

***Parkside Intermediate School***  
***Student and Family Handbook 2025-2026***

Cultivating **PRIDE**  
**Perseverance, Respect, Inclusion, Diversity and Excellence**



***San Bruno Park School District Board***  
500 Acacia Ave, San Bruno, CA 94066  
650-624-3100

**This handbook belongs to:**

***Student Name:*** \_\_\_\_\_

***Grade:*** \_\_\_\_\_

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## Introduction to Parkside



### *Parkside Intermediate School*

1801 Niles Ave., San Bruno CA 94066

650-624-3180

Dear Parkside Family,

Welcome to the school year 2025-26! I am so excited to lead us into the “Year of Excellence and Enrichment!” This school year will look and feel different from the years past due to an aligned curriculum, new extra curricular activities, and new staffing.

At Parkside Middle School, the staff, parents, and students consistently promote the development of collaborative relationships in an effort to enhance the learning process. We look forward to open communication as we work toward our goal of providing a challenging, responsive and positive learning experience for our students.

This Student/Family Handbook has been written to foster communication. The handbook provides important information for our school community, which includes policies and procedures. Please read and discuss this information with the entire family. Feel free to contact us to discuss an idea, problem, concern, or challenge. We encourage each member of our school community to remain involved in your student’s education, as it is one way to support school success.

Anna Sekis  
Principal

## **Parkside Student Core Values**

### *Perseverance*

I follow through and I don't give up.

### *Respect*

I treat others and my campus in a positive manner.

### *Inclusion*

I understand each member of our community is valued, included and respected.

### *Diversity*

In our UNITY, I appreciate our differences.

### *Excellence*

I am committed to improvement.

## **District Leadership**

Matthew Duffy - Superintendent  
Anjelica Zermeno - Assistant Superintendent  
Mariana Solomon - Associate Superintendent

## **Board of Trustees**

President, Raymond Giusti  
Vice President, Amanda Blanchette  
Clerk, Alvin Tang  
Representative, Kingsley Ma  
Member-at-Large, Carolina Tambe

## Office Policies and Procedures

### Office Information & Hours

Parkside is located at [1801 Niles Avenue San Bruno, CA 94066](https://www.google.com/maps/place/1801+Niles+Avenue+San+Bruno,+CA+94066).

The office hours at Parkside Intermediate School are 7:30 a.m. - 4:00 p.m.

Our phone number is 650 - 624 - 3180.

Visitors must sign in and out of the office regardless of the duration or reason for their visit.

### Student Drop-off, Pick-up, and Parking

During school hours, a student may be picked up from the front office by a legal guardian, or by an emergency contact named on Student Emergency Card. To ensure safe drop-off, students should exit the vehicle on the sidewalk side of the car, not the street side. To alleviate traffic congestion, **DO NOT** park in the bus pick up/drop off area and staff parking lots. Arrange for a pick up/drop off area that is not directly in front of the school. Breakfast is served at 7:45am.

## Bell Schedule

### 6th grade

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:30-9:25	8:30-9:25	8:30-9:05	8:30-9:25	8:30-9:20
2	9:30-10:25	9:30-10:25	9:10-9:45	9:30-10:25	9:25-10:15
3	10:30-11:25	10:30-11:25	9:50-10:25	10:30-11:25	10:20-11:10
Lunch	11:30-12:00	11:30-12:00	10:30-11:00	11:30-12:00	11:15-11:45
4	12:05-1:00	12:05-1:00	11:05-11:40	12:05-1:00	11:50-12:40
5	1:05-2:00	1:05-2:00	11:45-12:20	1:05-2:00	12:45-1:35
6	2:05-3:00	2:05-3:00	12:25-1:00	2:05-3:00	1:40-3:00 Period 6 + HR

### 7th & 8th grade

Period	Monday	Tuesday	Wednesday	Thursday	Friday
1	8:30-9:25	8:30-9:25	8:30-9:05	8:30-9:25	8:30-9:20
2	9:30-10:25	9:30-10:25	9:10-9:45	9:30-10:25	9:25-10:15
3	10:30-11:25	10:30-11:25	9:50-10:25	10:30-11:25	10:20-11:10
4	11:30-12:25	11:30-12:25	10:30-11:00	11:30-12:25	11:15-12:05
Lunch	12:30-1:00	12:30-1:00	11:10-11:40	12:30-1:00	12:10-1:40
5	1:05-2:00	1:05-2:00	11:45-12:20	1:05-2:00	12:45-1:35
6	2:05-3:00	2:05-3:00	12:25-1:00	2:05-3:00	1:40-3:00 Period 6 + HR

### Minimum Day Schedule

6th grade			7th & 8th grade		
Period	Begin	End	Period	Begin	End
1	8:30 a.m.	9:05 a.m.	1	8:30 a.m.	9:05 a.m.
2	9:09 a.m.	9:44 a.m.	2	9:09 a.m.	9:44 a.m.
3	9:48 a.m.	10:23 a.m.	3	9:48 a.m.	10:23 a.m.
4	10:27 a.m.	11:02 a.m.	4	10:27 a.m.	11:02 a.m.
Lunch	11:02 a.m.	11:32 a.m.	5	11:06 a.m.	11:41 a.m.
5	11:36 a.m.	12:11 p.m.	Lunch	11:41 p.m.	12:11 p.m.
6	12:15 p.m.	12:50 p.m.	6	12:15 p.m.	12:50 p.m.

## Attendance Policies

When your child is tardy they miss a portion of instruction. **Be on time!** If your child checks into campus after 8:30 a.m. they will be marked tardy and must report to the office for a tardy pass.

**Any absences will be unexcused except:**

- Illness with a doctor's note, medical services
- The funeral of members of the student's immediate family
- Legal appointments
- Observances of religious holidays or ceremonies
- Pre-approved school activities (organized by the school)

**Vacations are not considered an excused absence and independent study will not be given.** Parents/Guardians should call 650-624-3180 or email [llombardi-blunt@sbpsd.k12.ca.us](mailto:llombardi-blunt@sbpsd.k12.ca.us) explaining the absence and providing proof.

### Truancy and Excessive Absenteeism

The school believes that excessive absenteeism, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The School desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the District.

**Truancy.** In California, pursuant to [Education Code 48200](#), (a) A pupil subject to compulsory full-time education or to compulsory continuing education who is absent from school without a valid excuse three full days in one school year or tardy or **absent for more than a 30-minute** period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district. (E.C. 48260)

**Habitual Truant** means a student who has been reported as a truant three or more times within the same school year, provided the District has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian after either of the two previous reports. (E.C. 48262, 48264.5)

**Chronic Truant** means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the District has met the requirements of E.C. 48260, 48260.5, 48261, 48262, 48263, and 48291. (E.C. 48263.6)

**Chronic Absentee.** A student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in regular schools of the District, exclusive of Saturdays and Sundays. (E.C. 60901)

## Dress Code

Parkside faculty and administration believe that appropriate attire has a positive impact on student work and that it enhances the learning environment for all involved. All members of the faculty, staff and administration are empowered to enforce all aspects of the dress code. When you come to school, this is your workplace.

- Clothing must cover the chest, back, stomach, and underwear at all times.
- Clothing should not be revealing or exposing the torso.
- Clothing must be no shorter than 2 inches above the knee.
- Sagging pants are not allowed. Pants must be worn at the student's natural waistline. Undergarments must remain fully covered at all times.
- No ripped jeans or pants.
- No hoods or hats may be worn indoors.
- No Heelys, slippers, Crocs, or high heels.
- Items or brands that promote drugs, alcohol, gangs, or violence will be confiscated and must be picked up by a parent or guardian.

Students out of dress code will be asked to change or call home for a change of clothes. Repeated dress code violations and consequences:

- First violation: a warning, parent contact and the student will not be allowed to attend classes until the situation is rectified in a meeting with the Assistant Principal, or having the proper clothing delivered to school by a parent/guardian.
- Second violation: the student will be sent home for that day and is responsible for any work missed.
- Continuing non-compliance: disciplinary action including restriction of activities, school project duty, and/or suspension or further disciplinary action.

**Families in need of support with ANY clothing/school supply needs for their student, please contact our parent liaison, Ms. [Minie Lopez](mailto:Minie.Lopez@spbsd.k12.ca.us) at 650-624-3180 or [milopez@spbsd.k12.ca.us](mailto:milopez@spbsd.k12.ca.us).**

## Health and Safety Information

### School Safety/Surveillance

Parkside is staffed with three full-time campus supervisors who monitor the campus (hallways, bathrooms, field, lunch areas and perimeter of the campus). The campus is also equipped with security cameras to monitor the safety of students and staff on campus.

Parkside has a zero tolerance policy for smoking/vaping on campus.

Students may use bikes, scooters, or skateboards to travel to and from school, but riding is not allowed on school property. Helmets are required at all times when traveling to and from campus—No Helmet, No Ride.

### Sprigeo Anonymous Reporting Site

Parkside offers a safe and confidential way of reporting suspicious activities or unsafe activities. If you see someone in an unsafe situation or you feel unsafe you can use the Sprigeo web site or iPhone, iPad or android app to report it. We have a link on our school web site that will take you to the online reporting form or you can go to <https://sprigeo.com> to send in a report. Include as much detail as possible when sending in a report. The more information you include the quicker our Administrative team can respond.

### Use of Cell Phones and Other Electronic Devices

In order to ensure that instruction time is not disrupted, cell phones, Air Pods, and other electronic devices must be turned off and kept in the Yondr pouch. Parkside is a CELL FREE zone. Every student will get a new free pouch at the beginning of the school year. In case students have their pouch lost, damaged, or stolen, they may leave their phone in the Main Office until they purchase a new pouch(\$20). Any violation of this policy will result in temporary confiscation of the device, which will be held in the Main Office and must be picked up by a parent. Students who continue to violate this policy and disrupt the learning atmosphere may receive additional sanctions including daily backpack checks, cafeteria duty, detention, or suspension.

### Medication

All medication, prescription and non-prescription (i.e. asthma inhalers, aspirin, tums, tylenol, cough drops, allergy medicines, etc.), must be stored in the school health office unless special arrangements have been made with the district nurse. **Medication must also be in the original container and requires an SBPSD form filled out and signed by the doctor and parent before the office staff can administer the medication.** The forms are available in the office.

## **Disaster and Emergency Preparedness Plan**

In addition to conducting fire, shelter-in-place, and earthquake drills, all schools in the San Bruno Park School District have prepared plans for dealing with a major community emergency. At Parkside we have developed a plan, which will ensure your children are cared for in the event of a disaster. The plan involves constant teacher supervision of the PKIS student body. The school is in a safe location, and it has a high priority for receiving emergency services. This means that the children will be in the best situation possible. **We request that in an emergency parents not come to school to pick up students until asked to do so by emergency authorities.** In any case, the school will release children only to parents or others whom the parents have authorized on the emergency list. **Do not leave campus with your student until you have signed him/her out.**

## **Student Nutrition: Breakfast and Lunch**

We are pleased to inform you that SBPSD will be offering the *California Universal Free Meal Program*. Students will be provided with breakfast and lunch.

IMPORTANT NOTE: You may be asked to complete a Household Data Collection Form for your student. This form allows our schools to receive funding based on the data collected. Please complete the form available in hard copy or online.

## **Technology**

### **Chromebook Policy**

Students are responsible for their Chromebooks, chargers and Yondr cell phone pouches. Chromebook usage is monitored through the use of BARK and GoGuardian.

Students using their Chromebooks inappropriately may result in the following

- Parent/guardian notification
- Possible disciplinary consequences
- Counseling
- Check-in/out process
- Students who damage or lose their Chromebooks/chargers or Yondr pouches are responsible for replacing the equipment.

### **Internet Usage**

Internet usage at school must follow the district guidelines. For home, please refer to school distributed Internet and Cyber Safety materials guidance. According to Internet usage guidelines, the minimum age of social media accounts such as Facebook, Snapchat, or Instagram (see individual site requirements) is 13 years old. Should school technology be used to access personal social media accounts any information

accessed is retained in the search history of the students Gmail and Chromebook account. Please monitor your student's Internet activity at home as online misbehavior often interferes with school interactions.

### **Personal Items on Campus**

#### **Student Items (Electronics, Etc.)**

Students are not to bring games and toys (i.e. trading cards, kendamas, yo-yos, radios, speakers, sports equipment, skates, shoes with wheels) or electronic devices (i.e. tablets, iPods, other online tools) to school unless for a special purpose, and then only with their teacher's prior approval. Playground equipment should not be brought to school unless teacher-directed. Bikes, scooters, and skateboards should be locked in the designated area before the first bell. Student personal belongings are not insured by the school and they must bring their locks.

#### **Lockers**

- Do not share, trade, or use other student lockers.
- Do not move, replace, or loan your locks to friends.
- Memorize your combination! Do not share it with anyone.
- Do not gather in the crowded hallways or interrupt the flow of traffic in the buildings.
- Keep lockers neat and organized or your right to use a locker will be taken away.
- If at any time you are breaking these rules your locker will be zip tied closed for a week or more.
- Parkside staff have the right to open and search lockers with probable cause.

#### **Lost and Found**

Any items turned into the office will be placed in the lost and found. **All personal items should be marked with the student's name to assist in their return.** Please do not allow students to bring items that are not necessary for the school day. Eg: toys, excessive money, etc. Parkside is not responsible for lost items.

### **Classroom Policies and Grading**

At the beginning of the school year, teachers will provide their course syllabi where they will outline the annual course work along with classroom policies including homework, late work policies, and a grading system.

There will be four reporting periods during the school year. Parkside's parent-teacher conference will be scheduled in Fall and Spring semester. Dates to be announced.

Teachers can also schedule a conference with parents on the basis of perceived need, or parent request, during the year. All textbooks, library books and technology must be returned to receive the final report card.

## Discipline Policies and Procedures

### Understanding Your Standing

At our school, we strive to support every student in their academic and personal growth. To help you stay on track, we have three standing statuses. These statuses reflect your current performance and behavior in school and are meant to guide you towards success.

Good Standing	Conditional Probation	Bad Standing
<p>Students in good standing are:</p> <ul style="list-style-type: none"> <li>- Meeting or exceeding the school's academic and behavioral core values.</li> <li>- Maintaining a passing grade in all classes.</li> <li>- Demonstrating respectful and positive behavior.</li> <li>- Meeting a 90%+ attendance record.</li> </ul>	<p>Students on conditional probation are:</p> <ul style="list-style-type: none"> <li>- Falling below passing grades in one or more classes.</li> <li>- Excessively tardy.</li> <li>- Receiving detention.</li> </ul> <p>Conditional probation is a warning. Student should work with parents, teachers, counselors, and the dean to improve their standing to be eligible for participation in extracurricular activities and school-wide events.</p>	<p>Students in bad standing are:</p> <ul style="list-style-type: none"> <li>- Failing multiple classes.</li> <li>- Exhibit serious or repeated behavioral issues.</li> <li>- Chronically or habitually truant.</li> <li>- Displaying behavior that does not align with school core values.</li> <li>- Receiving suspension.</li> <li>- Repeating violations after being on conditional probation.</li> </ul>

**Improving Your Standing:** We believe every student has the potential to succeed. If you find yourself on conditional probation or bad standing, your counselor and dean will discuss ways to improve your standing based on the reasoning. You need to show progress in your GPA, attendance record, and behavior expectations.

**Suspension** and **expulsion** are used only when other means fail, the student poses a danger, or is legally required. Detailed procedures and due process rights are provided in Board Policy and Administrative Regulations. School officials may search any individual student, their property, or district property under their control when there is a

reasonable suspicion that the search will uncover evidence that they are violating the law, Board policy, administrative regulation, or other rules of the district or the school.

### **Grounds for Discipline: Student Harassment, Discrimination, and Bullying**

District Board Policies: The Governing Board aims to provide a safe school environment with equal access to academic, extracurricular, and support programs. The Board prohibits unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics such as race, color, ancestry, nationality, immigration status, ethnicity, age, religion, marital status, pregnancy, parental status, disability, sex, sexual orientation, gender identity, gender expression, or genetic information.

**Forms of Harassment:** **1) Verbal Harassment:** bullying, hate speech, derogatory comments, jokes, slurs, graphic verbal abuse, and spreading sexual rumors. **2) Physical Harassment:** unnecessary or offensive touching, impeding or blocking movement. **3) Visual Harassment:** offensive posters, drawings, graffiti, suggestive or obscene letters, notes, or gestures. **4) Sexual Favors:** unwelcome sexual advances or requests for sexual favors. **5) Retaliation:** prohibited retaliatory behavior against any complainant. **6) Electronic Harassment:** cyberbullying, derogatory remarks via text messages, email, or social media.

### **Complaint Process**

If a student or parent/guardian believes the student is a victim of hate-motivated behavior, they are encouraged to report the incident to a teacher, principal, or other staff members. Reports can also be made directly from PowerSchool using our student reporting system:

- Visit [www.sprigeo.com](http://www.sprigeo.com) and choose "REPORT A TIP."
- Enter the school name: Parkside Intermediate.

The school site administration team is responsible for promptly and appropriately responding to complaints, ensuring coordination with the District's compliance officer.

### **Title IX Coordinator for Sexual Harassment**

The District's Administrator of Equity and Student Services serves as the Title IX Coordinators to investigate and resolve sexual harassment complaints under AR 1312.3 – Uniform Complaint Procedures.

The Title IX Coordinator, Michelle Graham, may be contacted at: 650-624-3100

## Criteria for Participation in Events & Activities

We believe that students can and should be contributing members of the school community. Therefore, we provide various opportunities for them to be actively involved and responsible in areas, which promote citizenship, leadership, and service.

Participation in extracurricular activities which may include but is not limited to clubs, field trips, dances, and graduation/promotion ceremony is a privilege.

### To participate in:

<b>Field Trips (On-Campus and Off-Campus)</b>	<b>Sports</b>	<b>8th Grade Promotion &amp; Events</b>	<b>Honors Tea Awards</b>
<p>Be on a good standing during the quarter.</p> <p>OR</p> <p>Be on conditional probation WITH counselor/dean approval.</p> <p>Bring a permission slip signed by a parent/guardian.</p>	<p>Be on good standing during the quarter.</p> <p>OR</p> <p>Be on conditional probation WITH counselor/dean approval.</p>	<p>Be on good standing throughout the year.</p> <p>OR</p> <p>Be on conditional probation WITH counselor/dean approval.</p> <p>Minimum 2.0 GPA at the end of second and third quarter or exhibit steady academic progress.</p> <p>Assigned chromebook returned in its original condition.</p> <p>All dues paid.</p>	<p>High Honors: maintained a 3.7 or higher GPA every semester for three years.</p> <p>Honors: maintained a 3.0 - 3.69 GPA every semester for three years.</p> <p>Academic Achievements: special recognition in subject areas.</p> <p>Presidential Academic Achievement Award: the top 10% of students over the three years of attendance.</p>

## Parent Involvement

### Communication

Communication between parents and school is vital. Any time you have questions or concerns, please don't hesitate to contact your child's teacher or the principal. The school uses the following methods to communicate with Parkside families:

- Parent Square
- Report cards, progress reports, and parent conferences
- Sending home samples of student work
- Back-to-School Night and Open House
- Monthly PTO, School Site Council, and ELAC meetings
- School messenger phone system

### Parkside PTO

Parkside's PTO invites you to make a difference in the education of Parkside students. To contribute, please attend monthly meetings. We are looking forward to meeting and working with you for the benefit of all our children.

### Classroom Visits and Volunteer Work

Whenever you come on the school campus to visit or work, **California State law and District policy mandate that you first stop in the office to register your presence on campus** and pick up a visitor's badge to wear. Per District policy, we will also need you to complete the necessary paperwork for ongoing volunteer work in the classroom. Due to liability factors, preschool children cannot be brought to the classroom while parents are volunteering either in the classroom or on field trips. When you are on campus please use the office/staff restrooms. Adults may not use the student restrooms.

To Volunteer:

- Fill out the application (located in the school office)
- Evidence of a cleared TB test within the last 4 years if you are applying for Tier 2 or 3 Clearance
- Driver's License: If you plan on driving on any field trips the office will need proof of your car insurance and fingerprints will be required.

### Volunteer Opportunities: School Site and District Committees

**Parkside School Site Council (SSC):** Our School Site Council consists of parent, staff, student and community representatives who meet regularly to discuss school goals and activities. School Site Council discusses issues that arise during the year and provides input to district committees when decisions are to be made. Our council also approves

our yearly school plan and provides input on how certain categorical funds are spent on activities that will support us in meeting our school goals.

*English Learner Advisory Committee (ELAC)*: Parkside currently has over 200 English Language Learners. The ELAC helps to provide input into the school's EL program, reviews and discusses the school's annual language report, and ways to increase school attendance.

*District English Learner Advisory Committee (DELAC)*: The DELAC representative attends the monthly district-level meeting then reports back at the school site during the ELAC meeting. Topics discussed at the meeting include the District Master Plan for English Learners, the reclassification procedure, the annual language report, and other district goals and procedures involving ELs.

## McKinney-Vento Homeless Education Assistance Act

The McKinney-Vento Homeless Education Assistance Act (McKinney-Vento) is a federal law that protects the educational rights of homeless students to eliminate barriers to the enrollment, retention, and success of homeless students; and to ensure they receive equal access to the same free, appropriate public education as is provided other students. According to McKinney-Vento, homeless children and youth include individuals who lack a fixed, regular and adequate nighttime residence.

To seek assistance under the McKinney-Vento Act, or to file a complaint regarding the placement or education of a homeless student, please contact: Marie Lukehart, Wellness Coordinator (650) 624- 3133 / [mlukehart@sbpsd.k12.ca.us](mailto:mlukehart@sbpsd.k12.ca.us)

*Student Signature:*

*I read and reviewed this handbook with my family:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Parent/Guardian Signature:*

*I read and reviewed this handbook with my student:* \_\_\_\_\_

*Date:* \_\_\_\_\_