



School Policies

Absences. Parents should call the school to inform us of any absence. Call the Attendance Hotline

at (408) 267-7309 before school on the day of the absence. Upon return to school, students are required by law to bring a note giving the number of days absent and the reason. The note must be signed by a parent or guardian and turned in to the attendance office. You have 5 days from the last day absent to clear an absence.

Attendance. Daily attendance at school and being in class is essential for academic success. Parents will be notified of excessive student absences, and of consequences for truancy. Minors are required by law to attend school on a regular basis. Please see the school website or talk to the attendance clerk if you require information regarding independent studies.

Attendance Hotline Number (408) 267-7309

Academic Expectations. All students are expected to do their personal best in all classes. Students are expected to use this Homework Helper to keep track of assignments and parent-teacher communication. Each teacher will communicate expectations and procedures with parents and students.

Appearance and Dress Code. John Muir is a uniform school. Students are required to adhere to the school uniform policy every day. Please take some time to read the School Uniform Policy carefully for specific information. The color and style of a student's hair is individual and personal.

Bicycles. Students riding bicycles to school must park and lock them in the school bike cage in front of the school. All students are responsible for locking their bicycles.

California law requires that all students riding bikes to and from school must wear a helmet.

The John Muir Middle School staff is not responsible for lost or stolen bicycles.

Cafeteria Service. Breakfast and lunch will be provided for all students free of cost.

Classroom Visitations. All visitors must make arrangements to visit a classroom 24 hours or more in advance of the intended visit. All visitors must register in the main office before going to a classroom. Visitors will receive an ID badge, which must be worn for the duration of the visit. All visitors must check out in the main office at the end of the visit.

Cleanliness. Take pride in our school by keeping it clean. Students are expected to clean up after themselves on campus, during meals, and in classes. Whenever students eat, they are expected to be neat and orderly, and to help keep the grounds and tables clean by using trashcans at all times. Please remember that eating or drinking in the classroom is not permitted without teacher approval.

Electronic Devices. The John Muir Middle School staff is not responsible for lost, stolen, or damage to personal electronic devices, including, but not limited to, phones, smart watches, personal computers, and/or tablets.

Electronics Policy. The following rules must be followed once a student is on the John Muir Middle School campus for all personal electronic devices (phones, headphones, tablets, personal computers):

- Electronics must be turned off and put away in backpacks when the first bell rings and remain off until the end of the school day.
- Electronics must be placed in a backpack throughout the day – phones may not be stored in pockets.
- **Confiscated devices will be turned into the main office and will only be released to a parent or guardian.**
- **Further, any student texting, or using social media during the school day may be subject to disciplinary action.**

The John Muir Middle School staff is not responsible for lost or stolen electronics. Smart watches can be worn as watches as long as they

are not being used to text, call, or be online during the school day.

Emergency Contact Information. Parents and guardians are responsible to keep the school informed of current address, telephone number, and emergency numbers. Emergency care cannot be provided without parent permission. This is extremely important for your child's safety.

Emergency, Disaster, and Fire Drills. Emergency preparedness drills for fire and earthquake, shelter-in-place, and run hide defend drills are held multiple times during the school year so students and staff will be prepared for an emergency.

Grades. We use the traditional A through F academic grading system. Student grades will be mailed home at the end of each six-week grading period. Please allow two weeks following the end of the grading period in which to receive your grades. Intervention classes will be graded as pass/fail (+/-). Students will receive syllabi at the start of the year for all teachers with more detailed information regarding grading practices.

Students who receive a GPA of 3.0 or higher will be acknowledged at our semester Honors and Awards Assemblies. Each semester is divided into 3 six-week Grading Periods.

Gym Lockers. Gym lockers are provided for students to store their P.E. clothing. The lock serial number and combination will be recorded in the office.

Students should not share their combinations with anyone, and should not leave their combination lock sets on the last number for convenience. This is a sure way to have their lockers opened by others. John Muir is not responsible for possessions left in lockers.

Hall Passes. Students must have a hall pass to go anywhere during class periods.

Homework. Homework is given to practice lessons that were presented in class. Homework, which may take an average of 20 to 30 minutes per class per night to complete, will be assigned as needed. Most teachers assign homework Monday through Thursday. Some homework may be assigned over the weekend.

Students are expected to write down homework assignments in their Homework Helper. Parents should check the homework assignments and then check the student work.

It is the student's responsibility to make sure that homework is completed and turned in as assigned. Assignments and homework missed during an absence need to be completed and turned in as soon as possible. It is important that students take responsibility to make up any work missed during an absence.

Homework Center. John Muir Homework Center is open after school to students who need assistance in any subject area. Teachers along with other volunteers, staff the Homework Center in order to support students with their work. The Homework Center is located in the library and students have access to computers and resource materials. The Homework Center hours will be announced at the beginning of the school year.

Homework Helper. One Homework Helper is provided to all John Muir Middle School students in an effort to enhance academic success. You will have a reminder of what to do each night by writing your assignments for each class in your Homework Helper. You are expected to carry this Homework Helper with you every school day. The first one is our gift to you. If you lose it, you will have to pay \$5.00 to buy another one from the attendance office.

Library Books. A large collection of library books is available for students to borrow for a 2-week period. Students may use the books in their classrooms or take them home. Students are responsible for keeping library books clean and safe. Students will be charged for library books that are lost or damaged.

Lost and Found. The Lost and Found is located in the Attendance Office. Students may look for lost articles before or after school, or emergencies, during the day only with a pass from a teacher.

Medication and Medical Prescriptions. Any student who is required to take medication prescribed by a doctor during the school day, may do so under the supervision of the School Nurse, provided a "Permit to Take Medication at School" form has been completed by both the doctor and

the parent. This form is obtained from the school health office.

A student may not carry any medication. All medication must be stored in the health office. No medication, including aspirin or other over-the-counter drugs, will be stored or dispensed without written authorization from a physician and parent.

A parent or guardian must supply medication, and medication must be in the original prescription container – clearly labeled with the student's name, the medication dosage, and the directions for administration.

Messages for Students. Telephone messages for students are discouraged. They are disruptive to our educational program. If parents or guardians need to leave an important message for students, we ask that they contact the office to leave that message.

Money and Valuables. Large amounts of money should not be brought to school. If it is necessary to bring large amounts of money or valuables to school, leave them in the office. School personnel are not responsible for any lost articles.

ParentLink: There is a weekly ParentLink bulletin that is sent out on the Saturday before the upcoming week regarding activities on campus. The ParentLink is also available on our website, Facebook, and Yahoo Group.

Physical Education. All PE classes at John Muir Middle School are co-educational. All students must dress daily for P.E. The district uniform is navy blue and gray and may be purchased at school. Athletic shoes must be worn. Uniforms should be taken home to be laundered every Friday.

Students are expected to participate in P.E. class activities every day. If you cannot dress or

participate, you must have a written excuse from home or from a doctor. The note should include your name, the nature of your illness or injury, and how long you expect to be inactive. The John Muir Physical Education Department distributes their grading and non-suit policy in the beginning of the school year.

Promotion Activities Participation. As per John Muir Promotion Criteria, more than 1 "F" or a G.P.A. of less than a 2.0 on the date of the final grade check of the Spring semester shall deny the student participation in promotion ceremonies and activities. Students whose behavior disrupts the educational environment may jeopardize their right to participate in promotion as well.

Skateboards and Scooters. Students may ride skateboards and scooters to school, but not on the school campus, and store them in a school closet. Students who ride their skateboards and scooters on campus will be subject to disciplinary response, and risk having their skateboards or scooters confiscated. Students must wear the proper safety equipment. The John Muir Middle School staff is not responsible for lost or stolen skateboards or scooters.

Telephone Usage. We do allow students to use office phones in case of an emergency, and only with permission of a staff member. Calling home for permission to go to a friend's house or to a game after school is *not* considered an emergency. Students are encouraged to be responsible and make plans in advance to avoid the necessity of a telephone call.

Textbooks. Textbooks are loaned to students. Textbooks that are taken home are to have the student's name written in the front inside cover. Students are responsible for keeping textbooks clean, covered, and safe. Students will be charged for textbooks that are lost or damaged.