

Jackson Academy of Math and Music

Student/Parent Handbook



Student Code of Conduct

Updated August 2025

Jackson Academy of Math and Music

Dear Parents and Guardians,

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

This Student Code of Conduct has been created to ensure the learning, health, and safety of each child.

Our three school-wide standards are:

1. Solve your problems
2. Make good decisions
3. Show respect

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. 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 (JAMM). Please review this Code of Conduct with your child.

Sincerely,

The JAMM Staff

Patrick Buchser
Principal

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JAMM is a PBIS School

What is Positive Behavior Interventions & Support (PBIS)?

Positive Behavior Interventions and Support (PBIS) is an approach to supporting students' success in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through interventions ranging from a school-wide system to individualized plans for specific students. School-wide PBIS focuses on the development and implementation of proactive procedures and practices to prevent problem behavior for all students and improve school climate.

Who is on the School-wide PBIS Team?

The PBIS team should be representative of the entire school staff, encompassing all grade levels, classified staff, Special Education staff, and other relevant groups. Teams are also encouraged to have a parent member. Having a representative team will enhance communication and feedback about PBIS programs within the school, and should also improve involvement and buy-in throughout the school.

School-Wide Standards

Show Respect

Make Good Decisions

Solve Your Problems

Why do we have School-wide Standards?

Having a few simple, positively stated rules facilitates the teaching of behavioral expectations across school settings because students learn through the same language. By focusing on three simple standards, it is easier for students to remember. It is also important for staff because instruction focusing on a few simple standards will improve teaching and consistency across staff through the use of a common language.

Positively stated standards are important because research has shown that recognizing students for following the standards is even more important than catching them breaking the standards. By stating standards positively, staff will be more likely to use the standards to catch students engaging in the appropriate behavior.

By selecting only a few standards, it is essential that they are broad enough to encompass all potential problem behaviors. With the standards selected, the PBIS team believes that we can then teach all specific behavioral expectations across all school settings according to these simple standards, for example:

- Cleaning up your spills in the cafeteria is an example of **Make Good Decisions** because someone could slip on the spill and get hurt.
- You were **Solving Problems** when you asked your classmate to join you in your game at recess.
- Thank you, class, for **Showing Respect** by raising your hands to speak and listening to what everyone else had to say about the story.



PBIS Matrix for Jackson Academy of Math & Music



	Show Respect	Make Good Decisions	Solve Your Problems
Classroom	- Raise your hand - Look & listen when someone is speaking	- Awareness of personal space - Responsibility for learning	- Use kind words - Be patient - Be flexible
Cafeteria/ Amphitheater	- Walk & take turns - Cleanup - Sit until released	- Calm indoor voice - Include others - Take pride in your space	- Make sure account is funded
Library	- Come in walking quietly - Listen to lesson/story respectfully - Keep voices low - Search & replace books neatly	- Be responsible returning books - Find books that are "just right for you" - Remember that classes are in session around the library	- Use the posters to find books - If you can't find what you want, ask for help - If you lose a book, ask for a bill or address it with the librarian
Office Area	- Greet the office staff - Use manners - Wait to talk until someone asks to help you - Make requests, not demands	- Be kind when speaking - Be understanding & patient - Be aware of your surroundings - Rate your problem (stop, think, rate)	- Have a purpose to be there - Can you solve your problem in other ways
Blacktop/ Playground	- Listen to yard duty - Stop, look, listen to adults - Be a good sport - Move to line when bell rings	- Eat in eating area only - Hands to yourself - Stay in areas where an adult can see you	- Be inclusive - Clear rules - Be kind
Bathrooms	- Use appropriate voice - Flush toilet - Keep your eyes to yourself - Clean up after yourself - Walk with purpose	- Have an appropriate purpose - Use at break time - Be neat - Separate restrooms for upper & lower grades	- Wash hands - Report any problems to teacher/nearest adult
Hallways	- Walking - Hands at side/feet forward - All eyes forward - Lips closed	- Have appropriate purpose - Go straight to next location - Follow your teacher without hesitation	- Use manners - Hands to yourself - Go straight to location
Music	- Be ready to learn - Participate fully - Use good posture	- Listen and follow directions the first time - Be responsible with instruments - Treat rehearsals like a performance	- Quietly ask neighbor for help - Ignore if you are distracted - Wait until the end of class for instrument repairs
Physical Education (PE)	- Walk to PE classroom quietly - Look and listen when someone is speaking - Participate fully in activities	- Listen and follow directions the first time - Be responsible with equipment - Demonstrate fair play - Wear appropriate shoes	- Quietly ask neighbor for help - Ignore if you are distracted - Be inclusive for all activities
Front of School/ Dismissal	- Interact respectfully with staff/adult on duty - Watch out for others' personal space	- Keep hands and feet to yourself - Wait outside under flagpole—unless asked to wait in office	- Go to office to phone home if ride is late - Watch for your ride
After School Programs & Sports	- Follow in-school expectations - Be in designated area only and on time	- Be prepared - Have a good attitude - Listen to adult in charge and follow instructions	- Manage your time - Come prepared - Communicate needs with parents/guardians

Jackson Academy Procedures

On the First Day of School, the Principal will meet with parents to welcome them back to school and review the school expectations. During the first week of school, the principal will meet with students in grades 1-8 to review the PBIS Matrix, outlining our school expectations for both new and returning students. 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 would like to reiterate the procedures explained at the beginning of the year and the mid-year point. The following procedures align with the Morgan Hill Police Department and the Morgan Hill Unified School District. Please take time to read through the entire document. Thank you for doing your part to help ensure the safety of our campus for our children.

Before School

Front of the school

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

Morning Drop off

As we continue to foster a safe and orderly environment for our students, we would like to remind everyone of our arrival and dismissal procedures. Your cooperation is essential in ensuring that our school runs smoothly and that our students arrive and depart safely.

- Please arrive at 7:45 am, as there is no supervision on the yard until then.
- Students must line up by their classroom number on the blacktop – not in front of classrooms.
- Once the morning bell rings, and teachers take their students to the classroom, parents, please exit promptly so we can secure the gates.
- If your child is running late, please have them enter through the front office to get a late slip and then head directly to their classroom.
- Drivers, please do not park blocking our neighbors' driveways or the crosswalk; both are to remain clear.
- Please do not leave cars unattended in the red fire zone.
- Students who ride bicycles must wear a helmet and walk their bicycles on campus – not ride them on campus.
- When picking up or dropping off students in the drive-through, please have students enter or exit from the curbside—not the driveway side. Students must not walk in front or behind a vehicle to enter it.
- Please use the crosswalks and sidewalks. Do not walk down the driveway during arrival or departure.
- Handicap parking is reserved for our disabled drivers only.

After you drop off your student, please exit the campus promptly, as staff will sweep the campus before closing the gates to ensure only students and approved staff are on site. We appreciate your support in adhering to these procedures, as student safety is our top priority. Together, we will continue to maintain a safe and positive school experience for all our students.

Side Gate on Trail Ave

Students entering the school through the side gate on Trail Avenue should be dropped off at the curb and walk immediately down the stairs to their designated lines. Students are not allowed to wait at the top, next to the gate on Trail Ave, near 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 Avenue 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 start of the school year.

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** located at the front of the school. If the Gate on Trail Ave is locked, your child is considered late and must check in at the front office.

Emergency Cards

One of the most important things you can do to help ensure the safety of your child and maintain effective communication with JAMM is to ensure your emergency card is up to date and submitted. If there are any changes in your family's information (e.g., address changes, correct phone numbers), please 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 at the school front office. This is to ensure that no one enters the classroom without prior notice and a valid reason. They need to sign in and get a visitor's sticker to wear in a visible place at all times while on campus. All staff have been trained to ensure that all visitors wear visitor badges, thereby ensuring the safety of students, and that all adults on campus follow established procedures. If you leave the campus and come back, you must repeat this procedure. Again, EVERYONE must sign in EVERY TIME 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 staff.

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

Playground

Students are not allowed to play on the playground after school. There is no playground supervision after school, which is consistent with all schools in the 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 after school. 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 after school disrupts the structured after-school 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 doors. Children will be released hand-to-hand for kinder students. Kindergarten 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 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., 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.

Consequences and Disciplinary Actions

A sequence of consequences will be followed. This means that if the first consequence is not effective in eliminating unacceptable behavior, the next consequence will go into effect. Consequences will include verbal reprimand, loss of privileges, isolation from a positive environment, detention or removal from school. Our PBIS matrix is posted in several locations throughout the campus to remind students of expectations.

The following are progressive stages of discipline to support students.

- Informal Talk: Teacher/Principal meets with the student to discuss appropriate behavior.

- Parental Contact: Teacher/Principal contacts the parent regarding student behavior.
- Conference: The Teacher/Principal holds a conference with the student and his or her parents.
- Removal from Class: Student is removed from class but remains at school during this time.
- Loss of Privileges: eg, field trip, after-school activities.
- In-School Suspension: Students 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 that a student be expelled from the district for a serious offense.

State law states the school may implement one or more of the above actions for infractions, which may include:

- Defiance of the school personnel's authority.
- Unexcused absence and cutting.
- Disorderly conduct, including profanity and obscene behavior.
- Forgery (e.g., using the signature of a 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 (ie, physical bullying).
- Extortion: soliciting money or something of value in return for protection or in connection with the intent to harm.
- Use or possession of alcohol.
- Drugs: possession of drug paraphernalia, sale, furnishing, or use of controlled substances.
- Possession of weapons or dangerous objects.
- Explosive devices: use, sale, or possession.
- Sexual harassment (ie, pantsing, body shaming, inappropriate touches, and comments)
- Threats, harassment, intimidation (ie, verbal bullying).

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.

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

Students are given homework to reinforce skills that 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 checks 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 students of Jackson Academy.

Report Cards/ Grades

Report cards are distributed at the end of 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 requests. The final report is sent home with the student on 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.

In upper grades, grades are mailed home to your current address on Aeries. Your child's grades can be viewed on Aeries. Grading policies and practices will be addressed during back-to-school night.

Playground Expectations

Our goal is for students to be safe and engaged during recess and unstructured play times. We support students in conflict resolution during these times to ensure all students are able to participate and engage with their peers. In order to maintain a safe environment for all, students will observe the following playground rules:

1. When the bell rings, all children (blacktops and grass areas) stop playing and walk to their line.
2. Children exit playground structures
3. All balls are to be held once the bell rings and returned to the designated ball bin/basket.
4. Bathroom use or drinking water is to be completed during the recess period and before the bell rings.
5. Tag may be played on grass areas only. Tag games that involve hitting, wrestling, or rough play are not allowed.
6. Balls may not be kicked on blacktop unless in an organized game. Basketballs are for bouncing and passing. They are to be used only on the basketball courts.
7. 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.
8. Students using rings and bars will move quickly through the line. They will go one at a time, in one direction only, and take turns.
9. Students may not interfere with games. All games are open to all students to participate.
10. Football and soccer balls are to be used on the grass areas only, not on the blacktop.
11. Tackle football is not allowed.
12. Students must walk their bikes/ scooters and carry their skateboards while on school grounds. These items are not allowed to be used during recess.

13. Snacks must be eaten at the designated lunch benches.
14. Balls are not to be bounced against the buildings.
15. Walk around an organized game. No walking or running through other people's games, or under the monkey bars.
16. Slides are for sliding from top to bottom, no walking up the slides.
17. Follow game rules for organized games, e.g. 4 square, basketball, soccer, football etc.
18. Students use encouraging/ kind language during recess time to support their peers and have fun. Profanity and putdowns are prohibited.
19. Any activity may be suspended for a period of time determined by the school administration-staff for safety purposes.

Cafeteria Expectations

Children are expected to behave in the school lunchroom.

1. Follow the 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 an adult supervisor.

Bicycle Expectations

All students riding bikes, E-bikes, scooters, skateboards, including multiple modes of electronic transportation, must wear a helmet to operate and walk their bicycles on and off campus, while following all traffic laws when arriving and departing school. (California Vehicle Code 21212)

Bicycles must be locked up at the bicycle rack. The school is not responsible for damage or theft of any personal items brought to school.

Bicycle riders must obey traffic laws. Including no double riding, using proper signals, and riding on the right-hand side of the road, using bike lanes, not riding on sidewalks or in between cars, stopping at stop signs, and yielding to pedestrians.

Improper use may result in the suspension of bicycle privileges.

Dress Code

We encourage students to dress for the weather so they're comfortable throughout the day. Footwear should be easy to walk in and safe for physical education and recess activities. Please refrain from wearing sandals or other open-toed shoes, as closed-toed shoes are the safest option for students during P.E./recess. Shoes with wheels are not permitted on campus, along with clothing, accessories, and insignias that indicate gang affiliation. Staff will reach out to you if there are any safety concerns regarding attire.

School Spirit

Our school colors are Blue and White. The school mascot is a Jaguar. Friday is School Spirit 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 Expectations

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.
- Students need an appropriate bus pass in order to ride the bus. If a bus pass needs to be obtained, contact the transportation department in a timely manner. If a student does not have their bus pass for 3 or more consecutive days, parents will be notified and students may be denied transportation.
- 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, drink or chew gum on the bus at any time. Water is allowed.
- Students are not allowed to bring animals, glass jars, balls, or anything that might create a danger on the bus.
- Students shall conduct themselves in an orderly manner. Loud and boisterous behavior will not be permitted. All school/classroom rules apply to students on the bus.
- Continued disorderly conduct or refusal to submit to the 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, and bus drivers can issue warnings and citations as appropriate.
- 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.

Students who ride the bus to and from school must adhere to the aforementioned. These expectations begin at the district-assigned bus stop, during driving time, and upon release at the assigned bus stop. All school district rules and regulations apply during this time. District staff will communicate

Medication

Ed 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." Unless the doctor's orders indicate that the student should self-carry the medication.

Prescribed medication must be brought in the original prescription bottle with appropriate documentation and must be kept in the nurse’s office.

Electronic Devices

All electronic devices—including but not limited to smartphones, smartwatches, tablets, wireless earbuds, gaming devices, and similar items—must be **turned OFF (not on vibrate)** and stored in students’ backpacks (not in their pockets) during school hours.

Consequences for violating these rules are:

1. Verbal Warning
2. Call to Parent
3. Confiscated, and the parent or guardian must pick up the device from the office.

The district is not responsible for any lost or damaged personal property brought to school.

School/Classroom Use of AI Technology

We aim to establish guidelines for the responsible and ethical use of AI technology, including ChatGPT, in our learning environment. The use of AI programs can enhance our educational experience when used appropriately and with prior teacher approval. However, if misused, the use of ChatGPT and other tools can limit critical thinking, authenticity, and hinder the potential learning goals for students.

Our current AI guidelines include:

1. Prior Teacher Approval for use of AI programs.
2. Academic Integrity - No Plagiarism
3. Protecting privacy and Data Security- do not share personal information on AI
4. The use of AI for assistance, not substitution

Some Examples of AI Use	
Appropriate	Inappropriate
● Getting started on a project- using AI to help with planning, organization, or generating ideas to get you started. ● Providing an understanding or explanation of concepts. ● Supporting grammar and spelling corrections (Grammarly)	● Use to solve problems or answer discussion questions ● Plagiarism ● Submitting fabricated or false information

A way to determine if your child is using AI responsibly is to have a verbal review/discussion of the content they have created. Inappropriate use of AI will be taken seriously and may result in an impact on students' grades, loss of technology privileges, and/or disciplinary action.

Lost and Found

Lost clothing and lunch boxes may be located in the lost and found box. All belongings should be clearly marked with the 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 missed classwork.

California Education Code states that a minor child becomes truant after four or more unexcused absences. Excessive absences may result in a referral to the 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 408-201-6400 on the day of the student's absence from school or send a note when your child returns to school. If your student is absent for several days, please call the office daily. Excessive absences and tardiness can also hamper a child's education. It is to your child's benefit to be at school consistently and on time.

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 x13104
- 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 the parent and relation to the student
- Doctor's note (if appropriate)

Excused Absences

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

- Illness
- Quarantine directed by the county or city Health Officer
- Medical, Dental, or Optometric services appointment (medical provider note required)
- Funeral Services for a member of the immediate family
 - 5 days

Unexcused Absences

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

After three (3) days' absence for reasons unknown to our Attendance Office, the absence is considered Unexcused.

Independent study

While we don't encourage independent studies, if your child will be absent for five or more consecutive school days, you may apply for a short-term independent study. Your student can have a maximum of 15 school days of independent study during the school year. Expectations of independent study include:

- You need to request independent studies 2 weeks in advance. THIS IS 10 SCHOOL DAYS, WEEKENDS AND BREAKS DO NOT COUNT IN THESE 10 DAYS.
- Independent studies will be considered for approval for a minimum of 5 consecutive days and no more than 15 days during the school year.
- Independent studies are not allowed during the first week and last week of school.
- Students need to complete all assigned work and submit their completed work by the day they return to school.
- Administration can deny a request for independent study due to attendance issues or if your child is not able to complete work independently.
- All independent study contracts must be signed before receiving your student's work. Contracts will be sent to your email via DocuSign.

[You can request an independent study a minimum of 2 weeks \(10 school days\) in advance by using this Google form.](#) If you are unable to use this Google Form, please contact the office for support.

Leaving Campus

Parents/guardians must come to the office to sign out their child (bring ID). 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 and Personal Appointments

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

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 tardiness is subject to meetings with school staff to support a remedy for tardiness. 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 Campus 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. The note must be signed and noted by office personnel. There is no supervision on the playground after school or before 7:45 a.m. Students are not to be on school grounds without school staff supervision. Any organization wanting to use the facility must complete a facility use form available from the district office and obtain permission from the school administration as well as the school district. Without prior approval, the facilities are not open.

If there is any change in how your child will be going home, please contact the office so we can ensure all students are safe and accounted for.

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. Office staff will call the student's classroom and have him/her sent to the office. **The parent must sign the student out and provide their ID to the office staff.**

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 an ID.

A child will not be released to an adult not listed on the emergency card unless the parent/guardian has provided a hand written and signed note to the office permitting the release of 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/Unenrollment Procedures

When a student is moving or unenrolling from our school or MHUSD, 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 Students

As a reminder to parents, **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. For guidance on whether your child is**

well enough to attend school, please refer to these guidelines from the California Department of Public Health. This link can also be found at www.mhusd.org

[Please see Table 2: Guidance for Common Signs and Symptoms on the California Department of Public Health website.](#)

Student Awards

Academic Achievement Award grade 8

At the 8th Grade Academic Achievement Award Ceremony, students who received all A's or A's & B's are eligible to receive an Academic Achievement Award.

Presidential Education Awards

The Educational Excellence Award is a prestigious award given to our eighth-grade students. This award is based on 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 special education service.

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 that reviews individual student strengths and areas of growth. The SST plans strategies and organizes resources for addressing problems and concerns. This process is a function of regular education.

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 the 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 (ELAC)

The purpose of the ELAC is to assist parents in becoming informed about the District's Master Plan for English Learners and their school's 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 welcome. 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. Parent-Teacher conferences occur during the week in November. If you have a concern regarding your child's education, please feel free to schedule an additional conference with your child's teacher at any time during the school year to discuss his/her academic progress.

Volunteers

We encourage parent support in a very meaningful and purposeful way. The Home and School Club coordinates volunteers for many school activities. Individual teachers may also enlist your help in the classroom for various projects. Prior to volunteering in the classroom, please contact your classroom teacher to coordinate and 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. ALL volunteers must follow the MHUSD procedures.

New Volunteers:

1. Fill out a volunteer form
2. Submit a TB test
3. Get fingerprinted (at MHUSD)
4. Obtain a volunteer ID badge from MHUSD

Returning Volunteers:

1. You already have your volunteer badge from MHUSD
2. Fill out the front page of the volunteer form
3. Your volunteer badge needs to be verified by the school site

Each year, volunteers will need to obtain a new badge from the district office. The badge will display the year it is valid. Old badges will not be accepted as a form of volunteer access.

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, and slurs of any kind.
 - Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls, or whistles
 - Leering, winking, sexual gestures, pinching, patting, and 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.

Violence Prevention/ Safe Storage of Firearms

[SB 906](#) requires administrators to communicate information in their annual notification to parents and guardians related to the safe storage of firearms and California's child access prevention laws. The information included in the annual notice must be informed by content developed by the California Department of Education, which will be updated on a yearly basis. Please see the attached link for a complete description of [SB 906](#)

<https://www.cde.ca.gov/nr/el/le/yr23ltr0628.asp>

https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220SB906

<https://www.cde.ca.gov/ls/ss/vp/>

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 that 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, the 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 21st 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.



Jackson Academy of Math & Music (JAMM)



Partners in Learning Compact

The Partners in Learning Compact is an agreement between students, parents, and teachers at Jackson Academy of Math & Music. The compact outlines how students, parents, and teachers will share responsibility in helping all students to meet behavioral and academic standards.

As a **student**, I will:

- Be on time and attend school each day.
- Follow all school rules and expectations from the PBIS Matrix.
- Participate actively in my own learning and ask for help when needed.
- Maintain proper care of my school-issued materials, including textbooks, novels & Chromebook
- Attend all online learning sessions during distance learning.
- Practice digital citizenship outlined in the MHUSD Rights & Responsibilities Handbook.
- Complete all assignments on time without committing academic dishonesty (plagiarism & cheating).
- Respect myself, fellow students, school staff, and property.

As a **parent/guardian**, I will:

- Have my students attend school regularly and arrive on time.
- Communicate the importance of education and learning to my students.
- Attend parent/teacher conferences and openly communicate the needs of my students.
- Frequently check my students' academic progress on Google Classroom and Aeries.
- Expect my students to practice self-discipline and show respect.
- During distance learning, establish a school routine for my students to complete assignments.
- Monitor screen time outside of distance learning.
- Establish a time for homework, review it regularly, and partner in my student's education

As a **teacher**, I will:

- Maintain high standards of academic achievement and positive behavior.
- Create a learning environment that will help develop responsibility, empathy, and independence.
- Provide high-quality curriculum and instruction.
- Assign meaningful activities & homework to reinforce and extend learning.
- Collaborate with support staff to help meet the needs of all students.
- Communicate student progress with parents/guardians through conferences, progress reports, phone calls, email, and/or video conferences

In addition to the Partners in Learning Compact, our educational partners, Classified Staff, Administrators, our Board members, and the community must accept certain responsibilities for the success of our students.

CLASSIFIED STAFF MEMBER is responsible for:

1. Developing professional and vocational skills that enhance the total program.
2. Refining interpersonal skills in order to deal effectively with staff, students, and parents.
3. Contributing to a school climate that promotes learning and the development of student self-esteem.

4. Reinforcing appropriate student behavior and actions that 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 that 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. Ensuring 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.

THE 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 that 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.

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 that affect the educational process.

Additional Ways to Support Your Child

Students:

- Come to school ready to learn
- To read (or have read to them)
- Do your homework each day, and take homework and projects to school on the assigned days and due dates
- Have band instruments on band days
- Check with parents for any after-school arrangements
- Be in line waiting for teachers by 7:55 a.m.
- Follow school and classroom rules

Parents/ Guardians:

- Review student homework daily
- Explain any after-school arrangements
- Be sure the child has lunch/money in the morning before school
- Drop off students at school before the morning bell rings
- Pick up students after school on time
- Attend Back To School Night and conferences
- Support all students' learning environment by scheduling appointments after the school day.
- Plan time away during naturally occurring breaks.
- 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 the instructional time of all students.
- Telephone absence line or email the school when the child is absent Ext. 13104

Thank you for reviewing the Student/Parent Handbook with your child, and we look forward to another great school year.