



Code of Conduct 2015-2016

The San Martin/Gwinn Staff and Community believes that all students at San Martin/Gwinn have the ability and right to learn and that students learn best in an emotionally and physically safe environment where each child is respected, valued and included. We believe that all children can learn if teachers identify what students know and use that knowledge as the basis for planning instruction.

Dress Code

All students are highly encouraged to wear uniforms at **San Martin/Gwinn Environmental Science Academy** every school day, with the exception of special events such as Picture Day and Fridays. Wearing common colors brings students together as a community of learners and creates a common learning environment where people earn respect based on their character and academic performance rather than by how they dress. Students are to look professional (in a child way) and maintain a clean and neat look while at school each day.

Spirit Wear are items of clothing and/or accessories that are sold by the school or the Home and School Club (H&SC). The Spirit Wear items display the school name and/or logo. Students may wear Spirit Wear items as their school uniform as well as outside of school in the community.

All students are required to dress appropriately while attending school and/or school functions. If a student does not follow the dress code, their parent will be contacted for a change of clothing to be brought to school. If the parent cannot be reached, the office will attempt to provide clothing if available. As an alternative, the school may have a student's shirt turned inside out in the case of an inappropriate logo, expression, and/or picture. Further, the student will remain in the office until a solution is found or until the end of the school day, whichever comes first.

Recommended colors:

- Bottoms – khaki, navy, solid (blue/green), blue denim
- Tops – solid colors of hunter green, gray, navy, or white

Proper attire:

- **Head/hair/face:**
 - Unnatural hair coloring, shaved logos/pictures, hair ornaments, or hair designs (including gel creations) that are deemed by the teacher to create a distraction in the classroom and a hindrance to learning are not allowed
 - Hats are not allowed indoors
 - Only hats with a brim may be worn outdoors and such hats must have the sole purpose of protecting the face from the harmful effects of UV sunlight
 - Hats must be worn facing forward at all times to allow use of the brim
 - Ski masks, face masks, and other items obscuring full view of the student's face is not permitted

- **Tops:**

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- Half-shirts, see through tops, low-cut shirts, halter tops, tube tops, “muscle shirts”, spaghetti straps (straps less than 3 adult fingers width), and bare midriffs are not permitted
- **Bottoms:**
 - Pants, jeans, and all bottoms must not have holes/tears and are to be secured at the waist without sagging
 - Shorts, skirts, dresses, jumpers, and all bottoms not intended to be full-length pants must not be shorter than the student’s longest fingertip length when hands are placed naturally to the side of the body
- **Feet:**
 - Footwear must enable safe play and full participation in Physical Education (PE)
 - All shoes must have a closed toe
 - Slip-on shoes must have a heel strap
 - Sandals, flip-flops, and shoes with wheels are not permitted
- Clothing must conceal all undergarments
- All clothing must be clean, of a modest length, and worn appropriately for the student’s size
- Items with inappropriate logos, expressions, or pictures representing offensive, crude, vulgar, or sexually suggestive material, alcohol, drugs, prejudicial statements, or any statements not conducive to a learning environment are not permitted
- Gang affiliated colors (student may be color banned if they continue to wear one color all the time) are not permitted
- Students may not wear hanging accessories, such as belts that are too long, wallet chains, etc.
- Fingernails should be kept trimmed for safety and allow for full participation in recess/PE activities
- Body ornaments (tattoos, piercings, jewelry, belt buckles, etc.) must not create a safety hazard, indicate gang affiliation, or disrupt school activities
- Make-up is not permitted
- Sunglasses are not allowed unless they have been prescribed by a physician

Harassment

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All student, parents, and staff at San Martin/Gwinn have a right to feel respected and safe. Consequently, we firmly believe in adhering to the MHUSD policy about harassment. We take all reports of harassment seriously and will take appropriate action to investigate all claims equally. The claimant's right to privacy will be respected as much as possible and will stay consistent with the district's legal obligations, our need to investigate allegations, and any remedial and corrective

action that may be taken. Any act of intimidation towards a claimant will not be tolerated and will be treated with appropriate consequences.

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, bullying, derogatory comments, or slurs
- Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls, or whistles
- Leering, winking, sexual gestures, pinching, patting, or intentional rubbing against another individual's body
- Offensive, graphic, or derogatory graffiti, posters, book covers, notes, or cartoons
- Unwelcome touching, grabbing, or fondling of a person or their clothing
- Violent acts or threats

If any words or actions make you or another person feel uncomfortable or fearful based upon the definition of harassment, you should immediately report the alleged act(s) to a teacher, counselor, the principal, or the District's Compliance Officer.

Parking and Traffic

Parents, visitors, volunteers, and staff are expected to park their vehicles only in designated parking spaces. Those with valid handicapped placards may use the handicapped parking spaces. Other spaces designated with marks on the pavement and/or signage may only be used by school staff. All vehicles are expected to abide by the applicable traffic, vehicle, civic, and criminal codes/laws.

Vehicles are not permitted to park and/or wait for pick-ups and drop-offs if their vehicle is an obstacle to district vehicles, delivery trucks, and school buses.

All painted red curb areas need to be cleared. There shouldn't be any cars left unattended, as it is a NO parking zone. During pick up and drop off times, the red zones become a loading and unloading zone only. However, parking or remaining in the same spot on the red curb longer than 2 minutes in the morning and 4 minutes in the afternoon is not permitted. Parents should continue to move forward in the drop-off zone to allow other vehicles space to maneuver behind them. All drivers

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are expected to follow traffic laws and remain aware of students running, walking, hiding, jumping, and playing near vehicles. Students are expected to use crosswalks, carefully walk near parked cars, and never to cross lanes of traffic.

Unattended vehicles in the drop-off zone and red or yellow-curbed areas are subject to towing. The owner of the towed vehicle is responsible for all fines and fees related to such towing. Local authorities may help to enforce the school policies as well as traffic laws.

Parties

Occasionally, there are parties in the classroom. The teacher and/or principal must authorize parties. Healthy nutritional refreshments are encouraged and preferred. Sugary items, junk food, unhealthy snacks, and any allergenic food triggers are not recommended. Birthday treats may be brought to school only with permission and if no students in the classroom have been excluded. Parents should bring treats to the office to minimize disruption to the classroom. The teacher will be notified at recess or lunch and will arrange for transportation of the treats from the office to the classroom. Balloons are not allowed at school at any time.

Respect

At San Martin/Gwinn, respect is defined in the following ways:

- Respect is your words, body language, actions, and tone of voice
- We show respect by only referring to people by their given name
- We treat others in a way that makes them feel respected
- Equal respect must be given to people of all cultures in our community

Absences and Tardies

Regular and on-time attendance is critical to the academic success of all students. Being present in the classroom provides students the ability to learn. Whenever possible, medical, dental, optometric, and other appointments should be made after school hours.

Per Education Code 48260, a student is considered truant when they are, “*absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year*”.

If a student is tardy (not sitting in the classroom by 7:45a.m.), they will be marked **Tardy**. If a student arrives to school after 8:00a.m., they will be marked absent, and must report to the office as soon as they arrive on campus. The student should be prepared to provide their full name, room number, teacher’s name, and the reason for being tardy.

If a student is absent, the parent must contact the office to clear the absence. The parent should be prepared to identify themselves and their relationship to the

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student as well as provide the full name of their student, the date(s) of absence, and reason for the absence. It is the responsibility of the student to ask their teacher for any missed class work or homework.

If a student will be out 5 or more consecutive days, their parent can request an Independent Study Contract if a request is made at least 10 school days in advance. The maximum length of time for an independent study contract is 10 days, unless extended by the district. Such contract work would be completed while the student is gone from school. All contract work must be submitted on the first day back to school.

Excused absences are illness (after 3 days and/or due to excessive truancy, a medical note is required); quarantine directed by a county or city health officer; medical, dental, optometric, or other appointment; funeral services for a member of the student's immediate family (one day within California/three days outside California); and student court mandated appearances. Unexcused absences are family trips, vacations, personal appointments, business, and unknown reasons.

If a student has a chronic illness resulting in a long-term absence, the parent must provide the office with the doctor's current written documentation, in order to excuse the absence and detail any additional services or support that may be needed. Special arrangements may be made for home schooling services.

All absences should be reported to the office, even if they fall into the excused category. Numerous absences and/or tardies may result in a mandated letter being sent home; scheduling of conferences; arranging of a site contract; attendance at a School Attendance Review Board (SARB) hearing; and/or reporting of such activity to the SARB coordinator or district attorney. The process of establishing truancy will start over each school year.

Electronics Policy

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Cell phones: Students are allowed to have cell phones on campus. However these items are NEVER to be used or visible during class time. Use is only permitted before/after school hours, during scheduled class time, must be kept out of sight in the student's backpack throughout the school day. **Electronic devices** must be turned off during the school day (prohibitions on ringing and vibrating). Cell phones are not needed during school hours.

Students shall be personally and solely responsible for the security of their cell phones. The Morgan Hill Unified School District **shall not assume responsibility for theft**, loss or damage of a cell phone/iPod. BP 5525

Cell phones/iPods and other electronic devices visible or in use during class time, both inside or outside of the classroom, will be confiscated and assigned the following consequences:

1st offense: Phone/electronic device is confiscated and sent to the Principal's office until the end of the school day.

2st and 3rd offense: Phone / electronic device is confiscated and sent to the Principal's office. The device will only be released to a parent/ guardian and not to a student.

Further offenses: The student is considered in defiance of valid school authority and will be subject to more severe disciplinary consequences up to and including suspension from school.

- Electronic devices are subject to search at any time given reasonable suspicion of an impact on school environment/ safety.
- Whenever a student is in the office for disciplinary reasons, all electronic devices will be taken and held by administration until the student is released.
- Refusal to relinquish a cell phone or any other item upon request of a staff member constitutes insubordination and may result in school suspension.

Offenses are cumulative

Personal Electronics: iPods and other personal electronics are never to be used or visible during class time and are subject to the above consequences. Large stereos or "boom boxes" are not allowed on campus unless they are being used with a teacher's permission, in a class, as a part of an assignment requirement. Students are strongly encouraged to avoid bringing personal electronics to school. This is due to both the disruption in learning they cause and the risk of loss due to damage or theft.

Prohibited Items

Students should not bring anything to school except a backpack, lunch, and school materials. In addition to prohibited items listed elsewhere in this handbook, all electronic devices such as games, radios, CD players, mp3 players, laser pointers,

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electronic readers, PDAs, and anything causing a distraction are not permitted to be in the possession of or used by students. Balloons, skateboards, long boards, scooters, wheeled shoes, all wheeled items (other than bicycles), make-up, perfume, cologne, fingernail polish, lipstick, and trading cards are also prohibited. Other items not listed in this section or detailed elsewhere in this handbook are not permitted without prior approval from the student's teacher or principal. Prohibited items will be confiscated and may only be picked up by a parent. All items not collected within 30 days will be considered lost and subject to the lost and found guidelines.

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