

# McKinley Elementary School



**McKinley**  
**ELEMENTARY**

## Family Handbook 2022 - 2023

651 Macredes Ave.  
San Jose, California 95116  
Phone: 408.283.6350 • Fax: 408.283.635

Daniel Dennedy-Frank, Principal

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# McKinley Elementary

651 Macredes Ave., San Jose, California 95116 • Phone: 408.283.6350 • Fax: 408.283.6355

**Dear McKinley Students and Families,**

**We are excited to welcome students back to McKinley for another year of fun and learning! Our teachers are looking forward to seeing students after summer break, and I'm sure students are looking forward to seeing their friends and teachers too. It will be great to have our McKinley community back together!**

**As our world continues to adapt to changes with the COVID virus and other health concerns, we are planning more in-person events and activities for our students and families. However, we also know that circumstances change, and our plans may have to change in response. Our main priority will continue to be students' safety. We will maintain many of the safety measures from last year, including increased cleaning, improved ventilation, and frequent hand washing. We will also be starting the year with a mask requirement inside. Importantly, if your child is sick, they need to stay home. Thank you for respecting and following health and safety protocols, and for helping your student understand the purpose of these safety measures. We will communicate all updates to health and safety guidelines.**

**Please review this handbook to find information about the 2022-2023 school year McKinley Elementary. If you have any questions, please do not hesitate to contact the front office.**

**The McKinley Staff is looking forward to working students to help them have a great year following our McKinley Agreements: Be Respectful, Be Responsible, Be Safe, and Be a Problem Solver. We will work side-by-side with students' families to ensure the success of all students. Let's have a great year!**

Sincerely,

*Daniel Dennedy-Frank*

Mr. Daniel Dennedy-Frank  
Principal

# McKinley Elementary

## 22 - 23 Staff

Certificated

Name	Email	Grade	Room
Shelly Walker	<a href="mailto:shelly.walker@fmsd.org">shelly.walker@fmsd.org</a>	PreK	J2
Haley Morrison	<a href="mailto:haley.morrison@fmsd.org">haley.morrison@fmsd.org</a>	PreK	J3
Yvonne Garces	<a href="mailto:yvonne.garces@fmsd.org">yvonne.garces@fmsd.org</a>	PreK	J4
Maureen Casey	<a href="mailto:maureen.casey@fmsd.org">maureen.casey@fmsd.org</a>	PreK	F1
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Melody Su	<a href="mailto:patricia.murillo@fmsd.org">patricia.murillo@fmsd.org</a>	Kinder	A2
Monica Benavides (Vega)	<a href="mailto:monica.benavides@fmsd.org">monica.benavides@fmsd.org</a>	1 <sup>st</sup>	E3
Stephany Cala	<a href="mailto:stephany.cala@fmsd.org">stephany.cala@fmsd.org</a>	1 <sup>st</sup> /2 <sup>nd</sup>	E2
Thanh Ta	<a href="mailto:thanh.ta@fmsd.org">thanh.ta@fmsd.org</a>	2 <sup>nd</sup>	D2
Elizabeth Luttrell	<a href="mailto:elizabeth.luttrell@fmsd.org">elizabeth.luttrell@fmsd.org</a>	3 <sup>rd</sup>	E1
Tim Barrington	<a href="mailto:tim.barrington@fmsd.org">tim.barrington@fmsd.org</a>	3 <sup>rd</sup> /4 <sup>th</sup>	F3
Ashley Wegner	<a href="mailto:ashley.wegner@fmsd.org">ashley.wegner@fmsd.org</a>	4 <sup>th</sup>	J5
Kathleen Ogg	<a href="mailto:kathleen.ogg@fmsd.org">kathleen.ogg@fmsd.org</a>	5 <sup>th</sup>	J6
Angelica Fajardo	<a href="mailto:angelica.fajardo@fmsd.org">angelica.fajardo@fmsd.org</a>	5 <sup>th</sup>	J7
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Lisa Bracamonte	<a href="mailto:lisa.bracamonte@fmsd.org">lisa.bracamonte@fmsd.org</a>	6 <sup>th</sup>	C1
Urmi Dutta	<a href="mailto:jamie.slobodnik@fmsd.org">jamie.slobodnik@fmsd.org</a>	RSP	C2
Meredith Harmon	<a href="mailto:meredith.harmon@fmsd.org">meredith.harmon@fmsd.org</a>	Speech	M3
Korina Cruz	<a href="mailto:korinaangela.cruz@fmsd.org">korinaangela.cruz@fmsd.org</a>	Speech	M4
Angelica Spaccarelli	<a href="mailto:angelica.spaccarelli@fmsd.org">angelica.spaccarelli@fmsd.org</a>	Speech	M6
Suzanne West	<a href="mailto:suzanne.west@fmsd.org">suzanne.west@fmsd.org</a>	Speech	M6
Eva Martinez	<a href="mailto:eva.martinez@fmsd.org">eva.martinez@fmsd.org</a>	Social Worker	G1
Traci Leung	<a href="mailto:traci.leung@fmsd.org">traci.leung@fmsd.org</a>	Psychologist	M5
Maryel Ambat	<a href="mailto:maryel.ambat@fmsd.org">maryel.ambat@fmsd.org</a>	Literacy Coach	B3
Monica Mercado	<a href="mailto:monica.mercado@fmsd.org">monica.mercado@fmsd.org</a>	Intervention	C3

# McKinley Elementary

## 22 – 23 Staff

### Administration, Classified, and Community

Front Office	Email	Title
Daniel Denedy-Frank	<a href="mailto:daniel.denedyfrank@fmsd.org">daniel.denedyfrank@fmsd.org</a>	Principal
Sylvia Dacong	<a href="mailto:sylvia.dacong@fmsd.org">sylvia.dacong@fmsd.org</a>	Secretary II
Sue Higginbotham	<a href="mailto:sue.higginbotham@fmsd.org">sue.higginbotham@fmsd.org</a>	Secretary I

Library	Email	Title
Brian Sorensen	<a href="mailto:brian.sorensen@fmsd.org">brian.sorensen@fmsd.org</a>	Media Aide

Support Staff	Email	Title
Evelyn Torres	<a href="mailto:evelyn.torres@fmsd.org">evelyn.torres@fmsd.org</a>	RSP Para Ed
Lucille Calantoc	<a href="mailto:lucille.calantoc@fmsd.org">lucille.calantoc@fmsd.org</a>	SPED Para Ed
Mimi Tom	<a href="mailto:mimi.tom@fmsd.org">mimi.tom@fmsd.org</a>	SPED Para Ed
Julie Dinh	<a href="mailto:julie.dinh@fmsd.org">julie.dinh@fmsd.org</a>	SPED Para Ed
Monique Jennings	<a href="mailto:monique.jennings@fmsd.org">monique.jennings@fmsd.org</a>	SPED Para Ed
Celine Rodriguez	<a href="mailto:celine.rodriguez@fmsd.org">celine.rodriguez@fmsd.org</a>	SPED Para Ed
Kimberly Duran Carrillo	<a href="mailto:kimberly.durancarrillo@fmsd.org">kimberly.durancarrillo@fmsd.org</a>	SPED Para Ed
Nadine Lomeli	<a href="mailto:nadine.lomeli@fmsd.org">nadine.lomeli@fmsd.org</a>	SPED Para Ed
Anna Serrato	<a href="mailto:anna.serrato@fmsd.org">anna.serrato@fmsd.org</a>	Kinder Para Ed
Andrea Cuellar		Noon Duty Supervisor
Rodiyah Tu		Noon Duty Supervisor

Food Services	Email	Title
Blanca Herrera	<a href="mailto:blanca.herrera@fmsd.org">blanca.herrera@fmsd.org</a>	Manager
Maria Torres	<a href="mailto:maria.torres@fmsd.org">maria.torres@fmsd.org</a>	Assistant

Custodial	Email	Title
Henry DeLeon	<a href="mailto:henry.deleon@fmsd.org">henry.deleon@fmsd.org</a>	Day Custodian
Gloria Molina	<a href="mailto:gloria.molina@fmsd.org">gloria.molina@fmsd.org</a>	Afternoon Custodian
Taniuska Davila	<a href="mailto:taniuska.davila@fmsd.org">taniuska.davila@fmsd.org</a>	Afternoon Custodian

CORAL	Email	Title
Jesus Gomez-Garcia	<a href="mailto:jgomez-garcia@catholiccharitiesscc.org">jgomez-garcia@catholiccharitiesscc.org</a>	Director



# **McKinley Elementary**

## **2022 - 2023**

### **Important Dates**

- First Day of School..... August 15, 2022
- Labor Day—No School..... September 5, 2022
- October Break—No School..... October 10 - 14, 2022
- Veteran’s Day—No School..... November 11, 2022
- Trimester 1—Family Conferences..... November 14-18, 2022
- Thanksgiving Break—No School..... November 21 - 25, 2022
- Winter Break—No School..... Dec. 19 - Jan. 6, 2023
- Martin Luther King Jr. Day—No School..... January 16, 2023
- Staff Work Day—No School..... January 30, 2023
- Presidents’ Week—No School..... February 20 - 24, 2023
- Trimester 2—Family Conferences..... March 15 -17, 2023
- Spring Break—No School..... April 10 - 14, 2023
- Memorial Day—No School..... May 29, 2023
- Last Day of School..... June 16, 2023



## McKinley Elementary 2022 – 2023 Daily Bell Schedule

Grade	Starting Time	Morning Recess	Lunch Recess	Lunch	Dismissal	Early Dismissal
Kinder	8:00 AM	9:30AM	10:55AM-11:15AM	11:15AM-11:35AM	1:10 PM	1:10PM

Grade	Starting Time	Morning Recess	Lunch Recess	Lunch	Dismissal	Early Dismissal
1 <sup>st</sup> , 2 <sup>nd</sup>	8:00AM (7:58 AM warning bell)	9:30AM - 9:50AM	11:20AM-11:40AM	11:40AM-12:00PM	<u>M, T, W, F</u> 2:10 PM	1:15PM
3 <sup>rd</sup>			11:45AM-12:05PM	12:05PM-12:25PM		
4 <sup>th</sup>		9:55AM - 10:15AM	12:10PM-12:30PM	12:30PM-12:50PM	<u>M, T, W, F</u> 2:20 PM	
5 <sup>th</sup> , 6 <sup>th</sup>						

\*Students have the option to have Breakfast from 7:30-7:55AM OR Brunch during morning recess from 9:30-9:50AM for Grades K-3 and 9:55-10:15AM for Grades 4-6.

\*3<sup>rd</sup>/4<sup>th</sup> Combo Class follows the 3<sup>rd</sup> grade recess schedule and 4<sup>th</sup> grade dismissal schedule.

\* Lunch times change on RAINY/SMOKEY DAYS.



## McKinley Elementary 2022 – 2023 Common Dress Policy

The Franklin-McKinley School District believes a safe and disciplined learning environment is the first requirement of a high performing school. School common dress will help minimize disruptive behavior, promote respect for oneself and others, build school/community spirit, and, more significantly, help to maintain high academic standards. Please see below for McKinley School common dress options.

**Please note: If you have already purchased last year's uniforms, your child is still able to wear them during the transition to common dress.**

### Appropriate:

#### *Black, Gray or White Tops (shirts, blouses)*

- Dress or casual shirts with collars
- Short or long sleeves
- Turtleneck is acceptable
- McKinley sponsored t-shirts are encouraged
- College shirts may be worn Fridays as part of common dress

#### *Black, Gray or Denim Bottoms (pants, shorts, skirts, dresses)*

- Size appropriate/fitted
- Shorts/skirts hemmed not more than 5 inches above knees
- Belt should not be worn below waist
- Denim can be blue, gray, or black

### Not Appropriate:

- Sandals, open-toed shoes, wheelies, and high heels
- Excessive jewelry (chains, nose rings, hoop earrings, etc.)
- Makeup and acrylic nails
- Leggings as pants
- Pants with holes or rips
- Hats, beanies, or hoodies indoors (does not apply to cultural or religious head coverings)
- Clothes with visible underwear
- Tank tops or spaghetti straps
- Gang related clothing or articles
- Logos or images that depict drugs, alcohol, or any illegal item or activity
- Images and/or language that create a hostile or intimidating environment based on any protected class



# McKinley Agreements



	Be Respectful	Be Responsible	Be Safe	Be A Problem Solver
Classrooms	<ul style="list-style-type: none"> <li>Voice level 0-3</li> <li>Use kind language</li> <li>Keep hands, feet, and objects to yourself</li> <li>Appreciate each others' learning styles</li> </ul>	<ul style="list-style-type: none"> <li>Track the speaker</li> <li>Bring your materials and homework to class</li> <li>Leave toys/personal items at home</li> <li>Turn off and turn in cell phones</li> </ul>	<ul style="list-style-type: none"> <li>Sit up in your chair</li> <li>Walk</li> <li>Use materials correctly</li> <li>Push in your chair</li> <li>Mask up</li> </ul>	<ul style="list-style-type: none"> <li>Keep our classroom clean</li> <li>Ask for/offer help</li> <li>Learn together from mistakes</li> </ul>
Library	<ul style="list-style-type: none"> <li>Voice level 0-2</li> <li>Use kind language</li> <li>Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Track the speaker</li> <li>Hold books with two hands</li> <li>Return your library books</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Use your shelf marker appropriately</li> <li>Push in your chair</li> <li>Mask up</li> </ul>	<ul style="list-style-type: none"> <li>Take care of our books</li> <li>Return loose books to Mr. T.</li> <li>Ask for/offer help</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>Voice level 0-2</li> <li>Stand in line until it is your turn to pick up your food</li> <li>Say "please", "excuse me" and "thank you"</li> </ul>	<ul style="list-style-type: none"> <li>Raise your hand for help</li> <li>Wait for adult permission to get up and throw away your trash</li> <li>Walk directly to your line</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Tell an adult if there is a spill that is unsafe.</li> <li>Sit with your feet on the floor</li> </ul>	<ul style="list-style-type: none"> <li>Listen to all adults</li> <li>Give friendly reminders to your peers</li> <li>Ask for/offer help</li> </ul>
Playground/ Recess	<ul style="list-style-type: none"> <li>Take turns on the playground.</li> <li>Use kind language</li> <li>Invite others to play</li> </ul>	<ul style="list-style-type: none"> <li>When the bell rings, safely get off play structure, take a knee and wait to be dismissed to your line</li> <li>Return equipment to where it belongs</li> <li>Walk directly to your line</li> </ul>	<ul style="list-style-type: none"> <li>Run only on the grass</li> <li>Keep your hands and feet to yourself</li> <li>Stay in the recess area</li> <li>One way on monkey bars and slides</li> <li>Make sure adults can see you</li> </ul>	<ul style="list-style-type: none"> <li>Ro-Sham-Bo to solve problems</li> <li>Find ways to include others</li> <li>Remember to play for fun, not to win</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>Level 0 when walking</li> <li>Say "hi" to adults--wave at your schoolmates</li> </ul>	<ul style="list-style-type: none"> <li>Walk in line</li> <li>Bring a hall pass</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the sidewalk (no shortcuts)</li> <li>Face forward</li> <li>Keep your hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Pick up trash</li> <li>Tell an adult if a big mess/problem</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>Voice level 0-2</li> <li>Give people privacy</li> </ul>	<ul style="list-style-type: none"> <li>Follow the sign for the # of students in a bathroom at a time</li> <li>Flush the toilet</li> <li>Leave when you are done</li> </ul>	<ul style="list-style-type: none"> <li>Wash your hands</li> <li>Clean up your spills</li> </ul>	<ul style="list-style-type: none"> <li>Put towels/waste in the garbage can</li> <li>Report any problems to an adult</li> <li>Give friendly reminders to your peers</li> </ul>
Arrival & Dismissal Areas	<ul style="list-style-type: none"> <li>Say "good morning" or wave to adults and schoolmates</li> <li>Only bring school supplies to school</li> </ul>	<ul style="list-style-type: none"> <li>Arrive on time</li> <li>Bring your Company Nurse green pass</li> <li>Stay home if sick</li> </ul>	<ul style="list-style-type: none"> <li>Use the sidewalks and crosswalks</li> <li>Walk</li> <li>Keep you hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Report any problems to an adult</li> <li>Give friendly reminders to your peers</li> </ul>

# McKinley Elementary

## Emergency Preparedness



McKinley Elementary works diligently to make sure that students and staff are prepared for emergencies. Our school's safety plan that provides guidance for the school staff in an emergency can be found on our website at [mckinley.fmsd.org](http://mckinley.fmsd.org). We conduct regular emergency drills that meet or exceed the state mandated requirements and accommodate persons with disabilities.

Below is a brief description of the drill and the dates in which the drills will be held this year:

- ❑ Fire Drill – Completed once a month; Students will evacuate the classroom and line up with their class in their designated area on one of our two blacktop areas.
- ❑ Earthquake Drill – Completed 4 times a year; Students will duck, cover, and hold. When instructed by the teacher to evacuate when it is safe, classes will line up in their designated area on one of our two blacktop areas.
- ❑ Run, Hide, Defend Drill – Completed twice a year; Students practice how they will respond to a threat on or near the campus by an active shooter.

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.

Our site 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, we will send a factual notice to parents/guardians regarding the day, time, duration and reason for the lockdown.

# McKinley Elementary

## Earthquake and Fire Drill Schedule

### Safety Plan Annual Process

2022-2023



Month	Drill	Date	Time
August	Fire	8.24.22	8:30 a.m.
September	Fire	9.13.22	1:30 p.m.
October	Earthquake/Fire	10.20.22	10:20 a.m.
October	Run, Hide, Defend	10.27.22	10:20 a.m.
November	Fire	11.7.22	1:30 p.m.
December	Earthquake/Fire	12.7.22	8:30 a.m.
January	Fire	1.26.23	10:20 p.m.
February	Earthquake/Fire	2.15.23	1:30 p.m.
February	Run, Hide, Defend	3.7.23	8:30 a.m.
March	Fire	3.21.23	1:30 p.m.
April	Earthquake/Fire	4.24.23	10:20 a.m.
May	Fire	5.10.23	1:30 p.m.

**\*Drills may be rescheduled as necessary.**

# McKinley Elementary

## Important School Information (Page 1 of 4)

### School Supplies

The school provides the following items:

- textbooks
- pencils
- art supplies
- notebooks/paper

**Absolutely no permanent markers of any kind are allowed in student possession.**

*Kindergartners* and *PreK students* should have a change of clothing that may be left at school.

### Breakfast/Brunch/Lunch

All students are eligible to receive free lunch at McKinley Elementary. Please still fill out a meal application, as this inform is part of how McKinley receives state funding for essential school activities and supplies. You can receive a meal application in the office or online here: <https://family.titank12.com/income-form/new?identifier=YYL7BT>

**Breakfast.** Breakfast is served from 7:30 to 7:55. The breakfast menu may include yogurt, muffins, milk, cereal, granola bars, breakfast burritos, and fruit.

**Brunch.** If a student did not eat breakfast, they may go to the cafeteria for brunch during their morning recess.

**Lunch.** Students in grades K-6 will attend lunch between 11:15 – 12:30 daily.

**Lunch from Home:** If your child will not be eating cafeteria food, please make sure they bring their food/lunchbox with them at the start of the day. We cannot always deliver lunches brought later to students. In addition, the lunch schedule sometimes changes due to rain, smoke, or schedule conflicts. Having students bring lunchboxes when they come to school ensures that they will have food when their lunch begins.

### Arrival and Departure Procedures

For the safety of all, we ask that families who park to drop off or pick up please **USE the CROSSWALK** to access the school campus.

**Arrival Routines.** Most of our students arrive walking or by car. **Students may not arrive on campus before 7:30 A.M.** as there is no adult supervision available until that time. **School gates will open at 7:30AM to receive students.**

Students eating breakfast at school should go directly to the cafeteria. After breakfast, you can join your friends on the campus, where you need to remain until the bell rings.

**The school day begins promptly at 8:00 A.M** Please arrive to school on time. We understand that circumstances may not always make this possible, but we ask that families respect our schedule and help your child learn the important responsibility of punctuality. After 8:00 A.M. you will be marked late or tardy. The Principal will address excessive lateness or tardiness. (See Late / Tardy Policy)

**Dismissal procedures.** The school day ends at 1:10PM for all Kindergarteners, 2:10 P.M for Grades 1-3, and 2:20PM for Grades 4-6. On Thursdays, Grade K dismisses at 1:10PM Grades 1-6 dismiss at 1:15P.M. Students will line up and walk with their teacher to the departure areas.

Students **must** be picked up by 2:35 P.M. at the latest. If parents are going to be late, they must make arrangements with someone else for pick up. These arrangements must be made before school ends. Students can only be released to people who have been authorized on the Emergency Card. For the safety of students in various after school programs, gates to the school will be closed at 2:35PM.

### Gum / Candy / Soda

Gum, candy, and soda, are **not allowed** in any area of the campus at any time – including after-school activities.

# McKinley Elementary

## Important School Information (Page 2 of 4)

### **Absences and Tardiness**

Whenever a student arrives late or is unable to attend school, a parent or guardian should call the attendance secretary, before 9:00 A.M. at **408-283-6350**, to report your absence. The secretary will make a record of the reason. If the parent or guardian has not been able to contact the school office, students must bring a note upon returning to school, explaining why student was absent.

State law requires *regular* school attendance, and the Franklin-McKinley Board of Education has clear policies regarding student attendance, absences and communication from the student's parent or guardian.

Students who have excessive absences or tardies face possible referral to a special program operated by the District Attorney's office.

### **Independent Study**

If there is a family emergency requiring you to miss school, the Principal may authorize emergency leave through an independent study contract.

Teachers must have *at least a 10-day notice* in order to prepare a packet of work for independent study. A minimum of five and maximum of fifteen days of leave are granted in emergency situations. If the terms of the contract are not met, your absences must be referred to the SARB Program at the District Attorney's office.

Independent study will not be granted at the start and the end of the school year.

### **Late/Tardy Policy**

Students are expected to be in class on time every day. The first bell rings at 8:00. Students who are not in with their class at this time will be marked late. Students who persist in arriving late to class will be subject to the SARB Referral.

### **Report Cards**

You will receive report cards three times during the school year. These written reports are completed in November, March, and June. The first report is handed out at a parent/teacher conference; the second and final reports are sent home. These reports are designed to help you and your parents evaluate your school progress.

### **Eating Areas**

Students are expected to assist in keeping the campus free of litter by cleaning up after themselves and reminding their friends. No food is allowed on playgrounds. All food must be eaten in the cafeteria and/or designated areas by staff.

### **Textbooks / Library Books**

Students are responsible for the care of all books issued to them. We recommend covering textbooks to protect them from damage. Lost or damaged books must be replaced by the student to whom the books were issued.

### **First Aid and Medication**

Students, who have been given written permission, may go into the nurse's office. Students will be allowed to lie down in the nurse's office with permission from the secretary, or an administrator. Medications, even aspirin or Tylenol, are not given to students. Only emergency first-aid treatment can be administered by school personnel. Students taking medication during school hours must have a note from their doctor. **All medications must be kept in the nurse's office.**

# McKinley Elementary

## Important School Information (Page 3 of 4)

### Telephones/Cell Phones

Student use of office phones is not allowed except for illness and emergencies with permission from their teacher or staff. Arrangements for after-school pick up need to be made in the morning before students are dropped off at school. Cell phones may be brought to school for emergency use only. **All cell phones must be turned off and put away upon arriving at school and remain off for the remainder of the school day.** Their use is limited to after school only. Abuse of this policy will result in cell phones being confiscated. The school assumes no responsibility for the loss, damage or theft of these items should they be brought to school.

### Electronic Devices

These items should not be brought to school unless specifically authorized by a teacher or administrator for a specific activity. Such items are subject to confiscation. Students should not have items of value at school as they become targets for theft. The school assumes no responsibility for these items brought to school.

### Toys / Trading Cards

Toys and trading cards create distractions on campus and are targets for theft. Students may not bring toys or trading cards to school.

### Closed Campus

No one is to be on our campus without first clearing through the office. Authorized persons need to sign in and receive a visitor's sticker.

### Suspension

Suspension is the temporary removal of a student from class instruction for adjustment or disciplinary reasons.

In accordance with the mandatory provisions of the California Education Code 48900, the following offenses are grounds for suspension:

- caused, attempted to cause or threatened to cause physical injury to another person (\*)
- willfully used force or violence upon the person of another, except in self-defense (\*+)
- possessed, sold or otherwise furnish any firearm, knife, explosive, or other dangerous object (\*+)
- unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance, alcoholic beverage or an intoxicant of any kind (\*+)
- unlawfully offered, arranged or negotiated to sell any controlled substance, alcoholic beverage or an intoxicant of any kind (\*+)
- committed or attempted to commit robbery or extortion (+\*\*)
- caused or attempted to cause damage to school property or private property (\*/+)
- stolen or attempted to steal school property or private property (\*\*/+)
- possessed or used tobacco, or any products containing tobacco or nicotine products
- committed an obscene act or engaged in habitual profanity or vulgarity
- unlawfully possessed or unlawfully offered, arranged or negotiated to sell any drug paraphernalia
- disrupted school activities or otherwise willfully defied the authority of school staff
- knowingly received stolen school property or private property
- possessed an imitation firearm (\*)
- committed or attempted to commit a sexual assault or sexual battery (\*+)
- harassed, threatened or intimidated a pupil who is a complaining witness or 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. (/+)

# McKinley Elementary

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### Suspension continued

**48900.2** committed sexual harassment (/+)

**48900.3** caused, attempted to cause, threatened to cause, or participated in an act of hate violence. (/+)

**48900.4** intentionally engaged in harassment, threats or intimidation creating an intimidating or hostile educational environment.

**48900.5** possession or use of any electronic signaling device that operates through the transmission or receipt of radio waves. (This includes cell phones, pagers and laser pointers.)

**48900.7** made terrorist threats against school officials or school property, or both.

(\*) Police must be notified

(\*+) Police notified; Crime report attached

(\*+) Police notified; Crime report optional

(+\*\*) Crime report; Optional – notify police

(\*\*+) Crime report & Police – both optional

(\*\*) Optional – notify police

(/+) Crime report optional

**Expulsion.** Expulsion is the involuntary removal of a student from all schools and programs of the School District for an extended period of time for acts of specified misconduct. Final action is taken only by vote of the Board of Education. In accordance with the mandatory provision of California Education Code 48915(a), a student who has committed one or more of the following acts shall be considered for expulsion:

- causing serious physical injury to another person, except in self defense
- possession of any knife, explosive or dangerous object
- unlawful sale of any controlled substance
- robbery or extortion

In accordance with the mandatory provisions of California Education Code 48915.7, any pupil who is found to be in possession of a firearm at school or at a school activity off school grounds shall be expelled.

**Education Code provisions are in effect on the way to school, at school and on the way home. They are also in effect on the bus and during any school sponsored activity.**

### **\*\*Disclaimer\*\***

By no means is this manual all inclusive. Not every situation is included or addressed. The school retains the right to alter or vary the application of the rules and policies. This handbook is intended to help parents, students and school personnel work together.

As new policies or regulations are developed by the school Board, the State, or Federal Statutes, additions and/or deletions will be made to this manual. Every effort will be made by school employees to help students understand what is expected of them.