

College Connection Academy

Student Handbook

2023-2024

Phone: 408-347-4827

Office: P-61

Hours: 8:00 am to 4:00 pm

DISTRICT WEB PAGE: www.fmsd.org

CCA WEB PAGE: <https://cca.fmsd.org/>

STAFF EMAIL: first.last@fmsd.org

List of Staff Names are on the CCA Web Page

FIRST AND LAST NAME: _____

COMMON PERIOD ROOM: _____

CCA MISSION STATEMENT

Recognizing the need to foster a more educated workforce to meet the demands of our changing economy inspired the creation of an innovative partnership between the Franklin-McKinley School District, the East Side Union High School District, Evergreen Valley College, and San Jose State University. Our four academic communities aim to increase the number of first generation college graduates, equipping them with the education and experience they need to succeed in life and family-supporting careers.

CCA VISION STATEMENT

The College Connection Academy (CCA) is based on the value of College and Career Readiness. CCA students will be global and critical thinkers who are ethical, courageous, and compassionate. They will possess the leadership skills that allow them to navigate and succeed in a complex and challenging world with self confidence and awareness of their responsibility to the collective community.

Leadership and civic engagement through the CCA transforms the traditional classroom experience by interweaving hands-on, process-focused experiential learning in the context of local and global community issues. Students will learn to challenge their own comfort zone as they engage themselves and others in mindful inquiry and analyses. They will learn to handle controversial issues with civility and compassion for multiple perspectives while discovering the impact of their own action or inaction. Students will ensure there is a voice for the marginalized.

The Academy intends to create a ripple effect that will not only change the students' lives and the lives of their families, but also the life of their community.

GRADUATES OF CCA WILL BE ABLE TO:

- Be academically and emotionally prepared to take on the responsibility of young adulthood.
- Be committed to equity, equality, and social justice.
- Be able to set and work towards clearly defined goals create a clear vision, and share it in a way that inspires others.
- Be confident in the power of their own voice. the voices of others and sometimes speaking for those not present. who are not able.
- Be able to take time to recognize success and celebrate it.
- Be able to see humor and appreciate it.

Welcome to College Connection Academy, where your path to college begins. This new school year will bring many wonderful opportunities. Together we will continue to build a school where everyone is safe, respectful, and responsible at all times.

All teachers expect students to record class assignments, homework assignments, and other information regarding school business. Parents are encouraged to check their child's Google Planner, Google Classroom and Infinite Campus weekly. Google Calendar and Google Classroom can be used as a means of organization between students, teachers, and parents.

LOGGING INTO INFINITE CAMPUS PARENT STUDENT PORTAL

1. Go to Franklin McKinley website (www.fmsd.org) and under the Navigation Section click on the link – **Parents – IC Parent Portal**
 - Parents must connect with the school secretary to request the Person GUID code for the parent portal.
 - Please create an account using this information
2. For students Infinite Campus log in
 - Enter Username (student number)
 - Enter Password (<first name initial><last name initial><birthdate MMDDYY>)
 - Example: for Pebbles Flinstone birthdate March 14, 1996 = **pf031496**
 - Click **Sign In** and you will be able to view student account information.
 - Click links on the left side to view specific data such as suggested above.

GOOGLE CLASSROOM FOR PARENTS

- Please click [here](#) to access the directions for logging onto Google Classroom for Parents.

Regular Schedule
(Monday to Thursday & Fridays of 4 day weeks)

Periods	Time
1 or 2	8:25 - 10:00
Brunch	10:00 - 10:15
3 or 4	10:15 - 11:50
Lunch	11:50 - 12:35
Common	12:35 - 1:35
5 or 6	1:40 - 3:15

Collaboration Schedule
(Fridays of 5 day weeks)

Period	Time
1	8:25 - 9:00
Brunch	9:00 - 9:15
2	9:15 - 9:50
3	9:55 - 10:30
Lunch	10:30 - 11:10
4	11:15 - 11:50
5	11:55 - 12:30
6	12:35 - 1:10

Traditional Schedule
(1st 2 weeks of semester)

Period	Time
1st	8:25 - 9:20
2nd	9:25 - 10:20
Brunch	10:20 - 10:35
3rd	10:40 - 11:35
4th	11:40 - 12:35
Lunch	12:35 - 1:15
5th	1:20 - 2:15
6th	2:20 - 3:15

SECTION 1: ATTENDANCE

ATTENDANCE POLICY – The Franklin-McKinley School District and College Connection Academy recognize that success in school is directly impacted by prompt and regular school attendance. Frequent absences and/or tardiness negatively influence student performance and achievement and are therefore matters of great concern. Your child's non-attendance and persistent tardiness may result in contact by school officials and loss of dance privileges, activities, and year-end reward activities, including eighth grade promotion ceremonies.

ABSENCE POLICY – All parents are required to contact the office when their child is going to miss a day of school. Voicemails are acceptable if calling outside of office hours. Students will be marked unexcused until the office staff has received a call. 3 Unexcused absences will result in a Truancy Letter sent home to parents. 3 more unexcused absences will result in a second letter and a **Mandatory Conference** to be held between the parents and Principal of CCA. Please note that excessive **excused** absences will also result in Truancy Letters being sent home. The principal of CCA may call a Truancy conference at any time. If the attendance does not change after the conference, students will be referred to the District Office SARB office and may result in a referral to the District Attorney's Office.

INDEPENDENT STUDY POLICY FOR EXTENDED ABSENCES - If you are planning to be absent from school for an extended period of time, independent study may be an option for you. You may qualify for independent study if you will be absent from school for a minimum of 5 school days and no more than 15 school days per calendar year. To be considered for this you must contact the school office no less than 30 days prior to your absence. The principal will be notified and they will determine if the student can go on independent study. Once approved the office will ask the family to fill out the independent study contract and the administrative will go over it with them. Please note, all work given to the student during the independent study time frame must be turned into the office on the day the contract ends.

TARDY POLICY – All students should be at school no later than 8:20 a.m. The first class starts at 8:25 a.m. and the last bell rings at 3:15 pm. Students who are not **in the classroom** by 8:25 am are considered late and should check into the office. Excessive tardiness may result in loss of student eligibility for activities and sports. It can also lead to an attendance meeting with the Principal and School Attendance Review Team (SART).

ILLNESS – If you are sick at school, you must inform your teacher who will send you to the office with a note. The school office will call home immediately if you have a fever or are vomiting. Other excuses may result in the student returning back to class.

DOCTOR VISITS – Please schedule all doctors and dentists visits outside of school hours. However, as parents ourselves, we understand that this is not always possible. Please make sure to call the office prior to your child's appointment and have your child provide a note from the doctor's office on the day of their return.

MAKE-UP WORK – After an excused absence, students may request make-up work from their teachers. The make-up work must be returned the next day after it is requested.

INFINITE CAMPUS PARENT/STUDENT ACCESS FOR THE 2023 – 2024 SCHOOL YEAR - Parents and students will have online access to Infinite Campus where they will be able to view their child's schedule, attendance, grades, behavior and other information necessary for their child's success.

SECTION 2: CURRICULUM AND INSTRUCTION

HOMEWORK AND EXPECTATIONS – Homework is an essential component of CCA's school-wide **WINGS** (*Willingness, Integrity, New Ideas, Growth Mindset, and Service*) initiative, and directly supports our students in their goals of college-readiness and college success. Homework also provides parents with a better understanding of classroom content.

CCA teachers believe assigned homework should be relevant, and rigorous - offering students opportunities to review, reflect upon, and practice concepts from class. Given the fact that CCA is on a block schedule with longer class periods, teachers strive to administer a reasonable amount of nightly homework.

Homework Guidelines:

- Teachers will give time for students to start homework during class. Actual time required to complete homework will vary with each student's study habits, academic skills and course load.
- Teachers should avoid assigning homework on weekends and holidays.
- Students can expect 90 minutes of homework per day for the classes they attend; an average of 30 minutes per academic class.
- Students are expected to write assignments in their planners and check Google Classroom for assignments nightly (M-TH).
- Students work towards completing the homework the day work is assigned.
- Students are encouraged to read 30 minutes a night, especially when there is no other English homework.

Late Work: Students are required to turn in assignments on time. Assignments turned in late are subject to individual teacher policies.

Excused Absences: Students are responsible for meeting with teachers to make up any missed assignments or tests/quizzes as soon as possible.

Homework Help

Little Heroes, Homework Club, FEV Tutoring, etc.

ACADEMIC INTEGRITY - Academic integrity is about honesty. Plagiarism is not acceptable. All student work must be their own regardless of point value or you must cite it. If it is the same or close to the same as another student's work it is unacceptable. The FMSD Board of Education and CCA believe that personal integrity is an essential component to achievement. Students will reach their full potential only by being honest with themselves and with others. FMSD and CCA expect students to respect the educational purpose underlying all school activities. All students need to prove to themselves they can be successful as a result of their own efforts. FMSD and CCA expect students will not cheat, either for personal gain or for the gain of others. (BP 5131.9)

- Students and parents – are to understand that the teacher's and principal's professional judgment will determine whether a violation of the Academic Integrity Policy has occurred.
- Offenses will result in a parent/teacher/principal conference.

ACADEMIC REPORTING – Report cards will be mailed home approximately one week following each semester. Students will also receive quarterly progress reports and communication at the 6 week mark of the beginning of each semester. Quarterly progress reports will need to be signed by each parent and returned to the office. Parent conferences will be held in the fall after the first quarter ends. Parents and Teachers may call a conference at any time if they feel that it is necessary for a students' success.

SCHEDULE CHANGE POLICY – You will be given your schedule prior to the start of school, but it may change due to class sizes, student ability levels or other factors. The combination of students/class loads, student ability levels and other factors will be considered before any change is made and may require a parent conference. Schedule changes throughout the school year must be approved by the Principal.

TEXTBOOKS – Textbooks are loaned to you on the condition that you shall pay damage beyond ordinary wear, or for loss, before further loans are made. Students are responsible for the loss or damage to a book. Some of your textbooks will cost well over \$100.00. It is strongly recommended you cover your books to prevent damage.

FINES / OBLIGATIONS – Any student who has acquired a fine/obligation is responsible for satisfying that obligation by May. Students who have not satisfied all of their fines / obligations may have any requests for records/transcripts and report cards held, and they may not be allowed to participate in any activities until all fines have been paid.

SECTION 3: SERVICES

SUPPORT SERVICES – CCA staff are dedicated towards resolving peer conflicts and supporting the social emotional needs of our students. Students are encouraged to contact a staff member, counselor, social worker, or administrator anytime they feel concerned for themselves or their peers. A CCA social worker or administrator can meet with students to address peer conflict. A CCA counselor or social worker is available on site to also address any situations or social emotional concerns.

Academic counselors work to facilitate each student's educational, career, and social/personal development by utilizing a comprehensive and collaborative approach. We support teaching and learning by assuring that all students achieve academic success and develop life skills through the acquisition of academic, career, and personal/social competencies, which will prepare them for meaningful participation in a diverse, changing world.

CALIFORNIA YOUTH CRISIS LINE – The Crisis Line is a FREE, 24/7 confidential phone line with counseling and support services available. Your call is anonymous and safe. No one needs to know you called. Call toll free: **1-800-843-5200**.

CHROMEBOOK & TECHNOLOGY USE – At the beginning of the year, all students are required to sign the *Acceptable Use Policy Form* which states that using the internet on campus is a privilege to help students with their school work. This privilege can be revoked at any time at the teacher or Principal's discretion. Electronic devices (**Cell phones, headphones, smart watches, etc.**) **should not be used during class without permission from the teacher.**

MEDICATION – All medications, prescription, or over-the-counter (including cough drops, aspirin, etc.) require an *Authorization for Administering Medication at School* form. If you have medication that you need to take, please pick up the form from the office and have your parent and doctor sign it.

SECTION 4: SECURITY AND SAFETY

STUDENT IDENTIFICATION CARDS – All students must have their photo taken by the school photographer on school picture day so that they will receive a student identification card. Student ID Cards are distributed after school pictures have been taken. The ID card should always be carried and used for identification purposes for all school activities including lunch, dances, and after-school activities.

HALL PASS POLICY – Due to our location on Yerba Buena Campus, it is for the safety of your children that they have a hall pass on them when out during class time. Consequences for not having or misusing a hall pass will be the same as those for cutting class and truancy. With five minutes between classes, there should be very little need to be out of the classroom during class time.

LOST AND FOUND / STOLEN ITEMS – Items found will be put in the *LOST and FOUND* container in the office. Those articles not claimed by the end of each semester will be given to charity. CCA will not be responsible for personal property that is lost or stolen. To avoid loss of personal belongings, we recommend leaving anything of value at home and not leaving backpacks unattended.

CAMPUS GATES – During most of the school hours, Yerba Buena locks the main student parking lot gate located on Lucretia Avenue. If you wish to pick your student up during this time, please contact the office at **408-347-4827** to arrange pick up. If unable to speak to a staff member, please park in the main Yerba Buena Parking lot off of Phelan Avenue and walk across the campus to check your student out. The purpose of the gate is to keep our students safe from outside dangers, not to inconvenience the parents who wish to check their students out during school hours. The adults listed on the *Student Information Form* can sign a student out of the office. Students will not be allowed to leave with anyone who is not on their Emergency contact page.

SECTION 5: BEHAVIOR GUIDELINES

DISCIPLINE – A CCA Student is always safe, respectful, and responsible. A **safe** and **responsible** student stands up to bullies and does not engage in bullying behavior. A **respectful** student knows to keep hands and feet to himself or herself at all times and stay out of other student's personal space. Part of being **responsible** is making thoughtful choices and taking ownership of those choices.

BULLYING, ALL FORMS OF HARASSMENT, and GANG ACTIVITY – Bullying, all forms of harassment, and gang activity are illegal and not tolerated on the school campus and during extracurricular activities.

CELL PHONES – EMERGENCY USE ONLY – Cell phones are not to be used, heard or seen during the school day. They should be in a backpack and turned off from 8:25 am to 3:15 pm. They are for student-parent use only in the event of a **school emergency**. If students do not comply with cell phone policy, they will be warned and parents will be contacted. If the behavior continues, the student will be required to check the cell phone in and out of the office each day. **Parents please call the school office to communicate with your student during school hours.** The district/school shall not be responsible for the loss of or damage to a cellular phone brought onto campus.

FIGHTING – Fighting is defined as mutual combat, contributing to or perpetuating the fight. This includes but is not limited to: verbally instigating a fight, verbally agreeing to fight, posturing to fight, and engaging in physical contact such as pushing, shoving, throwing down your backpack, punching, or slapping. If you engage in fighting while on campus, to and from school, or while attending a school event, you will be subject to suspension and possible recommendation for expulsion. Be sure to seek help from a staff member if you feel that you might be in a situation that could lead to a fight so that the conflict can be resolved. Running to a fight escalates the potential of a fight occurring and the seriousness of the fight. **Watching a fight or running to a fight could lead to suspension for disrupting the school environment** and adding to an unsafe school environment.

SEXUAL HARASSMENT – Unwelcome sexual behavior that is visual, verbal, or physical in nature and makes a student or staff member feel uncomfortable or unsafe will not be tolerated. Types of illegal conduct that would be considered sexual harassment consists of but is not limited to the following:

- Visual: Unwelcome sexual flirtations or propositions, passing suggestive or obscene letters, notes, or invitations, displaying sexual drawings or pictures, mooning or flashing.
- Verbal: sexist or sexual jokes, telling graphic commentaries about an individual's body, saying sexually degrading terms to describe an individual, and asking for sexual favors.
- Physical: touching other people inappropriately, "pants-ing" (pulling another person's pants down) grabbing.

Grounds for Suspension and Expulsion – Administration is guided by the California Education Code

SECTION 6: COMMON DRESS POLICY

To promote school safety and focus on student learning, we have closely aligned our dress policy with all schools within Franklin-McKinley School District. The common dress policy will be enforced starting on the first day of the 2023-2024 school year.

COMMON DRESS: Students are to wear our CCA designated outfit. **Tops** can be dress or casual in solid black, gray, or white. Solid is defined as plain with no designs. A logo or image is acceptable as long as it can be covered by your hand. It should be positive and appropriate. **Bottoms** (pants, shorts, or skirts) can be black, gray, or denim. Shorts or Skirts cannot be above your hand when extended straight downward while standing straight. No sweatpants, leggings, pajamas, or PE attire. **Outerwear** such as jackets, sweatshirts, or sweaters may be black, gray, white or denim *“Outerwear” is defined as garments worn over other clothing for warmth or protection.* **Shoes, socks, hats, caps, and backpacks CANNOT BE BLUE OR RED.** If in doubt, please check with the administration. The head must be uncovered in the classroom. Hats, caps, and hoods may not be worn.

Inappropriate Dress: Includes but is not limited to visible underwear, tank tops, spaghetti straps, ripped jeans, gang related clothing or articles, depictions of drugs, alcohol, any illegal item or activity, and language that creates a hostile or intimidating environment for students or staff.

Repercussions/Consequences:

1st offense: Phone call home and necessary uniform to be brought by a parent.
2nd offense: Phone call home with necessary uniform brought by parent and lunch detention.
Further offenses: Progressive discipline model will be employed and students may be subjected to any of the above consequences and possible suspension.

The following are examples of items that are allowed under the common dress policy. The list may not be comprehensive and the Principal reserves the right of final judgment on situations that are not listed. All clothing must be respectful and decent.

Items Allowed
<ul style="list-style-type: none">● Shirts: Gray, White, Black● Shorts or skirts: Black, gray, or denim● Pants: Black, Gray, or denim● Belts: Black (Plain buckles only)● Shoes and Socks: Any color, but no red or blue visible● Backpacks: Any color but no red or blue visible● Jackets/sweatshirts: White, Black or Gray with no red or blue visible.




2:18 AM Mon Aug 5

Search for a place or address

 **Yerba Buena High School**
1855 Lucretia Ave, San Jose

 **Hospitals nearby**
San Jose

 **Kaiser Permanente Santa Clara Medi...**
700 Lawrence Expy, Santa Clara



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