

# Student and Parent Handbook

Second Edition

2018-2019



**JOHN MUIR LANGUAGE ACADEMY K-8**

BUILDING GLOBAL CITIZENS

4431 Mt. Herbert Avenue

San Diego, CA 92117

Voice: 858-268-1954 Fax: 858-627-9289

[www.sandi.net/muir](http://www.sandi.net/muir)

[www.sandiegounified.org/schools/john-muir](http://www.sandiegounified.org/schools/john-muir)



# Table of Contents

Welcome .....	Page 3
School Mission .....	Page 3
School Vision .....	Page 3
The John Muir Guiding Principles .....	Page 3
Faculty and Staff .....	Page 4
School Site Council/Governance .....	Page 5
John Muir Association of Parents (JMAP) .....	Page 5
Volunteers .....	Page 5
Community Partners .....	Page 5
Bell Schedule .....	Page 6
Breakfast and Lunch Program .....	Page 7
Support Services .....	Page 7
After School Programs .....	Page 7
Attendance Policy .....	Page 7
John Muir Safety Program .....	Page 9
Dogs on Campus .....	Page 10
Health and Accident Procedures .....	Page 10
Personal Valuables .....	Page 11
Instruction .....	Page 11
Physical Education .....	Page 11
Homework Policy .....	Page 11
Academic Honesty .....	Page 12
Reports of Student Progress .....	Page 12
Textbooks and Other Materials .....	Page 12
Student Recognition .....	Page 12
Expected Student Behavior .....	Page 13
Restorative Practice .....	Page 14
Phones and Other Electronic Devices .....	Page 15
Dress Code .....	Page 16

## Welcome

We would like to extend a warm welcome to each of you. It is our hope that this handbook will provide you with useful information about John Muir Language Academy. The education of your children is a partnership between home and school. It is in everyone's best interest to know about our school and seek ways to become involved. The secret of John Muir's success is the collaboration among all members of our school community and its long history of parent involvement. This handbook is in addition to the district publication, "Facts for Parents" sent home the first week of school. "Facts for Parents" contains some basic information about the school district and explains your rights and responsibilities as a parent. It also contains information we are required by state and federal law to provide to all parents or guardians.

John Muir is a K-8 school with a student population of approximately 250 students. We are a dedicated magnet with a K-1 language immersion program serving all students who reside within the boundaries of the San Diego Unified School District. Transportation is provided to all qualified magnet students. For the 2018-19 school year, the language immersion program will be offered only to students enrolled in Kindergarten and 1<sup>st</sup> Grade. A new grade level will be added to the immersion program every year thereafter. This year John Muir will continue to offer our English only program for the students enrolled in grades 2-8. John Muir provides all students with an enriched educational program supported by a Paideia philosophy, and with the knowledge that each child should be nurtured intellectually, socially, emotionally, and physically throughout the course of a school year. Attendance, good citizenship, high standards, active participation, and encouragement are critical factors to student success. It is the intent of this handbook to provide you with information that will assist you in supporting your child in this process.

Communication is the key to a successful school. During the school year, you may have questions or concerns about your child's classroom. Your primary relationship with the school is with the classroom teacher. Contact the teacher first, should you have questions about your child. If you have questions or need information regarding the school, programs, or activities, please call the office at (858) 268-1954. You may also visit the school website at [www.sandiegounified.org/schools/john-muir](http://www.sandiegounified.org/schools/john-muir).

## School Mission

The mission of John Muir School is to create a community of empowered learners who are productive global citizens.

## School Vision

John Muir's program equips students with the knowledge, skills, and values to achieve academic excellence through a focus on global responsibilities. Utilizing Paideia learning strategies, technology, and project-based learning, we prepare our students to become life-long learners who collaborate effectively, work creatively, and think critically to benefit themselves, their communities, and the world.

## The John Muir Guiding Principles

Members of the Muir learning community are expected to demonstrate:

### RESPECT

Demonstrate respect and acceptance of self and of others

### INTEGRITY

Demonstrate honesty and integrity consistently

### RESPONSIBILITY

Demonstrate responsible and accountable behavior at home and school

## LEADERSHIP

Demonstrate leadership to promote a safe, orderly, caring school environment

## MUIR PRIDE

Demonstrate pride in self, home, community, and the Muir learning environment

## Faculty and Staff

We are fortunate to have an extremely dedicated staff that strives to provide a physical, social and academic environment worthy of our students.

Front Office Staff	Title		E-mail
Bellofatto, Laura	Principal	Office	<a href="mailto:lbellofatto@sandi.net">lbellofatto@sandi.net</a>
Edzant, Leah	Counselor	Counseling	<a href="mailto:ledzant@sandi.net">ledzant@sandi.net</a>
Mata, Ruben	Counselor	Counseling	<a href="mailto:rmata@sandi.net">rmata@sandi.net</a>
Walden, Yvonne	Secretary	Office	<a href="mailto:ywalden@sandi.net">ywalden@sandi.net</a>
Omahen, Tania	School Clerk II	Office	<a href="mailto:tomahen@sandi.net">tomahen@sandi.net</a>
Carroll, Yolanda	Site Tech/Registrar	Office	<a href="mailto:ycarroll@sandi.net">ycarroll@sandi.net</a>
Keesee, Christy	Nurse	Health Office	<a href="mailto:ckeesee@sandi.net">ckeesee@sandi.net</a>
Canete, Ethylene	Health Tech	Health Office	<a href="mailto:ecanete@sandi.net">ecanete@sandi.net</a>
Elementary Faculty	Grade Level		E-mail
Doyen, Ann	K-1 French	K1	<a href="mailto:adoyen@sandi.net">adoyen@sandi.net</a>
Galvin, Mary	K Spanish	K2	<a href="mailto:mgalvin@sandi.net">mgalvin@sandi.net</a>
Glickman, Raine	K Spanish	K3	<a href="mailto:rglickman@sandi.net">rglickman@sandi.net</a>
Garcia, Margarita	1 <sup>st</sup> Grade Spanish	4	<a href="mailto:mgarcia4@sandi.net">mgarcia4@sandi.net</a>
Averitt, Chelsea	Second/Third Grade Combo	6	<a href="mailto:cmeloarteaga@sandi.net">cmeloarteaga@sandi.net</a>
Bain, Joy	Fourth/Fifth Grade	7	<a href="mailto:jbain@sandi.net">jbain@sandi.net</a>
Sherman, Michael	Elementary PE	Conf. 3	<a href="mailto:msherman@sandi.net">msherman@sandi.net</a>
Grant/Huge	Elementary Music	10	<a href="mailto:bgrant@sandi.net">bgrant@sandi.net</a>
Secondary Faculty	Content Area		E-mail
Jean, Michael	6-8 Social Studies/History	19	<a href="mailto:mjean@sandi.net">mjean@sandi.net</a>
Chewning, Jared	6-8 Science	11	<a href="mailto:jchewning@sandi.net">jchewning@sandi.net</a>
Schu, Angela	6-8 Mathematics	16	<a href="mailto:aschu@sandi.net">aschu@sandi.net</a>
Wroncy, Barbara	6-8 English/Theater	17	<a href="mailto:bwroncy1@sandi.net">bwroncy1@sandi.net</a>
School-wide Services	Title		E-mail
TBD	Custodian	Supply Room	
Estrada, Aaron	Primetime Coordinator	Cafeteria	<a href="mailto:johnmuir@iceseducation.org">johnmuir@iceseducation.org</a>
Merrill, Refugio (Cuca)	B.S.S 1	Supply Room	<a href="mailto:rmerrill@sandi.net">rmerrill@sandi.net</a>
TBD	Network Media Systems Tech	Library	
Avila, Maria	Cafeteria Manager	Cafeteria	
Kuhn, Heather	Library-Tech	Library	<a href="mailto:hkuhn@sandi.net">hkuhn@sandi.net</a>
Special Education	Title		E-mail
Leonard, Sandra	Educational Specialist (K-6)	14	<a href="mailto:sleonard12@sandi.net">sleonard12@sandi.net</a>
Tokarz, Kerri	Educational Specialist (7-8)	14	<a href="mailto:ktokarz@sandi.net">ktokarz@sandi.net</a>
Johnson, Karen	Sp. Ed. Assistant (SEA)	14	<a href="mailto:kjohnson4@sandi.net">kjohnson4@sandi.net</a>
Puente, Helen	Sp. Ed. Assistant (SEA)	14	<a href="mailto:hpuente@sandi.net">hpuente@sandi.net</a>
Smith-Laughhead, Kelly	Sp. Ed. Assistant (SEA)	14	<a href="mailto:ksmithlaughhead@sandi.net">ksmithlaughhead@sandi.net</a>
	Title		E-mail

Special Education Support			
Finnerty, Katherine	Speech & Language Pathologist	Conf. 2	<a href="mailto:kfinnerty@sandi.net">kfinnerty@sandi.net</a>
Laulom, Anisa	School Psychologist	Conf. 2	<a href="mailto:alaulom@sandi.net">alaulom@sandi.net</a>
Morris, Hanna	Occupational Therapist	Conf. 1	<a href="mailto:hmorris@sandi.net">hmorris@sandi.net</a>

## School Site Council/Governance

The SSC is composed of parents, staff members, and students. The members are elected by their constituents. This group assists in the areas of the school site plan, programs, and Title I budget. They also monitor our programs toward commonly established goals and objectives. SSC meets once a month, typically on the second Tuesday of the month, unless otherwise announced.

Governance is composed of parents, staff members, and students. The governance team and the principal collaboratively have the responsibility to see that scheduling/assignments, staffing, and budget focus on student achievement, ensure equity, and use the decision-making process agreed to by the site. Governance meets once a month, typically on the third Tuesday of the month, unless otherwise announced.

## John Muir Association of Parents (JMAP)

Parent involvement at John Muir is extensive, positive, and supportive. Our family-led foundation, John Muir Association of Parents (JMAP), and a host of parent volunteers, provide resources and materials that ensure maximum enrichment for all students.

JMAP is a non-profit parent group supporting John Muir School. Their goal is to work together as parents to enhance the school's learning programs through volunteer and financial support. Every John Muir parent is a member of JMAP!

## Volunteers

All school volunteers must have a volunteer application and a current TB test on file. TB test results are considered current for 4 years. All volunteers must sign-in in the Volunteer book and get a volunteer badge. Please remember to sign out.

For more information on how to register as a volunteer, please contact the school's secretary in the front office at 858-268-1954. Field trip chaperones must also complete all district volunteer requirements. Chaperones should plan to assist with supervision of a small group of students during the trip.

**To ensure the safety of all students, adults who are not volunteering are not allowed to be on campus during school hours. This includes breakfast and lunch.**

## Community Partners

Our partners in education include: National Paideia Center, Strategic Education Innovations, Homestart, SDSU International Studies Education Project, and SDSU Pi Phi Sorority CARS reading program, Daughters of the American Revolution (DAR), Education Corp, and Ruff Readers.

## Bell Schedule

The first bell rings at 7:25am, and classes start at 7:30. Schools ends at 2:25 PM on Monday, Tuesday, Thursday, and Friday, and at 1:00 PM on Wednesday.

# 2018-2019 Bell Schedule

## Elementary: K-5

### ***Monday and Tuesday***

School **Begins** at 7:30 a.m.

Recess 9:30 a.m.–9:50 a.m.

**Lunch 11:10 a.m.–11:50 a.m.**

Recess 1:10 p.m. - 1:30 p.m.

School **Ends** at 2:25 p.m.

### ***Wednesday***

School **Begins** at 7:30 a.m.

Recess 9:30 a.m.– 9:50 a.m.

**Lunch 11:50 a.m.–12:30 p.m.**

School **Ends** at 1:00 p.m.

### ***Thursday and Friday***

School **Begins** at 7:30 a.m.

Recess 9:30 a.m.– 9:50 a.m.

**Lunch 11:10 a.m.– 11:50 a.m.**

Recess 1:10 – 1:30 p.m.

School **Ends** at 2:25 p.m.

## Middle: 6-8

### ***Monday, Tuesday, Thursday and Friday***

Period 1 7:30 a.m.–8:10 a.m.  
Period 2 8:15 a.m.–9:25 a.m.  
Period 3 9:30 a.m.–10:40 a.m.  
Period 4 10:45 a.m. –11:50 p.m.  
**Lunch 11:55 a.m.–12:25 p.m.**  
Period 5 12:30 p.m.–1:40 p.m.  
Period 6 1:45 p.m.–2:25 p.m.

### ***Wednesday***

Period 1 7:30 a.m.–8:10 a.m.  
Period 2 8:15 a.m.–8:55 a.m.  
Period 3 9:00 a.m. –9:40 a.m.  
Period 4 9:45 a.m.–10:25 a.m.  
Period 5 10:30 a.m.–11:10 a.m.  
**Lunch 11:15 a.m.–11:45 a.m.**  
Period 6 11:50 a.m.–12:30 p.m.  
Advisory 12:35 p.m.– 1:00 p.m.

### ***Paideia Seminar Wednesdays***

Period 1 7:30 a.m.–7:55 a.m.  
Period 2 8:00 a.m.– 8:25 a.m.  
Period 3 8:30 a.m.– 8:50 a.m.  
Period 4 8:55 a.m.– 9:15 a.m.  
Period 5 9:20 a.m.– 9:40 a.m.  
Period 6 9:45 a.m.–10:05 a.m.  
Paideia Prep 10:10 a.m.–11:10 a.m.  
**Lunch 11:15 a.m.– 11:45 a.m.**  
Paideia Sem. 11:50 a.m.–1:00 p.m.  
9/26, 10/24,11/28, 1/30, 2/27, 4/24, 5/22

## Holidays

September 3 ..... Labor Day Observance  
November 12 ..... Veterans Day  
November 19 – 23 ..... Thanksgiving Vacation  
December 24 – January 4 .... Winter Vacation  
January 21..... Martin Luther King Observance  
February 15..... Lincoln Day Observance  
February 18..... Washington Day Observance  
March 25 - 29 ..... Spring Vacation  
May 27 ..... Memorial Day

## Important Dates

August 27..... First day of student attendance  
September 12 ..... Back to School Night  
October 12..... P1 Ends  
November 2 ..... E1 Ends  
November 14-16..... Teacher/Parent Conferences  
November 30 ..... P2 Ends  
January 25..... First Semester Ends  
February 22..... E2 Ends  
April 10 ..... Spring Showcase  
April 26 ..... P4 Ends  
April – May ..... SBAC  
June 11..... Second Semester and E3 End  
June 11..... Last day of student attendance Modified  
Day – 1:00 p.m. Dismissal

## Breakfast and Lunch Program

Breakfast is served from 7:05 am to 7:25 am daily. This time may be extended for students who ride the bus only, and only when the bus is running late. Breakfast may be purchased for \$1.00. Some students qualify for free and reduced priced meals.

Each lunch will include milk for a cost of \$2.00 each meal. It is recommended that children eating school lunches on a regular basis should buy multiple meals to eliminate the need to bring money each day. Milk only may be purchased separately for 50 cents. Free and reduced meal applications will be sent home the first week of school.

Parents can prepay for school meals by sending cash or a personal check to the school cafeteria. Visa, MasterCard, or Discover card payments can be made over the phone at (888) 994-5100 and via the internet at [www.paypams.com](http://www.paypams.com). Students who qualify for free and reduced-price meals will still receive free meals after completing the appropriate paperwork.

## Support Services

A number of support services are in place at John Muir School to ensure student success. They include, but are not limited to:

- Differentiated instruction to meet the needs of all learners
- GATE certified teachers (Gifted and Talented Education)
- Student Study Team- a group of supportive personnel who assess, recommend, and coordinate services for students
- Education specialists to assist students with special needs
- Tutors/interns/volunteers from several area colleges and universities
- Two full time school counselors
- Speech and hearing services

## After School Programs

The school provides enrichment/tutoring activities on Monday and Tuesday afternoons from 2:30 - 3:30 p.m. Late buses are provided for students staying after school on Mondays. In addition, JMAP coordinates a series of after school enrichment opportunities. Information about these activities is available in the main office.

## Attendance Policy

### **Arrival of Students**

Instructional time is very valuable, and when students arrive late to school it causes classroom disruptions, requires additional teacher time for directions and assignments already presented, and causes delays in other morning classroom routines.

Instruction starts promptly after the 7:30 am bell. PLEASE BE SURE YOUR CHILDREN ARRIVE TO SCHOOL ON TIME. Supervision of elementary students begins at 7:15 am. All students should stay in the lunch court area until the bell rings.

### **Dismissal of Students**

Parents are reminded that students are expected to remain on school grounds during school hours and at lunch time. Students are not to leave the site during the school day, except with the permission of the school office. If you wish to have your child released from school during school hours, please come to the office to obtain a release slip. For your child's safety, he/she will only be released to parents, guardians, or other authorized persons whose names are listed on the student's enrollment card. Per SDUSD School Board policy, all persons picking up students will be required to show ID.

Please have an alternate plan for transportation if you are not able to meet your child at dismissal. It is very difficult for the staff to supervise students adequately/safely in the office. We realize emergencies occur from time-to-time that will prevent you from picking up your child at dismissal, but your cooperation in this matter is greatly appreciated.

Students who are in Kindergarten through first grade must be released to a designated responsible party.

**Play structures and playground are off-limits before school and after 3:00 pm. All gates will be closed by 4:00 PM.**

### **District Absence Policy**

Attendance and punctuality are crucial elements to your child's academic success. Good attendance habits begin in elementary school and stay with your child throughout his/her educational career. At John Muir School we believe in the early implementation of healthy attendance practices and therefore, we strictly follow the attendance policies set in place by the San Diego Unified School District.

***Parents/guardians must inform the school office of all absences. Please call the school at 858-268-1954 to report an absence. Absences must be cleared within the three days of the student being absent. All un-cleared absences will turn into unexcused absences after 5 days. The district, not the school, automatically generates a truancy letter for all unexcused absences over 3 days, and tardies of more than 30 minutes.***

Vacation absences are unexcused. We urge you to make vacation arrangements during non-school days. It is challenging for the teacher to catch up a child on missed work upon their return from an extended absence. Below is a guideline of excused and unexcused absences.

### **Excused Absences, as defined by the state are,**

- Illness - This includes medical, dental, and chiropractic appointments, lice, under a doctor's care, medical quarantine, and hospitalization. Illness does not include overtired, depressed, fatigue, or parent or sibling ill. Students absent as "ill because of lice" can be coded as "I" for as long as they are absent but will be referred to the nurse after three days.
- Bereavement- death of a family member

### **Other Excused Absences**

- Students may be excused from school for justifiable personal reasons. Such reasons include, but are not limited to, court appearances, attendance at special religious ceremonies, attendance at religious retreats (not to exceed four hours per semester), students excluded for 5 days because they are missing the 1st grade physical exam, other family emergencies provided the student's absence is requested in writing by the parent/guardian and approved by the principal or designee, and attendance at Polinsky Center or other temporary agencies and shelters.
- School-initiated absences, including suspensions.
- Juvenile Hall, because students are confined.

### **Unexcused Absences**

- Absences for reasons other than those listed above or non-approved personal emergency are unexcused. A non-approved personal emergency is a situation that **school authorities** find could have been handled in some other manner, even though approved by the parent or guardian.
- Truancy - includes absence or tardiness in excess of 30 minutes for reasons that are not acceptable to the school *nor* approved by the parent or guardian; or absence where evidence shows that parent or guardian **(a) has misrepresented facts regarding the absence with the intent to have it excused,** or (b) has refused to cooperate to keep the student in school as required by law.
- Trips not covered by a written Contract Independent Study.



## Contract Independent Study (CIS)

Procedure No. 4316 outlines the administrative procedures governing short-term Contract Independent Study (CIS) during the regular school year.

CIS allows students to complete academic requirements during a pre-approved short-term absence of **no less** than 5 days and **no more** than 20 days from the school. When a student misses school using CIS, those days are not counted as absent if the contract is completed. The forms must be obtained in the front office FIRST, with as much advance notice as possible. The CIS forms include two parts. The **Master Agreement** is the first part and incorporates language required by the California Department of Education (CDE) and the signatures required. The **Assignment Contract for Master Agreement** is the second part and contains additional language required by the CDE, space for the teacher's assignments, and the teacher's signature. **All of the information mentioned in this paragraph must be completed before the pupil leaves, or the contract is invalid.** The following steps describe the standard operating procedure for handling CIS:

1. At least a week before the student leaves, the student, parent, and teacher complete the Master Agreement and the Assignment Contract for Master Agreement forms, the teacher gives work assignments to student, and student/parent receive a copy of the two forms along with assignments.
2. Before the student leaves, **Attendance/School Clerk** reviews forms and checks that all signatures are complete, dates are correct, and that number of days agrees with dates of contract.
3. Upon the student's return, the work is turned into the teacher for review, and attendance credit is given, once teacher's signature is received in the attendance office.

## John Muir Safety Program

Student safety is very important at John Muir School. We provide supervision for our students during school hours. All school children receive periodic safety instructions regarding a variety of situations. We enlist your active support in this matter and urge you to take the following actions:

1. Please take the safest route to and from school (or the bus stop) with your child.
2. Monitor your child's route from time to time.
3. Instruct your child to respect private property and walk only on sidewalks wherever possible.
4. Instruct your child when crossing streets at intersections and/or crosswalks to never cross between parked cars.
5. Develop a plan for your child if your child misses the bus to or from school.
6. If your child is picked up at school, instruct him/her to wait for his/her ride at the lunch arbor.
7. Be sure your child is clear about where he/she is to be after school. If they are going home with a friend or another adult, make arrangements BEFORE they come to school. Please notify the school of any *alternate* plans.
8. Children will only be released to an adult whose name appears on the enrollment card. If you plan otherwise, please inform the office in writing.
9. Please do not allow your child to play on the playground structures without direct parental supervision before and after school hours.
10. Do not drive or park in the bus turn-around zone.
11. Please be aware of **all** children at **all** times.

**Bicycles/Skateboards:** Students may ride bicycles or skateboards to school. They are required to obey traffic laws regarding bicycle safety, and by law are required to wear a helmet. Please instruct your children to always lock their bikes at the bike racks on the school grounds. **The school is not responsible for lost or stolen bicycles/skateboards.**

**Transportation:** Bus transportation is provided to eligible John Muir students. Students need to arrive at their designated stop 10 minutes before the scheduled pickup time. In the event a bus is late, please call the transportation office at 858-496-8460 prior to calling the school.

**Parking:** Guest parking in our main parking lot is limited, and is available on a first-come first-served basis. Handicapped spaces are available with DMV placard only. Please do not park in the spaces marked “staff” and follow the direction of the traffic arrows.

### **Visiting the School/Classrooms**

Parents have the right to visit their child’s classroom to observe activities. We welcome these visits by parents. Please delay your initial visit until after the first month of school so that you can see the regular program in operation. The actual time and date of the visitation must be arranged in advance with the teacher so as to minimize the impact of disruption to classroom instruction. ***Classroom observations are reserved only for parents who presently have a child in the classroom they are wishing to observe and not for purposes of evaluating a teacher for future teacher requests.***

Before entering the classroom, we would like you to remember that classroom visits are:

- To observe your child at work in the classroom
- To better understand how your child is relating to his/her classroom activities and to other pupils
- To learn about the curriculum

We request that you avoid interrupting a lesson. If you feel a conference is necessary, please contact the teacher at another time to make an appointment.

California State Law requires that all non-students and others without official business in a school building or on the school grounds must register at the school office. This means that *all visitors to the school, including parents, must report to the office and sign in*. A visitor tag will be issued when you sign in permitting you to remain on school grounds. Although this requirement may be an inconvenience, it was designed to maintain the security and safety of all children while at school.

**Persons without an appointment or a specific scheduled volunteer responsibility will be asked to exit the campus.**

## **Dogs on Campus**

Only service/therapy animals are permitted on campus. Other animals require prior authorization from the administration. District and school safety codes strictly prohibit dogs on site.

## **Health and Accident Procedures**

The School Nurse/Health Tech are on campus Tuesday and Thursday only. The office staff tends to the needs of minor daily injuries only on the days he/she is not on site. Children that have a fever, undiagnosed rash, the flu, vomiting, or any type of eye discharge should not be sent to school that day, or within 24 hours, or they will be sent home. If your child is ill, he/she should remain home until he/she is no longer contagious.

Children will not be given any kind of non-prescription medicine at school unless he/she has a written statement from a physician. Parents must submit a “Physician’s Recommendation for Medication” for any pupil who must take medication prescribed by a physician during the school day on a **regular basis**. The medicine container must include 1) name of student, 2) name of prescribing physician, 3) identification number of the prescribing container, 4) name of pharmacy, 5) the amount of medication to be taken and time(s). No injections may be given at school except when the registered school nurse is on campus.

Medication must be given to the School Nurse/Health Tech, or one of the office staff for safe keeping and dispensing at the appropriate time. Children should not be sent to school with medication (including cough drops & other prescription/non-prescription medication). Likewise, short term cold medications, aspirin, Tylenol, ointments, etc. cannot be administered to students, unless provided with a doctor’s note. Moreover, while statistics indicate that more accidents occur away from school than at school. Nevertheless, students do injure themselves occasionally at school.

Staff members will usually take care of minor injuries at school. In the event of a more serious injury, parents are always notified, and requested to come to school to pick up their child. Parents are also notified of all head injuries, minor or major, whether or not parental presence is required.

**EMERGENCY NAMES AND PHONE NUMBERS MUST BE ON FILE FOR EACH CHILD LISTING THOSE PERSONS WHO ARE LEGALLY EMPOWERED TO TAKE CHARGE OF AN INJURED CHILD IN THE EVENT A PARENT CANNOT BE REACHED.**

Parents are urged to study the student insurance brochure sent home with each child the first week of school. The plan is entirely voluntary.

## Personal Valuables

Students should only bring to school items related to their academic work. Toys, trading cards, sports equipment, jump ropes, balls, etc. are not to be brought to school. Per Board policy, students are allowed to use their phones before and after school and during lunch. Phones must be off and out of sight during instructional times. This includes passing time.

Articles found on school site are placed in the “Lost and Found” storage located by the lunch court. Small valuable items are kept in the front office. See one of the office staff if you need assistance locating an item. It is the students’ responsibility to check for lost items. **Elementary parents, please mark all personal items with your child’s name.** All unclaimed items will be periodically donated to a charitable organization.

## Instruction

As a staff, our commitment is to provide a quality education to every child in this school. The John Muir classroom offers an innovative and enriching academic environment for all children. A variety of state-of-the-art teaching and learning strategies are used to support the Common Core Standards. Each classroom incorporates a balanced approach to literacy; teaching reading, writing, listening, and speaking. Additionally, literacy is incorporated into content areas of math, science, health, social studies, music, and art.

There are many factors that go into placing children in classrooms. We feel our teaching staff is one of the best in the district and all are equally qualified to provide an excellent education to students. Therefore, we do not accept parents’ requests for student placements with specific teachers.

## Physical Education

John Muir’s Physical Education program is based upon the *Physical Education Framework* for San Diego City Schools and is an integral part of the educational program for all students.

For safety purposes, students participating in Physical Education should not wear high-heeled shoes, sandals, open-toed, unlaced, or fancy dress shoes. Students should be prepared to participate in physical education on any given day.

## Homework Policy

The Board of Education of SDUSD has directed that all students be assigned homework and that the amount be gradually increased **from a few minutes per day in the early grades to two or more hours in high school.** Homework is an extension of the daily instruction to reinforce concepts presented in the classroom. Teachers are given flexibility regarding whether homework is sent home daily or in weekly packets. Homework assignments may be made in the areas of reading, mathematics, language arts, science, social studies, handwriting, book reports, and computer assignments where appropriate. Some assignments may integrate these curriculum areas or take the form of projects. Each teacher will send home a letter informing parents of their homework plan.

It is the parents’ responsibility to ensure that students complete and return homework. Before returning it, parents should check that the work is done correctly. While parents are encouraged to assist and supervise their children’s homework,

they should not do it for them. If you have a concern about the quantity or efficacy of your child's homework, please contact the teacher directly.

## Academic Honesty

In accordance with John Muir School's goal that all graduates have solid work ethic and integrity, academic dishonesty will not be tolerated. Plagiarism is defined in the MLA handbook as "the act of using another person's ideas or expressions in your writing without acknowledging the source" (MLA Handbook, 21).

- **Plagiarism:** Working together on assigned cooperative activities is encouraged for the mutual benefit of those participating students; however, a student guilty of plagiarism, i.e. copying any part of another's notebook, homework, or assignment or copying textbooks, computer accessed documents, or any other published material, will receive a failing grade on the assignment with no make-up allowed. Additionally the student will receive a citizenship grade of "Unsatisfactory" (U). The teacher will make a parent contact and advise the counselor with a referral. If a second offense occurs during the same semester in the same class, the teacher will assign a semester academic grade of "F" for the course.
- **Cheating on Tests:** A student guilty of dishonesty such as requesting, giving, or receiving information on an exam or quiz will receive a failing grade on that work with no make-up allowed. Additionally, the student will receive a citizenship grade of "Unsatisfactory" (U) for the grading period. The teacher will make a parent contact and advise the counselor with a referral. If a second offense occurs during the same semester in the same class, the teacher will assign a semester academic grade of "F" for the course.
- **Theft of Materials:** A student guilty of stealing or using stolen test materials or altering a grade will be referred to an administrator. The student may face suspension, a failing grade for the semester, and removal from the class. A citizenship grade of "Unsatisfactory" (U) will be given for the semester.

## Reports of Student Progress

Elementary Standards Based Report Cards (SBRC) are distributed three times a year. These dates will occur in November, March, and June. Minimum days are scheduled during the first two reporting periods for parent conferences.

**The minimum days for the 2018-19 parent conferences are as follows:**

- **November 14-16, release time will be at 1:00 for grades K-5 each day**
- **March 20-22, release time will be at 1:00 for grades K-5 each day**

It is required that all parents attend the November parent-teacher conference. However, a conference to discuss your child's progress may be scheduled at any time with the teacher. It is also possible to request a periodic progress report for your child if you and your child's teacher deem it necessary.

Secondary progress reports are distributed to students at the end of every marking period. Report cards are mailed out at the end of each semester.

## Textbooks and Other Materials

Students are issued books and materials needed for their studies. They will be responsible for all books and supplies entrusted to them. Children are expected to maintain these materials in good condition and return them when requested by the teacher. Please have students in grade 4 & 5 provide covers for their textbooks. **Students will be required to pay for books and supplies that are lost or damaged.**

## Student Recognition

Celebration of student progress is a great motivator. At John Muir, elementary award assemblies are held quarterly. Secondary award assemblies are held at the end of each semester. During these assemblies, students are acknowledged for achievement in any area in which they excel. The teacher will send home an invitation for the assemblies to the parents of students being recognized. Parents are encouraged to attend.

## Expected Student Behavior

At John Muir School, we are committed to providing quality education in a positive and safe environment. All students have dignity and worth. All students can learn appropriate, respectful, and responsible behavior. We believe that achieving self-discipline and self-direction is a learning process, which results in responsible citizenship and the development of the necessary skills for success in life. Our students understand standards and expectations and are expected to make appropriate choices and learn to accept the consequences of their decisions.

Just as important is the recognition of these individuals who demonstrate appropriate, respectful, and responsible behavior. Our goal is to create a high level of student morale. We feel the responsibility for and the recognition of student behavior is shared by all- the student, the parents, and the staff.

**AT ALL TIMES STUDENTS ARE EXPECTED TO: Respect themselves. Respect others. Respect the school.**

Students demonstrate these behaviors in the following ways:

- By being kind to other students and not doing anything that will hurt another student.
- By not engaging in name calling, teasing, or delivering verbal threats as well as actions that cause physical harm such as hitting, kicking, and scratching.

### **IN THE CLASSROOM:**

#### **Students:**

- **Are expected to follow all rules and standards established by the classroom teacher.**
- Are expected to put forth their best effort in creating a positive and safe environment that promotes academic excellence.
- Should demonstrate respect for the teacher and all other adults on the school site.
- Should not damage school property or the property of others.
- In grades K-5 should line up quietly when required to get into a line, and should walk in line when the class is moving from one location to another.

### **ON THE PLAYGROUND:**

#### **Students:**

- Should follow the directions of the playground supervisors at all times, in a courteous and respectful way.
- Should follow the rules that have been established for the game they are playing. Some of the games students play, such as 4-square, have a common set of rules that are to be followed by all students.
- Have the option of not playing at recess or lunchtime. Students who choose this option must sit in an area where other students are not actively playing.
- May use the restroom and drinking fountains during recess and lunch play periods. They are encouraged to do this early in the recess/lunch window.
- Are expected to remain on the playground area during recess and lunchtime. No students are allowed in the hallways during these times.
- May only play on the assigned (grade level) playground equipment.
- Should seek adult assistance if they are hurt or if there is any problem that the student cannot resolve.
- May run on the blacktop, but there is to be no running on the equipment or the equipment mat.
- Should freeze when the bell rings, and should walk to their classroom line.

## **ON THE BUS**

### **Students:**

- Should enter the bus in an orderly manner and sit in their assigned seat.
- Should use a soft voice at all times.
- Are to remain seated at all times.
- Are not to place their head, hands, or arms out of the windows.
- Should not throw any items into, off, or inside the bus.
- May not eat anything or chew gum while on the bus.
- Are not to harass the other students riding the bus.
- Should obey the directions of the bus driver.

## **IN THE CAFETERIA**

### **Students:**

- Are to walk in line to the cafeteria/lunch court areas with their class
- Waiting in line for cafeteria service should wait quietly, without bothering other students.
- Should be courteous and respectful to the cafeteria staff and noon duty supervisors.
- Should observe “good table manners.” These include: remaining seated while eating, speaking quietly only to those students seated at their same table, and not playing with food or drink.
- Are expected to keep their lunch area clean. After eating, students should raise their hands and receive permission to get up and put away their trash and/or lunch tray. Students should wait for dismissal by the lunch duty supervisors. Students are dismissed by clean table areas. Once dismissed, students go to their designated areas.

## **OTHER SCHOOL EXPECTATIONS**

### **Students should:**

- Observe practical safety rules when at the drinking fountain and in the bathroom.
- Be aware that throwing rocks, sand, or any other object is a serious offense.
- Stay out of buildings at all times except when in the class or as directed by a staff member.
- Remain silent and orderly during emergency drills.
- Use the restrooms properly. Trash is to be placed in trash cans. No objects are to be placed in toilets or thrown on ceilings. Yelling and screaming is not permitted; the echo disturbs surrounding classrooms.
- Follow all safety rules that have been established by teachers and all school staff.
- Walk in a quiet and orderly manner through the hallways, across the school site, in the classroom and in all buildings.
- Not damage school property in any way.
- Not enter planter areas.

## **DURING ASSEMBLIES AND FIELD TRIPS**

### **Students:**

- Should listen to directions carefully and follow them promptly.
- Should be on their best behavior.
- Should be courteous to performers and speakers.
- Should enter and leave the auditorium in a quiet, orderly manner.
- Must remain with their assigned teacher/chaperone.

## **Restorative Practice**

At John Muir we believe in cultivating a healthy school climate and helping students learn from their mistakes. To that effect, following SDUSD directives, we are implementing strategies outlined by Restorative Practices.

“Restorative Practices are a framework for **building community** and for **responding to challenging behavior** through authentic dialogue, coming to understanding, and making things right.” *Teaching Restorative Practices with Classroom Circles*, <http://www.healthiersf.org>

The resolution of problems originating in the classroom will begin with the classroom teacher. Students engaged in inappropriate behavior will be involved in the reflective process of determining how their actions influenced/affected others. They will also be involved in the decision of what they will be required to do to “restore” the effects of their actions. The teacher may use a variety of techniques and strategies to address the inappropriate behavior.

If the inappropriate behavior persists, the teacher may refer the student to the counselor/principal, and may write a referral. All written referrals are recorded in the students discipline record.

The counselor/principal may exercise the following disciplinary actions:

- Parent phone call to have the student explain to his/her parents the details of their actions.
- Denial of special privileges, such as dances, assemblies, films, field trips, camp, and other school-sponsored activities.
- Loss of recess minutes.
- Schedule a student time-out in the office.
- Require a conference with the parent before the child is readmitted to class.
- In-school suspension.
- Suspension (According to District Student Discipline Procedure #6290, suspension is the last resort after other interventions have failed.)
- Possible recommendations for outside assistance.
- Recommendation for school expulsion. (California Education code requires that each school implement interventions prior to recommending expulsion).

## Phones and Other Electronic Devices

Per district policy, students may use cell phones before school, during lunch, and after school only. Phones should remain “off” and out of sight during instructional time, including passing time. If parents/guardians need to contact their child, they should call the main office at 858-268-1954.

**Students should not call their parents if they are not feeling well.** The nurse, health tech or office staff will contact the parents/guardians once the student is in the health office. **The parents that allow their child to bring a phone or other electronic devices to school, should set the appropriate parental controls, and make sure that their child understands the dangers and responsibilities of social media.**

**Phones and other visible electronics may be confiscated and disciplinary consequences are as follows:**

**1<sup>st</sup> infraction:** verbal warning

**2<sup>nd</sup> infraction:** electronic device confiscated by the teacher

- The student may pick up device from the teacher at the end of the school day.

**3<sup>rd</sup> infraction:** electronic device will be confiscated and turned into the main office.

- The parent/guardian may pick up device from the office at the end of the school day.

**4<sup>th</sup> infraction:** electronic device will be confiscated and retained by the teacher for administrative retrieval

- Administration will contact the parent or guardian to schedule a conference after school.
- Only a parent or guardian will be permitted to retrieve the device after the conference.

**5<sup>th</sup> infraction:** electronic device will be retained by administration until the end of the grading period/semester..

**Muir staff will not be responsible for or assist in the recovery of lost/stolen electronic items.**

## Dress Code

At John Muir School students are expected to wear clothes that are neat in appearance and appropriate for school. Students are expected to show respect for themselves, their classmates, and all adults on campus.

Students are to use good judgment, safety, good taste, and modesty regarding their dress and grooming. Personal hygiene issues will be referred to the nurse. Staff and administrators reserve the right to address issues with respect to clothes considered to be disruptive to the educational process or inappropriate for school.

Students should follow the following dress code guidelines:

1. In accordance with State of California regulations, students must wear footwear at school. To ensure the protection of the bottom of the feet, all footwear must have soles. Flip-flops, shower shoes, and house slippers (bedroom slippers) are not considered safe footwear and are not allowed.
2. Clothing or jewelry may not display profanity, provocative or suggestive statements, obscenities, advertising for drugs, alcohol, tobacco products, illegal activities, gambling or gang identification.
3. The torso should not be visible. Specifically, students may not wear: bra tops, tube tops, halter tops, or bare back shirts. No low cut blouses or shirts are permitted. Revealing shorts and skirts are not appropriate for school. Underwear, including bras, should never be visible.
4. Pajamas and/or pajama bottoms, sleepwear, slippers and blankets are not appropriate for school.

Students who violate these policies will be required to change into Muir issued t-shirts and/or shorts/sweats and may be required to adjust apparel accordingly. Parents may be contacted to provide students with appropriate attire.

***Repeat offenders of dress code policies will be referred to the office for disciplinary actions. Parents will be contacted immediately by the counselor/principal.***