

# NORDSTROM ELEMENTARY SCHOOL

1425 E. Dunne Avenue  
Morgan Hill, CA 95037  
408.201.6440  
[www.nordstrom.mhusd.org](http://www.nordstrom.mhusd.org)

## STUDENT CODE OF CONDUCT



***Nordstrom***  
Elementary School

MORGAN HILL UNIFIED SCHOOL DISTRICT  
16500 CONCORD CIRCLE  
MORGAN HILL, CA 95037  
408.201.6000

## LUNCH/CAFETERIA RULES



Students are expected to behave courteously in the school cafeteria and outdoor areas. They are asked to:

- Sit at assigned tables in cafeteria/quad for a minimum of 15 minutes to ensure time for eating.
- All students must remain seated until dismissed by a yard duty.
- Use quiet voices when talking to their neighbor.
- Keep hands, feet, food and other objects to yourself.
- All students must take responsibility for their table cleanup.
- **There is no charging of lunches.** If a child does not have lunch money they will be provided with the cold portion of lunch, but not the hot portion of the meal.
- Remember, there is no swapping of food items, this is especially important because of students who have food allergies!
- Follow dismissal procedures in an orderly fashion.

In keeping with the District's wellness policy, we ask that parents refrain from sending sodas or high- sugar energy drinks in your child's lunch.

## PLAYGROUND RULES

1. Students will show respect for each other and abide by yard duty staff for safety rules at all times through their words and actions.
2. When the bell rings, all students must "freeze" and stop playing. They will 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 asked not to throw objects (balls, lunch pails, articles of clothing) at each other. Even in play this often leads to injury or angry confrontation.
5. Students must play in designated areas only, including on the appropriate grade level play structure, ball wall or basketball court. No running on blacktop (except in organized games).
6. Games are to be open to all students. There is NO locking of games. Students should also not interfere with other games in progress.
7. **Physical contact and rough play of any kind is not allowed.** This includes tackle football, soccer that is overly aggressive, karate, wrestling, imaginary combat, etc.
8. Balls are not to be thrown or bounced against building walls or on our storage bins.

## CONSEQUENCES

Consequences may include, but are not limited to, verbal warning, time out in class or in a buddy class, detention, loss of privileges, or a parent, teacher, student and/or principal conference.



### **Watch Out for the Safety of Self and Others While in the Play Structure Area**

- No pushing, running, or tagging in the play structure area, which includes under the equipment.
- Get off equipment when the bell rings and walk to the edge of the blacktop and “freeze”
- Please do not cut in front of someone already in line
- Please do not jump off the equipment
- There are no balls or ropes in the tan bark area

### **Slides and Pole**

- Go down slide or pole feet first
- One person at a time on slide or pole
- Wait until student is off before going down
- Legs must be inside of slide

### **Rings and 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

### **Bicycle and Wheeled Items**

- Bicycles may be ridden to school with parent permission
- Student must obey all traffic laws, wear a helmet and lock bicycles in the rack provided
- Bicycles are to be “walked” at all times on campus
- Zuca backpacks are to be pulled appropriately and not “ridden” when on campus property
- Skateboards and scooters are to be hand carried when on campus
- Wheeled shoes are prohibited



## PROHIBITED ITEMS

**Children should not bring ANYTHING to school except a backpack, lunch or school materials.** All other items such as toys, electronic games, ipods, trading cards or any other similar distracting items can not be brought to school. Cell phones must be in a backpack and turned off at all times. **All prohibited items will be confiscated and held until a parent comes to the office to pick it up.**

## MEDICATION

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



## ARRIVAL AND DISMISSAL

**Students may not arrive at school before 7:30am.** 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 7:45am or they will be sent to the office for a tardy slip. Students are dismissed at 2:05pm (M, T, TH, & F), 12:50pm (W). All students are walked to their designated pick-up point. Parents are asked to remain outside of the gates until five minutes before dismissal times. All late pickups must be signed out in the office.



## LOST AND FOUND

The school maintains a lost and found bin in the cafeteria. Parents are encouraged to check the bin 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.

## PROPER ATTIRE

Information also available in MHUSD “Rights and Responsibilities” available online at [nordstrom.mhusd.org](http://nordstrom.mhusd.org) and the school office.

- Footwear must enable safe play and full participation of P.E. Closed toed footwear is strongly encouraged.
- Clothing 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.
- Pants are to be secured at the waist without sagging. No ‘overly destroyed’ pants.
- Shorts and skirts are to be appropriate length. No short-shorts or miniskirts. Shorts and skirts must not be shorter than the fingertip length when hands are placed at student’s side when standing.
- Half-shirts, see-through lacy tops, falling-off-the -shoulder tops, halter tops, tube tops, ‘muscle shirts’, spaghetti straps (straps less than 3 adult fingers width) and bare midriffs are not permitted.
- Unnatural hair coloring, 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.
- Fingernails should be kept trimmed for safety and allow for participation in recess/P.E. activities.
- Hats/caps may be worn outdoors for the purpose of protecting the face from the harmful effects of UV sunlight. **Hats are not allowed inside the buildings.** Hats must be worn facing forward at all times.

## **ATTENDANCE POLICIES AND PROCEDURES**

Attendance is critical to the academic success of all students. **Appointments should be made for after school hours.** If a student is absent you must contact the Attendance Office to clear the absence. It is the responsibility of the child to ask for any missed class work or homework.

### **Clearing Absences**

All absences should be cleared the day of the absences or upon return to school. Absences can be cleared in one of the following manners:

1. Leave a message - 408.201.6440
2. Note sent in to the office
3. Email Office Assistant, Diane Suchomel, at [suchomeld@mhusd.org](mailto:suchomeld@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

### **Excused Absences**

- State Education code and School Board Policy allows excused absences for the following reasons:
- Illness
- Quarantine directed by county or city Health Officer
- Medical, Dental, or Optometric services appointment
- Funeral services for member of immediate family
  - One day within California
  - Three days outside California

### **Unexcused Absences**

Absences for reasons other than those listed above are considered unexcused. After three (3) days, absences for reasons unknown to our Attendance Office are considered unexcused. After three (3) unexcused absences parents will receive a mandated letter. If unexcused absences continue, parents will be asked to attend the School Attendance and Review Board.

### **Tardies**

A child is considered tardy if they are not in line when the bell rings. Please ensure your child gets to school prior to the 7:45am bell. After three 30 minute tardies you will receive a letter. If your child continues to be tardy to school, families will be asked to attend the School Attendance and Review Board. Good attendance is key to your child learning.

### **Leaving Campus**

All students must be signed out through the office by a parent or person on the emergency card. Students will not be released during the day to any person not listed on the **Emergency Card** other than parents. Upon returning to the school, the student must check back in at the office.

### **End-of-Day Personal Appointments**

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

### **Family Trips, Personal Appointments and Business**

These absences are considered Unexcused according to the State Education Code. Students missing school should contact his/her teachers as soon as possible to request make-up work. If a child will be out 5 or more days, parents can request an Independent Study Contract (**request must be made one week in advance**) which can be completed while the student is gone. All completed work must be submitted on the day of return to excuse the absences.

### **CAMPUS SECURITY**

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

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

Parents are not allowed in student restrooms. Elementary students are able to attend to their needs independently, this includes before and after school.

### **Punctual Drop Off & Pick Up**

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

## **ANTI-HARASSMENT POLICY**

Everyone at school has a right to feel respected and safe. 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.

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, 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

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. 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.

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.

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.

The District will also take action if anyone tries to intimidate you or take action to harm you because you made such a report.

This is a summary of this District's policy against sexual harassment, and harassment. A detailed copy is in the MUUSD "Rights and Responsibilities Handbook" found online at [nordstrom.mhusd.org](http://nordstrom.mhusd.org) and copies are available in the Office.



## Special Education

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

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. A complete copy of the policy is available at the Nordstrom School Office upon request.

## **NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES, BP 0410**

EDUCATION CODE, 200-262.4 Prohibition of Discrimination