

# **JOHN MUIR ELEMENTARY SCHOOL**

## **HANDBOOK**

### **2017-2018**

#### **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 our 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 all, **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 or cafeteria.**

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 on the ramp when the bell rings are late and 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 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

Generally, students in elementary school have no need for cell phones. If a parent feels a child needs a cell phone at school, it is required that the cell phone be turned off at all times and zipped in a backpack pocket. Students are not allowed to carry cell phones on their persons. Cell phones may not be used before or during school.

## 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 are not allowed to share or trade food. Many students have food allergies, and we do not wish to call 911.*

Students may bring lunches or buy lunches which cost \$2.50 and include milk. Individual milks cost 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. 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.

- 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> 12:06 – 12:20 lunch 12:20 – 12:45 recess
- 4<sup>th</sup>, 5<sup>th</sup> 12:06 – 12:25 recess 12:25 – 12:45 lunch
- Students are to sit with their classes and use soft voices.
- 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 you do not contact the office, your child will be marked unexcused and truant. When possible, please schedule family vacations to coincide with school holidays. **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 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**

Please plan medical and dental appointments for after school. 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. It is important that the school and families work together to instill the life skills of responsibility and punctuality in all our students.

**TRUANCY**

Truancy is defined as 31 minutes or more of an unexcused absence, three times during a school year. Students are considered truant if the parent does not notify the school of an absence. Habitual truancy will result in a letter from the principal and a parent meeting. Family trips and vacations are unexcused absences and trancies.

**EXCESSIVE TARDIES** Students who are late to school three or more times within a four week period will receive attendance letters. SART meetings will be held when students are repeatedly late. Students who are late 10 times will be placed on the line during all recesses on each additional day they are late to school. *Students on the ramp when the bell rings are late and must report to the office.*

**DROP OFF AND PICK UP**

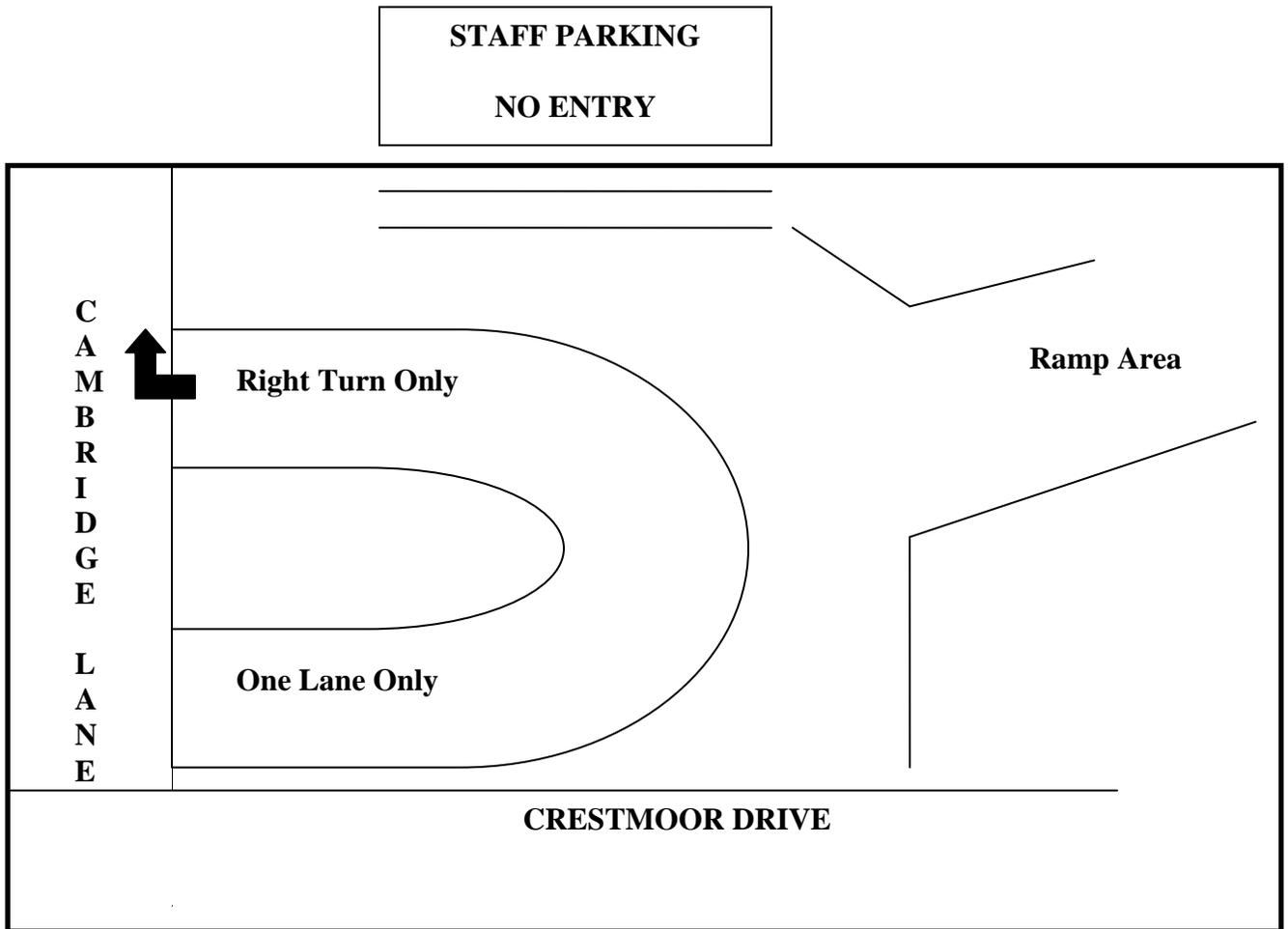
Morning supervision begins at 8:10. Students are to wait in the courtyard. On rainy mornings, all students report to the cafeteria and sit in their Round Up seats. **At dismissal, please wait on the ramp or in the courtyard, not outside classrooms.**

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.

### **LOST AND FOUND**

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

### **HOMEWORK**

Please partner with your child's teacher to support and supervise homework. If you have questions or concerns, please contact your child's teacher.

The type of homework assignments and length should vary according to the nature of the activity and the grade level. Generally, homework should have different purposes at different grades. It should reinforce the objectives of the lesson taught in class. For younger students, homework should foster positive attitudes, habits, character traits and connectivity to learning. For older students, it should facilitate knowledge acquisition and application in specific topics.

All classes have an outside reading homework requirement of at least 15 minutes daily, either by the student or from the parent. In grades four and five, the requirement is up to 30 minutes of outside reading daily.

Transitional Kindergarten/ Kindergarten	one to two hours per week
1 <sup>st</sup> – 3 <sup>rd</sup> grades	two to four hours per week
4 <sup>th</sup> – 6 <sup>th</sup> grades	up to six hours per week
7 <sup>th</sup> – 8 <sup>th</sup> grades	up to eight 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.

### **COMMON CORE STATE STANDARDS**

Teachers and students are held accountable to the Common Core State Standards. Standards may be viewed at [www.cde.ca.gov/be/st/ss/](http://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.

**October 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 five. These reports are mailed directly to the home and require a parent or guardian signature before being returned.

## **HONOR ROLL and MERIT ROLL REQUIREMENTS**

Letter grades are given only in the upper grades. Thus, only students in grades four and five are eligible for Honor and Merit Roll.

### **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.

### **Merit Roll**

- 3.0 – 3.4 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.

## **OUTDOOR EDUCATION**

[www.smcoe.k12.ca.us/outdoored/](http://www.smcoe.k12.ca.us/outdoored/)

**We will attend Outdoor Education September 25-29.** 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 Ed. Be sure to **visit the website** to see menus, maps, and photos.

Mail at Outdoor Ed. is very important. Ask friends and family to send letters and cards. To make sure your child receives a letter on the first day of camp by mailing a letter at least a week before.

Your Child's Name  
John Muir School **Sept. 25-29**  
SMCOE - Jones Gulch YMCA Camp  
11000 Pescadero Road  
La Honda, CA 94020

## **FIELD TRIPS**

Permission forms will be sent home for each field trip. As of 2013, *copies of your insurance policy showing \$100,000 minimum of bodily injury liability per person and valid driver's license must be submitted.* A field trip is a privilege and must be earned through good behavior and academic progress. *Siblings may not attend field trips,* as the undivided attention of all chaperones is needed to supervise our students.

**PRIVILEGES** *Field trips, the school picnic, assemblies, class and school activities, etc. are privileges and must be earned.* All assignments must be done thoroughly and turned in on time and behavior must be consistently good to participate in these privileges.

## **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, intimidation, or racial remarks.
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. Sandals, 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, 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.

## **BIRTHDAYS**

We do celebrate birthdays. Please speak to the teacher ahead of time about your healthy snack and when you will bring it. Snacks must meet the Health and Wellness Policy on page 15. Snacks that do not meet the policy will be returned. Do not send snacks without speaking to the teacher. Teachers cannot give out birthday invitations at school. Teachers cannot put invitations in folders or hand invitations to students. This could imply that the party is a school function. Parents may give invitations out before or after school. Please do not send balloons, as they are distractions and interrupt instruction.

## **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.

## **DISTRICT ANTI-BULLYING POLICY Governing Board Policy 5137 (a)**

All students can feel safe, Take pride in their school, take pride in their achievements.

### **Board policy 5145.3(a) Anti-bullying, Anti-Harassment**

All students have the right to come to school and feel safe, and to be free from harassment at school or at any off campus school activity.

- Recognizes: “verbal, physical, written conduct, so severe that it inhibits a student’s ability to participate in or benefit from an educational program or activity where it creates an intimidating, threatening, hostile, or offensive educational environment.”
- Bullying: inflicting physical or psychological distress as deliberate, unwanted, purposeful, written, verbal or nonverbal or physical behavior.

Not limited to:

- Unwanted teasing, threatening, intimidating, stalking, cyber-bullying, cyber-stalking, physical violence, theft, sexual, religions, or racial harassment, public humiliation, destruction of school or personal property, social exclusion, rumor or spreading falsehoods
- Any act of bullying is not tolerated on any San Bruno Park School district school campus.

## **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, lockdown and evacuation 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. Exposure notices will then 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.

## **MEDICATION AT SCHOOL**

A doctor must complete a medication form for any medication to be taken at school. This includes prescription and over the counter medications. Please pick up a medication form from the office. Medication will be kept and administered in the office. *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)

# **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 4-5 on the yard.
- 12:26 – 12:45 4-5 lunch. 1-3 on the yard
- 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.
- Students only get up only when dismissed by an adult at the end of lunch.