

John Muir Elementary School Student Handbook 2019/2020



Important Dates to Remember

Early Dismissal Dates

August 14, 2019 – Common Planning Day
September 11, 2019– Common Planning Day
September 18, 2019 –Assessment Collaboration Day
September 24-27, 2019 – Parent Conference Week
October 23, 2019– Common Planning Day
November 13, 2019 – Common Planning Day
December 4, 2019 – Common Planning Day
December 11, 2019 – Assessment Collaboration Day
December 20, 2019 – End of Semester
January 15, 2020 – Common Planning Day
February 12, 2020 – Common Planning Day
February 26, 2020 – Assessment Collaboration Day
April 8, 2020 – Common Planning Day
May 6, 2020 – Common Planning Day
May 20, 2020 – Assessment Collaboration Day
May 29, 2020 – Last Day of School

Report Cards

Week of September 23, 2019
Week of December 16, 2019
Week of March 2, 2020
Week of May 26, 2020

Back to School Night

Thursday, August 8, 2019

Open House

Thursday, May 21, 2020

Breaks

September 30 – October 11
December 23 – January 3
March 9 – March 20

John Muir Elementary School Handbook

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WELCOME TO JOHN MUIR ELEMENTARY SCHOOL!

Dear Parents/Guardians,

Welcome to the beginning of the 2019/2020 school year at John Muir Elementary! John Muir once said “Between every two pines is a door to a new world”. This summer the Muir staff has worked diligently to create an atmosphere where your students will walk into a classroom that presents a new world and where their imagination is evoked. Our hope is that each and every day your student/s will be challenged and engaged in a way that creates a lifelong learner.

As Eagle’s, we will always look to S.O.A.R. This stands for Safe, Organized, Accountable, and Respectful. S.O.A.R. is a behavioral matrix (included in this packet) that explains our school expectations and procedures for four main areas: Playground, Cafeteria, Shared Areas, and Classrooms. If we as a school (staff and students) learn and exemplify these four areas all throughout the year, we will be a better school because of it. Along with our continued implementation of S.O.A.R. we will be instituting a “house” system where students will be broken down into 6 different teams. Each house will include age ranges from kindergarten through 6th grade. Throughout the year we will teach character traits and areas of kindness that will be called “24 to S.O.A.R.” (also included in this packet). Students will be recognized and can earn points for their house based on showing the attributes listed on the 24 to S.O.A.R. There will be more communication to come in the next few weeks on how families can help support this school wide implementation.

As always, my philosophy on communication is very much an open door policy, so I encourage you to contact me with any questions or concerns you may have. I can be reached at 953-8106 or by email at ecollins@lodiUSD.net.

Sincerely,
Mr. Collins

LUSD Mission Statement

Lodi Unified School District will ensure the best education for students to be successful in life.

Value Statement

We value:

1. Every student
2. High student achievement and accomplishment
3. Parents as partners
4. Diversity
5. Contributions and commitments of teachers and all staff as educators
6. Trust, honesty, and respectful communication with each other

Vision

In Lodi Unified School District:

1. Each student realizes his/her maximum potential
2. There is no achievement gap between groups of students
3. We have a diverse staff that is highly qualified and enjoys its work
4. Schools are inviting a responsive to parents, engaging them as partners in their children's education
5. We provide resources to support quality education and safe, attractive learning environments in all of our schools
6. We have a trusting, working relationship between the Board of Education, the school district, and the community

Goals

1. Meet Program Improvement requirements as all groups of students improve their performance, and make progress to eliminate the Achievement Gap.
2. Improve the engagement of parents/guardians as partners in their children's education
3. Support an environment where diversity is valued
4. Maximize resources to improve the achievement of students in a safe and positive learning environment

John Muir Mission Statement

John Muir Elementary School will create a safe, caring and inclusive learning community of lifelong learners, where education is valued.

Vision

Each student will:

- Communicate effectively;
- Act as a responsible citizen;
- Respect and embrace diversity;
- Demonstrate their personal best;
- Develop positive relationships with others;
- Achieve academic success.

John Muir Learning Community Expectations

Student Expectations:

- Achieve literacy in reading, writing, math, science, technology, social science, and the arts
- Apply knowledge and skills to real life situations & engage in challenging learning experiences
- Be responsible for schoolwork & homework assignments
- Be responsible for care of school materials and equipment
- View school and learning as important and valuable
- View learning as a life-long practice
- Make appropriate choices
- Develop positive life skills and relationships with others
- Always do one's personal best
- Respect, value and support all members of the learning community






Staff Expectations:

- Continually seek ways to engage and challenge all students throughout the learning process
- Provide opportunities for students to make choices within the learning environment, balancing direct teaching with cooperative and individual pursuits
- Communicate all aspects of the educational program with parents and the community
- Continuously examine current practices
- Approach responsibilities within the learning community with enthusiasm, demonstrating creativity and innovation—and modeling learning as life long
- Collaborate with other members of the learning community in enhancing and implementing the school program
- Respect, value and support all members of the learning community

Parent/Guardian Expectations:

- Value and continue their role as their child's first teacher
- View learning as life long and model this practice
- Actively participate in school-wide activities and assist and support their child's instructional program
- Support and encourage the learning community in positive ways and communicate concerns in an appropriate manner
- Respect, value and support all members of the learning community

John Muir School Procedures & Expectations

EAGLES	On the Playground We...	In the Cafeteria We...	In Shared Areas We...	In Our Classrooms We...
 SAFE	<ul style="list-style-type: none"> Walk to the playground Stay in boundaries Use equipment properly Walk in the bark box Leave wood chips in bark box Keep our hands and feet to ourselves Keep food and water bottles inside buildings 	<ul style="list-style-type: none"> Use both hands to carry our tray Use serving utensils appropriately Eat only our food Notify adults of spills Walk and sit appropriately 	 <ul style="list-style-type: none"> Walk at all times Report unsafe situations to an adult 	<ul style="list-style-type: none"> Practice flexibility Make good choices Show caring towards others Use learning materials appropriately Respect others' personal space Follow procedures and expectations
 ORGANIZED	<ul style="list-style-type: none"> Leave our backpacks outside the classroom before school Take turns Walk to our line at a voice level of 0-2 when the bell rings 	<ul style="list-style-type: none"> Pick up trash Keep food on our tray Stand in a straight single-file line Wait in line with hands and feet to ourselves 	<ul style="list-style-type: none"> Keep our pass visible Walk directly to our destination 	<ul style="list-style-type: none"> Bring necessary materials Use resources Return items we borrow Come to school prepared to learn
 ACCOUNTABLE	<ul style="list-style-type: none"> Follow game rules Accept consequences Use problem solving skills Return all equipment appropriately Use the restroom and return immediately to the playground 	<ul style="list-style-type: none"> Use our own lunch card appropriately Use a voice level 0-2 Choose only as much food from the food bar as we can eat Clean up after ourselves 	<ul style="list-style-type: none"> Keep our campus clean Encourage others to follow procedures and expectations 	<ul style="list-style-type: none"> Arrive on time Take responsibility for our own actions Participate in learning
 RESPECTFUL	<ul style="list-style-type: none"> Respect all Learning Zones Respect others' personal space Invite and allow others to play Listen to and follow directions of all adults Are polite and use kind words Use appropriate language Use an appropriate voice level Show sportsmanship 	<ul style="list-style-type: none"> Use kind words and are polite to everyone Listen to and follow directions of all adults Make room at our table Use manners Use appropriate language 	<ul style="list-style-type: none"> Listen to and follow directions of all adults Are polite and use kind words Smile and greet others Stay on designated pathways Remain at a voice level 0 in all Learning Zones Use appropriate language 	<ul style="list-style-type: none"> Greet others Include others Accept differences Support others Use whole body listening Treat others kindly Listen to and respect others' opinions Use appropriate language

Voice Levels: **0 – Silent**; **1 – Whisper Voice**; **2 – Partner Voice**; **3 – Public Speaking**

24 to S.O.A.R.

1. Make eye contact when communicating and listen with purpose.
2. Congratulate the success of others.
3. Respect everyone's comments, opinions, ideas, and beliefs.
4. If you win, be humble. If you lose, practice good sportsmanship.
5. Always say "please" and "thank you".
6. Appreciate rewards without expecting them.
7. Surprise others by performing random acts of kindness.
8. Transitions will be swift and orderly with an appropriate voice level. Walk with purpose and respect the learning community.
9. When a guest teacher is present, all procedures and expectations still apply.
10. Follow all school procedures and expectations.
11. Know all learning community members' names and greet them by name.
12. When greeting new people be sure to smile, shake their hand, and repeat their name.
13. Be respectful towards speakers and others during assemblies and rallies.
14. If someone drops something and you are close to it, pick it up.
15. Hold the door for others.
16. If someone bumps into you, say excuse me, even if it was not your fault.
17. Be a problem solver.
18. If anyone is bullying you or you witness bullying, let an adult know.
19. Stand up for your beliefs.
20. Have a positive mindset.
21. Show perseverance when faced with difficult situations.
22. Learn from mistakes and move in a positive direction. Every mistake is a learning opportunity.
23. Be honest in every circumstance.
24. Always do your personal best.

John Muir Elementary School 2019-2020 Learning Community

Kinder	Tami Somera (AM)	Caren Weber (AM)	Rochelle Wall (PM)	
1st Grade	Juli Bednarz	Kim Chun	Laura Troutman	
2nd Grade	Ann Barlow	Nicole McNally	Danielle Williams	
3rd Grade	Leah Cofer	Tammy Williams	Dianne Veldhuizen	
4th Grade	Lynda Raquel (GATE)	Jennifer Allen	Neng Cha	
5th Grade	Erin Smith	Jackie Fry (GATE)	Maria Smith	
6th Grade	Danielle Montoya	Danica Houseman	Anthony Torres (GATE)	
Read 180 - .5	Open			
Spec Ed	Suelynn Silva (SDC)	Andrew Cayabyab (SDC)	Alexandra Lopez (RSP)	Yvette Ramos (SDC)
PE	Rio Lazaro	Jonathan Hutto		
Music	Kathleen Ferrell	Marielle Petricevich	Glen Guevara (Band)	Open (Strings)

Other Support Staff

Principal Eric Collins
Vice Principal Jamie Moso
Custodians Brian Mehlhaff
 Yang Vang
 Carlos Renteria

Secretary Lauree Nelson
Typist Clerk Carol Smith
Kitchen Rebecca Medina
 Lucy Nye
 Sing Chin

Counselor Olga Montiel
Speech Christy Hunter
Psychologist Nicholas Dalebout
School Nurses Monica Estes Reena Sharma Cecilia Her
Community Liaison Gloria Allen
Librarian Eva King

Para Educators

RSP Para	Shasta Kahn	Shauna Tuhn	
RSP PAAS	Juanita Casillas	Malissa Luvianos	Kenneth Hadden
EL	Anabel Alvarado (Spanish)	Open (Vietnamese)	
SDC/MM	Shelia Dodson (Para)	Cynthia McDougal (PAAS)	Theresa Pattron (PAAS)
SDC/M.S.	Merlin Watkins (Para)	Alma Montijo (PAAS)	Teresa Ocampo (PAAS)
SDC/M.S.	Amy Horn (Para)	Open (PAAS)	Open (PAAS)

Adult Crossing Guard Donia Lazkani Annie Dunway-Costain Annette Combs
Noon Supervisors Stephanie Hatchard Annette Combs Donia Lazkani

2019-2020
John Muir Elementary
Bell Schedule

Grade 1-6 Start Time: 8:30AM

Rainy Day Schedule

Grade	Recess	Lunch	Recess	Dismissal Regular Day
K -AM Start: 8:20		11:00-11:20 (20 min)		12:00 pm
K -PM Start: 11:00		11:00-11:20 (20 min)		2:41pm
1 & 2	10:15-10:30am (15 min)	11:35-12:15 (40 min) <i>11:30-12:00 (Rain)</i>	1:35-1:50 (15 min)	2:35pm
3	10:35-10:50 (15 min)	12:10-12:50 (40 min) <i>12:05-12:35 (Rain)</i>	1:35-1:50 (15 min)	2:35pm
4	10:35-10:50 (15 min)	12:10-12:50 (40 min) <i>12:05-12:35 (Rain)</i>		2:41pm
5 & 6	10:55-11:10 (15 min)	12:40-1:20 (40 min) <i>12:40-1:10 (Rain)</i>		2:41pm

Grades 1-6 Minimum Day Schedule Start time: 8:30 AM

Rainy Day & Minimum Day

Grade	Recess	Lunch	Dismissal Min Day
K AM & PM 8:20		10:30-10:50 (20 min)	12:00
1 & 2	10:15-10:25 (10 min)	10:55-11:25 (30 min) <i>10:55-11:25 (Rain)</i>	12:31
3	10:35-10:45 (10 min)	11:25-11:55 (30 min) <i>11:30-12:00 (Rain)</i>	12:31
4	10:35-10:45 (10 min)	11:25-11:55 (30 min) <i>11:30-12:00 (Rain)</i>	12:40
5 & 6	10:50-11:00 (10 min)	12:00-12:30 (30 min) <i>12:05-12:35 (Rain)</i>	12:40

John Muir Elementary School Playground Procedures 2019-2020

Playground & Field Procedures

- **REFER TO THE S.O.A.R. behavior matrix on procedures.**
- Use bathrooms responsibly – Intermediate and primary students use designated bathroom
- Tag, football, soccer and kickball, etc. played on the grass only
- May play on grass when it is not wet
- Conflict or unsafe play must be reported to supervisors immediately
- May not roll or run down the hill from the blacktop to the grass
- Play in North end of the field above bike rack fence
- Play only on the field side of the pine trees lining the field
- Play three trees away from E Pod portables
- Play ends when bell rings
- No food or drinks on playground or field
- No human pyramids allowed

Jump Rope & Hula Hoop Procedures

- Use on blacktop only
- Ropes are for jumping or ground skipping only – no tug-of-war, lassoing, swinging overhead, etc.
- Hoops are for hula hooping, jumping, or ankle skipping only – no swinging overhead, throwing, etc.

Play Structure Procedures

- Slide from top to bottom in a seated position only
- Ladder used by one student at a time
- Pole used to slide from top to bottom only
- No tag or running in the bark area or on the structure

Basketball Rules

- Game limited to 10 players or less
- Use half court if other students are interested in playing a separate game
- Students call their own fouls, opposite team takes ball out
- No physical contact or rough play

Four Square Rules

- Serve starts from A square and serves to D, D hits it back and then “game on”
- Players take positions in A, B, C, and D
- Ball is served by dropping and serving underhand from the bounce
- Opposing player keeps ball in play with an underhand hit after it has bounced – directing it to another square
- Fouls:
 - Not hitting the ball when it bounces into your box
 - Playing a ball that bounces in another person’s box

- Hitting the ball out of bounds or on a line
- Hitting the ball in your own box
- Holding, catching or carrying the ball
- Cannot get out on the first serve

Tetherball Rules

- First person in line is the referee, calls the plays, and is always fair.
- No “chancies” – not fair to the people waiting in line
- No player plays more than two consecutive games
- Hit the ball with closed fist only
- Traditional Rules (if chosen by first person in line):
 - Two players, one in each zone
 - Server pushes ball towards opponent
 - Opposing player hits the ball in the opposite direction
 - Each player tries to hit the ball in opposite directions
 - Winner wins when the ball and rope wrap completely around the pole in their direction
 - No “one foot over,” “pushies,” “holdies,” “helpies,” or “ropes” in traditional tetherball
 - No touching the pole

Football Rules

- Mixed teams selected in a fair manner
- Ten players or fewer on a team
- No tackling ever!
- Two knees touch the ground means a dead ball
- Two completions beyond the line of scrimmage results in a first down
- Pitch or backward pass must be caught and run across the line of scrimmage for it to be a completed pass
- Good sportsmanship always!

Attire: What to Wear

<u>Acceptable</u>	<u>Not Acceptable</u>
<ul style="list-style-type: none"> • Appropriate clothing for school and suitable for the weather • John Muir T-shirts and sweatshirts (sold by PTA) • School Spirit Friday - Wear John Muir green & white or any John Muir Club shirt • Pants & shorts • Belts necessary (if waist is loose fitting) • Socks required • Tennis or athletic shoes must be worn on PE days • Sandals (with front and back straps) • Hats (baseball caps or "fisherman" hats with all-around brim) may be worn <u>outside only</u> • Woolen caps (ski type caps) are permitted to provide ear protection on cold days • Hair adornments (e.g. barrettes, headbands, ribbons) are generally acceptable • Post earrings • College Wear on Mondays! 	<ul style="list-style-type: none"> • Clothing should not distract from learning • Inappropriate choices may result in consequences (including suspension) (e.g., Clothing that displays, depicts or promotes an inappropriate message/language, graphics depicting nudity, gestures, poses, violence, tobacco, alcohol, gangs, or drugs, crop-tops, spaghetti straps, low-cut tank tops with open armholes that expose excessive skin.) • Baggy, saggy or oversized pants or shorts • Excessively short shorts • Platform shoes or high-heeled shoes • Open-toed shoes worn without socks • Flip-flops, slip-ons or sandals without a back strap • Hats may <u>not</u> be worn backwards • Sweatshirt hoods <u>not</u> to be worn inside • Sweatbands, stocking caps, "Do" Rags • Extreme hair styles that cause a distraction (e.g., words cut into hair, excessive Mohawks, hair dye) • Bandanas or headbands/sweatbands worn on the forehead • Make-up • Excessive jewelry (spiked, bangles, long chains either around neck or hanging out of/in pockets) • Earrings that are large, dangling, spikes • Artificial fingernails • Fake tattoos or other body graphics



GENERAL INFORMATION

“Fly Like an Eagle!”

Absences

Absences must be verified. Please call the school office by 9:00 a.m. to report your child’s absence. Our automated system will attempt to call regarding an absence if we have not heard from you by 9:00 a.m. Please send a note upon your child’s return, indicating the reason for the absence if we have not confirmed the absence by phone. Independent study contracts can be arranged with the child’s teacher in the event of a special circumstance. Please contact your child’s teacher and the school office if there are special circumstances. Students are expected to be on time to class each day. Tardies are recorded and will affect your child’s perfect attendance record.

Arrival/Departure

Adult supervision begins at 8:15 a.m. in front courtyard and cafeteria. Gates open at 8:20 a.m. After school, students are expected to board their school bus promptly. **Please remember that students should only be on school grounds during times when there is scheduled adult supervision. Please arrange to drop off & pick up students in non-red zone areas. After school, students who need to get picked up in the car line, will need to immediately report to the front of the school and get in their grade level line.**

School hours:

Kindergarten

(AM) 8:20-12:00; (PM) 11:00-2:40;

Grades 1st - 3rd

8:30 – 2:35

Grades 4th – 6th

8:30-2:41

(SH/Cayabyab: 9:00-2:41)

Minimum Days/Common Planning Days:

Grades 1st to 3rd: 8:30-12:31;

Grades 4th – 6th 8:30-12:40;

All Kindergarteners 8:20-12:00 (SH/Cayabyab: 9:00-12:40)

Back-To-School Night & Open House

We encourage all of our parents/guardians to come to our Back-to-School and Open House nights.

Back-to-School Night begins in our school cafeteria with a brief welcome, an introduction of staff, and PTA announcements. Two 30 minute sessions of classroom visits provide you with important information from the classroom teacher regarding procedures, policies, and expectations for your child(ren). ***This is an adult-only evening event.***

Open House is an opportunity for students to give their parents/guardians a grand tour of projects and accomplishments of the year and to see classroom displays.

Benchmark Assessments

Common Core State Standards, specific to each grade level, are taught and assessed each quarter. “Benchmark Assessments” are part of each grade level’s curriculum, and are given to assess students’ progress each quarter. Specific dates will be provided by the school in the Tuesday “Communicator” and newsletters from your child’s teacher.

Bus Transportation

Students are responsible for their behavior as they ride the school bus to and from school. Each bus driver has certain procedures and expectations that students are expected to follow. Should a student receive a bus citation, they are expected to bring it to the office on the day they receive it. If it was received on their ride home, they are expected to bring it to the office the next morning. Students must have a note from their parents/guardians before they will be permitted to ride an alternate bus. Any concerns regarding transportation should be directed to the Transportation Department (331-7171).

Bicycles, Scooters, & Skateboards, Etc.

- Students may ride their bikes/skateboards/scooters to school and must wear a helmet.
- Students bring their equipment to school at their own risk. The school is not responsible for lost or stolen items.
- Students park their bikes/skateboards/scooters in the bike rack area beginning at 8:00 a.m. and must secure them with a lock. The bicycle rack area will be locked during the school day.
- Students are to **walk** their bikes or hand- carry skateboards/scooters on the school grounds to ensure pedestrian safety.
- Students must observe proper bike safety on and off school grounds or will lose the privilege of riding their bikes/skateboard/scooter to school.
- Staff members, responsible for ensuring safety on campus, have the right to confiscate items, whose misuse presents safety concerns. Only parents/guardians are able to collect confiscated items.

Cell Phones and Other Electronic Devices

Students are required to have a permission slip signed by a parent/guardian in order to bring a cell phone on campus. Permission slips are included in the First Day Packet and the Enrollment Packet when a new student is enrolled. A copy of the permission slip is included in the attachment portion of this handbook. Cell phones must be turned off and kept by the student in a safe, concealed location during the school day. Students may use cell phones before or after school in the front courtyard of the school where supervision is present. **Tablets are not allowed on campus.** The school is not responsible for lost or stolen cell phones or other electronic devices. Staff members, responsible for ensuring safety on campus, have the right to confiscate electronic devices when used not in accordance with school policy. Only parents/guardians are able to collect confiscated items.

Common Planning Days/Assessment Collaboration (Minimum Days)

Please refer to the enclosed calendar and schedule. These special minimum days provide staff with collegial planning time. These dates are also publicized in the top portion of each weekly “Communicator” newsletter.

Community Service

This program provides the opportunity for students to show community spirit as they support the John Muir Learning Community---as volunteers that provide important service to our school programs. Community Service projects include:

Transportation Buddies before school (grades 3,4,5,6);

Cafeteria Servers during lunch (grades 3,4,5,6);

A “Community Service Permission Slip” is required to be approved by parents/guardians, teachers, and administrators before assignments for duties are performed. Students are encouraged to participate in this valuable exercise in community service.

Conferences (Parent-Teacher)

We value the connection between home and school, and believe that effective communication between teachers and parents positively impacts student achievement and encourages appropriate student choices. We encourage parents/guardians to arrange time to speak with teachers outside of instructional teacher-student contact time. To schedule a meeting, email or send a note (with your child) to your child’s teacher. Teachers will gladly to respond and set up a conference time in person or by telephone, whichever is most convenient for you. In cases where questions arise regarding class work or homework assignments, student progress, or specific incidents---your child’s teacher is your best contact!

Emergency Cards

An emergency card must be on file in the school office for each student. Please contact the school office to update any changes that may occur during the school year. It is imperative that two individuals be listed in case of an emergency. If a person is not listed on a student's emergency card, they will not be allowed to take them from the school grounds. Parents/guardians who wish to have a friend or other family member not listed on the card pick up a student must make specific arrangements with the school office.

Food for School Functions

Food items provided for students for any school function during the school day may not be prepared in home kitchens. Cupcakes or cookies for parties, etc. must be purchased at a store or bakery. Please make prior arrangements with the classroom teacher before bringing classroom treats. (Party helium-filled balloons are not permitted on campus.)

Food Service from Our Cafeteria

Breakfast and lunch is served in our school cafeteria. Applications are available for free or reduced lunch. Should your child lose or forget lunch or money, the classroom teacher will grant permission to call home. Charges are allowed in special circumstances. Once charges reach a specific level, the cafeteria manager cannot provide a complete lunch; however, students will always be given with a sandwich. If parents wish to take their child out for lunch, please check your child out in the school office.

Gum/Candy/Snacks

Gum is not allowed at school. Candy is to be eaten only as a part of a child's lunch or for special occasions during a class party. Healthy snack choices are guided by your child's teacher.

Homework

Homework information/expectations will be shared at Back-to-School Night by your child's teacher. Parents/guardians can assist their children by providing a quiet place to work, by encouraging them to do their personal best, and by engaging in meaningful discussions about their learning experiences. Collaboration and support between home and school is important to each child's school experience. Questions regarding length of homework assignments or information regarding specific assignments should be directed to the classroom teacher.

Injuries

In all cases, when a student is hurt at school (unless it is minor as determined by the child and school personnel), a parent/guardian will be contacted so that he/she may assist in the treatment decision. Please indicate on the emergency card any particular allergy or medical condition that would be important for school staff to know in case of an emergency.

Lost and Found

The school maintains a lost and found box. Please contact the school office or stop by if your child loses an article of clothing or another item. Students are discouraged from bringing valuables or carrying an excessive amount of money to school. The school is not responsible for lost or stolen items. Please mark your child's name inside clothing and school supplies. *Lost & Found clothing items are displayed at the end of each quarter. Any unclaimed items at the end of each quarter are donated to charity.*

Medication

All medications must be dispensed to students by school personnel. A "Medication in School Parent Request" form must be obtained from the school office. This must be signed by the child's doctor and filed in the school office, prior to the dispensing of medication, prescription or over-the-counter. Students are not allowed to have medication of any kind (including over-the-counter medications) in the classroom, in their pockets, or in their lunch boxes.

SDC/SH Class: *Students receiving medication are required to have legal guardian/parent hand-deliver medication directly to Mr. Marks. (Students are not permitted to bring medication in backpacks.)*

Muir Messenger

The ***Muir Messenger*** envelope will be sent home every Tuesday. It will contain school notices, newsletters, etc. and will serve as a weekly communication link between home and school. Please review and remove the enclosed items, sign (by a parent or guardian) and return the ***Muir Messenger*** envelope with your child the following day.

Eagle Snapshot

Every week a weekly newsletter/bulletin with important events, dates, and anything pertinent happening at school will be sent home. This will be done through our online flyer format Peach Jar.

Noon League

Activities (e.g. soccer, basketball, softball, kickball) are organized and refereed by personnel during lunchtime recesses. Games promote team spirit and sportsmanship!

Party Invitations

Parents and students are permitted to hand out invitations to birthday parties, etc. at school ONLY if **every** student in the child's class is being invited. Please contact the child's teacher ahead of time so that these invitations can be handed out at an appropriate time. (Birthday snacks can be provided by students/parents for the entire class--- however we ask that arrangements are made **in advance** with the classroom teacher. Balloons are not permitted on our campus—for safety reasons.)

Parent and Community Assistants

We love our parent and community assistants! For parents with young children, when assisting in your child's classroom or chaperoning a field trip, please make childcare arrangements for your younger children.

Publicity

Please be aware that in order to chronicle special events or programs, the *Lodi News Sentinel* and/or *The Stockton Record* may visit our campus.

Rainy Days

On rainy days, students will be directed to their classrooms when the gates open at 8:20. Please do not allow your child to ride his/her bicycle on rainy days. On some extremely foggy days, the transportation department runs the bus routes on a late schedule. Please listen to your radio or television stations or call the transportation department (331-7171).

Release of Students

Please come to the school office to sign out your child for a dentist or doctor's appointments, or any other time your child must leave campus. This requirement is to protect the safety of your child(ren). No exceptions will be made. Any person picking up a student from school must be listed on the student's emergency card or be given permission via a signed note from the parent/guardian to the school office.

Selling Candy, etc.

Students are asked not to bring candy, cookies, etc. to school to sell for Little League, Girl Scouts, etc.

Supervision

Students are to remain in supervised areas at all times. Adult supervision is provided on the yard, in the cafeteria, and in the classrooms. For safety reasons, students are asked to walk on all concrete areas. Students are to leave backpacks by their classroom door before school, rather than taking them onto the yard. Students are not allowed to climb fences or trees, or enter areas on campus not supervised by staff.

Telephones & Messages

To ensure safety, students are required to bring a note from their teacher before coming to the office to use the phone. To leave a message with your child, office personnel will deliver a message immediately in the event of an emergency. Instructional time (class time) will not be interrupted for non-emergency messages. A note will be placed in the teacher's mail box for retrieval during the day. After school plans/arrangements should be made *prior* to coming to school.

Toys & Other Items from Home

Students are **not** to bring toys or electronic devices to school. Students may bring baseball mitts to school if properly labeled with his/her name. Playground equipment (like items provided by school) may be donated to class with permission from classroom teacher. For safety, equipment that is not standard school equipment is not permitted.

Under no circumstances may any child bring a penknife, laser pen, Swiss army knife, or any type of knife or weapon to school. Please do not send a knife in a child's lunch to use for cutting fruit, etc. Staff is required by law and Board of Education policy to take serious action. (See Student Conduct Code) In addition, students may not bring any item that causes a disruption to the educational process.

Visitations

Parents/guardians are a vital part of our learning community and are welcome to visit their child(ren)'s classrooms at any time. **For campus safety, all visitors, including parents/guardians, must check in at the office to receive a "visitor's pass" before visiting the campus or assisting in the classrooms.** Please remember that the check-in procedure applies whenever you visit the campus, whether your destination is to see your child on the yard or in the classroom. This procedure helps us provide a safe environment for your child.

Support Programs

School Psychologist

The school psychologist provides psychological and academic testing beyond that which takes place in the classroom. The school psychologist acts as an advisor to the school staff and is a member of the "Instructional Support Team." The school psychologist is on site 1 ½ days weekly.

Speech-Language Services

Speech and language services are provided for students (diagnosed by our Language-Speech-Hearing Specialist) with delays in speech/language development.

Instructional Support Team

The "Student Support Team (SST)" meets for the purpose of supporting students' academic and social progress; identifying/discussing areas of challenge; and generating ideas for both home and school that will enhance students' educational experience and success. Team members include: the student's teacher, the site administrator(s), the school psychologist, other teachers, other support personnel, as appropriate, and the student's parents/guardians.

Gifted And Talented Program (GATE)

The district's Gifted and Talented Program is a state-funded program. Three special day classes, including the "cluster" class concept (grades 4, 5, 6), are offered at John Muir Elementary School for those students who have been identified by the district's GATE office as qualifying for this special program. "Cluster Classes" (grades 4, 5, 6) provide a curricular-rich environment for GATE identified students within a general education environment.

Parent Involvement

PTA

The John Muir Elementary School PTA encourages parent involvement, assists with parent education, and organizes fund raising activities to support the educational programs of our school. Watch the *Communicator* and/or additional PTA newsletters/memos for ways to get involved!

English Language Advisory Committee (ELAC)

The English Language Advisory Committee (ELAC) is comprised of parents and teachers of English language learners. The committee is responsible for overseeing the enhancement of bilingual education, and parent education and communication.

Parent and Community Volunteers

Parent and community volunteers at John Muir Elementary School play an important role in our instructional program. Parents and community volunteers may assist in the library, Life Lab Garden, classrooms, campus beautification projects and on study trips. Parents and community volunteers wishing to assist in supporting our John Muir learning community should contact their child's teacher to determine how you can help! In accordance with LUSD Board Policy 1240, parents or volunteers will be required to be fingerprinted if they work regularly with students one or more days per week; or participate in an overnight field trip.

School-Wide Programs

John Muir Elementary School provides unique opportunities for its students. We extend an open invitation to our parents, guardians and other family members to attend any special event at our school. Events will be publicized in newsletters, invitations, teacher letters, and flyers. School-wide programs include:

- Math Olympiad
- Science Olympiad
- Student Government
- Study Trips
- Assemblies
- Running Club
- Garden Club
- Ukulele & Guitar Club