

# **Jackson Academy of Math and Music**

## **Student/Parent Handbook**



## **Student Code of Conduct**

## CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,

He learns to condemn.

If a child lives with hostility,

He learns to fight.

If a child lives with ridicule,

He learns to be shy.

If a child lives with shame,

He learns to feel guilty.

If a child lives with encouragement,

He learns confidence.

If a child lives with praise,

He learns to appreciate.

If a child lives with security,

He learns to have faith.

If a child lives with approval,

He learns to like himself.

If a child lives with acceptance and friendship,

He learns to find love in the World.

## **Jackson Academy of Math and Music**

Dear Parents,

School should be a place where children succeed in a number of ways, where their efforts are recognized, and where they can learn in an orderly, structured environment.

This Student Code of Conduct has been created to ensure the learning, health and safety of each child. The behaviors and consequences listed in this bulletin are designed to guide students' conduct.

The purpose of this code is:

1. To ensure that every child has the chance to learn and grow without problems caused by other students' behavior.
2. To make sure the rules are clear and concise and that the consequences are understood by everyone.
3. To ensure school-wide consistency.
4. To reinforce good behavior in a positive way and to encourage model citizenship.

Good discipline is achieved through a strong parent-school partnership. School authorities are trained in discipline techniques and will work with parents as a team in teaching children appropriate behavior; however the foundation begins at home. We have an amazing start to our school year and it is exciting to see the growth, excitement, and happiness in our children each day. Thank you again for all your support and I am reminded how fortunate we are to have this incredible math and music opportunity for our community and specifically for our students at Jackson Academy of Math and Music. Please review this Code of Conduct with your child.

Sincerely,

The Jackson Staff  
Patrick Buchser  
Principal

# **Jackson Academy Safety Procedures**

Maintaining a focus on instructional leadership requires that the school management, operations, and Safety Procedures are well defined and clearly communicated. On the first day of school the principal will meet with parents and students to convey these expectations. After the vacation breaks, teachers and the principal will also meet with students to review these expectations and clarify specifics. To ensure a safe and orderly school environment, we want to again provide you with the procedures explained at the beginning of the year and at the midyear point. The following procedures were also in coordination with the Morgan Hill Police Department and the Morgan Hill Unified School District responsibility to ensure student safety and accountability before, during, and afterschool. Please take time to read through the entire document. Thank you for doing your part to help in the safety of our campus for our children.

## **Before School**

### **Front of the school**

When dropping off your children in the morning, cars are to use the bus loop. Please pull all the way forward as far as possible to the car in front of you, and drop your student off at the curb. This will help the flow of traffic in the morning and will eliminate walking through the Parking Lot. Our student and teacher safety patrol is out there to assist with this procedure. **NO DOUBLE LANE DROP OFF – SINGLE LANE ONLY. IF YOU DROP OFF AT STREET, STUDENTS MUST WALK ON SIDEWALK & NOT THROUGH PARKING LOT FOR THEIR SAFETY.**

### **Morning Drop off**

Students can be dropped off after 8:00 am and need to go directly to their lines where there is Teacher supervision. *Before 8:00 am there is no Teacher Supervision.* Students are not allowed to play on the play structures before school. If it is raining, the students will go to the cafeteria, and then they will be directed to their classrooms.

### **Side gate on Trail Ave**

Students entering the school through the side gate on Trail Ave should be dropped at the curb and walk immediately down the stairs to their lines. Students are not allowed to wait at the top next to the gate on Trail Ave next to the street. There are many cars dropping off students and student supervision is on the playground not at the top near the street.

*Please note:* The gate on Trail Ave is the only gate that is open for drop off and is immediately locked when the morning bell rings. The gate is locked so no one can freely walk onto the campus. All other gates entering the campus have been permanently locked since the first day of school.

### **Late Arrivals**

If your students are late, they must check in at the office in front of the school. Students can not jump the gate on Trail Ave. To ensure student accountability and safety, ALL students arriving late must check in at the office in the front of the school. If the Gate on Trail Ave is locked, then your child is late and they must come to front of school and check in at the office.

### **Emergency Cards**

One of the most important things you can do for helping ensure the safety of your child and communication with JAMM, is to make sure your emergency card is turned in and up to date. If there are any changes in your family's information, (i.e. address change, phone numbers, etc) you need to notify the office immediately and update your emergency card. Only contacts that are listed on your emergency card will be allowed to pick up your child.

## **During School**

### **Visitors on campus**

If anyone is coming onto the campus for any reason, they MUST check in and out in the school office. This is to ensure that no one enters the classroom without notice and reason. They need to sign in and get a visitors sticker to wear in a visible place at all times, while on campus. All staff have been trained to make sure all visitors are wearing a visitors badge to ensure students are safe and all adults on campus have followed procedures. If you leave the campus and come back, you must repeat this procedure. Again, EVERYONE must sign in EVERYTIME they walk onto campus.

## **After school**

### **Dismissal / Afterschool Pickup**

All students will be escorted to the front of the school by their teacher. All students will exit to the front of the school. This is to ensure a central location for student pick up and all students can be supervised by school staff. Parents or anyone picking up students must wait in the front. By doing this, this ensures that all students are in one place, along with teachers and our community. As we build community awareness, we help watch out for one another. If anything is "out of sorts" or seems off, we are there to help ensure the safety of our children and support each other.

NOTE: THE GATE ON TRAIL WILL NOT BE OPEN TO LEAVE CAMPUS AFTERSCHOOL. There is no adult supervision afterschool in the back area of the campus. All students must wait in the front of the school to be picked up. Pick up in bus lane only- NO PICK UP IN PARKING LOT.

### **Playground**

Students are not allowed to play on the playground afterschool. There is no playground supervision after school which is consistent with all schools in Morgan Hill Unified School District. This procedure is also vetted by the Morgan Hill Police Department as to ensure proper student pick up and a safe and central location for student dismissal. This procedure is to ensure all students are accounted for at the end of the day and are picked up appropriately and in a timely manner. This procedure also prevents students from lingering around the campus unaccounted for their whereabouts. There is also a Liability issue for the school District in which students are not allowed to play unsupervised afterschool. As some parents may be with their children- some may not and therein lies the unaccountability and liability. There are many afterschool programs that use the playground at different times. The campus is still in operation well after the dismissal bell and unsupervised play afterschool disrupts the structured afterschool activities. Moreover as the weather warms and children tend to forget school rules, unsupervised play can become confrontational and parents may engage in disciplining children that are not their own which is inappropriate and illegal. Further, students tend to be picked up later by parents and the playground becomes an unsupervised location for student pick up. This is simply not safe for students and student accountability.

### **Kinder Pick up**

ALL parents must wait by the kinder classroom door or the ramp in front of room 22. Children will be released hand to hand for kinder students. Kinder students riding the bus will be escorted to the bus.

### **Parking**

Parking is permitted in designated spaces only. Do not park in the Staff Parking, Reserved Parking & Red Zone or block the school driveways. Handicap parking is for vehicles with current handicap parking permits.

## **GENERAL BEHAVIOR GUIDELINES**

The following school rules will serve as the guidelines for student behavior and conduct. These rules apply to all students and will be consistently enforced by the staff to provide for the proper growth and welfare of each child. Specifically, students are to follow the rules listed below.

1. Students are allowed in the building only under teacher or appropriate adult supervision. Students may be in the quad area during recess or lunch time with the teacher's permission.
2. When the bell rings at the end of recess, students are to immediately stop their activities and freeze; when the second bell rings (or the whistle blows), the children are to walk to their line-up area. Students may never be in a classroom unless the teacher or another authorized adult is with the student.
3. Lunch time in the cafeteria is a quiet time. Students are to talk quietly, not disturb others, and are to remain seated until dismissed.
4. During school hours, students are to remain within school boundaries unless permission to leave has been cleared with the office and a parent, guardian or designated adult has signed for the child. Students must adhere to the following:
  - a) Students should arrive at school at least 10 minutes before the designated starting time.
  - b) Parents must drop children off in the area designated for drop-off or park in appropriate areas.
  - c) Parents who park in the parking lot must walk to the crosswalk to get the child. Students may not cross the parking lot driveway without an adult. Students should cross street intersections with the help of an adult. Students walking home must cross streets only at marked crosswalks.
5. Any fighting, throwing of objects or other physical danger to students will not be tolerated.
6. Name calling, behaviors which are racially, ethnically or personally demeaning in any manner, are not acceptable. Students are expected to speak respectfully to each other.
7. Students are not permitted to possess pocket knives, or have other objects that might be considered a weapon and may be dangerous or harmful.

8. Students may use the bathroom facilities before, after school, and during recess. Teacher permission is required during instructional time. No playing is allowed in the bathrooms at any time. Students must use bathrooms appropriately.
9. Small amounts of candy or baked goods may be included in a student's lunch, but may only be eaten during snack time or at lunch. Lunches are not to be shared. Gum is not to be brought to school.
10. Members of the Safety Patrol have been trained to assist pedestrians, with safety issues in the parking lot and playground. Students and parents are to follow the directions of the Safety Patrol members.

Three general rules outline the behavior expectations at Jackson Academy:

1. Show Respect
2. Make good decisions
3. Solve problems

### **GENERAL SCHOOL RULES**

- Students must treat other students with courtesy and respect. Name-calling and slurs (i.e. racial, ethnic, or personally demeaning comments) will not be tolerated.
- Students must treat school property and the personal property of others with respect. Students/parents will be held responsible for any necessary financial reimbursement.
- Students are responsible for all textbooks, musical instruments, and materials assigned to them. Lost, damaged, or stolen items must be paid for, and students/parents will be billed for the replacement cost.
- Personal belongings not related to classroom activities (e.g. radios, tape players, cameras, toys, pets, stuffed animals, playing cards, etc.) may not be brought to school unless specific permission from a staff member has been given. They will be confiscated and returned to the adult owner.
- Hats, T-shirts, belt buckles, or other insignia items that advertise or promote tobacco, alcohol or drug use, which include profanity, or which promote any other inappropriate behavior are prohibited.
- The sale of any items on campus is prohibited without the specific approval of the school administration.

### **CONSEQUENCES**

A sequence of consequences will be followed. This means that if the first consequence is not effective in eliminating an unacceptable behavior, the next consequence will go into effect. Consequences will include verbal reprimand, loss of privileges, isolation from positive environment, detention or removal from school. Parents will be notified and/or involved in the consequence process. In those cases where the behavior causes danger to persons or property or is a threat to disrupting the instruction process, the principal has the legal

option / requirement to suspend the student immediately and/or in instances that require expulsion, proceed with the required expulsion process.

At the discretion of the principal, SARB resources will be utilized for behavior and/or attendance problems.

All staff members will follow this Student Code of Conduct after all the children have been thoroughly briefed on what behaviors are acceptable, what behaviors are not acceptable, and on the consequences for misbehavior.

The rules governing behavior in the cafeteria, playground and in individual classrooms will be posted and explained to enable all children to know exactly what is expected of them.

### **DISCIPLINARY ACTIONS**

Students who exhibit problem behavior will be subject to disciplinary actions in accordance with board policies and State law and School Code of Conduct.

These actions may include one or more of the following:

- Informal Talk: Teacher/Principal meets with the student to discuss appropriate behavior.
- Parental Contact: Teacher/Principal contacts the parent regarding student behavior.
- Conference: Teacher/Principal holds a conference with the student and his or her parent.
- Removal from Class: Student is removed from class but remains at school during this time.
- Loss of Privileges: eg field trip, after-school activities.
- Detention
- In-School Suspension: Student may be assigned to another classroom.
- Suspension: The student may be suspended from the school campus for up to five days.
- Expulsion: The principal may recommend a student be expelled from the district for a serious offense.

For your information, state law states the school may implement one or more of the above actions for infractions which may include:

- Defiance of school personnel's authority.
- Unexcused absence and cutting.
- Disorderly conduct, including profanity and obscene behavior.



- Forgery (eg. using signature of parent or teacher).
- Theft/receiving property known to be stolen.
- Smoking/Tobacco Possession.
- Not following bus rules.
- Destruction or defacement of property.
- Fighting/physical assault.
- Extortion: soliciting money or something of value in return for protection or in connection with intent to harm.
- Use or possession of alcohol.
- Drugs: possession of drug paraphernalia, sale, furnishing or use of controlled substances or look-alikes.
- Possession of weapons or dangerous objects.
- Explosive devices: use, sale or possession.
- Sexual harassment.
- Threats, harassment, intimidation.

### **CLASSROOM RULES**

Each teacher has determined a set of classroom rules and consequences that enhance the learning environment.

The rules and consequences are posted in each room and apply to all students working with that teacher.

A copy of the discipline plan is sent home at the beginning of the school year or when a new student enrolls. The rules and consequences are reviewed with the students by the teacher.

### **HOMEWORK POLICY**

Recognizing the importance of providing additional learning opportunities for students and to foster students' sense of responsibility toward academic achievement, the teachers will assign homework to students. The expectation is that children generally work on homework for 10 minutes per grade level (i.e. 10 minutes for Kindergarten or 40 minutes for a third grader).

Students are given homework to reinforce skills which have been previously taught in school and/or enrich the learning experience. Accommodations and modifications are made on an individual basis if needed.

Parents should provide a quiet, well-lighted location for their children to work on their homework. Children should have a specific time set aside each day to complete their homework. When a child has completed an assignment, it is important that an adult check over the work to make sure it is complete and neat before it is returned to school. Parent/guardian participation is critical to the academic success of students. Specific grade level homework procedures for each class are developed at the beginning of each school year. It is our sincere intent to further increase the cooperation between the home and school in order to provide the best possible learning process for the student of Jackson Academy.

## **REPORT CARDS**

Report cards are distributed at each trimester, three (3) times a year. The first report period includes a conference at which time the student's placement, progress, goals and expectations are discussed. The second report is sent home with conferences for individual needs and parent request. The final report is sent home with the student the last day of the school year. Parents are encouraged to call and set up an appointment at any time during the year to discuss each student's progress.

## **PLAYGROUND RULES**

Students will observe the following playground rules:

1. When bell rings, all children stop playing and walk to their line.
2. Children must exit playground structures
3. Students on grass areas must stop playing and walk to the edge of the blacktop area.
4. Move out of tetherball circles.
5. Do not hit tetherballs after the bell rings.
6. Do not bounce or throw balls after bell rings.
7. No bathroom or drinks after the bell rings.
8. No running on blacktop at any time unless involved in an organized game.
9. Tag may be played on grass area only. Tag games that involve hitting, wrestling or rough play are not allowed.
10. Balls may not be kicked on blacktop unless in an organized game. The ball will be taken away. Red balls are not to be kicked at all. Basketballs may never be kicked. They are to be used only on the basketball court.
11. Never kick a ball rolling across the playground. Stop it from rolling and hand it to the person trying to retrieve it or put it on the side of the playground.
12. Students using rings and bars will go one at a time in one direction only.
13. No acrobatics are to be performed on the bars and equipment.
14. Students may not interfere with games. All games are open to all students to participate.
15. Footballs, soccer balls, softballs are to be used on the grass areas only, not on the blacktop.
16. Tackle football is not allowed.
17. Students must walk their bikes while on school grounds.
18. Snacks must be eaten at metal tables only.
19. Time out periods on the bench may also be used to change behavior.
20. Balls are not to be bounced against the building.

21. No throwing balls at each other except in organized games.
22. Court dodge is for any age wanting to play.
23. No walking or running through other people's games.
24. Any activity may be suspended for a period of time determined by school administration-staff for safety purposes.

### **CAFETERIA RULES**

Children are expected to behave in the school lunchroom.

1. Follow directions of adult supervisors.
2. Speak softly.
3. Leave a clean table and floor.
4. Walk and move in the lunchroom without interfering with others.
5. Be excused before leaving the table by raising hands and being recognized by adult supervisor.

### **BICYCLE RULES**

Bicycles must be locked up at the bicycle rack. The bicycles should have a license that can be obtained by the Morgan Hill Police Department. The school is not responsible for damage or theft of any bicycle brought to school.

Bicycles must be walked when on the school grounds.

Bicycle riders must obey traffic laws. **DO NOT RIDE DOUBLE**, use proper signals and ride on the right-hand side of the road in bike lanes and not on the sidewalks.

Bicycle riders **MUST** wear helmets. Improper use may result in the suspension of bicycle privileges.

### **SKATEBOARD RULES**

Skateboards may be used as a means of transportation. Students are to follow bicycle rules including wearing a helmet.

### **DRESS CODE**

Students should be dressed appropriately for inclement weather. Students should have appropriate footwear for navigating the campus as well as physical education.

## **SCHOOL SPIRIT**

Our school colors are Blue and White. The school mascot is the Jaguar. Friday is School Color Day when students wear sweatshirts or T-shirts with the school logo on them. These shirts are available for purchase through the Home & School Club.

## **BUS RULES**

In order to promote safety on our buses, the following standards of conduct are necessary:

Children are to walk to the bus. Students are not to board the bus until the driver is there and ready for them.

When students enter the bus, they are to go directly to their seats.

All students shall remain seated while the bus is in motion, only being allowed to move when the bus is stopped with the permission of the bus driver. Students must face the front of the bus at all times while the bus is in motion.

Windows shall not be opened more than halfway or closed without permission from the bus driver. No portion of the student's body is allowed outside the bus.

Nothing shall be thrown within the bus or out of the windows.

Students are not to eat or chew gum on the bus at any time.

Students are not allowed to bring animals, glass jars, or anything that might create a danger on the bus.

Students shall conduct themselves in an orderly manner. Loud and boisterous behavior cannot be permitted. All school rules apply to students on the bus.

Continued disorderly conduct or refusal to submit to authority of the driver shall be sufficient reason for a student to be denied transportation on a school bus. Bus drivers have the responsibility to report misconduct to the Principal.

If a child is to take a different bus or accompany a bussed child, there must be a note sent with the child that morning.

## **MEDICATION**

Please be aware that EDUCATION CODE #49423 states that: "Any student who must take medication while at school must first bring a written order from their doctor and a written request from their parent for school personnel to help the child take his/her medication. A new order and permission must be obtained each year.

No student is to keep medication on his person.” Prescribed medication must be sent in the prescription bottle and must be kept in the nurse’s office.

### **TELEPHONE CALLS /CELL PHONES**

Classroom instruction will not be interrupted for personal phone messages to students. Students will NOT be allowed to use the telephone to summon forgotten homework or musical instrument, get permission to go to a friend’s home, etc. It is their responsibility to plan ahead for these things. (Phones are intended for emergency use only.) Students may have cell phones. *Cell phones must be OFF- (not on Vibrate) during school hours.* Cell phone cameras may not be used at school to be in compliance with district photo release distribution and privacy acts.

### **LOST AND FOUND**

Lost clothing and lunch boxes may be located in the lost and found box. All belongings should be clearly marked with student’s first and last name. Unclaimed items are donated to charity at the end of each month.

### **Attendance Policies and Procedures**

Attendance is critical to the academic success of all students. Appointments should be made for after school hours, whenever possible. If a student is absent, it is the child’s guardian’s responsibility to contact the Attendance Office to clear the absence and to contact teachers for class work missed.

#### **Clearing Absences**

All absences should be cleared the day of the absence or upon return to school. Absences can be cleared in the following manner:

- Parent phone call to Attendance Office
  - To leave a message: 201-6400
  - To speak with an Attendance Clerk: 201-6400 x2
- Parent note to Attendance Office

\*Please include the following information when clearing absences:

- First and last name of student
- Date(s) of absence
- Reason for absence
- Signature or Identification of parent and relation to student
- Doctor’s note (if appropriate)

#### **Excused Absences**

State Education Code and School Board Policy allows excused absences for the following reasons:

- Illness
- Quarantine directed by county or city Health Officer
- Medical, Dental or Optometric services appointment (medical provider note required)
- Funeral Services for member of immediate family
  - One day within California
  - Three days outside California

### **Unexcused Absences**

Absences for reasons other than those listed above are considered Unexcused.

After three (3) days absences for reasons unknown to our Attendance Office are considered Unexcused.

### **Leaving Campus**

Parents / guardians must come to the office to sign out their child. The child will come to the office and leave with the parent/ guardian registered on the emergency card only. Upon return to school, the parent / guardian must check in at the Attendance Office, and bring the note signed by the medical provider (if the student was at a medical appointment) or parent.

### **Family Trips, Personal Appointments and Business**

Missing school for a family trip is considered Unexcused according to the State Education Code.

## **ATTENDANCE/ABSENCES**

**California Education Code states that a minor child becomes truant after four or more unexcused absences. Excessive absences may result in a referral to School Attendance Review Board (SARB). An excused absence is only allowed for student illness, student doctor/dentist appointments, death in the immediate family, or quarantine. If a student is absent, the parent must call the school at 201-6400 on the day of student's absence from school or send a note when your child returns to school. If your student is absent several days, please call the office daily. Excessive absences and tardiness also can hamper a child's education. It is to your child's benefit to be at school consistently and on time.**

## **TARDY POLICY**

Most tardies are preventable with parent involvement. Any student arriving late to class causes an interruption to learning as teachers must adjust attendance records, repeat directions and/or redistribute materials.

The school understands that some late arrivals will be inevitable. However, habitual tardies are subject to meetings with school staff to support a remedy for tardies. This policy is consistent with the school's desire to protect instructional time. Any student who arrives at school late, for any reason, must come directly to the office for a tardy slip.

## **STUDENTS ON GROUNDS**

Children are never to leave the school grounds without permission. If students are to be dismissed for appointments, they must be signed out in the office by the parent/ guardian registered on the emergency card only. Students are to go to and from school. If they wish to ride a different bus or go elsewhere after school, they must bring a note to the teacher. The note must be signed and noted by office personnel. There is no supervision on the playground after school or before 8:00 a.m. Students are not to be on school grounds without school staff supervision. Any organizations wanting to use the facility must complete a facility use form available from the district office and have permission from the school administration as well as the school district. Without prior approval, the facilities are not open.

## RELEASE OF STUDENTS

At the end of the day, all students will be escorted to the front of the school by their teacher. All parents are required to wait in front of the school to meet their child. All students not picked up on time will be taken to the office to wait. Please make sure you are on time to pick up your child. Please schedule appointments after the close of the school day. Students need to be in school all day for a cohesive education. If it is necessary for your child to be released during the school day, you must come to the office first. The secretary will call the student's classroom and have him/her sent to the office. The parent must sign the student out.

If someone other than the parent is picking up the student, a note should be given to that person with the parent's permission to release the student and that person must have ID.

A child will not be released to an adult not listed on the emergency card unless the parent/guardian has provided, to the school, a hand written, signed note giving permission to release their child-- or previous communication has been made to the office staff by the parent in the event a note cannot be provided in a timely manner.

## MOVING PROCEDURES

When a student is moving from school, parents should notify the school office a week in advance of the departure date. The new school will request your child's records from us. (We can make copies of immunizations for you to present to the new school for enrollment.):

Jackson Academy of Math and Music  
2700 Fountain Oaks Dr.  
Morgan Hill, CA 95037-3745

## HEALTH OF OUR CHILDREN

As a reminder to parents, **please do not send your child to school if he/she displays one or more of the following symptoms:**

- \*Earache
- \*Headache
- \*Runny nose and/or persistent cough
- \*Sore throat
- \*Nausea/vomiting – **do not send a child to school who has vomited during the night.**
- \*Diarrhea – any time in last 24 hours
- \*Fever (100 degrees or above) – **child should be fever free for 24 hours before he/she returns to school**
- \*Skin rash (unless diagnosed by a doctor as non-contagious)
- \*Red crusty and/or draining eyes
- \*Lice – parents, please continue to check you child's hair for lice/nits twice weekly.

**Children who are ill at school do not have a productive educational day. Please allow your child to recover from an illness at home, not at school.** Remember, it is your responsibility should your child become



ill or injured during the school day to pick up your child in a timely manner. In case a parent is not able to pick up his/her child, it is important to have available emergency contract to bring your child home.

Thank you for caring for your child.

The School Nurses  
Morgan Hill Unified School District

---

On the occasion when a child does not feel well, he or she is sent to the Health Room in the front office. We try to determine the state of the child's health and call the parents to notify them that the child is sick and in need of being taken home.

**IT IS OF GREATEST IMPORTANCE THAT THE TELEPHONE NUMBERS ON EACH CHILD'S EMERGENCY CARD BE CORRECT SO WE MAY CONTACT THE PARENT IN TIMES OF EMERGENCY. WE MUST ALSO HAVE TWO (2) NAMES, ADDRESSES AND TELEPHONE NUMBERS LISTED AT THE BOTTOM OF THE CARD, AS PEOPLE YOU APPROVE OF AND HAVE ASKED TO COME AND TAKE YOUR CHILD HOME UNTIL YOU CAN BE THERE YOURSELF.**

Also, on occasion, certain contagious diseases like Chicken Pox, Head Lice or Scabies (just to name a few) occur to children at school. It is the policy that these children be taken home as soon as possible because these problems are contagious to other children. If you are called to come and take your child home because of a problem like this, please do so. If a letter is sent home notifying you that your child has a contagious health problem, please see that the child is treated according to the request in the letter. If the letter asks you to seek medical treatment, please take the child to the doctor. All our children need our loving care each day, for whatever childhood problem that occurs.

**\*\*It is important to note that there is not a regularly assigned nurse on campus. We do have a health clerk, and may contact the nurse in case of emergency.**

### **STUDENT AWARDS**

Academic Achievement Award grades 4-8  
A's and B's

#### Presidential Education Awards

The Educational Excellence Award is the most prestigious award an elementary school has to give to its eighth grade students. This award is based on the academic achievements during the sixth – eighth grades.

## PUPIL SERVICES

### **Resource Specialist Program (RSP)**

This program is available to help children who are certified as having certain learning disabilities. An individual prescriptive program is developed for each child. This is a service of the special education.

### **Speech-Language Therapist**

Works to identify, assess, and offer remediation to children who have communication needs.

### **School Psychologist**

Provides psychological testing and certifies children for special programs.

### **Structured English Immersion**

All classes are Structured English Immersion. Students whose primary language is other than English will receive English language development according to need.

### **Student Study Team (SST)**

SST is a school site team which reviews individual student strengths and problem areas. The SST plans strategies and organizes resources for addressing problems and concerns. This process is a function of regular education.

### **Gifted and Talented Program (GATE)**

The GATE Program is provided for students identified as those whose talents, abilities, and potential for achievement require special assistance to meet their educational needs. An individual plan is developed for each child, and appropriate services commensurate with identified student's abilities that will be integrated into the regular classroom curriculum.

### **Health Services**

Some services are provided by health personnel. Vision and hearing screenings take place at selected grade levels. A Growth and Development Program is provided.

## HOME AND SCHOOL CLUB

All parents are members of the Home and School Club. Meetings are determined each year. Elections of officers are scheduled in the Spring with introduction of officers in the Fall at the "Back to School Night". We hope you will join us at the meetings.

## SCHOOL SITE COUNCIL

The School Site Council is composed of parents and school staff members who have been elected to represent the community in our efforts to provide a quality education for children. The purpose of the School Site Council (SSC) is to meet in public to assist and recommend in the development/revision of the School Improvement Plan:

1. Assisting with the needs assessment.

2. Reviewing goals and priorities.
3. Monitoring the plan.
4. Continuously reviewing the implementation of the plan.
5. Reviewing and updating the plan.
6. Provide recommendations for the approval of the School Improvement Plan.

### **ENGLISH LANGUAGE ADVISORY COMMITTEE**

The purpose of the ELAC is to assist parents in becoming informed about the Districts master Plan for English Learners and their school Single Plan for Student Achievement. ELAC representatives become familiar with the 4 training topics:

1. Development of the school plan regarding English Learner Programs
2. Development of the school's needs assessment.
3. The school's annual language census report R-30.
4. Ways to make parents aware of the importance of regular school attendance.

All interested members of our community are encouraged to attend school site meetings. Your input is welcomed. Monthly meetings are scheduled. Members from the community are elected to this position.

### **PARENT/TEACHER CONFERENCES**

Keeping informed of the academic progress of a student becomes the responsibility of both the parent and the teacher. We encourage you to become acquainted with your child's teacher early in the school year. Please feel free to schedule a conference with your child's teacher at any time during the school year to discuss his/her academic progress.

### **PARENT VOLUNTEERS**

We encourage parent support in a very meaningful and purposeful way. ***Currently, all volunteers are on hold until October 1st, 2021.*** The Home and School Club coordinates volunteers for many school activities. Individual teachers may also enlist your help in the classroom for various projects. Be sure to contact your classroom teacher and to sign in at the office each time you are volunteering. Parents are not allowed to enter a classroom without the written or verbal consent of the teacher or escorted by a school staff person in the event of a classroom visitation.

### **Student Responsibilities:**

- 1) Come to school ready to learn
- 2) To read (or have read to them)
- 3) Do your homework each day and take homework, and projects to school on assigned days and due dates
- 4) Have band instruments on band days
- 5) Check with parents for any after school arrangements

- 6) Be in line waiting for teachers by 8:05 a.m.
- 7) Follow school and classroom rules

**Parent Responsibilities:**

- 1) Review student homework daily
- 2) Explain any after school arrangements
- 3) Be sure child has lunch/money in morning before school
- 4) Have students to school by 8:15 am
- 5) Pick up students in grade K - 5 at 2:30 pm on Mon., Tue., Thur., Fri. and 1:15 pm on Wed. Grades 6 – 8 at 2:55 pm & Wed. at 1:15 pm. If other arrangements are made, be sure your child is aware of these in the morning **before** school
- 6) Attend Back To School Night and conferences
- 7) Support all students learning environment by scheduling appointments after the school day.
- 8) Plan time away during naturally occurring breaks.
- 9) If appointments need to be made during the school day, to check their students out during recess and lunch breaks so as not to disturb instructional time of all students.
- 10) Telephone absence line or email school when child is absent

## **Morgan Hill Unified School District Anti-Harassment Policy**

1. Everyone at school has a right to feel respected and safe. Consequently, we want you to know about our policy 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:
  - Name calling, teasing, derogatory comments, slurs
  - Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls or whistles
  - Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
  - Graffiti, offensive or graphic posters or book covers
  - Derogatory notes or cartoons
  - Unwelcome touching of a person or clothing, grabbing, fondling
  - Violent acts or threats
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, or counselor, the principal or the District's Compliance Officer.
4. If you believe that you or someone else has been the victim of harassment, you should report the alleged acts to a teacher, counselor, principal or the District's Compliance Officer. The report may be verbal or written. You are not required to complete a written form, but if you want to use a form, one is available from the school office.
5. Your right to privacy will be respected as much as possible consistent with the District's legal obligations and the need to investigate harassment allegations and take remedial and corrective action.
6. We take 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.
7. The District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.
8. 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.

## **MORGAN HILL UNIFIED SCHOOL DISTRICT**

### **NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES, BP 0410 EDUCATION CODE, 200-262.4 Prohibition of Discrimination**

The Governing Board of the Morgan Hill Unified School District is committed to equal opportunity for all individuals in education. Morgan Hill Unified School District programs and activities do not discriminate on the basis of gender, gender identity, age, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. The Board shall promote programs, which ensure that discriminatory practices are eliminated in all district activities.

### **PHILOSOPHY OF EDUCATION**

Each student is a unique individual with special talents and needs, and has the right to develop to his or her fullest potential.

The Morgan Hill Unified School District is committed to academic excellence, the cultivation of creativity, and the development of personal responsibility and respect for the democratic process.

The provision of such an education requires the dedication of students, staff, Board of Education, parents, and the community. It is to our mutual benefit to maintain open communication and to accept responsibility for the education and support of our students as they prepare to meet the challenges of the 21<sup>st</sup> century.

### **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. 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. Usually a Student Study Team is asked to determine whether an assessment is necessary. If recommended, assessments will take place within 60 days of the initial request. If an assessment is not recommended, the 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.

### **Individual Responsibilities**

In order to implement the educational philosophy of the Morgan Hill Unified School District, students, teachers, classified staff, administrators, Board members, parents, and community must accept certain responsibilities.

### **The STUDENT is responsible for:**

1. Realizing and valuing the importance of education as a lifelong process, accepting its privileges and assuming its responsibilities.

2. Developing an understanding of, and respect for, various cultures.
3. Developing pride in the school, community, state, and nation, and participating in the privileges and duties of citizenship.
4. Participating in extracurricular and community activities in order to develop cooperative traits and leadership skills, social poise, and an understanding of the democratic process.
5. Developing academic, vocational, social and decision-making skills in order to become an effective, self-sufficient, productive member of society.
6. Understanding the expectations of the school and society, respecting authority, and demonstrating concern for the welfare of others.
7. Demonstrating personal pride through appearance, behavior, and performance.
8. Respecting the rights and opinions of others and accepting responsibility for one's actions.

**TEACHER is responsible for:**

1. Demonstrating, by action and attitude, an active interest in, and understanding of, each student.
2. Participating in activities that are beneficial to students, district, and community.
3. Establishing appropriate and effective two-way communication with parents.
4. Utilizing the most appropriate current methods and materials to meet the needs of students, the goals of the class, and the philosophy of the district.
5. Creating a classroom atmosphere which promotes learning, the development of student self-esteem, appropriate behavior, and respect for the rights and responsibilities of the students.
6. Participating in an ongoing staff development program which emphasizes effective instructional strategies and sound curriculum choices.

**CLASSIFIED STAFF MEMBER is responsible for:**

1. Developing professional and vocational skills which enhance the total program.
2. Refining interpersonal skills in order to deal effectively with staff, students, and parents.
3. Contributing to a school climate which promotes learning and the development of student self-esteem.
4. Reinforcing appropriate student behavior and actions which demonstrate respect for the rights and responsibilities of all students.

**ADMINISTRATOR is responsible for:**

1. Providing leadership and support to all members of the staff, including the provision of staff development opportunities.
2. Assigning personnel in a manner which best utilizes the talents of the staff while maximizing the educational opportunities for students.
3. Providing instructional leadership which encourages innovation and the use of research, evaluation and continuing curriculum review and improvement.
4. Recruiting the most qualified personnel available.
5. Creating a safe environment.
6. Implementing district goals effectively.
7. Participating in the management of the district as a whole.
8. Participating in professional and community organizations.
9. Insuring communication with the district, the Board of Education, parents, and the community at large.
10. Implementing school and district policies, rules and regulations.
11. Monitoring and evaluating programs and personnel.

**BOARD OF EDUCATION is responsible for:**

1. Developing and evaluating philosophy and goals for the district.
2. Adopting an annual budget and establishing fiscal priorities in conformance with the district's philosophy and goals.
3. Determining the scope of the educational program through the adoption and review of the curriculum.
4. Adopting policies for the general operation of the district which are consistent with state law and district goals.
5. Considering staff recommendations and community opinion in the development of policies.



6. Being sensitive to staff and community needs and maintaining open communication.
7. Demonstrating a sincere interest in public education and an abiding faith in its contribution to the democratic way of life.
8. Developing a broad and open-minded attitude, thinking independently, relying on fact, and considering all sides of controversial issues.

**PARENT is responsible for:**

1. Providing a positive home atmosphere and attitude toward learning that encourages children to do their best.
2. Cooperating with school personnel.
3. Supporting school activities.
4. Providing diverse and knowledgeable resources.
5. Establishing appropriate and effective two-way communication with teachers and other school personnel.
6. Becoming informed about legislation which affects schools.

**COMMUNITY, ITS BUSINESSES, AND ITS AGENCIES are responsible for:**

1. Supporting schools in their efforts to meet the changing needs and expectations of society.
2. Participating in school programs and district elections.
3. Informing the district of matters which affect the educational process.

## KIDS ARE GREAT!!

We believe in the importance of making learning come alive. When students have discipline and respect for themselves and others, they are more confident and excel in their thinking. Thank you for reviewing this packet with your child and we look forward to another great school year.

I have read and discussed the Student Code of Conduct with my child, \_\_\_\_\_ and he/she is aware of these expectations and consequences.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Teacher                      Room #

**PLEASE TEAR THIS SHEET OUT AND RETURN THE SIGNED COPY TO THE SCHOOL.**