



# Student and Parent Handbook

This replaces previous separate versions of:

*Student Code of Conduct*

*Parent Handbook*

*Handbook*



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## Introduction

As a proud long-standing member of the community, San Martin Elementary School was established in 1895 and became a part of the Morgan Hill Unified School District in 1966. Raymond Gwinn was a junior high school before unification. Eventually, San Martin and Raymond Gwinn Schools merged with grades K-3 at San Martin and 4-6 at Gwinn. In the planning since 2013, our focus on environmental science will allow us to provide our students with new hands-on activities and project-based learning.

We are proud that San Martin/Gwinn Environmental Science Academy is a place where children succeed in a number of ways, where their efforts are recognized, and where they can learn in an orderly, structured environment. This handbook has been created to ensure the learning, health, and safety of every child. The behaviors and consequences are designed to guide the conduct of students and to assist them in making good, positive choices.

In the past, there were separate versions of the Student Code of Conduct, Parent Handbook, and Handbook. These documents have been combined and updated in this one document: Student and Parent Handbook (school year). Hereinafter, it is understood that any references to a “parent” include parents, guardians, or any person(s) in a parental or custodial relationship to the student. The below sections are listed in alphabetic order. It is expected that parents will review this handbook carefully and explain all sections to their student. If there are any questions or confusion as to any section, the parent should immediately seek clarification from the school staff, office, and/or principal.

The purpose of this handbook is to ensure that every child has the chance to learn without disruptions caused by other students’ misbehavior and to make sure the rules are concise and understood by everybody in the family and at school. Good discipline is achieved through a strong parent-school partnership. School authorities are trained in utilizing logical consequences and will work with parents as a team to teach children appropriate behavior. However, we recognize that the foundation begins at home. We thank you in advance for your support.

## 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, they 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 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.

### **Animals**

Service animals are the only animals permitted on campus. All other animals will be reported to animal control authorities. Per the Americans with Disabilities Act (ADA), a service animal is "any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability." A service animal is not a pet.

### **Arrival and Dismissal**

The safety of our students, parents, and staff is very important. Staff supervision begins 15 minutes before school starts, parents may not be at school more than 15 minutes before school starts or 15 minutes after it ends. If there is a special event or school function, this rule will be modified.

Students may not arrive at school more than 15 minutes prior to the start of school. At the end of the school day, students will walk to their designated pickup point or bus stop. Students should not be on campus more than 15 minutes after the end of school.

The school does not have staff available to provide supervision after school for students who are not picked up on time. All students still on campus more than 15 minutes after the end of school must report to the school office and staff will attempt to contact parents. Local authorities may be contacted for assistance.



## Bicycles

Bicycles may be ridden to school with parental permission. Students must obey all traffic laws, wear a helmet, and lock their bicycle in the rack provided. Bicycles are to be “walked” on campus. It is the parents’ responsibility to educate their child on all traffic laws. Bicycles must be within operable manufacturer’s condition. Parents will immediately seek repair or replacement when their child’s bicycle and/or helmet is in any way not operable or a danger to the child, other students, or staff. San Martin/Gwinn is not responsible for any damage or injury resulting from a student riding their bicycle to or from school. Further, San Martin/Gwinn is not responsible for theft or damage to any student’s bicycle at any time. Improper use may result in the suspension of privileges.

## Bus Transportation

All students are required to practice good safety habits and behave in an appropriate manner when riding a school bus, waiting at the bus stop, and when going to or from a bus stop. The school bus driver may report infractions to the parent, school, and/or district. Violations of bus rules may lead to a loss of privileges and rewards at school. Students using a school bus during field trips are subject to these same guidelines, if not more.

## Cafeteria

Students are expected to behave courteously in the cafeteria and outdoor areas and will abide by the following rules:

- Sit at assigned tables in the cafeteria or in designated areas outside until dismissed
- Remain seated for a minimum of 15 minutes to ensure time for eating
- Use quiet and respectful voices inside of the cafeteria
- Keep hands, feet, food, and other objects to one’s self
- No throwing food or other objects at any time
- Do NOT swap, trade, sell, borrow, lend, steal, or otherwise take other students’ food items
- Take responsibility for cleaning up the table or eating area, whether it be individually or as a group (to be determined by cafeteria staff)
- Food can not be taken out of the cafeteria
- Follow directions of ALL lunch duty staff
- Follow the dismissal procedures in an orderly fashion

If a parent chooses to bring lunch to school for their student, it is to be brought to the school office. Such lunches should be properly labeled with their student’s full name, room number, and teacher’s name. Parents should refrain from bringing fast food, junk food, or other food items not deemed to be healthy or nutritious.

## Cell Phones

Cell phones must be kept in students’ backpacks and turned off during school hours. If a student needs to use their cell phone to contact their parent, they should first seek permission from their teacher to proceed to the office with their cell phone. Once in the office, a student may use their cell phone under supervision for a limited time on an urgent basis. Repeated usage of a cell phone, even to contact a parent, is subject to a parent/principal conference to determine need and appropriateness. Cell phones used without permission will be confiscated. Cell phones used to send



text messages, record videos, take photographs, play games, access the internet, etc. will be confiscated. Applications and/or features on a cell phone, which can check the weather, provide directions, calculate mathematical equations, etc. may not be used without permission of school staff. Confiscated cell phones will only be released to the parent. Second and subsequent cell phone usage violations will result in the student not being allowed to have a cell phone in his/her possession while at school.

### **Classrooms**

The classroom expectations, rewards and consequence systems, routines, and rules will be established by each teacher and supported by the principal. They will be age and grade level appropriate and consistent from grade to grade. Students will learn and follow positive behavior expectations. The SMG staff will be available to reinforce these expectations and follow up on students performance and behavior.

### **Communication**

Students and parents may receive communication from the school through a variety of methods:

- A newsletter is produced at least every other month and includes event information and important topics
- Back-To-School night occurs within the first two months of school, is for parents only, and includes a school-wide presentation and individual classroom presentations
- Parent-Teacher conferences are scheduled in November and include information on student academic progress
- Open House is scheduled in the spring for families to visit the school and share the status on projects, programs, and events held throughout the year
- Progress Reports are sent home to parents as needed when their student is not performing satisfactorily
- Email and phone calls
- Connect Ed calls

Other flyers and notices may be sent home. All communication must have approval of the office, principal, and/or district. Any persons or organizations wishing to distribute materials at school must contact the district for written permission.

In our efforts to be “green” and carefully utilize environmental resources, we will have materials available when appropriate and practical. We also realize that not all families have access to a computer and/or Internet at home on a regular basis. If we refer to our online school materials, we will have these materials printed and provided to families upon request. Advance notice of such a request is helpful. The staff will be fair and accommodating to all families, regardless of technology.

### **Complaints**

Any disagreement, question or complaints are addressed through processes that are clearly delineated by law and district policies that govern harassment, uniform complaint procedures, and nondiscrimination.



Parents have the right to file complaints about matters affecting a child's education. Teachers, principals, and other interested parties may also file complaints. The Uniform Complaint procedures are explained in detail in the Rights and Responsibilities Handbook located online.

If a student has a complaint about staff or another student, they are encouraged to talk to their teacher, yard duties, office staff, and/or principal. If the complaint is about his or her own teacher, the student should talk to the principal.

If a parent has a complaint about students or staff, they are encouraged to talk to their child's teacher. If not resolved satisfactorily or when not appropriate, parents are encouraged to make an appointment and contact the principal.

It is best to tell somebody at school about the complaint as soon as possible so the appropriate staff can address the issue in a timely manner. If the teacher, principal, or other school staff is unable to resolve the complaint, students and parents have the right to contact the district.

## Consequences

All students, parents, and staff will abide by the school rules detailed in this handbook, MHUSD policies, and the Education Code. All discipline infractions incurred by the student will be entered into the discipline record of the student. Depending on the severity of the infraction, the student may be given the opportunity to correct their behavior with the supervision of school staff. All provisions of Education Code 48900 and 48915, with regards to student discipline as well as suspendable and expellable offenses, are enforced.

In addition to other resources, San Martin/Gwinn uses guidelines as set forth in the book *Setting Limits in the Classroom*. Consequences in the classroom may include stage 1 time-out, stage 2 time-out (in a buddy class), and/or a referral to the office/principal. Playground and lunchroom consequences may include, but are not limited to, alternate table assignment, campus duty, loss of privileges, and/or detention.

Consistent behavioral issues may result in the loss of honor roll award status. Continued or serious offenses will result in citation, detention, suspension and parent/principal conferences. Consequences may also include, but are not limited to, loss of privileges, such as assemblies, school events, field days, field trips, or award status.

Should a student choose to not abide by the school rules, the following disciplinary actions may be enacted with the purpose of teaching that student the benefits of meeting student expectations:

- Time out
- Campus duty
- Alternate table assignment
- Recess or lunch detention
- Loss of privileges
- Conference with teacher or principal
- Telephone call to parents
- In-house or formal suspension
- Other consequences as deemed appropriate by teacher or principal



## 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. 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, plaid (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:
  - 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

### **Dual Immersion Multicultural Education**

Our school has an optional Dual Immersion Multicultural Education (DIME) program that begins in kindergarten. The kindergarten class is taught in Spanish following a 90/10 model; then the Spanish percentage decreases slowly while the English percentage increases. This model progresses to a 50/50 method in fifth grade, which, with a Spanish focus during grades 7-12, allows for maximum comprehension. Students following the recommendations for Spanish biliteracy starting in kindergarten and continuing through the end of high school may be eligible for a seal of biliteracy on their high school graduating diploma. Special consideration may be given in college.

All parents interested in the DIME program must complete an interest form in order to be notified of upcoming registration and other deadlines. An interest form does not supersede the district registration requirements and deadlines for enrollment. Further, completing an interest form does not guarantee admission into the DIME program. All fully complete enrollment packets are processed in the order in which they were received.

### **Dual Immersion Committee**

Our school has a Dual Immersion Committee, which consists of parents, teachers, and staff who meet on a regular basis to review issues pertaining to the needs of students in the Dual Immersion program. If needed, special committees are formed to make advisory recommendations. The principal and/or district may take action without or against the recommendation of the Dual Immersion Committee.



### **Discrimination**

We do not tolerate discrimination of any of our students, parents, staff, and community members. We are committed to providing an equal opportunity for all individuals in education. Adherence to our district's policy on discrimination is extremely important to the essence of our school's focus and goals. In addition to MHUSD policy, any person who discriminates against a student, parent, staff, or community member while on our campus will be subject to local, state, and federal penalties. We take pride in representing San Martin/Gwinn Environmental Science Academy in everything we say and do. Our 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 such characteristics.

### **Emergencies and Disasters**

Although we do not anticipate or want an emergency or disaster, it is important that all students, parents, and staff are aware of emergency procedures. The school conducts emergency preparedness drills regularly. These drills train students and staff of emergency procedures in the event of a fire, earthquake, or other emergency.

In the event of an emergency, please be aware that our phone systems may be busy or down. The school will relay relevant information regarding emergencies to families as soon as reasonable. Do not visit the school during emergencies until notified that your student should be picked up. It is vital that the information on the emergency contact card for your student be current.

### **English Language Advisory Committee**

Our school has an English Language Advisory Committee (ELAC), which consists of parents, teachers, and staff who meet on a regular basis to review issues pertaining to the needs of English Learners. Parents may be contacted by the community liaison or office staff to encourage our families and community to get involved with school activities and committees.

### **Extracurricular Activities**

A student's school experience can be greatly enriched through participation in extracurricular activities. Students, parents, and staff are required to follow all school rules when participating in, observing, supporting, and organizing extracurricular activities. These activities may be sponsored and/or organized by the school, groups within the school, parental groups, etc. All extracurricular activities must be approved by the school's principal prior to any final decision. Proper notice of the activities must be given, so that all students have the opportunity to participate. Some activities may be geared towards a particular group of students; however, such activities should not discriminate in any manner that is in violation of school rules, district policies, and/or local, state, or federal laws. Students must maintain satisfactory citizenship and academic performance in order to participate in extracurricular activities. By participating in extracurricular activities, participants agree to hold the school harmless against any liabilities that may occur.



## Harassment

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.

## Health Services

If a student becomes ill or injured, they will be sent or taken to the office. Every effort will be made to care for and comfort the student. If a student feels too ill to remain in class or is injured, they should ask their teacher for permission to go to the office.

A district nurse is assigned to a group of schools and may also provide support to ill or injured students as well as training to staff. The nurse also coordinates vision/hearing/scoliosis tests for selected grade levels; provides health materials and services to teachers; presents growth and development programs to selected grade levels; and helps staff to meet the identified health needs of the students.

A health assistant is on duty in the office for approximately three hours per day. The health assistant administers first aid, maintain health records, stocks supplies, and implements health procedures as established by the nurse. When the health assistant is out of the office, the office staff will provide first aid to ill or injured students. They are not expected to replace emergency services. Medication guidelines are detailed below in the Medication section.

Students should not attend school if they have one or more of the following symptoms:

- Earache
- Persistent cough/sore throat
- Sore throat
- Nausea/vomiting (currently or within the past 24 hours)
- Fever of 100 degrees Fahrenheit or higher (currently or within the past 24 hours)



- Skin rash (unless diagnosed as non-contagious by a doctor)
- Red, crusty, and/or draining eyes
- Lice (parents should check their student's hair weekly)
- Any communicable illness or disease

It is especially important that parents keep their contact information up-to-date with the office. In the event of an injury or illness, students often find comfort by having their parent available. Please make every effort possible to answer calls from the office and promptly pick up your ill or injured student when requested.

If the parent cannot be reached, the office will attempt to contact another member of the family using the contact information provided during the registration process. If there is an emergency, the office will use the contact information provided during the registration process. If no such information is available or it is not current, the office will provide reasonable care to the student. Outside resources may be used, especially in the case of an emergency.

Students will not be allowed to attend school without the appropriate certification of immunizations that are required for his/her age and grade level. If a student and/or classroom is exposed to a communicable disease, a notice describing the symptoms and isolation period will be sent home.

Many students suffer from allergies and some have serious allergic reactions. If your student has a severe or life threatening reaction to foods and/or the environment, please notify the teacher and the school immediately. We will attempt to keep your child safe by enlisting the support of the entire school.

Parents should advise their students not to share food, beverages, hair grooming accessories, clothes, and other personal items with other students. This may help prevent the spread of harmful germs and diseases. Parents should also teach their students to wash his/her hands before eating, after eating, before using the bathroom, and after using the bathroom.

### **Home and School Club**

All of our parents are members of the Home and School Club (H&SC). The H&SC is a great resource of parental involvement and strives to promote a healthy relationship between home and school. Many social extracurricular activities are planned by the H&SC. The H&SC is expected to follow all school rules and actively strives to enhance the education of all students. Like most schools, we have a limited budget. The fundraising efforts of our H&SC support and enhance our school activities. We are very grateful for our H&SC.

### **Homework**

Homework is assigned on a daily basis to help students practice and study what has been taught at school. Homework is to be regarded as an extension of the school day. Teachers will consider completed homework assignments when assigning grades on the report card. To assist students with their homework, parents should provide a well-lit and quiet place to read and write; check daily for homework assignments; establish a consistent schedule; and encourage and motivate their students.



### **Insurance**

Students, parents, visitors, and volunteers at school are not insured by a district insurance policy. However, accident insurance coverage information is available for students. The forms are sent home at the beginning of the school year.

### **Interruptions**

Daily instructional time must not be interrupted. Telephone calls will not be transferred to classrooms, except in emergencies. Office staff may remain on a transferred call to ensure the validity of the stated emergency and be available to provide further assistance. Office staff will take messages and place them in staff members' mailboxes on a daily basis. Students will not be allowed to use the telephone to summon forgotten homework, get permission to go to a friend's home, etc., as it is their responsibility to plan ahead.

### **Leaving Campus**

Parents are asked not to pick their student up before the end of the school day unless it is absolutely necessary. Early pick up greatly interrupts classroom instruction and students' learning process. If a student needs to leave campus prior to the regular dismissal time, it is required that they be picked up by their parent or other authorized person listed on their emergency contact form. A parent must identify themselves at the office, indicate which student needs to leave campus, explain the reason for leaving campus, and follow the procedure for checking out and signing out their student. If a student returns to school on the same day, they must check back in with the office and receive a pass to class.

Students are not allowed to leave their classroom or any other parts of the school without permission from the school. Doing so can put the student's safety at risk. If outside resources are used to find a student presumed missing, the parents can be held liable if they participated in the student leaving campus without permission and/or without proper checking out of the student through the office. If a student is to ride a different bus or go elsewhere after school, the parent must provide advance notice to the office in writing.

### **Library**

All students are encouraged to use the library when their classroom has assigned library time. Our librarian is a wealth of information and ready to help your student. Students are responsible for returning borrowed library materials on time and in good condition. If parents would like to donate items to the library, they are encouraged to contact the librarian for recommended items.

### **Lost and Found**

There are several lost and found containers at school. Students and parents are encouraged to check the containers on a regular basis for missing items, such as clothing, lunch containers, bags, backpacks, eyeglasses, keys, toys, etc. All items in the lost and found containers will be given away, thrown away, and/or donated to a local charity if not claimed within 30 calendar days or by the last day of school, whichever comes first. It is the responsibility of the parent to properly label their child's items. In addition to proper labeling, the parent is responsible for teaching their child about securing their items when and where appropriate. For example, a parent should teach their child to



keep their backpack with them at all times when on the bus, going to/from school, as well as when instructed by teachers and staff. The school is not responsible for any lost items whether or not the items were labeled or otherwise identified as belonging to a certain student.

### **Lost Books, Equipment, and Media Fines**

If a student loses, damages, or destroys schoolbooks, materials, or equipment, their parent is expected to pay for the repair and/or replacement of such items.

### **Medications** *(also refer to the Health Services section listed above)*

Students are prohibited from carrying, or otherwise having in their possession, any medication, whether prescribed, or over-the-counter. The health staff and other trained staff may administer allowable medication to a student only if there is a doctor's order and the proper school forms have been completed in advance. Medication may also be administered at school by the parent of said student only if the parent comes to the school office with reasonable advance notice.

All medication must be in its original packaging. Medication to be administered cannot be expired. Prescription medication must be properly labeled with the student's complete name, dosage of medication, name of medication, and prescribing doctor's name and telephone number. If the prescription medication is to be administered in such a way that it is beyond the expertise and training of the health and other staff, the district and parent of the student will work together on a solution that meets the needs of the students and minimizes the impact to the school, as well as all students and staff. The school will only administer medication at school if such medication is required to be administered during school hours. Cough drops, Tylenol, pain inhibitors, inhalers, etc., are considered medication covered by the above guidelines requiring a doctor's order.

### **Other Services**

Several specialists are on campus to provide services to students:

- Resource Specialist Program (RSP) - an individual prescriptive program developed for students certified as having learning disabilities
- Special Day Class (SDC) - an individual prescriptive program developed for students certified as having learning disabilities and in a special day classroom
- Speech-Language Therapist - a speech therapist that identifies, assesses, and offers remediation to students who have communication handicaps
- School Psychologist - a psychologist who provides testing and certifies students for special programs
- English as a Second Language (ESL) – program provided to assist students whose primary language is not English

### **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 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.

### **Playground**

The school provides several playgrounds on campus to ensure that students have PE. The playgrounds are separated by whether they are for kindergartners, grades 1-3, or grades 4-6.

The playgrounds are provided for use by all of our students with the following guidelines:

- Personal sports equipment is allowed with teacher's permission
- Students will use the appropriate/assigned playground and designated areas only
- Students will show respect for each other at all times through their words and actions
- When the bell rings to indicate the end of PE/recess, all students will stop playing, put away the equipment, and walk to their class lines
- Games are to be open to as All students as possible
- Students must use equipment safely and not throw objects at each other that could cause injury, such as balls, lunch pails, articles of clothing, etc.
- Students are not to engage in physical contact or rough play, such as tackle football, karate, dodge ball, slaughter ball, wrestling, imaginary combat, etc.
- Games involving the kicking or throwing of balls must be played on the grass
- Balls are not to be thrown against walls, buildings, structures, storage bins, or any equipment



## Preparedness

Students should come to school prepared to succeed. In addition to a positive attitude, students are required to come to school well rested; with clean bodies and clothing; with healthy snacks and drinks; and completed homework. Students should not bring any non-school items, such as those listed in the Prohibited Items section. Also, money or other valuable items are not permitted and the school is not responsible for any lost or stolen items.

## 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, 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.

## Recognition

We believe that all students need recognition, praise, and rewards to build and grow their positive self-image and academic progress. This cannot be achieved without the support of a student's parent or guardian. We acknowledge the efforts of parents as well. Teachers are skilled in providing a variety of positive methods to encourage, motivate, and recognize the good behavior achieved by students in both the classroom and school-wide levels. These positive methods will be explained at Back to School Night, parent conferences, or upon request. Recognition may be due to the student's achievement in character, academic, physical fitness, and attendance progress. The methods, although equal and fair, may vary depending upon various factors. These factors are nondiscriminatory, yet necessary. For example, if a state-mandated test were administered to grade XX, only those students would be eligible for recognition. Over time, all students will experience the recognition available to all grade levels, provided they maintain their active status as a student at San Martin/Gwinn throughout all available academic years.

## References and Responsibility

This handbook will refer to other sources of information, such as the guidelines and policies for the Morgan Hill Unified School District (MHUSD) at [mhusd.org](http://mhusd.org) as well as the State of California's codes and regulations at [leginfo.legislature.ca.gov](http://leginfo.legislature.ca.gov). The MHUSD Rights and Responsibilities Handbook is considered part, but not all, of the MHUSD policies. MHUSD policies and the Education Code will take precedence over any topics noted, mentioned, or explained in this handbook. Further, MHUSD policies and the Education Code will cover any topics not noted, mentioned, or explained in this handbook. It is the responsibility of all San Martin/Gwinn students, parents, and families to read, understand, and adhere to the Education Code, all MHUSD policies, as well as this handbook.





## Report Cards

Report cards are distributed three times each school year. The first report period includes a conference discussing the student's placement, progress, goals, and expectations. The second report period is sent home with conferences scheduled by teacher/parent request. The third and final report is sent home with the student on the last day of the school year. Copies of report cards will not be available when school is closed.

## 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

## Safety

At San Martin/Gwinn, our primary goal is to provide education to students. Parents provide the foundation at home. The foundation should include safety rules. These safety rules include conduct at home, at school, and in the community. The school will support parents as much as possible.

Any vehicle on campus should not contain any persons, students, children, or pets unless a responsible adult is present. Staff and local authorities will use necessary means to secure and protect lives.

## School Site Council

Our school has a School Site Council (SSC), which consists of parents, teachers, and staff who meet on a regular basis to review issues pertaining to the individual school improvement plan. If needed, special committees are formed to make advisory recommendations. The principal and/or district may take action without or against the recommendation of the SSC.

## School-Sponsored Trips and Activities

Students may have the opportunity to participate in enriching school-sponsored trips and activities during the school day. Students must maintain satisfactory citizenship and academic performance in order to participate in school-sponsored trips and activities. If there are health or safety issues for a student, an alternative activity may be planned. The principal must approve all exclusion of students. Students, parents, and staff are required to follow all school rules when participating in, observing, and supporting school-sponsored trips and activities.

One such activity is Fifth Grade Science Camp. Although voluntary, all fifth grade students are encouraged to attend. Families will be offered the opportunity to participate in fundraising events to defray the cost of the camp. In order to attend, students must have satisfactory citizenship and academic performance.



## Special Education

San Martin/Gwinn adheres to The Individuals with Disabilities Education Act (IDEA). It is a federal law that mandates a "free and appropriate public education" to children with disabilities. We, along with MHUSD, follow 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 (SST) 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 SST 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.

## Student Council

Our Student Council provides leadership experience to our fourth through sixth grade students. They encourage responsibility as well as assisting with school assemblies, planning themed days, budgeting student body funds, conducting meetings democratically, creating bulletin boards, and provided school-wide announcements. Students must maintain satisfactory citizenship and academic performance in order to participate in Student Council.

## Technology

Internet access and technology items are available at school to students and staff who adhere to district policy. Staff will educate students on proper use of the internet, the computer system, and technology items. Students who abuse the internet and/or damage, lose, steal, or otherwise violate items of technology will be banned from future use. Technology items are considered property of the school and its district. Authorities will be contacted if laws are broken by students, parents, or staff. Usage is a privilege, not a right.

## Visitors

Parents and the business community are encouraged to visit San Martin/Gwinn Environmental Science Academy. All persons who are not staff or students are considered visitors. Further, visitors who volunteer their time and/or resources are also considered volunteers. There is a separate Volunteers section in this handbook.

For the safety and security of our students and staff, **ALL** visitors are required to:

- Present themselves to the office
- Identify themselves
- Gain permission for their presence
- Sign in/out of the visitors log
- Wear a visitor's sticker/badge
- Follow school rules while on campus

Advance notice and permission for visitors is best. The school is not liable for any injuries, theft, or other unforeseen circumstances due to or while a visitor is on campus.



Students are not permitted to bring relatives or other guests to accompany them when school is in session unless prior administrative permission has been granted. If a parent would like to visit a classroom to observe instruction, he/she should contact the individual teacher to arrange the visit and then follow the above instructions. If a visitor from another school or agency visits a student at our school, it must be approved in advance. If warranted, a parent may be notified as to the purpose of the visit and the contact information of the visitor.

## **Volunteers**

Volunteers play a significant role in enhancing the education of our students and contributing to our success. Volunteers are to be assigned meaningful responsibilities that utilize their skills and/or expertise and maximize their contribution to the educational program. Volunteers do not receive compensation of any kind.

There are many school rules, laws, guidelines, and employee negotiated labor agreements that dictate how volunteers are selected, used, and managed at school. Volunteers are not allowed to work one-on-one with a student unless an employee is present. Volunteers should not bring non-students to school when performing volunteer hours. Volunteers are also expected to follow rules as noted above in the Visitors section of this handbook.

Volunteer work is to be non instructional and should not replace the duties and responsibilities of existing staff in such a way that the work contributes to employee discipline, reassignments, layoffs, terminations, abolishment of positions, non-filling of vacancies, and/or reductions in force.

Volunteers will be provided with information about school goals, programs, practices, orientation, training, and procedures for determining volunteer qualification. The volunteer application contains information about the required fingerprinting, background check, and tuberculosis (TB) screening. Sex offenders are not permitted to be volunteers. The district is under no obligation to accept, place, or continue the services of any volunteer and is responsible for investigating and resolving complaints regarding volunteers.

## **Withdrawal**

Although we understand that there may be extenuating circumstances, it is not recommended to withdraw your student from our school during the school year. All children need consistency and a reliable schedule. Having them attend more than one school in the same school year does not provide them with a steady education. It also prevents them from establishing healthy friendships and being successful students and communicators.

Should you need to withdraw your students during or at the end of the school year, please notify the office immediately. It would be very helpful to know the date of your student's last day of school and the expected next school of attendance. The teacher would like time to prepare any materials for your student to keep. Their classmates would appreciate the chance to say goodbye. The office will work on transferring records when an official, written request is received from the new school.



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## Student and Parent Handbook Acknowledgement

### Student:

As a student of San Martin/Gwinn Environmental Science Academy, I have read and/or listened to my parent read this entire handbook. I agree to follow all school rules as well as any additional policies set forth by my school and the Morgan Hill Unified School District.

I understand that there are rewards for positive behavior. I understand that there are consequences for negative behavior. I will let my teacher know if I have any questions.

\_\_\_\_\_

(Student's Printed Name)

\_\_\_\_\_

(Student's Signature)

\_\_\_\_\_

(Date)

### Parent:

As the parent of a student at San Martin/Gwinn Environmental Science Academy, I have read this entire handbook. My child has also read and/or listened to me read this entire handbook. I agree to follow all school rules as well as any additional policies set forth by the school and the Morgan Hill Unified School District. I will guide my child to also follow all school rules as well as any additional policies set forth by the school and the Morgan Hill Unified School District.

I will contact my child's teacher if my child or I have any questions. I understand that the office staff and principal are also available if needed.

\_\_\_\_\_

(Parent's Printed Name)

\_\_\_\_\_

(Parent's Signature)

\_\_\_\_\_

(Date)

Please read this entire handbook. Contact the office if you have any questions.

**This acknowledgement needs to be completed within 5 days of registration and/or the start of the school year and returned to the teacher.**