



Los Paseos Elementary School Handbook

Morgan Hill Unified School District

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Campus Security Policy and Procedures

- Campus gates are locked for security from 7:50-2:25 (five minutes before the end of school). Please do not hold, or prop, the gates open during this time.
- When picking up students, parents and siblings should remain outside and away from classroom doors. This will help ensure our students are not distracted and receive the most effective use of all instructional minutes.
- During the school day, all adults must come directly to the school office with an ID to sign out a student.
- Do not go to the classrooms, playgrounds, or linger at the fence during school hours.
- Only people listed in AERIES as emergency contacts are allowed to take students from school.
- Please make sure you provide the school with current phone numbers and keep emergency card information updated.
- Only service dogs are allowed on campus.
- Adults are not allowed in student restrooms. Elementary students are able to attend to their needs independently, this includes before and after school. We have a public restroom available in the office.
- Los Paseos performs regular safety drills to practice procedures for fire evacuation, earthquakes, alternate exits, full emergency dismissal procedures, and lockdowns.

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, you must contact the Attendance Office to clear the absence within three (3) days.
- It is the responsibility of the child or parent to ask for any missed class work or homework.
- Students must have a 90% attendance rate to be enrolled in after school programs.
- Students must attend school to attend an after school program that day.
- Clearing Absences:
 - All absences should be cleared the day of the absences or upon return to school. Absences can be cleared in one of the following manners:
 - Call the attendance office. Leave a message if no one answers.

- (408) 201-6240
 - Email Office Assistant, Jocelyn Hamilton, at hamiltonj@mhusd.org
 - Please include the following information when clearing absences:
 - First and last name of student
 - Date(s) of absence
 - Reason for absence
 - Identification of parent/guardian and relation to student
- Excused Absences - California Education Code and School Board Policy allows excused absences for the following reasons:
 - Illness; including COVID related symptoms
 - Quarantine directed by county or city Health Officer
 - Medical, Dental, or Optometric services appointment
 - 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.
 - After three (3) unexcused absences, parents will receive a mandated letter.
 - If unexcused absences continue, parents will be asked to attend the School Attendance and Review Board.
- Tardies
 - A child is considered tardy if they are not in line when the 7:45am bell rings.
 - Please ensure your child gets to school prior to the 7:45am bell and stays in school until the end of the day.
 - After three 30-minute tardies (late drop off or early pick-up), students are considered truant and parents will receive a letter of warning.
 - If your child continues to be tardy to school, families will be asked to attend the School Attendance and Review Board.
- Leaving Campus
 - All students must be signed out through the office by a parent or person on the emergency card with an ID.
 - Students will not be released during the day to any person not listed on the Emergency Card other than parents.
 - Upon returning to the school, the student must check back in at the office.

- Classrooms will not be interrupted, barring an emergency, during instructional time with reminder phone calls or pick-up changes. A note to the teacher will be put in their mailbox before the lunch hour. Instructional time is considered our highest priority. We do not interrupt the flow of a lesson or an entire class for student messages.
- Due to the importance of activities in the classroom, parents are asked not to pull students early from school.
- If students are picked up early from school, for any reason other than medical or illness, they will be considered unexcused for the remainder of the day.
- Family Trips, Personal Appointments, and Business
 - These absences are considered unexcused according to the State Education Code. Students missing school should contact their teacher as soon as possible to request make-up work.
 - If a child will be out 5 or more days, parents can request an Independent Study Contract which can be completed while the student is gone. Independent Study Requests must be made a minimum of two weeks in advance. All completed work must be submitted on the day of return to excuse the absences.
 - Teachers depend upon parents and caregivers to ensure that students arrive on time each day. Tardy students miss critical morning instruction and also interrupt class by arriving late.

Communication Policy

- Los Paseos uses Parent Square as an effective communication tool. You can find more information on Parent Square on the [district family resources page](#).
- Teachers communicate regularly with families via Parent Square with updates on classroom events and learning.
- Principals send monthly newsletters via Parent Square to families.
- Messages and phone calls to principals and staff will be returned within two school days.
- Teachers will send completed student work home through Friday folders.
- 4th/5th grade teachers may communicate in Aeries and/or Google Classroom. It is an expectation that all families continuously review work that is shared through these platforms (see Homework Policy).
- [Website: Family Resources](#)
- [FACE Center](#)

Volunteer Policy

- Los Paseos follows MHUSD's [Volunteer Requirements](#). All volunteers must have and wear a district issued badge when volunteering on campus.
- Volunteers must communicate with teachers and staff regarding volunteer times and tasks.
- Volunteers must sign in and out of the office upon arriving and leaving campus for their security and the security of the students and staff on site.

Dress Code Policy

- Footwear must enable safe play and full participation of P.E. Closed-toe footwear is strongly encouraged. No flip flops are permitted.
- Clothing with inappropriate logos, expressions or pictures representing offensive, crude, vulgar or sexually suggestive material, alcohol, drugs, prejudicial statements or any statements not conducive to a learning environment are not permitted.
- Fingernails should be kept trimmed for safety and allow for participation in recess/P.E. activities.
- Hats/caps may be worn outdoors for the purpose of protecting the face from the harmful effects of UV sunlight.
- Hats are permitted inside with the expectation that teachers and staff members can see the student's face. Teachers may also request students remove hats and hoods.
- Wheeled shoes ("Heelies") are prohibited.

Discipline Policy

- Los Paseos Elementary utilizes Restorative Practices and Progressive, [Positive Behavioral Interventions and Supports \(PBIS\)](#).

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. Together with Restorative Practices, these approaches improve social emotional competence, academic success, school climate, and the health and well-being of the students and adults in our school community. It is a way to create positive, predictable, equitable and safe learning environments where everyone thrives.

- [MHUSD Discipline Policy](#)
- [California Education Code Regarding Discipline, Suspensions, and Expulsions](#)
- [Witness Statement Form](#)

Anti-Harassment Policy

- Everyone at school has a right to feel respected and safe.
- Harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, or disability is not tolerated.
- 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, or slurs
 - Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls, whistles
 - Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
 - Graffiti, offensive graphic posters or book covers
 - Derogatory notes or cartoons
 - Unwelcome touching, grabbing or fondling of a person or clothing
 - Violent acts or threats
- If any words or actions make a student feel uncomfortable or fearful, alert a staff member, a teacher, counselor, the Principal or Assistant Principal immediately.
- 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 Assistant Principal. The report may be verbal or written.
- 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.
- 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.
- The District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.
- This is a summary of this District's policy against harassment. A detailed copy is in the MHUSD "Rights and Responsibilities Handbook" found online at <https://www.mhusd.org> under the Student Hub link.

Technology Policy

- Students at Los Paseos Elementary are expected to be exemplary digital citizens.
- Chromebooks and technology are to be used for academic purposes under the supervision of teachers.
- [MHUSD Technology Rights and Responsibilities](#) can be found online at MHUSD.org.
- If students do not follow technology expectations, our discipline procedures will be implemented. (see discipline section)

Recess Rules and Procedures

- Students will show respect for each other and student supervisor staff members at all times.
- Students are expected to follow all directions of student supervisors for the safety of themselves and those around them at all times.
- Student supervisors and teachers will explain all rules of the playground to students and will provide frequent reminders. Students are expected to follow all playground rules.
 - Physical contact and rough play of any kind is not allowed. Tackle football, wrestling, and other physically aggressive games are not allowed.
 - Students are expected to use appropriate language at all times.
 - When the bell rings, all students must stop playing, clean up equipment and walk to their class lines.
 - The school provides all sports equipment and balls.
 - No sports equipment or other balls and toys from home are allowed without prior classroom teacher permission.
 - Students must play in designated areas only, including on the appropriate grade level play structure, ball wall or basketball court.
 - Games are to be open to all students. Students should also not interfere with other games in progress.
- If students do not follow recess expectations, our discipline procedures will be implemented. (see discipline section).

Prohibited Items Policy

- Children should not bring anything to school except their backpack, lunch, and school materials.
- No glass containers, including Pyrex used for lunches, are allowed on campus.
- All other items such as toys, electronics, trading cards or any other similar distracting items can not be brought to school.
- Cell phones and smartwatches must be in a backpack and turned off at all times.
- Any prohibited items may be confiscated and held until a parent comes to the office or classroom to pick it up.
- Valuables should be kept at home. Los Paseos is not liable for lost valuables.

Medication Policy

- All medications must be administered through the Health Office and require instructions signed by a physician to be kept on file per California Education code 49423.
- Do not send any medications (prescription or over-the-counter) to school with your student. Parents must bring the medication to the office, along with the required physician's note.
- If students require medication during the school day and no physician's note has been provided, parents or guardians may come to school to administer the medication to the student in the Health Office.

Arrival and Dismissal

- Los Paseos school hours: **7:45am until 2:30pm** (M, T, TH, & F), and 7:45am - 12:30pm on Wednesdays.
- All gates will remain locked until 7:30am. There is no supervision for students arriving prior to 7:30am.
- Students are to go directly to the blacktop by the playground until the bell rings. All students must be in the class line at 7:45am or they will be sent to the office for a tardy slip.

- Students who do not ride the school bus need to be picked up promptly after school in designated areas.
- Students are dismissed at 2:30pm (M, T, TH, & F), and 12:30pm (W). All students are walked to their designated pick-up point. Parents are asked to remain outside of the gates until three to five minutes before dismissal times.
- Parents are asked to be prompt when picking students up at the end of the school day. If a student is not picked up within 15 minutes, by 2:45pm, parents will need to come into the office to pick up the student and sign them out.
- Bicycles may be ridden to school with parent permission:
 - Students must obey all traffic laws and wear a helmet.
 - Lock bicycles in the rack provided.
 - Bicycles are to be “walked” at all times on campus.

Lunch/Brunch Rules and Procedures

- Students are expected to behave courteously in the school cafeteria and outdoor eating areas.
- In keeping with the District’s wellness policy, we ask that parents refrain from sending high sugar items in student lunches.
- Sodas and high-sugar energy drinks are prohibited. Water or low sugar juice are preferred. This includes when students receive lunch dropped off in the office.
 - The office is not allowed to receive food delivery services (i.e. Door Dash).
- Students sit at tables in the cafeteria/quad for at least 15 minutes to ensure time for eating.
- All students must remain seated until dismissed by a student supervisor.
- Use quiet voices when talking to peers.
- Students are expected to keep hands, feet, food, and other objects to themselves.
- All students must take responsibility for their table/food cleanup.
- Swapping of food items is prohibited. This is especially important because of students who have food allergies.

Homework Policy

- The purpose of homework at Los Paseos is to support all students’ learning, reading, and academic growth and involve families in student learning.
- In all grade levels, reading nightly at home is required. This is a proven way to support a child’s academic success. Reading to or with your child and talking with

them about their reading is highly recommended.

- Below are age appropriate reading times that are recommended for each grade.
 - Kindergarten: 10 minutes
 - 1st: 10 minutes
 - 2nd: 20 minutes
 - 3rd: 20 minutes
 - 4th: 30 minutes
 - 5th: 30 minutes

- Some grade levels may occasionally assign projects based on current learning standards.
- Reach out to your teacher if you notice an area of concern after reviewing your child's weekly work (see Communication Policy).
- Your teacher might also reach out on an individual basis with suggestions for boosting your child's learning if they have concerns with your student's progress in class.

Celebration Policies

- Small treats are allowed, based on grade level preferences.
 - Please wait for directions from your classroom teacher regarding birthday and celebration treats.
- Treats can be sent in with students in the morning or can be dropped off in the office to be delivered to class.
- Balloons are prohibited on campus unless used for educational purposes.
- Out of respect for those students not included, birthday/celebration party invitations can only be distributed at school if the entire class is receiving one.

Lost and Found

- All sweaters, sweatshirts, jackets and lunch boxes should be marked with your child's name.
- The school maintains a lost and found table in the cafeteria.
- Parents are encouraged to check the table before and after school hours for missing items of clothing, lunch containers, etc...
- Unclaimed items are donated to charity every two months.
- A few times a year, lost and found items will be hung outside. Keep a lookout for announcements about these events.

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.
- If you suspect your child has a disability, you 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.

Non-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 origin, ethnicity, religion, sexual orientation, or disability.
- The complete [MHUSD Non-Discrimination policy](#)