



Franklin-McKinley School District

PREPARING ALL CHILDREN AS GLOBAL LEARNERS



Parent & Student Handbook 2016 - 2017



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Welcome to Franklin-McKinley School District's 2016-2017 School Year



Dear Parents and Guardians,

It is a great honor and privilege to serve as Franklin-McKinley School District's Superintendent. I am excited to begin the 2016-2017 school year with a stellar team of educators and our visionary Board of Education to support our students. Our goal is to ensure ALL students are provided a safe and caring environment in which to learn and grow. Our schools and students will continue to excel under the care of dedicated professionals.

We will engage the entire Franklin-McKinley community with the monitoring and development of our Local Control Accountability Plan. This will serve as our guide in providing the best possible learning opportunities for all students.

As we begin the 2016-2017 school year, it is important that we are all aware of the Franklin-McKinley School District's policies, regulations, and guiding practices which shape our student's well-being and academic success. I encourage you to review this Handbook which outlines the rights and responsibilities of parents and students. In order to better understand the needs of your child, please ensure you fill out and return the forms in the back of the Handbook to your child's school.

We look forward to educating your children in the 2016-2017 school year and preparing them to become lifelong learners in a global society.

Sincerely,

A handwritten signature in blue ink, appearing to be 'JC' or 'Juan Cruz'.

Juan Cruz
Superintendent of Schools



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Franklin-McKinley School District

Board of Education

John Lindner, Rudy Rodriguez, George Sanchez, Omar Torres, Thanh Tran

Superintendent

Juan Cruz

Mission Statement

The Franklin-McKinley School District will ensure all 8th grade student graduates have the skills and knowledge to be ready for a college preparatory curriculum in high school. They all will have the ability to pursue a program preparing them for university and/or careers and lifelong learning.

Vision Statement

Franklin-McKinley School District is a community of learners who are committed to equitable outcomes for all students and who facilitate opportunities for all students to have high aspirations and gain the knowledge, skills, and dispositions needed to thrive in a global society.

Beliefs

1. We believe children learn in different ways and deserve learning pathways that support their individual learning needs.
2. We believe all children deserve a well-rounded education to become lifelong learners.
3. We believe it is important to work with families and support their efforts to encourage the value of education and what their students need to succeed.
4. We impact lives by supporting adults and children to become powerful thinkers, able to analyze, create, and think critically and influence their own lives, the lives of others, and the global society.
5. We believe learners flourish in a nurturing, safe, and challenging environment.

Core Values (SPIRIT)

Student Focus: We are committed to cultivating the unique potential of every child.

Partnership: We foster strong parent, school and community partnerships.

Integrity: We embrace truth and honesty in every personal interaction throughout the District.

Respect: We embrace and celebrate our diversity and individuality.

Innovation: We provide an environment that encourages new ideas and strategies.

Teamwork: We are focused on results and committed to collegiality and professionalism.



645 Wool Creek Drive, San Jose, CA 95112



(408) 283-6000



info@fmsd.org

CONTACT INFORMATION

Superintendent's Office	(408) 283-6006
Educational Service's Office	(408) 283-6047
Human Resource's Office	(408) 283-6018
Business Service's Office	(408) 283-6020
Child, Welfare & Attendance Office	(408) 283-6092
Special Education Service's Office	(408) 283-6052
Transportation Service's Office	(408) 283-6135
Main District Phone Number	(408) 283-6000



645 Wool Creek Drive, San Jose, CA 95112



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2016-2017 School Year Calendar



**Franklin-McKinley
School District**
PREPARING ALL CHILDREN AS GLOBAL LEARNERS

Superintendent

Juan Cruz



SCHOOL CLOSED



STUDENTS IN ATTENDANCE



**FIRST DAY AND
LAST DAY OF SCHOOL**



STAFF DEVELOPMENT

CLASSIFIED HOLIDAYS

JULY 4	INDEPENDENCE DAY
SEPTEMBER 5	LABOR DAY
NOVEMBER 11	VETERANS DAY
NOVEMBER 23-25	THANKSGIVING
DECEMBER 23 - 26	CHRISTMAS DAY
DEC 30 - JAN 2	NEW YEARS DAY
JANUARY 16	MARTIN LUTHER KING
FEBRUARY 13	CLASSIFIED HOLIDAY
FEBRUARY 20	PRESIDENTS DAY
APRIL 17	SPRING BREAK
MAY 29	MEMORIAL DAY

July 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
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7	8	9	10	11	12	13
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28	29	30	31			

September 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
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30	31					

November 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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December 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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January 2017						
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29	30	31				

February 2017						
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March 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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April 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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30						

May 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

PRINCIPAL

Alex Frontini
Maria Martinez
Amber Andrade
Maria Dehghanfard, Ed.D
Jose Jacinto
Laura Franks
Magdalena Moore
Linda Barker
Ricardo Balderas, Ed.D
Aurora Garcia
Victoria Fernandez
Maria Reyes
Kyle Griffith
Kim Sheffield
Dan Fowler
Zarpana Reitman

SCHOOL

BRIDGES ACADEMY
CAPTAIN JASON M. DAHL ELEMENTARY
COLLEGE CONNECTION ACADEMY
DANIEL LAIRON ELEMENTARY
FRANKLIN ELEMENTARY
HELLYER ELEMENTARY
JEANNE MEADOWS ELEMENTARY
KENNEDY ELEMENTARY
LOS ARBOLES ELEMENTARY
MCKINLEY ELEMENTARY
RAMBLEWOOD ELEMENTARY
SANTEE ELEMENTARY
SHIRAKAWA ELEMENTARY
STONEGATE ELEMENTARY
SYLVANDALE MIDDLE
WINDMILL SPRINGS ELEMENTARY

ADDRESS

1702 McLaughlin Avenue, San Jose, CA 95122
3200 Water Street, San Jose, CA 95111
1855 Lucretia Avenue, San Jose, CA 95122
3975 Mira Loma Way, San Jose, CA 95111
420 Tully Road, San Jose, CA 95111
725 Hellyer Avenue, San Jose, CA 95111
1250 Taper Lane, San Jose, CA 95122
1602 Lucretia Avenue, San Jose, CA 95122
455 Los Arboles Street, San Jose, CA 95111
651 Macredes Avenue, San Jose, CA 95116
1351 Lightland Road, San Jose, CA 95121
1313 Audubon Drive, San Jose, CA 95122
665 Wool Creek Drive, San Jose, CA 95112
2605 Gassman Drive, San Jose, CA 95121
653 Sylvandale Avenue, San Jose, CA 95111
2880 Aetna Way, San Jose, CA 95121

TELEPHONE

(408) 283-6400
(408) 363-5650
(408) 347-4827
(408) 363-5775
(408) 283-6375
(408) 363-5750
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(408) 283-6325
(408) 363-5675
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info@fmsd.org

FRANKLIN-McKINLEY SCHOOL DISTRICT

11-mo. Board Meeting Schedule for 2016-2017 School Year

DATE	PARENT MEETING <i>6:30 pm at School Site</i>	COLOR GUARD	GENERAL SESSION <i>District Office</i>
August 9, 2016	None	None	07:00 PM
August 23, 2016	None	Lairon	07:00 PM
September 13, 2016	Bridges Academy	Bridges Academy	08:00 PM
September 27, 2016	None	Meadows	07:00 PM
October 11, 2016	No Meeting Scheduled		
October 25, 2016	Kennedy	Kennedy	08:00 PM
November 8, 2016	Franklin	Franklin	08:00 PM
November 22, 2016	No Meeting Scheduled		
December 13, 2016	None	Dahl	07:00 PM
December 27, 2016	No Meeting Scheduled		
January 10, 2017	None	Sylvandale	07:00 PM
January 24, 2017	Windmill Springs	Windmill Springs	08:00 PM
February 14, 2017	Hellyer	Hellyer	08:00 PM
February 28, 2017	None	McKinley	07:00 PM
March 14, 2017	Stonegate	Stonegate	08:00 PM
March 28, 2017	None	CCA	07:00 PM
April 11, 2017	Los Arboles	Los Arboles	08:00 PM
April 25, 2017	None	Shirakawa	07:00 PM
May 9, 2017	Meadows	Meadows	08:00 PM
May 23, 2017	None	Bridges Academy	07:00 PM
June 13, 2017	None	None	07:00 PM
June 27, 2017	None	None	07:00 PM



Academic & Career Counseling

Educational counseling includes academic, career and vocational counseling for students. Parents/guardians have the right to participate in the immediate and long-range planning sessions when guidance is offered to students. (EC 49600)

Academic Integrity

The Board of Education believes that personal integrity is an essential component to achievement. Students will reach their full potential only by being honest with themselves and with others. The Board of Education expects 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. The Board of Education expects students will not cheat, either for personal gain or for the gain of others. (BP 5131.9)

Academic Performance

The Board of Education expects students to progress through each grade within one school year. To accomplish this, instruction should accommodate the varying interests and growth patterns of individual students and include strategies for addressing academic deficiencies when needed.

Parents/guardians have the right to receive academic performance standards, proficiencies or skills their student is expected to accomplish. Parents/guardians will be notified, if their student is identified as being at risk for retention or performing below standards, of their right to consult with school personnel responsible for a decision to promote or retain their student (K- 8), and of their right to appeal such a decision. The final determination rests with the Principal as advised by the teacher(s) of record (K-8).

Accident/Injury Insurance

The District does not provide insurance to cover student accidents or injuries while the student is at school, going to or from school, or while attending District-sponsored activities.

Optional insurance may be purchased by parents/guardians through an independent provider. Information is available at the school sites.

Please see the Appendix for Annual Student Accident Insurance Acknowledgement.

Alcohol, Tobacco, Drugs and Violence–Prevention and Prohibition

Franklin-McKinley School District does not tolerate the use, possession, or sale of drugs, alcohol, tobacco, or related paraphernalia by students on school campuses or at school-sponsored activities. School administrators must take immediate action to prevent, discourage, and eliminate the use or possession of drugs, alcohol, tobacco, or related paraphernalia on campus and at school activities. In cooperation with School Police and community agencies in disciplining students in violation, school administrators may use prevention-education, direct intervention, expulsion, or arrest on a case-by-case basis to keep the school drug, alcohol, tobacco, and violence-free.

Smoking and the use of all tobacco products, alcohol or drugs shall be prohibited on all Franklin-McKinley District property, including District owned or leased buildings and in District vehicles, at all times by all persons, including employees, students, and visitors at any school or District site or attending any school sponsored events.

The Franklin-McKinley School District also prohibits the use of electronic nicotine delivery systems



(ENDS) such as e-cigarettes, hookah pens, cigarillos, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products on all District property and in District vehicles at all times. ENDS are often made to look like cigarettes, cigars and pipes, but can also be made to look like everyday items such as pens, asthma inhalers and beverage containers. These devices are not limited to vaporizing nicotine; they can be used to vaporize other drugs such as marijuana, cocaine, and heroine.

Annual Notice Of Physical Education Requirement

California Education Code Section 51210(g) requires that elementary students in grades 1 through 6 receive physical education instruction for a total period of time of not less than 200 minutes each 10 school days, exclusive of recess and lunch period. Elementary schools shall post each elementary teacher's physical education schedule on the school's website or in the elementary teacher's classroom. In addition, the physical education schedules shall be posted in the school's main office. Parents or guardians who have any questions regarding physical education minutes should first contact their child's teacher or Principal.

A parent or guardian who believes that his or her child is not receiving the required number of physical education instructional minutes may file a formal complaint and submit it to the school's Principal in the main office. Parents or guardians with questions or concerns about the number of minutes of physical education beyond the response provided by the school may contact the Child, Welfare, & Attendance Office at (408) 283-6092.

Asbestos Management Plan

Each school site in the District has an Asbestos Management Plan (AHERA Report) which identifies where asbestos containing building materials are located at the school and the conditions of those areas. Schools are required to notify staff, parents, and legal guardians prior to the start of asbestos abatement work. The AHERA report is updated every six months, and is available for review upon request.

Attendance

School attendance is critical to student success. Parents are encouraged to ensure their children attend school all day, every day. College and career readiness begins in the elementary school years. Parents are asked to schedule personal appointments after the school day to ensure student attendance. Arriving promptly and remaining at school throughout the day will ensure students have access to a full curriculum grounded in literacy.

❑ Mandatory Attendance

- ❑ In California, pursuant to Education Code 48200, children between ages 6 and 18 are subject to compulsory, full-time education, except when otherwise exempted.
- ❑ The Governing Board believes regular attendance plays an important role in student achievement. The Board shall work with parents/guardians and students to ensure their compliance with all state attendance laws, and may use appropriate legal means to correct problems of chronic absence or truancy.

- ❑ **Parent/Guardian Responsibilities** - It is the obligation of the parent/guardian to compel the attendance of his/her student at school. Any parent/guardian who fails to meet this obligation may be guilty of an infraction and subject to prosecution. (EC 48260.5)

- ❑ **Notification of Absences** - If a student is absent, the parent/guardian is to call the school the same day as the absence. If the school does not receive a call or note from the parent/guardian, the school will attempt to make contact. When the student returns to school, a valid explanation verifying the



reasons for the absence must be provided by the parent/guardian. (BP/AR 5113, CCR 306)

- ❑ **Excused Absences** - A parent/guardian's knowledge and/or approval of a student's absence without a valid excuse does not excuse the absence. To be recognized as a legally valid excuse as defined by Ed Code 48205, a student's absence from school must be:

1. Due to his or her illness.
2. Due to quarantine under the direction of a county or city health officer.
3. For the purpose of having medical, dental, optometric or chiropractic services rendered.
4. For the purpose of attending the funeral services of a member of his or her immediate family (as defined in AR 5113), so long as the absence is not more than one (1) day if the service is conducted in California and not more than three (3) days if the service is conducted outside California.
5. For the purpose of jury duty in the manner provided for by law.
6. Due to illness or medical appointment during school hours of a child of whom the student is the custodial parent.
7. For justifiable personal reasons, including but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats (cannot exceed four (4) hours per semester), or attendance at an employment conference, when the student's absence has been requested in writing by the parent/guardian and approved by the Principal.
8. For exclusion, for up to five (5) school days, for failure to present evidence of
 - a. immunization.
9. For religious purposes, observation of a holiday or ceremony of his/her religion receiving ADA as defined in AR 5113.

- ❑ **Absences for Religious Exercises or Purposes** - Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises with prior approval by the School Principal [Education Code Section 46014]. Additionally, students may be absent to attend a religious retreat [Education Code Section 48205(a) (7)], not to exceed four hours per semester. Such absences are considered excused absences, and pupils are responsible for making up missed work.

- ❑ **Excessive Excused Absences**

- ❑ A parent/guardian of any student who has accumulated more than seven (7) excused absences may be required to attend a conference with a school administrator and provide verification of illness in the form of a doctor's note before having any additional absences excused. (CCR 421, BP/AR 5113)
 - ❑ A parent/guardian of a student with a temporary disability, which causes attendance at school to be impossible or inadvisable, may request individualized instruction under the Home or Hospital Instruction Program. Please contact your student's school for an application and for additional information.

- ❑ **Chronic Absence and Truancy**

- ❑ *Chronic absentee* means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is



divided by the total number of days the student is enrolled and school was actually taught in the regular day schools of the District, exclusive of Saturdays and Sundays.

- ❑ *Truant* means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260) The student's parent/guardian will be sent a truancy letter.
 - ❑ *Habitual truant* means a student who has been reported as truant three or more times within the same school year, provided the District has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian. (Education Code 48262, 48264.5) The student's parent/guardian will receive a habitual truant letter and may be referred to the School Attendance Review Board (SARB).
 - ❑ *Chronic truant* means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the District has met the requirements of Education Code 48260-48263 and 48291. (Education Code 48263.6) The student's parent/guardian will be sent a truancy letter.
- ❑ **Leaving School Early** - When a student leaves school early for any reason, he or she misses out on important instruction and college and career opportunities. Parents are asked to schedule needed doctor appointments and other personal appointments after school hours to ensure students receive the best possible education.
- ❑ **Addressing Chronically Absent Students**
- ❑ When a student is identified as a chronic absentee, the attendance supervisor shall communicate with the student and his/her parent/guardian to determine the reason(s) for the excessive absences, ensure the student and parent/guardian are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance. The student may be referred to a Student Success Team (SST) or School-site Attendance Review Team (SART) to assist in evaluating the student's needs and identifying strategies and programs that may assist him/her.
 - ❑ A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.
 - ❑ Whenever chronic absenteeism is linked to a non-school condition, the attendance supervisor may recommend community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.



Before and After School Programs

The District in collaboration with Catholic Charities provides after school programs for students at select schools. Interested parents are encouraged to contact the School Principal for further information.

Blackboard Connect Notification System

The Blackboard Connect Notification System provides opportunity for the school District and school sites to communicate with parents via phone message or emails. Important and timely messages are sent to parents regarding school events, special needs for students, and general announcements. Parents will also be notified of any emergency situations through Blackboard Connect. Parents are asked to review and update their contact information annually and inform the school when changes occur.





California Assessment of Student Performance and Progress

Franklin-McKinley School District students in grades 3-8 participate in the California Assessment of Student Performance and Progress (CAASPP). Students participate in online testing in math and English Language Arts and in science testing in grades 5 and 8. Parents who wish to exempt their children from testing are encouraged to contact the school office. Parents will receive copies of student scores for CAASPP annually.

Cellular Phones & Other Mobile Communications Devices

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDA's), compact disc players, portable game consoles, cameras, digital scanners and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities, such as cheating on assignments or tests. Cell phone use during instructional time is permitted only with teacher authorization. It is the discretion of the site Principal to restrict or limit these devices on campus, should their presence create a disruption. The school District and employees are not responsible for loss or theft of personal property.

Please see the Appendix for FMSD Acceptable Use Agreement and Release of District From Liability Policy.

Challenges to Student Records and Complaints

Parents who wish to challenge student records are encouraged to contact the School Principal as a first response. If left unresolved, parents are encouraged to contact the Assistant Superintendent of Educational Services.

Change of Residence

It is the responsibility of the parent/guardian to notify the school his/her student attends, **within five (5) school days**, when the student and parent/guardian move from the address provided at the time of registration. It is considered falsification to move and fail to notify the District **within five (5) school days**.

If a District employee reasonably believes that a parent/guardian provided false or unreliable evidence of residency, the Superintendent or designee shall make reasonable efforts (document checks, phone calls, home visits, etc.) to determine whether the student resides in the District. Falsification of residency will result in the student being dropped from enrollment.

Child Abuse Reporting

All school employees are trained as mandated reporters. Any suspicion of child abuse or neglect will be reported to appropriate authorities for investigation. The District strives to work with families when such situations occur.



Child Nutrition Services

Dear Parent and/or Guardian,

Don't miss the opportunity to check if you qualify for this program. It's easy to apply! **This institution is an equal opportunity provider.**

Where to get an application?

1. Apply online at www.fmsd.org It is the easiest and quickest option
2. In the cafeteria, see a staff member
3. Child Nutrition Service Office at 645 Wool Creek Drive, San Jose, CA 95112

Note: Only (1) application per family is needed.

Kindergarten and New Students

Meals must be purchased at full price until the date the application is approved for Free and/or Reduced priced meals.

Please complete and submit an application online or to the cafeteria staff as soon as possible.

Returning Students

A new application is needed for this year. Students that were Free or Reduced last school year will continue under the same status for the first 30 days, until the new application approval date or October 3, 2016; whichever arrives first.

The Franklin-McKinley School District takes part in the National School Lunch and Breakfast Programs. Breakfast and Lunch are served each day school is in session.

Meals Prices: Grades PreK—6th grade

Breakfast: \$ 1.50 Reduced \$ 0.30 or Free
Lunch: \$ 2.45 Reduced \$ 0.40 or Free
Milk: \$ 0.50

Meal Prices: Grades 7th & 8th

Breakfast \$ 1.50 Reduced \$ 0.30 or Free
Lunch: \$ 2.70 Reduced \$ 0.40 or Free
Milk: \$ 0.50

Student Accounts: Credits - Any money left in the account on the last day of school is still there for your child to use in the new school year.

Payment Methods:

Option #1 - Online Payment (Preferred)

Go to www.ezschoollpay.com. Follow the simple steps to create an account. You can check the balance on the account at any time.

Option # 2 - Pre-Pay in Person

The cafeteria is open from 6:30—2:00 p.m. Only cash, personal checks, and/or money orders will be accepted.

Option # 3 - At Time of Service

Your child can pay the cashier as he/she goes through the line. Any change due will be automatically credited to their account.

What happens if a student does not have money to pay for their meal?

A student will not be denied a meal because they do not have any money in their account or cash on hand to



645 Wool Creek Drive, San Jose, CA 95112



(408) 283-6000



info@fmsd.org

pay for the balance due.

Elementary sites: If a student is unable to pay, he/she will be allowed to charge up to a maximum of 3 meals to their account. After the 3rd time, the student will not be allowed to select their entrée choices on the menu for that day. He/she will be offered an alternate meal on that day and each day after until the amount owed is paid in full.

The alternate meal will be the entrée salad, sandwich or wrap of that day, milk, and any side dish from the garden bar. The cost of the meal will be added to the account.

Bridges Academy and Sylvandale:

No charging is allowed. Students must pre-pay or have money at the time of purchase. The student will be offered a food tray to serve themselves from the garden bar that is filled with fresh salad, fruit, vegetables and side dishes.

The computer automatically prints out I.O.U. slips for those students that owe the cafeteria money. The slip is placed in the teacher's box. The teacher will give the note to the students to take home. **Parents can go to www.ezschoollpay.com to view and check their child's account balance at anytime.**

The information on the application is only used as a tool to qualify your child for Free and/or Reduced priced meals.

Your child(ren) qualify for free meals if he/she:

- Receives Food Stamps
- Receives CalWORKs benefits
- Is a Foster Child
- Is certified as a current Migrant student by the District's Program Administrator
- Your family's monthly income is less than the amount shown on the income chart

INCOME ELIGIBILITY GUIDELINES

Household Size					
	Year	Month	Twice Per Month	Every Two Weeks	Week
1	\$21,978	\$1,832	\$916	\$846	\$423
2	29,637	2,470	1,235	1,140	570
3	37,296	3,108	1,554	1,435	718
4	44,955	3,747	1,874	1,730	865
5	52,614	4,385	2,193	2,024	1,012
6	60,273	5,023	2,512	2,319	1,160
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455

For each additional family member, add:

\$7,696 \$642 \$321 \$296 \$148



Note: An application is not needed if your child has been directly certified through the County or District office. If you received a letter from the Franklin-McKinley School District DO NOT complete an application. Please call (408) 283-6010 if you have any questions.

When you receive your application, follow these instructions:

If your family receives Food Stamps and/or CalWORKS benefits-

- List the name(s) and school of every child(ren)
- Write the Food Stamp number and/or Case Number
- Sign the application

If you make less than what is listed on the income chart above-

- List all children by name whether or not in school
- List all adults that live in household
- List the income for every child and adult in the household, if none mark the box that indicate “No Income”
- The adult completing the form must sign and write the last 4 digits of their social security number or mark the box if you do not have one. DO NOT leave blank

Menus

Menus are distributed to the students monthly and can be viewed on the District website: www.fmsd.org

Food Allergies

Please notify the cafeteria staff if your child has a food allergy.

Student Meal Pin Code Number

Each student, regardless of their eligibility status will have a cafeteria meal account and pin# in our computer system used by our cashiers. The pin number is the last 5 digits of the student's I.D. number. The number will remain the same each year. A card with their pin# will be given to new students on the first day of school. It must be memorized and kept private. Students may ONLY use their own pin number. NO sharing numbers. The student must enter their pin# at breakfast and lunch to account for their meal. Each time the pin# is entered, the amount for that meal is deducted from their account balance. You may add or prepay as much as you wish to your child's account. There is a form that must be completed to deactivate the pin# if you do not want your child to have the ability to charge meals to their account

Wellness Committee Meetings

The purpose of the Health & Wellness Committee is to recognize the link between student health and learning and to work collaboratively to provide a comprehensive program promoting healthy eating and physical activity for District students. The committee welcomes parents, students, and staff to participate and attend the meetings.

The committee meets four times a year. All meetings are held at the District Service Center: 645 Wool Creek Drive in the Courtyard Learning Center. Meetings begin at 3:30 p.m. and end at 4:30 p.m. **Please see below for dates.**

October 9, 2016

January 18, 2017

March 15, 2017



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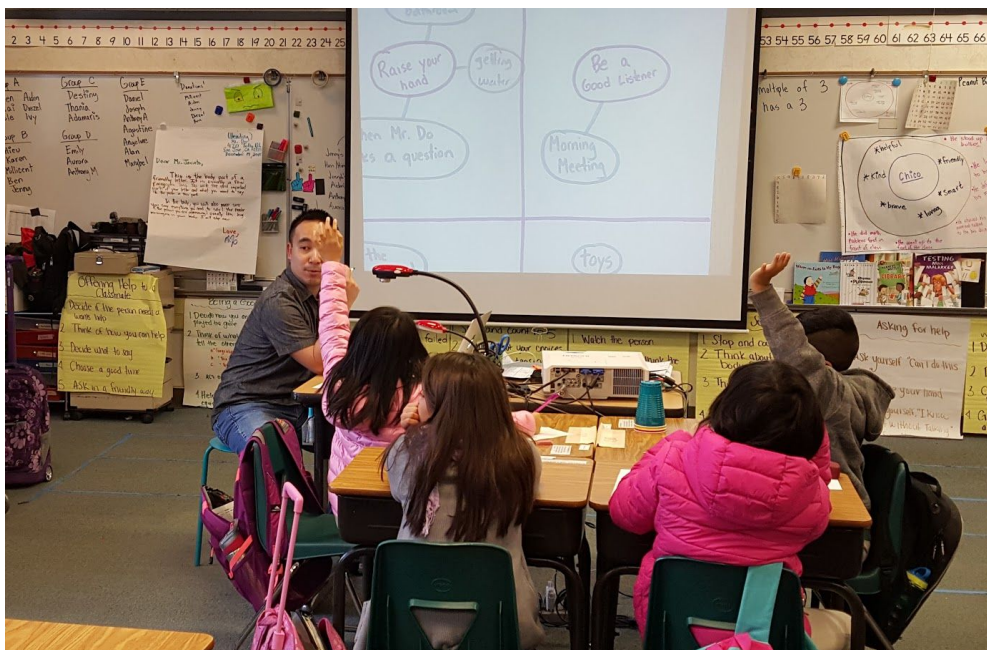
May 10, 2017

College Bound Culture

The Spartan East Side Promise was signed into effect in April 2016 and will make San Jose State a more certain destination for students in the East Side Union High School District. Students who attend the Franklin-McKinley School District matriculate into East Side Union High Schools. The Spartan East Side Promise will help make attending a 4 year university a reality for students who need to stay local. For more information regarding the Spartan East Side Promise, please call (408) 347-5000.

Curriculum

Parents/guardians are highly encouraged to attend Back to School Night in September and elementary school parent-teacher conferences in November. During Back to School Night, teachers outline the year's curriculum, instructional aims, review grading policies and discuss behavioral expectations. The catalog can be accessed on the high school websites. Parents/guardians can also access the Common Core State Standards on the California Department of Education website www.cde.ca.gov/re/cc/.



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Dangerous & Inappropriate Objects

Dangerous and inappropriate objects, including but not limited to weapons, knives, laser pointers, explosives/fireworks, mace, pepper spray and imitation firearms (Air Soft Guns/Pellet Guns) are not permitted on any school campus at any time or while under school jurisdiction. To furnish, possess or use any of these dangerous and inappropriate objects may result in suspension and/or expulsion. (PC 417.25 & 417.27; BP/AR 5131.7)

Directory Information

The District makes student directory information available as required by law and board policy. Directory information includes student names, birth date, address, telephone number, email address, class and activity information, and dates of school attendance. Directory information may be provided to any agency or person except private corporations. At times surveys are given to students. Parents have the right to inspect such surveys before they are given to students. (EC 49073)

Discrimination, Harassment, and Bullying

Franklin-McKinley desires to provide a safe school environment that allows all students equal access and opportunity in the District's academic and other educational support programs, services, and activities. The District prohibits at any District school or school activity, unlawful discrimination, including discriminatory harassment, intimidation, and bullying of any student based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics. (BP 5145)

Dress Code (BP 5132)

The Board of Education believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction, which would interfere with the educational process.

Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

In cooperation with teachers, students and parents/guardians, the Principal or designee shall establish school rules governing student dress and grooming which are consistent with law, Board of Education policy and administrative regulations. These school dress codes shall be regularly reviewed.

Each school shall allow students to wear sun-protective clothing, including but not limited to hats, for outdoor use during the school day.

In addition, the following guidelines shall apply to all regular school activities:

- ☐ Shoes must be worn at all times. Sandals must have heel straps. Thongs or backless shoes or sandals are not acceptable.
- ☐ Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually



suggestive; which bear drug, alcohol or tobacco company advertising, promotions and likenesses; or which advocate racial, ethnic or religious prejudice.

- ☐ Hats, caps and other head coverings shall not be worn indoors.
- ☐ Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.
- ☐ Gym shorts may not be worn in classes other than physical education.
- ☐ Hair shall be clean and neatly groomed. Hair may not be sprayed by any coloring that would drip when wet.
- ☐ Dark glasses shall not be worn indoors, except for valid medical reasons authorized by the administration and verified in writing by a physician.
- ☐ Any clothing, apparel or attire which could be used as a weapon, or could be damaging to school property, including but not limited to, steel-toed boots, chains, items with spikes or studs, etc. is prohibited.

Coaches and teachers may impose more stringent dress requirements to accommodate the special needs of certain sports and/or classes. Guidelines may also be adjusted to meet student health needs, to accommodate for religious obligations (observances), as well as other special circumstances as authorized by site administration.

No grade of a student participating in a physical education class shall be adversely affected if the student does not wear standardized physical education apparel because of circumstances beyond the student's control.

The Principal, staff, students and parents/guardians at each school may establish reasonable dress and grooming regulations for times when students are engaged in extracurricular or other special school activities.

The Principal, staff and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a dress code may be included as part of the school safety plan and must be presented to the Board for approval. The Board shall approve the plan upon determining that it is necessary to protect the health and safety of the school's students.

At individual schools that have a dress code prohibiting gang-related apparel at school or school activities, the Principal, staff and parents/guardians participating in the development of the school safety plan shall define "gang-related apparel" and shall limit this definition to apparel that reasonably could be determined to threaten the health and safety of the school environment if it were worn or displayed on a school campus.





Emergency Form

The Earthquake/Disaster Emergency Form will be used to contact a parent/guardian in the event of an emergency. The school will act in the absence of parent/guardian contact to ensure appropriate medical treatment is provided even if the parents cannot be reached. The school may make medical or hospital services available for a student while at or on the way to or from any school activity. It is important to include all information regarding student health needs (health conditions and/or medications).

A parent/guardian is responsible for updating his/her student's emergency card as information changes during the school year. This confidential health information will only be shared at the discretion of the Principal with staff who have a "legitimate educational interest." (EC 49472)

Please see the Appendix for the Annual Earthquake/Disaster Emergency Form.

Emergency Preparedness

All FMSD schools work diligently to make sure that students and staff are prepared for emergencies. Every school has an emergency plan that provides guidance for the school staff in an emergency. Every school conducts regular emergency drills that meet or exceed the state mandated requirements, and accommodates persons with disabilities.

Every school conducts the following types of emergency drills:

- ❑ **Fire Drill** – Every elementary and middle school practices this procedure once a month; high schools do it once each semester.
- ❑ **Earthquake Drill** – Once a year, all schools conduct a full-scale earthquake exercise as part of the Great California Shake-Out. The drills are scheduled in the fall and all the elements of the school's disaster plan are practiced Districtwide
- ❑ **Lockdown Drill** – At least once a year, schools practice how they will respond to a threat on or near the campus.
- ❑ **Shelter- in-Place Drill** – At least once a year, schools practice how they will respond to an environmental hazard on or near the campus.
- ❑ **Drop, Cover, and Hold On Drill** – Every month, schools use this drill to remind students how to protect themselves during an earthquake.
- ❑ **Take Cover Drill** – At least once a year, students practice how they would respond to gunfire or an explosion in the neighborhood.

Parents are asked to make sure that their students actively participate and take emergency drills seriously. These drills help make public schools the safest place for students during an emergency.

Each school also stocks emergency supplies to sustain students and staff. These supplies include the following: water, food, first aid supplies, search and rescue supplies, and sanitation items. These supplies are checked regularly by school staff and inspected by Office of Environmental Health and Safety inspectors.

A school may initiate a lockdown to ensure the safety of all students, staff and visitors at a school site. A lockdown is only instituted if there is a clear and present danger to the safety of the people in the school. Parents/guardians will not have access to students and/or staff during a lockdown. Parents/guardians are expected to cooperate with the directions of the public safety incident commander during a lockdown. After the lockdown is concluded, the Principals will send a factual notice to parents/guardians regarding the day, time, duration and reason for the lockdown.



English Language Education

State law requires that every student be taught English by being taught in English. (EC 310) Programs and services are provided for students based on English proficiency levels as determined by annual testing.

Every Student Succeeds Act

Parents who wish may request information regarding the qualifications of their child's teacher or para educators. Parents may request this information through the School Principal. The District will notify parents of any situations of a teacher who does not meet qualifications if they are assigned for more than four weeks to a classroom.

The District provides annual notification to parents of Limited English Proficient students information on the English Language Proficiency levels of their child. This notification includes information on programs and services available to students, the testing process, and information on how parents can opt out of programs if desired.

Schools who do not meet performance targets are identified as schools in program improvement. Parents receive annual notification of program improvement status of schools and information on services available to support low performing students.





Field Trips

School Sponsored Trips shall be designed to enhance the education of students. School Sponsored Trips must relate to grade level standard(s) and be indicative of a pre-designed unit of study or culminating activity. The District encourages field trips to enhance the learning opportunities of students. Parental permission is required for field trip participation.

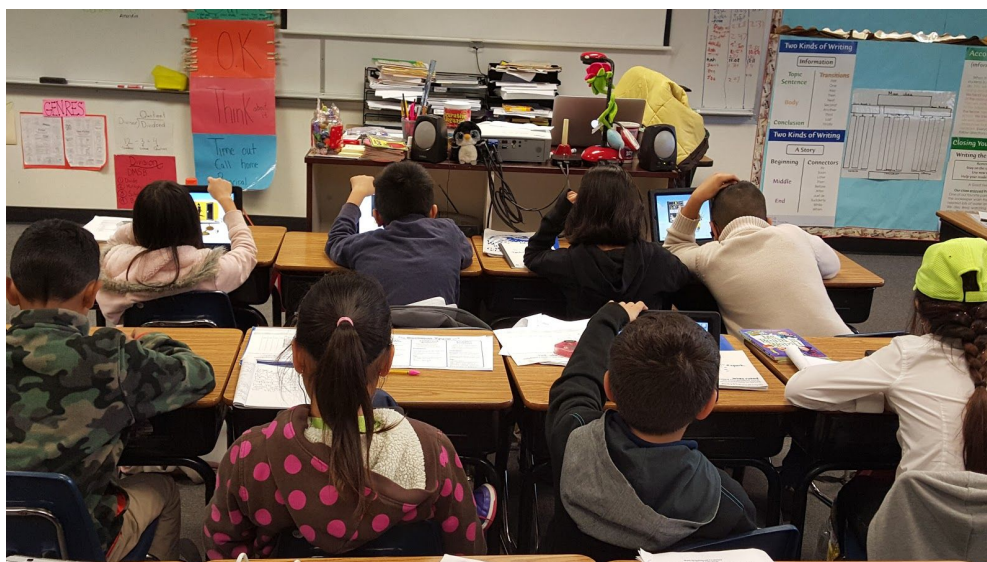
Food Allergies at School

Please help us keep all of our students safe and healthy at school.

- ☐ If you have a student who has food allergies, make sure you notify the school office, the teacher(s) and the cafeteria manager.
- ☐ Talk to your student about not sharing or trading his/her food or lunches with other children.
- ☐ Talk to your school about celebrations before sending food items to school. The District's Student Wellness Policy provides guidance on celebrations (BP 5030). We encourage parents/guardians to bring non-food items such as stickers or pencils for school celebrations in lieu of food items which present a challenge for students with food allergies. Refer to Guidelines for Food at School Party (refer to Health Services Website).
- ☐ Child Nutrition Services makes dietary accommodations for students who have a medically certified disability that is verified by a medical statement. A licensed healthcare provider must sign this CNS medical statement.

Foster Youth

California law requires schools to immediately enroll foster children transferring to their school even if a foster child is unable to produce immunization records normally required for school entry. Once a homeless student or a foster child is enrolled, school staff should work with the school or foster family where the student was transferred from to obtain the student's immunization records quickly. The school staff person should also work with local health departments to ensure these students receive any vaccinations they may need.



Health Services and Requirements

❑ Health Screenings

- ❑ Districts are required to provide the following screenings: Visual Acuity, Color Vision, Hearing and Scoliosis. (EC 49452, 49452.5, 45455, 49456) A parent/guardian may request that his/her student not participate in these screenings by providing the request in writing to the School Principal each year. (HSC 120365, 120370 and 120375; EC 49451 and 49455)
- ❑ A parent/guardian is required to arrange for his/her student to have a physical examination prior to entering first grade. (HSC 124085, 124100, 124105, CCR Title 5, Section 432)
- ❑ Contact your local health department if you need assistance obtaining a physical exam for your student. A parent/guardian can refuse to have his/her student receive a physical examination by filing a waiver with the Principal. However, if the student appears to be suffering from a recognized contagious or infectious disease, the student will not be permitted to attend school until it is determined to the satisfaction of District representatives that an infectious disease does not exist. (EC 48980, 49403 and 49451)

- ❑ **Immunizations for New Students** - A parent/guardian is required to provide proof that his/her student has received all immunizations required by law for school attendance. (HSC 120325-120375)

❑ Medications & Healthcare Procedures

- ❑ To maintain the safety, health and welfare of students, parents/guardians are required to notify the school administration of student health issues every year. (BP 5141.21)
- ❑ It is the responsibility of the parent/guardian to contact the District nurse if his/her student has a health concern that may impact the student's participation in school activities or may need to be addressed during the school day.
- ❑ When necessary, a student may receive medicines or health care procedures prescribed by an authorized health care provider during school hours. District forms are available at school sites to facilitate meeting these needs. These forms are valid for the current school year only. Healthcare provider orders (for prescription or over-the-counter medicines and medical treatments) must include the method, the amount, the time scheduled and the nature of assistance to be provided by the District staff. A parent/guardian must also present written permission for medicines or procedures to be provided during school.
- ❑ It is the responsibility of the parent/guardian to provide and maintain current (non-expired) medications in an original pharmacy-labeled container and provide supplies for individualized healthcare procedures at school. All medication and medical supplies must be picked up by the parent/guardian no later than the last day of the school year.
- ❑ Students' medication must be secured in the Health Office. Life-sustaining medications such as asthma inhalers, epinephrine auto-injectors or diabetes medications may be carried by the student. Authorization by the healthcare provider and a completed self-carrying form must be on file in the school office and with the student.
- ❑ An Individualized School Healthcare Plan (ISHP) may be developed, if indicated, by the District nurse in collaboration with the student (if appropriate) and parent/guardian. The plan assesses and identifies healthcare needs and accommodations necessary for a student to attend school. It includes parent/guardian consent, health care provider authorization for healthcare procedures to be performed, and identifies the persons responsible for the



implementation of the plan.

- ❑ For details on the District's Medication policy, please refer to Board Policy and Administrative Regulations. (BP 5141.21)

- ❑ **When to Keep Student Home** - Any student exhibiting one or more of the following conditions/symptoms must be kept home from school. The student may return to school when the condition is resolved or a medical provider documents the condition is not contagious.

- ❑ Temperature of 100 degrees or higher. Student may return to school when he or she has been without a fever for **24 hours without the use of fever-reducing medication.**
- ❑ Nasal discharge that cannot be controlled with tissue and proper hand washing.
- ❑ Eyes that are red, swollen, crusting or drainage.
- ❑ Untreated draining ears or earache.
- ❑ Severe sore throat and/or persistent cough.
- ❑ Vomiting or persistent nausea.
- ❑ Diarrhea. Student may return 24 hours after diarrhea has stopped.
- ❑ Skin rashes of unknown origin or contagious rash.
- ❑ Asthma symptoms not relieved with medication
- ❑ Allergic reaction. Student may return to school the next day if reaction has resolved.

Home and Hospital Instruction

Home instruction is available for a student who will be absent from school due to a temporary disability for a period that will exceed five (5) school days. A "temporary disability" means a physical, mental or emotional disability incurred while a pupil is enrolled in regular day classes or an alternative education program, and after which the pupil can reasonably be expected to return to regular day classes or the alternative education program without special intervention. A temporary disability shall not include a disability for which a pupil is identified as an individual with exceptional needs pursuant to Section 56026. (Education Code 48206.3)

Home teaching is designed to provide one (1) hour of instruction per student-instruction day, up to five (5) hours per week at home to keep a student current with regular class assignments. Parents or guardians of a student may request home instruction for the student if it appears that an extended absence beyond five (5) days is expected and that the student is capable of receiving instruction during such time. The parent/guardian completes the "Parent Request for Home Teaching" form, which is available at the student's school attendance office. If it is determined by the school-site administrator that home instruction is the appropriate placement, the school will then request the completion of "Medical Verification for Home Teaching" form.

Homeless Families Support

The federal McKinney-Vento Homeless Assistance Act requires schools to enroll new students who are homeless even if their immunization records are missing or unavailable at the time of enrollment. Once a homeless student is enrolled, school staff should work with the school or foster family where the student was transferred from to obtain the student's immunization records quickly. The school staff person should also work with local health departments to ensure these students receive any vaccinations they may need.

State law also requires each child's family to provide, within 90 days of entrance into the first grade, a certificate documenting that the child has received a health checkup within the previous 18 months. Parents may waive the health checkup requirement because they do not want to or are unable to obtain a health screening for their child. If the waiver indicates that the parents were unable to obtain such services, the



reasons must be included in the waiver. School Districts must exclude any first-grader for up to five days if the child has neither a health examination certificate nor a parental waiver 90 days after entering the first grade.

Some children may be eligible for a state-paid examination. Referrals to doctors and clinics are provided on request by the Child Health and Disability Prevention (CHDP) Program coordinator of the local health department. Children through age eighteen may receive a free checkup funded by CHDP if their families meet specific income guidelines. Most county health departments have a CHDP coordinator who can advise parents regarding eligibility.

All children under eighteen years of age that enter a California public or private elementary or secondary school for the first time or transfer between schools must present a written immunization record that includes at least the month and year of receipt of each dose of required vaccines (or a medical exemption to the immunization requirements). Otherwise, the child will not be allowed to attend school.

The Franklin-McKinley School District has a Homeless Education Policy (BP 6173) which:

- a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless
- b) Includes a dispute resolution process
- c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison.

Students in homeless situations, who lack a fixed, regular and adequate nighttime residence, are protected by the McKinney-Vento Act. Students who are dependents or wards in foster care are provided protection under AB 490.

These protections include but are not limited to:

- ❑ The right to stable school placements, education and school placement decisions dictated by the best interest of the child and placement in the least restrictive educational placement.
- ❑ The right to be immediately enrolled in school even if all typically required school records or immunizations are not available.

For more information, or to find out if your student qualifies for protection under these laws, contact our Child Welfare and Attendance (CWA) Department. They can be reached by contacting the school site or Student Services at (408) 283-6092.





Internet: User Obligations & Responsibilities

Students are authorized to use District equipment to access the Internet or other online services in accordance with Board policy, the user obligations and responsibilities specified below and the District's Acceptable Use Agreement.

- ☐ The student in whose name an online services account is issued is responsible for its proper use at all times. Students shall keep personal account numbers and passwords private and shall only use the account to which they have been assigned.
- ☐ Students shall use the District's system safely, responsibly and primarily for educational purposes.
- ☐ Students shall not access, post, submit, publish or display harmful or inappropriate manner that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion or political beliefs. Harmful matter includes matter, taken as a whole, which to the average person, applying contemporary statewide standards, appeals to the prurient interest and is matter which depicts or describes, in a patently offensive way, sexual conduct and which lacks serious literary, artistic, political or scientific value for minors. (Penal Code 313)
- ☐ Unless otherwise instructed by school personnel, students shall not disclose, use or disseminate personal identification information about themselves or others when using email, chat rooms or other forms of direct electronic communication. Students also shall be cautioned not to disclose such information by other means to individuals contacted through the Internet without the permission of their parents/guardians. Personal information includes the student's name, address, telephone number, Social Security number or other personally identifiable information.
- ☐ Students shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board policy or administrative regulations.
- ☐ Students shall not use the system to engage in commercial or other for-profit activities.
- ☐ Students shall not use the system to threaten, intimidate, harass or ridicule other students or staff.
- ☐ Copyrighted material shall be posted online only in accordance with applicable copyright laws. Any materials utilized for research projects should be given proper credit as with any other printed source of information.
- ☐ Students shall not intentionally upload, download or create computer viruses and/or maliciously attempt to harm or destroy District equipment or materials or manipulate the data of any other user, including so-called "hacking."
- ☐ Students shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, delete, copy, modify or use another individual's identity.
- ☐ Students shall report any security problem or misuse of the services to the teacher or Principal. The District reserves the right to monitor use of the District's systems for improper use without advance notice or consent. Students shall be informed that computer files and electronic communications, including email, are not private and may be accessed by the District for the purpose of ensuring

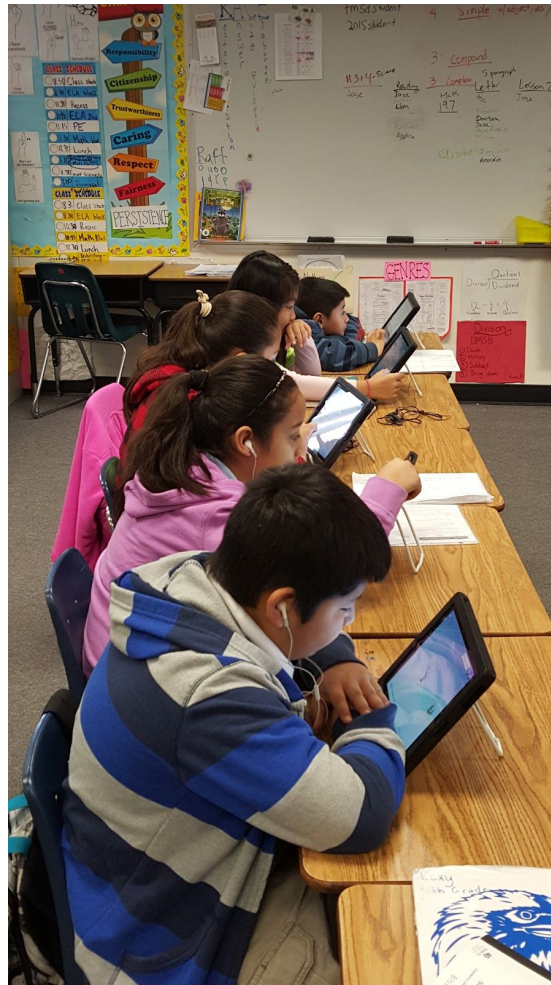


proper use.

- ❑ Parent/guardian shall indemnify the District from all lawsuits stemming from a student's improper or illegal activity while using the District's technological resources, including but not limited to, computers, printers, fax machines, local area networks and/or wide area networks and the Internet.

Whenever a student is found to have violated Board policy, administrative regulation or the District's Acceptable Use Agreement, the Principal or designee may cancel or limit a student's user privileges or increase supervision of the student's use of the District's technological resources, as appropriate. Inappropriate use also may result in disciplinary action and/or legal action in accordance with law and Board policy.

Please see the Appendix for the FMSD Acceptable Use Agreement and Release of District From Liability.





Kindergarten/Transitional Kindergarten Enrollment Age Eligibility

A child shall be admitted to a kindergarten maintained by the School District if the child is 5 years old on or before September 1st of the upcoming school year.

Children who will turn 5 between September 2 and December 2 shall be enrolled in Transitional Kindergarten. Children who will turn 5 between December 3 and January 31 can be placed on a **Transitional Kindergarten Waitlist**. To be placed on the TK Wait List Contact the School Secretary or the CWA Office at (408) 283-6092.

The following year the student will be enrolled in Kindergarten. Children entering first grade must be 6 years of age on or before September 1.



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(408) 283-6000



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Local Control Accountability Plan

The Governing Board annually approves updates to the Local Control Accountability Plan (LCAP). The LCAP is aligned to the District spending plan and outlines goals, strategies, and expenditures to support the needs of students. Each year, parent input is requested as the District updates the LCAP. Parents are encouraged to complete the Annual LCAP Survey each fall and to contact their School Principal if they are interested in providing input. Parents may view the LCAP at www.fmsd.org or in the Superintendent's Office.

Location of Student Records

Most pupil records are maintained at the school site location. Records maintained by an elementary school are generally kept in the Main Office with the Principal as custodian of records. At the secondary level records are usually maintained as indicated below:

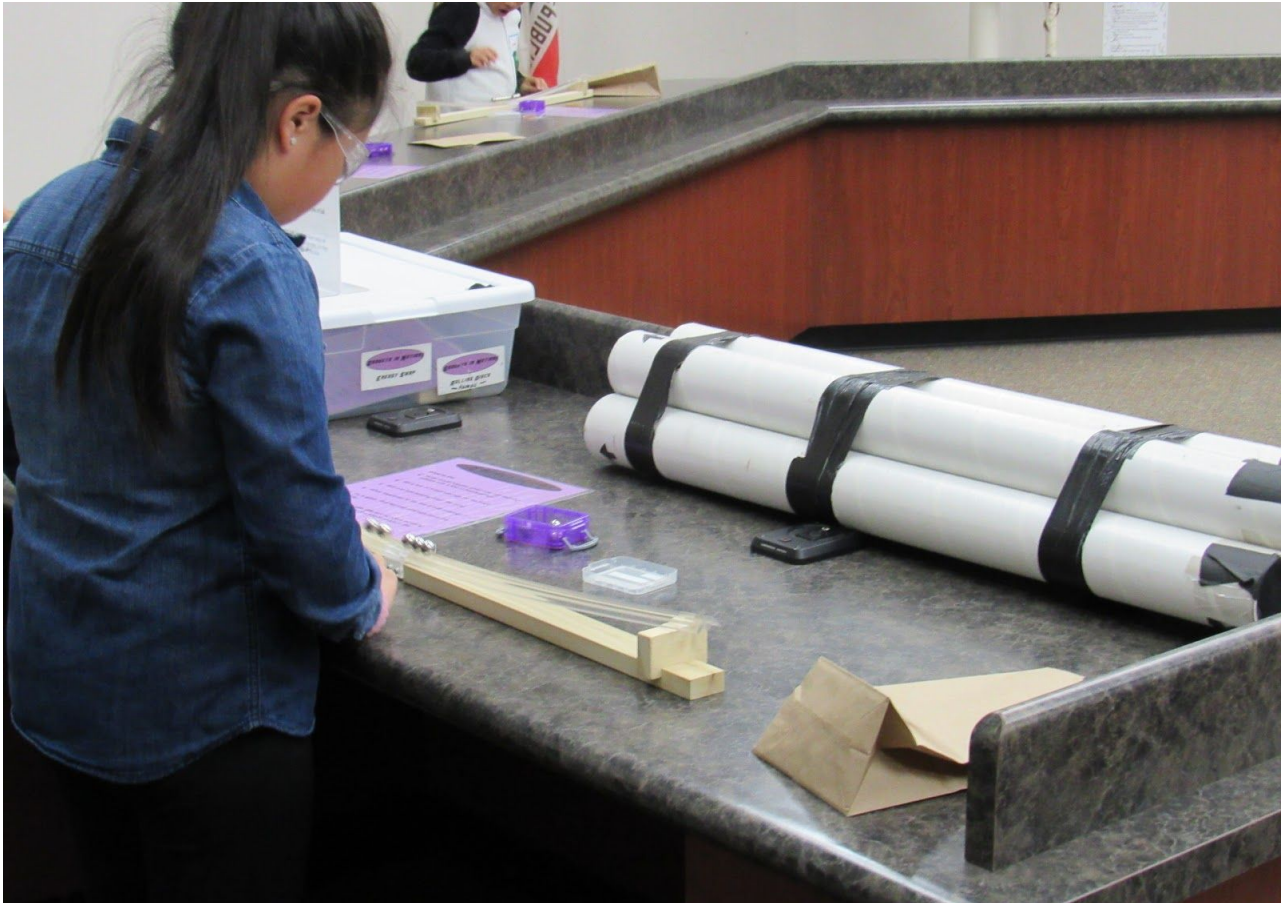
- ☐ Pupil records pertaining to student health are maintained in the Health Office with the school nurse as immediate custodian.
- ☐ Pupil records pertaining to student progress, counseling, or guidance assistance are maintained in the Counseling Office, with the Assistant Principal, as immediate custodian.
- ☐ Pupil records pertaining to attendance are maintained in the Attendance Office, with the Assistant Principal, as immediate custodian.
- ☐ Pupil records pertaining to athletic activities are maintained in the Physical Education Office with the Athletic Director as immediate custodian.
- ☐ Education records pertaining to classroom activities are maintained in each classroom with each teacher as immediate custodian.
- ☐ Special education IEPs are maintained in the student's cumulative record folder.

Some pupil records such as discipline, special education or psychology records may be maintained in Educational Service Center, support units or central District offices.



Megan's Law

Parents and members of the public have the right to review information regarding registered sex offenders at the main office of the local law enforcement agency of the school District.



645 Wool Creek Drive, San Jose, CA 95112



(408) 283-6000



info@fmsd.org

News and Media

Occasionally, reporters may visit schools to cover sporting events, school assemblies, and other on-campus activities. This requires parental or guardian consent. Parents will be notified and a form must be completed granting permission for their child to be interviewed by a reporter working for a newspaper, radio or television station. If a parent or guardian chooses otherwise, then the form should be retained rather than turned over to the school. These forms also give reporters the opportunity to photograph or videotape a child. Sometimes, individuals are featured in images or may appear in the background. This can lead to wonderful exposure for the child for something that brings pride to their family and to the school. In addition, the waiver covers publicizing good news that schools may want to share on Facebook, Twitter, or other social media sites. Even with a signed form, students can turn down an interview or photograph request. In such cases, the student need only let their teacher know of their decision. It's worth pointing out the signed form only covers a student while on campus. Once they leave the school grounds, the signed agreement can no longer be enforced, leaving students on their own. Students can talk to the media, if they choose, without asking their parents for permission. Generally, reporters will not pose questions to elementary or middle-school students. But older students may be asked to share their thoughts. For this reason, it is best to talk with students, letting them know your preference in advance, if they find themselves in this situation.

Please see the Appendix for the Student Media Release Form.

Newsletter

The Franklin-McKinley School District sends a quarterly e-newsletter via Constant Contact to keep our community up-to-date on important topics pertaining to students and resources. To ensure you are receiving the quarterly e-newsletter, we ask you keep your email up-to-date with the Franklin-McKinley School District. To update your email, please contact your student's School Secretary.



Parent Involvement

Franklin-McKinley School District recognizes that parents/guardians are their children's first and most influential teachers and sustained parent involvement in the education of their children contributes greatly to student achievement and a positive school environment. District staff work with staff and parents/guardians to develop meaningful opportunities at all grade levels for parents/guardians to be involved in District and school activities; advisory, decision-making, and advocacy roles; and activities to support learning at home. (BP 6020)

- ❑ **Investment in Higher Education for Students** - Parents are encouraged to invest in higher education options for their children and to consider investment options to include United States savings bonds. (EC 48980 d)
- ❑ **Local Control Accountability Plan Advisory Committee** - Each District is required to establish a Parent Advisory Committee and an English Learner Parent Advisory Committee to provide advice to the District regarding the LCAP. Parents who are interested in participating in committees are encouraged to contact the Superintendent's office for referrals to committees. Each school annually selects parents to participate in site based committees to support District planning.
- ❑ **English Learner Advisory Committee** - School sites host English Learner Advisory Committee meetings each month. Parents of English Learners are encouraged to attend the meetings. Parents are encouraged to contact the School Principal for information on these meetings. The District English Learner Advisory Committee is comprised of members of school site committees and meets quarterly.
- ❑ **Office of Community Engagement** - The Office of Community Engagement provides information to parents regarding student and parent engagement activities.

Parents/Guardian Rights Regarding Student Records

Laws grant rights of privacy and right of access to students and their parents. Full access to written student records are provided to parents of students under the age of 18 and to pupils age 14 and older who are identified as homeless or a ward of the court. (EC 49063)

Parent/Guardian Rights & Responsibilities

The Board of Education recognizes that parents/guardians of District students have certain rights as well as responsibilities related to the education of their children. Within this framework, the school's primary responsibility shall be to provide a high-quality curriculum and instructional program in a supportive and effective learning environment enabling all students to meet the academic expectations of the school.

Parents/guardians shall have the opportunity to work with schools in a mutually supportive and respectful partnership to help their children succeed in school.

Pesticides

In keeping with our school District's commitment to provide your child and staff with a safe and healthy school environment, and to fully comply with the recently enacted "Healthy Schools Act 2000", we are providing you with the following list of all the pesticides which may be used in and around our school facilities. Pesticides are an important tool in our "Integrated Pest Management" Program, and are sometimes necessary to control pests such as ants, spiders, cockroaches, rodents, and termites. Pests are not only a distraction from our educational efforts, but can be a threat to the health and safety of our students and staff, as well as causing damage to our buildings and playgrounds. It is our goal to maintain a safe and healthy learning environment at our school facilities. To that end we have a proactive Pest Management Program in place which involves sanitation, pest monitoring and inspections, exclusion and habitat modification, and the pre-screening of pesticides by our safety officer in conjunction with our licensed pest control advisor. Before any pesticide is applied, a notice will be posted in the school office 24 hours prior and 72 hours following the application. Applications are done by licensed professionals and District trained personnel, and made after school hours when children are not in class. As we implement and refine our Pest Management Program, you will be notified of any new materials, as the regulations require.

Should you have any questions regarding our policies and procedures, you may contact our Building Maintenance Supervisor Armando Pedroza at 408-283-6488 or via e mail armando.pedroza@fmsd.org. Additional information



regarding these pesticides may be found at the Department of Pesticide Regulation's web site at www.cdpr.ca.gov. If you would like to register to be notified 24 hours prior to any applications of the following named pesticides, please send a written request to Armando Pedroza, Franklin-McKinley School District, 645 Wool Creek Drive, San Jose, CA 95112.

Physical Fitness Exam

State law requires school Districts to administer the Physical Fitness Test (PFT) annually to all students in grades five, seven, and nine. The state-designated PFT is the FITNESSGRAM®. The FITNESSGRAM® is a set of tests designed to evaluate health related fitness and to assist students in establishing lifetime habits of regular physical activity.

The complete FITNESSGRAM test battery measures student performance in the following areas: 1. aerobic capacity 2. body composition 3. muscular strength, endurance and flexibility Teachers and administrators are responsible for preparing students to do their best on the test by providing instruction and appropriate practice in the skills and abilities that are tested. It is recommended that schools should provide students appropriate practice as part of the regular physical education (P.E.) program throughout the year. Students are tested between February and May.

Parents should see that their children participate in a regular program of physical activity and nutrition. To find more information about the FITNESSGRAM, please contact your child's teacher. Additional information is posted on the Internet at <http://www.cde.ca.gov/ta/tg/pf/>. If you have additional questions about the testing program at your child's school, please contact the School Principal.

Promotion Requirements and End of Year Activities

Middle school promotion and other end of year activities serve to recognize students who have met the following requirements:

1. Cumulative grade point average of 2.0 with no "double F" in any course
2. Satisfactory attendance
3. Satisfactory behavior

Each middle school principal will notify students and parents who do not meet the eligibility requirements for end of year activities. The school principal will have the final decision regarding participation in end of year activities.



Response to Intervention (RTI)

Response to Intervention (RTI) is a multi-level, instructional framework aimed at improving academic outcomes for all students. It is a preventative framework and provides immediate support to students who are at risk for poor learning outcomes. RTI uses classroom and other data to help ensure students are making progress toward learning goals. Evidence-based curriculum and instruction are used so students can move dynamically in and out of support groups as needed. Parent materials about RTI from the National Center on Response to Intervention can be found at: <http://www.rti4success.org/resources/family-resources>

Right to refrain from harmful or destructive use of animals

The District recognizes some students have a moral objection to dissecting or otherwise harming or destroying animals. California law grants these students the right to refrain from participation in instruction which involves such activities. Students shall not be discriminated against because of a decision to exercise this right. Teachers will accommodate students who request alternative educational projects in lieu of those which entail harm or destruction of animals (EC [32255.1](#))





Safety Committee and Comprehensive Safe School Plan

Each school site has a Safety Committee, which examines facility issues to ensure a safe campus. Each school also has a Safety Plan, Disaster Preparedness Plan and a crisis team. Schools conduct periodic fire, lockdown, earthquake and disaster drills.

If you have concerns about safety items at your campus, or would like a copy of your school's safety plan, contact the School Principal.

School Accountability Report Card

Each year, all schools are required to issue a School Accountability Report Card (SARC) which shares with the community the programs and successes of the school including information about expenditures, discipline, attendance and student performance. This information is posted on the District's website (www.fmsd.org) and at the school site.

School Attendance Review Board (SARB)

SARB is composed of representatives from the District, School Linked Services, School Nurses, District Attorney, various department leads and community-based and youth service agencies. Members work collaboratively to diagnose the problem and develop a plan to get the student back to school. Failure to meet with SARB or follow its directives can result in a referral to the District Attorney's office for prosecution.

Students who miss school work because of an excused absence shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed during the absence. Students shall receive full credit for work satisfactorily completed within a reasonable (equal to the number of days of the absence) period of time. In some instances, due to certain medical conditions, the length of time for make-up and the amount of make-up work and/or tests may be modified according to the recommendations from an authorized health care provider. Franklin-McKinley School District receives State funding only when the student is present at school. The State does not fund any type of absence from school.

Section 504

The Rehabilitation Act of 1973, which includes "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

An eligible student under Section 504 is a student who has a physical or mental impairment that substantially limits a "Major Life Activity," such as: learning, seeing, hearing, walking, standing, breathing, concentrating, thinking, communicating and caring for oneself; or a "Major Bodily Function," such as: dysfunction of: the immune system, normal cell growth, digestive, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions. Eligibility includes those students whose impairments may be episodic or in remission. Mitigating circumstances may not be taken into consideration to determine whether a child has a handicapping condition.

A parent/guardian who believes his or her student may have a disability under Section 504, must contact the Principal of the school to arrange for a Student Study Team. The Student Study Team will evaluate the student's needs and may then recommend a 504 meeting assessment. The parent/guardian will be invited to participate in the 504 meeting and will be given an opportunity to examine all relevant records. The Principal, regular education teaching staff, and other staff designated on the 504 team are responsible for implementing, reviewing and modifying the 504 Plan.

Concerns regarding students with a 504 Plan are addressed first at the site level with the 504 team and the Principal/Vice Principal. Any further concerns regarding this process or its outcomes should be referred to the Coordinator of Child Welfare and Attendance (408) 283-6094.



Sexual Harassment, Hazing, and Hate Crimes

The School District has established standards for conduct that ensure students will be free from discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyber bullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption. (BP 5131)

The District strongly encourages any student who feels that he/she is being or has been sexually harassed on school grounds, or at a school-sponsored or school-related activity by another student or an adult to immediately contact his/her teacher, the Principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Principal or a District Compliance Officer. (BP/AR 4119.11)

Student or staff who engage in unlawful discrimination, discriminatory harassment, intimidation, retaliation, or bullying shall be subject to consequence or discipline as defined by District guidelines.

Sexual Health and HIV Prevention Education

The District desires to provide a well-planned, integrated sequence of medically accurate and inclusive instruction on comprehensive sexual health and human immunodeficiency virus (HIV) prevention. The District's educational program shall provide students with the knowledge and skills necessary to protect them from sexually transmitted infections and unintended pregnancy and to have healthy, positive, and safe relationships and behaviors. The District's educational program shall also promote understanding of sexuality as a normal part of human development and the development of healthy attitudes and behaviors concerning adolescent growth and development, body image, gender, sexual orientation, relationships, marriage, and family.

The District's curriculum supports the purposes of the California Healthy Youth Act in that it is unbiased and inclusive of all students in the classroom, and is aligned with the State's content standards. In FMSD, the comprehensive sexual health education and HIV prevention education shall be offered to all middle school students.

A written notification shall be provided by the middle school informing each parent or guardian of the opportunity to preview such materials prior to classroom instruction, and allow the parent to request in writing that his/her child attend/not attend the class/activity.

Special Education

The Franklin-McKinley School District is committed to providing specially designed instruction at no cost to parents or guardians, in accordance with Federal and California law, to address the unique needs of students with disabilities.

Students are placed in programs in accordance with the Individuals with Disabilities Education Act (IDEA). Each child with an Individual Education Program (IEP) is afforded maximum interaction with his or her non-disabled peers in the Least Restrictive Environment (LRE). Whenever possible, the LRE is the student's school of residence.

The District provides a full continuum of services for students with mild to moderate and moderate to severe disabilities. These services are available to identified students who are eligible for special education services from ages three (3) through 8th grade. The eligibility categories for special education services are as follows:

- ☐ Autism
- ☐ Blindness
- ☐ Deafness
- ☐ Emotionally Disabled
- ☐ Hearing Impaired
- ☐ Intellectually Disabled
- ☐ Multiple Disabilities
- ☐ Orthopedic Impairment
- ☐ Other Health Impairment
- ☐ Specific Learning Disability
- ☐ Speech or Language Disability



- ☐ Traumatic Brain Injury
- ☐ Visual Impairment
- ☐ Established Medical Disability (Ages 3-5 only)

Special Education Referral Process

A parent, teacher or other service provider may request assessment to determine eligibility for special education services. Written requests should be submitted to school administration at the student's school of attendance. If you need any assistance in writing a request for assessment for special education services, please contact your school site administrator. The following should be included in requests for assessment:

1. Student's Name
2. Student's Date of Birth
3. Student's School of Attendance
4. Student's Current Grade
5. Parent/Guardian's Name(s)
6. Home Address
7. Home Phone Number
8. Cell or Alternate Phone Number
9. Reason(s) for Request

Students may be referred for special education and services after the resources of the general education program have been considered and, where appropriate, utilized. Specific eligibility criteria must be met for a student to receive special education services. In many cases, interventions and strategies can be used in the general education setting.

Franklin-McKinley School District is a member of the South East Special Education Local Plan Area (SELPA). Additional information including Procedural Safeguards/Parent's Rights may be found at <http://seselpa.org/>.

Student Discipline

According to Education Codes, Board Policy and school rules, students are required to:

- ☐ Be diligent in their studies.
- ☐ Treat school property, private property and other people with respect.
- ☐ Obey all school and classroom rules while at school, at District and school activities, and on the way to and from school.
- ☐ Dress according to District and school site dress policies. All gang-related attire is prohibited.

School's Duties Regarding Discipline - A safe, secure school free of weapons, violence and unlawful or disruptive behavior is essential to maintaining an educational environment that promotes learning and protects the health, safety and welfare of all students.

At the beginning of the school year or at the time of enrollment, each Principal shall inform all students and parents/guardians of the school and District discipline rules and procedures and of the availability of District policies and regulations relating to student discipline, suspension and expulsion.

The Board of Education expects teachers, counselors and school officials to contact the parent/guardian to remedy inappropriate school behavior at the earliest stage.

School officials:

- ☐ Will fairly and equitably enforce the written policies of the school and District.
- ☐ May search a student if there is reasonable belief the student has illegal, dangerous or inappropriate objects at school and will seize them.



- ☐ May search student property, including but not limited to, lockers and vehicles.
- ☐ May withhold grades, diplomas or transcripts of the student responsible for damage or loss of property until such damages are paid, or until completion of a voluntary work program in lieu of payment of monetary damages.

Interviewing Students During School - Upon presentation of proper identification to the Principal or designee, duly authorized representatives of law enforcement shall be allowed to interview students. The investigating officer may request a staff member be present at such an interview. Prior parent notification or presence is not required. If a student is removed from school by a law enforcement representative, the Principal and law enforcement agent are required to make an attempt to notify the parent/guardian except when the student is taken into custody as a victim of suspected child abuse.

Student Study Team (SST)

A Student Study Team (SST) is a school-based, problem-solving group whose purpose is to improve student success and provide assistance and support in the areas of instruction and behavior management to parents/guardians, students, and teachers.

The SST may include the parent/guardian, student, Principal or other administrator, counselor, classroom or special education teachers and/or school psychologist. Contact your student's school for additional information.

Suspension and Expulsion (BP/AR 5144.1)

California Education Code Section 48925 (d) defines suspension as removal of a pupil from ongoing instruction for adjustment purposes. A student may be suspended for no more than five consecutive school days. California Education Code Section 48925 (b) defines expulsion as the removal of a pupil from (1) the immediate supervision and control, or (2) the general supervision, of school personnel. In FMSD, the Student Discipline and Expulsion Support Unit is charged with ensuring students recommended for expulsion are afforded a fair and impartial hearing and all due process rights. A student may be expelled without suspended enforcement (straight expelled) and, therefore, not be allowed to attend any FMSD school or program during the term of expulsion. Or, the enforcement of the expulsion may be suspended, pursuant to Education Code Section 48917, in which case, the expelled student could be assigned to an FMSD alternative educational program for the term of the expulsion. The length of an expulsion may be for the balance of the semester in which the Board expels; for the balance of the semester plus the following school semester; or for one calendar year, depending on the violation and/or the student's social adjustment background.

A. Jurisdiction to issue suspensions or expulsions extends to misconduct related to school activity or attendance that occur at any time, including, but not limited to:

- ☐ While on school grounds.
- ☐ While going to or coming from school.
- ☐ During the lunch period, whether on or off campus.
- ☐ During, or while going to, or coming from, a school-sponsored event.

A teacher may suspend a student from class for any of the acts enumerated in E.C. Section 48900, except for misconduct or willful defiance as described in E.C. Section 48900 (k) as stated in the Board Resolution: School Discipline Policy and School Climate Bill of Rights. (See Grounds for Suspension/Expulsion in section C below). If a student is suspended from the classroom, the teacher must immediately report the suspension to the Principal for appropriate action. The Principal shall then determine whether to suspend the student from school or to allow the student to remain on campus during the term of the classroom suspension. Only the School Principal or his or her administrative designee may suspend a student from school. The term of a classroom suspension shall be no longer than the balance of the day (or class period) plus the following day (or next class period for that same class). A student serving a classroom suspension must remain on campus under appropriate supervision. Subsequent to a teacher's classroom suspension, the teacher shall, as soon as possible, ask the parent to attend a



conference with the teacher, at which the school administrator, school counselor, or school psychologist may also be present. If the student has committed an obscene act or engaged in habitual profanity or vulgarity, the teacher may require that the parent/guardian attend a portion of the school day in his or her child's classroom.

B. Other Means of Correction (E.C. 48900.5)

Suspension, including supervised suspension (such as in-school suspension and class suspension) shall be imposed only when other means of correction have failed to bring about proper conduct and/or safety is at risk. Other means of correction used should be documented and kept in the student's discipline file, available to access pursuant to E.C. Section 49069.

C. Grounds for Suspension/Expulsion (E.C. 48900 et. seq.)

- ☐ (a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.
- ☐ (a)(2) Willfully used force or violence upon the person of another, except in self-defense.
- ☐ (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the Principal or the designee of the Principal.
- ☐ (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- ☐ (d) Unlawfully offered, arranged, or negotiated to sell any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- ☐ (e) Committed or attempted to commit robbery or extortion.
- ☐ (f) Caused or attempted to cause damage to school property or private property.
- ☐ (g) Stolen or attempted to steal school property or private property.
- ☐ (h) Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.
- ☐ (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- ☐ (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- ☐ (k) Disrupted school (-wide) activities (suspension only by an administrator; no expulsion) (Grade 4-12).
- ☐ (l) Knowingly received stolen school property or private property.
- ☐ (m) Possessed an imitation firearms.
- ☐ (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- ☐ (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- ☐ (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- ☐ (q) Engaged in, or attempted to engage in, hazing.
- ☐ (r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward a pupil or school personnel.
- ☐ (t) Aided or abetted the infliction or attempted infliction of physical injury to another person (suspension



only).

48900.2 Committed sexual harassment (Grade 4-12).

48900.3 Caused, attempted to cause, threatened to cause, or participated in an act of hate violence (Grade 4-12)

48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against school District personnel or pupils (Grade 4-12).

48900.7 Made terroristic threats against school officials or school property, or both.

D. Circumstances for Recommending Expulsion (E.C. 48915)

The Principal or the Superintendent of Schools shall recommend the expulsion of a student for any of the following acts committed at school or at a school activity off school grounds, unless the Principal or the Superintendent of Schools determines that expulsion should not be:

- (a) Causing serious physical injury to another person, except in self-defense.
- (b) Possession of any knife or other dangerous object of no reasonable use to the student.
- (c) Unlawful possession of any controlled substance, except for either of the following:
 - i. The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
 - ii. The possession of over-the-counter medication for use by the student for medical purposes or medication prescribed for the student by a physician.
- (d) Robbery or extortion
- (e) Assaulted or battery upon any school employee.

The Principal or superintendent of schools shall immediately suspend and shall recommend expulsion of a student that he or she determines has committed any of the following acts at school or at a school activity off school grounds:

- (a) Possessing, selling, or furnishing a firearm.
- (b) Brandishing a knife at another person.
- (c) Unlawfully selling a controlled substance.
- (d) Committing or attempting to commit a sexual assault or committing a sexual battery.
- (e) Possession of an explosive.

E. Behavior Intervention for Students with Disabilities

Students with disabilities whose behavior impedes learning require a Behavior Support Plan (BSP) developed through the Individualized Education Program (IEP) process and implemented throughout the timeframe of the IEP.

The education of children with disabilities can be made more effective through the use of positive behavioral interventions and supports to address the learning and behavioral needs of these children. Students with disabilities who exhibit behavioral challenges must receive timely positive supports and interventions and appropriate assessments in accordance with the federal Individuals with Disabilities Education Act (IDEA) (20 U.S.C. Sec. 1400 et seq.). When behavioral interventions, supports, and other strategies are used, they must be used in consideration of the student's physical freedom and social interaction, be administered in a manner that respects human dignity and personal privacy, and ensure a student's right to placement in the least restrictive educational environment. It is the responsibility of the Individualized Education Program (IEP) team to determine student needs based on assessment, and to generate meaningful goals and appropriate instructional and behavioral supports and services.

F. Suspension and Expulsion of Students with Disabilities

For students with disabilities, the law requires additional procedures and considerations:

Suspension

- ☐ **Special Education:** When a student who receives special education services is suspended, school staff must



determine if an IEP meeting is needed to create a BSP or to review and modify an existing BSP to organize more targeted behavioral instruction and intervention to prevent the recurrence of the misconduct. Continued misconduct resulting in suspension will require an IEP team meeting to determine if additional instructional and/or behavioral supports are needed and examine the appropriateness of current placement and services. The student cannot be suspended for more than 10 days in a school year. If the suspensions reach 10 days, an IEP team conducts a manifestation determination.

- ❑ **Section 504:** A student who has a Section 504 Plan is considered as a general education student and can be suspended for the same number of days as a general education student, but at 10 days of suspension, there must be an analysis in a Section 504 Manifestation Determination Meeting to determine whether further formal discipline can be administered.

Expulsion

- ❑ **Special Education:** Before a student who receives special education services can be recommended for expulsion, an IEP team must hold a pre-expulsion IEP and conduct a manifestation determination. If a student with disabilities is expelled, he or she is entitled to receive the services specified in his or her IEP during the term of expulsion. The student is also entitled to post-expulsion services during the term of expulsion. If the student is not expelled, he or she will be placed in the most appropriate setting as determined in the student's IEP.
- ❑ **Section 504:** An expulsion of a student being served under Section 504 is considered a disciplinary change of placement and can only be issued if the school's Section 504 team conducts a manifestation determination and finds the conduct being disciplined is not a manifestation of the student's disability and/or a result of the District's failure to implement the student's Section 504 Plan if applicable.

For more information, please refer to A Parent's Guide to Special Education Services (Including Procedural Rights and Safeguards).



Technology

The Principal or designee shall oversee the maintenance of each school's technological resources and may establish guidelines and limits on their use. All instructional staff shall receive a copy of the administrative regulation, the accompanying Board policy, and the District's Acceptable Use Agreement describing expectations for appropriate use of the system and shall also be provided with information about the role of staff in supervising student use of technological resources. All students using these resources shall receive instruction in their proper and appropriate use.



Teachers, administrators, and/or library media specialists shall pre-screen technological resources and online sites that will be used for instructional purposes to ensure they are appropriate for the intended purpose and the age of the students.

Use of electronic media provided by the District is a privilege. Misuse of equipment, electronic resources and the network may subject the student to loss of privilege or disciplinary action. (BP/AR 6163.4)

Transitional Kindergarten Enrollment Age Eligibility

A child shall be admitted to a Kindergarten maintained by the School District if the child is 5 years old on or before September 1st of the upcoming school year.

Children who will turn 5 between September 2 and December 2 shall be enrolled in Transitional Kindergarten. Children who will turn 5 between December 3 and January 31 can be placed on a **Transitional Kindergarten (TK) Waitlist**. To be placed on the TK Waitlist contact the School Secretary or the CWA Office at (408) 283-6092.

The following year the student will be enrolled in Kindergarten. Children entering first grade must be 6 years of age on or before September 1.

Transfers

☐ Intra-District Attendance

- ☐ Parents/guardians may request for their student to attend a school different from their resident school, but within the District, using the Intra-District transfer process.
- ☐ Intra-District permits are approved based on space availability. Students are approved for the requested educational level only (Elementary or Middle). The school of residence or the next level placement is based on the student's home address.
- ☐ The Intra-District attendance permit request period is as follows:
 - ☐ 1st-8th grade: Applications are due by January 31st prior to the next school year.
 - ☐ Transitional Kindergarten (TK)- Kindergarten (K) are due by April 1st prior to the next school year. Transitional Kindergarten is not offered at all schools. Transitional Kindergarten Intra-District transfer applications are for that school year only.
 - ☐ A random lottery process will be used to determine placement in the event more applications are submitted than space available.

☐ Inter-District Attendance

- ☐ **Entering the District** - Families living outside of Franklin-McKinley may apply for placement using the Inter-District transfer process. You must obtain a release from your resident District. Students must maintain the standards set forth in FMSD Board Policy 5117: good attendance, behavior and grades. Approval is for current educational level only (Elementary or Middle). This transfer may be revoked if standards are not met. Transfers are approved based on space availability. (BP 5117)
- ☐ **Leaving the District** - The District recognizes that parents/guardians of students who reside in FMSD District may, for a variety of reasons, choose to enroll their child in a school in another District. FMSD parents seeking placement in another school District must obtain a permit from FMSD prior to enrolling in another school District. California Education Code allows the District to limit the number of student transfers out of the District to a school district of choice.
- ☐ An annual renewal of an Inter-District attendance is required and needs to be submitted by January 31.



Transportation (Safety Plan)–

It is the goal of the Franklin-McKinley School District to provide the safest transportation for your child. If at any time you should have questions or comments, please feel free to contact us at 408-283-6080.

The following rules have been established for the safety and comfort of your child.

I. School Bus Loading Zones

- Stay back from the curb and streets.
- Keep off private property.
- Be ready to board when the bus comes. Form a single file line.
- Be at your designated bus stop 5 minutes before your scheduled pick up time. If a child misses the safe opportunity (when the red-lights are flashing) to board the bus, it is the parent's responsibility to get the child to school. Once the bus doors close, they cannot reopen it.
- Never cross behind the bus.

II. Boarding the Bus

- Stay back from the curb and wait for the bus to come to a complete stop and the doors to open before boarding.
- Use the handrail going up the steps.
- No pushing and shoving.
- Move directly to your seat.

III. While the Bus is in Motion

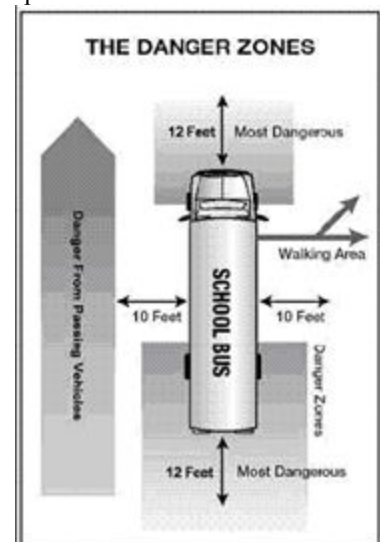
- Remain seated at all times.
- Never extend your head, hands, or anything else out the windows.
- Standing is not allowed.*
- Objects are not to be thrown out of windows or doors.
- No weapons, food, or glass containers are allowed on the bus.
- The directions of the bus driver are to be followed at all times.
- No smoking on bus.
- Possession/use of cell phones and other mobile communications devices are only allowed to be used if determined by a licensed doctor. Student may possess or use personal electronic devices including but not limited to cell phones and games as long as they do not disrupt the school activity, bus ride. (ED Code 48901.5)

IV. Unloading from the Bus

- Stay seated until the bus comes to a complete stop and the bus driver has opened the door.
- Unload from the front seat to the back seat.
- No pushing or shoving.
- Always use the handrail going down the steps.
- Move away from the bus.
- Never try to retrieve anything from under the bus or near the wheels, notify the bus driver immediately.
- Never cross behind the bus.

V. School Bus Danger Zone

- The bus driver cannot see all the way around the bus. That is why we have established a school bus danger zone.
- Never stand or cross behind the bus.
- Never crawl under the bus to hide, or get something under the bus.
- Never stand by the rear wheels.
- Always stand at least 12 feet back from the side of the bus.



VI. Red Light Crossing

- a. The Superintendent has determined that it is unsafe to perform red light crossings of our students because of the heavy amount of traffic on our streets.
- b. In the event a red light crossing becomes necessary, please follow the procedure listed below:
 1. Unload from the bus and wait in a line on the side of the bus until the driver has gone out to the middle of the street to make sure no traffic is coming.
 2. Once the driver has determined that it is safe to cross the street he/she will signal for the students to cross.
 3. Never attempt to cross the street until the bus driver has signaled that it is safe to do so.
- c. Parents are to ensure that students are waiting on the correct side of the street prior to the bus arriving.

Reference: I - VI - FMSD Board Policy AR3543 & AR 5131.1

VII. Bus Routes

Your school will provide you with the route number, bus stop, and the time your child has been assigned.

VIII. Walking Zones

The Superintendent or designee may authorize transportation within the walking distance when safety problems or hazards exist. Students who attend a school outside their attendance area may be eligible for transportation services in accordance with Board policy.

- a. Students shall be eligible for transportation service to and from school if they meet the following hazardous walking condition criteria listed below:
 1. K-6 - Franklin Students: residing east of Senter Road or students residing south of Umbarger Road.
 2. K-6 - Shirakawa students: Residing west of Senter Road or students residing south of Tully Road.
 3. K-6 – Dahl Students: Residing east of Senter Road and south of Dadis Drive.
 4. K-6 – Stonegate Students residing east of Senter Road and south of Tully Road.
 5. 7 – 8: No home-to-school transportation.

Reference: FMSD Board Policy AR3541

IX. Bus Driver Authority

- a. Pupils transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of the District. The driver of any school bus shall be held responsible for the orderly conduct of the pupils transported. No bus driver shall require any pupil to leave the bus before such pupil has reached his/her destination.
- b. A bus driver shall have the authority to discontinue the operation of a school bus whenever he/she determines that is unsafe to continue.
- c. Any person who enters a school bus without prior authorization of the driver or other school official and who refuses to disembark after being ordered to do so by the driver or other school official is guilty of a misdemeanor and is punishable by imprisonment in the county jail for not more than six months, be fine of no more than one thousand dollars (\$1,000), or both.

Reference: Education Code 39842. Reference: FMSD Board Policy AR3542





Visitors to School

All campus visitors must have the consent and approval of the Principal/designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. Children who are not enrolled at the school are not to be on the campus unless prior approval of the Principal has been obtained. Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity. Visitors are expected to:

- ☐ Follow the established school policy in requesting a classroom visitation
- ☐ Complete a visitor's permit upon arrival at the site
- ☐ Enter and leave the classroom as quietly as possible
- ☐ Not converse with the students, teacher and/or instructional aides during the visitation
- ☐ Not interfere with any school activity
- ☐ Keep the length and frequency of classroom visits reasonable
- ☐ Follow the school's established procedures for meeting with the teacher and/or Principal after the visit, if needed
- ☐ Learn and follow the school-wide behavioral expectations
- ☐ Return the visitor's permit to the point of origin before leaving the campus.

Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and may be further restricted from visiting the school.



Appendix A: Community Resources Directory

Crisis/Help

24-7 Line (all languages/all problems).....	1.888.247.7717
CA Smoker's Helpline.....	1.800.NO.BUTTS
Crisi Line	408. 850.6125
Child Abuse Reporting/Services.....	408.299.2071
Children's Shelter.....	408.558.5400
Contact Cares (Counseling).....	408.279.8228
Emergency Psychiatric Services.....	408.885.6100
EMQ Crisis Hotline (Mobile Crisis Team).....	408.379.9085
Mental Health Call Center.....	1.888.704.0900
Mental Health Urgent Care.....	408.885.7855
Next Door (Solutions to Domestic Violence).....	408.501.7550
Suicide Crisis.....	1.855.278.4204

Counseling Services (agencies below may offer a sliding scale fee or accept Medicare)

ACCI (for Asian Americans).....	408.975.2730
ACT for Mental Health.....	408.975.2730
Adult & Child Guidance Center.....	408.287.2640
Almaden Valley Counseling.....	408.997.0200
Alum Rock Counseling.....	408.294.0500
Community Solutions.....	408.842.7138
Catholic Charities.....	408.468.0100
Christian Counseling Center from San Jose.....	408.559.1115
Gardner Family Care/St. James Health Center.....	408.918.2600
Goodwill Mental Health Clinic (by referral only).....	408.869.9160
JFK Counseling.....	408.524.4900
Mekong Community Center.....	408.937.1553
Mental Health Service Team.....	408.494.1593
Momentum for Mental Health.....	408.261.7777
Process Therapy Institute.....	408.963.6694
Rebekah Children's Services.....	408.871.4900
Ujima Youth (African Americans).....	408.928.1700
YWCA.....	408.295.4011

Shelters & Housing Resources

24-Hour Shelter.....	1.800.774.3583
Asian Women's Home (victims of DV; women & children under 12yrs	



old).....	408.975.2739
Bill Wilson Center Safe Place (24 Hr. Emergency Housing for Teens).....	408.243.0222
Bill Wilson Quetzal House (girls 13-17 yrs old 24/7 365 days a year).....	408.243.0222
Boccardo Family Living Center (migrant & two parent families).....	408.686.1300
City Team Heritage Home Shelter (single pregnant women).....	408.294.1238
Family Supportive Housing.....	408.271.1630
InnVision Julian Street Inn (men & women diagnosed with mental illness).....	408.271.0820
InnVision Shelter Network Georgia Travis Center (women & women w/children).....	408.453.3124
Salvation Army (men only).....	408.282.1175
Sacred Heart Community Service.....	408.278.2160

Health

Health Coverage for All Children.....	1.877.962.3633
AI ANON/Alateen (Alcohol).....	408.379.1051
Alcoholics Anonymous.....	408.374.8511
Alexian Clinic (health care for the homeless / 24hr.....	408.272.6050
Black Infant Health (pregnant or parenting African American women).....	408.937.2270
California WIC.....	1.888.942.9675
Center for Disease & Control... (AIDS, STD's, Immunizations,etc).....	1.800.232.4636
Center for Disease & Control...Hearing Impaired.....	1.888.232.6348
Children's Health Initiative,Medi-Cal, Free/Reduced Health Insurance.....	1.888.244.5222
Comprecare Health Center (community care & health care for the homeless).....	408.272.6300
Foothill Community Health Center.....	408.729.9700
Franklin-McKinley Neighborhood Health Clinic.....	408.283.6051
Gardner Health Care (community care & health care for the homeless).....	408.918.5500
Healthier Kids Foundation.....	408.564.5114 X 204
Indian Health Center of Santa Clara.....	408.445.3400
Lucile Packard Children's Hospital.....	650.723.7704
Overfelt Neighborhood Health Clinic.....	408.347.5988
Planned Parenthood.....	408.277.0777
San Andreas Regional Center (persons w/ developmental disabilities).....	408.374.9960
San Jose Clinic - Rotacare Bay Area (service Wednesdays after 5pm only).....	408.715.3088
St. Joseph's Office of the Poor.....	408.283.8140
Wellness Center.....	408.445.3400

Law Enforcement

Campus Crime Stoppers.....	408.947.STOP
Crime Prevention Unit.....	408.277.4133
San Jose P.D. Missing Persons.....	408.277.4786
SJPD (general information)	408.277.8900

Parent/Family Services & Programs



645 Wool Creek Drive, San Jose, CA 95112



(408) 283-6000



info@fmsd.org

All Around Senior Services (housing for seniors).....	1.800.991.0626
Billy DeFrank Gay & Lesbian Community Center.....	408.293.4525
CA. Parent Center.....	1.877.9.PARENT
Center for Living with Dying.....	408.278.2515
Children, Family & Community Services.....	408.272.6518
Clean Slate (removal of gang related tattoos - ages 14 through 25 yrs old).....	408.794.1660
Dress for Success.....	408.935.8299
First 5 Santa Clara County.....	408.361.4281
Legal Advocates for Children and Youth (L.A.C.Y.).....	408.280.2440
Migrant Education Program.....	408.453.6770
New Eyes (new prescription eyeglasses of U.S. residents in need).....	973.376.4903
Parents Helping Parents (information & resources to parents & caretakers of children w/special needs).....	408.727.5775
Sacred Heart (job coaching/search).....	408.278.2160
Santa Clara County 211.....	211
Second Harvest Food Bank.....	408.266.8866
Senior Nutrition Program.....	408.975.4860



Appendix B: Dismissal, Back-to-School & Parent/Teacher Conferences Week Information

School	Regular Day Schedule 1		Every Thursday Adjusted Day Schedule 2 Additional Adjusted days			Minimum day Schedule 3 / Cohort dates Last day of school		
	Start	End	Start	End	Dates	Start	End	Dates
Dahl	8:00 AM	1:15 PM Kinder 2:15 PM Gr 1-6	8:00 AM	11:30 PM TK/Kinder 1:00 PM Gr 1-6	8/22, 3/14-15, 6/14	8:00 AM	11:30 AM TK/K 12:00 PM	10/5, 1/18, 2/8, 3/8, 6/16
	8:20 AM	1:35 PM Kinder	8:20 AM			8:20 AM		
Franklin	8:30 AM	2:45 PM Gr. 1 - 6	8:30 AM	1:35 PM	8/22, 3/14-15, 6/14	8:30 AM	12:15 PM	10/19, 1/25, 2/15, 3/22, 6/16
		1:50 PM Kinder						
Hellyer	8:30 AM	2:50 PM Gr 1-6	8:30 AM	1:30 PM	8/22, 3/14-15, 6/14	8:30 AM	12:15 PM	10/19, 1/25, 2/15, 3/22, 6/16
		1:00 PM TK/Kinder						
Kennedy	8:00 AM	2:20 PM Gr 1-6	8:00 AM	1:05 PM	8/22, 3/14-15, 6/14	8:00 AM	12:00 PM	10/5, 1/18, 2/8, 3/8, 6/16
		2:46 PM						
Lairon College Preparatory	8:10 AM	1:15 PM Kinder 11:15 AM TK	8:10 AM	12:33 PM	8/22, 3/14-15, 6/14	8:10 AM	12:00 PM	9/28, 1/11, 2/1, 3/1, 6/16
		2:00 PM Gr 1-3		1:00 Kinder 11:15 AM TK				
Los Arboles	8:00 AM	1:10 PM Kinder	8:00 AM	1:00 PM	8/22, 3/14-15, 6/14	8:00 AM	12:15 PM	10/5, 1/18, 2/8, 3/8, 6/16
		2:10 PM Gr 1-3 2:20 PM Gr 4-6		1:10 PM Kinder				
McKinley	8:00 AM	1:30 AM TK 1:30 PM Kinder	8:00 AM	1:15 PM Gr 1-6	8/22, 3/14-15, 6/14	8:00 AM	12:00 PM	10/5, 1/18, 2/8, 3/8, 6/16
		2:45 PM Gr 1-6						
Meadows	8:15 AM	1:20 PM Kinder	8:15 AM	1:15 PM Gr 1-6	8/22, 3/14-15, 6/14	8:15 AM	12:05 PM	10/19, 1/25, 2/15, 3/22, 6/16
		2:20 PM Gr 1-6		12:50 PM Kinder				
Ramblewood	8:00 AM	2:00 PM Kinder	8:00 AM	1:00 PM Gr 1-6	8/22, 3/14-15, 6/14	8:00 AM	11:50 AM Kinder 12:00 PM Gr 1-6	9/14, 10/19, 11/2, 12/7, 1/25, 2/15, 2/22, 3/22, 4/5, 6/16
		2:00 PM TK/Kinder						
Santee	8:30 AM	3:00 PM Gr 1-6	8:30 AM	1:00 PM	8/22, 3/14-15, 6/14	8:30 AM	12:15 PM	10/5, 1/18, 2/8, 3/8, 6/16
		1:00 PM Kinder						
Shirakawa	7:45 AM	2:00 Gr 1-8	7:45 AM	1:00 PM	8/22, 3/14-15, 6/14	7:45 AM	11:00 AM Kinder 12:20 PM Gr 1-8	9/28, 1/11, 2/1, 3/1, 6/16
		2:05 PM Kinder						
Stonegate	8:30 AM	3:05 PM Gr 1-6	8:30 AM	12:30 PM	8/22-25, 11/28-30, 12/2, 6/12-14	8:30 AM	11:45 AM Kinder 12:15 PM	9/28, 1/11, 2/1, 3/1, 6/16
		11:45 AM TK 1:35 PM Kinder		11:45 AM TK/Kinder				
Windmill Springs	8:15 AM	2:35 PM Gr 1-8	8:15 AM	1:35 PM Gr 1-8	8/22, 3/14-15, 6/14	8:15 AM	11:45 AM TK/Kinder 12:15 PM Gr 1-8	9/28, 1/11, 2/1, 3/1, 6/16
Middle Schools								
Bridges Academy	8:00 AM	2:31 PM	8:00 AM	1:39 PM	8/22-26, 12/12-16, 3/14-15, 6/9, 6/12-15	8:00 AM	12:57 PM	8/22-26, 12/12-16, 1/31, 6/9, 6/12-15
College Connection Academy	8:25 AM	3:15 PM	Friday 8:25 AM	Friday 1:10 PM		N/A	N/A	9/28, 1/11, 2/1, 3/1, 6/16
								N/A
Sylvandale	7:55 AM	2:28 PM	7:55 AM	1:32 PM	8/22, 3/14, 3/15, 6/14	7:55 AM	12:08 PM	9/28, 1/11, 2/1, 3/1, 6/16



Transitional Kindergarten Dismissal Schedule

Times	Location	Address	Contact Number
8:00am-11:30am	Dahl School	3200 Water Street	(408) 363-5650
8:00am-11:30am	Kennedy School	1602 Lucretia Avenue	(408) 283-6325
8:00am-11:30am	Los Arboles	455 Los Arboles Street	(408) 363-5675
8:15am-11:35am	Meadows School	1250 Taper Lane	(408) 283-6300
8:30am-11:55am	Santee School	1313 Audubon Drive	(408) 283-6450
8:30am-11:55am	Stonegate School	2605 Gassman Drive	(408) 363-5625
8:15am-11:45am	Windmill Springs School	2880 Aetna Way	(408) 363-5600

Back-to-School Night and Parent/Teacher Conference Week

School	Back to School Night Dates	Parent/Teacher Conference week
Dahl	August 31, 2016-Primary grades September 7, 2016-Secondary grades	November 14-18
	6:00-7:00 PM	See Schedule 2
Franklin	August 29-September 2	October 24-28
	4:00-5:00 PM	See Schedule 2
Hellyer	September 8, 2016	November 14-18
	5:30-7:00 PM	See Schedule 2
Kennedy	August 25, 2016	October 24-28
	1:15 PM	See Schedule 2
Lairon College Preparatory	September 8, 2016	November 14-18
	6-7:30 PM	See Schedule 2
Los Arboles	September 14, 2016	November 28, December 2
	6:00-7:30 PM	See Schedule 2
McKinley	September 12-16, 2016	November 14-18
	4:00-5:00 PM	See Schedule 2
Meadows	September 15, 2016	November 14-18



	5:00-7:00 PM	See Schedule 2
Ramblewood	August 25, 2016	October 24-28
	6:00-7:30 PM	See Schedule 2
Santee	September 1, 2016	November 28-December 3
	5:30-7:30 PM	See Schedule 2
Shirakawa	September 1, 2016	October 31-November 4
	5:00 PM	See Schedule 2
Stonegate	September 8, 2016	November 28-December 2
	6:00-8:00 PM	See Schedule 2
Windmill Springs	September 8, 2016	October 3-7
	5:00-7:00 PM	See Schedule 2
Middle Schools		
Bridges Academy	September 7, 2016	October 31-November 4
	5:00 PM	See Schedule 2
College Connection Academy	August 26, 2016	October 10-14
	4:00-6:00 PM	Contact School
Sylvandale	September 15, 2016	November 7-10
	6-7:30 PM	See Schedule 2



Appendix C: Tips for Parents

Home School Communication

Make the most of conference time with your child's teacher. The best way to start is by making a list of questions you would like to ask. Here are some suggestions:

1. May I tell you about my child and/or what's going on at home? Help your child's teacher learn more about your child. If necessary, let the teacher know about situations at home (illness, divorce, a new baby) that might affect your child's school experience.
2. How is my child doing socially and emotionally? It is important to know how your child functions socially in the class, as well as your child's emotional health at school – in other words, is your child generally happy?
3. Where does my child need improvement?
4. What are my child's strengths?
5. Is my child performing on grade level? Ask for examples of your child's work.
6. What do these assessments really mean?
7. Is my child doing his best?
8. Does my child need extra help in any areas? What can we do to provide that help?
9. End the conference by asking: "How can I help?" and "How can I contact you?"

Special Needs:

If your child has special needs, ask need-specific questions.

1. Have you read the IEP (Individualized Education Plan)?
2. What accommodations are being made for my child?
3. What is the school's process for dealing with special needs?

Concerns:

If your child is having problems in school or with the teacher, address them head-on.

1. May I share a concern? If you're worried about a situation at school, bring it up with the teacher.
2. Can you fill me in on this situation? If your child has complained about something at school, ask the teacher for clarification.
3. Do you have any advice? If you need help with an issue your child is having, ask the teacher for input.

How Parents Can Help at Home & School

Children need support at home to succeed in school. Create a quiet place for your child to study, and make time every day when your child can concentrate on reading, writing, and math uninterrupted by friends, brothers or sisters, or other distractions. Try to sit down with your child at least once a week for 15 to 30 minutes while he or she works on homework. This will keep you informed about what your child is working on, and it will help you be the first to know if your child needs help with specific topics. In addition:

1. Read at home every day and assist your child by reading every other paragraph. Encourage your child to



read to younger siblings, cousins, or other younger children.

2. Encourage your child to write thank-you notes to family members and friends.
3. Look for word problems in real life. When saving for a purchase, compare the cost of the item to the amount of money you have; then ask your child to determine how much more money he or she needs to buy the item.
4. Review the Common Core State Standards for Math and Language Arts provided by your school with your child. Ask your child's teacher or Principal for clarification if you don't understand them.
5. Volunteer at your child's school when you are available. Attend parent workshops that are offered, join the School Site Council or PTA, or volunteer in the classroom. Attend Back-To-School Night, Open House, P/T conferences or any other events that you are invited to. Your participation is very important!

By taking these small steps, you can help your child succeed in school – and in life!

Lifelong Learning & 21st Century Skills

The Franklin-McKinley School District works to prepare all children as global learners and as global citizens. We believe in rewarding positive behavior and encouraging a positive school environment by expecting each student to be RESPECTFUL, RESPONSIBLE, and SAFE. This is known as Positive Behavior Intervention and Support, or PBIS. The curriculum we use to implement PBIS is known as Building Effective Schools Together, or BEST, and is used by many schools around the nation to encourage and reward positive behavior. All schools utilize the State and District-adopted core curriculum to deliver instruction aligned with the Common Core State Standards www.cde.ca.gov/re/cc.

To be successful in today's increasingly complex world requires another set of skills students need both in college and in modern careers. These are known as 21st Century skills, and they include:

1. Communication: The ability to communicate ideas clearly and effectively.
2. Collaboration: The ability to work well with others.
3. Critical Thinking: The ability to think clearly and rationally, understanding the logical connection between ideas.
4. Creativity: The ability to develop original thinking and ideas.
5. Use of Technology: The ability to effectively use technology tools appropriate to each grade level.

Renaissance STAR Assessment Program

The Renaissance STAR Assessment Program was adopted locally by the Franklin-McKinley School District to provide teachers, parents, students and our Board of Education with information about how well our students are mastering the Common Core State Standards.

Renaissance STAR Enterprise Math is administered to students in grades 1-8. Renaissance STAR Enterprise Reading and Early Literacy are administered to students in grades K-8.

Students can take both assessments on classroom computers; each test takes about 10-15 minutes to administer. The test is given four times a year to measure student progress. Teachers use the assessment results to plan instruction and ways to help students who may not have mastered the standards they are expected to meet.

Parents can see their child's results on the new report card. Parent reports are also generated by Renaissance, the



company that designed the STAR Assessment Program. Many resources are available on the Renaissance website that parents can use to assist their child at home. Visit renaissance.com for more information.

Is Your Child on Track for High School?

	Writing	Reading	Math	ELD	CST/CMA Science (Gr. 5 & 8)
GOAL	3 or Higher	50%ile or Higher	50%ile or Higher	4 or 5 Early Advanced or Advanced	Proficient or Advanced
MY CHILD 2015-2016					
MY CHILD 2016-2017					
Note: PR = percentile rank as compared to students across the nation (ie: 75%ile means that my child is performing better than 75% of students, and lower than 25% of students across the nation.)					

Teachers are responsible for supporting your child's learning and providing a high quality curriculum and instruction. This parent compact includes an insert regarding the Common Core State Standards required at your child's grade level. Ask your child's teacher if you need help understanding what your child is learning and doing in class.

Building Partnerships

1. Ensure your child's teacher knows how/when to contact you.
2. Ask teacher for contact information.
3. Look for flyers about upcoming events.
4. Tell the teacher what you would like to help with, and when you are available.

This parent compact was developed in cooperation with the District's English Learner Advisory Committee and teacher representatives on the District Assessment Committee. The DELAC meetings are posted on the FMSD website and open for all parents to attend. Parents are also encouraged to attend the School Site Council meetings hosted at your child's school. This parent group provides input to the development of the school plan and budget. Talk to your child's Principal for a schedule of meetings.



Appendix D: UCP Annual Notice 2016-2017

Uniform Complaint Procedures Annual Notice for 2016 - 2017

Franklin-McKinley School District

For students, employees, parents/guardians, school and District advisory committee members, private school officials, and other interested parties.

The *Franklin-McKinley School District* has the primary responsibility for compliance with federal and state laws and regulations. We have established Uniform Complaint Procedures (UCP) to address allegations of unlawful discrimination, harassment, intimidation, and bullying, and complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees and the non-compliance of our Local Control and Accountability Plan (LCAP).

We will investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group as identified in Education Code Section 200 and 220 and Government Code Section 11135, including any actual or perceived characteristics as set forth in Penal Code Section 422.55 or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any program or activity conducted by the agency, which is funded directly by, or that receives or benefits from any state financial assistance.

The UCP shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in:

- Adult Education
- After School Education and Safety
- Agricultural Vocational Education
- American Indian Education Centers and Early Childhood Education Program Assessments
- Bilingual Education
- California Peer Assistance and Review Programs for Teachers
- Career Technical and Technical Education and Career Technical and Technical Training
- Career Technical Education
- Child Care and Development
- Child Nutrition
- Compensatory Education
- Consolidated Categorical Aid
- Course Periods without Educational Content
- Economic Impact Aid
- Education of Pupils in Foster Care and Pupils who are Homeless
- Every Student Succeeds Act / No Child Left Behind
- Local Control Accountability Plans (including Charter Schools as described in EC §§ 47606.5 and 47607.3);
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Safety Plans
- Special Education
- State Preschool
- Tobacco-Use Prevention Education



A pupil fee includes, but is not limited to, all of the following:

1. A fee charged to a pupil as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory, or is for credit.
2. A security deposit, or other payment, that a pupil is required to make to obtain a lock, locker, book, class apparatus, musical instrument, clothes, or other materials or equipment.
3. A purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees or LCAP complaint may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint.

A pupil enrolled in a public school shall not be required to pay a pupil fee for participation in an educational activity.

A pupil fee complaint shall be filed no later than one year from the date the alleged violation occurred.

We shall post a standardized notice of the educational rights of foster and homeless youth, as specified in Education Code Sections 48853, 48853.5, 48853.5, 49069.5, 51225.1, and 51225.2. This notice shall include complaint process information, as applicable.

Complaints other than issues relating to pupil fees must be filed in writing with the following designated to receive complaints:

Name or title: Dr. Tracy Rohlffing, Director of State and Federal Projects & Assessment

Unit or office: State and Federal Projects **Address:** 645 Wool Creek Drive San Jose, CA 95112

Phone: 805-283-6048

E-mail Address: tracy.rohlffing@fmsd.org

A pupil fees complaint is filed with the *Franklin-McKinley School District* and/or the Principal of a school.

Complaints alleging discrimination, harassment, intimidation, or bullying, must be filed within six (6) months from the date the alleged discrimination, harassment, intimidation, or bullying, occurred or the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the superintendent or his or her designee.

Complaints will be investigated and a written decision or report will be sent to the complainant within sixty (60) days from the receipt of the complaint. This time period may be extended by written agreement of the complainant. The person responsible for investigating the complaint shall conduct and complete the investigation in accordance with local procedures adopted under section 4621.

The complainant has a right to appeal our decision of complaints regarding specific programs, pupil fees and the LCAP to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving our decision. The appeal must be accompanied by a copy of the originally-filed complaint and a copy of our decision.

The complainant is advised of civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal discrimination, harassment, intimidation or bullying laws, if applicable.

A copy of our UCP compliant policies and procedures is available free of charge. Please visit the website link below to obtain further information regarding Uniform Complaints, please visit: <http://fmsd.org/District/16066-Untitled.html>

Last Revised: May 2016



645 Wool Creek Drive, San Jose, CA 95112



(408) 283-6000



info@fmsd.org

Appendix E: Williams Complaint Classroom Notice

Williams Complaint Classroom Notice 2016-2017

Franklin-McKinley School District

Notice to Parents, Guardians, Pupils, and Teachers

Pursuant to California Education Code Section 35186, you are hereby notified that:

1. There should be sufficient textbooks and instructional materials. That means each pupil, including English learners, must have a textbook or instructional materials, or both, to use in class and to take home.
2. School facilities must be clean, safe, and maintained in good repair.

There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

3. Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.
4. A complaint form may be obtained at the school office, District office, or downloaded from the school's Web site at www.fmsd.org. You may also download a copy of the California Department of Education complaint form in English and in other languages from the following Web site: <http://www.cde.ca.gov/re/cp/uc/ucpmonitoring.asp>



Williams Complaint Form 2016-2017

Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the following contact information.

Response requested: ☐ Yes ☐ No

Name (Optional): _____ Mailing Address (Optional): _____

Phone Number Day (Optional): _____ Evening (Optional): _____

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or District-adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- ☐ A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school District determines appropriate.
- ☐ A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- ☐ The school has not kept all restrooms open during school hours when pupils are not in classes and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

3. Teacher Vacancy or Misassignment

- ☐ Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- ☐ Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- ☐ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Date of Problem: _____ Location of problem (school name, address, and room number or location): _____

Course or Grade Level and Teacher Name: _____

Describe specific nature of the complaint in detail. You may include as much text as necessary (please use other side): _____

Please file this complaint with the Principal of the school or his/her designee in which the complaint occurred:

Location: _____

Title of office

Address: _____

Street

City

Zip code

A complaint about problems beyond the authority of the Principal shall be forwarded within 10 working days to the appropriate school District official for resolution.



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Appendix F: FMSD Acceptable Use Agreement and Release of District From Liability

FMSD ACCEPTABLE USE AGREEMENT AND RELEASE OF District FROM LIABILITY (STUDENTS)

The Franklin-McKinley School District authorizes students to use technology owned or otherwise provided by the District as necessary for instructional purposes. The use of District technology is a privilege permitted at the District's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The District reserves the right to suspend access at any time, without notice, for any reason.

The District expects all students to use technology responsibly in order to avoid potential problems and liability. The District may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use District technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

Definitions

District technology includes, but is not limited to, computers, the District's computer network including servers, desktops, laptops, wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (WAP), routers, tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through District-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use District technology safely, responsibly, and for educational purposes only. The student in whose name District technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned. Students are prohibited from using District technology for improper purposes, including, but not limited to, use of District technology to:

1. Purposes unrelated to District business or instruction
2. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
3. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
4. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
5. Infringe on copyright, license, trademark, patent, or other intellectual property rights
6. Intentionally disrupt or harm District technology or other District operations (such as destroying District equipment, placing a virus on District computers, adding or removing a computer program without permission from a teacher or other District personnel, changing settings on shared computers)
7. Install unauthorized software
8. "Hack" into the system to manipulate data of the District or other users
9. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or District practice
10. Using or authorizing commercial activities by for-profit institutions unless approved by the District
11. Using product advertisement or lobbying for political activities
12. Copying, completing, modifying, or deleting another student's assignment(s)

Privacy

Since the use of District technology is intended for educational purposes, students shall not have any expectation of privacy in any use of District technology. The District reserves the right to monitor and record all use of District technology, including, but not limited to, access to the Internet or social media, communications sent or received from District technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or



prohibited activity. Students should be aware that, in most instances, their use of District technology (such as web searches and emails) cannot be erased or deleted. All passwords created for or used on any District technology are the sole property of the District. The creation or use of a password by a student on District technology does not create a reasonable expectation of privacy.

Personally Owned Devices

If a student uses a personally owned device to access District technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information), misuse of District technology, harassment, or cyberbullying, he/she shall immediately report such information to the teacher or other District personnel.

Consequences for Violation

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to District technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.



Appendix G: FMSD Back-to-School Packet



**Franklin-McKinley
School District**

PREPARING ALL CHILDREN AS GLOBAL LEARNERS

Back-to-School Packet Required Documents for Parent/Guardian Signature

Dear Parents and Guardians,

It is my pleasure to welcome you back to a wonderful new school year! I hope you had an enjoyable summer and are ready for the year to begin. We have been very busy this summer with various projects including: hiring new teachers and support staff, summer school programs, and preparing for the 2016-2017 school year.

This year also marks the beginning of exciting changes to our school buildings, as the early stages of our \$67.4 million voter-approved bond measure planning takes shape. Our Business Services Department is working with a construction firm and architects to begin formulating plans for phase one projects. Initial construction projects are estimated to begin in the summer of 2017.

The “Back to School Packet” is now available on the District website at www.fmsd.org. The Required Forms below are necessary for every student each school year. The Required Forms need to be read carefully, then signed by the Parent and Student, and returned to your child's school by September 15, 2016.

Thank you for taking the time to become more knowledgeable about our School District. I trust that, if you still have questions and/or seek more information on any topic, you will contact your child's school so we can help you obtain the answers and information you need.

I look forward to working with you and your students on accomplishing our daily mission and helping your students become global learners.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Juan Cruz', is placed above the printed name.

Juan Cruz
Superintendent of Schools



645 Wool Creek Drive, San Jose, CA 95112



(408) 283-6000



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Franklin-McKinley School District

PREPARING ALL CHILDREN AS GLOBAL LEARNERS

FREE/REDUCED MEAL PROGRAM INFORMATION

Dear Parents and Guardians,

The mission of the Franklin-McKinley School District is to ensure all 8th grade student graduates have the skills and knowledge to be ready for a college preparatory curriculum in high school. They all will have the ability to pursue a program preparing them for university and/or careers and lifelong learning..

The goal of the National School Lunch program has always been to enhance the learning environment of students by providing nutritious foods and encouraging healthy choices, fast service and positive student/adult interaction. Child Nutrition Services is dedicated to serving our students meals that meet or exceed federal nutrition guidelines in order to fuel their minds and bodies, preparing them for academic success.

Our meals consist of whole grain entrees, lean proteins, fresh fruits and vegetables, 100% fruit juice, and low fat milk. We also offer vegetarian items. If your child has a dietary disability, a special meal accommodations form can be found on our Child Nutrition Services website.

If your child is new to the District, you must complete a Free/Reduced Meal Application by visiting <http://www.fmsd.org/District/Department/1368-Child-Nutrition-Services> or completing the form provided by your child's school. If there are multiple children in one household only one application needs to be submitted. Please note that applications should be submitted as soon as possible. Families may accrue charges until the Free/Reduced Meal Application has been reviewed and you have received your notification.

If your child was previously approved for Free/Reduced Meals, you must submit a new application by October 3, 2016. If applications are not submitted by the October 3, 2016 deadline, you will be charged at full price for meals. EZSchoolPay makes registering and paying for meals easy and convenient. Visit EZSchoolPay at www.ezschoollpay.com/Login.aspx.

For questions or comments, please contact the Child Nutrition Services Department at (408) 283-6010.



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Franklin-McKinley School District

PREPARING ALL CHILDREN AS GLOBAL LEARNERS

PARENT & STUDENT ACKNOWLEDGEMENT FORM 2016-2017

PARENT & STUDENT HANDBOOK

Dear Parent/Guardian,

Education Code 48980 (a) states that School Boards are required by law to notify parents of their rights to services and programs offered by their District school/schools. Parents/Guardians must sign a notification form and return it to their children's schools acknowledging that they have been informed of their rights.

Please read the new Parent & Student Handbook and return this form to your child's school. Your signature does not constitute consent to take part in any particular program.

FRANKLIN-McKINLEY SCHOOL District RECEIPT OF ANNUAL NOTIFICATION OF PARENT & STUDENT HANDBOOK 2016-2017 SCHOOL YEAR

I acknowledge, with my signature below, the receipt of the required annual notification of parent & student rights on behalf of my son/daughter.

Please PRINT the name, birth date and grade of your child.

STUDENT'S NAME:

Last Name Middle Initial First Name

Birthdate

Grade

Signature of Parent/Guardian

Signature of Student



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Franklin-McKinley School District

PREPARING ALL CHILDREN AS GLOBAL LEARNERS

FMSD ACCEPTABLE USE POLICY

Student Acknowledgement- Sign and return to your teacher.

I have received, read, and agree to abide by this Acceptable Use Agreement and other applicable laws and District policies and regulations governing the use of District technology. I understand that there is no expectation of privacy when using District technology. I further understand that any violation may result in loss of further privileges, disciplinary action, and/or appropriate legal action.

(Please print)

Name: _____ School: _____ Grade: _____

Signature: _____ Date: _____

Parent or Legal Guardian Acknowledgement- If the student is under 18 years of age, a parent/guardian must also read and sign the agreement.

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use District technology and/or to access the school's computer network and the Internet. I understand that there is no expectation of privacy when using District technology. I also understand that, despite the District's best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnify, and hold harmless the school, District, and District personnel against all claims, damages, and costs that may result from my child's use of District technology or the failure of any technology protection measures used by the District. Further, I accept full responsibility for supervision of my child's use of his/her access account if and when such access is not in the school setting.

(Please print)

Name: _____ Signature: _____ Date: _____

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EARTHQUAKE / DISASTER EMERGENCY FORM

Student Name/Nombre/Tên Học Sinh	Room/Salon/Phòng học	Teacher/Maestro/Giáo viên
Address/Dirección/Địa chỉ	Telephone/Teléfono/Số điện thoại	Birthdate/Fecha de Nacimiento/Ngày sinh
Health Problems	Problemas de Salud	Các vấn đề sức khỏe
Preferred Hospital	Hospital que Prefiere	Bệnh viện hay chọn
Father/Guardian/Nombre del Padre/Cha/Giám Hộ	Work #/Número del Trabajo/Số điện thoại nơi làm việc	
Mother/Guardian/Nombre de la Madre/Mẹ/Giám Hộ	Work #/Número del Trabajo/Số điện thoại nơi làm việc	

In the event of an emergency, I understand the school only release my child to an authorized adult.
I give authorization for release to the following adults:
En caso de emergencia entiendo que la escuela dejara salir a mi hijo/a únicamente con la persona autorizada. Doy mi autorización a los adultos nombrados:
Trong trường hợp khẩn cấp, tôi hiểu rằng trường học chỉ cho người nào được ủy quyền đón con tôi. Tôi ủy quyền cho những người lớn sau đây được đón con tôi:

Name/Nombre/TÊN quan hệ	Telephone/Teléfono/Số Điện thoại	Relationship/Parentesco/Mối quan hệ
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Parent/Guardian Signature/Firma del Padre o Tutor/Phụ Huynh/Giám Hộ	Date/Fecha/Ngày
---	-----------------

SCHOOL USE

This section to be filled out when child is picked up from school during an emergency evacuation.

_____ was released to _____	_____
<i>Student Name</i>	<i>Authorized Adult</i>
at _____ on _____	to go to _____
<i>Time</i> <i>Date</i>	<i>Address of intended destination</i>

Signature of Authorized Adult: _____
DSC 048





Franklin-McKinley School District

PREPARING ALL CHILDREN AS GLOBAL LEARNERS

STUDENT MEDIA RELEASE FORM

Dear Parent(s)/Guardian(s),

Franklin-McKinley School District is proud of the many accomplishments of our students and staff. Often, such accomplishments draw the attention of newspapers, television stations, or other media who visit our schools to photograph, videotape, and/or interview students and staff during various activities. In addition, we often use pictures of our students in Franklin-McKinley School District's publications, as well as the District and/or school websites. For your child's privacy, we must know whether or not you want your child to be photographed, videotaped, and/or interviewed by the news media, or for the District's publications and/or websites.

Please check the appropriate box:

☐

YES, I give my consent for my child to be photographed, videotaped, and/or interviewed by the news media for any reason, and for the Franklin-McKinley School District to use my child's photograph and/or words in District publications and/or websites.

☐

NO, I do NOT give my consent for my child to be photographed, videotaped, or interviewed by the news media for any reason, or for the Franklin-McKinley School District to use my child's photograph or words in District publications or websites.

NOTE: I understand this media release refusal DOES NOT apply to classroom displays or yearbooks.

Student Name: _____

School Name: _____ Grade: _____

Signature of Parent or Guardian: _____ Date: _____

Parent/Guardian Printed name (Print): _____ Phone: _____

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Franklin-McKinley School District

PREPARING ALL CHILDREN AS GLOBAL LEARNERS

STUDENT ACCIDENT INSURANCE – 2016-2017 SCHOOL YEAR

Dear Parents:

The Franklin-McKinley School District does not provide medical, accident or dental insurance for pupils injured on school premises or through school activities. To help you provide coverage for your child, the district is offering a low cost medical/dental accident insurance program.

The purpose of this plan is to provide assistance at a minimum cost to meet some of the expenses for accidental injury. The plan does not provide unlimited coverage, but does offer substantial assistance in the event of injury.

There are two levels of benefits available. The “High Option” level of benefits is recommended if your child has no family coverage or if your private coverage has a high deductible. All plans are available on a “School Time” or “24-Hour” (all day, everyday) basis and can cost as little as \$11 (one time payment each year). If interested, please visit the school office to obtain a brochure or you can visit www.peinsurance.com (click on Products, then Students).

The plans pay the first \$500 in benefits in addition to other insurance, which can help you meet your primary insurance deductibles or co-payments. Also available at no cost is a Free Prescription Drug Card available on the above web site.

Since the district does NOT provide medical/dental accident insurance, we urge that serious consideration be given to the program. To purchase the plan, fill in the application, enclose payment, and follow the instructions on the brochure.

If you have further questions, please call Pacific Educators, Inc., Student Accident Department at (800) 722-3365 or (714) 639-0962.

Sincerely,

Larri Megan Lamken
Assistant Superintendent, Business Services

PLEASE SIGN THIS FORM AND RETURN IT TO YOUR SCHOOL OFFICE

Please complete the following:

I, _____, am the parent or legal guardian of _____.

I have been offered Student Accident Insurance for my child/children.

I have (check one) _____ accepted _____ declined the offer. I thoroughly read and understand this form, as noted by my signature:

Parent/Guardian Signature

Date



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Franklin-McKinley School District

PREPARING ALL CHILDREN AS GLOBAL LEARNERS

Transportation Services Acknowledgement of Rules & Regulations/Safety Plan

I have read and reviewed the Transportation Rules & Regulation/Safety Plan with my child/children. She/he understands the Bus Citation disciplinary procedures.

Please sign and return to your child's teacher.

Student Name

Date of Birth

Student's School

Student's Grade

Home Address

Parent Name (Please Print)

Parent Signature

Date

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