

# Parent & Student Handbook

*Revised 2020*



*“Work Hard and Be Kind. Success is No Accident!”*

August, 2020

Dear Mustangs,

Welcome to the 2020-2021 school year! As we begin this historic year together I want to share with you how proud I am to be your Principal at Martin Murphy Middle School. Our staff is working hard to ensure that the school year is productive and engaging for all Martin Murphy students. Please know that our entire team is available to support students to be successful in meeting their goals.

We look forward to helping you learn and watching you grow as young adults. My hope is that middle school is a special time in your life and that you look forward to attending classes everyday with us.

With great hope and optimism,

Mrs. Del Bono

### Martin Murphy Middle School Guiding Principles

#### VISION

**We EMPOWER Kids! We are responsible adults who create the conditions to address our challenges together because we believe that kids are powerful.**

#### MISSION

**We EMPOWER our students with the education and values needed for future success.**

#### VALUES

**We value and are committed to fostering a sense of belonging, building healthy relationships and creating conditions for meaningful engagement for all.**

#### GOALS

**Our focus is:**

**Rigor**

**4 C's of Common Core**

**Universal Access**

#### MOTTO

**Work Hard! Be Kind! Success is NO accident!**

**Morgan Hill Unified School District**  
**Martin Murphy Middle School**

**Address:** 141 Avenida España, San Jose, CA 95139

**Fax Number:** (408) 201-6270

**School Phone:** (408) 201-6260

**Website:** [www.martinmurphy.mhusd.org](http://www.martinmurphy.mhusd.org)

**Staff Email:** LastnameFirstInitial@mhusd.org

**Staff Email Example:** Principal, Jennifer Del Bono → [delbonoj@mhusd.org](mailto:delbonoj@mhusd.org)

Principal's Office ext. 31102

Principal's Secretary ext. 31101

Attendance Office ext. 31109

Library ext. 31502

Health Office ext. 31131

Asst. Principal's Office ext. 31104

Asst. Principal's Secretary ext. 31109

Counselor's Office ext. 31134

Registrar ext. 31108

Community Liaison's Office ext. 31135

**School Colors:** Royal Blue and Gold

**School Mascot:** Mustang



# Classroom Expectations

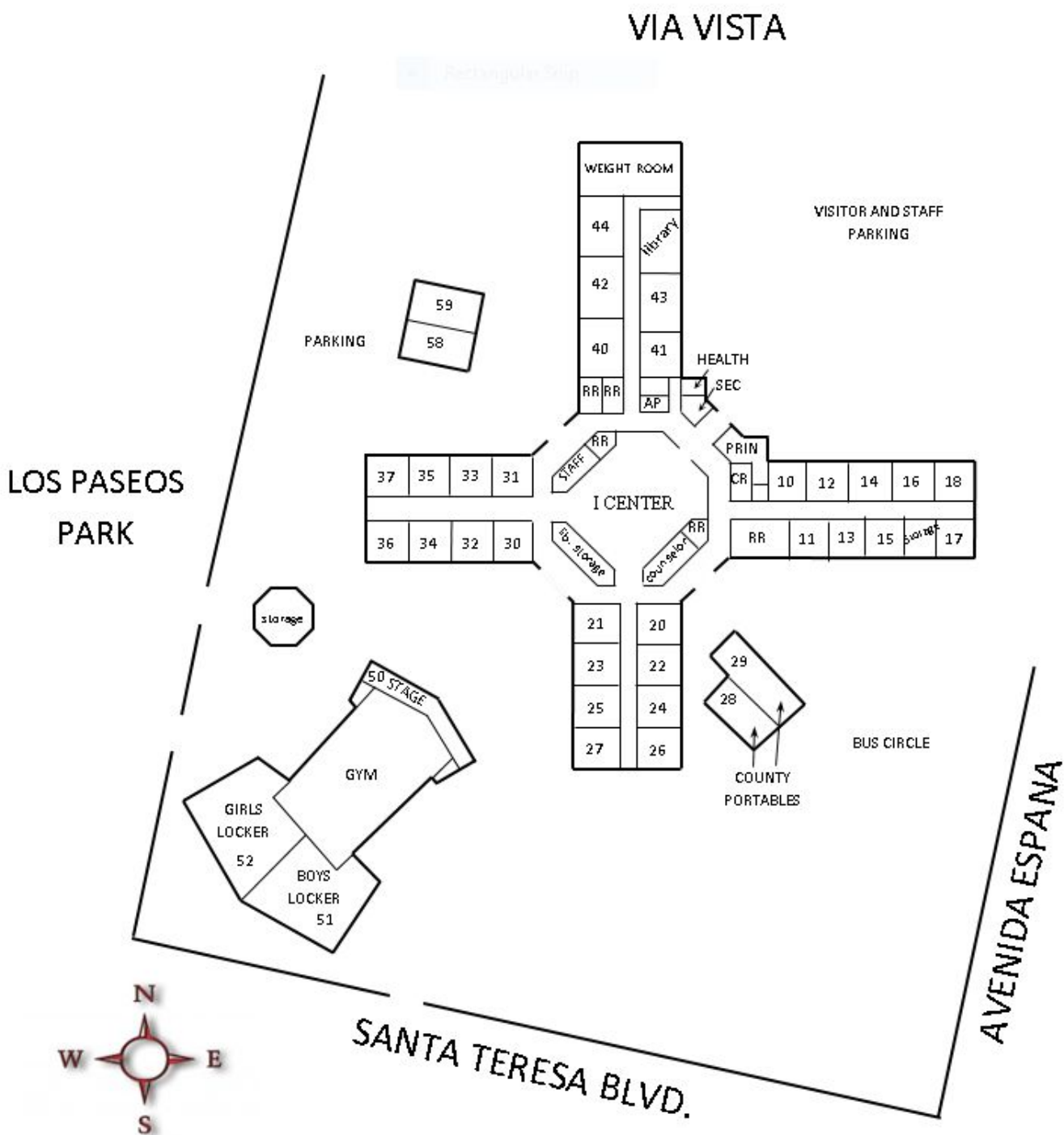
We empower our students with the education and values needed for future success.

	<b>Enthusiasm</b>	<b>Mindfulness</b>	<b>Perseverance</b>	<b>Ownership</b>	<b>Work Ethic</b>	<b>Equity</b>	<b>Rigor</b>
Whole Class Work	Positive participation	Focus on the Facilitator	Stay on task	Own your learning	Give your best effort	Share the air	Think critically
Group/Partner Work	Actively and positively support your team	Focus on the work of your group	Mistakes are how we learn	Contribute to the team	Bring your best thinking and help keep everyone on task	Listen to others' ideas	Challenge each others thinking
Individual Work	Enjoy your work	Focus on your work	Continuing working through all challenges.	Focus on yourself	Work until it's done	Allow others their quiet work time	Ask yourself how you can stretch your thinking
Transitions	Stay positive	Focus on the task at hand	Get it done before you have fun	Know and do what you are supposed to	Move quickly to the next task	Help others complete the task	Ask yourself if there is more you can do
Distance Learning	Inform the other folks in your home when you are entering a class	Find the best place to hear your teacher and where background noise will be minimal	Follow all regular classroom rules even in virtual classroom environments.	Follow all regular classroom rules even in virtual classroom environments.	Dress appropriately for a normal school environment	Stay muted unless sharing your thoughts to allow all class members to stay focused.	Stay engaged in the lesson and stretch your thinking
Technology Use	Come to "class" ready with Chromebook charged	Use language & vocabulary as you would in a traditional classroom	Stay on task when using technology	Use technology appropriately	Take care of your technology	Be respectful of others online	Learn new skills to create better products

*Work hard and be kind! Success is no Accident!*

**Parents' Rights & Responsibilities Handbook:** Available on the Martin Murphy Website. If you need a paper copy, please contact the Martin Murphy front office.

# Martin Murphy Middle School MAP



# Bell Schedule Martin Murphy Middle School

## Martin Murphy Middle School Virtual Bell Schedule 2020-2021



Time	Monday	Time	Tuesday	Wednesday	Thursday	Friday
9:15-9:25 (10)	School-wide Homeroom/ Announcements	9:15-9:25 (10 min)	School-wide Homeroom/ Announcements	School-wide Homeroom/ Announcements	School-wide Homeroom/ Announcements	School-wide Homeroom/ Announcements
9:30-10:15 (45) 10:20-11:05 (45)	1ST Period 2ND Period	9:30-11:00 (90 min)	1ST Period Instruction	2ND Period Instruction	1ST Period Instruction	2ND Period Instruction
11:05-11:15 (10)	Brunch	11:00-11:10	Brunch	Brunch	Brunch	Brunch
11:15-12:00 (45) 12:05-12:50 (45)	3RD Period 4TH Period	11:10-12:40 (90 min)	3RD Period Instruction	4TH Period Instruction	3RD Period Instruction	4TH Period Instruction
12:50- 1:20 (30)	Lunch	12:40-1:10	Lunch	Lunch	Lunch	Lunch
1:25-2:10 (45) 2:15- 3:00 (45)	5TH Period 6TH Period	1:15-2:45 (90 min)	5TH Period Instruction	6TH Period Instruction	5TH Period Instruction	6TH Period Instruction
		2:50-3:15	Office Hours	Office Hours	Office Hours	Office Hours

## **NON-DISCRIMINATION IN DISTRICT PROGRAMS And ACTIVITIES**

### **BP 0410 & EDUCATION CODE, 200-262.4 Prohibition of discrimination**

The Governing Board desires to provide a safe school environment that allows all students equal access and opportunities in the district's academic and other educational support programs, services and activities. The Board prohibits, at any district school or school activity, unlawful discrimination, harassment, intimidation and bullying of any student based on the student's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Prohibited discrimination, harassment, intimidation or bullying includes physical, verbal, nonverbal or written conduct based on one of the categories listed above that is so severe and pervasive that it affects a student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile or offensive educational environment; has the effect of substantially or unreasonably interfering with a student's academic performance; or otherwise adversely affects a student's educational opportunities.

Students who engage in discrimination, harassment, intimidation, bullying or retaliation in violation of law, Board policy or administrative regulation shall be subject to appropriate discipline, up to and including counseling, suspension, and/or expulsion. Any employee who permits or engages in prohibited discrimination, harassment, intimidation, bullying or retaliation shall be subject to disciplinary action, up to and including dismissal.

The Coordinator for Nondiscrimination will handle complaints regarding discrimination, harassment, intimidation or bullying, and will answer inquiries regarding the district's nondiscrimination policies: call Human Resources at (408) 201-6015.

### **Sexual Harassment**

The Governing Board is committed to maintaining a safe school environment that is free from harassment and discrimination. The Board prohibits sexual harassment of students at school or at school-sponsored or school-related activities. 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 to immediately contact his/her teacher, the principal, or any other available school employee. Any employee who receives a report or observes an incident of sexual harassment shall notify the principal or a district compliance officer.

Complaints regarding sexual harassment shall be investigated and resolved in accordance with law and district procedures specified in AR 1312.3 - Uniform Complaint Procedures. Principals are 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.

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

### **Instruction/Information**

The Superintendent 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
4. 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

5. Information about the district's procedure for investigating complaints and the person(s) to whom a report of sexual harassment should be made
6. Information about the rights of students and parents/guardians to file a civil or criminal complaint, as applicable

#### Disciplinary Actions

Any student who engages in sexual harassment or sexual violence at school or at a school-sponsored or school-related activity is in violation of this policy and 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.

Any staff member found to have engaged in sexual harassment or sexual violence toward any student shall be subject to discipline up to and including dismissal in accordance with applicable policies, laws, and/or collective bargaining agreements.

#### Record-Keeping

The Superintendent 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.

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:

Coordinator of Student Services

15600 Concord Circle

Morgan Hill, CA 95037

(408) 201-6040

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: (Education Code [212.5](#); 5 CCR [4916](#))

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.

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

#### Reporting Process and Complaint Investigation and Resolution

Any student who believes that he/she has been subjected to sexual harassment or who has witnessed sexual harassment is strongly encouraged to report the incident to his/her teacher, the 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 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 principal or a district compliance officer. The employee shall take these actions, whether or not the alleged victim files a complaint.

In any case of sexual harassment involving the principal, compliance officer, or any other person to whom the incident would ordinarily be reported or filed, the report may instead be submitted the Superintendent or designee.

When a report of sexual harassment is submitted, the 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.

If a complaint of sexual harassment is initially submitted to the 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.

#### 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. (5 CCR [4964](#))

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 principal or designee, in consultation with the compliance officer, shall determine whether interim measures are necessary pending the results of the investigation. The principal/designee or compliance officer shall take immediate measures necessary to stop the harassment and protect students and/or ensure their access to the educational program. Such 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 (Education Code [48980](#); 5 CCR [4917](#))

(cf. [5145.6](#) - Parental Notifications)

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, including school web sites (Education Code [231.5](#)) (cf. [1113](#) - District and School Web Sites)

3. Be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester, or summer session (Education Code [231.5](#))
4. Appear in any school or district publication that sets forth the school's or district's comprehensive rules, regulations, procedures, and standards of conduct (Education Code [231.5](#))
5. Be included in the student handbook
6. Be provided to employees and employee organizations

## **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 the early, informal resolution of complaints whenever possible and appropriate. To resolve complaints which cannot be resolved through such informal process, the Board shall adopt a 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, 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 (5 CCR [4610](#))
2. Any complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, in district programs and activities against any person based on his/her actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital 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 (5 CCR [4610](#))
3. Any complaint alleging bullying in district programs and activities, regardless of whether the bullying is based on a person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital 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.
4. Any complaint alleging district violation of the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR [4610](#))
5. Any complaint alleging that the district has not complied with legal requirements related to the implementation of the local control and accountability plan (Education Code [52075](#))
6. 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
7. 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 agreeable to all parties. One type of ADR is mediation, which 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 sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

In filing and investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation, unlawful discrimination, or bullying, the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint, if he/she is different from the complainant, 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 resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent 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. All such records shall be destroyed in accordance with applicable state law and district policy.

#### Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR [4611](#))

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. (Education Code [35186](#))

Except as the Governing Board may otherwise specifically provide in other district policies, these general uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. [1312.1](#) - Complaints Concerning District Employees)

(cf. [1312.2](#) - Complaints Concerning Instructional Materials)

(cf. [1312.4](#) - Williams Uniform Complaint Procedures)

(cf. [4031](#) - Complaints Concerning Discrimination in Employment)

#### 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 to handle complaints regarding sex discrimination. The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. [5145.3](#) - Nondiscrimination/Harassment)

(cf. [5145.7](#) - Sexual Harassment)

Assistant Superintendent of Human Resources

15600 Concord Circle

Morgan Hill, CA 95037

(408) 201-6000

The compliance officer who receives a complaint may assign another compliance officer to investigate the complaint. The compliance officer shall promptly notify the complainant if another compliance officer is designated to investigate the complaint.

In no instance shall a compliance officer be designated to investigate a complaint if he/she is mentioned in the complaint or has a conflict of interest that would prohibit him/her from fairly investigating the complaint. Any complaint filed against or implicating a compliance officer may be filed with the Superintendent or designee.

The Superintendent or designee shall ensure that employees designated to investigate complaints receive training and are

knowledgeable about the laws and programs which they are assigned to investigate. Training provided to such designated employees shall include current state and federal laws and regulations governing the program, applicable processes for investigating complaints, including those involving alleged discrimination, applicable standards for reaching decisions on complaints, and appropriate corrective measures. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. [4331](#) - Staff Development)

(cf. [9124](#) - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the results 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, if possible, one or more of the interim measures. The interim measures may 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. (Education Code [234.1](#))

The Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code [262.3](#), [49013](#), [52075](#); 5 CCR [4622](#))

(cf. [0420](#) - School Plans/Site Councils)

(cf. [1220](#) - Citizen Advisory Committees)

(cf. [3260](#) - Fees and Charges)

(cf. [4112.9/4212.9/4312.9](#) - Employee Notifications)

(cf. [5145.6](#) - Parental Notifications)

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 discrimination laws, if applicable
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.
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, unlawful discrimination, 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

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. 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.

e. The Board is required to adopt and annually update a local control and accountability plan (LCAP), in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

(cf. [0460](#) - Local Control and Accountability Plan)

f. 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.

g. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

h. 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. (5 CCR [4631](#))

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, unlawful discrimination, 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. (5 CCR [4630](#), [4964](#))

#### Filing of Complaint

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 accordance with the following:

1. A written 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. (5 CCR [4630](#))

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. (Education Code [49013](#), [52075](#))

3. A complaint alleging unlawful discrimination, including discriminatory harassment, intimidation, or bullying, may be filed only by a person who alleges that he/she personally suffered 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 discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged 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. (5 CCR [4630](#))

4. When a complaint alleging unlawful discrimination 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.

5. When the complainant or alleged victim of unlawful discrimination or bullying 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 will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request.

6. 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. (5 CCR [4600](#))

#### 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 asexual 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, unlawful discrimination, 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 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.

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, 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. To resolve a complaint alleging retaliation, unlawful discrimination, 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. (5 CCR [4631](#))

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. (5 CCR [4631](#))

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 of the district's investigation and decision, 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.

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. 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. (5 CCR [4631](#))

#### Final Written Decision

The district's decision shall be in writing and shall be sent to the complainant. (5 CCR [4631](#))

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 that may be involved in implementing the decision or affected by the complaint, as long as the privacy of the parties is protected.

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 other 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: (5 CCR [4631](#))

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
  - 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, including 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, including discriminatory harassment, intimidation, or bullying, the notice may, as required by law, include:

- a. The corrective actions imposed on the individual found to have engaged in the conduct that relate directly to the subject of the complaint
- b. Individual remedies offered or provided to the subject of the complaint
- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE 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, including discriminatory harassment, intimidation, and bullying, based on state law, 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. (Education Code [262.3](#))
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code [262.3](#))
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, unlawful discrimination, or bullying, appropriate corrective actions that focus on the victim 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
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, unlawful discrimination, 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

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, including discriminatory harassment, intimidation, or bullying, that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges 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. (Education Code [49013](#), [52075](#))

For complaints alleging noncompliance with the laws regarding student fees, such remedies, where applicable, shall include reasonable efforts to ensure full reimbursement to affected students and parents/guardians. (Education Code [49013](#); 5 CCR [4600](#))

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. (Education Code [49013](#), [52075](#); 5 CCR [4632](#))

The complainant 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. (5 CCR [4632](#))

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR [4633](#))

1. A copy of the original complaint
2. A copy of the 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 CDE

Regulation MORGAN HILL UNIFIED SCHOOL DISTRICT

approved: June 23, 2015 Morgan Hill, California

## General Information A – Z

**AWARD CEREMONIES:** Periodically, various recognition ceremonies will take place in order to publicly recognize, praise, and celebrate academic achievement, student leadership, etc. In addition, students will be able to receive a social skill award titled “Pat on the Back.” The award is based on consistent student demonstration of positive social skills and citizenship throughout the school. Teachers, staff and administrators elect students. All students in the 6th and 7th grade will be awarded for their second semester GPA during a fall academic awards assembly the following year.

**ACTIVITIES:** ASB works together with our Home & School Club to plan various activities throughout the year which include dances, field trips, assemblies, class competitions, lunch activities, clubs, sports, special dress-up contests and spirit days. The following guidelines will be used to determine a student’s eligibility for activities:

- Single/Multiple suspensions will result in exclusion from dances, athletics, assemblies, field trips and other school activities.
- Three incidents of disciplinary action or more may result in the student’s ineligibility.
- No unpaid fines or fees.

**ASB:** Students are members of the Associated Student Body. Decisions are made by the Student Council, composed of elected officers and representatives from each class. The Council acts as a voice for the student body. Students are free to express their ideas to their homeroom representatives who bring the ideas to be heard at the Student Council meetings. The elected student body officers for each grade level may include: President, Vice-President, Secretary, and Treasurer. All students participating in student government must meet the following eligibility requirements based on the last grading period:

1. A 2.0 or better GPA
2. No “F” grades
3. Satisfactory behavior/No more than one suspension
4. Teacher approval
5. Parent approval
6. No outstanding fines or fees

**ATHLETICS:** Murphy offers its students a variety of sports activities which include cross-country, volleyball, softball, basketball, soccer, wrestling and track and field. Murphy competes against other schools in Santa Clara County in after school leagues. Students participating in after school sports or other extra curricular activities which take place outside of the school day must meet the following eligibility requirements based on the grading period prior to the start of the sport or activity:

1. A 2.0 or better GPA
2. No “F” grade on progress report
3. Satisfactory behavior and attendance
4. Coach approval for sports
5. Parent approval/signed permission slip
6. No outstanding fines or fees
7. No overdue library books
8. No outstanding “beginning-of-the-year” forms
9. Must have medical insurance

### ATTENDANCE POLICY

**ATTENDANCE:** Parents play a major role and responsibility for assuring that their child or children arrive healthy and punctually to school each day and are prepared to learn. Students are required by California law to attend school every day on time. The school

keeps a record of absences and tardies. State law also requires that absence verification be made by parents. When this does not happen, the school may not be able to receive the total resources allocated. Because class attendance and participation is so important to student success, Martin Murphy Middle School has established the following policy to encourage students to attend all their classes. We ask that you work with us as a team to support this policy and student attendance.

### Important Points

- 3 unexcused tardies are equivalent to 1 unexcused absence.
- Any time a student is absent from one or more class periods in a day, an automated phone call will call home that day to inform the parent/guardian. It is important that the school has the correct primary number on file.
- Parent/Guardians may see real-time attendance information for their student on the Aeries Portal at any time.
- **Legitimate excuses for missing class are illness, doctor or dentist appointments, funerals, religious observances, and court appearances.**
- At 6 unexcused absences in a class during the semester of occurrence, the student loses the opportunity to participate in all extracurricular activities (athletics, band, band performances, dances, any senior activities, etc.), and may lose his or her work permit.
- If a student needs to be absent from a class or leave school during the day, he or she must sign out through the Attendance Office. Please see the Procedures for Leaving Campus policy detailed on Page 15 of this handbook.
- To be in good standing and be eligible for extra-curricular privileges, a student must have a 90% attendance rate. Students who are chronically absent (missing 10% or more school days for any reason) will not be eligible for participation in extra-curricular activities, such as athletics, dances, field trips, etc.
- If a student has accumulated 14 absences in the school year in any one class period due to any reason, including illness, any further absences for illness must be verified by a physician. When deemed necessary by administration, a physician's note may be required for ANY illness related absence.

### Excusing Absences

- To call the Attendance Office, please dial 408-201-6260, -option 2 or ext. 31109 at any time, day or night. Attendance clerks are available from 8:30am to 3:00pm or an answering machine will record your message at any time of the day or night.
- To excuse an absence, the parent/guardian must notify the Attendance Office in one of these ways: telephone call, email, in person, or a signed note.
- Parents/guardians have 3 school days after the date of an absence to excuse the absence. If an absence is not excused within 3 days, it will remain in the record as an unexcused absence until the parent or guardian meets with administration to clear the absence.

### Releasing Students From Class

- Students who have doctor, dentist, or other off-campus appointments must have a parent call or write a note to the Attendance Office prior to 9:00 am on the day the student must be released early from school.
- Except for extreme emergencies, class time will not be interrupted to call a student to the office to leave school. Parents/guardians must be prepared to show a picture ID to verify information on the student's emergency card when picking up a student to leave campus during the school day. **Students must check out through the Attendance Office when leaving campus. Failure to do so may lead to disciplinary action.** Students will be given an early release slip when they leave early.
- Students must notify the school health clerk if they need to be picked up due to illness. Students should not use their personal cell phones to call or text their parent/guardian to pick them up when sick.

### Making Up Work

Attending classes every day is crucial to student success in a comprehensive high school program. The most challenging aspect of a student being absent from school is making up the missed coursework. Below are guidelines to keep students from falling behind:

#### 1-4 Days' Absences

- **Email or call** – The student and/or their family may email or call the teachers directly for an absence of 1-4 days. Most teachers respond quickly to this form of communication. Teachers' email addresses can be found on the school website.
- **Buddy System** – When a student is out 1-4 days, it is best for the student to call, text or email friends in their classes to get the missed assignments. When the student returns, they will not be far behind the rest of the class. The student should always make arrangements with the teacher to make-up any missed quizzes, tests, projects, presentations, or lab work that was missed. The student has as many days as they were absent (for excused absences) to make up missed work.

#### 5-10 Days' Absences

- **Short-term independent study contract** – When a student knows in advance that they will be out for 5 or more consecutive days, a short-term independent study contract can be requested through the attendance office. This is a formal agreement

which includes all work that the student will miss. The teachers assign work for the number of days that the student will be absent, and the work is due the day the student returns. This contract must be requested prior to the absences occurring. **The family should request this as soon as they know that the student will be out for 5-10 days.**

**11+ Days' Absences**– See a counselor or administrator immediately for an educational alternative. Students will not receive credit for assignments or tests missed because of an unexcused absence. For excused absences, students will be allowed to make up class assignments and evaluations. It is the student's responsibility to make arrangements with the teacher for making up this work. The minimum time a teacher should allow a student to complete this work is the number of consecutive days that the student was excused absent.

### **Truancy Process**

- **At three unexcused absences - Parents will be notified of student's truancy by mail. Parents may also track truancy on Aeries in the student's Attendance section. Truancy is documented in the student's discipline record.**
- **At four or more unexcused absences – Parents will receive a second letter in the mail regarding their student's truancy. Truancy is logged into student discipline.**
- **At 5 or more unexcused absences – Parent will receive a third letter in the mail regarding their student's truancy, and a meeting is required with an administrator of the truancy review panel. At this meeting, an Attendance Contract is discussed and signed. Truancy is logged into student discipline and truancy coordinator is notified.**
- **Further unexcused absences will lead to mediation with the district attorney's office and district officials.**
- **If unexcused absences continue, student and parents may be scheduled for a Truancy Court Hearing**

### **Tardies**

Students will be in their classrooms before the tardy bell rings, seated and with necessary materials for their classes. Tardiness is not tolerated at Martin Murphy and will be dealt with immediately. Teachers have classroom tardy policies. If tardies become excessive, the teacher will refer the student to administrator for further action. Consequences for tardiness may include loss of privileges, brunch or lunch detention to make up the lost time, after school detention, parent shadowing student in class, or after school campus beautification. Tardies of more than 30 minutes will be considered cutting class and will lead to truancy notifications and a possible referral to the school district or district attorney's office for further intervention.

**BIKE RACKS BICYCLES, SCOOTERS and SKATEBOARDS MUST BE WALKED ON CAMPUS:** They should be locked in the bike racks provided. Murphy cannot be held responsible for theft of these items or their parts while on the school grounds. Owners are encouraged to register their bikes with the Morgan Hill or San Jose Police Department. In California, riders under the age of 18 **MUST** wear a bicycle-helmet (VC 21212) and must, if riding at night, have a bike equipped with a front light, red rear reflector, pedal reflectors and side reflectors or reflectorized tires. Hoverboards are not allowed on campus.

**BULLYING:** Bullying is an aggressive behavior that is intentional and that involves an imbalance of power. Most often, it is repeated over time. School bullying takes place in many forms, and it is done by both girls and boys. A single student who bullies can have a wide-ranging impact on students they bully, students who observe bullying, and the overall climate of the school and community. Bullying will not be tolerated at Murphy and students who bully may be suspended when other efforts, such as conflict resolution or other disciplinary consequences, do not stop the act. Martin Murphy has the following school rules for bullying:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

**Cyberbullying:** Cyberbullying is bullying through electronic media, email, texting, social networks, blogs, websites, or digital messages sent to a cell phone. The state of California addresses online bullying in the following section:

528.5 (a) Any person who knowingly and without consent credibly impersonates another actual person through or on an internet website or by other electronic means for purposes of harming, intimidating, threatening, or defrauding another person is guilty of a punishable public offense.

528.5 (d) A violation of subdivision (a) is punishable by a fine not exceeding one thousand dollars, or by imprisonment in a county jail not exceeding one year, or by both that fine and imprisonment.

**BUS TRANSPORTATION:** Bus transportation is available for a fee. Riding the bus is a privilege, which may be taken away for misbehavior. For information about riding the bus, call 201-6320.

**FIRST bus ticket** – student warning

**SECOND bus ticket** – student loses bus privileges for five (5) school days.

**THIRD bus ticket** – student will lose bus ticket for one calendar month

**FOURTH bus ticket** – student will lose bus privileges for the remainder of the school year. The purpose is to have a school bus

system that is safe and pleasant to ride.

**CELEBRATING OF BIRTHDAYS PROHIBITED:** Students are not allowed to participate in birthday celebrations or “Birthday Bashing” on the school campus. Balloons, flowers, gifts, posters, invitations, and/or cakes are not allowed and students who bring these items to school will be asked to leave them in the front office for the entire school day. “Birthday Bashing” participants may be suspended from school.

**CELL PHONES/WATCHES:** Students may carry a cell phone/watch to school and at school sponsored activities. Students may not turn on or use cell phones while on campus, including before or after school or at school events. Cell phone usage by students while riding to and from school on the bus, or on the bus during school sponsored activities is at the discretion of the bus driver. It is the responsibility of the students to ensure the security of their cell phones. The school is not responsible for theft of cell phones at any time (BP 5525) nor is Murphy responsible to search for lost or stolen cell phones. **The above and below also refer to Apple and Android type watches linked to cell phones.** If a student violates the cell phone rule the following disciplinary action will occur:

**1st time cell phone is visible or turned on** – warning by administration or teacher, phone confiscated, and student may pick up phone after school.

**2nd offense** – phone confiscated and parent must pick phone up from school if possible..

**3rd offense-** phone confiscated, parent conference, and cell phone must be checked in at the front office during school hours for a set amount of time to be determined at the parent conference.

**CHEATING:** Cheating is obtaining or giving information or material for the purpose of claiming credit of grades dishonestly. Cheating also includes giving or allowing others information for the purpose of claiming credit and/or grades. Cheating includes taking unfair advantage of parents, friends, or classmates by asking them to help obtain a grade dishonestly. Consequences for cheating may include an “F” grade or a ZERO on an assignment/quiz/test and other discipline. Parents will be notified.

**CHROMEBOOKS:** Students will be assigned a Chromebook, charging cord and laptop case to enhance their learning and the development of 21st century skills. There are high expectations for how students treat these devices, and teachers will review the expectations in late August. Destroying or damaging school property of others is a punishable offense. Parents can purchase insurance through the school district website. Student and parents will need to complete a use agreement at the beginning of each school year. All students are responsible for turning in their device and accessories at the end of each school year.

**CLUBS:** Clubs at Murphy have been successful in providing activities and enrichment for interested students. If students want to start a club they must find a staff advisor. Martin Murphy currently has the following clubs:

- Yearbook - ASB - Future City - MEChA - Murphy Mouse Club - Drama - Math Counts - Homework Club

**COMMON CORE INSTRUCTION:** Educational standards describe what students should know and be able to do in each subject in each grade. In California, the State Board of Education decides on the standards for all students from kindergarten through high school. The Common Core State Standards (CCSS) were designed by teachers, parents and educational experts with the goal of preparing students for success in college and careers by promoting 21st century skills. At Martin Murphy, the implementation of the Common Core State Standards will encourage classroom instruction that is robust and relevant to the real world, reflecting the knowledge and skills that our young students need for success in college and careers. Project based learning along with rigorous content and application of higher order thinking skills will yield increased student achievement and essential skills for future success of each child. If you are interested in learning more about the Common Core State Standards, please visit the school’s website or contact administration or your child’s teacher.

**COUNSELING:** The counselors are available to help with academics, scheduling, and provide social/emotional support. For additional student needs, a school psychologist is present during the week. The school also has access to counseling interns through Discovery Counseling who can provide students with social skills, emotional therapy and support. If you think your child is in need of emotional or social support, please contact the Martin Murphy administration.

**DANCES:** Home & School Club along with ASB, sponsor several dances each year and they are held after school. These staff-chaperoned events are for Murphy students only. Students will need to meet academic and behavioral requirements in order to attend dances. Students absent or suspended the day of the dance may not attend. Administrators will verify student eligibility to attend dances prior to the day of the dance. Students who behave inappropriately will be removed from the dance floor, sent home and will not be able to attend future dances. The Murphy dress code will be enforced. Students violating the dress code are subject to disciplinary action and removal from the dance.

#### ***DISCIPLINARY ACTIONS:***

***Please read the Progressive Discipline Matrix on page 28.***

***Loss of Privileges:*** Students may be denied participating in activities such as dances and sports events due to poor behavior, grades and discipline.

**Suspension** (See Board Policy 5130): The student is informed that he/she is subject to a suspension (up to 5 days). The student's parent(s) or legal guardian is notified by telephone or in person that the student is subject to suspension from school. The student's parent/guardian must conference with school administrator before the student may return from suspension (recorded in student disciplinary record). Suspended students are not allowed to be on any MHUSD campus during their suspension or within 1000 feet of any school campus. This includes school activities.

**In-House Suspension** (See Board Policy 5130): Students assigned to a supervised in house suspension shall be separated from other students at the school site for the period of the suspension. Each student is responsible for contacting his/her teacher or teachers to receive assignments to be completed while the student is assigned to the supervised in house suspension. If no classroom work is assigned, the staff supervising the in house suspension shall assign school work.

**Expulsion** (See Board Policy 5150): The Police Department will be contacted and/or summoned to campus when necessary and there has been a penal code violation. A student may be suspended, expelled, or referred to the appropriate law enforcement agency for any suspendable or expellable incident that related to a school activity or to school attendance occurring within a school in the Morgan Hill Unified School District or any other school district. The incident may occur at any time including, but not limited to, any of the following:

- While on school grounds
- While going to or coming from school
- During the brunch or lunch period, whether on or off campus
- During, or while going to or coming from, a school sponsored activity
- Off school grounds, including weekends and vacations, but school related in some way

**Examples of Suspendable or Expellable Offenses:** Consequences depend on the frequency or severity of the incident. Parent will be contacted on a regular basis. Police will be contacted in all serious cases. A school resource officer is available. Suspensions range from 1 – 5 days, depending on frequency or severity of the offense.

- Selling of any controlled substance (buying and/or negotiating)
- Possession of any weapon or dangerous object (lighter, 3D printed knife, matches, etc.)
- Robbery/Extortion
- Threatening any staff member
- Setting or attempting to set a fire
- Possession of a controlled substance, drug paraphernalia, or being under the influence of drugs or alcohol with no indication of selling or furnishing to others, or furnished a substance in lieu of a controlled substance
- Smoking or possessions of tobacco or tobacco products
- Fighting/Threatening another person/Intimidation
- Theft/Possession of stolen property
- False Fire Alarms
- Vandalism (causing damage to any property)
- Willful defiance of any school official
- Harassment/Bullying
- Sexual harassment (including comments relating to sexual orientation)
- Cutting school/off campus without permission
- Pantsing
- Disruptive or defiant behavior
- Birthday Bashing (including egging)
- Profanity / Obscene Act
- Racial, Sexual, ethnic or gender based comments
- Online or social media threats of violence or sexual harassment

**California Code – Section 32210:** Any person who willfully disturbs any public school or any public school meeting is guilty of a misdemeanor, and shall be punished by a fine of not more than five hundred dollars (\$500)

**California Code – Section 48908:** All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.

**California Code – Section 48900 (k):** Students that have disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties are subject to school suspension and/or expulsion.

**DISPLAYS OF AFFECTION:** Students are asked to conduct themselves in an appropriate manner. Holding hands, arm-in-arm, and kissing are not appropriate in school.

1st offense = warning

2nd offense = parent contact

3rd offense = lunch detention or loss of privileges

**DRESS CODE**

**Guiding Principles:**

Attire must promote safety for the individual and the school.

Attire must be appropriate for a school environment.

Attire may not be offensive to any individual or group.

Clothes must be worn in a way such that genitals, buttocks, and chests are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

<u>Must Wear</u>	<u>May Wear</u>	<u>Cannot Wear</u>
<ul style="list-style-type: none"> <li>● A <b>Shirt</b> (with fabric in the front, back, and on the sides under the arms), <b><u>AND</u></b></li> <li>● <b>Pants/jeans or the equivalent</b> (for example, a skirt, sweatpants, leggings, a dress or shorts), <b><u>AND</u></b></li> <li><b>Shoes.</b></li> </ul>	<ul style="list-style-type: none"> <li>● Hats <u>outdoors only</u> facing straight forward or straight backward. Hats must allow the face to be visible to staff.</li> <li>● Hoodie sweatshirts as long as the hood is not worn outdoors on non-rainy days.</li> <li>● In a commitment to our college going culture, we allow college or university attire in red. <u>All other solid red clothing, shoes, or other accessories are not allowed.</u></li> </ul>	<ul style="list-style-type: none"> <li>● Violent language or images or language depicting drugs or alcohol (or any illegal item or activity).</li> <li>● Hate speech, profanity, pornography.</li> <li>● Images or language that creates a hostile or intimidating environment</li> <li>● Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)</li> <li>● Swimsuits</li> <li>● Bandanas</li> <li>● Accessories that could be considered dangerous or could be used as a weapon.</li> <li>● Any item that obscures the face or ears (except as a religious observance).</li> <li>● Tops, bottoms, hats, shoes, gloves or other clothing items that are 50% or more <u>red</u>.</li> </ul>

These dress code guidelines shall apply to regular school days, as well as any school-related events and activities, such as graduation ceremonies, sports events, dances, field trips, and fundraiser activities. ***The administration reserves the right to determine whether clothing is inappropriate for the school setting.***

**8TH GRADE END OF YEAR AWARD CEREMONY:** To support the success of our 8th grade students that demonstrated academic accomplishments and fulfilled the necessary criteria to advance to the next grade level, an Awards Ceremony and Celebration is held at the end of the year to honor them in the following areas. Not all students will receive an award and the ceremony is not a “promotion” or “graduation” ceremony. All 8th grade students will receive a commemorative t-shirt, paid for by ASB or Home and School Club.

1. Benchmark awards for students achieving a proficient or advanced score in English, Math, Social Studies and Science.
2. Presidential GPA Awards
3. Athletic Awards: Most Valuable Players
4. Other Awards: Department Awards, Home & School Club (Leadership & Citizenship awards)
5. Students who have been suspended two months before or who have received substantial disciplinary referrals will NOT be allowed to participate in this event.

**FIGHTING:** Fighting, pushing and/or “horseplay” of any type are considered poor behavior and are subject to disciplinary action. Any physical act that could be observed as a “fight” or that can promote or encourage creating a hostile environment will result in a suspension. Students encouraging others to fight, instigating a fight or videotaping a fight, may be suspended for agitating and provoking or creating a hostile environment. In appropriate circumstances, the police will be contacted to have involved students cited for penal violations. Students at Martin Murphy have access to numerous support systems and programs that can help them resolve conflicts peacefully, such as peer mediators, restorative justice talking circles, and the school counselor or administration.

**FOOD AND GUM:** Eating is not allowed in the classrooms or in the building except during special activities. Gum, soda and seeds are not permitted on the school grounds. Selling candy or other items for personal profit is not allowed. Closed top water bottles are ok and can be filled in the school’s hydration station. Energy drinks are not allowed at school due to the health risks.

**GAMBLING:** Gambling is strictly prohibited. This includes any wagering, betting, odds making, or any other activity involving the use of money or collection cards or predicting the outcome of an event. Students violating this rule are subject to disciplinary action, including possible suspension or expulsion.

**HALL PASSES:** Any student out of class during a class period must have in his/her possession a hall pass with the signature of a staff member.

**HALLWAYS:** Running, pushing and “horseplay” in the hallways crowded with people is dangerous. Students always walk COUNTER- CLOCKWISE in the circular hallway around the I Center during passing periods. At the end of Brunch and Lunch, students entering a 20’s or 30’s classroom must enter by the outside classroom door. Only students going to the 10’s or 40’s hall should be in the building.

**HARASSMENT:** Physical or verbal harassment, physical abuse, profanity, slurs and any other actions or works, actual or perceived, are not permitted and could result in a school suspension. Harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, age, physical or mental disability, or any other basis protected by federal, state, or local law, ordinance or regulation to the extent protected by law is prohibited. Students who feel they are victims of harassment of any type may file a formal written complaint in the office. “Pantsing” may result in a suspension and possible expulsion.

### ***Murphy’s Anti-Harassment Policy***

1. Everyone at Murphy has a right to feel respected and safe. Consequently, we want students to know that our policy is to prevent sexual harassment and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation or disability.
2. A harasser may be a student or an adult. Harassment may include the following when related to gender, race, national origin, ethnicity, religion, sexual orientation or disability.
  - a. Name calling, teasing, derogatory comments, slurs or gestures
  - b. Remarks or rumors about an individual’s sexual activities, sexual jokes, catcalls or whistles
  - c. Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual’s body
  - d. Graffiti, offensive or graphic posters or book covers
  - e. Derogatory notes or cartoons
  - f. Unwelcome touching of a person or clothing, grabbing, fondling
  - g. Violent acts or threats
3. If students believe that they or someone else has been the victim of harassment, they should report the alleged acts to a teacher, counselor, administrator or any other staff member. The report may be verbal or written. Students are not required to complete a written form, but if they want to use a form, one is available in the school office.



4. Murphy takes seriously all reports of sexual harassment and harassment based upon gender, race, national origin, ethnicity, religion, sexual orientation or disability and will take all appropriate action to investigate such claims, to eliminate the harassment and to discipline any persons found to have engaged in such conduct.

5. MHUSD will also take action if anyone tried to intimidate the students or take action to harm them because they made such a report.

6. This is a summary of this District's policy against sexual harassment and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation or disability. A complete copy of the policy is available at the school office upon request.

**HEALTH OFFICE:** Murphy has a Health Clerk assigned only on a part time basis. The Health Clerk will assist the students in the areas of health counseling and giving first aid. ***Emergency cards are to be completed and returned to school at the beginning of the year prior to students receiving their class schedule.*** They should be updated as necessary throughout the year. Parents will be requested to pick their student up if he/she is ill. Students must have a pass from their teacher to report to the Health Office. If the student is injured or becomes ill, he/she must report this to the teacher and ask for a pass to the Health Office. If the health office clerk deems necessary, the parent will be contacted. All students who are injured or become ill at school must check out through the front office.

***Please do not send your student to school if he/she displays one or more of the following symptoms:***

- Earache
- Runny nose and/or persistent cough
- Headache - Nausea/vomiting
- Sore throat within 24 hrs of vomiting
- Dizziness - Fever (100 degrees or above within 24 hrs)
- Lice
- Skin Rash
- Red crusty and/or draining eyes

***Administration of Medication – Including Over the Counter Medication:*** In order for any medication, whether prescription or nonprescription, short-term or long-term, to be given at school, **MEDICATION AUTHORIZATION FORM(S) must be completed and signed by the parents AND the physician.** The forms are available in the health office. Students are not to carry any medication, prescription or nonprescription, with them unless authorized by a physician.

**HOME AND SCHOOL CLUB:** The H&SC works closely with the school staff and student body. Many of our school activities are possible only because of the assistance and support of our H&SC. Parents are encouraged to attend and participate in the monthly H&SC meetings and activities. Please contact the front office if you are interested in joining Home & School Club or volunteering your time to help at school events.

**HOMEWORK:** At Martin Murphy, homework is an integral part of the educational process. It is an extension of the classroom, giving students reinforcement in using what has been taught in the classroom. It allows students to develop self-discipline and self-confidence. Homework encourages students to work independently, use time wisely and develop a sense of responsibility. Homework fosters good study habits that will be useful throughout the student's school career. Homework provides communication between home and school. It gives parents an opportunity to see what their student is doing in school and an idea of their student's progress. Parents having a concern about homework are encouraged to contact the teacher who assigned the work.

***Homework Guidelines and Tips for Parents:***

1. PROVIDE A STUDY AREA - Good lighting, proper seating at a table or a desk, adequate materials, and sufficient space are essential. Distractions such as radio, TV and phone calls should be eliminated.
2. PROVIDE A SPECIFIC TIME PERIOD - Same time period daily. Establish rules against using the phone, watching TV and listening to music until homework is completed neatly and accurately.
3. SUPERVISE HOMEWORK - Parents are encouraged to check their student's daily homework assignments. Make sure your student has enough time, understands the directions and works carefully.
4. HELP THE HOMEWORK HABIT - If your student doesn't bring work home, or is not writing daily assignments in their daily planner, please contact the teacher. This will help you to determine whether he/she is completing it in school, forgetting it, or failing to bring it home. Always contact the teacher when in doubt.

**INNOVATIVE LEARNING CENTER (I Center):** This is a project based learning center that promotes student acquisition of 21st century skills through project based learning. The space is designed to replicate a college library setting. It is equipped with flexible seating and interactive technology for students to use. Large whiteboards on the walls are utilized by students when they collaborate

with one another on assignments and projects.

**LIBRARY:** The Murphy library has a large selection of books and reference materials. A reading program is in place to reinforce reading comprehension. Students take their leveled tests there to move to another reading level. The library is open throughout the school day. Students who lose library books are expected to pay the replacement price for the books.

**LOCATION OF STUDENT DROP-OFF/PICK-UP:** When driving students to school, drop-offs and pick-ups should be done at either the Los Paseos City Park parking lot (located north of campus on Santa Teresa Blvd) or south of campus on Avenida Espana between the bus circle and Santa Teresa Blvd. The parking lot between Los Paseos Elementary and Martin Murphy can also be used for student pick up and drop off. Please follow the cones and staff directions. Students are not to be dropped off or picked up in the front staff parking lot near the flagpole. This area must remain clear from obstructions such as waiting cars so that staff can come and go as needed.

**LUNCH PROCEDURES:** Students eat lunch outside in a common area. When standing in line to buy lunch, students are expected to follow standard rules of courtesy and good behavior. Students who exhibit poor or disruptive behavior may lose the privilege of eating with other students. Students must buy their own food and school rules do not permit another student to give money to a friend to buy lunch. Students are to throw away all their trash after lunch. Students found littering will receive disciplinary consequences and parents will be contacted. Lunches should not be dropped off daily to students as this creates an increased organizational burden on the front office staff, so please make every effort to send lunches to school with students.

**PERSONAL PROPERTY:** Students are responsible for loss or damage to their clothing, equipment, books or instruments. *Items of REAL OR SENTIMENTAL VALUE SHOULD NOT BE BROUGHT TO SCHOOL.*

<p>The administration recommends that students do not bring the items list below to school. If a student decides to bring the item listed below, they do so at their own risk.</p>	<p>The items listed below are not allowed at school and are subject to confiscation and disciplinary action. <i>Possession of these items or any other items that disrupt the school environment may result in suspension from school.</i></p>
<ul style="list-style-type: none"> <li>- CAMERAS</li> <li>- IPODS</li> <li>- MONEY (more than \$10)</li> <li>- HOVERBOARDS</li> <li>-VIDEO RECORDERS</li> <li>- ELECTRONIC GAMES</li> <li>- PERSONAL ELECTRONICS</li> <li>- SKATEBOARDS</li> <li>- SCOOTERS</li> <li>- BICYCLES</li> </ul>	<ul style="list-style-type: none"> <li>- TACKS, SAFETY PINS</li> <li>- AEROSOL SPRAY COLOGNE</li> <li>- LASER PENS</li> <li>- RUBBER BANDS</li> <li>- SQUIRT GUNS</li> <li>- WATER BALLOONS</li> <li>- BANDANAS</li> <li>- EGGS</li> <li>- PERMANENT MARKERS</li> <li>- SHAVING CREAM</li> <li>- MATCHES</li> <li>- LIGHTERS</li> <li>- POPPERS</li> <li>- STINK BOMBS</li> <li>- FIRECRACKERS</li> <li>- SILLY STRING</li> </ul>

**PBIS:** Martin Murphy is continuing to enhance our Positive Behavior Intervention Supports (PBIS) program. PBIS is a program that focuses on promoting and teaching positive and appropriate behaviors. Our staff is committed to educating students about appropriate behaviors and will be utilizing a positive reward system to acknowledge students who are following the rules and/or working towards improvement. Existing positive rewards that are in place include Mustang Bucks. Students can earn Mustang Bucks from staff by going above and beyond when demonstrating expected behaviors. Mustang Bucks may be used in a variety of ways in the classroom and on campus such as purchasing items in a student store or paying for entrance to a dance.

**P.E. EXCUSES:** If for any reason a student cannot take part in full physical education activities, a note from a parent that states the reason, duration, date of doctor's release and degree of limitation of activity MUST be brought to the health office. The note will be verified and the teacher will be notified. PE teachers will not honor a note brought directly to them by the student. Students are still required to dress out. WRITTEN CONFIRMATION FROM A PHYSICIAN IS REQUIRED FOR AN EXCUSE LONGER THAN THREE DAYS. If students are unable to participate in PE, they may not participate in athletic practices or games on those days.

**PE LOCKERS:** Students in grades 6-8 are issued PE lockers to store their uniforms and for the safe keeping of items while they are in P.E. *Lockers are for P.E. use only and should not be used to store other items.* Administration reserves the right to search lockers at any time. Students should not share lockers or locker combinations with other students. Students must lock their belongings in a locker during their P.E. class, including their Chromebook. Any item not locked in a locker is subject to theft and damage. The school is not responsible for lost or stolen items, nor is the school responsible to search for lost or stolen items. Students are allowed in the locker room only during their P.E. class and when supervised.

**PE UNIFORMS:** Murphy shorts, T-shirts, and sweats can be purchased through the P.E. department. Grades 6-8 will be required to dress out in a PE uniform. Clean loaners are available if P.E. clothes are forgotten. Refusal to use loaners or dress for PE will result in disciplinary action. Please contact the school for assistance if desired.

**PARENT ENGAGEMENT:** Parent involvement is an important part of our school. Volunteers must obtain a volunteer badge from the District Office. Please see an office staff member at Murphy for specific details and to pick up a volunteer application. Martin Murphy Middle School conducts the following parent involvement activities:

1. School Site Council (SSC) - The SSC is composed of parents and school personnel. The SSC is responsible for developing, implementing, and evaluating the School Site Plan programs. Members are elected by their peers at Back to School Night. Elections for new members are held annually at the beginning of the school year. A copy of the By Laws, meeting agendas and minutes are available on the school's website as well as the front office.
2. English Learner Advisory Committee (ELAC) - All schools enrolling 21 or more English Learners are required to form an ELAC. The ELAC is composed of parents and school personnel. The ELAC provides input and makes recommendations to the principal, staff, and SSC regarding services for English Learners. Members are elected by ELAC. A copy of the By Laws, meeting agendas and minutes are available on the school's website as well as the front office.
3. Home and School Club- Parents volunteering for H&SC help with school events and fundraisers.
4. Parent Education Nights- Hosted by school staff with childcare provided. Topics are designed by parent request and need.
5. Parent Orientation Night- Hosted by school and district staff with a menu of sessions for parents to choose from. Event to be held in the fall at the beginning of each school year.

**REPORT OF STUDENT PROGRESS/GRADES:** Progress reports will be issued every 4 1/2 weeks only to those students receiving a D or F, and who are in danger of failing. Report cards are issued at the conclusion of each 9-week quarter. The quarter grades are then averaged for a semester grade. Grades that students receive at the end of each semester are those that are reported on the permanent record. All grades can be viewed and monitored by parents and students through Aeries, our online student information system. Students who are leaving 8th grade and entering high school, must remember that their final grades in June will determine their eligibility for school activities, such as school sports, in the fall of their freshman year.

**RESTORATIVE JUSTICE:** Restorative Justice is a mindset that Martin Murphy staff utilize to build community in their classrooms and repair harm caused by student conflict. Restorative Justice practices focus on healing victim(s) who have experienced harm and supporting the offender(s) with next steps to repair the harm to the victim(s) and school community.

**SPINNERS:** Fidget toys such as spinners are not allowed to be used in the classroom unless a student has a diagnosed medical need that is included in an Individualized Education Plan (IEP) or 504 plan.

**STUDENT SUCCESS TEAM – (SST):** The Student Success Team process is available to all parents, staff, and students. The SST process provides a system of intervention, support, and follow-up in addressing students who are struggling in their academic and/or behavioral progress. The SST convenes periodically on campus at scheduled meeting times. During the SST process, the student is joined by his/her teachers, the parent, an administrator, and other school staff such as the School Psychologist, School Counselor, Resource Specialist, nurse, and/or other staff who all play a part in examining the student's strengths, identifying particular areas of concern, establishing a plan of action to support the student, and scheduling follow-up efforts to check on the student's progress over time.

**SPECIAL EDUCATION:** The Individuals with Disabilities Education Act (IDEA) is a federal law that mandates a "free and appropriate public education" to children with disabilities in the least restrictive environment. Morgan Hill Unified School District follows the education code for special education to be in compliance with the IDEA. Students become eligible for special education services through a formalized process of evaluation. Anyone who suspects that a student is disabled may request an evaluation in writing. Requests will receive a response from the school site within 15 days. A Student Study Team may be asked to determine

whether an assessment is necessary. If recommended, assessments will take place within 60 days of a signed Assessment Plan. If an assessment is not recommended, the Student Study Team will explain their reasoning in writing. Once a student has been assessed, an Individualized Education Program (IEP) meeting is held to determine a student's eligibility for services and review assessment findings.

**SUGGESTED SCHOOL SUPPLIES:** It is suggested that all students have the following school supplies:

- Binder – A notebook binder with 5 dividers and rings to hold materials for all classes.
- 80 page College ruled notebooks, at least one per subject, for focused note taking
- Graph notebook or paper
- Paper - A supply of three-hole, college ruled paper.
- Writing Materials - Have at least two #2 lead pencils and a blue or black pen
- Highlighter
- Back Pack
- Headphones
- Mouse
- Physical Education clothing

**IF TAKING ART:**

- Pencils
- Erasers
- Sharpener
- Colored Pencils
- 9x12 Sketchbook
- 2 Black Ultra Fine Felt Tip Markers (.3)
- Supply Bag
- Small Ruler