

JOHN MUIR ELEMENTARY SCHOOL
2011-2012 HANDBOOK

PRINCIPAL	Frances M. Dunleavy, Ed.D. fdunleavy@sbpsd.k12.ca.us
OFFICE MANAGER	Kathy Peckham kpeckham@sbpsd.k12.ca.us
ADDRESS	130 Cambridge Lane San Bruno, Ca 94066
PHONE	650-624-3160
FAX	650-875-9462
OFFICE HOURS	7:30 a.m. to 3:30 p.m. (Monday – Friday)
ENROLLMENT	360
SCHOOL MASCOT	Jaguar
SCHOOL COLORS	Royal Blue and White
SCHOOL NEWSLETTER	Muir Words
SCHOOL SITE COUNCIL:	<u>Parent Representatives</u> Mary Martindale Katie Christie Jeanne McCann Jill Engle Sheila Dudum
	<u>Staff Representatives</u> Frances M. Dunleavy Lisa Cunningham Two teachers and one staff member to be determined.
PTA PRESIDENT:	Nina Keys
CHILD CARE:	Champions (650) 876-1023

JOHN MUIR FACULTY AND STAFF

Frances M. Dunleavy, Ed.D, Principal

Kathy Peckham, Office Manager

<u>Room</u>	<u>Teacher</u>	<u>Grade</u>
1	Cynthia Marconi	K
6	Pam Rondeau /Lisa Cooper	K/1
5	Lisa Cunningham/Mary Jane Shabalin	1
12	Theresa Murphy	1/2
4	Anne Dallara	2
7	Jeff Zable	3
3	Marlene Morris	3/4
11	Julia King	4
10	Debbie Heiman	4/5
9	Phylis Takahashi	5
14	Robin Burns	6
13	Pam Petronis	6

SUPPORT STAFF

SPECIAL EDUCATION	Assem Al Tawdi, room 15
PARAPROFESSIONAL	Jennifer Torres
SPEECH	Marcie Addison
COUNSELOR	Lisa Thorsen-Spano, Ed.D.
MEDIA AIDE	Diane Wilburn
CAFETERIA OPERATOR	Natalie Yan
POINT OF SALES	Jennifer Berliner
CUSTODIANS	Alfonso Ulloa, Robert Sherlock

Staff email – first initial, last name @sbpsd.k12.ca.us

Example - fdunleavy@sbpsd.k12.ca.us

SCHEDULES

DAILY SCHEDULE

8:20 – 11:40	Kindergarten
8:10	Supervision begins
8:20	School begins
10:00 – 10:20	recess
11:40	Kindergarten dismissal
12:06 - 12:45	Lunch
1:20	1 st – 6 th minimum day every Thursday
2:00 – 2:10	Primary Recess
2:45	Dismissal

MINIMUM DAY **EVERY THURSDAY IS A MINIMUM DAY**

Kindergarten	8:20 – 11:40
1 st – 6 th	8:20 – 2:45
1 st -6th	8:20 – 1:20, Thursdays

<u>ROUND UP</u>	school wide assembly, family and friends invited
Fridays	8:20 – 8:30

<u>RAINY DAY LUNCH</u>	grades K - 3	12:00 – 12:30
	grades 4 - 6	12:35 – 1:05

Vision

The John Muir School community believes that our children are our most precious resources for the future. We believe that education is a partnership among children, their families, and school. Our teachers believe that all children can learn and succeed in a safe environment. High expectations lead our students to become lifelong learners, critical thinkers, creative problem solvers, skillful communicators, and responsible, respectful, and curious citizens.

The FISH! Philosophy for Schools

In the late 1990's, John Christensen, a researcher studying workplace culture, heard about a group of crazy fish mongers at Seattle's world famous Pike Place Fish Market. These mongers actually enjoyed their messy, smelly 12 hour shifts: stocking, selling and packaging fish. Christensen wondered why, and he wondered how. His wonderings led him to develop the FISH! Philosophy. Though initially intended for the business world, educators soon heard of this powerful vehicle and began using it in their classrooms. Christensen created FISH! for Schools shortly thereafter.

FISH! Philosophy Practices

We invite you to experience the FISH! Philosophy at John Muir School. These four practices give us a common structure and vocabulary and help us relate to each other in respectful and caring ways.

1. **Be There** means to pay attention, listen, and be respectful.
2. **Choose Your Attitude** means to realize that we all have choices in how we react to situations.
3. **Make Their Day** refers to acknowledgement, which can range from a simple thank you to a formal award.
4. **Play** refers to excitement and enjoyment through learning; not running wild, but having fun, trying new things, and playing in defined ways.

At John Muir School, we use FISH! to develop

- the whole student as an engaged learner
- safe and playful learning environments
- personal responsibility and internal motivation
- respect for diversity
- conflict-resolution skills

SCHOOL PROCEDURES

VISITORS

You are encouraged to become an active participant in our school community. For the safety of our students, **volunteers and visitors must sign in at the office upon arrival.**

If you are dropping off a lunch or homework, we ask that you please bring items to the office. Make sure child's name is on items. **Please do not go directly to the classroom, cafeteria, or courtyard.**

The school cannot be responsible for children who are not enrolled at John Muir School. Therefore, siblings or children visiting in your home are not permitted to spend the day at school.

SCHOOL PROCEDURES

- There is no supervision before 8:10. Students wait in the courtyard prior to 8:10.
- Late students must report to the office.
- Students must have permission to use telephones. School phones are not to be used to set up play dates.
- Students are not allowed in classrooms, library, or cafeteria without supervision.
- Please, no cell phones, toys, radios, CD players, IPODS or other electronics.
- Pokemon cards, Magik cards, sports cards, any trading cards, are not allowed.
- Skateboards, roller blades, skates, or roller shoes are not allowed on campus.
- Students are not allowed to ride bicycles to school.

CELL PHONES

Cell phones may not be used before or during school. Cell phones must be turned off and zipped in backpacks before and during school. Students may use cell phones after school on the ramp or green only. Cell phones will be held in the office for parent pick up if this policy is violated.

RECESS

- When the **bell** rings, play stops immediately and **students freeze**. When the **whistle** blows, students **walk quietly to line**.
- Playground equipment is off limits when wet.
- Permission to go to the office must be given by an adult unless it is an emergency.

RESTROOMS

- Use restrooms during recesses.
- Students must have permission from a teacher to use restrooms during class.
- Use restrooms quietly, appropriately, and leave them clean.
- Report vandalism or inappropriate behavior to a teacher or staff member.

LUNCH **12:06 – 12:45** Students may bring or buy lunches for \$2.50 including milk. Milk is fifty cents. Lunches may be paid for individually, or a larger deposit may be made into a student's account. Please send money in a sealed envelope with your child's first and last names, teacher's name and the amount. Please label the envelope, Lunch Money. If your child is late, please call the office to report the tardy and order lunch. Please send a doctor's note if your child has food allergies.

- 1st, 2nd, 3rd 12:06 – 12:20 lunch 12:20 – 12:45 recess
- 4th, 5th, 6th 12:06 – 12:25 recess 12:25 – 12:45 lunch
- All students clean up after themselves and pick up five additional pieces of trash.
- Students must have permission from an adult to leave the cafeteria or courtyard.

ABSENCES

Please call the office, 624-3160, before 9:00 a.m. if your child is absent. If we do not receive information regarding an absence, the absence is recorded as an unverified absence, which is truancy. Please schedule family vacations to coincide with school holidays. Days missed due to family trips or vacations are unexcused absences and truanancies as defined by the California Education Code. If you know ahead of time that your child will be absent, please make sure you tell our office manager. We appreciate you telling the teacher, but it is the parents' responsibility to also inform the office.

ILLNESS While consistent attendance is important, if your child is not feeling well, please keep him or her home. A child should be fever free and have not vomited for 24 hours before returning to school. You will be called if your child becomes ill at school.

RETURNING TO SCHOOL

State law requires a written note, phone call, or person to person contact stating the reason for your child's absence. Please include the following information:

Child's first and last names	Date of absence	Teacher's name
Reason for the absence	Parent or guardian signature	

APPOINTMENTS To be readmitted to school after an appointment, students are required to bring notices from their doctors or dentists.

PUNCTUALITY

Please phone the office, 624-3160, if your child is going to be late. If tardy, a student **must** first report to the office before going to class. Students are tardy if they are on the ramp when the bell rings. Students must be on the courtyard or playground when the bell rings. It is important that the school and families work together to instill the life skills of responsibility and punctuality in all our students. If you child is late due to a dental or doctor appointment they must bring a note from the doctor.

TRUANCY

Truancy is defined as 31 minutes or more of an unexcused absence or tardy, three times during the year. Students are truant if the parent does not notify the school of an absence. Habitual truancy will result in truancy letter placed in the cum file and a parent meeting with principal.

PERFECT ATTENDANCE

To earn perfect attendance, a student must attend school everyday and the student must be on time. Perfect attendance includes punctuality; therefore a student cannot be late.

DROP OFF AND PICK UP

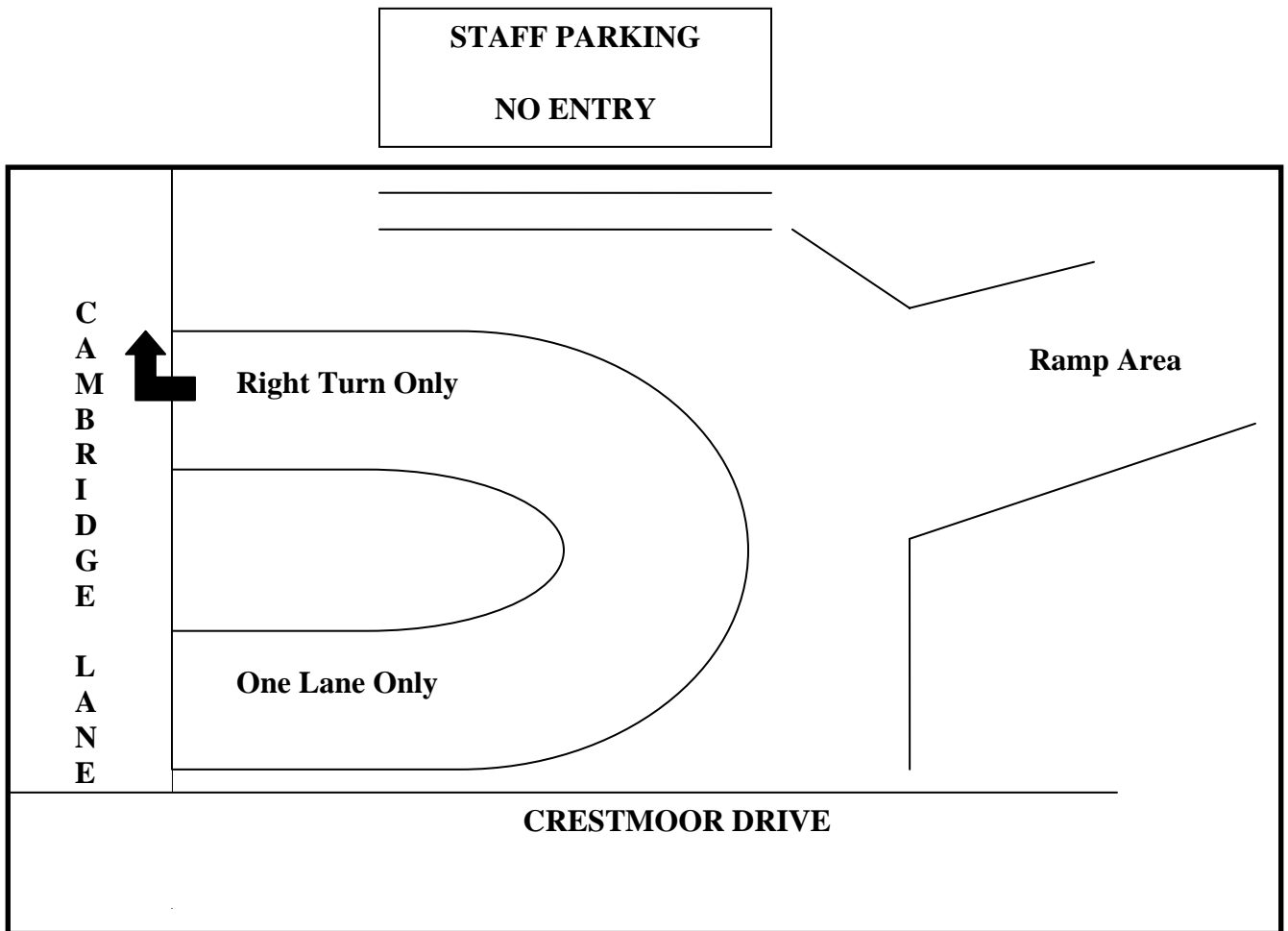
Morning supervision begins at 8:10. Students are to wait in the courtyard. On rainy mornings, all students report to the cafeteria and sit in their Round Up seats. **At dismissal, parents are to wait on the ramp or in courtyard, not outside classrooms.**

No parking is available on the school campus. Please park your vehicle on the street if you need to come on campus. **Please, do not park in the staff lot at anytime.**

The green gate on Crestmoor is a good alternative. Volunteers supervise the crosswalk daily at dismissal. **When dropping or picking up at the green, please park your car.**

TRAFFIC CIRCLE

Please do not get out of your car. **If your child is not on the ramp, you may be asked to go around the block and reenter the circle.** You can make a **right turn only** out of the circle.



PICKING UP EARLY

Please call or write a note when your child is to be picked up early. The parent or guardian must come directly to the office to sign out the student. Students are not allowed to wait outside when being picked up early. Please do not go to the classroom or yard. If someone other than a parent is picking up a student early, the parent needs to send a note or call the office.

LOST AND FOUND

Lost and found items are stored in the cafeteria. Please write names on belongings.

HOMEWORK

Homework is an important part of education. It is used to build work habits and study skills and to reinforce instruction and improve academic achievement. All teachers will present their specific homework policies at Back to School Night. Please partner with your child's teacher to support and supervise homework. If you have questions or concerns, please contact your child's teacher.

Assignments are often started in class and are to be completed at home. The type of homework and length will vary according to the subject and grade level. Guidelines on homework amounts have been established by the district.

Kindergarten	based on teacher's judgment
1 st – 3 rd grades	one to two hours per week
4 th – 6 th grades	two to four hours per week
7 th – 8 th grades	four to six hours per week

Please supervise homework.

- Establish a specific homework time and monitor television and video gaming.
- Communicate with teachers. Share concerns about amount or type of homework.
- Limit after school events to allow time for both homework and family activities.
- Praise effort, but work through examples rather than just giving answers.
- Check completed assignments nightly as needed.

CALIFORNIA STATE STANDARDS

The state of California holds teachers and students accountable to California State Standards. Standards may be viewed at www.cde.ca.gov/be/st/ss/. Standards help frame student work so that all students strive to meet high expectations. Standards compare student work to goals that do not change, rather than to other students' work.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Report cards are distributed in December, March, and June.

December conferences are required. Conferences at the March and June trimesters are optional and may be initiated by parents or teachers. Do not wait for conferences. Parents may request a conference at anytime. If you have concerns, speak to the teacher immediately.

Formal progress reports are sent during the sixth week of each trimester in grades four through six. These reports are mailed directly to the home and require a parent or guardian signature before being returned.

HONOR ROLL and MERIT ROLL

Letter grades are given only in the upper grades. Honor and Merit Roll awards are earned in grades four through six. This scale is used to calculate grade point average and was adopted by the San Bruno Park School District in 2008. .

A = 100% – 93%
A- = 92% – 90%

B+ = 89% – 86%
B = 85% – 83%
B- = 82% – 80%

C+ = 79% – 76%
C = 75% – 73%
C- = 72% – 70%

D+ = 69% – 66%
D = 65% – 63%
D- = 62% – 60%

F = 59% and below

Honor Roll

- 3.5 grade point average or above
- Achievement is at grade level or above in academic subjects
- Behavior in and out of the classroom must be commendable. During the trimester, students who were suspended, expelled, or who committed other major infractions will be automatically disqualified.
- Non graded areas must have a number of at 3 or higher. A score of 1 or 2 in a non graded area will be an automatic disqualification.

Merit Roll

- 3.0 – 3.49 grade point average
- Behavior in and out of the classroom must be commendable. During the trimester, students who were suspended, expelled, or who committed other major infractions will be automatically disqualified.
- Non graded areas must have a number of at 3 or higher. A score of 1 or 2 in a non graded area will be an automatic disqualification.

OUTDOOR EDUCATION

www.smcoe.k12.ca.us/outdoored/

This week long, sleep away camp for fifth graders is held at Jones Gulch YMCA Camp in La Honda. Extensive information will be provided to fifth grade families. Help your children be successful by having them sleep away from home before Outdoor Education. Visit the website to see menus, maps, and pictures. We will attend **February 6-10, 2012**.

Mail at Outdoor Ed. is very important. Ask friends and family to send mail. Send a letter a week before to ensure your child receives it on the first day.

Your Child's Name

John Muir School February 6-10, 2012

SMCOE - Jones Gulch YMCA Camp

11000 Pescadero Road

La Honda, CA 94020

FIELD TRIPS

Requirements to drive on field trips have changed.

Driving requirements have changed. As of 2009, **proof of insurance with \$100,000 minimum of liability coverage and valid driver's license must be submitted.** Copies will be taken and kept on file in the office. Insurance and a valid driver's license must be submitted every school year. **Siblings are not allowed to attend field trips.** The undivided attention of drivers and chaperones is needed to supervise our students. Driver insurance forms may not be submitted the day of the field trip.

Parents are not to purchase snacks or sodas for students while on the trip or on the way to or from the trip. Unscheduled stops are not part of field trip itineraries. Parents are responsible for students at all times.

For students, field trips are privileges and must be earned. All assignments must be done thoroughly and turned in on time to attend field trips; class work, homework, projects, reports, etc. Student permission forms will be sent home for each field trip. Student permission forms must be turned in by the due date, or they will not attend. Permission slips may not be submitted the day of the trip.

BE AWARE AND CARE

All John Muir students will behave in a way that is reasonable and kind. Each individual must take responsibility to treat others as they would like to be treated. Our school will be a safe and enjoyable place for all of us. **Reasonable** and **Kind** are words that may mean many things. Being kind requires every student to think about how he or she behaves toward other students and toward adults. Reasonable behavior includes a wide range of expectations, including learning, respect, and responsibility.

Behavioral Standards

1. Respect yourself and others, our school, and our environment with proper words and actions.
2. Be positive and always do your best.
3. Appreciate and recognize everyone's individuality.
4. Use your best thinking; make responsible choices and decisions.

INFRACTIONS

Infractions of established classroom rules and procedures are handled by the teacher. If consistent inappropriate behavior continues, referral to the principal will occur.

CONSEQUENCES

- Consequences laid out in the individual class management plan
- Contact parents
- Loss of recess and/or specific class privilege
- Time out in the office or other classroom
- Behavior contract
- Referral to office

MAJOR INFRACTIONS

In these situations, students will be suspended from school and possibly expelled. There is a no tolerance policy on these situations.

1. Dangerous behavior; fighting, assault, or intimidation.
2. Possession of a knife, firearm, explosive; or facsimiles. Air soft guns are considered firearms and are never allowed on campus.
3. Possession or sale of drugs or alcohol.
4. Insubordinate behavior, defined as the direct and immediate refusal to comply with reasonable staff instruction.

APPROPRIATE DRESS

Students are expected to dress in ways that show pride in themselves and which acknowledge school as a place to work and learn. When a student's appearance is felt to be inappropriate, the student will be sent to the office and parents will be contacted.

- Shoes must be worn at all times. Students must be able to run and do physical activities every day. Flip flops, mules, and opened toed shoes are not permitted.
- Clothing, jewelry, backpacks, fanny packs, gym bags, water bottles, etc. shall be free of writing, pictures or insignia which are crude, provocative, vulgar, profane or sexually suggestive, or which bear drug, alcohol or tobacco symbols or advertising.
- Hats, caps and other head coverings shall not be worn indoors, except for documented religious or medical reasons. Hats may be worn facing forward only.
- Clothes shall conceal undergarments at all times. Spaghetti straps, tank top undershirts, see through fabrics, halter tops, off the shoulder or low-cut tops, bare midriffs, and skirts or shorts shorter than mid thigh are prohibited. Modesty shorts are encouraged.
- Hair shall be clean and neatly groomed. Colored hair and extreme styles are appropriate on Halloween only. Mohawks and carved hair are not permitted.
- Make up is not permitted except on Halloween.
- Carved hair designs, sagging pants, long shirts, pant chains, and bandanas are not permitted. These are considered gang related apparel.

SEXUAL HARASSMENT

Sexual harassment is considered to be a form of sex discrimination, and it is a violation of federal and state laws and school district policy. The school will endeavor to provide all students an environment free from sexual harassment and will not tolerate such conduct. Any student with a complaint of sexual harassment should immediately report it to a school official. All complaints will be promptly and thoroughly investigated in accordance with the district's sexual harassment policy.

EMERGENCY INFORMATION

Emergency forms are completed at the beginning of each school year. For your child's safety and welfare, please keep the emergency information current at all times. Notify the office of any changes. In the event of an emergency, your child will only be released only to those people listed on the emergency form.

DISASTER PROCEDURES

In the event of a major disaster, your child will be kept at school. A student will only be released to those individuals listed on the student's emergency form. In the case of a major emergency, information can be reached on the following radio stations:

KCBS 740 AM (primary source for our district)
KGO 810 AM
KNBR 680 AM

EMERGENCY DRILLS

Fire, earthquake, and disaster drills are a regular part of the school program.

COMMUNICABLE DISEASES

For the health and well being of all our students, please report communicable diseases directly to the office. The names of students with such diseases are always kept confidential. Only your child's room number will appear on the exposure notices will be sent to the families of the exposed children. The following are communicable diseases: chicken pox, mumps, scarlet fever, strep throat, measles, ringworm, German measles, whooping cough, pink eye, impetigo, slap cheek, scabies, and head lice.

HEAD LICE

The school district has a no nit policy. If your child has lice, he or she may not return to school until treated and all nits have been removed. Contact the office immediately. To treat, use an over the counter, anti lice shampoo. Comb hair with a fine tooth comb to remove all nits. Vacuum your child's room. Soak combs and brushes for one hour in solution containing anti lice shampoo. Wash sheets, blankets, pillowcases, and clothing in 140° water. Items that cannot be washed should be placed in an airtight bag for at least three weeks.

MEDICATION AT SCHOOL

Any medication, prescribed or over the counter, that a child needs to take during school hours will need a physician's note. Bring medication to the office where it will be kept and administered. **If you wish to personally give your child medication during the school day, please sign in at the office first.**

REGISTERING FOR SCHOOL

The following information must be provided for all students when registering for school. Kindergarten registration begins in January. **Registration is not complete until all paperwork has been returned.** Original documents must be provided. Photo copies will not be accepted. Original documents will be photocopied in our office for school records and returned.

- birth certificate (original copy)
- 2 proofs of residency ; PG&E bill, telephone bill, property tax bill with payment receipts, rent payment receipts and executed lease/rental agreement, utility bill and payment receipt, or declaration of residency executed by then student's parent or guardian.
- up to date immunizations (yellow card)

HEALTH AND WELLNESS POLICY

The state Health and Wellness Policy (www.cde.ca.gov/ls/nu) became effective in July 2007. This policy is in direct result of the recent increases in childhood obesity and diabetes. **Candy and sweet snacks are not allowed at classroom parties or birthday celebrations.** Parents, please make sure to speak to the teacher about food items and ask about allergies. If a snack does not meet the Wellness Policy, your child will be unable to share it. The last thing we want for our students, your precious children, is disappointment. Please talk to teachers and parents for ideas. You might consider sending non food items, like pencils, pens, stickers, etc. Children eat what is put in front of them. If healthy food is presented, they will eat! **Do not send candy Goody Bags with candy or sweets; they will be sent back to you.** Goody bags must follow the Wellness Policy. When in doubt, it is the parent's responsibility to ask the teacher.

Non-food items are GREAT! stickers, pencils, erasers, etc.

Some examples of healthy snacks include:

Fresh fruit	Yogurt
Frozen Gogurt	Vegetable sticks
String cheese	Pretzels
Graham crackers	Fruit juice bars (100% juice)
Muffins (not chocolate) butter	Air-popped popcorn- no
Baked ships and salsa	Fruit smoothies
Peanut butter and crackers	Cheese and crackers
Pumpkin or sunflower seeds	Peanut butter/celery,
cream cheese/celery	bagels
Raisins and peanuts	dried fruits
Graham crackers	
Fig cookies	

The following snacks are not allowed:

Donuts	Pizza	cake	candy
Cupcakes	marshmallows	ice cream	ice cream bars
Cookies	Soda	Popsicles	gum
Fruit roll ups or fruit shapes (must be 100% fruit)			candy canes

JOHN MUIR SCHOOL PROCEDURES

Behavior Expectations

At John Muir School, we choose to **BE AWARE AND CARE**

- Respect yourself and others, our school, and our environment with appropriate words and actions.
- Be positive and always do your best.
- Appreciate and recognize everyone's individuality.
- Use your best thinking; make responsible choices and decisions.

Playground Procedures

- At 8:20, and at the end of every recess, when the **bell rings**, **students freeze**. When the **whistle** is blown, students **walk** quietly to line.
- Play safely in assigned areas. No rough play, shoving, tackling, or tumbling.
- Use the playground equipment safely. Never throw rocks, tanbark, etc., or swing on basketball hoops.
- When at recess, students must have permission from the yard supervisor to leave the yard; use bathroom, go to the office, or retrieve a ball on the field, etc.
- Play structures are off limits when wet.

Lunch Procedures (12:06 – 12:45):

- 12:06 – 12:20 1-3 lunch. Grades 4-6 on the yard.
- 12:25 – 12:45 4-6 lunch. K-3 on the yard
- Order lunch in the morning.
- Walk quietly to assigned table, stay seated, and talk quietly.
- All students are to clean up their spaces and to pick up five more pieces of trash.
- One Stop Shopping means that students only get up once at the end of lunch to throw away trash.
- Students must be dismissed by an adult.

Please note these important sections of this handbook.

- **Cell phones; no use before/during school; must be off, zipped in backpack**, pg 5
- **Drop Off/ Pick Up diagram**; no parking in staff lot at any time pg 7
- **Honor and Merit Roll Requirements** pg 9
- **Appropriate Hair and Dress**; no flip flops, spaghetti straps pg 11
- **California Department of Education Health and Wellness Policy** pg 14
Birthday and party foods must follow policy. No candy, donuts, cupcakes, cookies, ice cream, soda, popsicles, etc. Healthy foods only; fruit, veggies, yogurt, crackers, pretzels, air popped popcorn (no butter), etc.
Goody bags may not contain candy, donuts, cupcakes, cookies, ice cream, soda, popsicles, marshmallows, etc.

PLEASE RETURN TO YOUR TEACHER

Our signature below indicates that we have read and discussed this John Muir Handbook, and that we agree to follow the rules of John Muir School.

Parent Signature

Student Signature

Date _____

Date _____

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