



Dear Parents,

Welcome to Ben Franklin Elementary School! We are proud of our school, our staff, and our programs. We look forward to working with you and your child as we pursue our shared goal, **“Learning is Job One!”**

We strive to ensure that our children receive an education which prepares them for future education and career, and prepares them to be productive global citizens. We ask for your support in meeting these goals. Research shows that when parents and schools work together students do better. Please support our purpose by:

- ❖ **Reading to or with your child every day.** Long after children learn to read for themselves, they love this special time with Mom or Dad. Kids who are read to are the kids who want to read on their own.
- ❖ **Joining our parent-teacher organization (PTA).** When parents and teachers work together schools improve.
- ❖ **Volunteering your time.** The more help parents give, the more time teachers can spend with students. Work full-time? There are still ways to help. Ask your child’s teacher what you can do.
- ❖ **Letting your children know school is important.** Ask about their homework. Attend school events. Talk about how you use what you learned in school in your job.
- ❖ **Recognizing your child’s special gifts.** Each child has special talents. Perhaps the most important thing you can do is to help your child see how he or she is special. That boosts confidence and sets the stage for learning.
- ❖ **Emphasize the PRIDE characteristics and expectations.** When children know what is expected they know how to act.

We challenge you, Ben Franklin parents, to be sure that your child attends school each and every day and that each day they arrive on time. Please remember that when your child is tardy or absent s/he misses out on important learning time. Please arrange medical and other appointments after school so your child will not miss school. When your child is absent, call the school office or send a note to the teacher with the reason for the absence.

School-home communication is highly encouraged. If you have a question, call the school at 739-5645. If you wish to discuss a matter with the teacher or principal, an appointment can be made. Please check our school website regularly to stay updated on school events and to get information about our programs.

www.cnusd.k12.ca.us/benfranklin

Please keep this handbook to refer to throughout the year. We look forward to meeting you and working together to ensure your child’s success.

Sincerely,

Lara Gruebel, Principal

POSITIVE AND SAFE SCHOOL CLIMATE

Our goal at Ben Franklin Elementary School is to ensure that our students develop their full potential, academically, socially and physically. We are committed to creating an atmosphere for learning and for developing social responsibility. Each student is encouraged to take responsibility for his or her own learning and behavior. We urge parents and guardians to be actively involved in supporting our efforts in teaching, learning and social development. To assist us in this process, we use our **PRIDE** program of positive behavior intervention and supports.

PRIDE PROGRAM

The following expectations have been developed to provide a safe and secure learning environment. It is the responsibility of each parent and teacher to instruct the students in proper behavior at school and to be consistent in the enforcement of these expectations. When expectations are not met, students will be counseled about their decisions and appropriate steps will be taken to guide better choices moving forward. Regular in-class lessons are given throughout the year to expand student's understanding of good social skills.

Lightning PRIDE

Purpose: Know what you're supposed to do and do it.

Respect: Treat yourself, others, and property nicely, no matter what.

Integrity: Do the right thing even when no one is looking.

Determination: Always do your best.

Empathy: Understand the feelings of others.

EXPECTED CAMPUS BEHAVIOR

1. **Purpose** will be shown by:

- Attending school daily and on time
- Completing assigned classwork and homework
- Meeting behavior expectations inside and outside the classroom
- Utilizing materials, supplies and items as they relate to assigned schoolwork

2. **Respect** must be shown toward students, adults and property at all times. Directions given by school personnel must be followed the first time. School property is to be used appropriately and safely. Hats are not recommended and need to be removed while indoors (polite etiquette).

3. **Integrity** will be shown by doing the right thing, even when no one is looking. This includes being honest in your words and actions, taking responsibility for the choices one makes, and following all rules and laws at all times.

4. **Determination** will be shown through completion of all classwork and homework, asking for help when needed, and always giving your best effort.

5. **Empathy** will be shown by considering the feelings of others in all interactions, including conversations, body language, and with social media.

DUE PROCESS

Prior to the decision to suspend a pupil (except under emergency conditions) an informal conference must be held with the principal/designee. At this time the pupil will be afforded an opportunity to know what s/he is accused of and to tell his/her side. The parent shall be notified as soon as possible by telephone or other reasonable means of the decision to suspend a pupil. A notice of the suspension will be given to the pupil's parent/guardian and a conference may be requested. Please refer to the Corona-Norco Parent Handbook for additional information regarding suspensions and expulsions.

ATTENDANCE POLICY

Attendance falls under our student engagement policies within PRIDE with purpose and determination as the focus characteristics. Our school provides this information to keep you best informed regarding the requirements pertaining to attendance and federal law. The following will hopefully aid in your understanding the requirements under this law.

ATTENDANCE: ABSENCES, TARDIES, TRUANTS, INDEPENDENT STUDIES

We have included information regarding absences, tardies, truants and Independent Studies. The following information is also on our Website under [About Us and then Attendance Policies for easy referencing](#). State law requires daily attendance at school. Illness or medical appointments are the only legally excused absences.

If your child is absent or going to be absent, please call the school at 739-5645.

ATTENDANCE EVENTS - Starting the 2018-2019 school year, the following policies will go into effect.

An attendance event is defined as any combination of absences, tardies, and early outs.

At 7 attendance events you will receive a courtesy letter indicating your child's current attendance.

At 10 attendance events you will receive a warning letter indicating that you and your child are in danger of participating in the Student Attendance Review Team (SART) contract.

At 15 attendance events, you and your child will be placed on a SART contract with the school.

After signing a SART contract, and if attendance does not improve, a possible Student Attendance Review Board (SARB) will take place at the district level.

FEDERAL LAW and TRUANTS

A truant indicates a violation of the laws requiring children be at school every day school is in session. Our school district is required to monitor student attendance, notify parents of excessive absences, tardies, and truants, and to follow prescribed procedures (School Attendance Review Team, School Attendance Review Board, referral to Riverside District Attorney's office) regarding attendance.

A student is marked truant when the parent did not telephone office personnel or send a note within the three days of the child's returning to school; or, the child was absent for an unexcused reason and the parent did not give our school prior notice of the child's absence; or, the child was absent five days or more consecutively without fulfilling the requirements of an Independent Study. A student is marked truant if the student goes to a medical/dental appointment unless the school office receives written notification confirming the medical/dental appointment by the student's parent. The district automatically creates letters to parents of student's meeting prescribed truancy thresholds.

TARDIES

Students are to arrive on time and remain in school for the duration of the school day. School instruction begins at 8:45 a.m. The 1st bell for student to line-up rings at 8:40 a.m. A child arriving late after 8:45 is tardy. A *truancy* is recorded when a child arrives more than 30 minutes late. Our school is mandated to send letters at threshold points regarding tardies.

ABSENCES

Illness (Excused):

A note or phone call to the office personnel reporting illness must be received from the parent within three (3) days of the child returning to school to be coded an excused absence. If not cleared within three days, the child will be marked truant. A child absent due to illness for five (5) or more days should have a doctor's note.

Independent Study (Excused):

If a child will miss school for 5 to 10 days and it is not due to illness, an Independent Study needs to be requested. The parent must submit this form to administration (not the teacher) at least one week prior to the child's first day of absence. This provides ample time to gather the necessary items, write up the assignments, and obtain necessary signatures. The child completes the assignments of the Independent Study and submits them within the stated timeframe. Credit for missed school days is based on the quality of work done on assignments, its completeness, and whether turned in on time. Vacations should not be scheduled during the school year when class is in session.

Unexcused:

If a student is to be absent for reasons other than illness for fewer than five (5) days and to avoid being marked truant, the parent must inform the school in writing at least three (3) days prior to the absence detailing the reason for absence. A parent or guardian must sign and date the written request. An administrator must then approve it. **Approval will be considered only if the child is performing at a "C" or "S" level or better in all academic subjects and behavior.** This option is available for up to a maximum of four (4) consecutive school days. A child missing school without administrator approval will be marked truant. A child having received a notice regarding being truant (3 or more days unexcused absence) is not eligible.

Early Out:

If it is necessary for a parent or person listed on a child's emergency card to sign out a child during school hours, the person will be required to sign a log in the office and show photo identification before your child will be called from class to the office. Students will not be called to the office prior to the parent's or individual's arrival. Please make arrangements to arrive early enough for the sign-out process and still be able to make your appointment. **Students may not be signed out early 30 minutes prior to the end of the school day.**

EXCESSIVE ABSENCES AND/OR TARDIES:

Our school and district continues to notify parents of excessive absences, tardies, and truants, and will follow prescribed procedures (School Attendance Review Team, School Attendance Review Board, referral to Riverside District Attorney's office) regarding attendance.

PERFECT ATTENDANCE AWARD:

At the Trimester Awards ceremony students with perfect attendance will be recognized with a special award. Perfect attendance consists of **no** absences and **no** tardies or early dismissals.

EMERGENCIES/CHANGE OF ADDRESS

It is important that we have accurate, up-to-date information concerning the name and telephone numbers of people to contact in case of an emergency concerning your child. We need to be notified immediately if this information changes. If it is necessary for a parent or person listed on a child's emergency card to sign out a child during school hours, the person will be required to sign a log in the office and show photo identification before your child will be called from class to the office. Students will not be called to the office prior to the parent's or individual's arrival. Please make arrangements to arrive early enough for the sign-out process and still be able to make your appointment. In an emergency situation, children will only be released to persons listed on the student's registration card. A child will only be released to a person 18 years or older.

PARENTS ON CAMPUS

Ben Franklin School is a closed campus. Under the Education Code and Penal Code 627 et al, **all visitors are required to register in the school office.** This provides parents an opportunity to advise the staff of their presence at school and of their needs. The electronic Raptor program is used to manage visitors on campus. You will continue to be required to present your identification to the office staff. Accepted forms of identification are as follows:

- Any state issued driver's license or identification card
- Mexican Matrícula Consular card
- Military ID (active duty or retired)
- Permanent resident card

Once the front desk staff scans the identification provided, Raptor checks the name against registered sex offender lists nationwide. Once you have been cleared through Raptor, the system will print a visitor badge with your name, picture and destination. If the purpose of your visit is to sign out a student prior to dismissal, visit a location on campus, or volunteer in a classroom, you will need to go through this process. This security procedure is district-wide to help ensure the safety of all students and staff. Our goal is to continue to provide a welcoming and warm environment for our parents, students and staff while simultaneously communicating a culture of safety and security to the community. Persons not listed on the emergency card may be denied access.

Parents and children not enrolled at Ben Franklin are not permitted on the playground at any time.

Any concerns that a parent may have regarding a child other than their own must be brought to the attention of administration. Parents may not speak to another child regarding any incident between their own child and another student. By approaching a child on or off campus, you violate his/her rights to be safe and secure, and open yourself to possible criminal charges of assault. Since parents have no authority over any other parents or children, you must address your concerns through school officials who do have the authority and responsibility for seeing that issues concerning students are properly addressed.

SCHOOL VISITATION/CLASS VOLUNTEERS

The school office is open Monday through Friday 8:00 a.m. – 3:30 p.m. As a public school, we maintain a campus that is open to visitors who have a purpose for being on campus and whose presence is in no way disruptive to the instructional program or other school operational procedures. All visitors must sign in at the office and receive a visitor's badge. The school campus is closed to non-school personnel before school. If you wish to visit or volunteer in a classroom, please make an appointment by calling the school or contacting the teacher at least one day ahead. Classroom teachers may determine whether they wish to use parent helpers in their classrooms. A teacher desiring to schedule parent helpers must designate the time and day helpers may come to their classroom.

The following may not be used on campus during visits: tape recorders; cell phones; electronic devices; any other item making noise. Preschool or other children not enrolled at our school may not accompany parent visitors or helpers to classrooms but may attend award assemblies, class presentations, and plays to see siblings.

CELL PHONE POLICY

Students may utilize a school phone when necessary during the school day. Cell phones* are to remain turned off and in backpacks if brought to school and never brought out during instructional time unless approved by the teacher. Students may utilize their cell phone after leaving campus. Unauthorized cell phone use during the instructional day may result in collection of the phone and disciplinary action. No electronic listening or recording device may be used by any person on campus without the teacher's or principal's permission. *This includes all signaling devices

DRESS POLICY

Dress and grooming should fit the school situation and demonstrate pride and respect for oneself and others. In all cases, neatness, health, safety, and appropriateness shall be observed.

LOST AND FOUND

Lost items, including clothing, may be claimed from the Lost and Found carts by room 34. In order to minimize the number of lost items, please label ALL BELONGINGS on the inside with your child's first and last name. Unclaimed items will be donated to Goodwill at various times throughout the school year.

DRUGS AND MEDICATION

If medication must be taken during school hours, the California Education Code requires a form to be signed by the physician and parent. Check with the school secretary or health clerk if you need this form (H-202). All medications, including inhalers, must be in a properly labeled container from the pharmacy. They will be kept in a secure place at school. **Non-prescription drugs (including aspirin and cough lozenges) are not allowed at school.** Do not put any medication in your child's lunch box or backpack. If you have any questions regarding procedures, call the school health clerk or secretary.

PARENT INFORMATION NIGHT (PIN)

Parent Information Night is an evening program held shortly after the start of the new school year. It is a time set aside for parents to familiarize themselves with their child's classroom, teacher and school. Classrooms are open to show the work that will be undertaken by the students and their teachers during the school year. This is a time to ask questions regarding the program for that grade level. Questions or problems about your child should not be discussed at this time. Parent-Teacher Conferences are scheduled for that purpose. As part of our Parent's Are Responsible program, this is a mandatory meeting. An adult attending this event demonstrates to their child that school is important and that the school and parents are in partnership for their education.

PARENT CONFERENCES

Conferences allow time for the teacher and parent to discuss the child's progress. The Ben Franklin staff welcomes this opportunity to meet with you. Conferences are held at the end of first trimester and as needed throughout the school year. Conferences may be initiated by either school personnel or parents.

OPEN HOUSE

The spring time Open House is an evening event that is held annually. At this time you will be invited to tour your child's classroom, greet his/her teacher and meet classroom friends. Student's work and/or classroom projects will be displayed.

STUDENT SUCCESS TEAM (SST) MEETINGS OR INDIVIDUALIZED EDUCATION PLAN (IEP) MEETINGS

These meetings are called when a need arises for a team to meet to discuss a child's progress. Parents are a critical member of this team and their input is valuable. If invited to such a meeting, parents are responsible for arranging to attend at the time scheduled by the school staff.

CLASS PARTIES

Four class parties per year are allowed. While birthday parties for students are enjoyable, it is very difficult to celebrate the birthdays of all students. We encourage parents to have parties for their children somewhere other than school. Occasionally, students want to invite students to non-school sponsored parties and wish to hand out their invitations at school. This process causes a variety of problems. One nice way to honor a child's birthday at school is to donate a special book to the child's classroom. It can be read to the entire class and then entered into the classroom reading materials. Birthdays will be announced during the morning announcements and students will receive a birthday book from the school.

PARENT INVOLVEMENT PROGRAM

Ben Franklin's parent and community involvement program focuses on synthesizing a harmonious partnership between the school and its surrounding community. Parents have the opportunity to be involved in decision-making regarding school programs as members of ELAC, SSC, PTA, Principal's Coffees, and by completing and returning the Parent Survey. Active participation in your children's education is strongly encouraged. Parents are invited to attend Back-to-School Night, Open House, Parent Conferences, and other school wide activities. Parents may volunteer time in their child's classroom and, as arranged by their child's teacher, serve as chaperones on study trips.

Opportunities for parent involvement include:

School Site Council (SSC)	Parent-Teacher Association (PTA)	Open House
Parent-Teacher Conferences	English Learners Advisory Committee (ELAC)	Volunteer in classrooms
Back-to-School Night	Volunteer as chaperones for study trips	Library volunteer
Parent workshops	Principal's Coffee	

Parent-Teacher Association (PTA):

The PTA is a service organization, which provides hundreds of hours of volunteer work and support of curriculum to the school on an annual basis. Participating in any way in PTA will be a very rewarding experience for both you and your child and will greatly enhance our school culture. You are encouraged to attend general association meetings, held approximately four times throughout the year, and strongly encouraged to show your support by assisting in any way you can.

School Site Council (SSC):

The School Site Council consists of parents and staff that work together to plan and evaluate the programs at Ben Franklin which receive special funding. Members on the council and committee are elected. However, the meetings are open and all parents are encouraged to attend and participate.

English Language Advisory Committee (ELAC):

ELAC consists of parents and staff members who meet to discuss the planning and implementation of the English language development programs. The committee advises the principal and staff on community concerns and learns about instructional programs and school procedures. In addition, training opportunities are provided to parents to assist them in furthering their children's education.