to either buy milk or to bring juice/water.

Fast food lunches will not be accepted at the office. If your child forgets their lunch, you can bring their lunch box, or they will be given a free school lunch.

Many students eat a snack during the a.m. recess. Please be sure your child has a healthy snack to help him/her get through the morning.

MEDICATION AT SCHOOL

It is Desert Sands Unified School District policy (BP 5141.21) that medication only be administered when the failure to receive such medication may result in a student being unable to attend school. The following requirements must be met before the office personnel will assist in the administration of any over-the-counter or prescribed medications:

Over-the-Counter Medications

A written statement from the student's physician detailing the method, amount, and time schedules by which the medication is to be taken; the medication must be in the original container; A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician; The physician's statement is to be updated annually or more frequently if there is a change in medication, dosage, or time schedule.

Prescription Medications

- Must be clearly identified as to the name and type of medication;
- Must be in original container;
- Must carry a prescription label with the child's name, drug identity, dosage instructions, doctor's name, and prescription date; label must have pharmacy name and telephone number;
- The prescription must be current;
- A permission form must be filled out and on file in the school office; this must be done on an annual basis.
- Medication will be given by office personnel only.

DO NOT place medications of any kind in your child's lunch box or backpack.

MONEY

Whenever money is sent to school with your child, it is best to place it in a sealed envelope with your child's first and last name, the amount, teacher's name, and the purpose for which it is to be used (meal ticket, book order, study trip, etc.) written on the front of the envelope. This will make recovery possible in case of loss and helps us to credit you with the proper amount. If you send money to pay for more than one event/order (i.e. to pay for a book order AND to pay for a field trip), please be sure to pay for these things separately. Although it may be a bit inconvenient for parents to put money into two envelopes or to write two checks, it makes the teacher's and office record keeping much simpler. The building principal, the district business office, and the state auditors are very picky about keeping our records accurate and legal!

OFF-LIMIT AREAS

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These areas include the custodians' closets, PE equipment closet, storage areas, staff lounge, office storage room and workroom, and the trash collection area. Students are expected to cooperate and refrain from playing or visiting in these areas.

PARTIES/CELEBRATIONS: District Food Policy

Celebrating accomplishments are an important part of childhood and we understand the desire to share this with friends. In order to assure limited disruptions to the learning environment and attempt to create a healthier campus, please contact your child's teacher to find out when this time will take place. Homemade goods may not be brought to school and shared in celebrations because they are not prepared in certified kitchens. Keep in mind we have many students with food allergies and medical concerns.

Only healthy store-bought snacks may be provided.

Healthy treats include:

- Fruits and vegetables (dried, freeze-dried, canned, and fresh)
- Wholegrain based chips (popcorn, low-fat and low-sodium chips)
- Wholegrain based snack bars
- Wholegrain crackers
- Nuts and Seeds

Healthy beverages include:

- Water
- Milk
- 100% fruit juice and juice diluted with water or carbonation
- Flavored waters without added Sweeteners

Please note that food and beverages that do not follow the above guidelines may not be distributed or shared at our school.

PETS

Per District Board Policy, no pets are allowed to be brought to school, even for a short visit.

Please do not bring your family dog with you onto school grounds when bringing your child to school or when picking your child up from school.

SEXUAL HARASSMENT

Every person in the Desert Sands Unified School District has the right to feel respected and safe; therefore, the district has adopted a sexual harassment policy. Below is an overview of the policy. If you would like a complete copy of the policy, please refer to the *Parent & Student Rights and Responsibilities* handbook, or call the Child Welfare & Attendance Office at 771-8612.

A harasser may be a student or an adult. Some specific examples of behavior related to sexual harassment are, but not limited to:

- Sexually demeaning statements, jokes, rumors, graffiti, or cartoons
- Sexually suggestive gestures
- Graphic or degrading comments about an individual's appearance
- Unwanted physical contact of a sexual nature, including feigned ("accidental") contact as well as pinches, embraces, slaps, or pats
- Pressure for sexual favors or activity

If any words or actions make a student feel they are a victim of sexual harassment, they need to tell an adult. Trusted adults may include parents, teachers, counselors, nurses, coaches, or building administrators. We take all reports of sexual harassment seriously and will take appropriate action based on the report.

STUDENT RECOGNITION

Students who follow and meet expectations are honored through a variety of positive activities with daily, monthly, trimester and yearly recognition. Student of the Month awards are based on the IB Learner Profile and are awarded in the classroom. Additionally, we have 3 large academic rallies and Growth Parades per year. These assemblies honor the Student of the Month awards that were given out in the classroom as well as numerous other student accomplishments. If your student is receiving a Student of the Month award you will be notified by the classroom teacher and will be invited to attend in person or via Google Meet.

SUPPORT PROGRAMS

Occasionally, a child will experience continuing difficulties at school. Services are available to students at Franklin Elementary. These support services are designed to complement the regular curriculum and help students achieve grade level performance. Parents and the building Student Support Team (SST) will work together to determine ways to assist the child with his/her learning and/or social problems. Our school counselor and school psychologist are available to answer any questions you may have regarding evaluation or school programming for students with special needs.

TELEPHONES/CELL PHONES

Student use of the school phones is limited to emergencies and matters the classroom teacher, specialist, counselor, or principal consider important. Students are not allowed to call home to make social arrangements (i.e. getting parent permission to visit a friend after school). Cell phones are to be turned off and put away while on school grounds.

TESTING

Students participate in several district and state assessments throughout their elementary career. The information derived from these assessments:

- assists teachers in designing lessons/activities to meet individual student needs
- provides feedback to students and parents; highlights areas of strength and areas needing improvement
- provides a snapshot of how Franklin students are progressing
- provides a snapshot of how Desert Sands students are progressing compared to other students in California and/or across the nation

VANDALISM

Our school and school equipment is public property. Willfully damaging or destroying this property is against the law. If a student accidentally causes damage, he/she should report it to the teacher immediately, so that the damage is not misconstrued as vandalism. We ask that if you see someone vandalizing Franklin Elementary property or school equipment, that you report it immediately. We ask that families bordering Franklin Elementary property keep a watchful eye at night and during the weekends/holiday break and report any cases of vandalism to the La Quinta Police Department.

We experienced a lot of teen-aged skateboarders on our grounds last year (after school and on the weekends) and throughout the summer. Our lunch tables continue to take a beating as the skateboarders are using them as ramps. Families neighboring Franklin property are asked to call the La Quinta police if they see skateboarders on school property.

VISITING THE SCHOOL and CLASSROOM OBSERVATIONS

School District policy requires that all school visitors report to the office to sign in and pick up a name badge before entering the classroom. To ensure safety in our school, we have trained our school personnel to approach and ask unfamiliar faces for proper visitor identification.

Please note that in some cases the principal or principal designee will accompany classroom visitors. In most cases classroom visits require 48 hours advance notice and may be limited to approximately one hour.

*If you need to discuss your child's progress, we ask that you contact the office or teacher prior to any visit so that an appointment can be scheduled.

VOLUNTEERS

Volunteers are a vital part of the educational program at Franklin Elementary! Parents, grandparents, guardians, community members, and teachers working together provide the best educational program for our children. Volunteering is both stimulating and rewarding for all those involved. Volunteers work under the supervision of the classroom teacher or office staff. Common activities handled by volunteers include:

- Preparation of learning materials
- Assistance with art and/or cooking projects
- Assistance with classroom clerical tasks
- Sharing information/hobbies/crafts (guest speaker)
- Instructional support for individual students or small groups of students
- Schoolwide events
- Office clerical tasks

All volunteers are **required** to complete an online **Volunteer Application form:** <https://applications.dsusd.us/volunteer/> prior to volunteering in the school or chaperoning on field trips. The Volunteer Application form must be filled out on an **annual basis**. Attending field trips and some volunteer activities requires a fingerprint screening as well. When coming to volunteer, please be sure to sign in at the office and pick up an identification badge.

WEAPONS POLICY

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or other facilities used for school activities. Any student who violates this policy will be suspended or expelled from school. The possession of a firearm replica (toy gun, knife, etc.) is also a violation of district policy. Bringing toy guns, knives, etc. to school will result in a suspension from school. For additional information, please refer to the *Parent & Student Rights and Responsibilities* handbook.

WITHDRAWALS

An application for withdrawal should be completed by the parent/guardian of any student who is withdrawing from Franklin Elementary during the school year. Please be sure your child's library books, textbooks and other school property are returned (or paid for if they are lost or damaged).