

Los Paseos Elementary School



Student Handbook & Code of Conduct 2016-2017



**LOS PASEOS ELEMENTARY
SCHOOL**

*121 Avenida Grande
San Jose, CA 95139
(408)201-6420*

Fax: (408)201-6430

*Visit our website at
<http://www.lospaseos.mhu.k12.ca.us/>*

August 2016

Dear Panther Students and Families,

Welcome to the 2016-2017 school year! This is a groundbreaking year as Los Paseos is welcoming its first ever Transitional Kindergarten class and our fifth graders are now the leaders on campus. WOW! I have no doubt that our fifth graders will lead by example and show our youngest panthers the importance of academic and social success. I am thrilled to welcome two new staff members to our family this year. Mrs. Jenelle Fraser will be teaching 4th grade and Mrs. Amanda Vuniwai will be teaching Special Education. When you see either of these lovely ladies on campus, please join me in giving them a warm welcome!

Elementary years are among the most memorable and I am proud to share with you that ALL Los Paseos staff members have engaged in a variety of activities over the summer to further enhance your child's educational pathway. In effort to implement the most promising practices to date, all staff have engaged in a book study titled *The Common Core Writing Book* by Gretchen Owocki. This text has provided us strategies on how to make literacy standards even more engaging and more challenging. Kindergarten and first grade students will be composing opinion pieces, second and third grade students will be using technology and keyboarding to produce and publish masterpieces, while fourth and fifth grade students will be conducting research and writing about content-area topics. Our collective intention is to always improve teaching strategies in effort to raise student expectations for learning.

Embarking on my fourth year as the lead learner on campus, my personal mission is to engage with all students and families as we partner in this educational journey together. Helping each individual achieve their greatest potential is one of our core values achieved through identifying student's individual needs and providing appropriate enrichments and interventions. We believe that students thrive with a balance of choice and structure, hence it is necessary to explicitly teach clear expectations. Please review the PAWSitive Behavior Expectations Matrix and join our efforts in promoting a safe and caring climate. Be sure to ask your child how they are contributing to the PAWSitively Panther spirit at school! Please review our "ABC's" vision and mission statement:

ACHIEVE

We know that all students can **achieve** their personal best through PAWS expectations of being peaceful, aware, wise and safe on campus.

BELIEVE

We **believe** that all students can make positive contributions to society and it is our moral imperative to tap into each individual's potential.

CULTIVATE

We **cultivate** 21st century skills and encourage our students to persevere.

STRIVE

We **strive** to help our students become compassionate and confident in an ever-changing world.

It's going to be an amazing year at Los Paseos! Should you have any questions, please don't hesitate to talk to your child's teacher, our amazing office staff, or myself. I look forward to seeing you at Back-to-School Night on August 31, 2016!

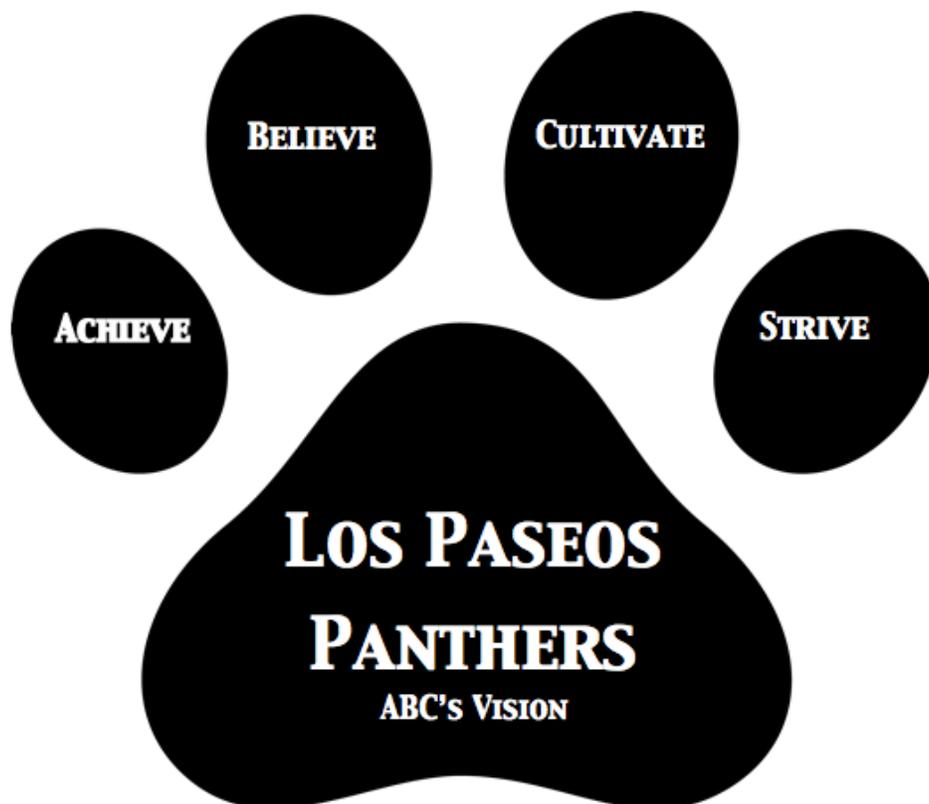
Warm Regards,
Jenna Mittleman
Principal



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LOS PASEOS ELEMENTARY VISION STATEMENT:



MISSION STATEMENT:

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Panther Rap!

**We're proud panthers and we're
here to say,
We're Peaceful, Aware, Wise,
and Safe!**

**Los Paseos is our name and
PAWS is our game,
Being successful learners is
what we claim,**

**Watch us while we stand and
shine today,
because we know it's the Los
Paseos way!**



INTRODUCTION TO LOS PASEOS SCHOOL

Los Paseos School has served students in the suburban south San Jose area of the Morgan Hill Unified School District since 1975 with a current enrollment of 499. Most students are within walking distance; with only a few children transported by bus. Los Paseos has a diverse population of students and families representing over 10 languages.

The curriculum is based on Common Core State Standards and the faculty is steadfast in its effort to ensure achievement of standards at every grade level. To this end, teachers use instructional strategies that align to standards and appropriate educational research. All teachers at Los Paseos are well versed in differentiated instruction. Most recently, teachers have been GLAD trained. Specifically, this is a model of professional development in the area of language and acquisition and literacy. The strategies and model promote English language acquisition, academic achievement, and cross-cultural skills.

The teaching staff at Los Paseos are all highly qualified and pride themselves in engaging in regular professional development. The library is staffed with a clerk and serves all students. A health clerk attends to issues of health and safety at the direction of a district nurse. A psychologist and school nurse serve the school on a scheduled basis.

The Los Paseos Home and School Club provides enrichment opportunities for students and supports specific financial needs. School-wide events sponsored by the group include social opportunities and fund raisers that provide technology, field trips, assemblies and classroom supplementary materials. For the 2016-2017 school year, we have a newly elected Home and School Club. This exceptional group has worked diligently over the summer to plan exciting events and fundraisers for this school year.

The School Site Council is a group of teachers, parents and classified employees who work with the principal regularly to monitor school programs and the school based consolidated budget. We believe whole-heartedly that those involved with our school can make some of the best decisions. The members of the school site council are generally elected by their peers. Specifically, parents elect the parent representatives and teachers elect teachers.

The English Language Advisory Committee (ELAC) meets periodically during the school year to assess the English Language Development Program (ELD) and to make parents aware of school policies. The committee advises (reviews and comments) on at least the following: Development of a detailed master plan for English learner education for the individual school and submits the plan to the district governing board for its possible consideration and inclusion in the district's English learner education master plan, development of the school's needs assessment, administration of the school's annual language census and ways to make parents aware of the importance of regular school attendance.

Parents actively participate by volunteering in classrooms, in the library, on field trips, and with a wide variety of programs created by individual teachers. For working parents who would still like to be involved, please talk to your child's teacher as there are often jobs that can be completed at home. Los Paseos enjoys a positive image in the community and is a proud hub of many school and community activities.

The Los Paseos Student Council is comprised of 4th & 5th grade students. The position of President is open for any 5th grader and Vice President for any 5th grader. The following positions is open to all 4th & 5th graders: secretary, treasurer, activities director, historian, publicity, sports director, and cultural literacy. The student council determined the school mascot (panther) and colors (blue and gray). Please encourage your student to get involved!

INSTRUCTION

The teaching staff will assess the academic needs of students early in the year and ongoing throughout the year and plan instruction at each child's level in a variety of skill areas while taking into account the following aims delineated in the School Improvement Plan:

- Provide a rigorous academic curriculum for all students.
- Build each child's self-esteem through recognition of his/her academic contributions and talents, effort and progress.
- Provide sequenced Standards based instruction in the areas of reading, writing, science and social studies at each child's instructional level.
- Emphasize problem solving and higher order thinking skills in all academic areas.
- Encourage students to do more recreational reading.
- Continue to maintain high expectations regarding levels of homework.
- Develop students' character and responsibility through modeling and high standards of behavior.
- Continue to work to improve test scores providing some instruction in the context of testing.

STANDARDS

Our district is distinguished by a clear focus on standards-based instruction, with a great emphasis on the Common Core State Standards. Teachers are consistently using standards to guide classroom instruction and student assessment is purposefully aligned with standards and instruction.

Every procedure that follows in this booklet was created to ensure a focus on learning!

Instruction in every classroom is based on the grade level standards established by the State of California and adopted by the Morgan Hill Unified School District. The Standards are a list of learning expectations for students in each grade in the subjects of Reading, Writing, Spelling, Math, Social Studies, and Science. All textbook supplementary materials and textbooks are chosen with the Standards as the criteria. These standards will be detailed for parents at Back-to-School Night in September.

The State and District Standards are the basis for the comprehensive School Plan.

Copies of the State and District Standards and Los Paseos School Plan are available at the school for your review.

HOMEWORK POLICY

At Los Paseos School, the development of the total learner extends beyond the hours of the school day. Homework is an opportunity to extend learning to practical application in the child's life and is an important part of the educational process.

Good study habits and diligence in the accomplishment of work assignments completed at home assist the teacher and the student to reach educational objectives.

Parents are encouraged to take an active and supportive interest in homework assignments by helping students to determine an appropriate time and place for studying. Homework should be completed in a quiet, well-lighted location. 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.

Parents who wish to pick up their child's homework due to extended absence should notify the school prior to 10:00 a.m. Homework may then be picked up after 3:10 p.m. in the school office.

Homework may take the shape of tasks such as finishing class assignments, completing additional math problems, reading books, studying for tests, and working on special assignments or projects.

School Board Policy 6154 states that appropriate purposes of homework may include:

- Reinforcement of skills and concepts learned in class
- Enrichment and extension of classroom activity
- Preparation for classroom activity
- Research
- Creative expression

SCHEDULING: The following are the recommended minutes of daily homework for each grade level.

Transitional Kindergarten- 10 minutes plus a minimum of 10 minutes of reading
Kindergarten- 10 minutes plus a minimum of 20 minutes of reading
First Grade- 10 minutes plus a minimum of 20 minutes of reading
Second Grade- 20 minutes plus a minimum of 20 minutes of reading
Third Grade- 30 minutes plus a minimum of 20 minutes of reading
Fourth Grade- 40 minutes plus a minimum of 20 minutes of reading
Fifth Grade- 50 minutes plus a minimum of 20 minutes of reading
Sixth Grade- 60 minutes plus a minimum of 20 minutes of reading

Students who are absent from school for any reason should complete class assignments. Students are given homework to reinforce skills, which have been previously taught in school and/or enrich the learning experience.

PARENT INVOLVEMENT

Parents are always encouraged to get involved with their child's education. There are a variety of things to do. Ask your child's teacher... donate your time and skills.

1. I will make sure my child reads or is read to every night and sign the Books & Beyond sheets.
2. I will practice math facts with my child every night.
3. I will check over my child's nightly or weekly homework assignments or agenda.

COMMUNICATION

MONTHLY NEWSLETTER

The school publication, "Panther Pride", is sent home monthly. This document highlights the events of the previous month and details activities planned for the future.

The Los Paseos web page is updated each year www.lospaseos.mhusd.org

The Principal maintains an open-door policy, believing that ongoing communication with students, staff and community is essential. Appointments can be made with teachers before and after school. Some teachers produce a weekly/monthly newsletter-highlighting curriculum. All teachers communicate via homework and weekly assignment sheets.

BACK-TO-SCHOOL-NIGHT

This year Back-to-School night is scheduled for August 31, 2016, at 6:00 P.M. This evening is dedicated for parents to meet the principal and the staff. A general informational session is held in the cafeteria. Parents are then invited to individual classrooms to hear the teacher present curriculum, discipline policy, and classroom expectations. This is an excellent opportunity for adults to interact with and become familiar with what their child will be learning during the school year.

PARENT TEACHER CONFERENCES

Sharing information on a student's academic progress is the responsibility of both the parent and the teacher. Conferences are scheduled in November. Additional conferences may be scheduled at any time as needed to discuss student's academic progress.

OPEN HOUSE

Open House is held in the spring. The purpose of this evening is for families to visit the school and allow the students and staff to share projects, programs and events of the year with parents and friends.

PROGRESS REPORTS

Progress reports as needed will be sent to parents whose children are not performing satisfactorily before each report card.

REPORT CARDS

Each child will be evaluated in terms of his own ability and achievement as related to grade level standards. Progress is reported to parents at scheduled parent teacher conferences in November and at each trimester on the student report card. Work folders containing representative samples of student's work will be sent home weekly with the student.

OTHER COMMUNICATIONS

- All notices distributed at school must have approval of the Principal. We ask that party (birthday, etc.) invitations not be given out at school.

- CELL PHONES are to remain off and in backpacks after arriving to school. They should not be turned on until after the final bell has sounded at the end of the day. **Calls (incoming or outgoing) are not allowed during school hours.** Parents will be required to pick up confiscated phones from the front office.

VOLUNTEERS

Volunteers play a significant and varied role. They contribute to the success of Los Paseos students in many ways. The staff and students are grateful to the generous parents who:

- share technical skills with staff
- listening to a child read and help classroom teacher in various ways
- offer to cut, staple, collate and “file” for office or teacher at home
- make copies
- chaperone field trips
- help with class projects
- help a struggling writer/reader
- translate for a non-English learner.
- consider taking a yard duty position (a paid position).

Individual teachers may enlist help in the classroom for various projects, to assist with individuals or small groups of students, or to assist with supervision and various preparation duties. Parents who have time or skill to share need only make this known so the staff feels comfortable calling to ask for your time and expertise when a big project or new program requires additional support.

IMPORTANT: All volunteers working on the school grounds on a regular, ongoing basis need to have their fingerprints and tuberculosis test results on file at the Morgan Hill Unified School District Office. A fingerprint form can be obtained at the Morgan Hill Unified School District Office located at 15600 Concord Circle in Morgan Hill. Please call the MHUSD Human Resources office at 408-201-2060 to make an appointment.

Please bring the following items to your appointment:

- Driver’s License or California ID, Permanent Resident Card
- Tuberculosis test results (form can be obtained in Human Resources)

Once your fingerprints and TB have cleared, you will be called to pick up your volunteer badge. This badge should be worn whenever you are on a school site or school sponsored trip as a volunteer. This badge indicates that you have been cleared and may be used at any site or program as evidence of clearance.

DISTRICT COMPLAINT PROCEDURE

Any individual, public agency or organization may file a written complaint alleging a violation of federal or state statutes concerning Adult Education, Child Development, Child Nutrition, consolidated Categorical Aid, Migrant Education, Special Education, and Vocational Education, or unlawful discrimination. This complaint must be filed no later than six months from the occurrence. Complaints should be filed with the Morgan Hill Unified School District.

Complaints will receive a written response within 60 days and individuals have the right to appeal to the State Department of Education.

The following summary may assist if it becomes necessary to communicate dissatisfaction with a policy or procedure.

Have a complaint? Try this approach....

Education is a “people business”, plain and simple. In any given day in the Morgan Hill Unified School District more than 9,000 students and their parents interact with literally hundreds of teachers, office staff, bus drivers, and principals. Over the course of a typical school year, disagreements and concerns do surface. It’s a rather natural part of our rather complicated and intensely important work. The most serious of these complaints or disagreements are addressed through processes that are clearly delineated by law and Board policies that govern harassment, uniform complaint procedures, and nondiscrimination. These policies are included in the *Rights and Responsibilities Handbook for Parents and Students* that you receive with other back-to-school information each year.

Fortunately, a vast majority of the concerns that tend to surface are less serious in nature and most can be resolved in a timely manner. If you become aware of a school incident that appears to be creating a significant problem for child, consider the following problem-solving process:

Begin by talking with your child to get his/her perspective on the issue. Understand that even though you love and trust your youngster, you are only hearing one side of the story. Follow-up by contacting the staff member who was *directly involved* in the incident. Fight the tendency to go “right to the top” with your concern. This action can actually be counter-productive for at least two reasons: 1) you may be proceeding with your complaint with an incomplete or inaccurate picture of the problem and 2) you may be lengthening the time it takes to reach a resolution to your concern since a subsequent investigation will still require discussions with the employee who is directly involved in the issue.

If you have a classroom-related complaint (“My child didn’t deserve that grade!), you should contact the teacher. If your concern is more school-wide in nature (“Why isn’t there more supervision during lunch period?”), contact the Principal. And if your concern is still more global (“Why doesn’t the District provide my child with bus transportation?”), telephone 201-6000 and express the nature of your concern and the staff will redirect your call to the appropriate department.

You may find it helpful to jot down important questions that you would like to have answered before you make your call. Attempt to resolve the problem during this telephone conversation. If you are unable to reach a resolution, then request a follow-up meeting at the school site or work site. During this telephone call and/or at subsequent meetings, state your concern clearly. Share your feelings but strive to remain non-argumentative. Listen to the staff member’s perspective. This is the time to ask questions and request information. Listen to the staff member’s perspective. This is the time to ask questions and request information. Finally, make sure that you are satisfied with the information that has been provided. Discuss plans for follow-up, if needed, with that staff member. If you believe that the issue remains unresolved then request a meeting with the principal.

As parents we struggle to find the proper balance between advocating for our child’s rights and letting them experience some of life’s “bumps and bruises” that are part of the natural learning cycle. The process noted above may help you find that point of balance.

ATTENDANCE

ATTENDANCE/ABSENCES

1. Students must maintain regular attendance to show academic progress and must be in class each day at 8:55 a.m.
2. California Education Code states that children between the ages of 6 & 16 must attend school daily and a minor child becomes truant after three or more unexcused absences.
3. Excess absences may result in a referral to the School Attendance Review Board (SARB).
4. The Morgan Hill Unified School District must also abide by state attendance laws which provide legal means to correct problems of excessive absence or truancy.
5. Parent cooperation is critical to insure regular daily school attendance of students which will not only promote academic success, but will generate funds to maximize the instructional program.
6. The state no longer funds attendance for any absence but the District is required to maintain detailed records of the reasons for student absences.
7. **State Education Code and School Board Policy allow schools to excuse absences for the following reasons only (even though funds are not received): (1) Illness, (2) Quarantine directed by county or city health officer, (3) Medical, dental, or optometric services appointment (signed and dated medical provider note required following appointment), (4) Funeral services for member of immediate family (one day within California, three days outside California) (5) court mandated appearance for the student.**
8. Absences for reasons **other than those listed above are considered unexcused.**
9. If a student is going to be absent parents are asked to telephone the school. If parents do not report student absence, you will receive a phone call via automatic absence notification. It is very important that if you receive this message that you contact the school to report the reason for the absence. Messages may be left on the recorder by calling the school phone number 201-6420 at any time.
10. Absences that are excusable as noted above **must be cleared within three days.** To clear an absence the parent can call the school or send a note with the following information: first & last name of student, date of absence, reason for absence, signature or identification of parent and relation to student, doctor’s note (if appropriate). **Please note that all absences should be reported to the school office, even if they fall into the unexcused category.**
11. If a student is out 2 or more days, the parent must call in the reason for the absence by the second day. **If an absence is not cleared within three days, it will be considered unexcused and counted towards truancy.** A child is also considered truant for any unexcused tardy of 30 minutes or more. If a student is declared “habitual truant” (3 or more instances of unexcused absences/truant tardy) the District Attorney will be notified and possible court action may be taken by the D.A.’s office.
12. Medical and Dental appointments should be made after school whenever possible. If a student must miss school for a doctor or dentist appointment, it is the parent/guardian’s responsibility to contact the office and clear the absence. It is the student’s responsibility to contact teachers for class work missed.
13. A Doctor’s Note May Be Requested/ Needed When:
 - a. A student has excessive absences due to illness/injury.
 - b. If a student is late or absent due to a medical or dental appointment.

14. No amount of homework can substitute for the interaction between teacher and learners. Please schedule necessary appointments after school hours.
15. In order for a student to leave campus during the school day, a parent must check the child out through the Office. Upon return to school, the student must be checked in at the Office.
16. Although strongly discouraged, missing school for a family trip is sometimes unavoidable. These absences are considered Unexcused according to the California Education Code. Students missing school should contact his/her teachers as soon as possible for make-up work.

INDEPENDENT STUDY CONTRACTS

Parents are strongly encouraged to schedule vacations when school is not in session. In the event a special circumstance should arise requiring a child to be taken out of school for longer than 5 days, parents may request an Independent Study Contract from the school office approximately two weeks before the child is to be gone from school. This will allow the teacher to prepare all the instructional materials the class will be covering while the child is away as well as give staff time to obtain all needed signatures. Independent Study Contracts must have a duration of at least 5 days. The state does reimburse the school district for completed contracts. All schoolwork is due the day the student returns to school.

Board Policy limits the Independent Study Contracts for the elementary schools. The maximum length of time for an independent study contract for students in grades K-6 is 10 days.

If circumstances justify a longer time, the Superintendent or designee may extend the length of time to a period not to exceed 8 weeks, pursuant to a written request with justification.

Students who use Independent Study Contracts to go on vacation while school is in session miss out on a crucial part of their educational program. Although the school receives funding for the days missed while a student is on an Independent Study Contract, the work that is assigned to the student cannot adequately address new concepts or take the place of classroom interaction. **Please review the school calendar before planning vacations and trips to avoid days when school is in session.**

MOVING:

Parents are asked to notify the office a few days before the last day when a student is moving. The new school will request the child's permanent records and ask for the address of the previous school which is:

Los Paseos Elementary School
121 Avenida Grande
San Jose, CA 95139-1107
Phone: (408) 201-6420
Fax: (408) 281-4021

DROP OFF/PICK UP

PICKING UP CHILDREN BEFORE THE END OF THE DAY

Parents are asked not to pick their child up before the end of the school day unless it is absolutely necessary. Early pick up interrupts classroom instruction. The teacher must stop teaching to give homework and other necessary directions to one child individually while instruction stops for the others. Parent cooperation in this matter is appreciated.

TARDINESS

School begins at 8:55 a.m.!! A student is considered tardy when they are not in their seats and ready for instruction at the start of class. When students arrive late to school it creates a problem for all the learners in the room. Instruction is interrupted and the child has missed some of the opening exercises and instruction. Attendance is taken in each class promptly at 8:55 a.m. Children who arrive after 9:05 must obtain a Late Pass from the office before going to class. This pass lets the teacher know that the student has been counted on the attendance rolls and allows the school to monitor habitual tardiness.

Frequent tardiness will result in a letter to the parents. A continued pattern of tardiness may result in a referral to SARB.

STUDENT SUPERVISION

The student day ends at 3:10 P.M.(**Wednesdays at 1:55**) and the focus of the staff shifts from instruction to planning. Teachers and office staff must participate in meetings and other professional dialogue which cannot take place during the school day while staff are supporting children in the learning process. **The school does not have personnel available to provide supervision after school for students who are not picked up by their parents.**

Student supervision before school begins at 8:40am, therefore, students **should not arrive** at school prior to 8:40 A.M..

It is essential that children arrive on time and leave promptly at the end of the day. In an emergency parents are asked to call the school prior to the end of school to inform staff that a child will be unsupervised after school. Children are not allowed on the playground after school without their parent/ or an adult (over 18) authorized by the parent.

HOME AND SCHOOL CLUB

All parents are members of the Home and School Club. Meetings, membership, and positions on the board are open to all parents and teachers. Please check the newsletter or the bulletin board for information.

Two of the major responsibilities of the Home School Club are to:

1. Assist the school in arranging parent volunteers.
2. Support the instructional program by providing items such as equipment, field trips, and student assemblies. This is done through various fundraising activities.

The club is fun for those who participate and provides an important service to the school at the same time. The Home and School Club Board and staff hope you will be an active member of the Home and School Club.

SCHOOL SITE COUNCIL

The School Site Council is the parent/staff organization that monitors categorical funding and its relation to students' achievement of standards. The SSC meets 4 to 5 times per year to continually monitor and revise efforts toward school improvement and achievement. Parents interested in serving on the SSC should contact the principal.

ENGLISH LANGUAGE ADVISORY COMMITTEE (ELAC)

The ELAC is the parent organization that conducts the school's needs assessment and the development of the school plan regarding the English Learner's Program, coordinated with the School Site Council. The ELAC meetings are open to all parents of English Learners. The ELAC meets 4 to 5 times per year to make parents aware of school policies and programs and to provide input to the school administration and the School Site Council.

HEALTH

Los Paseos School is able to assist you with your child's healthy development as follows:

DISTRICT NURSE

The school nurse serves the Los Paseos students approximately once a week to coordinate vision/hearing testing, provide health materials and services to teachers, and help staff meet identified health needs of students. It is important to remember that the school **DOES NOT** have a full-time nurse on duty. A health assistant is available from 10:30 – 1:30 daily for First Aid. Please do not send children to school sick or injured.

HEALTH CLERK

The Health Clerk works 3 hours daily and administers first aide, maintains health records, stocks supplies, and implements health procedures established by the school nurse.

MEDICATIONS

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 the 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." Medication must be brought to school by parent. **The school will only administer medication which must be given at school. For example; a dose which must be taken at 8 A.M. - should be taken before the student comes to school. If a prescription reads: take 3X a day this does not automatically mean breakfast, lunch, and dinner. The Nurse will check with parents to see if meds. can be taken before school, after school and in the evening. Cough drops, Tylenol, inhalers, etc., are considered medications and fall under above guidelines requiring a doctor note and prescription.**

If it becomes necessary that your child receive medication during school hours, parents must obtain a "Medication Request Form" from the school and have it completed by the family physician. After the doctor has completed the form, it should be returned to the school. The medication must be brought to school by a parent in the original container. Non-prescription

medicine will not be administered without a written statement from the physician. Please do not send medication to school with children.

COMMUNICABLE DISEASE

A notice describing the symptoms and isolation period will be sent home with each child in a class exposed to a communicable disease. Parents should watch for symptoms and call the school if they develop.

INSURANCE

Children at school are not insured by a district policy against accidents; however, accident insurance coverage is available at a reasonable rate. The forms are sent home at the beginning of the school year if parents would like to purchase personal insurance for their child.

ALLERGIES

Many children suffer from allergies and a few have serious allergic reactions. If your child has a severe/life threatening reaction to foods and/or the environment, please notify the school to be aware of such conditions. We will attempt to keep your child safe by enlisting the support of the entire community.

A NOTE FROM THE SCHOOL NURSE

Please make sure emergency cards are current. Immediately notify the office of any changes in phone numbers, addresses, or emergency contacts. It is important that there be a local contact available should your child become ill or injured at the school.

Please advise your child not to share food, beverages, and hair grooming accessories with other students to prevent the spread of harmful germs and diseases. Germs and diseases may include: colds, flu, hepatitis, meningitis, oral herpes strains (types of cold sores), and lice.

- Please remind your child to wash his/her hands before and after eating as well as after bathroom use to reduce germ and disease transmission.

Children who are ill at school do not have a productive day. Please allow your child to recover from an illness at home, not at school.

- Please do not send your child to school if he/she should exhibit one or more of the following symptoms:
 - Ear ache (with acute pain, redness, inflammation, and/or accompanying fever)
 - Headache
 - Runny nose and/or persistent cough
 - Sore throat
 - Nausea/vomiting – during previous night
 - Diarrhea
 - Fever-100 or above within the last 24 hours
 - Skin rash (unless diagnosed by a doctor as non-contagious)
 - Red crusty and/or drainy eyes
 - Lice – Parents, please continue to check your child’s hair for lice/nits at least once per week. Nits (lice eggs) may appear as dandruff but are difficult to remove from the individual hair follicle. Dandruff can be removed relatively easily from the hair follicle simply from shaking the hair strand or a light touch to the flake, where as nits require manual removal from the strand itself. The school has a “no nit” policy. Once identified, ALL nits must be removed before a child can return to school. Students who return to school following lice treatment will be excluded again if any nits remain.

Sunscreen is encouraged and considered to be a necessary precaution.

SAFETY

CLOSED CAMPUS

Los Paseos School is a closed campus. For your child's safety, only authorized personnel are allowed on the school grounds. Parents may visit the school at any time, but must register in the office immediately upon arrival. Students may not be on the school campus before 8:40 a.m. No supervision exists before this time. Students may not remain on campus after the 3:10 P.M. dismissal, unless a parent/guardian is with them.

RELEASE OF STUDENT

District policy requires that children will only be released to parents, guardians or anyone authorized by parent or guardian on the child's emergency card. The individual picking up the child must be at least 18 years of age and must sign the student out from the office. Adults are not to go anywhere on campus directly, they must go through the front office. Students will be released from class once the parent arrives at the office. Teachers and Campus Supervisors may not release children from the playground or classroom.

SUPERVISION

Students will be under adult supervision at all times when they are at school. Recess periods are supervised by teachers, yard duty supervisors and the administration. The lunch recess period is supervised by paid Campus Supervisors.

VISITORS

Parents must register in the office before visiting the school campus or their child's classroom each time they come on campus. Please call the school to make arrangements with individual teachers. **Parents are asked not to bring siblings on visits to the classroom.** If a parent would like to visit their child during recess or lunch, please find a bench or eating area to sit and enjoy time together. For the safety of all children, we ask that parents do not shadow their own children on the playground.

CHANGE OF ADDRESS/PHONE NUMBER

Please notify the office of any change of address, home or work telephone numbers, emergency contacts, daycare providers immediately so that we are able to update your emergency card and contact you in the event of an emergency involving your child.

SAFETY

Train children to look and report to you and the school anything out of the ordinary. Please report any incidents to the police (911) and the school.

CROSSWALK and SAFETY

Adults and children are reminded to use the crosswalk in front of the school **at all times**. Parents are also reminded to caution students against accepting gifts, candy and rides from strangers. **Parents are also reminded not to leave an unattended car in front of the school for any reason and to follow the established flow of traffic.**

BICYCLES/SKATEBOARDS/SCOOTERS

State law requires that all elementary students wear protective head gear (helmet) when using bikes, scooters, or skateboards. Students who violate this law will have their bike/scooter/skateboard confiscated. Students are expected to walk these "vehicles" when on the school grounds.

"Skate shoes" are not allowed at school.

SAFETY ENROUTE TO AND FROM SCHOOL

Occasionally the school receives reports about adults approaching students. Please review with your children, family plans for getting to and from school, watching out for strangers and procedures for reporting to adults. Children should be encouraged to walk in groups to school. If anything out of the ordinary occurs, an adult should be immediately told.

SAFETY TIPS

- Make sure your child knows her complete name, address, and telephone number. If possible, he/she should also know the name and phone number of another adult in case you cannot be reached.
- Discuss when to dial 911 and what questions the operator will probably ask. (Examples: your child's name, where she is, who is hurt. etc.)
- Teach, "Stranger smarts": Never talk to a stranger, never take anything from a stranger, or approach a stranger's car. Warn your youngster that strangers might ask for help, such as finding a lost pet, to convince a child to go with them.

For the Safety of Our Students and Staff...

DOGS ARE NOT ALLOWED ON CAMPUS...



- **Students attend our school that have serious allergies to animal dander and contact can cause serious illness.**

- **We cannot risk a dog biting a child.**
- **They leave fecal matter and dig holes in the yard where our children play.**

Thank you in advance for your respect and understanding!

As parents and school staff, we must create a strong, continuing partnership where we support each other in the pursuit of our mutual goal for student safety. There are things that parents can do to help us address safety issues. Some examples, adapted from the Department of Education’s Website entitled “A Guide to Safe Schools”, are:

- Take an active role in your child’s life at school. If you have concerns, call your child’s teacher or principal.
- Find out what your child thinks about all kinds of topics. Create an opportunity for two-way communication.
- Set clear limits on behavior in advance. Use us as a resource.
- Communicate clearly on the violence issue. Discuss what violence is and what it is not. Children may bring up small problems that can easily be solved now-problems that could be worse if allowed to fester.
- Help your child to learn how to examine and find solutions to problems. Young people who learn how to approach a problem and resolve it effectively are less likely to be angry, frustrated or violent.
- Discourage name-calling and teasing. These behaviors often escalate.
- Encourage your child to invite friends over to your house as much as possible. Know how to spot signs of troubling behavior in children-yours and others.
- Be thoroughly familiar with the School Handbook and Code of Conduct. Make it clear to your child that you support school policies and rules that help create and sustain a safe place for all students to learn.

TRAFFIC PATTERN

It may seem like an eternity to you, but we can effectively and safely enter and exit 500 students within 5-7 minutes when the following rules of safety and courtesy are practiced:

1. The left lane ENTRY is ONLY for school buses. There is no through traffic for drivers who are not dropping students off (8:40-8:55) or picking them up (2:55 – 3:10 P.M.).
2. A left turn out of the school parking lot is not allowed during drop off or pick up times.
3. Please **DO NOT ENTER** through the bus turn-around to get to the rear parking lot. All traffic must enter through the Avenida Grande entrance.

TRAFFIC SAFETY

Parents, please make sure students cross the parking lot at the cross walk near the office. For safety, students and parents are not to jaywalk across the parking lot or across the street at the corner of Via Vista and Avenida Grande. We only have one teacher crossing students at the crosswalk on Avenida Grande. Parents, when you drop your student off in front of the school, please drive as far forward in the drop off zone as possible. Never drop students off near their classroom or their line-up spot. Parents, do not leave your car in the drop off zone as it impedes the flow of traffic. The parking area behind the Kinder classrooms is for staff only. Please do not use this parking lot for drop-off or pick-up.

MORNING ARRIVAL

Students are not to be here any earlier than 8:40 A.M. as there is no supervision.

AFTERNOON PICKUP

We have had some problems with students misbehaving while they are waiting for their parents to pick them up. Students who are being picked up by their parents, will wait in the fenced in area behind the cement Los Paseos sign. Students will be released to their parents’ car from that area by an adult on duty. While waiting, students are to stand still and not swing their backpacks at others, no chasing, hitting, running or bothering others.

We have Student Safety Patrol Monitors. They will be opening and closing car doors and helping children exit and enter their cars in an effort to keep traffic flow continuous. Please allow them the same courtesy that you would an adult supervisor.

EMERGENCY PROCEDURES

As part of our School Safety Plan, we conduct emergency preparedness drills regularly. These drills allow for the training of students and staff in emergency procedures in the event of a fire, earthquake or other emergency. Copies of the School Safety Plan are available for your review at school. We would like to highlight some of the procedures that directly affect you, the parent/guardian, in the event of an emergency.

In the event that students are released from school following an emergency, they will be released from the **Release Area Center** located next to the bathrooms in the park adjacent to the school.

All staff relay information to this area regarding student attendance and welfare. We ask that you **NOT CALL THE SCHOOL** in the event of a real emergency. All of our personnel will be on the campus and unavailable to answer phones. If you do come to the school to pick up your student, **please report to this Release Area Center** and we will locate your student for you and have your student **brought to you** at this location. Remember, in the event of an emergency, it is important to know where people are. If people are searching the campus for their student, further injuries could occur. If you send someone to pick up your student, they must be listed on the student's emergency card in order for us to release your student to them. **For this reason, it is very important for you to keep your student's emergency card updated.** Please notify the school of any changes that may need to be made throughout the year.

Unannounced emergency/disaster drills are held on a regular basis to train students to react quickly to an emergency. Emergency/Disaster drills are held to teach children how to react safely in the event of an intruder, earthquake, explosion, aircraft or train accident, etc. The school emergency/disaster plan is reviewed and updated after each drill.

In the event of a real emergency, we would like it if you would establish the safety of your child and stay on campus to assist as needed with other student safety issues.

A complete copy of the schools emergency/disaster evacuation plan is available at the front office.

LOS PASEOS SCHOOL CODE OF CONDUCT

We believe that school should be a place where children can experience success in a number of ways, where their efforts are recognized, and where they can learn in an orderly structured environment. Our School Mission has two major statements that focus on the core values of discipline and social development:

- * Building an environment that fosters self-esteem, self-discipline, mutual respect and cooperation.
- * Developing respect for self and others.

The purpose of this code is to ensure:

1. That every child has the chance to learn and play in a safe orderly environment.
2. That rules are clear and concise and that consequences are understood by everyone.
3. School wide consistency and fairness.
4. Opportunities for children to learn problem solving and conflict management skills.
5. Opportunities for recognition of appropriate behavior and good citizenship.

Conflict is an inevitable part of life. Our goal is to train children in the use of conflict management skills, and to give them appropriate alternative ways to solve problems and express their feelings. Children are encouraged to talk with their teacher, principal, yard supervisor or office staff when they are afraid, angry or have a problem they feel they cannot handle. Depending on the situation, restorative justice practices could be implemented with all parties involved, including school administration and the students caregivers.

CITIZENSHIP--RESPECT FOR SELF AND OTHERS

1. Arrive at school on time and prepared to work.
2. Follow teacher direction during direct instruction.
3. Use self control at all times.
4. Treat others with respect, physically and verbally.
5. Respect all adults in authority by obeying and cooperating with rules.

RESPECT FOR PROPERTY/OUR LIVING SPACE AT SCHOOL

1. Take care of school property.
2. Take care of things that belong to others.
3. Use facilities correctly, i.e. not playing in the bathroom or the bike parking area, misusing drinking fountains.
4. Do not bring personal belongings to school unless permission from teacher has been given (*radios, tape players, cameras, balls, pets, trading cards, video games, beepers, and other electronic devices, etc.*).
5. Do not spit or litter.
6. Use appropriate language -- no vulgarity or profanity.
7. Take turns using equipment and wait in lines quietly and patiently.

8. Do not bring white out or sharpie or permanent markers to school.
9. Please bring single serving size items for lunch. Do not send students with large amounts of food to share. Students are not allowed to share food at school for health and safety reasons.

SAFETY

1. Do not climb fences, trees, and go up the slides.
2. During recesses, play where you can be seen, do not play in front of the school or in between buildings, behind portables or outside fence areas.
3. During school hours remain within school boundaries.
4. Do not arrive at school earlier than 15 minutes before the line-up bell or stay after school.
5. Do not bring any knives, sharp objects or any weapon or look alike or toy weapon, which may be harmful to others. Always report anything you see or find that could be a weapon, or something that might hurt people (e.g. matches, fireworks, a knife, glass, pills, etc.).
6. Do not enter or remain in the classroom or building unless there is a teacher or appropriate adult in supervising.
7. **Never go with a stranger!** If a stranger approaches you, stay away from them and go get help from a teacher or yard supervisor. You may run into the nearest classroom or the office if someone scares you or tries to approach you.
8. Observe traffic laws traveling to and from school:
 - *Always use marked cross walks in parking lot and when crossing streets. Obey the Crossing Guards and Safety Patrol Monitors.
 - *No running between parked cars.
 - *Walk bikes and scooters and hold skateboards while on school grounds.
 - ***Bicycle riders and scooter riders must wear helmets--It's the law!**
 - *Stay on sidewalks and walkways; do not walk in the street.
 - *Students may not enter Martin Murphy School grounds after school as they are still in session.

PLAYGROUND SAFETY

1. Stop playing at the freeze bell (no drinks, use of bathroom, playing or talking); wait for the whistle and then walk to the line.
2. Use equipment in a safe and appropriate manner. No going up slides, playing tag or pushing on climbing equipment, swinging on Tetherball, cherry drops on bars. Follow the arrows and direction of play on the playground equipment.
3. Football and soccer are to be played on grass fields only and no balls are to be kicked on the blacktop except supervised kick ball games in the diamond area. Softball must be under the supervision of a teacher. Hard balls are illegal on school grounds.
4. Wrestling, tackling and rough play is not allowed.
5. Snacks are to be eaten in the cafeteria. Food should not be taken outside.
6. Games are to be open to as many students as is practical. No locking games. Yard duty teachers can help decide how many students can play.
7. **NO TOUCHING** or playing in another child's "personal space".
8. Students will be courteous and not interfere with other games or bother other students.
9. Students will not throw objects that could injure others, such as rocks, sticks, etc.
10. Play in designated areas, not between buildings or in front of the school during school hours. **Students may not play in the bathrooms. Please respect the privacy of others.**

CAFETERIA RULES AND SEATING

1. Sit at your classroom's assigned tables.
2. Use your quiet indoor voice.
3. Keep hands, feet, food and other objects to yourself.
4. Stay in your seat.
5. Raise your hand if you need something.
6. No sharing of food.
7. Clean up after yourself.
8. Follow dismissal procedures.
9. Do not take cafeteria food or drink out of the cafeteria.
10. Behave courteously.

Please review the “PAWS” behavior expectations matrix with your child at home regularly. Being peaceful, aware, wise and safe in all areas of our campus will help to maintain an ultimate learning environment.



	CLASSROOM	PLAYGROUND	CAFETERIA	BATHROOM	HALLWAYS	ASSEMBLIES
P peaceful	raise your hand and wait your turn actively listen to the speaker	be an upstander use friendly language	use "please" "thank you" & "excuse me" stay seated	respect others' privacy	walk silently maintain personal space	actively listen to speaker maintain personal space
a aware	follow the teacher's rules support and encourage others	follow game activities and rules take turns and include others	clean up after yourself	respect others' privacy	use silent cues to help and greet others	be ready and willing to participate
W wise	do your best be an active learner	always walk on the blacktop create new and fun ways to play together	eat your own food maintain personal space	wash hands with soap and water use supplies and facility as intended	walk on the right side of the hallway hands behind back and bubbles	celebrate each other's successes
S safe	stay in your seat ask permission to leave the room	keep hands, feet and equipment to self report any problems to a yard supervisor	enter and exit in an orderly manner use good table manners	leave when you are finished so you can get back to learning	go immediately to your destination	enter and exit in an orderly manner

DRESS CODE

The Board of Education Policy states, “Appropriate dress and grooming contribute to a productive learning environment. Students are expected to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students’ clothing must not present a health or safety hazard nor be a distraction which would interfere with the educational process.”

Los Paseos School does not have a Uniform Policy.

GENERAL INFORMATION:

- Clothing shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or the use of drugs or alcohol.
- Hats, caps and other head coverings shall not be worn indoors. No hats will be allowed for school pictures.
- Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and spaghetti straps are not allowed.
- Skirts or shorts must be mid thigh in length or longer (after the longer finger-tip test).

- Hair shall be clean and neatly groomed. Hair may not be sprayed with any coloring.
- Students may not wear baggy clothing that interferes with physical activity. Sagging pants are not permitted. Pants must be worn at waist level in a manner in which underwear is not exposed or would not be exposed if shirts were raised.
- Students may not wear hanging accessories from the waist or pockets, i.e., belts that are too long, wallet chains, etc.
- Tank top muscle shirts are unacceptable attire for school.
- Flip flops and sandals are considered unsafe and not to be worn. Bare feet are not permitted.
- Steel and/or metal toe shoes are not allowed.
- No long chains, metal spikes, sharp accessories.
- No bandana's
- No pajama's
- No shoes with wheels
- No make-up or unnatural hair colors may be worn.

In general, any article of clothing or hair dye that is offensive, unsafe or in any way distracts from the instruction process will not be allowed.

Students may wear protective clothing including hats, while outdoors during the school day. Head coverings will be worn for the sole purpose of protecting the child from the harmful effects of the sun. (BP 5514).

These Standards apply to students TK-5. It may seem appropriate to send a cute 5 year old to school in a comfortable tank top on a hot day in May. However, our dress code is designed to teach children how to dress in the future as well. If students abide by these standards in the early years, we hope there will be fewer infractions and loss of school time in Jr. High when the learning time cannot be compromised.

Disciplinary Action:

Students violating the Los Paseos dress code will be directed to change into appropriate clothing or parents may be called to bring a change of clothing. Students repeatedly violating the dress code will be subject to disciplinary action.

REWARDS AND CONSEQUENCES

Students at Los Paseos are very well behaved. The frequency of problems and misbehavior is low. Most problems are handled by teachers and yard duty staff using problem-solving skills that teach children how to cope with situations and express their feelings in appropriate ways. When children are disciplined, the focus is on **their behavior** and ways they can improve and behave more responsibly. The staff is trained in positive behavior development and will not use anger, “put-downs” and overreaction to discipline children. Children are expected to meet high standards of behavior and will be told directly and assertively what they have done that is inappropriate and what the consequences will be. They will then be guided in a discussion of what behavior should have been and how they can achieve this in the next situation of its kind.

Parents are expected to be partners in helping us correct problem behaviors; your help and input is valuable along with follow up at home. **Call the teacher or principal if you do not understand a disciplinary action.** Discipline and responsibility are an important part of children’s security and structure and they need to feel that adults are in control, and will be fair and consistent. The sequences of actions for misbehavior that may be taken (in accordance with Board Policies, State Law and School Policies) are as follows:

Students are recognized for appropriate behavior with star stickers and Panther Pride tickets and opportunities to serve the school and other students in a variety of leadership roles. Free time is granted for consistent citizenship. Each teacher uses a positive system of rewards; school wide rewards are as follows:

REWARDS

Perfect Attendance

Perfect Attendance awards are given each trimester to students with perfect attendance and no more than 3 unexcused tardies. A student may not have any unexcused tardies over 30 minutes. A yearly Perfect Attendance award is given at the end of the school year to students with perfect attendance and no more than 9 unexcused tardies (no unexcused tardies over 30 minutes)

Principal's Honor Roll

This award is given in recognition of those students who have received all A's and are working at or above grade level and who have not received a "needs improvement" in work habits and social development. This award is presented at a special awards assembly at the end of each trimester. Students must have no behavior problems.

Honor Roll

This award is designed to honor those students who have received A's and B's and displayed outstanding academic achievement at or above grade level, and who have not received a "needs improvement" in work habits and social development. Students must have no behavior problems.

Panther Pride Award

This award is designed to honor those students who put forth extraordinary effort in academic areas and who display outstanding behavior and attitude. It is presented during trimester awards assemblies.

CONSEQUENCES

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 when there are 3 refocus form for the same behavior or action in a 30 day period.
- Conference: Teacher/Principal holds a conference with the student and his or her parent.
- Restorative Justice Circles
- Removal from Class: Student is removed from class but remains at school during this time.
- Loss/Denial of Privileges: The teacher or principal may deprive the student of privileges (eg. field trip, after-school activities).
- Detention: Student is detained after hours with prior parental notification.
- Transfer or In-School Suspension: Student may be assigned to another classroom or to another school.
- 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.

Anti-Harassment Policy

1. Everyone at Los Paseos 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 ethnicity, religion, sexual orientation, or disability:
 - Name-calling, teasing, derogatory comments, and 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, the principal, adult supervisor 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 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 make such a report.

The Individuals with Disabilities Education Act

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.

Non-Discrimination Policy

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.