

# **Franklin Elementary School District**



## **Parent – Student Handbook**

**2023 – 2024 School Year**

**Franklin Elementary School District**

**332 N. Township Road**

**Yuba City, CA 95993**

**Phone: 530-822-5151**

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**<http://www.franklin.k12.ca.us>**

**Mrs. Lisa Shelton**

**Superintendent/Principal**

# FRANKLIN SCHOOL HANDBOOK

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# School Calendar

## Franklin Elementary School District 2022-2023

- School Begins August 10, 2022
- School Ends June 1, 2023
- Teacher Development Day
- Teacher Flex Day
- Legal Holidays
- Local Holidays
- Teacher Collaboration  
(Kinders Released 12:35 pm, 1st-8th Released 1:45 PM)
- Parent/Teacher Conferences  
(Kinders Released 11:30 am, 1st-8th Released 12:45 PM)

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

SEPTEMBER						
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Legal Holidays**

- September 5
- November 11, 24
- December 26
- January 2, 16
- February 13, 20
- May 29

**Local Holidays**

- November 21-23, 25
- December 23, 27-30
- January 3-6
- February 14-17
- April 10-14

**Conferences**

- November 14-18
- March 8-9

OCTOBER						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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

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

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

- End of 1<sup>st</sup> trimester = October 28
- End of 2<sup>nd</sup> trimester = February 24
- End of 3<sup>rd</sup> trimester = June 1

- School Hours:
- Kindergarten: 8:20 am - 1:30 pm
  - Grades 1-8: 8:20 am - 2:40 pm

Board Approved: 3/8/22

## **School Description**

Franklin School is a TK/kindergarten through eighth grade single school district. The school and residents of the district are closely connected with each other and are mutually supportive of all efforts and activities to provide opportunities for students of the District. There is a combination of long-time residents of the area and new families who desire to raise their children away from the urban areas. The relatively small class size and small school setting encourages close parental involvement. The current enrollment at Franklin Elementary School is 487 students. The student population of the district is approximately 55% Caucasian; 11% Asian; 22% Hispanic; and 12% other ethnic minority.

Franklin School has a qualified, caring, professional staff who share the vision that we are here to help every child succeed. The staff has earned the admiration of the community due to their dedication to the profession of teaching. Franklin School is lead by one Superintendent / Principal who is assisted by a teaching Vice Principal. The instructional staff is comprised of eighteen classroom teachers, one full time music / band teacher, one special education teacher, one ELD/Intervention teacher, one P.E. specialist, and one speech and language teacher. Assisting with classroom instruction are eleven teacher's aides. Other classified staff include two office secretaries, one fiscal manager, one technology coordinator, one library aide, three custodians, one full time cook, and yard duty supervisors. All classified employees take an active role in the education of the students at Franklin Elementary School.

### **Mission and Vision Statement**

**Mission:** Making a difference for all students.

**Vision:** Our vision is to prepare all students for the future demands of career, college and life in the 21st century. We will provide an exceptional educational experience in a caring, engaging, safe and healthy environment in partnership with family and community. Students will be technologically competent and will develop creative, collaborative, and critical problem-solving skills to consistently meet standards of excellence.

### **Curriculum / Course of Study**

We are fortunate to have an experienced and knowledgeable staff, eager to make a difference in the lives of children. Each staff member believes that every student is unique and deserving of a rich educational program. The curriculum for Franklin School is aligned with California Standards, frameworks and guidelines. Over the past few years a great deal of time, effort, and money has been invested to ensure that students have up to date curriculum materials tied to the California State Standards. The District has current adoptions in all core subjects. For 2020 new Social Science curriculum was purchased for grades K-5, and Science for all grade levels. The following is a list of the state adopted textbooks in use at Franklin School and their date of adoption.

<u>Publisher</u>	<u>Subject Area</u>	<u>Date of Adoption</u>
McGraw Hill	6 - 8 Social Science	June 2019
Studies Weekly	K - 5 Social Science	June 2020
Amplify	K - 5 Science	June 2020
Activate Learning	6 - 8 Science	June 2020
CPM Math	6 - 8 Mathematics	June 2013
Houghton Mifflin	K - 5 Mathematics	June 2014
Reading Wonders	K - 5 English Language Arts	June 2016
Study Sync	6 - 8 English Language Arts	June 2016

The curriculum at Franklin School is constantly being reviewed by the staff and revised as appropriate. Teachers provide parents with a curriculum orientation at the start of each school year during Back to School Night. Franklin School provides the basic skills in reading, writing and mathematics to all students, and concurrently provides enrichment programs for all students to develop skills, knowledge, awareness, and appreciation in a wide variety of other aspects of the curriculum. Programs are offered in literature, science, health, history / social studies, fine arts, music and physical education. Franklin School provides a GATE program. An after school athletics program is available for those students interested in participating.

Franklin offers an after school program (ASP), The Bulldog Academy. The ASP supports students in the areas of homework help, technology, physical education, and enrichment activities. The Bulldog Academy is open 5 days a week, opening at the dismissal of school and ending at 5:30 pm.

Franklin Elementary School is committed to providing every student with a rich, meaningful, thinking curriculum. Students are actively engaged in the learning process, not merely observers. Our goal is to provide all students with an opportunity for success and a quality education.

### **Positive Learning Environment / Discipline**

Respect and support among and between students and staff members is evident at Franklin Elementary School. Students and staff members are proud of and enjoy their school. Together they develop and maintain a safe and orderly environment for learning. Schoolwide rules are reasonable and communicated to students on a regular basis. All staff are consistent and equitable in the enforcement of all school rules.

Student behavioral expectations as well as procedures and consequences are clearly stated in the Franklin School Discipline Policy. This discipline plan represents a positive schoolwide approach to student behavior and attendance accountability. Clearly defined expectations, rewards and consequences are provided to all students and parents. Students,

parents and staff work hard to ensure a safe and orderly learning environment for all students. Well managed classrooms, clearly defined behavioral expectations and consequences with consistent administrative support and follow-up, have resulted in an environment where learning can flourish. The school models high moral standards, sends positive messages to students and shows that the school community expects the best effort and performance from everyone. Student accomplishments are recognized in a variety of ways throughout the school year.

### **School Safety**

Franklin School takes a great deal of pride in the fact that we have provided students with a safe and organized environment in which to learn and play. Nothing is more important to us than providing students with a safe physical environment, coupled with a school climate that is free of violence, intimidation, fear, and shaming. Because school safety is such a high priority, we are constantly in a state of evaluating and critiquing our safety procedures and policies. We regularly conduct safety inspections of the site and playground, making corrections as needed. The Franklin Elementary Safe School Plan is updated yearly to ensure that safety procedures are in place and understood by all. In the case of an emergency, the school has the ability to quickly contact parents through an automated phone system.

The School Safety Plan is updated at the beginning of each school year and is reviewed with staff. Emergency Response Binders are located in all classrooms for immediate use during an emergency. These binders have copies of all the necessary forms and direction to utilize in an emergency situation. All staff have received training in both CPR and first aid.

Fire, earthquake, and intruder drills are conducted monthly throughout the school year. Exit maps are developed and clearly posted in all classrooms. When students are on the playground, adequate adult supervision is always provided. All playground supervisors have received training in both playground discipline and safety. This team is continually watching children to ensure that they are conducting themselves in a safe and responsible manner. All employees at Franklin School monitor those who enter and exit the school site. All visitors are required to check in at the main office upon entering the campus. Visitors are given badges that must be worn at all times while they are on the school site.

# Franklin School Staff

2022-2023

## Superintendent/Principal

Mrs. Lisa Shelton

## Classroom Teachers      Grade   Room #

Mrs. Sharon Carothers	TK	Room 35
Mrs. Jennifer McCauley	Kdg.	Room 1
Mrs. Hannah Kellison	Kdg.	Room 2
Mrs. Kari Stewart	1 <sup>st</sup>	Room 3
Mrs. Jennifer Corbin	1 <sup>st</sup>	Room 4
Mrs. Shannon McClelland	2 <sup>nd</sup>	Room 20
Mrs. Deborah Barbaccia	2 <sup>nd</sup>	Room 5
Miss Denise Siller	3 <sup>rd</sup>	Room 6
Mrs. Colleen Krause	3 <sup>rd</sup>	Room 7
Mrs. Rhonda Simard	4 <sup>th</sup>	Room 9
Mrs. Sue Ahlers	4 <sup>th</sup>	Room 10
Miss Caitlyn Caylor	5 <sup>th</sup>	Room 11
Mrs. Dana Brandow	5 <sup>th</sup>	Room 12
Mr. Jon Trefzger	6 <sup>th</sup>	Room 22
Mrs. Chelsea Rouse	6 <sup>th</sup>	Room 23
Mrs. Tammy Hogan	7 <sup>th</sup>	Room 13
Mrs. Dawnell Reische	7 <sup>th</sup>	Room 14
Mr. Jack Johnson	8 <sup>th</sup>	Room 15
Mr. Erick Dahl	8 <sup>th</sup>	Room 16

## Specialized Staff

Mrs. Angela Goodman	RSP
Mrs. Delaynii Howard	Speech
Mrs. Stephanie Davis	Psychologist
Mr. Greg Zunino	Music
Mrs. Karen Kuykendall	ELD/Intervention
Mr. Steven Staplin	PE/Intervention
Mr. Zach Macy	Technology Coordinator

## Fiscal Services Manager

Mrs. Stephanie Sanchez

## Admin. Secretary / Food Services Supervisor

Mrs. Laurie Robertson

## Office Clerk

Mrs. Laurie Whalin

## Vice-Principal

Mr. Erick Dahl

## Classroom Aides

Mrs. Jessica Harrison	TK
Mrs. Jill Leff	Kindergarten
Mrs. Alicia Lee	Kindergarten
Mrs. Nadine Chavez	1 <sup>st</sup> Grade
Mrs. Anna Lego	2 <sup>nd</sup> Grade
Mrs. Monica Blumka	3 <sup>rd</sup> Grade
Mrs. Krista Enos	4 <sup>th</sup> Grade
Mrs. Shannon Wickum	5 <sup>th</sup> Grade
Ms. Angela Sanford	6 <sup>th</sup> Grade
Mrs. Pam Vershaw	7 <sup>th</sup> Grade
Mrs. Colleen Hedley	8 <sup>th</sup> Grade
Mrs. Shannon Dunn	RSP
Mrs. Jennice Cross	Librarian
Mrs. Angela Sanford	Crossing Guard
Mrs. Alicia Lee	Reading Lab
Mrs. Jill Leff	Reading Lab
Mrs. Jenny Sandgren	Reading Lab

## After School Program Coordinator

Mrs. Natalie Guillory

## Food Service Coordinator

Mrs. Tracy Madison

## Cafeteria Helper

Mrs. Kourtney Nunes, Mrs. Rosa Felgueres

## Student Supervisors

Mrs. Danielle Fusaro, Mr. Adam Stout,  
Miss Kenna Nunes, Miss Eliza Madison,  
Mrs. Monica Stout

## Intervention Teachers

Mr. Luther Martinez, Mrs. America Rivera  
Mrs. Christine Dorn

## Custodians

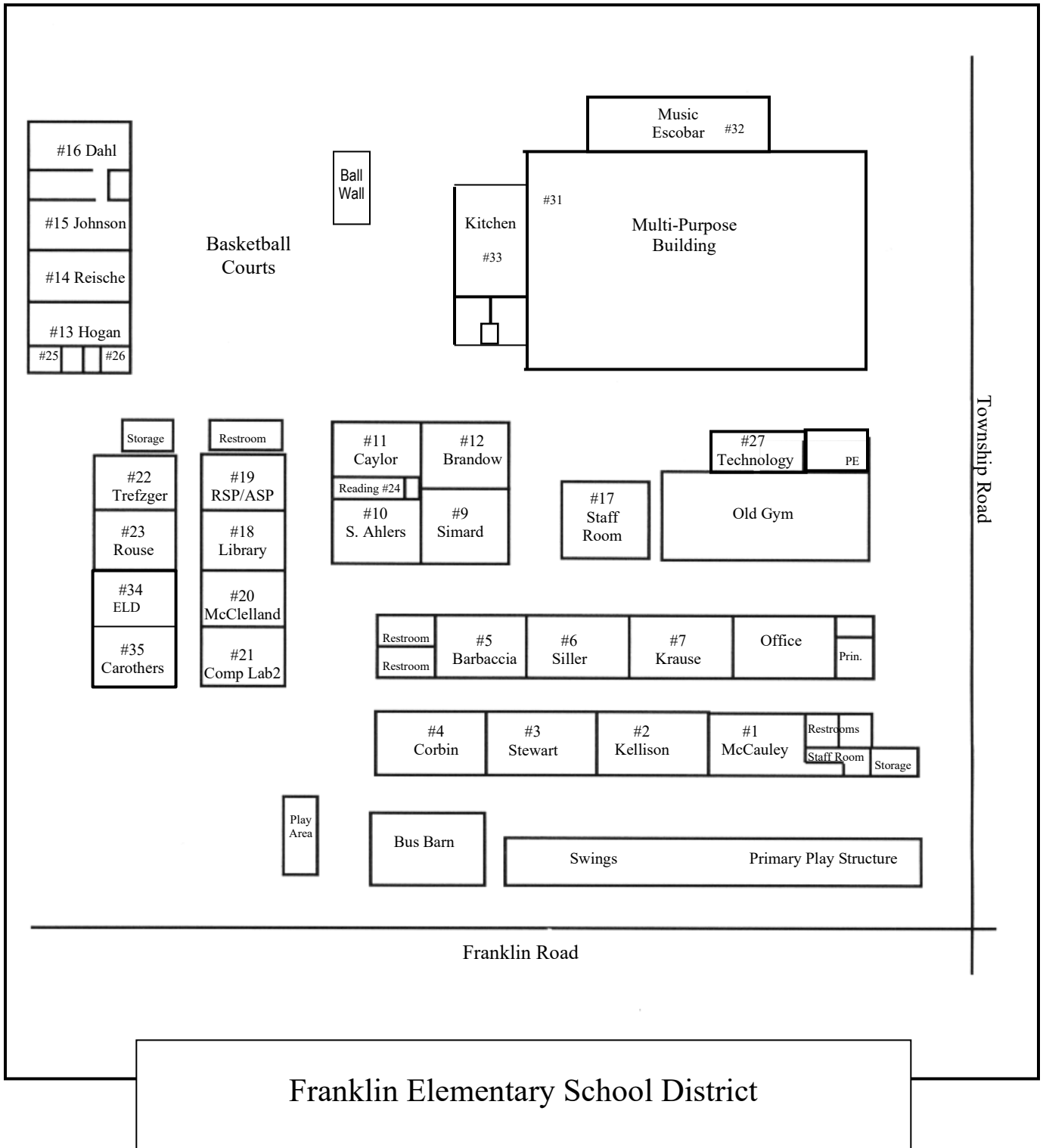
Mr. Jimmy Divelbiss, Mrs. Veronica Camargo,  
Mr. Robbie Casselberry, Mrs. Teresa Rubalcaba

## Transportation

Mrs. Marianne Karnegas, Mr. Richard Sanchez



# School Map



## General District Information

Franklin School is a single school district. The District office is on the school site located at 332 North Township Road, Yuba City, California. The District office staff includes the following:

- Superintendent / Principal                      Mrs. Lisa Shelton
- Teaching Vice Principal                         Mr. Erick Dahl
- Fiscal Services Manager                         Ms. Stephanie Kuykendall
- Administrative Secretary                        Mrs. Laurie Robertson
- Office Clerk                                         Mrs. Laurie Whalin

The office staff can be contacted by phone at (530) 822 - 5151. The FAX number at the school is (530) 822 - 5177. Information about Franklin School can be obtained from the school website at [www.franklin.k12.ca.us](http://www.franklin.k12.ca.us).

Franklin Elementary School District has a five member Board of Education. The members of the Board of Education are the following:

- Mr. Glenn Houston
- Mr. Joseph Oates
- Mr. Aaron Murphy
- Mr. Kyle O'Neal
- Mr. Chris Zunino

The Board of Trustees meet primarily on the second Tuesday of each month at 5:30 p.m. in Computer Lab #2 (Room 21) at Franklin School. The public is always encouraged to attend these meetings.

## **General School Information**

### **Attendance**

State law requires that students be in school. Parents need to ensure that their children are in school, on time and prepared with all the materials needed for the day's instruction. The school attendance office has to account for every student absence. When a student is absent, the parent should call the school office and talk with the secretary. If this is not possible, your child should bring a note from home stating the dates and reasons for the absence. This note should be dated and signed by a parent / guardian and turned into his / her classroom teacher. Parents can also contact Laurie Whalin, the office clerk, at the following e-mail address: lauriew@franklin.k12.ca.us.

### **Excused - Medical**

A student shall not be deemed absent for truancy purposes if the absence was:

- due to illness / quarantine
- for the purpose of medical, dental, optometrist, or chiropractic services
- for the purpose of attending a funeral as defined in E.C. 48205

### **Tardies**

When a child is late for school and is not in the classroom by the time the 8:20 a.m. bell rings, the child is to go directly to the office and request a tardy slip. This slip will be taken to the classroom teacher by the student and a copy will be kept on file in the office. Excessive tardies have the same effect as absences in regards to interfering with the learning process in the classroom. Parents will be notified if student tardies become excessive.

### **Arrival Time**

School starts promptly at 8:20 a.m. for all grades.

**Students should not arrive any earlier than 7:55 a.m. unless they are transported by bus.**

Adequate yard supervision is provided for bus riders upon their arrival to school. The following is a breakdown of the school hours:

## School Hours

Kindergarten	8:20 a.m. – 1:30 p.m.
Lunch / Recess	11:10 a.m. - 12:00 p.m.
Grades 1st - 3rd	8:20 a.m. - 2:40 p.m.
Recess / Lunch	11:15 a.m. - 12:05 p.m.
Grades 4th - 6th	8:20 a.m. - 2:40 p.m.
Recess / Lunch	11:45 a.m. - 12:25 p.m.
Grades 7th - 8th	8:20 a.m. - 2:40 p.m.
Recess / Lunch	12:20 p.m. - 12:55 p.m.

## TK and Kindergarten

### Regular Day Schedule

8:20 – 9:10	Class Time (50 min.)
9:10 – 9:25	Recess* (15 min.)
9:25 – 11:10	Class Time (105 min.)
11:10 – 11:30	Lunch
11:30 – 11:40	Passing
11:40 – 12:00	Recess
12:00 – 1:30	Class Time (90 min.)

Total Instructional Minutes = 260 Minutes/Day  
260 Minutes / day x 136 days = 35,360 Minutes  
\* Minutes Inclusive of Recess

### Conference Day Schedule (7)

8:20 – 9:10	Class Time (50 min.)
9:10 – 9:25	Recess* (15 min.)
9:25 – 11:10	Class Time (105 min.)
11:10 – 11:25	Lunch
11:25 – 11:30	Class Time (5 min.)

Total Minutes = 175 Minutes/Day  
175 min./day x 7 days = 1,225 Min.  
\* Minutes Inclusive of Recess

### Collaboration Day Schedule (37)

8:20 – 9:10	Class Time (50 min.)
9:10 – 9:25	Recess* (15 min.)
9:25 – 11:10	Class Time (105 min.)
11:10 – 11:25	Lunch
11:25 – 12:10	Class Time (45 min.)

Total Minutes = 215 Minutes/Day  
215 min./day x 37 days = 7,955 Min.  
\* Minutes Inclusive of Recess

### Total Yearly Minutes:

- 136 Regular days = 35,360 minutes
- 7 Conference days = 1,225 minutes

- $\frac{37 \text{ Collaboration days} = 7,955 \text{ minutes}}{180 \text{ Days} \quad 44,540 \text{ minutes}}$

Note: State Required Minimum – 36,000 minutes  
**First Grade**

Regular Day Schedule

- 8:20 – 9:45 Class Time (85 min.)
- 9:45 – 10:00 Recess
- 10:00 – 11:15 Class Time (75 min.)
- 11:15 – 11:35 Lunch
- 11:35 – 11:40 Passing
- 11:40 – 12:00 Recess
- 12:00 – 1:15 Class time (75 min.)
- 1:15 – 1:30 Recess
- 1:30 – 2:40 Class time (70 min.)

Total Instructional Minutes = 305 Minutes/Day  
 305 Minutes / day x 136 days = 41,480 Minutes

Conference Day Schedule (7)

- 8:20 – 9:45 Class Time (85 min.)
- 9:45 – 10:00 Recess
- 10:00 – 11:15 Class Time (75 min.)
- 11:15 – 11:35 Lunch
- 11:35 – 11:40 Passing
- 11:40 – 12:00 Recess
- 12:00 – 12:45 Class time (45 min.)

Total Minutes = 205 Minutes/Day  
 205 min./day x 7 days = 1,435 Min.

Collaboration Day Schedule (37)

- 8:20 – 9:45 Class Time (85 min.)
- 9:45 – 10:00 Recess
- 10:00 – 11:15 Class Time (75 min.)
- 11:15 – 11:40 Lunch
- 11:40 – 12:00 Recess
- 12:00 – 1:45 Class time (105 min.)

Total Minutes = 265 Minutes/Day  
 265 min./day x 37 days = 9,805 Min.

Total Yearly Minutes:

- 136 Regular days = 41,480 minutes
- 7 Conference days = 1,435 minutes
- $\frac{37 \text{ Collaboration days} = 9,805 \text{ minutes}}{180 \text{ Days} \quad 52,720 \text{ minutes}}$

Note: State Required Minimum – 50,400 minutes

## Second and Third Grades

### Regular Day Schedule

8:20 – 9:45	Class Time (85 min.)
9:45 – 10:00	Recess
10:00 – 11:15	Class Time (75 min.)
11:15 – 11:35	Recess
11:35 – 11:40	Passing
11:40 – 12:05	Lunch
12:05 – 1:17	Class time (72 min.)
1:17 – 1:30	Recess
1:30 – 2:40	Class time (70 min.)

Total Instructional Minutes = 302 Minutes/Day  
302 Minutes / day x 136 days = 41,072 Minutes

### Conference Day Schedule (7)

8:20 – 9:45	Class Time (85 min.)
9:45 – 10:00	Recess
10:00 – 11:15	Class Time (75 min.)
11:15 – 11:35	Recess
11:35 – 11:40	Passing
11:40 – 12:05	Lunch
12:05 – 12:45	Class time (40 min.)

Total Minutes = 200 Minutes/Day  
200 min./day x 7 days = 1,400 Min.

### Collaboration Day Schedule (37)

8:20 – 9:45	Class Time (85 min.)
9:45 – 10:00	Recess
10:00 – 11:15	Class Time (75 min.)
11:15 – 11:40	Lunch
11:40 – 12:00	Recess
12:00 – 1:45	Class time (105 min.)

Total Minutes = 260 Minutes/Day  
260 min./day x 37 days = 9,620 Min.

### Total Yearly Minutes:

- 136 Regular days = 41,072 minutes
- 7 Conference days = 1,400 minutes
- 37 Collaboration days = 9,620 minutes
- 180 Days 52,092 minutes

Note: State Required Minimum – 50,400 minutes

## Fourth and Fifth Grades

### Regular Day Schedule

8:20 – 10:00	Class Time (100 min.)
10:00 – 10:15	Recess
10:15 – 11:45	Class Time (90 min.)
11:45 – 12:00	Recess
12:00 – 12:05	Passing
12:05 – 12:25	Lunch
12:25 – 2:40	Class time (135 minutes)

Total Instructional Minutes = 325 Minutes/Day  
325 Minutes / day x 136 days = 44,200 Minutes

### Conference Day Schedule (7)

8:20 – 10:00	Class Time (100 min.)
10:00 – 10:15	Recess
10:15– 12:05	Class Time (110 min.)
12:05 – 12:20	Lunch
12:20 – 12:45	Class Time (25 min.)

Total Minutes = 235 Minutes/Day  
235 min./day x 7 days = 1,645 Min.

### Collaboration Day Schedule (37)

8:20 – 10:00	Class Time (100 min.)
10:00 – 10:15	Recess
10:15– 12:05	Class Time (110 min.)
12:05 – 12:20	Lunch
12:20 – 1:45	Class Time (85 min.)

Total Minutes = 295 Minutes/Day  
295 min./day x 37 days = 10,915 Min.

### Total Yearly Minutes:

- 136 Regular days = 44,200 minutes
- 7 Conference days = 1,645 minutes
- 37 Collaboration days = 10,915 minutes
- 180 Days 56,760 minutes

Note: State Required Minimum – 54,000 minutes

## Sixth Grade

### Regular Day Schedule

8:20 – 9:30	Class Time (70 min.)
9:30 – 9:45	Recess
9:45 – 11:45	Class Time (120 min.)
11:45 – 12:00	Recess
12:00 – 12:05	Passing
12:05 – 12:25	Lunch
12:25 – 2:40	Class time (135 min.)

Total Instructional Minutes = 325 Minutes/Day  
325 Minutes / day x 136 days = 44,200 Minutes

### Conference Day Schedule (7)

8:20 – 9:30	Class Time (70 min.)
9:30 – 9:45	Recess
9:45– 12:05	Class Time (140 min.)
12:05 – 12:20	Lunch
12:20 – 12:45	Class Time (25 min.)

Total Minutes = 235 Minutes/Day  
235 min./day x 7 days = 1,645 Min.

### Collaboration Day Schedule (37)

8:20 – 9:30	Class Time (70 min.)
9:30 – 9:45	Recess
9:45– 12:05	Class Time (140 min.)
12:05 – 12:20	Lunch
12:20 – 1:45	Class Time (85 min.)

Total Minutes = 295 Minutes/Day  
295 min./day x 37 days = 10,915 Min.

### Total Yearly Minutes:

- 136 Regular days = 44,200 minutes
  - 7 Conference days = 1,645 minutes
  - 37 Collaboration days = 10,915 minutes
- 180 Days                      56,760 minutes

Note: State Required Minimum – 54,000 minutes



## Seventh and Eighth Grades

### Regular Day Schedule

8:20 – 10:15	Class Time (115 min.)
10:15 – 10:35	Recess
10:35 – 12:20	Class Time (105 min.)
12:20 – 12:25	Passing
12:25 – 12:45	Lunch
12:45 – 12:55	Recess
12:55 – 2:40	Class time (105 minutes)

Total Instructional Minutes = 325 Minutes/Day  
325 Minutes / day x 136 days = 44,200 Minutes

### Conference Day Schedule (7)

8:20 – 10:15	Class Time (115 min.)
10:15 – 10:30	Recess
10:30 – 12:28	Class Time (118 min.)
12:28 – 12:45	Lunch/Recess

Total Minutes = 233 Minutes/Day  
233 min./day x 7 days = 1,631 Min.

### Collaboration Day Schedule (37)

8:20 – 10:15	Class Time (115 min.)
10:15 – 10:30	Recess
10:30 – 12:28	Class Time (118 min.)
12:28 – 12:45	Lunch/Recess
12:45 – 1:45	Class Time (60 min.)

Total Minutes = 293 Minutes/Day  
293 min./day x 37 days = 10,841 Min.

### Total Yearly Minutes:

- 136 Regular days = 44,200 minutes
  - 7 Conference days = 1,631 minutes
  - 37 Collaboration days = 10,841 minutes
- |          |                |
|----------|----------------|
| 180 Days | 56,672 minutes |
|----------|----------------|

Note: State Required Minimum – 56,400 minutes

### Collaboration Day Schedule

During the 2020-2021 school year every Wednesday students will be released at 1:45 p.m. These days are clearly marked on the District Calendar, and will be used for collaboration time among the teaching staff. The schedule for these days will be as follows:

Kindergarten	8:20 a.m. – 12:10 p.m.
1 <sup>st</sup> – 8 <sup>th</sup>	8:20 a.m. – 1:45 p.m.

## **Food Service**

The Franklin Elementary School District provides a lunch and breakfast program for all K - 8<sup>th</sup> grade students. The lunch includes a selection of main entrees, a food bar with a variety of salad and fruit selections, and a choice of milk. The following is information regarding the Franklin School food program.

- All meals served at Franklin School will comply with the nutrition standards established by the United States Department of Agriculture for the National School Lunch Program.
- Menus for a one month period are readily available to both students and parents. Menus will be posted on the back of the Monday Message and will be available in the school office. Menus can be reviewed on the Franklin School web site at [www.franklin.k12.ca.us](http://www.franklin.k12.ca.us).
- The pricing for meals are the following:
  - All meals for students are free of charge due to the Universal Meal Program
- Cafeteria food is not to be given away and may be eaten only by those who have purchased a cafeteria meal. Food eaten in the cafeteria, bought or brought, is not to be given away or traded to other students.
- Applications for free or reduced meals will be sent home to parents at the beginning of the school year. Even though meals are free to students, the information gleaned from the free and reduced lunch application helps provide funding for Franklin School. This application also provides information to the After School Program in determining the tuition rate for families.

## **Student Pick Up Before School Is Out**

If students must unavoidably be taken from school for any reason, the parent must check the student out from the office. A binder is located in the office where a parent or guardian must sign their child in and out. The school will be responsible for bringing the child to the office from their classroom. Please do not go to the classroom to pick up your child.

## **Illness**

In the event a pupil becomes ill at school, the parent will be notified by telephone to pick up their child. In case the parent cannot be reached, someone designated by the parent will be

notified to pick the child up. Under no circumstances will the child be sent home when no responsible adult is present. In cases of an emergency, the child will be taken to the doctor or hospital if the parent cannot be reached.

### **Emergency Cards**

All students must have a completed Registration Form in the office which contains emergency information. Please make every effort to fill out the form completely and accurately. It is the parent's responsibility to contact the office immediately if there are any changes regarding information on this form. It is imperative that the school have current addresses and phone numbers for each student in case of an emergency. It is also necessary to have a parent's signature on the form for each child. A change in any of the following should be reported to the school office immediately.

- Home phone number, work phone number, or address changes.
- Changes or restrictions in child custody.
- Doctor's name, address, and phone number.
- Name, address, and phone number of friend/relative you have designated to be notified in case of an emergency if you cannot be reached.
- Changes in the child's medical needs or history.

### **Medications**

Since medical treatment is the responsibility of the parent and the family doctor, medications are rarely given in school. In most instances, the parent, with the help of the family physician, is urged to work out a schedule to give medication outside school hours. The only exceptions involve special or serious problems where it is deemed absolutely necessary to give medication during school hours. Medicine will be given only on the written authorization and explicit directions from the doctor. Medication cannot be given to your child by school personnel unless the school has on file written instructions from your child's physician and you, stating the name of the medication, dosage to be given, time to be administered, and a specific written directive for school personnel to administer the medication. All medications, whether prescription or non-prescription, must be in their ORIGINAL CONTAINERS. Medication is not to be transported to the school by the child. Parents must bring medication into the office and pick it up from the school office. All medications will be stored in a secure location in the school

office. The form “Authorization To Give Medication At School” can be obtained from the school office or the Franklin School website.

### **Allergic Reactions**

Should your child have an allergic reaction to bee stings, pollen, or anything else which must have immediate attention, please send instructions to the school with the procedure to be followed.

### **Immunizations**

Students must have the proper immunizations before being allowed entrance into school.

### **Insurance**

Whenever students are engaged in some activity, accidents may occur in spite of extreme care exercised by those in authority. Sometimes students receive injuries that are sufficiently serious to warrant medical treatment. Although parents are legally responsible for these costs, the school recognizes that such costs may be a financial burden to some parents. As a result, the school has contracted with an insurance group to provide assistance for parents, should such costs arise. The **School District does not provide accident insurance for students.** This insurance is set up as an excess coverage, and it does not mean that it will cover the complete cost of the injury. Students may purchase this insurance in the attendance office. This insurance will cover school injuries only and will apply to Doctor’s fees, x-rays, and hospitalization.

### **Visitors**

Franklin School welcomes adult visitors. Those interested in seeing the school in operation should make arrangements with the school secretary at least one day in advance of the projected visit, if possible. Parents are welcome to visit the school and classroom any time, although it is a courtesy to make arrangements with the teacher in advance. The Superintendent / Principal and Vice Principal welcome visitors at any time, however an appointment would ensure that they are available to meet with you. Because it is inconvenient for teachers to provide for the needs of visiting children who are friends or relatives, child visitation is not allowed. **All visitors must stop at the office to sign in and receive a visitors pass.**

## **Class Composition / Teacher Requests**

All class groupings are established through a cooperative effort between the teachers and the Superintendent / Principal. Class lists are displayed outside the school office on the day before the start of school, as well as being posted on the school website. Franklin School has two teachers per grade level, therefore it is impossible to permit parental selection of teachers.

**Please do not request a particular teacher for your child or ask for a class transfer.**

## **Report Cards and Parent Conferences**

Report cards are issued every 12 weeks at the end of each trimester. Three report cards will be given during the year evaluating both academic progress and behavior. Parents should refer to the enclosed District Calendar for the dates indicating the end of each trimester. Parent conferences for the first trimester are scheduled for the week of November 13. These conferences are extremely important as conferences provide an opportunity for you to discuss your child and his/her educational program/progress. Parents will also be advised as early as possible if there is potentially a need for their child's retention.

## **Guidelines for Classroom Parties, Treats and Birthday Celebrations**

### **Classroom Parties**

- Classroom parties should not exceed 45 minutes in length.
- Treats and food items should be kept to a minimum, no more than can be easily consumed by the students at one sitting.

### **Classroom Treats**

- Treats provided for students need to be **cleared in advance** with the classroom teacher.
- Food or beverages for classroom parties may not be prepared in a home kitchen. Food and beverage consumed by students must meet the nutritional guidelines established by the Franklin School Wellness Policy. These guidelines set a maximum of 35% calories from fat; no more than 10% calories from saturated fat; no more than 35% sugar by weight/volume; and no more than 175 calories per individual food item.

## **Birthday Celebrations**

- Invitations for birthday parties **should not** be distributed at school.
- Birthday treats for the entire class **should not** be brought to school.
- Sending balloons or flowers to school to celebrate a child's birthday is discouraged. Students who receive balloons or flowers will be called to the office at their break time to view the items. They will not be delivered to the classroom nor can they be transported on the school bus.

## **Extra Curricular Activities/Eligibility**

Extra-curricular activities are open to students attending Franklin School. Participation in any extra-curricular activity is a privilege. This privilege may be revoked for a variety of reasons. To be eligible for participation in any extra-curricular activity, the student must be in attendance for at least half of the school day on the day of the scheduled activity.

### Extra-Curricular Activities/Requirements for grades 6<sup>th</sup> – 8<sup>th</sup>

- To participate in extracurricular activities, 6th-8th grade students at Franklin School must maintain a 2.0 GPA with no "D's" or "F's" as a part of that average.
- Students who receive two disciplinary citations during any trimester will become ineligible to participate in extra-curricular activities for the remainder of the trimester or 40 school days, whichever is longer.
- Students who are formally suspended from school for a period of two days will be ineligible to participate in any extra-curricular activities for the remainder of the trimester or 40 school days, whichever is longer.
- Students who wish to participate in extra-curricular activities must maintain good school attendance. Students who drop below the 90% attendance rate will not be allowed to participate in extra-curricular activities until their attendance has improved. During any trimester, 7 absences from school or 10 tardies, is cause for removal from participation in extra-curricular activities for the rest of the trimester.
- Other requirements for participation in extra-curricular activities are at the discretion of the coach or advisor. If there are questions regarding the requirements for participation, contact the coach or advisor for clarity.

## **Graduation “On Stage” Requirements - 8th Grade**

Graduation on stage and participation in Graduation activities is both an honor and a privilege. To earn this privilege, the student must meet the following criteria:

- Student must maintain a GPA of 2.0 during their graduation year.
- Student must not receive a failing grade (F) during the third trimester of their graduation year.
- Student must maintain a 90% attendance rate. If students miss more than 18 days of school during their graduation year, they will not be eligible to participate in the graduation ceremonies (In cases of serious illness, this requirement may be waived).
- Student must not receive more than two disciplinary citations per trimester. If a student receives a total of 7 disciplinary citations for the school year, he/she is ineligible to participate in the graduation ceremony.
- Student must not have been suspended from school more than two times during the school year. Any student who is suspended three times, which is one formal suspension per trimester, will not be eligible to participate in the graduation ceremonies. Suspensions from class by teachers are also included in this total.

## **Home/School Communication**

It is critical that parents and the school work together as a team to support their child's education. Should you have any questions or concerns regarding instruction, student progress, student behavior, please see your child's teacher. Should you have any questions / concerns regarding the school, its policies, procedures, or supervision, please make an appointment with the Superintendent/Principal. Please take the time to voice your concerns and opinions with us in an effort to improve the entire school environment. To assist with communication, all teachers at Franklin School have both e-mail and voice mail. Parents can refer to the Franklin School Web Site ([www.franklin.k12.ca.us](http://www.franklin.k12.ca.us)) to access each teacher's e-mail address and classroom phone numbers.

## **Library**

Classes have a scheduled time to visit the library each week. Parents are responsible for the books that are checked out by their children. Books that are not returned by the end of the year must be paid for at replacement value. All replacement costs must be paid in the library or in the office where a receipt can be given.

### **Homework**

Homework is a shared responsibility between both school and home. Parental assistance is appreciated in providing conditions conducive to study and in establishing a good study schedule. The staff at Franklin School believes that homework should be introduced at the primary level, with assignments moving from the simple to the more complex as the student proceeds through the upper grades. If your child does not have homework, please check with the teacher to ensure that the homework assigned is being completed.

Although the amount of time to finish a homework assignment varies from student to student, teachers are asked to stay within the following maximum amounts as expressed as an average:

<u>Grade Level</u>	<u>Maximum Per Day</u>
• 1st - 2nd	30 Minutes
• 3rd - 4th	1 Hour
• 5th - 8th	2 Hours

### **Lost and Found**

Any pieces of clothing, backpacks, etc. found in or about the school are placed in the lost and found container located outside the new gym. Those things which are unclaimed at the end of each trimester are given to those in need or to some worthy charity. We encourage all children to have their clothing, lunch pails and other personal items marked so they may be identified and returned if lost. Lost articles of obvious value such as glasses, jewelry, etc. will be taken to the school office.

### **Dismissal**

Students should go directly home after dismissal unless they are involved in supervised after school activities, detained by a teacher, or waiting for the bus. **Parents who pick up their**



**children at school need to do so no later than 3:00 p.m.** The school playground is not open for unsupervised student use after school hours.

### **Bus Information**

Students who normally ride the bus should bring a note from home to be signed by the office if there is to be any change in the usual procedure. Any student wishing to ride the bus to another student's home must bring a note from home to be verified by the office prior to the end of the school day. Students riding the school bus are subject to rules set up by the Board of Education and enforced by the bus driver and the Principal. Any questions concerning the bus should be directed to the school office at 822-5151.

### **Behavior**

Respect, cooperation, and responsibility are the foundation to a successful educational program. Franklin School cannot **give** students an education, but only an opportunity to receive one. Students are expected to take their responsibilities for getting an education seriously. All students in the Franklin Elementary School District have the responsibility to:

- Protect the rights of others to study and to work.
- Attend classes daily.
- Be on time for all classes.
- Obey school, district, and state rules.
- Dress appropriately for school.
- Cooperate with school personnel at all times.
- Come to class with the necessary materials prepared to work.
- Complete all class work and homework.
- Respect public and private property.
- See that all progress reports to parents reach home.
- Pay for any lost or damaged books, materials, or equipment.

### **Bicycle Safety Expectations**

Bicycles brought to school should be ridden safely and parked in the racks. All bikes should have locks for the owner's protection. Riders are to walk their bikes on the school

grounds at all times. There is no riding in the corridors even after school hours. It is the law that all bike riders must wear safety helmets.

### **Bringing Personal Items To School**

Students should not bring personal entertainment items to school. This includes balls, toys, frisbees, water pistols, trading cards, roller blades, skateboards, etc. In addition, students should never bring valuable items to school such as large amounts of money, I-pods, cameras, hand held gaming devices (Steam Deck, Switch, etc.) Items such as these tend to create disputes and interfere with the school routine. If these items are brought to school they will be confiscated and turned into the office until parents can pick them up. Permission to bring such items for a specific purpose may be obtained from the classroom teacher.

### **Tobacco-Free Schools**

The Board of Trustees recognizes the health hazards associated with tobacco products, (including the breathing of secondhand smoke) and desires to provide a healthy environment for students and staff. Employees are encouraged to serve as models for good health practices that are consistent with the District's instructional programs.

In accordance with state and federal law, smoking is prohibited in all District facilities and vehicles. The Board further prohibits the use of tobacco products at all times on District grounds. This prohibition applies to all employees, students and visitors at any activity or athletic event on property owned, leased or rented by or from the District.

### **Cell Phones**

The school discourages students from bringing cell phones to school. Over the years the Franklin Elementary School District has upgraded its communication infrastructure and emergency response systems so that it can easily handle any emergency situation. In the event of a real emergency, it is important that the District office has complete control over the entire communication process.

Many of the older students, however, are involved in after school athletics and extracurricular activities and may need to contact their parents after school hours when the office phone is not easily available or when they are away from the school site. Older students

who choose to bring cell phones to school **must** adhere to the following guidelines during school hours ( 8:20 a.m. – 2:40 p.m.)

### **Cell Phone Guidelines**

- During school hours, cell phones must be turned off, including the breakfast period.
- During school hours, cell phones must be stored in a secure location.
- During school hours, cell phones must never be visible.
- During school hours, cell phones can never be used unless permission is given by a teacher or other staff member.
- Cell phones should not be in view or used while on the school bus.
- The School District assumes no responsibility for lost, stolen, or damaged cell phones.
- Cell phones should not be utilized in a school emergency situation unless the student is instructed to do so by a staff member.

Again, Franklin School discourages students from bringing cell phones to school. Even during after school events and extra-curricular activities, the students are always under the supervision of a responsible adult and phone service is readily available. **Students who do choose to bring a cell phone to school and then violate the above guidelines, will have their cell phones confiscated and the parent will be required to pick up the phone in the office.** If a student violates any of the above guidelines, they will be subject to disciplinary action up to and including suspension from school.

### **Field Trips**

From time to time students will be leaving campus to go on special trips which are conducted or approved by the school. In all cases, students must complete a permission form which is to be signed by their parents. This form is to be handed in to the classroom teacher 24 hours in advance of the scheduled field trip. Without a field trip form, the student will not be allowed to go on the trip. No other form may be substituted and permission for field trips cannot be given over the phone.

**IF A PARENT DESIRES TO REMOVE THEIR CHILD FROM THE BUS BEFORE THE COMPLETION OF THE TRIP AND THE RETURN TO SCHOOL, WRITTEN NOTICE MUST BE**

## **RECEIVED BY THE SCHOOL 24 HOURS PRIOR TO DEPARTURE FOR THE FIELD TRIP.**

Forms are available in the school office or on the Franklin School web site.

### **Parent Transportation - Field Trips**

The Franklin Elementary School District relies heavily on volunteer drivers for the transportation of students to field trips and after school sports and activities. Without the generous support of parents, the number of these activities would be greatly reduced due to prohibitive transportation costs. The staff, students, and Board of Trustees of the Franklin Elementary School District sincerely appreciates this contribution.

The following is a summary of the District requirements for parents to provide transportation for field trips.

- Both the “Volunteer Driver Form” and the “School Registration Form” must be completed by parents. These forms are available in the school office or on the Franklin School web site.
- Volunteer drivers must provide the District with a current copy of their insurance policy that meets the required amounts of coverage.
- Volunteer drivers must be the student’s parent, guardian or grandparent.
- Volunteer drivers must sign a statement certifying that they have not been convicted of driving under the influence of drugs or alcohol and have provided the District with information that is true and correct.

### **Emergency Drills**

Emergency drills are conducted on a regular basis at Franklin Elementary School. Exit maps are developed and clearly posted in all classrooms. Fire drills are conducted monthly and both the Earthquake Drill and Intruder Alert Drill are conducted at least one time during the school year. The following is a summary of the emergency drills that are conducted and the procedures that are followed during the drills.

## **Fire Drill**

Signal: The signal for a fire drill is a unique sound produced by the fire alarm system at the school site. This signal is initiated by accessing the fire alarm panel in the office or by utilizing one of the pull stations in the classrooms.

Procedures: Teachers

- Please refer to the evacuation map in your classroom. This map should be posted by the exit door inside each classroom.
- Familiarize yourself with the exit route for your class before the drill begins.
- When the signal is given, have students form a single line outside the classroom.
  - Larger classes may need to form a double line.
- Check to see that all students are out of the classroom; take emergency binder and close all doors.
- Have students walk quietly in single file to the Assembly Area. Teachers should walk at the rear of the line.
- Have students form a single line in the designated Assembly Area.
- Take attendance.
- Signal to administrator or security officer when all students are accounted for.
  - Please use the green sign if all is okay; red sign indicates that you need assistance.
- Wait for the intercom signal that states it is safe to return to the classroom.

Note: All school personnel need to exit buildings during a fire drill. School personnel should exit the building and report to the assembly area closest to their location.

## **Earthquake Drill**

An earthquake drill is held to provide maximum protection in case of an earthquake or other emergency where the risk of flying or falling debris is present. In practice drills, teachers should supervise students and be alert to the position of each student during the entire drill.

Signal: The signal for the drill is the following PA announcement followed by a WARBLE.

“Your attention please. We are experiencing some seismic activity. For everyone's protection, all students and staff should follow Duck and Cover procedures. You should be in a protected position under a table or desk, away from windows and anything that could fall and hurt you. Hold this position until the shaking stops or you are given further instructions.”

### Procedures

- Drop to knees facing away from windows.
- Get under desks or tables where possible.
- Fold body onto floor with arms close to knees.
- Place head as far as possible between knees; cover crown of the head with hands.
- Stay in this position until the signal stops.
- Teachers will direct students to return to their seats.

After an actual earthquake, students will evacuate using the evacuation routes practiced during the fire drill. Students will gather in the Assembly Area and line up in the designated space.

### **Lock Down / Intruder Alert**

A “Lock Down” indicates that there is an emergency situation that requires staff and students to lock themselves in the classroom away from a possible dangerous situation.

Signal: The signal for the drill is a siren sound. The following announcement will be made over the school intercom system as well as the school phone system.

“Your Attention Please. We have an emergency situation and need to implement lock down procedures. Teachers are to lock classroom doors and keep all students inside the classroom until further notice. Do not open classroom door until notified by the Administrator, School Safety Officer, or Law Enforcement personnel. If outside, students and staff are to proceed inside to their classroom or nearest building depending on the circumstances.”

## Procedures

- If inside, teachers will instruct students to lie on the floor. Teacher will lock the doors, and close any shades or blinds.
- If outside, students will proceed to the nearest classrooms. Once inside a classroom, students will follow the directions of their teacher or teacher in charge. Students will lie on the floor and the teacher will close any shades or blinds.
- Staff and students will remain in “Lock Down” position until clearance is issued by Administrator, custodian, or security personnel. Clearance will be issued by an intercom statement.

## **ALICE Training**

The Franklin School staff has participated in ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training. The ALICE training has prepared staff members on how to prepare and plan for the threat of an aggressive intruder or active shooter event. There may be instances where the traditional “lockdown” approach is not the right course of action. The ALICE training provides another possible means to safety.

## **Discipline**

Student behavioral expectations as well as procedures and consequences are clearly stated in the enclosed Franklin School Discipline Policy (See Attached Policy). This discipline plan represents a positive school-wide approach to student behavior and attendance accountability. Clearly defined expectations, rewards and consequences are provided to all students and parents. Students, parents and staff work hard to ensure a safe and orderly learning environment for all students. Well managed classrooms, clearly defined behavioral expectations and consequences with consistent administrative support and follow-up have resulted in an environment where learning can flourish. The school models high moral standards, sends positive messages to students and shows that the school community expects the best effort and performance from everyone.

## **Discipline Policy**

Franklin School prides itself on a discipline plan that is firm, fair and consistent. We feel that all students have a right to go to school in a safe environment. Each student also deserves the opportunity to learn free from the influence of disruptive classmates. With these basic principles in mind, we have developed policies and procedures that will enable the staff to prepare and deliver to each child a positive educational program.

### **General School Rules**

- Disruptive or inappropriate classroom behavior that interferes with the learning process will not be tolerated.
- Students should arrive at school **no earlier than 8:00 a.m.** unless they are bus riders or are involved in a before school academic or athletic program.
- Students should leave school immediately at the end of the school day unless they are involved in after school athletics, or an after school academic program. Siblings of after school athletes need to go home at the end of the regular school day.
- Students should be on the playground during recess and noon time.
- Students are not to be in the hallways or classroom unless there is a staff member present.
- Students should immediately follow the requests of all staff members.
- Students should remain on sidewalks and WALK at all times.
- Students should line up for class in an orderly manner.
- Students should stay off fences surrounding the playground.
- Students should always engage in safe physical activities. Playing tackle football, chicken fighting, crack the whip, or other dangerous games which might result in serious injury, are not permitted.
- Students should always use the play structure, slides, swings, and bars in a safe manner.
- Bicycle riding, scooters, skate boarding, and roller skating are not permitted on school grounds during school hours. School hours for students are from 8:00 a.m. to 3:00 p.m.
- Disruptive behavior (fighting, talking back, inappropriate language, etc.) will not be tolerated.



- At Franklin School we have “zero” tolerance for intimidation, harassment, or bullying of any type.
- Sports equipment should not be misused:
  - Footballs should only be thrown on the grass areas of the playground.
  - Basketballs, volleyballs and rubber bouncing balls are not to be kicked.
  - Balls are not to be thrown or hit against the buildings.
  - Balls and equipment should not be brought from home.
  - No small balls (super balls, racquet balls, etc.) are allowed at school.
  - No hard baseballs or bats may be brought to school.
- Students should refrain from throwing rocks, walnuts, or dirt clods on the playground.
- All students must be in supervised areas visible to the teacher or supervisor on duty. Behind buildings, in hallways, and in restrooms does not constitute supervised areas. Students are not to go to other classrooms during recess unless they have permission from a teacher or other staff member.
- There is to be **NO GUM** at school.
- During the school day, no child is to leave the school grounds without permission.
- Students should always sit appropriately at the picnic tables around school. Students should sit on the benches provided, not on the tops of tables.
- On rainy days students are expected to use common sense and stay off the grass, sand and dirt areas if it is causing their shoes and clothing to get dirty.
- Students should always leave toys, games, radios, etc., at home unless permission is given by the teacher. All toy weapons must remain at home.
- Appropriate clothing is to be worn at all times. **Refer to dress code.**
- Public displays of affection are not appropriate during school hours or on school grounds at any time.
- Students should not bring their own sports equipment to school. All balls and other playground equipment will be provided by the school.

**Disciplinary Citations**

At Franklin School staff members and yard duty supervisors issue pink slips or citations to students for misconduct. Consequences are applied according to severity and frequency of the misconduct. Citations are not given arbitrarily or casually, but thoughtfully and purposefully. The citation is only a piece of paper. It is the significance and consequence attached to the citation by the school and home that will ultimately help the student toward good citizenship and appropriate behavior. The following are copies of a pink slip and a citation that are utilized at Franklin Elementary School.

**Franklin Elementary School District**

**Disciplinary  
Citation**

Student: \_\_\_\_\_ Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Issued By: \_\_\_\_\_ Referred To: \_\_\_\_\_

Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Disciplinary Action Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent Conference Required:                      Yes                      No

Teacher's Signature: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_

White - Office Copy  
Canary - Parent Copy  
Pink - Teacher's Copy

(Make Comments on Back)

# Pink Slip

Dear Parents/Guardians,		Room:
_____ is having difficulty following the rule marked below.		
CLASSROOM RULES		
	Be attentive in class	
	Use kind words	
	Be respectful	
	Be productive	
	Other:	
YARD RULES		
	Walk in the hallways	
	Stay in assigned areas	
	Use equipment appropriately	
	Freeze when the bell rings	
	Walk to tline when whistle blows	
	Other:	
CAFTEREIA RULES		
	Walk to and from the cafeteria	
	Remain seated while eating	
	Speak in a low voice inside cafeteria	
	Clean up before leaving table	
	Wait to be excused	
	Other:	
Person issuing slip	Date	Parent Signature

If a student chooses to violate the school rules he/she will receive a pink slip or citation. The adult issuing the citation will speak with the student and explain why the citation is being given. The student is asked to suggest a more appropriate action. The citation is either given to the student (upper grades) or put in the teacher's mailbox (primary students). Upon receipt of the citation, the teacher/administrator has the opportunity to again counsel and to reinforce school expectations with the student. The teacher/administrator then assigns the student an appropriate consequence for not following the school rules.

Because school and parent communication is extremely important, all citations are to go home the day received. Students are to serve LUNCH detention until the citation is returned

from the parent, thus showing the school that the parent is aware of the infraction. A copy of every citation issued is sent to the office to be recorded in a disciplinary data base.

### **Consequences for Unacceptable Behavior:**

- **Detention** - Students may be assigned detention during school hours or if necessary after the end of the regular school day. Parents will be notified at least a day in advance if their child is to serve after school detention.
- **Isolation** - Students may be isolated within the classroom, in another room, or on the playground. Students are at all times under the supervision of a certificated or classified staff member.
- **Loss of Privileges** - Students who receive 2 citations within a trimester will lose privileges for unsatisfactory behavior. Privileges may include sports, field trips, class parties, graduation and bus transportation.
- **Loss of Sports** - 7th & 8th grade students who receive 2 citations during any trimester will become ineligible to participate in after school athletics. Students who are suspended for two or more days during a school year will become ineligible to participate in after school sports for the remainder of the trimester or 40 school days, whichever is longer.

### **Severe Misconduct**

Certain infractions are more serious in nature and therefore require more serious consequences. In these cases the student is required to go directly to the Principal or Vice Principal and parents will be contacted. In some cases the student will be suspended and sent directly home. Listed below are some examples of severe misconduct:

- Defiant and disruptive behavior. Talking back or disobeying adults is not permitted.
- Fighting, shoving, throwing objects, kicking, hitting, violence or intimidation of any kind is unacceptable behavior on the school grounds or in the classroom and is not tolerated. Students should never touch another student in a negative way.

- Swearing or using obscene, vulgar or filthy language. Using this language anywhere on the campus or towards any student or staff member is prohibited. Use kind words only.
- Bringing tobacco, drugs, or alcohol to school. Use or possession **will** result in a suspension or possible expulsion from school.
- Bringing matches, fireworks, or knives to school. Bringing items such as these to school **will** result in a suspension or possible expulsion from school.
- Laser pointers are never allowed at Franklin School.
- Stealing or vandalizing. Taking or destroying personal or school property is prohibited

### **Suspensions and Expulsions**

The Franklin Elementary School District reserves the right to suspend and / or recommend the expulsion of any student that is in violation of statutes contained in the California Education Code Section 48900. Suspension and expulsion are the responsibility of the Superintendent / Principal or the Vice-Principal of Franklin School. The following are some of the possible causes for suspension and/or expulsion:

- Caused, attempted to cause, or threatened to cause, physical injury to another person.
- Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.
- Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
- Offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid, substance or material and represented the liquid substance or material as a controlled substance, alcoholic beverage or intoxicant.
- Committed robbery or extortion.
- Caused or attempted to cause damage to school or private property.
- Stole or attempted to steal school or private property.
- Possessed or used tobacco.

- Committed an obscene act, or engaged in habitual profanity or vulgarity.
- Had unlawful possession of, offered, arranged, or negotiated to sell any drug paraphernalia.
- Disrupted school activities, or willfully defied the authority of school personnel.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm.
- Committed or attempted to commit a sexual assault.

### **Suspension From Class**

The California Education Code Chapter 6, Article 1, Section 48910, allows the **teacher** to suspend a student from the teacher's class for the day of the suspension and the following day for any of the reasons outlined under Ed. Code 48900 above. At that time the student will be removed from the classroom and a conference with the student, teacher and parents will be held with the Superintendent/Principal.

### **Student Dress Code**

- Shoes must be worn at all times. All types of flip-flops or strapless shoes are prohibited because they pose a safety hazard. Sandals must have a manufactured heel strap. Shoes on wheels or roller shoes are not allowed. Students should have footwear that is suitable for outside activities every day.
- Clothing and jewelry shall be free of writing, pictures, or any other insignia which are aggressive, vulgar, profane, or sexually suggestive. Clothing should not suggest racial, ethnic, or religious prejudice or promote drug, tobacco, or alcohol use.
- Clothing or jewelry deemed to be associated with gang membership will not be allowed.
- Hats need to be worn with the brim facing forward. Hats and hoods are not to be worn in the classrooms or in the multi-purpose room during assemblies.
- Clothes shall be sufficient to conceal undergarments at all times. No see-through, fish-net fabrics, halter tops, tank tops (K-5 ok as long as tank tops or tank top dresses have a "2 finger width" shoulder), off-the-shoulder, bare midriffs, or spandex as outerwear.
- No skirts or shorts are permitted, unless they are longer than fingertip length with the fingers in a relaxed position.

- Pants and shorts must stay above the hips at all times. Oversized pants or excessively tight pants that don't cover the underwear completely are not allowed.
- No pajamas, slippers, or any type of loungewear (such as yoga pants) are permitted at school.
- Leggings may only be worn with skirts, long sweaters, or shirts that completely cover the person's front and backside areas.
- Clothing with printing across the buttocks is not acceptable.
- Students must have appropriate clothing and shoes to fully participate in P.E. activities.
- Any hair coloring (spray or otherwise) that would drip or smear when wet is not allowed.
- Students may not write on their clothing or skin, or on the clothing or skin of others.

### **Bus Conduct**

(Board Policy 5132)

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation.

The Superintendent / Principal or designee shall establish regulations related to bus conduct, bus driver authority, and the suspension of riding privileges. The Board shall make these rules available to parents / guardians and students.

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus. School personnel, parents / guardians and the students themselves all must ensure that these regulations are followed.

- Riders shall follow the instructions and directions of the bus driver at all times.
- Riders should arrive at the bus stop on time and stand in a safe place to wait quietly for the bus.
- Riders shall enter the bus in an orderly manner and go directly to their seats.
- Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops. After the bus has come to a complete stop the students can enter the aisle and proceed directly to the exit.

- Riders shall be courteous to the driver and to fellow passengers.
- Serious safety hazards can result from noise or behavior that distracts the driver. Loud talking, laughing, yelling, singing, whistling, throwing objects, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
- No part of the body, hands, arms or head should be put out of the window.
- Nothing should ever be thrown from the bus.
- Riders shall keep the bus and the area around the bus stop clean.
- Riders shall not damage or deface the bus or tamper with bus equipment.
- No animals shall be allowed on the bus without express permission from the Superintendent /Principal.
- Riders should be alert for traffic when leaving the bus.

Riders who fail to comply with the above rules shall be reported to the Superintendent / Principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the Superintendent / Principal, up to the remainder of the school year.

Bus drivers shall not deny transportation except as directed by the Superintendent / Principal.

### **School -Wide Positive Incentives and Recognition Programs**

We believe that a discipline program should not be punitive in nature, thus it is our goal to provide each student with numerous opportunities to receive positive feedback for good behavior, citizenship, attendance, and achievement. At the beginning of each school year each classroom teacher will review and clarify rules, expectations and opportunities for recognition. These opportunities for school-wide recognition are provided throughout the school year. The following are the recognition programs in effect at Franklin Elementary School.

### **Academic and Citizenship Awards**

Hard work and progress is rewarded at Franklin School. Students in all grades have the opportunity to earn an Academic and/or Citizenship award. Teachers recognize individual students based on hard work, academic improvement, positive citizenship traits, etc. Students are recognized at a special Awards Assembly in which parents are invited. In addition to the Academic and Citizenship Awards, students are also recognized by special tickets called



Bulldog Tickets. Students earn Bulldog tickets for positive actions in the classroom and on the playground and one ticket is pulled at the Awards Assembly for a special prize.

### **“Perfect Attendance”**

At the end of the school year, students who have perfect attendance for the entire school year will receive an award for their efforts.

### **Bulldog Tickets**

All staff members (yard duty supervisors, teachers, custodians, secretaries, etc. ) have access to “Bulldog Tickets” which are given to students to reinforce good behavior. Staff members keep these on hand at all times and give them to students who demonstrate positive behavior traits such as helping another student, resolving a conflict through problem solving rather than fighting, giving extra effort in service to the school or classroom, being especially kind or courteous, or doing a super job in the classroom.

The student writes his or her name, grade and the name of the homeroom teacher on the card. The student then turns the card into a classroom container. During the Awards Assembly, Bulldog Tickets will be pulled for a special prize.

### **School Site Council**

The Franklin Elementary School Site Council meets monthly throughout the school year. The School Site Council is composed of five parents and five staff members. Except for the principal, members commit to a two year term. Serving on the School Site Council gives parents insight into the workings of the school budget and fosters communication between staff and parents regarding the educational issues facing our district.

School Site Council meetings are held on Monday afternoons at 3:00 p.m. in the school library. All parents are welcome to attend School Site Council meetings.

### **Franklin School Parents’ Club**

Franklin School is fortunate to have a very active and involved Parents’ Club. This group supports numerous special events and conducts fund raising activities throughout the school year. Parents’ Club meetings are held on the fourth Tuesday of every month at 6:00 PM in the Library. The times and dates of these meetings are also published in the “Monday Message”

and appear on the information board by the office. Parents are encouraged to become active members of the Franklin School Parents' Club.

Without the generous support of the Parents' Club, many of the present programs and services offered to students would be reduced or eliminated. The following is a sample of the support the Parents' Club has provided over the past few years.

- Contributed funds towards the purchase of primary swings
- Purchased computers for classrooms
- Purchased instruments and other equipment for the band program
- Purchased prizes for the Awards Assemblies
- Provided flags and popsicles for Patriotic Day
- Paid fees for athletic tournaments
- Purchased athletic uniforms
- Purchased new wrestling mats
- Supported numerous school beautification projects
- Purchased water dispenser for multi-purpose room
- Contributed to Shady Creek tuition for 6<sup>th</sup> grade students

# FRANKLIN ELEMENTARY SCHOOL

## SECURITY CAMERA PROTOCOL

### I. PURPOSE

The Franklin Elementary School Board of Trustees authorized the use of video cameras on campus for the purpose of enhancing school safety and security as outlined in Board Policy No 3515. Our goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use our school property, and to diminish the potential for personal and district loss or destruction of property.

### II. GENERAL PROTOCOLS

#### **Signage and Notification:**

Signs will be posted on school property that notify students, parents, staff and the general public of the District's use of security cameras. Students, parents and staff will receive additional notification at the beginning of the school year regarding the use of security cameras on school grounds. Such notification will include, but not limited to, staff and student handbooks.

#### **Camera Placement and Recording of Information:**

Information will be recored continuously. The security camera system is installed in public areas only. These areas include, but are not limited to, grounds, exterior entrances or exits to school buildings and large gathering spaces such as corridors, cafeteria, lobby, and main entrances. Security cameras will not be used where there is a reasonable expectation of privacy, including, but not limited to restrooms, changing rooms, private offices, nurse's office, or locker rooms.

#### **Viewing:**

Monitoring for security purposes will be conducted in a reasonable, professional, ethical and legal manner and any diversion of the use of security technologies for other purposes is prohibited. Tampering or interfering with any aspect of the surveillance system by unauthorized personnel is strictly prohibited.

Technology Services will regularly confirm that the equipment is recording properly, that cameras are functional and will regularly maintain the cameras to ensure the integrity of the views.

Viewing the data is to be performed by authorized personnel that have been expressly designated by the Superintendent or his/her designees.

No sound is to be monitored or recorded in connection with the video surveillance system.

#### **Limited Access to Recordings:**

Any video recordings used for security purposes in school buildings or grounds are the sole property of the District. Release of such videos will be made only as permissible pursuant to applicable laws and with the permission the Superintendent or his/her designees.

to video recordings from security cameras shall be limited to school administrators (Superintendent or his/her designees). Law enforcement officials (Chief of Police/designees) shall be granted access to video recordings after giving prior notice to the Superintendent or his/her designees.

#### **Data Storage:**

All video recordings are stored in secure, password protected servers to avoid tampering and ensuring confidentiality in accordance with applicable laws and regulations.

Recordings will be saved for up to thirty (30) days.

## FRANKLIN ELEMENTARY SCHOOL DISTRICT

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The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits, at school or at school-sponsored or school-related activities, sexual harassment targeted at any student by anyone. The Board also prohibits retaliatory behavior or action against any person who reports, files a complaint or testifies about, or otherwise supports a complainant in alleging sexual harassment.

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, or who has experienced off-campus sexual harassment that has a continuing effect on campus, to immediately contact his/her teacher, the Superintendent/Principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the Superintendent/Principal or a district compliance officer. Once notified, the Superintendent/Principal or compliance officer shall take the steps to investigate and address the allegation, as specified in the accompanying administrative regulation.

The Superintendent/Principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy.

### Instruction/Information

The Superintendent/Principal or designee shall ensure that all district students receive age-appropriate information on sexual harassment. Such instruction and information shall include:

1. What acts and behavior constitute sexual harassment, including the fact that sexual harassment could occur between people of the same sex and could involve sexual violence
2. A clear message that students do not have to endure sexual harassment under any circumstance
3. Encouragement to report observed incidents of sexual harassment even where the alleged victim of the harassment has not complained
1. A clear message that student safety is the district's primary concern, and that any separate rule violation involving an alleged victim or any other person reporting a sexual harassment incident will be addressed separately and will not affect the manner in which the sexual harassment complaint will be received, investigated, or resolved

## FRANKLIN ELEMENTARY SCHOOL DISTRICT

### **STUDENTS** **Sexual Harassment** – Page 2

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5. A clear message that, regardless of a complainant's noncompliance with the writing, timeline, or other formal filing requirements, every sexual harassment allegation that involves a student, whether as the complainant, respondent, or victim of the harassment, shall be investigated and prompt action shall be taken to stop any harassment, prevent recurrence, and address any continuing effect on students
6. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
7. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable, including the right to file a civil or criminal complaint while the district investigation of a sexual harassment complaint continues
8. A clear message that, when needed, the district will take interim measures to ensure a safe school environment for a student who is the complainant or victim of sexual harassment and/or other students during an investigation and that, to the extent possible, when such interim measures are taken, they shall not disadvantage the complainant or victim of the alleged harassment

### **Complaint Process and Disciplinary Actions**

Sexual harassment complaints by and against students shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. The Superintendent/Principal is responsible for notifying students and parents/guardians that complaints of sexual harassment can be filed under AR 1312.3 and where to obtain a copy of the procedures.

Upon investigation of a sexual harassment complaint, any student found to have engaged in sexual harassment or sexual violence in violation of this policy shall be subject to disciplinary action. For students in grades 4-12, disciplinary action may include suspension and/or expulsion, provided that, in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account.

Upon investigation of a sexual harassment complaint, any employee found to have engaged in sexual harassment or sexual violence toward any student shall have his/her employment terminated in accordance with law and the applicable collective bargaining agreement.

## FRANKLIN ELEMENTARY SCHOOL DISTRICT

### **STUDENTS** **Sexual Harassment** – Page 3

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#### Record-Keeping

The Superintendent/Principal or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address, and prevent repetitive harassing behavior in district schools.

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

48900 Grounds for suspension or expulsion

48900.2 Additional grounds for suspension or expulsion; sexual harassment

48904 Liability of parent/guardian for willful student misconduct

48980 Notice at beginning of term

##### CIVIL CODE

51.9 Liability for sexual harassment; business, service and professional relationships

1714.1 Liability of parents/guardians for willful misconduct of minor

##### GOVERNMENT CODE

12950.1 Sexual harassment training

##### CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

##### UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX, discrimination

##### UNITED STATES CODE, TITLE 42

1983 Civil action for deprivation of rights

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

##### CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

106.1-106.71 Nondiscrimination on the basis of sex in education programs

##### COURT DECISIONS

Donovan v. Poway Unified School District, (2008) 167 Cal.App.4th 567

Flores v. Morgan Hill Unified School District, (2003, 9th Cir.) 324 F.3d 1130

Reese v. Jefferson School District, (2001, 9th Cir.) 208 F.3d 736

Davis v. Monroe County Board of Education, (1999) 526 U.S. 629

Gebser v. Lago Vista Independent School District, (1998) 524 U.S. 274

Oona by Kate S. v. McCaffrey, (1998, 9th Cir.) 143 F.3d 473

Doe v. Petaluma City School District, (1995, 9th Cir.) 54 F.3d 1447

## FRANKLIN ELEMENTARY SCHOOL DISTRICT

### **STUDENTS** **Sexual Harassment** – Page 1

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The district designates the following individual(s) as the responsible employee(s) to coordinate its efforts to comply with Title IX of the Education Amendments of 1972 and California Education Code 234.1, as well as to investigate and resolve sexual harassment complaints under AR 1312.3 - Uniform Complaint Procedures. The coordinator/compliance officer(s) may be contacted at:

Superintendent / Principal

Franklin Elementary School District

332 N. Township Road

Yuba City, CA 95993

(530) 822-5151

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite sex in the educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. Submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. The conduct has the purpose or effect of having a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs, or activities available at or through any district program or activity.

## FRANKLIN ELEMENTARY SCHOOL DISTRICT

### **STUDENTS**

### **Sexual Harassment – Page 2**

**Regulation No.: 5145.7**

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Examples of types of conduct which are prohibited in the district and which may constitute sexual harassment include, but are not limited to:

1. Unwelcome leering, sexual flirtations, or propositions
2. Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions
3. Graphic verbal comments about an individual's body or overly personal conversation
4. Sexual jokes, derogatory posters, notes, stories, cartoons, drawings, pictures, obscene gestures, or computer-generated images of a sexual nature
5. Spreading sexual rumors
6. Teasing or sexual remarks about students enrolled in a predominantly single-sex class
7. Massaging, grabbing, fondling, stroking, or brushing the body
8. Touching an individual's body or clothes in a sexual way
9. Impeding or blocking movements or any physical interference with school activities when directed at an individual on the basis of sex
10. Displaying sexually suggestive objects
11. Sexual assault, sexual battery, or sexual coercion
12. Electronic communications containing comments, words, or images described above

Any prohibited conduct that occurs off campus or outside of school-related or school-sponsored programs or activities will be regarded as sexual harassment in violation of district policy if it has a continuing effect on or creates a hostile school environment for the complainant or victim of the conduct.



## FRANKLIN ELEMENTARY SCHOOL DISTRICT

### **STUDENTS** **Sexual Harassment** – Page 3

**Regulation No.: 5145.7**  
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#### Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment by another student, an employee, or a third party or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the Superintendent/Principal, or any other available school employee. Within one school day of receiving such a report, the school employee shall forward the report to the Superintendent/Principal or the district's compliance officer identified in AR 1312.3. In addition, any school employee who observes an incident of sexual harassment involving a student shall, within one school day, report his/her observation to the Superintendent/Principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

When a report or complaint of sexual harassment involves off-campus conduct, the Superintendent/Principal shall assess whether the conduct may create or contribute to the creation of a hostile school environment. If he/she determines that a hostile environment may be created, the complaint shall be investigated and resolved in the same manner as if the prohibited conduct occurred at school.

When a verbal or informal report of sexual harassment is submitted, the Superintendent/Principal or compliance officer shall inform the student or parent/guardian of the right to file a formal written complaint in accordance with the district's uniform complaint procedures. Regardless of whether a formal complaint is filed, the Superintendent/Principal or compliance officer shall take steps to investigate the allegations and, if sexual harassment is found, shall take prompt action to stop it, prevent recurrence, and address any continuing effects.

If a complaint of sexual harassment is initially submitted to the Superintendent/Principal, he/she shall, within two school days, forward the report to the compliance officer to initiate investigation of the complaint. The compliance officer shall contact the complainant and investigate and resolve the complaint in accordance with law and district procedures specified in AR 1312.3.

In investigating a sexual harassment complaint, evidence of past sexual relationships of the victim shall not be considered, except to the extent that such evidence may relate to the victim's prior relationship with the respondent.

In any case of sexual harassment involving the Superintendent/Principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted to the Governing Board who shall determine who will investigate the complaint.

## FRANKLIN ELEMENTARY SCHOOL DISTRICT

### **STUDENTS** **Sexual Harassment** – Page 4

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#### Confidentiality

All complaints and allegations of sexual harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action.

However, when a complainant or victim of sexual harassment notifies the district of the harassment but requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the harassment or take other necessary action. When honoring a request for confidentiality, the district will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

When a complainant or victim of sexual harassment notifies the district of the harassment but requests that the district not pursue an investigation, the district will determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students.

#### Response Pending Investigation

When an incident of sexual harassment is reported, the Superintendent/Principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The Superintendent/Principal or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. To the extent possible, such interim measures shall not disadvantage the complainant or victim of the alleged harassment. Interim measures may include placing the individuals involved in separate classes or transferring a student to a class taught by a different teacher, in accordance with law and Board policy. The school should notify the individual who was harassed of his/her options to avoid contact with the alleged harasser and allow the complainant to change academic and extracurricular arrangements as appropriate. The school should also ensure that the complainant is aware of the resources and assistance, such as counseling, that are available to him/her. As appropriate, such actions shall be considered even when a student chooses to not file a formal complaint or the sexual harassment occurs off school grounds or outside school-sponsored or school-related programs or activities.

#### Notifications

A copy of the district's sexual harassment policy and regulation shall:

1. Be included in the notifications that are sent to parents/guardians at the beginning of each school year

**FRANKLIN ELEMENTARY SCHOOL DISTRICT**

**STUDENTS**

**Sexual Harassment – Page 5**

**Regulation No.: 5145.7**

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2. Be displayed in a prominent location in the main administrative building or other area where notices of district rules, regulations, procedures, and standards of conduct are posted

A copy of the district's sexual harassment policy and regulation shall be posted on district and school web sites and, when available, on district-supported social media.

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session
4. Appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures, and standards of conduct

# FRANKLIN ELEMENTARY SCHOOL DISTRICT

## COMMUNITY RELATIONS

Policy No.: 1312.3

### Uniform Complaint Procedures – Page 1

Board Adopted: 10-17-17

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#### **Uniform Complaint Procedures**

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a)
2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics
3. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities
4. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan
5. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements

# FRANKLIN ELEMENTARY SCHOOL DISTRICT

## COMMUNITY RELATIONS

Policy No.: 1312.3

### Uniform Complaint Procedures – Page 2

Board Adopted: 10-17-17

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6. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements
  7. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions
  8. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school
  9. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
  10. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent/Principal or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent/Principal or designee shall keep the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent/Principal or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

# FRANKLIN ELEMENTARY SCHOOL DISTRICT

## COMMUNITY RELATIONS

Policy No.: 1312.3

### Uniform Complaint Procedures – Page 3

Board Adopted: 10-17-17

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#### Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency:

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments.

#### Legal Reference:

##### EDUCATION CODE

200-262.4 Prohibition of discrimination  
222 Reasonable accommodations; lactating students  
8200-8498 Child care and development programs  
8500-8538 Adult basic education  
18100-18203 School libraries  
32289 School safety plan, uniform complaint procedures  
35186 Williams uniform complaint procedures  
48853-48853.5 Foster youth  
48985 Notices in language other than English  
49010-49013 Student fees  
49060-49079 Student records  
49069.5 Rights of parents

# FRANKLIN ELEMENTARY SCHOOL DISTRICT

## COMMUNITY RELATIONS

Policy No.: 1312.3

### Uniform Complaint Procedures – Page 4

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49490-49590 Child nutrition programs  
51210 Courses of study grades 1-6  
51223 Physical education, elementary schools  
51225.1-51225.2 Foster youth, homeless children, and former juvenile court school students; course credits; graduation requirements  
51228.1-51228.3 Course periods without educational content  
52060-52077 Local control and accountability plan, especially:  
52075 Complaint for lack of compliance with local control and accountability plan requirements  
52160-52178 Bilingual education programs  
52300-52490 Career technical education  
52500-52616.24 Adult schools  
54400-54425 Compensatory education programs  
54440-54445 Migrant education  
54460-54529 Compensatory education programs  
56000-56867 Special education programs  
59000-59300 Special schools and centers  
64000-64001 Consolidated application process

#### GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state  
12900-12996 Fair Employment and Housing Act

#### PENAL CODE

422.55 Hate crime; definition  
422.6 Interference with constitutional right or privilege

#### CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

#### CODE OF REGULATIONS, TITLE 5

3080 Application of section  
4600-4687 Uniform complaint procedures  
4900-4965 Nondiscrimination in elementary and secondary education programs

#### UNITED STATES CODE, TITLE 20

1221 Application of laws  
1232g Family Educational Rights and Privacy Act  
1681-1688 Title IX of the Education Amendments of 1972  
6301-6577 Title I basic programs  
6801-7014 Title III language instruction for limited English proficient and immigrant students  
7101-7184 Safe and Drug-Free Schools and Communities Act  
7201-7283g Title V promoting informed parental choice and innovative programs

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7301-7372 Title V rural and low-income school programs  
12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29  
794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42  
2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended  
2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964  
6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28  
35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34  
99.1-99.67 Family Educational Rights and Privacy Act  
100.3 Prohibition of discrimination on basis of race, color or national origin  
104.7 Designation of responsible employee for Section 504

CODE OF FEDERAL REGULATIONS, TITLE 34  
106.8 Designation of responsible employee for Title IX  
106.9 Notification of nondiscrimination on basis of sex  
110.25 Notification of nondiscrimination on the basis of age



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#### Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 – Nondiscrimination /Harassment as the responsible employee(s) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

Lisa Shelton, Superintendent / Principal

Franklin Elementary School District

332 N. Township Road

Yuba City, CA 95991

(530) 822-5151

lshelton@franklin.k12.ca.us

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent/Principal or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

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The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

#### Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms.

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth, homeless students, and former juvenile court school students to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties.

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable.

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3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
  4. Include statements that:
    - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
    - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
    - c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
    - d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.
    - e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.
    - f. If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.
    - g. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
    - h. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

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- i. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
- j. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
- k. In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.
- l. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- m. Copies of the district's UCP are available free of charge.

#### District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process.

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#### Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization.
2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred.
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent/Principal or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

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5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

#### Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

#### Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

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In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant.

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant.

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

#### Report of Findings

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

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The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant.

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the district's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

#### Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include:

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
  - a. Statements made by any witnesses
  - b. The relative credibility of the individuals involved
  - c. How the complaining individual reacted to the incident.



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- d. Any documentary or other evidence relating to the alleged conduct
  - e. Past instances of similar conduct by any alleged offenders
  - f. Past false allegations made by the complainant
2. The conclusion(s) of law
  3. Disposition of the complaint
  4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
  - b. The type, frequency, and duration of the misconduct
  - c. The relationship between the alleged victim(s) and offender(s)
  - d. The number of persons engaged in the conduct and at whom the conduct was directed
  - e. The size of the school, location of the incidents, and context in which they occurred
  - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
- b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.

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- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to the CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE.
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law.
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at [www.ed.gov/ocr](http://www.ed.gov/ocr) within 180 days of the alleged discrimination.

#### Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus

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5. Information regarding available resources and how to report similar incidents or retaliation
  6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
  7. Restorative justice
  8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
  9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

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If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education.

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint.

#### Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision.

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision.

Upon notification by the CDE that the complainant or respondent has appealed the district's decision, the Superintendent/Principal or designee shall forward the following documents to the CDE:

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CD

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#### Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that:
  - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
  - b. A student 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 student.
  - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
  - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that:
  - a. A semester begins and a teacher vacancy exists.
  - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
  - c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

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 the semester for an entire semester.

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester.

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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.

3. Complaints regarding the condition of school facilities, including any complaint alleging that:

a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, 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 students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs.

### Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the Superintendent/Principal or designee at the school in which the complaint arises. The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely manner, but not to exceed 10 working days.

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#### Investigation and Response

The Superintendent/Principal or designee shall make all reasonable efforts to investigate any problem within his/her authority. He/she shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received.

Complaints may be filed anonymously. If the complainant has indicated on the complaint form that he/she would like a response to the complaint, the Superintendent/Principal or designee shall report the resolution of the complaint to him/her at the mailing address indicated on the complaint form within 45 working days of the initial filing of the complaint. At the same time, the Superintendent/Principal or designee shall report the same information to the Governing Board.

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed.

If a complainant is not satisfied with the resolution of a complaint, he/she has the right to describe the complaint to the Governing Board at a regularly scheduled meeting.

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the Superintendent/Principal or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632.

All complaints and written responses shall be public records.

#### Reports

On a quarterly basis, the Superintendent/Principal or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

# FRANKLIN ELEMENTARY SCHOOL DISTRICT

## COMMUNITY RELATIONS

Regulation No.: 1312.4

### Williams Complaint Procedures – Page 4

Board Adopted: 10-17-17

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#### Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint.

The Superintendent/Principal or designee shall ensure that the district's complaint form contains a space to indicate whether the complainant desires a response to his/her complaint and specifies the location for filing a complaint. A complainant may add as much text to explain the complaint as he/she wishes.

The Superintendent/Principal or designee shall ensure that a notice is posted in each classroom in each school containing the components specified in Education Code 35186.

#### Legal Reference:

##### EDUCATION CODE

234.1 Prohibition of discrimination, harassment, intimidation, and bullying

1240 County superintendent of schools, duties

17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account

33126 School accountability report card

35186 Williams uniform complaint procedures

35292.5 Restrooms, maintenance and cleanliness

48985 Notice to parents in language other than English

60119 Hearing on sufficiency of instructional materials

##### CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures