

**Benjamin Franklin Elementary School
7101 Canal
Houston, TX 77011
713-924-1820 Fax 713-924-1823**

**Franklin Elementary prepares all students for college success,
through rigorous instruction and relentless hard work, every minute
of every day.**



**Student/Parent Handbook
2019-2020**

Mandatory Acknowledgement of Receipt

All parents/guardians must sign and return this form by your child's second day of school.

I _____ have read the Franklin Elementary School parent handbook. I will support and promote an excellent school experience for my child by doing the following:

- Following the school and district guidelines covered in this handbook
- Making those who will be picking up or dropping off my child aware of policies and procedures
- Ensuring students are present and on time every day.
- Attending PTO, Coffee with the Principal, Parent-Teacher Conferences and Family Literacy Events
- Becoming a Volunteer in Public Schools (VIPS)

Child's Name

Teacher

Parent's Signature

Date

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7101 Canal
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A Message from the Principal

Welcome to the 2019-2020 school year. Franklin Elementary School is committed to the Houston Independent School District's promise that every child will be reading on grade level by third grade. Congratulations for taking the most important step in your child's education. The learning begins here!

Franklin is the best Elementary School in the East End community because we provide a rich background in Reading and Math and we develop our student's language skills in English and Spanish. Our core values at Franklin ES are to nurture, educate and challenge every student. We accomplish this by:

1. Building strong relationships with our students.
2. Providing a positive school culture conducive to academic learning; and
3. By ensuring every student has a high-quality education.

As a result we operate under the following bedrock principles.

- 1) We plan obsessively and thoroughly.
- 2) We teach students systems for success.
- 3) We model excellence in everything we do

You are your child's first teacher. Parents, teachers, and administrators must join together as partners to make sure that the seeds for success are planted early. Please read the information in this handbook carefully. Highlight important dates and plan to be present at all Family Literacy Events and Academic of Parent Teacher Team. Events. Your presence is mandatory. I encourage you to become a Volunteer in Public Schools (VIPS) so you can lend a helping hand with field trips, during lunches, or in one of our offices.

I'm excited about having you and your child in the Franklin Family. Get ready for an educational journey that you will cherish for years to come!

Sincerely,

Tammie Moran

Principal

Houston Independent School District



The Houston Independent School District is committed to providing a high-quality education for every child, regardless of where they live or what school they choose to attend. HISD has 283 schools and more than 203,000 students, making it the largest district in Texas and the seventh largest in the United States. Students are encouraged to challenge themselves in rigorous academic courses designed to prepare them for college and meaningful careers.

Trustees

The Board of Education is the official policy-making body of the Houston Independent School District. The nine trustees, elected from separate districts, serve staggered four-year terms. Visit the trustee member pages below. You may visit www.houstonisd.org to view a trustee district map.

School History

Benjamin Franklin Elementary School honors the achievements of one of the most important figures in American history. Benjamin Franklin's accomplishments earned him many honors during his lifetime, most notably as one of the leaders of the Constitutional Convention of 1785. Although Benjamin Franklin helped Thomas Jefferson write the Declaration of Independence ten years earlier, his leadership as a senior member of this convention led to the eventual acceptance of the Constitution of the United States of America -- an experiment in democratic government that has endured for over two centuries. Franklin Elementary's mission: "Preparing Good Students and Good People for the Future", is inspired by this legacy. Franklin Elementary is situated east of downtown Houston, almost equidistant between the Port of Houston's ship channel and the University of Houston. The diverse community surrounding the campus, with its many private businesses and schools, reflects the values of free enterprise and academics embodied in these institutions. Adapting to the community's changing demographics since its original construction in 1913, Franklin Elementary undertook a significant construction makeover in 1978.

Today, about 430 students attend Franklin Elementary and are sponsored by the Houston Independent School District under the Improving America's Schools Act of 1994 (Title I Amendments to the Elementary and Secondary Education Act of 1965). The educational programs, designed in consultation with parents and teachers, are intended to provide accelerated instruction for children described as economically disadvantaged or who are at risk of dropping out. Benjamin Franklin Elementary School takes this responsibility very seriously and is dedicated to meeting the expectations set forth in HISD's Declaration of Beliefs and Visions. Relying on its ability to attract and retain superb teacher leadership, Franklin Elementary plans to remain the cornerstone of its community for many years to come.

| Teacher | | Grade | Room |
|-----------------------------|--|---|---------------------|
| Garcia, Angelina | | PK | 19 |
| O'Brien, Perry J | | PK | 20 |
| Wilson, Zoila | | PK | 18 |
| Washington, Antario | | K | 23 |
| Medina, Lilibeth | | K | 24 |
| Rivas, Roxana | | K | 25 |
| Rodriguez, Ana L | | 1 | 05 |
| Reyna, Yasmeen Z | | 1 | 21 |
| Carlos, Graciela | | 1 | 22 |
| Le, Casie | | 2 | |
| Manzanero, Carlos | | 2 | |
| Serrano, Ana | | 2 | |
| Jones, Craig | | 3 | 07 |
| Sharber, Annamarie | | 3 | |
| Craig, Blanca | | 3 | 11 |
| Acosta, Jaime | | 4 | |
| Bueno, Marisol | | 4 | 13 |
| Byrom, Jocelin | | 4 | |
| Carl, Katherine B | | 5 | 33 |
| Estupinan, Hyrum | | 5 | 34 |
| Gill, Naseeb | | 5 | 37 |
| Medrano, Darlinda | | PE | Gym |
| Jackson, Stephani | | Library/Reading Intervention | Library |
| | | Theatre | 29 |
| Lopez, Evelyn | | Instructional Specialist | 38 |
| Carlos Rodriguez | | Assistant Principal | 14 |
| Moran, Tammie | | Principal | Front Office |
| Garcia, Dalia | | Clerk III | Front Office |
| Cates, Jennifer | | School Nurse | Front Office |
| Rocha, Victor | | Registrar | Front Office |
| Salinas, Melissa Ann | | School Secretary | Front Office |

School Calendar and Important Dates

2019-2020 Academic Calendar

Houston Independent School District

| JULY 2019 | | | | | | | AUGUST 2019 | | | | | | | SEPTEMBER 2019 | | | | | | | |
|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | | | | | | |

| OCTOBER 2019 | | | | | | | NOVEMBER 2019 | | | | | | | DECEMBER 2019 | | | | | | | |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| | | | 1 | 2 | 3 | 4 | 5 | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| 27 | 28 | 29 | 30 | 31 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | |

| JANUARY 2020 | | | | | | | FEBRUARY 2020 | | | | | | | MARCH 2020 | | | | | | |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 26 | 27 | 28 | 29 | 30 | 31 | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 29 | 30 | 31 | | | | |

| APRIL 2020 | | | | | | | MAY 2020 | | | | | | | JUNE 2020 | | | | | | |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 | | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 26 | 27 | 28 | 29 | 30 | | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | |

| Key | | Holidays | |
|-----|--|-------------------------------------|------------------------------|
| | Holidays | September 2, 2019 | Labor Day |
| | Early Dismissal/Staff Development Days | October 9, 2019 | Fall Holiday (students only) |
| | Teacher Service Days (no students) | November 25-29, 2019 | Thanksgiving |
| | Teacher Preparation Days (no students) | December 23, 2019 - January 3, 2020 | Winter Break |
| | Weather Make Up Day (if needed) | January 20, 2020 | Martin Luther King, Jr. Day |
| | | March 16-20, 2020 | Spring Break |
| | | March 30, 2020 | Chávez/Huerta Day |
| | | April 10, 2020 | Spring Holiday |
| | | May 25, 2020 | Memorial Day |

| Significant Dates | | Grading Periods | |
|-------------------|---|-----------------|--------------------------|
| August 12, 2019 | Teachers report to work | 6 Cycles | Report Card Dates |
| August 26, 2019 | First day of school | Aug 26 - Oct 4 | 29 days |
| December 20, 2019 | Last day of first semester | Oct 7 - Nov 8 | 24 days |
| January 6, 2020 | First day of second semester | Nov 11 - Dec 19 | 24 days |
| May 29, 2020 | Last day of school for students | Jan 6 - Feb 14 | 29 days |
| June 1, 2020 | Weather Make Up Day (if needed) or Teacher Prep Day | Feb 17 - Apr 3 | 29 days |
| June 2, 2020 | Last day for teachers | Apr 6 - May 29 | 38 days |
| | | 4 Cycles | Report Card Dates |
| | | Aug 26 - Oct 18 | 38 days |
| | | Oct 21 - Dec 19 | 39 days |
| | | Jan 6 - Mar 13 | 49 days |
| | | Mar 23 - May 29 | 47 days |

School Hours

| | |
|-----------------------|---|
| 7:00 a.m. | Doors Open |
| 7:00 - 7:20 a.m. | Students report to designated locations |
| 7:30 a.m. | SCHOOL STARTS |
| 10:20 a.m.-12:50 p.m. | Lunch Schedule |
| 2:50 p.m. | Dismissal |

Your Franklin Patriot's First Week of School

During the first week of school, your Franklin Patriot will be learning school rules and classroom routines that will teach them to be responsible school citizens and successful pre-school students.

Review all information that your child's teacher shares with you during the Teacher Meet and Greet every night so that your child can learn school procedures as quickly as possible. Explain to your child that it is important for him/her to be a good listener so that directions can be understood and followed.

Your child will bring home a First Day Envelope on August 26, 2019. Parents are required to complete all forms and return them to your child's teacher the next day.

School Policies and Procedures

Morning Arrival

7:00 a.m. School opens and school staff supervise students in the Cafeteria and third and fourth grade hallways until teachers pick up classes.

7:00 a.m. – 7:20 a.m. Breakfast served. Breakfast is the most important meal of the day! If your child arrives after 7:45a.m he/she will miss the opportunity for a healthy morning meal.

ARRIVE TO SCHOOL ON TIME. We expect students to be in school by 7:30 a.m.

7:30 a.m. Tardy Bell

After 7:45 Late students must be brought into the building by a parent. *****The parent must complete a tardy form for the student receiving a tardy pass. Multiple tardies will result in a mandatory administrative conference that could result in dismissal from Franklin ELEMENTARY SCHOOL.***

Arrival and Dismissal

Parents are asked to assist with dismissal procedures by making certain that children are clear about dismissal plans before they enter school each morning. Last minute changes in plans are often confusing to children. All changes in transportation plans must be put in writing and sent to the children's teachers. Emails cannot be used to notify the school about change in dismissal. Adjustments in transportation will not be made without written approval from parents. End of the day phone calls to the office to change your children's dismissal plans create many problems for the school. When numerous calls are made to the office near the end of the school day, it is difficult for the office to honor these requests. These calls should be limited to emergencies only. Again, to ensure that your children arrive home safely, take time to carefully plan dismissal arrangements and communicate them clearly to your children and to the school prior to the start of the school day.

Arrival and dismissal times at Franklin Elementary are busy times. We are asking your help to ensure that all of our students arrive safely at school in the morning and at home in the afternoon. The school parking lots and roads in the surrounding neighborhood were not designed to accommodate a large number of cars. It is strongly recommended that you use the new car rider drop-off or ride home on an assigned bus. Once again, your assistance and cooperation is greatly appreciated as we work together to ensure the safety of the Franklin Elementary School community.

Please review these arrival and dismissal procedures with your children. The procedures have been designed to ensure the safety of all students at our school. Your patience, courtesy, and willingness to work with the school will assist us in well-organized and safe dismissals.

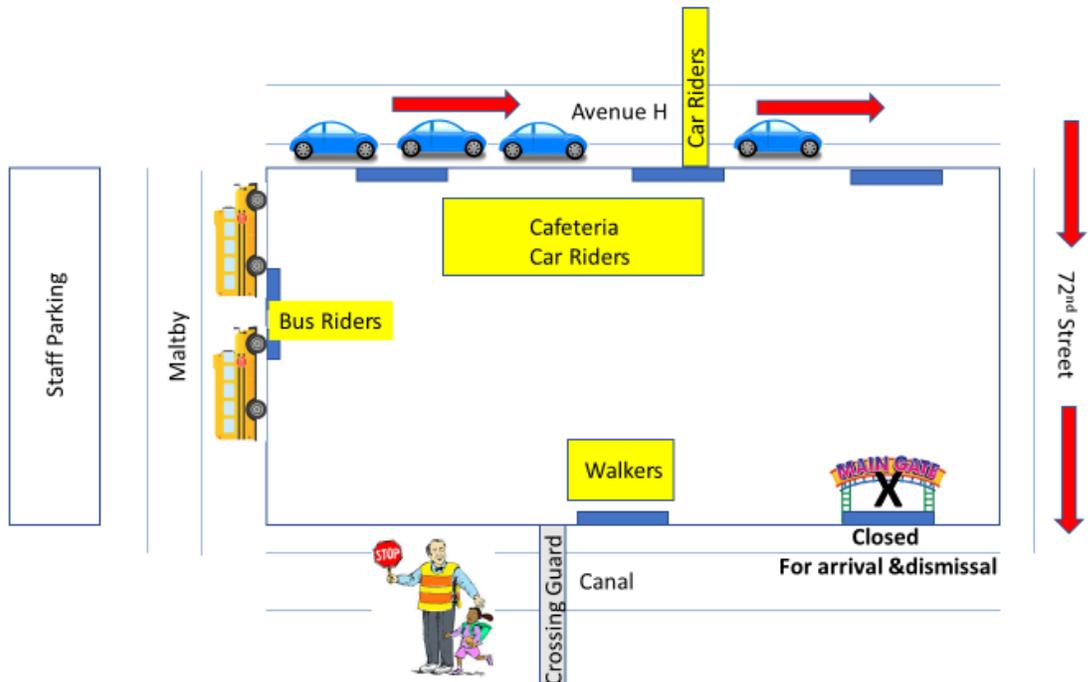
Allowing children to walk to class independently, with the help of our staff, will provide a safe and secure school and enhance the children's confidence and independence. This independent arrival also enables teachers to focus their attention on your children as soon as they arrive at the classroom door.

Arrival

School doors will open at 7:00 a.m. Students will not be allowed in the building until 7:00 a.m. Please do not leave your student prior to this time as there will be no adult supervision. As concerned educators, it is our duty to notify Children's Protective Services (CPS) if students are dropped off before 7:00 a.m.

Please do not park your car on Maltby, Ave H or Canal Street (in front or back of the school). That area is clearly marked with “No Parking” signs. The parking lot is for staff parking only and a permit is required to park there.

Only (3) Gates will be used for arrival and dismissal. One gate on Avenue H, One gate on Canal, and One gate on Maltby. See image below. The main entrance gate will not be accessible for student drop-off or student pick-up during arrival and dismissal times.



Avenue H will be designated for student drop-off and pick-up ONLY. Parents will obey the traffic signs, cones and flow of traffic. Parents will head East on Avenue H to drop off students. Please do not drop your students off heading West as there are no crossing guards to safely cross your child to safety. Once students are dropped off, parents will exit on 72nd Street. This is the only entrance for students to use for car rider drop-off and pick-up. Parents will not be able to park and walk-up to pick up their students.

The driveway on Maltby (the side of the building) is reserved for use by buses only. Children arriving in cars may not be dropped off in the bus lane. The buses drop off students in front of the school building, near the side door. Staff members carefully monitor the arrival of students transported by buses.

Walkers may enter the 2nd gate on Canal, where the crossing guard is, ONLY. Parents who walk their children to school are asked to say goodbye to their children at the gate each morning. Parents are not allowed to walk their children to the classroom beyond the gate. Again, this is for the safety of all students and staff at Franklin Elementary.

Dismissal

Students must be picked up by 2:50 p.m. if they are not an HISD or private bus rider. Students will follow the same procedures as arrival.

Each child will be issued a tag stating their form of transportation home. We will have tags available on your designated Orientation Night. Otherwise, students will be given a tag on the first day of school. Please make sure that the teacher knows how your child will go home on the first day of school so that they are properly tagged. If you should need to change transportation for your child, please make those changes in person at the school. ALL CHANGES OF TRANSPORTATION MUST BE MADE BEFORE 12:30 p.m. We want to be sure that each child arrives home safely.

Car Riders: Each car rider will be given a car tag for dismissal. These will be given out at Student Orientation Nights and available in the front office. Please keep this in your car. When picking your child up in the afternoon, please hold this card near your rear-view mirror for staff to see. If you do not have a car rider tag when picking up a child in the afternoon, you will be asked to park your car and come inside to pick up your child. A photo ID will be required. Also, if a friend or babysitter will be picking your child up please make sure they are in the system and designated as having permission to pick up your child. No child will be released to anyone that is not in the system. On the car ramp all adults picking up students must stay inside their cars. Please do not stand on the sidewalk and wait. Please do not get out of your car to get your child. This will only delay dismissal.

Late Pick Up

Please be on time to pick up your student. Please contact the Main Office immediately if you are going to be late picking up your student. If a student consistently remains at school past 3:30 HISD police will be contacted who, in turn, will contact CPS.

Early Dismissal

On early dismissal days all students should be picked up at 11:30 p.m. Regular dismissal procedures will be followed on these days. The school will send home reminders about early dismissal days. Please consult your school calendar to make sure you are aware of the dates.

| HISD Early Dismissal Days |
|----------------------------------|
| September 27, 2019 |
| October 18, 2019 |
| November 8, 2019 |
| January 17, 2020 |
| February 14, 2020 |

Students Leaving Early

The entire instructional day is vital to the education of our students; Please make dental/doctor appointments after school when possible or schedule annual doctors and dentist during school breaks (See HISD calendar)

Rainy Day/Inclement Weather

If it is necessary to close school for the day because of weather conditions, this information will be carried by all local radio and television stations. Whenever possible, the decision will be made and announced before 6:30 a.m.

Franklin Patriot Dress Code

Students must wear uniforms daily. On Friday's students may wear a school spirit shirt with jeans. Violations of the school dress code will result in parent/guardian contact to bring the proper student uniform. Please label all of the student's clothing including jackets and sweaters.

Girls

- Navy or Khaki skirts, shorts, pants, jumpers and shorts
- Red, White or Blue short/long sleeve polo knit shirt
- Franklin Elementary polo knit shirt or T-shirt
- Tennis Shoes

Boys

- Navy or Khaki shorts or pants
- Red, White or Blue long/short sleeve polo knit shirt
- Franklin Elementary polo knit shirt or T-shirt
- Belt and Tennis Shoes

We do not allow the following:

- Open toe/flip flop/sandals/high heel shoes
- Attention seeking haircuts such as dyed or colored hair, designs in boy's hair
- Earrings on boys
- Large or dangling earrings on girls
- Temporary tattoos
- Excessively short shorts or skirts
- Any clothing displaying inappropriate language, pictures or themes

Lost and Found

The lost and found box is located in the nurse's office. Parents should check the box regularly for any lost items. It is not unusual for students to forget jackets, back packs, lunch kits and other items. It is important to label all student property with the student's name.

HISD Student Code of Conduct and Franklin Student Discipline Policies

Code of Student Conduct

Franklin ELEMENTARY SCHOOL is committed to academic success for every student. Students are expected to respect their peers, all staff members, volunteers, and other adults at all times. Students who disrupt the operation of the school interfere with the rights of others or damage school or personal property will be held accountable for their behavior.

All students and parents will receive a copy of the **HISD Code of Student Conduct**, which describes disciplinary offenses and how the school district addresses them. The school will maintain safety for all students as well as maintain a balance between the rights of individual students and teachers. Students who commit violations of the Code of Student Conduct are subject to removal from Franklin ELEMENTARY SCHOOL based on the severity of the violation.

Student Discipline

Franklin ELEMENTARY SCHOOL will use CHAMPS, a comprehensive self-regulation program that integrates social-emotional learning and discipline. CHAMPS is a longtime leader in the integration of classroom management with social-emotional learning, utilizing everyday events as the curriculum and addressing the child's emotional intelligence. CHAMPS empowers teachers to consciously respond to daily conflict, transforming it into an opportunity to teach critical life skills to children.

School climate impacts all achievement. The culture of a school can foster bullying, blame and cliques, or it can build cooperation, willingness and responsibility. The School Family builds connections between families and schools, teachers and teachers, teachers and students, and students and students to ensure the optimal development of all.

Parent Concerns/Resolving Concerns

When you have a concern about a school policy or employee, follow the steps outlined here to resolve the issue in a productive and positive manner.

1. Contact your child's teacher first. If you do not feel comfortable discussing the issue with your child's teacher, schedule an appointment with an administrator.
2. If the problem persists, contact **Mrs. Lopez (3rd – 5th)** or **Mr. Rodriguez (Pre-k – 2nd)** by calling the main office and leaving a message. An administrator will return your call and schedule a meeting if necessary.
3. If still unresolved, contact the principal, **Mrs. Moran**, by making an appointment with the secretary or calling the school number 713-924-1820

Emergency Contact /Change of Address/Phone Number

Each parent is responsible for maintaining a working contact phone number. Any changes must be updated in the office immediately. Information should include:

- Parent/guardian's name

- Complete address
- Complete contact phone number
- Emergency contact person's name and number
- Name of authorized person(s) allowed to pick up student

*****Please come to the main office to complete a change of information form in the event that your information changes.***

Personal Property

Students are NOT allowed to bring any of the following items to school:

- Large amounts of money
- Expensive Jewelry
- Cellular Phones (Must be kept in backpack and must be turned off)
- Electronics including toys, cameras and games

Attendance/Tardy

As students transition from home or daycare to formal school, attendance and punctuality are important component to success. Parents are responsible to ensure consistent attendance in school and model the importance of punctuality by having students at school on time. Missing multiple days and chronic tardiness harms a student's ability to learn at the pace matching their peers. Excessive absences or tardies can result in grade level retention.

Students with attendance between 95-97% will attend a mandatory one on one conference with the teacher. Students with attendance of 94% or less will have a one on one parent, teacher, administrator conference. Exceeding this number will result in administrative intervention and/or withdrawal from school. If a student will be absent from school due to an emergency or illness, please contact the school by 9:00 a.m.

A dated written excuse and/or note must be sent to the teacher for each day a child is absent within 3 days after the student returns from an absence. **If a student misses more than 3 consecutive days, a note from a medical professional is required. If a student misses due to a death in the family, a funeral program or death notice must be presented.**

Students must be on campus by 9:00 a.m. to be considered present for the day.

Students are counted tardy at 7:30 a.m. **If a student arrives after 7:30 a.m., they must be signed in by a Franklin employee.** Tardies will be reported on the student report cards. Excessive tardies may result in a student being withdrawn from school.

The only acceptable excuses for tardiness and absences are:

- Personal illness
- Sickness or death in the immediate family
- Quarantine; example: head lice
- Severe weather conditions making travel dangerous
- Emergencies or unusual circumstances recognized by the principal or designated person
- Participation in school activities with permission of the principal

According to the Texas Compulsory School Attendance Law (TEC.Sec.25.085) if a student is absent without an excuse for 10 days or parts of days in a six month period; or 3 or more days or parts of days in a four-week period, the student's parent/guardian is subject to prosecution under Section 25.093. This is classified as a Class C Misdemeanor and is subject to a fine of up to \$500 for each day of unexcused absence after the warning letter is issued.

Students with perfect attendance

Every quarter Franklin will reward students and parents for perfect attendance. We will also reward students and parents at the end of the school year. To qualify for perfect attendance, students need to be in school, on time, every day. If students are absent due to illness, they do not qualify for perfect attendance.

Immunizations/Illness/Medication

Houston ISD complies with Texas state laws on vaccinations; therefore, any student delinquent with immunizations must be excluded by law. Students who have begun the "catch up" immunization process may be enrolled provisionally for 30 days in HISD.

Students who become ill or suffer an injury at school will be sent to the nurse's office. Students with fever 100.4 or greater, vomiting, diarrhea, or rashes may not return to school until well or they have a doctor's release. Students must be fever free for 24 hours without medication before returning to school. Students who contract contagious illnesses such as pink eye, chicken pox, lice, ringworm, etc will be sent home and may not return until the condition has resolved.

The nurse/school personnel will give immediate first aid to any student sustaining injury or severe illness. Parents will be contacted regarding the injury/illness. Parents will transport their child to a medical facility unless the child's condition requires immediate transportation. In this case, school personnel will call EMS/ambulance for transport. The nurse will require parents to complete a Health Inventory so that the school is aware of important health concerns, such as severe allergies or breathing problems that children might have.

Any student requiring medication, including over-the-counter (OTC), during school hours must have a current physician release in the nurse's office. **Do not give medications to your child to take at school.** This includes cough drops. Only the nurse and designated personnel will administer medication to students. Please see the nurse to receive the Medication Release form. ***Students should have current contact and emergency phone numbers at all times.***

Breakfast, Lunch and Snack

Breakfast is FREE to all students. Breakfast will be served in the classrooms from 7:00 a.m. -7:30 a.m. Lunch meals are available to all students for pay, free or at a reduced rate.

The same rules for behavior apply in the cafeteria as in the classroom. Students are expected to remain silent when entering and leaving the cafeteria. Classes will sit together at their assigned tables. Students are allowed to talk quietly and may leave their table only with permission. For safety reasons, students are not permitted to use the restroom during lunch except in case of an emergency.

Students may bring a sack lunch or parents may bring a lunch. We encourage parents to avoid including sodas or items with excessive sugar as items for lunch boxes. Students and parents cannot share food with other students. In the event a parent wishes to have lunch with the student, parent and child will sit in the courtyard or a designated area in the hallway. Parents are not allowed to sit in the cafeteria with students for breakfast or lunch.

Students may have a snack during the afternoon hours. Please do not send chips, cookies, candies, sodas, etc. Refer to the Foods of Minimal Nutritional Value Policy at: www.fns.usda.gov/cnd/menu/fmnv.htm for allowable snacks.

Homework

Students will be assigned homework as a means of encouraging independent study, establishing good work habits and reinforcing basic subject skills. It is each student's responsibility to complete homework assignments and meet all deadlines.

Report Cards and Progress Reports

The report card is an official part of the student academic transcript. It is sent home every 9 weeks. This report provides information regarding student academic and social skills.

Parties, Celebrations and Birthdays

School programs will be sponsored in December (Holiday Program) and May (PK Promotion Program) Parents may assist at classroom and school celebrations once cleared by HISD. Parents are to make prior arrangements with the classroom teacher before having birthday parties. Unscheduled parties are not permitted.

Campus Safety

Visitors

Prominent notices will be posted on campus requiring all visitors to report to the main office to sign in. This applies to parents, other HISD employees, Head Start visitors, volunteers and other visitors. All visitors must present identification to receive a pass to visit the campus. Visitors must sign out in the main office before leaving campus.

Drills

Monthly drills are conducted as required by state law to practice procedures in case of a fire, disaster, or intruder in the building.

Securing School Property

Franklin relies heavily on friends and neighbors in the area to report to the HISD Police Department, **713-892-7777**, any unusual or suspicious activity after school hours. The HISD armed police officers are on patrol duty at night and on the weekend. Please assist us in securing our school and property so that our children can continue to enjoy a healthy and safe school.

Teacher/Principal Appointments

Parents are always welcome to visit the school to observe. Visits to classrooms during instructional time are permitted with 24 hour advance notice. Visits will not be permitted if their duration or frequency interferes with the delivery of instruction. Parents may schedule parent/teacher conferences during teachers' planning periods. Call the main office to schedule appointments with your child's teachers.

Parents request to meet with an administrator at any time. Please keep in mind that the principal or administrator may already have appointments or meetings scheduled. Conferences and visits appointments can be made in the main office and should be scheduled at least one day in advance.

Communication - ADD TUESDAY FOLDER AND CONDUCT

Communication between Franklin and parents is a very important link to a student's success. Various modes of communication will be employed to keep parents updated. It is expected that parents check student backpacks and folders daily for important information or flyers.

1. Daily Student Agenda for grades 1-5. Students will write homework and teachers can communicate with parents inside the agenda.
2. Tuesday Folder – Each week students will take home the Tuesday folder which will have notes, flyers, graded assignments, etc. Students will also have a discipline folder that needs to be signed and returned each Tuesday by the parent.
3. Important information will be posted on the website at <http://www.houstonisd.org/franklines> and on the Franklin Twitter account @FranklinHISD.
4. Monthly and weekly calendars and newsletters will be sent out.
5. A copy of all written notices will be available in the main office.
6. The school messenger system will be used to send out phone messages.
7. Important dates and events will be posted on the marquee.

Field Trips

Field trips are scheduled during the school year to support classroom activities. Some trips are sponsored by HISD while other field trips are planned by the school. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the

resources of the community. For every field trip, permission slips will be sent home by the teacher to be signed and returned. No student will be allowed to go on a trip without written permission on the appropriate Field Trip Form.

Classroom teachers may choose to invite up to (2) parents to assist during these trips. ****Parents must be VIPS certified to chaperone or attend.** *Parents that go as a chaperone are not allowed to bring other kids.* Parents may be asked to attend and supervise their student on field trips. Students who attend a field trip with their class must return to school with the same group. **Parents will not be able to take or pick up students from field trip locations.**

Child Custody and Visitation

Rights, Privileges, Duties, and Powers of a Conservator as of April 20, 1995, Texas Family Code § 153.071

If both parents are appointed as Conservators of a child, the Court will specify the rights and duties of each parent that are to be exercised (1) by each parent ***independently***, (2) by ***joint agreement*** of the parents and/or parties to the proceeding, and (3) ***exclusively*** by one parent. These rights should be specified in the Court's Order. A Court may only limit the rights and duties of a parent appointed as a conservator after making a written finding that such a limitation is in the best interests of the child.

Unless limited by a Court Order, both parents have the following rights at all times:

- to receive information from the other parent concerning the health, education, and welfare of the child;
- to confer with the other parent to the extent possible before making a decision concerning the health, education, and welfare of the child;
- of access to medical, dental, psychological, and educational records of the child;
- to consult with a physician, dentist, or psychologist of the child;
- to consult with school officials concerning the child's welfare and educational status, including school activities;
- to be designated on the child's records as a person to be notified in case of an emergency;
- to consent to medical, dental, and surgical treatment during an emergency involving an immediate danger to the health and safety of the child; and
- to manage the estate of the child to the extent the estate has been created by the parent or the parent's family.

Lunch Schedule

| Start Time | End Time | Grade | Teacher | Table |
|-------------------|-----------------|--------------|-------------------|--------------|
| 10:05 | 10:35 | Head Start | Peña | 1 |
| 10:07 | 10:37 | Head Start | Santiago | 2 |
| 10:10 | 10:40 | Head Start | Hensley | 3 |
| 10:15 | 10:45 | PK | O'Brien | 4 |
| 10:18 | 10:48 | PK DL | Garcia | 5 |
| 10:20 | 10:50 | PK DL | Wilson | 6 |
| 10:25 | 10:55 | K DL | Rodriguez | 8 |
| 10:30 | 11:00 | K | Barbour | 9 |
| 10:35 | 11:05 | K DL | Carlos | 10 |
| 10:40 | 11:10 | 1 DL | Medina | 11 |
| 10:43 | 11:13 | 1 DL | Martinez | 12 |
| 10:45 | 11:15 | 1 | Washington | 2 |
| 11:30 | 11 | 3 | Jones | 9 |
| 11:35 | 12:05 | 3 | Craig | 10 |
| 11:38 | 12:08 | 3 | Sharber | 4 |
| 11:00 | 11:30 | 5 | Estupinan | 5 and 6 |
| 11:03 | 11:33 | 5 | Carl | 10 |
| 11:06 | 11:36 | 5 | Gill | 7 and 8 |
| 11:10 | 11:40 | 2 DL | Manzanero | 5 |
| 11:15 | 11:45 | 2 DL | Serrano | 6 |
| 11:20 | 11:50 | 2 | Le | 8 |
| 11:55 | 12:25 | 4 | Byrom | 2 and 8 |
| | | 4 | Acosta | 3 and 9 |
| | | 4 | Bueno | 4 and 10 |
| 11:00 | 11:30 | Multi-grade | Fiecas | 1 |
| 11:40 | 12:10 | Multi-grade | Mayer | 1 |