# Franklin-McKinley School District

PREPARING ALL CHILDREN AS GLOBAL LEARNERS






# Parent & Student Handbook

## 2022 - 2023

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TWITTER.COM/Franklin_MSD

INSTAGRAM.COM/franklinmckinleysd

# Welcome to Franklin-McKinley School District's 2021-2022 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 2022-2023 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 students and families will continue to excel under the care of dedicated professionals.

We will begin the 2022-2023 school year back in person and offer Independent Study as an alternative option. We want to ensure students have a high quality learning experience with opportunities to engage with their teachers and peers.

As we begin the 2022-2023 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.

We look forward to educating your children in the 2022-2023 school year and preparing them to become lifelong learners in a global society.

Sincerely,

Juan Cruz
Superintendent of Schools

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**Franklin-McKinley School District**

**Board of Education**

Maimona Afzal Berta, Rudy Rodriguez, George Sanchez, 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)**

***S****tudent Focus:* We are committed to cultivating the unique potential of every child.

***P****artnership:* We foster strong parent, school and community partnerships.

***I****ntegrity:* We embrace truth and honesty in every personal interaction throughout the District.

***R****espect:* We embrace and celebrate our diversity and individuality.

***I****nnovation:* We provide an environment that encourages new ideas and strategies.

***T****eamwork*: We are focused on results and committed to collegiality and professionalism.

# CONTACT INFORMATION

| | |
|---|---|
| Superintendent's Office | (408) 283-6006 |
| Child Nutrition Services | (408) 283-6007 |
| Educational Services Department | (408) 283-6047 |
| Human Resources Department | (408) 283-6018 |
| Business Services | (408) 283-6020 |
| Student Wellness & Support Services and Early Learning | (408) 283-6092 |
| Special Education Department | (408) 283-6052 |
| Transportation Services Office | (408) 283-6080 |
| Community Relations Office | (408) 283-6259 |
| Main District Phone Number | (408) 283-6000 |



# Franklin-McKinley School District

# 2022-2023

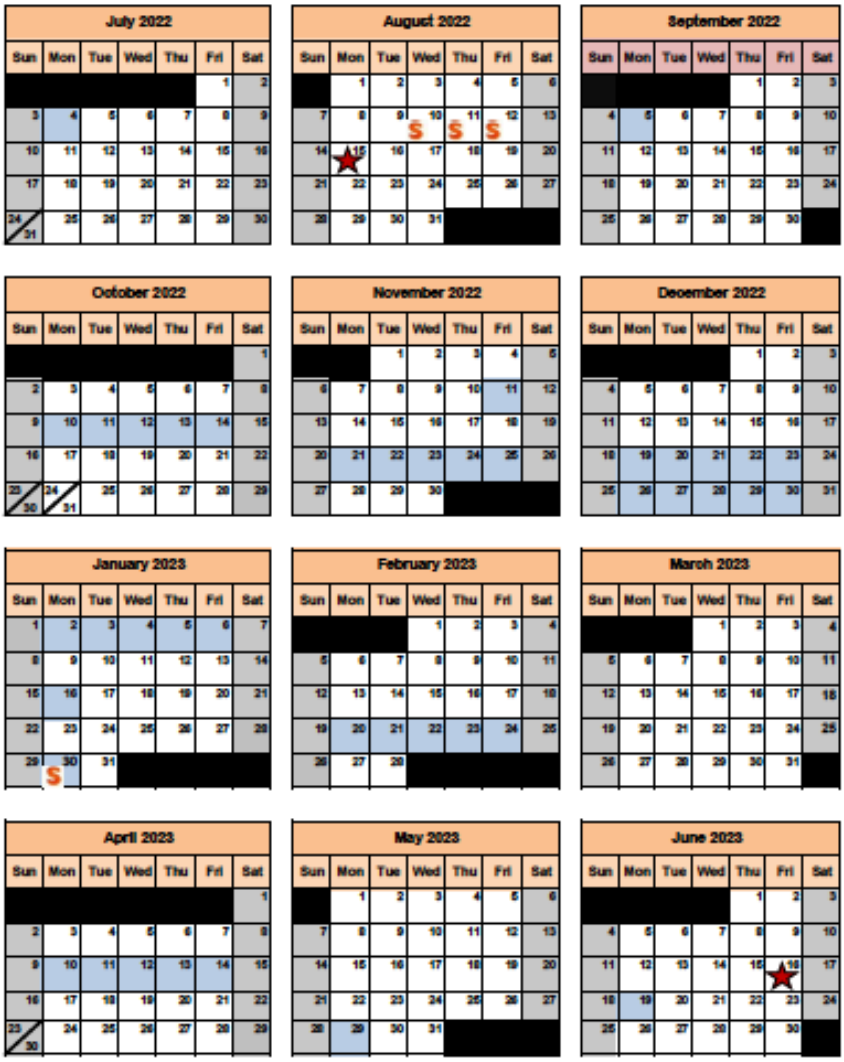
**Board Approved: January 26, 2021 - Revised 7.22.2022 - New Principals**

FMSD

Preparing All Children as Global Learners

**Superintendent**
Juan Cruz

| | |
|---|---|
| | SCHOOL CLOSED |
| | STUDENTS IN ATTENDANCE |
| ★ | FIRST DAY AND |
| $ | STAFF DEVELOPMENT |




**CLASSIFIED HOLIDAYS**

| | |
|---|---|
| JULY 4 | INDEPENDENCE DAY |
| SEPTEMBER 5 | LABOR DAY |
| NOVEMBER 11 | VETERANS DAY |
| NOVEMBER 23-25 | THANKSGIVING |
| DECEMBER 26, 27 | CHRISTMAS |
| JANUARY 2-3 | NEW YEARS DAY |
| JANUARY 16 | MLK DAY |
| FEBRUARY 20 | PRESIDENTS DAYS |
| FEBRUARY 21 | CLASSIFIED HOLIDAY |
| APRIL 10 | SPRING (EASTER) |
| MAY 29 | MEMORIAL DAY |
| JUNE 19 | JUNETEENTH |

| PRINCIPAL | SCHOOL | ADDRESS | TELEPHONE |
|---|---|---|---|
| Edwin Avarca | BRIDGES ACADEMY | 1702 McLaughlin Avenue, San Jose, CA 95122 | (408) 283-6400 |
| Michelle Quilantang | CAPTAIN JASON M. DAHL ELEMENTARY | 3200 Water Street, San Jose, CA 95111 | (408) 363-5650 |
| Lisa Katimbang | ***COLLEGE CONNECTION ACADEMY | 1855 Lucretia Avenue, San Jose, CA 95122 | (408) 347-4827 |
| Tina Ybarra | DANIEL LAIRON ELEMENTARY | 3975 Mira Loma Way, San Jose, CA 95111 | (408) 363-5775 |
| Kristina Ravo | FRANKLIN ELEMENTARY | 420 Tully Road, San Jose, CA 95111 | (408) 283-6375 |
| Jose Jacinto | HELLYER ELEMENTARY | 725 Hellyer Avenue, San Jose, CA 95111 | (408) 363-5750 |
| Magdalena Moore | JEANNE MEADOWS ELEMENTARY | 1250 Taper Lane, San Jose, CA 95122 | (408) 283-6300 |
| Mariana Alvarez | KENNEDY ELEMENTARY | 1602 Lucretia Avenue, San Jose, CA 95122 | (408) 283-6325 |
| Rochelle Espitia | LOS ARBOLES ELEMENTARY | 455 Los Arboles Street, San Jose, CA 95111 | (408) 363-5675 |
| Daniel Dennedy Frank | MCKINLEY ELEMENTARY | 651 Macredes Avenue, San Jose, CA 95116 | (408) 283-6350 |
| Victoria Fernandez | RAMBLEWOOD ELEMENTARY | 1351 Lightland Road, San Jose, CA 95121 | (408) 283-6275 |
| Maria Reyes | SANTEE ELEMENTARY | 1313 Audubon Drive, San Jose, CA 95122 | (408) 283-6450 |
| Elizabeth Cord | SHIRAKAWA ELEMENTARY | 665 Wool Creek Drive, San Jose, CA 95112 | (408) 938-3200 |
| Ian McCray | STONEGATE ELEMENTARY | 2605 Gassman Drive, San Jose, CA 95121 | (408) 363-5625 |
| Brian Walton | SYLVANDALE MIDDLE | 653 Sylvandale Avenue, San Jose, CA 95111 | (408) 363-5700 |
| Becky Roussin | WINDMILL SPRINGS ELEMENTARY | 2880 Aetna Way, San Jose, CA 95121 | (408) 363-5600 |

*** College Connection Academy (CCA) is on the same calendar as East Side Union High School (ESUHSD), not FMSD.

# FRANKLIN-McKINLEY SCHOOL DISTRICT

## 18-mo. Board Meeting Schedule for 2022-2023

| DATE | PARENT MEETING 6:30 pm at School Site | COLOR GUARD | GENERAL SESSION District Office |
|---|---|---|---|
| January 11, 2022 | None | Windmill | 7:00 p.m. |
| January 25, 2022 | None | Dahl | 7:00 p.m. |
| February 8, 2022 | Meadows | Meadows | 8:00 p.m. |
| Meeting canceled 2/22/2022 | | Meeting canceled. | |
| March 8, 2022 | Shirakawa | Shirakawa | 8:00 p.m. |
| March 22, 2022 | None | Franklin | 7:00 p.m. |
| April 12, 2022 | Los Arboles | Los Arboles | 8:00 p.m. |
| April 26, 2022 | None | McKinley | 7:00 p.m. |
| May 10, 2022 | Lairon | Lairon | 8:00 p.m. |
| May 24, 2022 | None | None | 7:00 p.m. |
| June 14, 2022 | None | None | 7:00 p.m. |
| June 28, 2022 | None | None | 7:00 p.m. |
| July, 2022 | No Meetings Scheduled | | |
| August 9, 2022 | None | None | 7:00 p.m. |
| August 23, 2022 | None | Kennedy | 7:00 p.m. |
| September 13, 2022 | Santee | Santee | 8:00 p.m. |
| September 27, 2022 | None | Ramblewood | 7:00 p.m. |
| October 11, 2022 | No Meeting Scheduled | | |
| October 25, 2022 | College Connection | College Connection | 8:00 p.m. |
| November 15, 2022 | None | None | 7:00 p.m. |
| November 22, 2022 | No Meeting Scheduled | | |
| December 13, 2022 | None | Los Arboles | 7:00 p.m. |
| December 27, 2022 | No Meeting Scheduled | | |
| January 10, 2023 | None | Franklin | 7:00 p.m. |
| January 24, 2023 | None | Meadows | 7:00 p.m. |
| February 14, 2023 | Bridges | Bridges | 8:00 p.m. |
| February 28, 2023 | None | Shirakawa | 7:00 p.m. |
| March 14, 2023 | Hellyer | Hellyer | 8:00 p.m. |
| March 28, 2023 | None | Windmill Springs | 7:00 p.m. |
| April 11, 2023 | None | None | 7:00 p.m. |
| April 25, 2023 | None | Dahl | 7:00 p.m. |
| May 9, 2023 | Stonegate | Stonegate | 8:00 p.m. |
| May 23, 2023 | None | None | 7:00 p.m. |
| June 13, 2023 | None | None | 7:00 p.m. |
| June 27, 2023 | None | None | 7:00 p.m. |
| July, 2023 | No Meetings Scheduled | | |

Board Approved 12/14/21

**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. School Insurance Form will be sent home in the Back-to-School Packet. Information is available at the school site.
*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 heroin.

**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. For the 2020-21 school year as per legislation passed in June 2020, we will not be required to offer the minimum instructional minutes in physical education due to the current conditions imposed by COVID-19 and school closures.

**Anti-Bullying (BP/AR 5131.2)**
The Franklin-McKinley School District community recognizes that schools must be physically and emotionally safe for all students in order to promote and support academic achievement, responsible citizenship, and student attendance. The Franklin-McKinley School District will not tolerate behavior that infringes on the safety and emotional well-being of any student or adult. Board Policy 5131.2 affirms that all students and staff have a right to safe and supportive school environments, free from threat, harassment, hazing, discrimination, intimidation, or any type of bullying behavior, including online bullying (cyber bullying & cyber sexual bullying).
The District may provide students with instruction, in the classroom or other educational settings, that promotes:

- ❏ Effective communication and conflict resolution skills
- ❏ Social skills
- ❏ Character/values education
- ❏ Respect for cultural and individual differences
- ❏ Self-esteem development
- ❏ Assertiveness skills
- ❏ Appropriate online behavior
- ❏ Developing empathy

Staff shall receive related professional development, including information about early warning signs of harassing/intimidating behaviors and effective response.

We know you share our concern that all students feel safe and secure in our schools. In order to reach this goal, elimination of harassment, intimidation and bullying is essential. Please talk with your child about harassment and bullying. Parents and students are encouraged to submit their concerns through the District's on-line reporting form or in person and work with their school site administration who will investigate the allegation and work with the parties involved to reach resolution. Preventing this type of behavior is a job for all of us - parents, educators and students.

To report an incident of bullying, contact the school principal or visit the Anti-Bullying link at www.fmsd.org.

**Attendance**
Success in School Depends Upon Prompt, Regular Attendance Success in school depends upon prompt, regular attendance. Parents can support good pupil attendance by following these procedures:

The Value of Positive Attendance Positive attendance supports your student's achievement. Every day a student misses school, he/she is at risk of falling behind academically. Not only is the missed day lost, the return day is spent catching up. Every day a student attends school is also a lesson in responsibility and commitment.

In California, pursuant to Education Code 48200, children between ages 6 and 18 are subject to compulsory, full-time education, except when otherwise exempted.

Students who are absent shall be given an opportunity to make up missed assignments or assessments and shall receive full credit for satisfactory completion of the work. Students with excessive absences shall be supported to the extent possible to limit the impact of absences on the student's grade.

Parents/guardians have the right to be notified on a timely basis if their child is absent from school without permission. Unexcused absences result in a recorded truancy.

Reasons for Excused Absences

***EC* Section 48205:**

(a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:

(1) Due to the pupil's illness, including an absence for the benefit of the pupil's mental or behavioral health. The state board shall update its illness verification regulations, as necessary, to account for including a pupil's absence for the benefit of the pupil's mental or behavioral health within the scope of this paragraph.

(2) Due to quarantine under the direction of a county or city health officer.

(3) For the purpose of having medical, dental, optometrical, or chiropractic services rendered.

(4) For the purpose of attending the funeral services of a member of the pupil's immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three 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 the illness or medical appointment during school hours of a child of whom the pupil is the custodial parent, including absences to care for a sick child, for which the school shall not require a note from a doctor.

(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 the pupil's religion, attendance at a religious retreat, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization, when the pupil's absence is requested in writing by the parent or

guardian and approved by the principal or a designated representative pursuant to uniform standards established by the governing board of the school district.

(8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.

(9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in Section 49701, and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.

(10) For the purpose of attending the pupil's naturalization ceremony to become a United States citizen.

(11) For the purpose of participating in a cultural ceremony or event.

(12) Authorized at the discretion of a school administrator, as described in subdivision (c) of Section 48260.

(b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefore. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

(c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.

(d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.

(e) For purposes of this section, the following definitions apply:

(1) "Cultural" means relating to the habits, practices, beliefs, and traditions of a certain group of people.

(2) "Immediate family" means the parent or guardian, brother or sister, grandparent, or any other relative living in the household of the pupil.

*(Amended by Stats. 2021, Ch. 672, Sec. 1.5. (SB 14) Effective October 8, 2021. Operative January 1, 2022, pursuant to Sec. 3 of Stats. 2021, Ch. 672.)*

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)

**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)

**Chronic Absenteeism and Truancy**

Attending school on time, all day and every day is critical to school success. The District, partnering with parents, has an essential role in the prevention and intervention of truancy and chronic absenteeism.

A student is classified as a "truant" after three or more unexcused absences of 30 minutes or more on three separate occasions (Education Code Section 48260).

A student is classified as a "chronic absentee" when he/she has missed 10% or more of the school days enrolled (Education Code 60901 (c)(1)). To ensure parents and students understand the necessity of on time, all day and every day school attendance, the District has comprehensive, tiered prevention and intervention efforts to promote and improve attendance. Any pupil is deemed a "habitual truant" who has been reported as a truant three (3) or more times per school year and an appropriate district officer or employee has made a conscientious effort to hold at least one conference with the parent or guardian of the pupil and the pupil himself/herself [Education Code 48262].

Any pupil who is deemed a habitual truant or is irregular in attendance in school or is habitually insubordinate or disorderly during attendance at school may be referred to a School Attendance Review Board (SARB). The SARB Chairperson or designee will send a notice to parents/guardians, informing them of the date, time and location of the SARB Hearing. The notice shall indicate that the pupil and parents/guardians of the pupil will be required to meet with the School Attendance Review Board.

In the event that any parent, guardian, student, or other person continually and willfully fails to respond to directives of the SARB or services provided, the School Attendance Review Board may contact the district attorney to notify the parents or guardians of each pupil concerned, that they may be subject to prosecution [Education Code 48263.5].

The District partners with the Santa Clara County Office of the District Attorney to provide support to truant students and their families.

**Notification of Truancy Letter**

An automated truancy letter will be mailed to notify parents/guardians of students between the ages of six and 18 years when their child has accumulated three or more unexcused absences, early leaves and/or tardies of 30 minutes or more in the school year for which a valid excuse was not provided. Absences that meet this criterion will be counted toward truancy classification. Pursuant to Education Code 48260.5, upon a pupil's initial classification as a truant, the school district shall notify the parents/guardians, by mail or other reasonable means of the following:

- The pupil is truant.
- That the parent or guardian is obligated to compel the attendance of the pupil at school.

- That parents or guardians who fail to meet these obligations may be guilty of an infraction and subject to prosecution.
- Alternative educational programs are available in the District.
- That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the pupil's truancy.
- That the pupil may be subject to prosecution.
- That the pupil may be subject to suspension, restriction or delay of the pupil's driving privilege.
- That it is recommended that the parent or guardian accompany the pupil to school and attend classes with the pupil for one day.
- If you feel absences reported are in error, please contact the school.

**School Attendance Review Board**

School Attendance Review Board School Attendance Review Board (SARB) is coordinated by the District Office and has the authority to enforce compulsory education laws in an effort to divert students with school attendance or behavior problems from the juvenile justice system SARB will conduct hearings and issue formal directives in response to the specific facts of each referral. The directives may include specific referrals to community services or agencies, as well as requiring that the student and/or parent or guardian provide satisfactory evidence of participation in the community services or agencies. The SARB may refer cases to the District Attorney or Probation if the pupil or the parents or guardians of the pupil, or both, have failed to respond to directives or to services provided. The SARB may also assign students to a different educational placement.

**Purpose of SARB**

1. To identify and provide coordinated district and community resources and services to assist parent/guardians and student when the student is truant and/or has behavior problems
2. To ensure that appropriate district and community resources and services have been used prior to referral to the judicial system

**Access to Mental Health Services**

The district shall notify pupils and parents/guardians no less than twice each school year of the steps to initiate access to available pupil mental health services on campus and/or in the community. School-based mental health services help address barriers to learning and provide appropriate student and family support in a safe and supportive environment. Reaching out for mental health services is simple; contact your school and ask to speak with the School Social Worker or submit an online School Linked Services referral here. For more information, please visit our website at: https://www.fmsd.org/apps/pages/swss. In the community a good place to start to access services and resources is by calling 211.

If you or someone you know is experiencing an immediate crisis, please call 911 and ask for a member of the Crisis Intervention Team or contact the Adolescent Mobile Crisis Program at Pacific Clinics Child at (408) 379-9085.

**School-Based Wellness and Mental Health Services**
School based wellness and mental health services are available to students regardless of insurance status. Students may be linked with community agencies that accept Medi-Cal or School Social Workers when students have private insurance or no insurance.

**Short Term Independent Study**
(STIS) is an alternative education strategy, not a separate program, for students who are unable to attend school for an extended period of time. The request for STIS must be approved by an Administrator. STIS may be approved for at least 5 days, but not more than 15 days. If approved, its purpose is to allow students to remain current with regular course work while away from school.



**Parent Square Notification System**
The Parent Square Notification System provides an opportunity for the school District and school sites to communicate with parents via phone messages 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 Parent Square. 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. In cases of an immediate emergency, always call **9-1-1** for Law Enforcement intervention.



**Child Nutrition Services**
Franklin-McKinley Child Nutrition Services is a team of hard working professionals who believe that good nutrition and learning go hand in hand. Our CNS Staff have proven they are dedicated to our student's health, well-being, and their ability to learn. Working on the front line during this global pandemic, our team has stepped up to the challenge to ensure all

children continue to be provided with nutritious food. Our goal is to provide our students a variety of nutritious food choices, diverse menus, and healthy alternatives. and our mission that no child goes hungry.

This 2022-23 school Year is one of historic proportions as California will become the first state to implement a statewide Universal Meals Program for all school children. California's Universal Meals Program is designed to build on the foundations of the federal National School Lunch Program (NSLP) and School Breakfast Program (SBP). There are three key pillars that have been established to ensure that the program is a success:

1. California's State Meal Mandate is expanded to include both a nutritiously adequate breakfast and lunch for all children each school day.
2. California's Universal Meals Program requires very high poverty schools to participate in a federal provision.
3. The California State Legislature allocates funds to provide additional state meal reimbursement to cover the cost of the Universal Meals Program.

**What does this mean for you?**

California Universal Meals updates *Education Code* (*EC*), Section 49501.5 that REQUIRES public school districts, county offices of education, and charter schools to provide a **breakfast and lunch** to students that request a meal, **FREE OF CHARGE** for each school day beginning in SY 2022–23.Please encourage your child/children to take advantage of this benefit offered to all students .

- **Where to get an Education Benefit Form?**
  - ☐ The easiest, and quickest option to complete this requirement is an online form. It is also available at the locations listed below
    - ❏ In the front office of your child's school.
    - ❏ Franklin-McKinley School District at 645 Wool Creek Drive, San Jose, CA 95112

    **Note:** Only (1) Form per family is needed.

- **Menús**
  Menus are sent via Menu Slice and parent square and an also be viewed on the District website: www.fmsd.org

- **Food Allergies**
  Please notify the cafeteria staff if your child has a food allergy. - more details provided on pg. 27

**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 participate in Back to School Night events at the beginning of the year and elementary school parent-teacher conferences in October/November. During Back to School Night, teachers outline the year's curriculum, instructional goals, review grading policies and discuss behavioral expectations. Parents/guardians can also access the Common Core State Standards on the California Department of Education website www.cde.ca.gov/re/cc/.

**Dangerous & Inappropriate Objects**

Dangerous and inappropriate objects, including but not limited to weapons, knives, laser pointers, explosives/fireworks, mace, pepper spray and imitation firearms (AirSoft 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)

**Dental Screenings**

Healthier Kids Foundation's DentalFirst program screens children for undetected dental issues and assists parents with accessing follow-up dental care. Healthier Kids Foundation uses licensed dentists to screen children for dental issues and recommend follow-up care. Each screening takes about one minute per child and no metal tools are used during the screening. If a child is found to have a dental issue a Healthier Kids Foundation case manager is assigned to the family. The case manager will walk the parent through their child's dental screening result in their preferred language and will assist them with using their child's insurance to receive follow-up care and appropriate treatment. The case manager will recommend specific dental offices that take their family's insurance, is near their home, and has flexible hours that meet the family's needs. If the child is uninsured, the case manager will assist the parents in enrolling their children into health coverage. Case managers follow each case, checking in with the family at least once every one to two weeks or as needed until treatment has been completed (depending on the severity of the child's dental needs).



**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. If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1, 2022. At times surveys are given to students. Parents have the right to inspect such surveys before they are given to students. (EC 49073)

**Discrimination and Harassment**

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 0410 Nondiscrimination In District Programs And Activities)

Franklin-McKinley School District does not discriminate on the basis of age, sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, marital or parental status, color, mental or physical disability, 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 its educational programs and activities or employment practices as required by Americans with Disabilities Act (ADA), Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 or the Rehabilitation Act of 1973, and the Vocational Education Act of 1976. The lack of English language skills will not be a barrier to admission and participation in the District's programs. (BP 5145 Non-Discrimination/Harassment and BP 4119 Sexual Harassment)

Students, parents, employees, or others who wish further information about these regulations, or who wish to file a complaint, should contact the following persons:

- For inquiries about District policies and procedures related to student-to-student, student-to-staff and staff-to student harassment/discrimination, including how to file a harassment/discrimination complaint contact:
  - Amy Black, Assistant Superintendent of Educational Services at (408) 283-6047.
  - Please reference Administrative Regulation 5145.3 Nondiscrimination/Harassment of Students to pursue a claim or visit fmsd.org and access the *Non-Discrimination Statement* at the bottom of the home page.
  - To pursue a claim on the basis of Sexual Harassment, please reference Board Policy 4119.11 or visit fmsd.org and access the *Non-Discrimination Statement* at the bottom of the home page.
- For inquiries or complaints related to employee-to-employee, student-to-employee, or work/employment related discrimination or harassment, contact:
  - Annette Grasty, Assistant Superintendent of Human Resources/Title IX Coordinator at (408) 283-6014 or annette.grasty@fmsd.org.
  - Please reference Administrative Regulation 4030 Nondiscrimination in Employment to pursue a claim or visit fmsd.org and access the *Non-Discrimination Statement* at the bottom of the home page.

- To pursue a claim on the basis of Sexual Harassment, please reference Board Policy 4119.11or visit fmsd.org and access the *Non-Discrimination Statement* at the bottom of the home page.

Both offices are located at:
Franklin-McKinley School District
645 Wool Creek Drive
San Jose, CA 95112

**Dress Code (BP 5132)**

If and when students return to our schools, the following section applies. 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 (Not Applicable during Distance Learning)**
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.
- **Run, Hide, & Defend 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.

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.

**Employment Opportunities**
FMSD families are encouraged to apply for various employment positions. We are an Equal Opportunity Employer. Application and application process can be found on our website at www.fmsd.org Click on Jobs for a list of positions available. Or, contact the Human Resource Department at (408) 283-6018 for more information.

**English Learners**
Students who come from homes where another language other than English is the primary language are assessed with the Initial English Language Proficiency Assessment for California. Once identified as an

English Learner, students are required to take the state-mandated English Language Proficiency Assessment for California (ELPAC) annually until reclassification criteria is met. Parents of English Learners are notified annually of their child's progress in learning. We offer two programs for English Learners:

Structured English Immersion: Instruction is delivered in English. English Learners receive English Language Development instruction daily and are provided support in learning grade level subjects.
Dual Language immersion (Spanish or Vietnamese): Instruction is delivered in English and in the target language for English Learners and students who wish to learn the target language in order to develop bilingual skills. For more information: call (408) 283-6047

In November 2016, California voters approved Proposition 58, also known as the California Education for a Global Economy (CA Ed.G.E.) Initiative. The purpose of the CA Ed.G.E. Initiative is to ensure that all children in California public schools receive the highest quality education, master the English language, and access high-quality, innovative, and research-based language programs that prepare them to fully participate in a global economy.

**Enrollment**

**Foster Youth and McKinney-Vento**

Foster and homeless youth living within the district shall be permitted to attend a school in the District unless they: 1) stay enrolled at their school of origin outside the District, 2) their IEP indicates attendance elsewhere, or 3) the parent or guardian, with the knowledge of all options, declares in writing otherwise. They also have rights to immediate enrollment in school, site and program attendance, free after school programs.

The Superintendent designates the following staff position as the district liaison for homeless/foster youth:

Director of Early and Elementary Education
645 Wool Creek Drive
San Jose, CA 95118
(408) 283-6094

**Kindergarten and Transitional Kindergarten**

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. Districts must admit children at the beginning of the school year (or whenever they move into a district) if they will be **five years of age on or before September 1** (EC Section 48000[a]).

**Transfer Options (Intra / Inter District Transfer Requests)**

Parents/guardians may submit a request for their student to attend a school in a different attendance area than the area where they live. Parents/guardians may request a transfer to a school within the Franklin-McKinley School District (intradistrict) or in a different district (interdistrict).

**Intradistrict Transfers**

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. The request form may be obtained on the district's website, www.fmsd.org, district office or from any school site. The completed form

must be submitted to the principal of the school of residence. An intradistrict transfer must be approved by both school administrators involved in the transfer.

**Interdistrict Transfers**
The form to request a transfer to a different school district may be obtained online and/or from the District and is submitted to the office of Student Wellness & Student Support Services. Both districts must approve the request. Transportation to the new school is the responsibility of the parent/ guardian (AR 5117).

**School of Residence/Home School**
Franklin-McKinley believes in the power of neighborhood schools. We make every attempt to ensure students attend their "school of residence." Due to state-mandated class sizes, we are limited to the number of students assigned to each class. This number varies by grade level. Occasionally, we must place a student at a school other than their school of residence. When this is necessary, we make every attempt to return the student to their school of residence the following year. Many times, the student and family become attached to the school where they are placed. When a spot becomes available at their school of residence, the family is given the option to return to that school or stay at their current school but the family is responsible for checking on availability.

**Every Student Succeeds Act**
Federal law requires that school districts set goals and monitor the progress of all of our students. The California State Department of Education provides guidance and support to school districts in meeting those goals. The California School Dashboard (www.cashooldashboard.org) is a website where parents/guardians, educators, and the public can use to see how districts and schools are meeting the needs of California's diverse student population and includes test scores, graduation rates, English learner progress, and suspension rates.

**Field Trips**

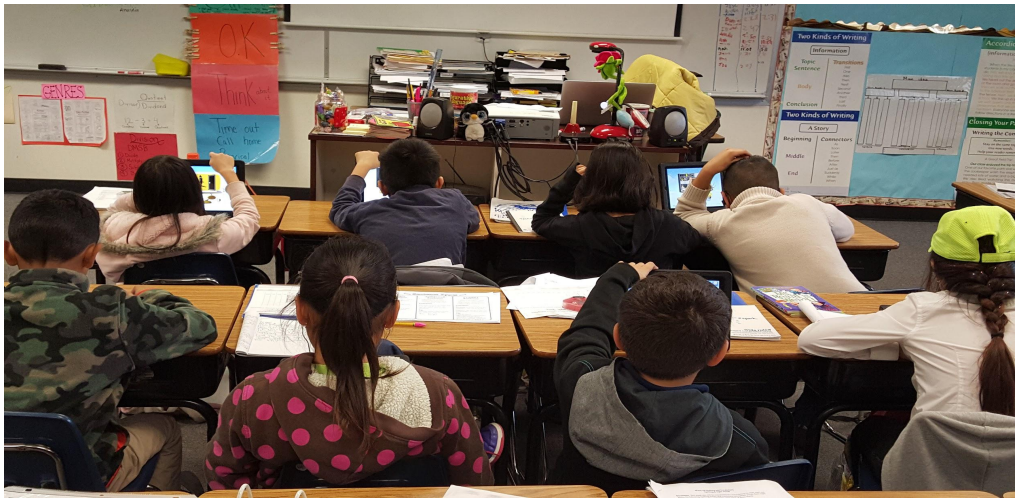
School Sponsored Trips shall be designed to enhance the education of students. School Sponsored Trips must relate to grade level standard(s) and be indicative of a pre-designed unit of study or culminating activity. The District encourages field trips to enhance the learning opportunities of students.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

The District may authorize the transportation of students by private vehicle for approved field trips and activities when the vehicle is driven by an adult who has registered with the District for such purposes. Parents/guardians wishing to participate (chaperone and/or volunteer driver) will need to complete the Driver Instructions/Vehicle Safety Checklist Form. To be approved, a driver shall have a satisfactory driving record and/or pass a fingerprint screening in addition to providing evidence of at least the minimum insurance required by Franklin-McKinley School District. Approved driver's name will be screened and verified of not being on Megan's Law list. For details on the District's Volunteer Driver policy, please refer to Board Policy and Administrative Regulations. (BP & AR 3541.1)

**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 licensed healthcare professional stating the Dx and Rx. to the allergy and validate with their signature.




**Health Services and Requirements**

- **Health Screenings**
  - Districts are required to provide the following screenings: Visual Acuity, Color Vision, and Hearing (EC 49452, 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)
    - Vision, color vision, and hearing screening for school age children are required by state law (EC 49452 and 45455; California Code of Regulations, Title 17, Section 2952):
      - During the kindergarten year or upon first enrollment or entry in a California school district
      - In grades 2, 5, and 8
      - A student in any grade upon referral by the teacher or staff
      - For initial and triennial IEP assessments
      - Color vision shall be screened in male students starting in the 1st grade and need only be conducted one time
    - **Hearing Screenings**
      The school nurse screens students with a BelTone audiometer.
      Healthier Kids Foundation's HearingFirst program screens students for undetected hearing issues and assists parents in accessing follow-up care. If a child is found to have a potential hearing issue, a Healthier Kids Foundation case manager is assigned to the family. Healthier Kids Foundation uses the AuDX Pro OAE screening device to screen students for potential hearing issues in as little as one minute.
    - **Vision Screenings**

The school nurse screens students using a vision chart.
Healthier Kids Foundation's VisionFirst program screens students to detect vision problems and assists parents in accessing follow-up care so that children can access corrective services. If a child is found to have a potential vision issue, a Healthier Kids Foundation case manager is assigned to the family. Healthier Kids Foundation uses a high-tech digital optic scan camera.

- ❏ A parent/guardian is required to provide documentation of a dental check-up by a licensed dentist or dental health professional by May 31, or within 12 months before a student enters school. This law is required for all students entering Kindergarten or first grade if not previously enrolled in kindergarten. (EC 49452.8)
    - ❏ If families cannot access a dentist, Healthier Kids Foundation's DentalFirst program provides a dental screening for students in Kindergarten or first grade. Utilizing licensed dentists, students are screened for undetected dental issues and families are assisted with accessing follow-up dental care. If a child is found to have a potential dental issue, a Healthier Kids Foundation case manager is assigned to the family.
- ❏ A parent/guardian is required to arrange for his/her students to have a physical examination prior to entering first grade and bring the completed exam form to their school site (HSC 124085, 124100, 124105, CCR Title 5, Section 432). Exam forms are found in the enrollment packet.
- ❏ Contact your local health department or school site 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).
- ❏ Families who need assistance obtaining immunizations can contact their school site for a community resource list
- ❏ **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. Health Care 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 -**
  During the COVID-19 pandemic, FMSD will be following the most current recommendations from the public health department. Upon students returning to the school for in person instruction, families will receive updated guidelines for when to keep students home and other public health measures.

**Hearing Screenings: Healthier Kids Foundation (HKF)**

Healthier Kids Foundation's HearingFirst program screens children for undetected hearing issues and assists parents in accessing follow-up care. Healthier Kids Foundation uses the AuDX Pro OAE screening device to screen children for potential hearing issues in as little as one minute. If a child is found to have a potential hearing issue, a Healthier Kids Foundation case manager is assigned to the family. The case manager will walk the parents through their child's hearing screening result in their preferred language and will assist them with using their child insurance to receive follow-up care and treatment. If the child is uninsured, the case manager will assist the parent with enrolling their children into health coverage while assisting them with accessing medical and hearing services through a primary care provider, audiologist, or ear nose and throat specialist. Case managers continue to follow-up with the parents to ensure that the child receives appropriate treatment.



**Healthier Kids Foundation (HKF)**

**What we do:**

Healthier Kids Foundation (HKF) provides prevention services, screening, case management, education of children and parents, and continuous measurement of results. We teach families to advocate for themselves.

**How we do it:**

HKF applies both proven and cutting edge approaches and technologies for population preventive health. We maintain a network of medical, technology, school, and community partnerships to create accountable health communities around children and families.

**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 their personal accounts 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 intentionally physically damage District technology. Damaging District property may be charged to the guardian of the student at the discretion of the District.
- ❏ 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 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.*

**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 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 or Principal, as immediate custodian.
- ❏ Pupil records pertaining to attendance are maintained in the Attendance Office, with the Assistant Principal or 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.

The District also maintains student information records on the Internet hosted by secure student information services. The host abides by the Family Educational Rights and Privacy Act (FERPA) for the protection of the student and family.



**Megan's Law**
Enacted in 1996, Penal Code §290.46 mandates the California Department of Justice (CA DOJ) and local law enforcement agencies to notify the public about specified sex offender registrants found to be posing a risk to public safety. 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.

The Governing Board recognizes that volunteer assistance in schools can enrich the educational program, increase supervision of students, and contribute to school safety while strengthening the schools' relationships with the community. As such, the District has established procedures for determining whether volunteers possess the qualifications, if any, required by law and District policies and regulations for the types of duties they will perform.

**MTSS (Multi-Tiered System of Supports)**
California's Multi-Tiered System of Support (MTSS) is a comprehensive framework that aligns academic, behavioral, and social-emotional learning in a fully integrated system of support for the benefit of all students. MTSS offers the potential to create needed systemic change through intentional design and redesign of services and supports to quickly identify and match to the needs of all students.

MTSS involves all students in a well integrated system connecting student needs to intervention and enrichment. Student needs are identified through academic progress monitoring in the classroom and school

common areas. Intervention and enrichment are matched directly to student academic, social and behavioral needs**.**

A successful Multi-Tiered System of Support provides our District a structure for how central office and schools work together to improve the education experience for each and every student, allowing them to graduate prepared for career and community success. With MTSS, schools are able to offer continuous support to all students, while increasing those supports for students who need them.

**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 via the Media Release Form. 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 that 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 Policy**
Franklin-McKinley School District recognizes that parents/guardians are their children's first and most influential teachers and that 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)**.**

Parents/guardians shall be notified of their rights to be informed about and to participate in their children's education and of the opportunities available to them to do so. The superintendent or designee shall regularly evaluate and report to the Governing Board on the effectiveness of the district's parent involvement efforts, including, but not limited to, input from parents/guardians and school staff on the adequacy of parent involvement opportunities and barriers that may inhibit parent/guardian participation. Interpretation and translation is provided at all parent meetings in Spanish and Vietnamese.

- ❏ **School Site Committees**
  - ❏ School sites must establish a School Site Council to advise on the budget and School Plan for Student Achievement.
  - ❏ Schools must establish an English Learner Advisory Committee (ELAC) meeting if the school has 20 or more English Learners at the school. The ELAC advises the school on the services provided to English Learners. Parents are encouraged to contact the school principal for information on these committees.
  - ❏ Additionally, parents of students with disabilities meet quarterly for building a positive relationship, learning about the district special education program strands and aligning positive behavior support systems with school/classroom systems.
- ❏ **Investment in Higher Education for Student**s **-** 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)
- ❏ **District Committees**

  Each District is required to establish a Parent Advisory Committee and a English Learner Parent Advisory Committee to provide advice to the District regarding the District's Local Control Accountability Plan (LCAP)
  - ❏ **District Advisory Committee (DAC)**

    Parents who are interested in participating in the District Advisory Committee (DAC) which advises on the LCAP, are encouraged to contact (408) 283-6047 for information regarding this committee. Each school annually selects a parent to represent their school on this committee.
  - ❏ **District English Learner Advisory Committee (DELAC) -**The District English Learner Advisory Committee is composed of members of school site committees and meets 5 times per year to advise on the programs and services provided to English Learners. The District English Learner Advisory Committee also advises on the District's LCAP. Please contact your principal if you are interested in serving on this committee.

**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.

**Parent-Teacher Conferences**
At the elementary level (grades TK-8) Parent/Teacher Conferences are held each fall. Spring conferences are held when there is a need expressed by either the parent or the teacher. Topics include parents and staff sharing information on student progress. Parents may request additional conferences at any time. Interpretation services can be provided in advance by contacting the teacher or school principal.

**Healthy Schools Act 2000 - 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 "Healthy Schools Act 2000", we are providing you with the following list of all 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. 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 on campus. 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 Maintenance & Operations Manager, Vanessa Burbach at 408-283-6089 or via e-mail vanessa.burbach@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 Vanessa Burbach, Franklin-McKinley School District, 645 Wool Creek Drive, San Jose, CA 95112. For a full list of current pesticide information, please go to our website at https://www.fmsd.org/apps/pages/maintenanceandgrounds.

**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. Abdominal Strength and Endurance, 3. Upper Body Strength and Endurance, 4. Trunk Extensor and Flexibility, and 5. 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.



**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)

**Right to Request Teacher Qualifications**

Some Franklin-McKinley Schools receive Title I federal funding through the Elementary and Secondary Education Act (ESEA). These schools are required by law to notify parents of their right to know the professional qualifications of their child’s teacher(s) in core academic subjects, including the following:

1. The type of state credential or license that the teacher holds. Some teachers will have a credential in a particular subject area, such as English or Mathematics. Others will have a multiple subject credential, which allows them to teach a variety of subjects, as they do in elementary school.

2. The education level and subject areas of the teacher’s college degree(s). All teachers have a bachelor’s, and many teachers have graduate degrees, such as master’s or doctoral degrees. If a paraprofessional (teacher’s aide) provides services to students at a Title I site, parents also have the right to request information about their qualifications. Many paraprofessionals have two years of college; others have passed a test that verifies their qualifications. If you would like to obtain this information, please contact our Human Resources Department at (408) 283-6014.

**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 the condition of the facilities, expenditures, discipline, attendance and student performance. Updated SARCs for the most recent school year are available in English, Spanish and Vietnamese. For more information about your school's SARC, contact your principal or visit the District's website (www.fmsd.org). Printed copies are available upon request.

**Section 504**
Section 504 of the Rehabilitation Act of 1973, with its subsequent amendments, is a federal civil rights law that prohibits discrimination against students with disabilities. Section 504 regulations require school districts to provide appropriate education to students with disabilities. A student may be eligible to receive Section 504 accommodations if they have a physical or mental impairment, and the impairment sustainability limits one or more major life activities. This process is a general education function. At Franklin-McKinley School District, we are committed to upholding and implementing Section 504 to ensure your student receives full access to their education. For more information, see the Section 504 webpage (BP 6164.6)

The district oficial listed below is responsible for handling requests for services under Section 504:
Jennifer Klassen, Director of Early and Elementary Education
645 Wool Creek Drive, San Jose, CA 85112
(408) 283-6092 jennifer.klassen@fmsd.org

**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. California Education Code AB 329 requires students in grades 7-12 to receive comprehensive sexual health education and HIV prevention education at least once in middle school.

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 laws, to address the unique needs of students with disabilities. In case of emergency school closures Student's IEPs will be implemented to the greatest extent possible and/or practicable under the circumstances. This includes, but is not limited to, related services included within a student's IEP, and supports such as assistive technology via distance learning .

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 preschool (ages) through 8th grade. Per IDEA, 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:

- ❏ Student's Name
- ❏ Student's Date of Birth
- ❏ Student's School of Attendance
- ❏ Student's Current Grade
- ❏ Parent/Guardian's Name(s)
- ❏ Home Address
- ❏ Home Phone Number
- ❏ Cell or Alternate Phone Number
- ❏ 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**
Franklin-McKinley School District is committed to maintaining a safe learning and working environment and implementing the types of discipline that keep students in school, promote caring relationships, teach responsibility to themselves and others, and support 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.

**Student Searches**
The 4th Amendment of the United States Constitution protects individuals from unlawful searches. However, the law allows school officials to conduct searches of students under certain limited circumstances, including:

1. Searches Based on Reasonable Suspicion

If a student has engaged in conduct that causes an administrator to have reasonable suspicion that the student has committed, or is about to commit, a crime or has violated statutory laws or school rules, the administrator may conduct a search of that student. The administrator must:

- ❏ Be able to articulate the reason for his or her suspicion and the facts and/or circumstances surrounding a specific incident.
- ❏ Be able to reasonably connect the student to a specific incident, crime, rule or statute violation.
- ❏ Have relied on recent, credible information from personal knowledge and/or other eyewitnesses.
- ❏ Ensure that a search based on reasonable suspicion is not excessively intrusive in light of the student‘s age and gender and the nature of the offense.

2. When conducting a student search based on reasonable suspicion, school officials must adhere to the following practices:

- ❏ Conduct the search only if there are clear and specific reasons for suspicion and there are facts that connect the student to a specific incident of misconduct.
- ❏ Jackets, purses, pockets, backpacks, bags, and containers in the student‘s possession may be searched to the extent reasonably necessary.
- ❏ Under no conditions may a body or strip search be conducted.
- ❏ Only school officials of the same sex as the student being searched may conduct the search.
- ❏ Searches based on reasonable suspicion must be conducted in a private area where the search will not be visible to other students or staff (except for a school administrator or designee witness, also of the same sex).

**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, School Social Worker, classroom or special education teachers and/or school psychologist. Contact your student’s school for additional information.

**Social Emotional Learning**

The Collaborative for Academic, Social, and Emotional Learning (herein referred to as CASEL) has been a leader, a catalyst, advocate, and a collaborator serving the field of Social and Emotional Learning (herein referred to as SEL). CASEL describes SEL as the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

Franklin-McKinley School District has made Social and Emotional Learning (SEL) a focus for grades PreK-8. We are working with administrators, teachers, families and outside agencies to learn how to create an emotional learning environment that responds to the needs of adults and students and how to teach social skills that are appropriate at each grade level. The FMSD School Board recently adopted the CASEL Framework to support the integration of SEL throughout the school day. All schools in FMSD have access

to evidenced based SEL curriculum to support CASEL's 5 Core Competencies: Self Awareness; Self Management; Responsible Decision Making; Social Awareness; Relationship Skills.

**Systematic Implementation of SEL**

CASEL demonstrates that systemic SEL is promoted across multiple contexts each day. Social-emotional learning needs to be more than just a single program or a series of lessons. It is about how teaching and learning happens, as well as what you teach and where you learn. CASEL's framework identifies five core SEL competencies.-The key component to systemic implementation is to make SEL a priority and to fully implement across multiple settings – districts, schools, classrooms, families, and the wider community.

**Suicide Prevention & Intervention (BP/AR 5141.52)**

The Franklin-McKinley School District is committed to providing a safe and secure school environment. It is the District's charge to provide school based suicide prevention information and respond immediately and appropriately to a student expressing or exhibiting suicidal ideation or behaviors and to follow-up in the aftermath of a death by suicide. School personnel, parents/guardians and students are instrumental in helping to save lives by identifying students at-risk and linking them to essential school and community mental health resources. School personnel receive annual professional development on risk factors, protective factors, response procedures, referrals, postvention and resources regarding youth suicide.

Student identification cards shall include National Sucide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or local suicide prevention hotline numbers.

If you or someone you know is struggling emotionally or needs support, please call and/or text:

- Text RENEW to 741741 for crisis support
- 988 Suicide and Crisis Hotline
- Pacific Clinics Mobile Crisis Response Team 24-hour crisis (408) 379-9085
- If your child is in immediate crisis, call 911 and ask for a Crisis Team Member (CIT)

**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.

**Due Process Rights**

All school staff members are expected to treat all students in a consistent, fair, and equitable manner and to assure due process for all students. Parents and students have the right to:

- ❏ Be informed of the policies and rules governing student conduct and discipline.
- ❏ Be informed of charges of misconduct and the evidence used as a basis for the charges.
- ❏ Present their version of the facts and any supporting evidence or testimony to the appropriate school administrator prior to disciplinary action being taken, unless the administrator deems it an emergency situation.
- ❏ Have a conference with school staff.

- ❏ Be notified in advance of any disciplinary hearing.
- ❏ Subpoena witnesses, and appear and be represented in disciplinary hearings.
- ❏ Appeal expulsion decisions to the Santa Clara County Board of Education within 30 days.

Effective July 1, 2018 students in grades TK-8 will no longer be suspended out of school for violating Education Code 48900(k).

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 beverages, 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 firearm.
- ❏ (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 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 support 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**

1. 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.

2. 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**

1. 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.
2. 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)

**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 the Transportation Services Department at 408-283-6080. The following rules have been established for the safety and comfort of your child. The Franklin-McKinley School buses may be equipped with video/audio surveillance systems. The cameras are for the purpose of assisting the District in maintaining the safest environment for the students on

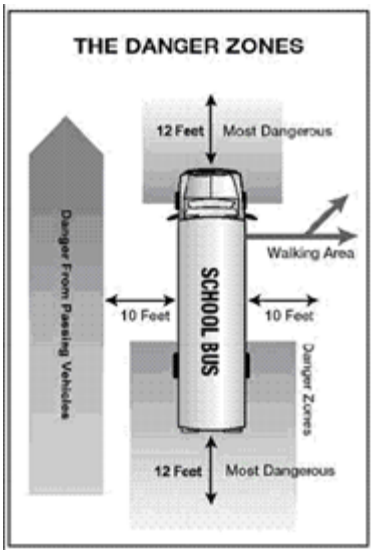
board. The signature of the Parent/Guardian on the Transportation request form verifies that they are aware that their child(ren) may be subject to video/audio tapping anytime while riding the school bus.

I. School Bus Loading Zones
   a. Stay back from the curb and streets.
   b. Keep off private property.
   c. Be ready to board when the bus comes. Form a single file line.
   d. 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.
   e. Never cross behind the bus.

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

III. While the Bus is in Motion
   a. Remain seated at all times.
   b. Never extend your head, hands, or anything else out the windows.
   c. *Standing is not allowed.*
   d. Objects are not to be thrown out of windows or doors.
   e. No weapons, food, or glass containers are allowed on the bus.
   f. The directions of the bus driver are to be followed at all times.
   g. No smoking on the bus.
   h. Possession/use of cell phones and other mobile communications devices are only allowed to be used if determined by a licensed doctor. Students 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
   a. Stay seated until the bus comes to a complete stop and the bus driver has opened the door.
   b. Unload from the front seat to the back seat.
   c. No pushing or shoving.
   d. Always use the handrail going down the steps.
   e. Move away from the bus.
   f. Never try to retrieve anything from under the bus or near the wheels, notify the bus driver immediately.
   g. Never cross behind the bus.




V. School Bus Danger Zone
   a. The bus driver cannot see all the way around the bus. That is why we have established a school bus danger zone.
   b. Never stand or cross behind the bus.
   c. Never crawl under the bus to hide, or get something under the bus.
   d. Never stand by the rear wheels.
   e. 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 for 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 it 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*

X. School Bus Tag Policy
a. All students who use Franklin-McKinley School District Transportation are required to carry with them an identification bus tag when riding the bus to and from school.
b. The Transportation Department will provide students bus tags upon receiving the Transportation Request Form. Bus tag information will have their name, their school, and their route information.
c. Lost or stolen bus tags:
1. **First incident**- replacement of bus tag by school site or Transportation Department and verbal warning from school site staff
2. **Second incident**- replacement of bus tag by school site or Transportation Department and parent conference call with Principal or appropriate school site administrator to identify and resolve issues resulting in lost or stolen bus tags
3. **Third incident**- replacement, referral for school based services, in-person or video call between parent/guardian and Principal meeting to prevent future incidents of lost or stolen bus tags.




**Trauma Informed Approach in FMSD**

The implementation of a trauma-informed approach is an ongoing organizational change process. A "trauma-informed approach" is not a program that can be implemented and then simply monitored by a fidelity checklist. Rather, it is a profound paradigm shift in knowledge, perspective, attitudes and skills that continues to deepen and unfold over time. FMSD is supporting staff development in trauma informed practices by providing training and support to ensure all staff are continuously creating and maintaining a physically, socially, and emotionally safe learning environment.

**Vision Screenings**

Healthier Kids Foundation's VisionFirst program screens children with a digital photo optic scan camera to screen for undetected vision issues and assists parents with accessing follow-up vision services. The screening takes about 10 second per child and the camera takes a picture of the child's eyes. If a child is found to have a vision issue, a Healthier Kids Foundation case manager will be assigned to the family. The case manager will walk the parent through their child's vision screening result in their preferred language and will assist them with using their child's insurance to receive follow-up care and appropriate treatment. The case manager will recommend a specific optometrist (eye doctor) that takes their family's insurance, is near their home, and has flexible hours that meet the family's needs. If the child is uninsured, the case manager will assist the parents in enrolling their children into health coverage. Case managers follow each case, checking in with the family at least once every one to two weeks or as needed until the child receives his or her eyeglasses/treatment.

**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.

**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 three times a year. For more information, please visit our website at www.fmsd.org.

# Appendix A: Community Resources Directory

## Crisis/Help

24-7 Line (all languages/all problems)……1.888.247.7717
CA Smokers 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
Al 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 Smokers' Helpline - pilot protocol for callers…….. 1.800.NO.BUTTS; www.nobutts.org
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
Truth Initiative - Free text message program Text "QUIT" to ……..202.804.9884
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

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: Tips for Parents

**Home School Communication**

Communication between the home and the school is essential for ensuring the success of students. Regular communication between parents, teachers, and support staff is important for sharing information and fostering a supportive environment to help all students thrive.

**Conferences:** 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 at 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.

**Establish Routines and Expectations**

- Schedule a regular time for your child to go to bed in the evening
- Schedule a regular time for your child to wake up every morning and take care of personal hygiene and dress for school
- Eat breakfast at a regular time daily
- If you child was used to go to school via school bus, family car, or walk together; have a screen saver photo of the school bus, family car, or walking together to school on the device
- After breakfast ask your child to pretend going to school via school bus, family car, or walking

**Ask these questions every morning:**

- What classes/subjects do you have today?

- Do you have any tests?
- How will you spend your time”
- How can mom/dad/brother/sister help?
- Teachers regularly communicate through online platforms and virtual learning environment
- Stay in contact with classroom and support teachers via email or phone call

**Help Students own their learning**

- Provide support and encouragement
- Expect your child do his/her part
- Be a coach to your child

**At the end of the school day ask:**

- What did you learn today?
- Did you complete your work?
- Did you need help from your teacher?
- Will tomorrow be a better learning day?

Checking with students to process instructions they received from their teachers will help them organize themselves and set priorities. These check-in routines can help parents/guardians with ensuring student success at home. This includes development of self-management and executive functioning that are essential skills for life.

**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 is administered to students in grades 1-8. Students can take both assessments on classroom computers; each test takes about 15 -20 minutes to administer. The test is given three 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 2021-2022** | | | | | |
| **MY CHILD 2022-2023** | | | | | |

| MY CHILD<br>2023-2024 | | | | | |
|---|---|---|---|---|---|
| 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 the 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 C: UCP Annual Notice 2022-2023

## Uniform Complaint Procedures Annual Notice for 2022 - 2023

*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 or 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 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:** Amy Black, Assistant Superintendent of Educational Services
**Unit or office:** Educational Services **Address:** 645 Wool Creek Drive San Jose, CA 95112
**Phone:** 408-283-6047 **E-mail Address:** amy.black@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:
https://www.fmsd.org/apps/pages/uniformcomplaintsandschoolissues *Last Revised: July 2022*

# Appendix D: Williams Complaint Classroom Notice

## Williams Complaint Classroom Notice 2022-2023

*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 mis-assignments. 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 2022-2023

*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): _____

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

_____

Course or Grade Level and Teacher Name: _____

Specific issue(s) of complaint (Please check all that apply. A complaint may contain more than one allegation.):

1. Textbooks and Instructional Materials (Education Code 35186; 5 CCR 4681)
   - ❑ 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 (Education Code 17592.72, 35186, 35292.5; CCR 4683)
   - ❑ 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 (Education Code 35186; 5 CCR 4682)
   - ❑ 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.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities conditions and how that condition poses a threat to the health or safety of students or staff.

_____

_____

**Please file this complaint with your student's school principal.**
Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

_____ _____
**(Signature)** **(Date)**

# Appendix E: 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 and may be retained indefinitely. 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 F: Notice of Safe Storage of Firearms

**To:** Parents and Guardians of Students in the **Franklin-McKinley School District**
**From:** **Juan Cruz, Superintendent**
**Subject:** **California Law Regarding Safe Storage of Firearms**

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Parents and legal guardians are reminded of their responsibilities for keeping firearms out of the hands of children as required by California law. There have been many news reports of children bringing firearms to school. In many instances, the child obtained the firearm(s) from his or her home. **These incidents can be easily prevented by storing firearms in a safe and secure manner, including keeping them locked up when not in use and storing them separately from ammunition.**

To help everyone understand their legal responsibilities, this spells out California law regarding the storage of firearms. Please take some time to review this and evaluate your own personal practices to assure that you and your family are in compliance with California law.

- With very limited exceptions, California makes a person criminally liable for keeping any firearm, loaded or unloaded, within any premises that are under their custody and control where that person knows or reasonably should know that a child is likely to gain access to the firearm without the permission of the child's parent or legal guardian, and the child obtains access to the firearm and thereby (1) causes death or injury to the child or any other person; (2) carries the firearm off the premises or to a public place, including to any preschool or school grades kindergarten through twelfth grade, or to any school-sponsored event, activity, or performance; **or** (3) unlawfully brandishes the firearm to others.[1]
    - **Note:** The criminal penalty may be significantly greater if someone dies or suffers great bodily injury as a result of the child gaining access to the firearm.
- With very limited exceptions, California also makes it a crime for a person to negligently store or leave any firearm, loaded or unloaded, on their premises in a location where the person knows or reasonably should know that a child is likely to gain access to it without the permission of the child's parent or legal guardian, unless reasonable action is taken to secure the firearm against access by the child, even where a minor **never** actually accesses the firearm.[2]
- In addition to potential fines and terms of imprisonment, as of January 1, 2020, a gun owner found criminally liable under these California laws faces prohibitions from possessing, controlling, owning, receiving, or purchasing a firearm for 10 years.[3]
- Finally, a parent or guardian may also be civilly liable for damages resulting from the discharge of a firearm by that person's child or ward.[4]

Thank you for helping to keep our children and schools safe. Remember that the easiest and safest way to comply with the law is to keep firearms in a locked container or secured with a locking device that renders the firearm inoperable.

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[1] See California Penal Code sections 25100 through 25125 and 25200 through 25220.
[2] *See* California Penal Code section 25100(c).
[3] *See* California Civil Code Section 29805.
[4] *See* California Civil Code Section 1714.3.

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 both new and returning students & families to the 2022-2023 school year! I would like to thank you for our partnership and collaboration as we work together through the impacts of the COVID-19 virus. Keeping our students, staff, and community safe and healthy has been, and continues to be, our top priority.

We have been very busy this summer with various projects including: hiring new teachers and support staff, summer programs, modernizing certain school sites, planning for return to in-person instruction. We will be utilizing a new system called Parent Square to share this year's Student & Parent Handbook and to obtain your electronic consent. We will have some copies available for pick up at each school but our goal is to significantly reduce paper usage in the new school year for both safety and environmental friendly purposes.

The Required Forms below are necessary for every student to be completed each school year. They should be read carefully, then signed no later than September 16, 2022. All policies referenced in the Back-to-School Packet can be found in the Student and Parent Handbook. The Student & Parent Handbook has been sent electronically this year via Parent Square and will be made available on the District website at www.fmsd.org.

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,

Juan Cruz
Superintendent of Schools

**List of Required Forms**

- ❏ Parent and Student Handbook Acknowledgement
- ❏ Acceptable Use Policy
- ❏ Earthquake / Disaster Emergency Form
- ❏ Student Media Release Form
- ❏ Student Accident Insurance Form
- ❏ Transportation Service Form **(Only needs to be completed if you are requesting transportation)**
- ❏ School-Parent Compact
- ❏ Student Information Form (S-029)
- ❏ Video Conferencing Opt Out Form **(Only needs to be completed if you wish to opt your child out of Video Conferencing)**

Franklin-McKinley School District
PREPARING ALL CHILDREN AS GLOBAL LEARNERS

# CHILD NUTRITION SERVICES- SY 2022-23
# 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.

This 2022-23 school Year is one of historic proportions as California will become the first state to implement a statewide Universal Meals Program for all school children. California's Universal Meals Program is designed to build on the foundations of the federal National School Lunch Program (NSLP) and School Breakfast Program (SBP). There are three key pillars that have been established to ensure that the program is a success:

4. California's State Meal Mandate is expanded to include both a nutritiously adequate breakfast and lunch for all children each school day.
5. California's Universal Meals Program requires very high poverty schools to participate in a federal provision.
6. The California State Legislature allocates funds to provide additional state meal reimbursement to cover the cost of the Universal Meals Program.

**What does this mean for you?**

California Universal Meals updates *Education Code* (*EC*), Section 49501.5 that REQUIRES public school districts, county offices of education, and charter schools to provide a **breakfast and lunch** to students that request a meal, **FREE OF CHARGE** for each school day beginning in SY 2022–23.Please encourage your child/children to take advantage of this benefit offered to all students .

- **Where to get an Education Benefit Form?**
  - ☐ The easiest, and quickest option to complete this requirement is an online form. It is also available at the locations listed below
    - ❏ In the front office of your child's school.
    - ❏ Franklin-McKinley School District at 645 Wool Creek Drive, San Jose, CA 95112

**Note:** Only (1) Form per family is needed.

**This institution is an equal opportunity provider.** For questions or comments, please contact the Child Nutrition Services Department at (408) 283-6010.

Franklin-McKinley School District

PREPARING ALL CHILDREN AS GLOBAL LEARNERS

**PARENT & STUDENT ACKNOWLEDGEMENT FORM 2022-2023**

**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.

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**FRANKLIN-McKINLEY SCHOOL District**
**RECEIPT OF ANNUAL NOTIFICATION OF PARENT & STUDENT HANDBOOK**
**2022-2023 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 |

Franklin-McKinley School District

PREPARING ALL CHILDREN AS GLOBAL LEARNERS

# FMSD ACCEPTABLE USE POLICY

Do not need this section for students, if we want it we can send out a separate form to students on the first day of school

**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 Policy Agreement. By signing this Agreement, I give permission for my child to use Franklin-McKinley School District technology, the Internet, and applications and software that may require parent consent. 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.

_____ I give permission for my child to use apps that require parent content.

**(Please print)**

Name: _____ Signature: _____ Date: _____

*DSC 191*

Franklin-McKinley School District
PREPARING ALL CHILDREN AS GLOBAL LEARNERS

# EARTHQUAKE / DISASTER EMERGENCY FORM

**(Seperate form within ParentSquare)**

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 _____

Email Address/Correo Electronico/Địa chỉ E-mail _____

**In the event of an emergency, I understand the school only releases 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** | **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/Ngāy _____

## SCHOOL USE

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

_____ was released to _____
***Student Name*** ***Authorized Adult***

at _____ on _____ to go to _____
***Time*** ***Date*** ***Address of intended destination***

***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 <u>DOES NOT</u> apply to classroom displays or yearbooks.***

Student Name: _____

School Name: _____ Grade: _____

Signature of Parent or Guardian: _____ Date: _____

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

*DSC 138*

Franklin-McKinley School District

PREPARING ALL CHILDREN AS GLOBAL LEARNERS

# STUDENT ACCIDENT INSURANCE
# 2022-2023 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 copayments. Also available at no cost is a Free Prescription Drug Card available on the above website.

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,

Jason Vann
Assistant Superintendent, Business Services

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**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**

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 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

*DSC 164*

Franklin-McKinley School District
PREPARING ALL CHILDREN AS GLOBAL LEARNERS

# Franklin-McKinley School District School-Parent Compact

_____ _____
*Student's Name* *School*

*We understand that our partnership is important in the educational success of every child. We will work together to ensure high-quality curriculum and instruction, regular attendance at school, regular monitoring of academic progress, and an environment that is conducive to learning.*

*I agree to this School-Parent Compact*

_____ _____
*Teacher Signature / Date* *Parent Signature / Date*

**********

***Pacto entre la Escuela y los Padres***

_____ _____
*Nombre del estudiante* *Escuela*

*Entendemos que nuestro trabajo conjunto es importante en el éxito académico de cada niño. Trabajaremos juntos para asegurar currículum de instrucción de alta calidad, la asistencia escolar regular, supervisar el progreso académico y para proveer un ambiente que favorece al aprendizaje.*

*Estoy de acuerdo con el Pacto entre la Escuela y los Padres*

_____ _____
*Firma del maestro / fecha* *Firma del padre / fecha*

**********

***Hợp đồng giữa Nhà trường và Phụ huynh***

_____ _____
*Tên học sinh* *Trường*

*Chúng tôi hiểu rằng sự cộng tác giữa nhà trường và phụ huynh rất quan trọng cho sự thành công về giáo dục của mỗi em. Chúng ta sẽ hợp tác với nhau để đảm bảo một chương trình học và giảng dạy hảo hạng, việc đi học đều đặn, sự theo dõi thường xuyên tiến bộ giáo khoa, và một môi trường thuận lợi cho việc học.*

*Tôi đồng ý với bản Hợp đồng giữa nhà trường và Phụ huynh này*

_____ _____
*Chữ ký của Giáo viên/Ngày* *Chữ ký của Phụ huynh/Ngày*

*DSC 095*

*Regular School Attendance*

- *My child will get sufficient sleep each night*
- *My child will get up early enough for prompt arrival at school*
- *The school will be notified when my child is absent*
- *Vacations will be taken outside of the school calendar*
- *Doctor appointments will be after the school day*

*A Home Environment Conducive to Learning*

- *Homework monitored consistently*
- *Quiet area provided for homework time*
- *Offer praise and encouragement for all schoolwork*
- *Limit television time*
- *Ensure a designated bedtime*

*Monitor Academic Progress*

- *Information from school will be read*
- *Phone calls from school will be returned*
- *Emergency contact information will be updated with changes*
- *Attend school conferences, Open House, Back-to-School-Night*
- *Contact the teacher / school with any concerns*

**********

*Asistencia Escolar Regular*

- *Mi hijo dormirá lo suficiente todas las noches*
- *Mi hijo se levantará con tiempo suficiente para no llegar tarde a la escuela*
- *Avisaré a la escuela cuando mi hijo está ausente*
- *Las vacaciones no ocurrirán durante el calendario escolar*
- *Citas médicas serán después de la jornada escolar*

*Un Ambiente en la Casa que Favorece el Aprendizaje*

- *Supervisaré las tareas escolares en todo momento*
- *Proveeré un área tranquila donde hacer las tareas*
- *Elogios y estímulos para todo el trabajo escolar*
- *Límite en la cantidad de tiempo para ver televisión*
- *Garantía de una hora determinada para acostarse*

*Supervisar el Progreso Académico*

- *Leer la información enviada por la escuela*
- *Devolver las llamadas telefónicas de la escuela*
- *Información de contacto de emergencia será mantenida al día*
- *Asistir a las conferencias de la escuela, Open House, noche de regreso a la escuela*
- *Comunicación con el maestro / escuela cuando haya preguntas o inquietudes.*

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*Đi học Đều đăn*

- *Con tôi sẽ ngủ đầy đủ mỗi tối*
- *Con tôi sẽ dậy sớm để đến trường đúng giờ*
- *Tôi sẽ báo nhà trường mỗi khi con tôi vắng mặt*
- *Những ngày gia đình đi nghỉ sẽ không rơi vào những ngày học*
- *Chỉ làm hẹn với bác sĩ sau giờ học*

*Một Khung Cảnh Gia Đình Thuận Lợi cho Việc Học*

- *Luôn luôn kiểm soát bài tập ở nhà*
- *Cung cấp một nơi yên tĩnh vào giờ làm bài tập ở nhà*
- *Khen ngợi và khuyến khích về tất cả các bài vở ở trường*
- *Giới hạn thời gian xem truyền hình*
- *Đảm bảo một giờ đi ngủ nhất định*

*Theo dõi Tiến bộ Giáo khoa*

- *Đọc tất cả những thông tin từ nhà trường*
- *Trả lời ngay điện thoại của trường*
- *Những chi tiết liên lạc trong trường hợp khẩn cấp sẽ được cập nhật khi có thay đổi*
- *Tham dự các buổi họp, Ngày Giới Thiệu Trường (Open House), Tối-Trở-Lại-Trường (Back-to-School-Night)*
- *Liên lạc với giáo viên/nhà trường nếu có những quan tâm và lo lắng*

*DSC 095*