

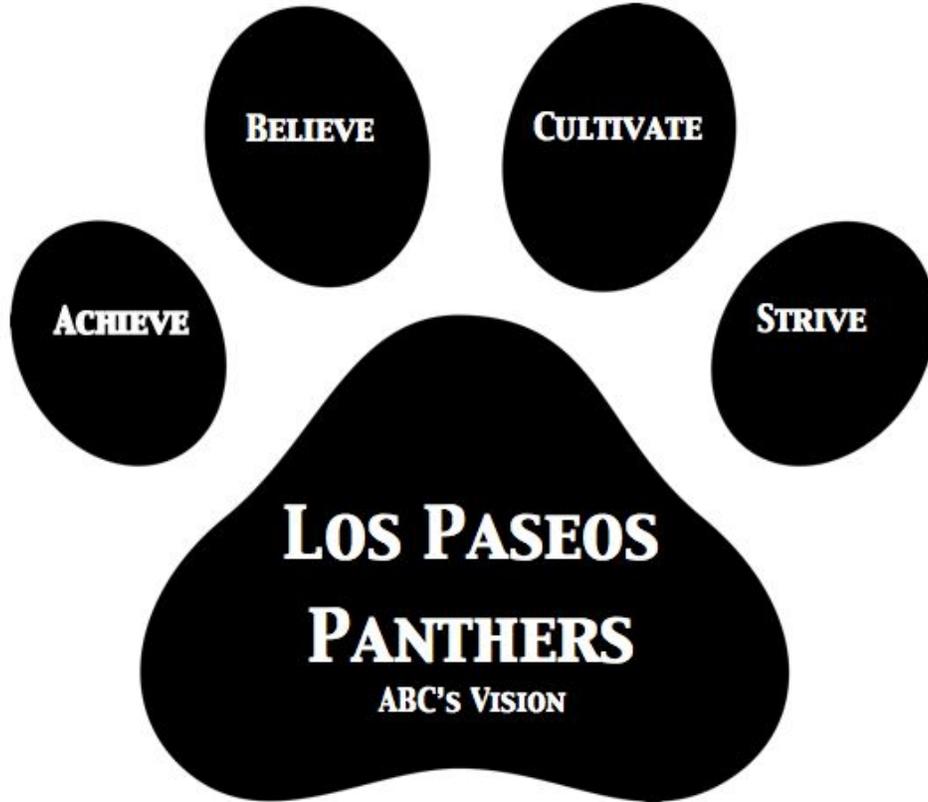


**LOS PASEOS ELEMENTARY
SCHOOL
Parent Handbook
2016-2017**

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

*Visit our website at
<http://www.lospaseos.mhusd.org>*

Los Paseos Elementary vision Statement:



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.



Principal, Staff, Student and Parent Expectation

- The Principal, Staff, Students and Parents of Los Paseos Elementary School will respect all Morgan Hill Unified School District rules and behavior as listed in this document
- The Principal, Staff, Students and Parents will respect the California Education Code and all its contents

The Principal is expected to:

- Be easily accessible for all members of the Los Paseos community
- Ensure channels of communication are open between all members of the community
- Make sure all parties involved are clear in what is expected of them in order to ensure the academic and social growth of our students
- Hold all involved in the school community accountable for meeting the expectations set forth in this document

The Los Paseos Staff are expected to:

- Identify what students know and use that knowledge as the basis for planning instruction
- Work with all persons involved in a student's learning to resolve any problems that arise
- Model respect in their tone of voice and body language at all times
- Work together to meet the needs of students of all learning abilities
- Plan and implement a common curriculum based on state and national content standards
- Respect all students and adults regardless of race, sex, shape, dress, or position
- Clearly state what students are to accomplish academically
- Establish clear rituals and routines in their classrooms
- Clarify for students the skills necessary to be successful secondary and post-secondary students

Los Paseos Students are expected to:

- Respect and follow all school policies and guidelines
- Respect classroom rituals and routines
- Complete all school work neatly and to the best of their ability
- Respect all students and adults regardless of race, sex, shape, dress, or position.
- Problem solve with respect and in a peaceful manner
- Use appropriate language at all times
- Respect school facilities and resources
- Continually strive to grow as students and improve their skills necessary to be successful secondary and post-secondary students (writing, reading, questioning, note-taking, problem solving, study habits, etc.)

Parents/Guardians of Los Paseos Students are expected to:

- Get students to school on time and ready to learn
- Respect all students and adults regardless of race, sex, shape, dress, or position
- Make sure children are dressed in accordance with the School and District policies
- Make sure children are fed and well rested for every day of the school year
- Establish a consistent "school work" time five days a week at home where academics are worked on (this could be homework, reading of a novel, working on a report, etc.)
- Create as quiet a working place as possible at home for students to do their school work
- Problem solve with respect and in a peaceful manner
- Ask questions of their children, teachers, and principal
- Respect and follow all school policies and guidelines



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 child is absent, it is the parent's responsibility to contact the school office to clear the absence immediately.

Clearing Absences

The school office needs to be informed of all absences; either the day of the absence or the first day upon return to school. The parent may call the attendance clerk in the school office, or send in a note when the child returns to school. Please include the child's first and last name, date and reason for absence plus the parent's signature.

Excused Absences

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

- Illness, Doctor appointments, Dental appointments
- Quarantine directed by county or city Health Officer
- Funeral services for member of immediate family

Unexcused Absences

Absences for reasons other than those listed above are considered unexcused. After three days, absences for reasons unknown to the office are considered unexcused.

Leaving Campus

In order for a student to leave campus during the school day, the student must be signed out by a parent or guardian in the school office. Upon return to school, the student must check in at the office. **Students will not be released during the day to any person not listed on the Emergency Card other than parents.**

End-of-Day Personal Appointments

Due to the importance of activities in the classroom at the end of the day, parents are asked not to pull students from class in the last 15 minutes of the school day. The office is busy with last minute phone calls from parents and some classes are out at PE. In addition, this is the time of day when teachers assign homework and check student planners. Students leaving during the last 15 minutes may or may not receive their homework. If students are requested to be pulled at the end of day on a consistent basis, parents may be asked to verify student absence in writing.

Family Trips

Although strongly discouraged, missing school for a family trip is sometimes unavoidable. These absences are considered unexcused according to the State Education Code. If the absence is for five school days or more, an Independent Study contract should be created (except for students receiving special education services) to keep the student up on school work and allow the school to receive state funding. Parents should contact the office five days in advance to request a contract and to give the classroom teacher time to prepare the work.

Punctual Drop Off & Pick Up

Teachers depend upon parents to ensure that students arrive on time each day. Tardy students miss critical morning instruction, and also interrupt class by arriving late. Similarly, students who do not ride the school bus need to be picked up promptly after school in designated areas. Parents dropping off students later than 15 minutes after school has begun or picking up later than 15 minutes after the end of school must park in the parking lot, come into the office and sign the office register for students.



Campus Security

All adults are asked to come directly to the school office to sign out a student. Do not go to the classrooms or the schoolyard to get students. Only people listed on the emergency card are allowed to take students from school. Please make sure you provide the school with current phone numbers and keep emergency card information updated.

School gates will be locked during the instructional day and opened five minutes before the end of school. Parents and siblings should remain in the quad area near the picnic tables. Please do not wait near the classroom doors at the end of the day. This will help ensure our students are not distracted and receive the most effective use of all instructional minutes.

Student Supervision

Student supervision before school begins at 8:40 AM. To ensure students safety, students should not arrive at school before this time. Students must be picked up from school no later than 3:25 (2:10 on Wednesday's) as the school does not have personnel available to provide supervision after this time. Children are not allowed on the playground after school without their parent or an adult (over 18) authorized by the parent.



Medications

All prescribed medications, plus any over-the-counter medications such as Tums, Tylenol, eye drops and cough drops are prohibited to be carried by the student. All medications must be administered through the Health Office and require instructions signed by a physician to be kept on file, per California Education code #49423. Please do not send medications to school with your student. Parents must bring the medication to the office in their original container.



Birthday Invitations and Treats

Birthday invitations are not to be passed out during school hours. If passing out invitations after school, please use discretion. Please mail the invitations directly to the students' homes if possible. Classroom teachers are directed to make their birthday policy announced by Back-to-School Night if not sooner. Depending on the class makeup, there might be years where a classroom teacher decided that a classroom book donation (used or new) is a more appropriate choice rather than treats. Please trust that the classroom teacher has the entire class' best interest at heart.

If treats are identified as an option and you wish to bring treats to school for your child's birthday or other occasions, please discuss with your classroom teacher ahead of time and bring enough for ALL students in your child's class. We ask that snacks be healthy such as fruits, cheese/crackers, yogurts or bagels. Special lunch celebrations with a select group of students are not permitted at school. No balloons or distracting arrangements can be delivered to classrooms.



Student Recognition

We believe all students need recognition, praise and reward if they are to build a positive self concept. Teachers are trained and skilled in providing a variety of positive consequences to encourage, motivate

and recognize good behavior. Your child's teacher will explain his/her system of positive consequences at Back to School Night, parent conferences or upon request. In addition to classroom based awards, there are also school-wide rewards and recognition earned by students. Among these are:

- **Principal's Honor Roll** - awarded at the end of each trimester for students receiving all A's (4.0) and who have no behavior issues
- **Honor Roll** – awarded at the end of each trimester for students receiving all A's and B's and who have no behavior issues
- **Panther Pride** – designed to honor those students at the end of each trimester who put forth extraordinary effort in academic areas and who display outstanding behavior and attitude
- **Perfect Attendance** – Perfect attendance awards are given each trimester to students with perfect attendance and no more than three unexcused tardies. A student may not have any unexcused tardies over 30 minutes.
- **Yearly Perfect Attendance** – A yearly perfect attendance award is given at the end of the school year to students who have received a perfect attendance award for all three trimesters.



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.