

BARRETT ELEMENTARY SCHOOL

**895 Barrett Avenue
Morgan Hill, CA 95037
(408)201-6340**

Student Code



Of Conduct

**MORGAN HILL UNIFIED SCHOOL DISTRICT
15600 CONCORD CIRCLE MORGAN HILL, CA 95037
(408)201-6000**

Dear Parents:

We know that students who experience a sense of belonging and trust at school learn more. For some students this is easy and natural, for others it is a part of the lessons they have to learn and practice. At Barrett, we are studying the practices of Positive Behavior Interventions and Supports (PBIS). Last year, we decided on four overarching rules that if followed will take care of most any situation our students may face. These are:

1. Show respect
2. Make good decisions
3. Solve problems
4. Be kind and brave

We've held assemblies and had different classes teach each of the four rules and we will continue to encourage students to continue to model and teach these simple rules. We know that they will not only help them while they learn and play at Barrett, but will continue to support them as they continue on to middle school and high school.

We believe in the importance of educating the whole child with an equal eye to social development as well as academic development. Both are essential for success in school, at home and out in the community.

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:

1. To ensure that every child has the chance to learn and grow.
2. To make sure the rules are clear and concise so all students can achieve them.
3. To promote school wide consistency.
4. To make sure that good behavior is the result of learning how to solve problems peaceably.
5. To reinforce good behavior in a positive way and to encourage model citizenship.

Conflict is an inevitable part of life. Our goal is to teach children 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 or feel they would like to handle with support.

Good discipline is achieved through a strong parent-school partnership. We know the foundation begins at home. Please review this students' Code of Conduct with your child. As we continue our own learning about PBIS, we will share what we are learning with your and your children. At Barrett, we believe that good conduct at school is the result of learning important social skills and will benefit children every day as they learn to work and play cooperatively and safely together.

Sincerely,
Mary Alice Callahan
Barrett Principal





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:

- Assemblies and Theme Days
- Academic Achievement Citizen Awards in the classroom
- Attendance Awards in the classroom
- Special Community Recognition
- Quad Assembly Presentations
- School wide plays and performances

Lunch/Cafeteria Expectations



Students are expected to behave courteously in the brunch/lunch areas. We expect:

1. Students will proceed through the lunch line in an orderly manner, and will use "six-inch voices" at all times while in the brunch/lunch areas.
2. Students will remain seated with "bottoms on the bench" and "feet on the floor" while eating and until they are dismissed.
3. Students will raise their hands if they need help opening something. Students will not throw food, "pop" bags, or blow straws in the cafeteria.
4. Students will sit at tables for a minimum of 15 minutes to ensure time for eating.
5. Students who have finished eating to clean their area and wait to be dismissed by a yard duty supervisor.
6. Students will place their lunch boxes/bags outside their classrooms when exiting the lunch area and will walk directly to the playground.
7. Students will eat lunch every day. If a child does not have lunch money they will be provided with the cold portion of lunch until their lunch account is replenished by their parent or guardian.

Consequences

At Barrett, we first strive to teach students how to comply with our expectations and teach them why they are important. Further consequences may include, but are not limited to, verbal warning, detention, loss of privileges, or a parent, teacher, student and/or principal conference.

Playground Rules

1. Students will show respect for each other at all times through their words and actions.
2. When the bell rings, all students will stop playing and walk to their class lines after hearing the whistle blow.
3. The school provides all sports equipment and balls. No sports equipment or other balls and toys from home are allowed unless a teacher requests it.
4. Students are expected to play games safely and according to established rules.
5. Students must play in designated areas only.
6. Games are to be open to as many students as possible. Students who request to join the game will be welcomed into the game as space permits.
7. Students will allow other games in progress to continue without interruption.
8. Physical contact and rough play of any kind is not allowed. This includes tackle football, soccer that is overly aggressive, karate, wrestling, imaginary combat, zombie games etc..
9. Games with hula hoops or ropes will be played on the blacktops and not in the tanbark areas
10. Games involving kicking or throwing must be played on the grass. Games where the balls are
11. thrown on the wall must be played on the ball walls.
12. 11. If a ball goes off the school grounds, students will notify a yard duty supervisor to retrieve it.

Keeping yourself and others safe while in the play structure area:

- No pushing, running, or tagging in the play structure area.
- Get off equipment when the bell rings and walk to the class lines. Lines form in in the order in which students arrive.
- Students will stay out from under the areas of the play equipment where other students are holding onto the bars as feet tangle and children run into poles.
- Students will exit the play structures using the stairs or slides or poles or climbing walls.



Slides and Pole

- Slide down poles feet first and will be seated feet first on the slides
- Take turns on the slides and poles, one person at a time.
- Wait until the prior student is off before going down
- Legs stay inside the slide



Overhead Bars

- Go in the designated direction
- One person at a time
- Start when student ahead of you is halfway through
- No climbing or sitting on top of overhead bars



School-Related Items

Children should only bring school-related items to school including a backpack, lunch or school materials. All other items such as toys, electronic games, CD players, trading cards or any other similar distracting items can only be brought to school with teacher approval. Cell phones must be in a backpack and turned off at all times. Unauthorized items will be held in the front office until a parent comes to the office to pick it up.



Lost and Found

The school maintains a lost and found hanging rack in the lunch area. Parents are encouraged to check the rack throughout the year for missing items of clothing, lunch containers, etc. Unclaimed items are donated to charity every two months. All sweaters, sweatshirts, jackets and lunch boxes should be marked with your child's name.

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."

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. Hats may be worn for the protection of the child from the harmful effects of the sun. (BP 5514).

Consequences

Students violating the Barrett 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.

ATTENDANCE POLICIES AND PROCEDURES

Attendance/Absences

1. Students must maintain regular attendance to show academic progress and must be in class each day at 7:50 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. A truancy letter is sent home after the third unexcused absence.
3. Excessive 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 ensure 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.**

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 408 201-6340 at any time or by emailing Jennifer Arata at arataj@mhusd.org Please include the following information when clearing absences:

- First and last name of student
 - Date(s) of absence
 - Reason for absence
 - Identification of parent and relation to student
1. Absences that are excusable as noted above **must be cleared within three school 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.**
 2. 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 school 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.
 3. 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.
 4. 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.
 - c. 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.Attendance is critical to the academic success of all students. *Appointments should be made for after school hours whenever possible.* If a student is absent you must contact the Attendance Office to clear the absence. It is the responsibility of the child or parent to ask for any missed class work or homework.
 5. 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:

Barrett Elementary School
895 Barrett Ave
Morgan Hill, CA 95037
Phone (408) 201-6340 Fax (408) 201-6350



Arrival and Dismissal

Students may arrive at school starting at 7:35. All gates will remain locked until this time. Students are to go directly to the playground until the bell rings. All students must be in the class line at 7:50 or they will be marked tardy. Students are dismissed at 2:15pm (M,T, TH & F), 1pm (W). All students will be walked to their designated pick-up point. Parents are asked to remain outside of the gates until after dismissal. All late pickups must be signed out in the office.

Picking up Students Early

Parents are asked to wait until the end of the school day to pick up their child unless it is absolutely necessary to pick them up earlier. 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. All students must be signed out through the office by a parent or person on the emergency card. Upon returning to the school, the student must check back in at the office.

Tardiness

School begins at 7:50 a.m.! A student is considered tardy if they are not in line when the bell rings. 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. Students who are tardy must check-in through the front office and will receive a pass 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. Good attendance is key to your child learning.

Frequent tardiness will result in a letter(s) to the parents. A continued pattern of tardiness may result in a referral to School Attendance Review Board.

Student Supervision

The student day ends at 2:15 P.M. (**Wednesdays at 1:00 P. M.**) 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 7:35 A.M., therefore, students should not arrive at school prior to 7:35 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 unless participating in an after school program or sanctioned school activity.

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 a designated release area (likely the back field of the school or the multipurpose room, unless another area is deemed more safe).

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 child for you and have your child 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 child, further injuries could occur. We also need to keep an accurate list of students who have been released so we can communicate accurately and efficiently with parents and first responders.

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 school emergency/disaster evacuation plan is available at the front office.

BARRETT SCHOOL'S ANTI-HARASSMENT POLICY

1. Everyone at Barrett 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 gender, race, national origin, ethnicity, religion, sexual orientation, or disability:
 - Name calling, teasing, derogatory comments, slurs
 - Remarks or rumors about an individual's sexual activities, sexual jokes, catcalls whistles
 - Leering, winking, sexual gestures, pinching, patting, intentional rubbing against another individual's body
 - Graffiti, offensive 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, counselor, the Principal or the District's Compliance Officer.
4. If you believe that you or someone else has been the victim of harassment, you should report the alleged acts to a teacher, counselor, Principal, or the District's Compliance Officer. The report may be verbal or written. You are not required to complete a written form, but if you want to use a form, one is available from the school office.
5. Your right to privacy will be respected as much as possible consistent with the District's legal obligations and the need to investigate harassment allegations and take remedial and corrective action.
6. We take seriously all reports of sexual harassment, and harassment based upon gender, race, national origin, ethnicity, religion, sexual orientation, or disability and will take all appropriate action to investigate such claims, to eliminate the harassment, and to discipline any persons found to have engaged in such conduct.
7. The District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.
8. This is a summary of this District's policy against sexual harassment, and harassment based on gender, race, national origin, ethnicity, religion, sexual orientation, or disability. A complete copy of the policy is available at the Barrett School Office upon request.

The Individuals with Disabilities 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.

District Complaint Policy

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 Career and Technical 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 your 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. 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.

The California Department of Education sets policies and procedures that district's must follow to ensure compliance with state and federal regulations. We are required provide notice of the information below to all parents and students in grades kindergarten through twelve regarding pregnant, lactating and parenting students.

The LEA provides reasonable accommodations to a lactating pupil on a school campus to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding. A school shall be required to provide the reasonable accommodations specified only if there is at least one lactating pupil on the school campus.

(a) Reasonable accommodations under this section include, but are not limited to, all of the following:

(1) Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child.

(2) Permission to bring onto a school campus a breast pump and any other equipment used to express breast milk.

(3) Access to a power source for a breast pump or any other equipment used to express breast milk.

(4) Access to a place to store expressed breast milk safely.

(b) The district provides a lactating pupil on a school campus with a reasonable amount of time to accommodate her need to express breast milk or breast-feed an infant child.

(c) The district ensures that a pupil does not incur an academic penalty as a result of her use, during the school day, of the reasonable accommodations specified in this section, and pupils are provided the opportunity to make up any work missed due to such use.

EC § 222(a), (b), (e)

