

John Muir Elementary
School Student Handbook
2024/2025



Important Dates to Remember

<p>Early Dismissal/Minimum Days August 7, 2024 September 11, 2024 September 18, 2024 Sept.24-27, 2024 – Parent Conferences October 23, 2024 November 6, 2024 December 4, 2024 December 11, 2024 December 20, 2023 – Winter Break January 15, 2025 February 5, 2025 March 5, 2025 April 9, 2025 May 7, 2025 May 21, 2025 May 30, 2025 – Last Day of School</p>	<p>Report Cards November 15, 2024 February 28, 2024 May 30, 2024</p> <hr/> <p>Back to School Night Thursday, August 8, 2023</p> <hr/> <p>Open House Thursday, May 22, 2023</p> <hr/> <p>Breaks September 30 – October 11 December 23 – January 3 March 17 – March 28</p>
<p>Holidays September 2 – Labor Day November 11 – Veterans Day November 27-29 - Thanksgiving January 20 – Martin Luther King Holiday February 7 – Lincoln’s Holiday February 17 – Washington’s Holiday May 26 – Memorial Day</p>	<p>Spirit Wear Days College Wear on Mondays! House Sprit Wear on Wednesdays! John Muir Spirit Wear on Fridays!</p>

John Muir Elementary School Handbook

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WELCOME TO JOHN MUIR ELEMENTARY SCHOOL!

Dear John Muir Learning Community

It is my pleasure to welcome everyone back for another great year at John Muir Elementary. We are happy to have our students back in our classrooms, filling them with energy and enthusiasm for learning. It is John Muir's mission to help every child feel welcomed, connected and a part of our educational family. We strive to challenge each student to grow in his or her academic abilities. Our staff spend hours planning and creating classroom activities to engage our students in learning. Our teachers utilize research-based best practices and analyze academic data to determine current skill levels and to set goals for growth and improvement. We believe that all students can improve and face educational challenges to the best of their ability.

Please sign up in your Aeries Parent Portal. Once you are signed up, you will receive school updates by text and email. Our website also has a link to our Student Handbook for more information for families. John Muir has a Facebook account for another way to keep in touch with our happenings. For specific information, be sure and email your child's teacher for their classroom news.

Let's make this a great year at John Muir Elementary!

Sincerely,
Mrs. Brown
Principal

LUSD Mission Statement



LODI UNIFIED SCHOOL DISTRICT



MISSION

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

VISION

Lodi Unified School District, in partnership with our community, provides a world class student-centered safe learning environment that cultivates character, fosters academic excellence, embraces diversity, and empowers all students to achieve their full potential.

GOALS

- Prepare students with the integrity and skills required to adapt and succeed as responsible citizens in an ever-changing world.
- Be the employer of choice for highly qualified and creative people who reflect, value, and celebrate the rich diversity of the district.
- Provide curriculum and instruction that educates, challenges, and inspires all students.
- Create and support a school environment in which all students, staff, and parents feel safe, secure, and valued.
- Ensure all students read at grade level by the end of third grade and maintain strong literacy skills throughout their educational career.
- Support a broad course of study that offers students the opportunity to develop and enhance interests, talents, and skills in core academic, career preparation, and elective fields.

John Muir Mission Statement

At John Muir, we are a community of lifelong learners who support a safe and inclusive learning environment through collaboration, flexibility, respect, and kindness.

Vision

Each student will:

- Communicate effectively;
- Act as a responsible citizen;
- Respect 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...
<div style="background-color: #006633; color: white; padding: 5px; text-align: center; font-weight: bold; font-size: 2em;">S</div> <p style="text-align: center; font-weight: bold; margin-top: 5px;">SAFE</p>	<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
<div style="background-color: #006633; color: white; padding: 5px; text-align: center; font-weight: bold; font-size: 2em;">O</div> <p style="text-align: center; font-weight: bold; margin-top: 5px;">ORGANIZED</p>	<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
<div style="background-color: #006633; color: white; padding: 5px; text-align: center; font-weight: bold; font-size: 2em;">A</div> <p style="text-align: center; font-weight: bold; margin-top: 5px;">ACCOUNTABLE</p>	<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
<div style="background-color: #006633; color: white; padding: 5px; text-align: center; font-weight: bold; font-size: 2em;">R</div> <p style="text-align: center; font-weight: bold; margin-top: 5px;">RESPECTFUL</p>	<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 Learning Community

Kinder	Tami Somera (AM)	Caren Weber (AM)			
1st Grade	Juli Armstrong	Kim Chun			
2nd Grade	Danielle Williams	Nicole McNally	Monica Selna		
3rd Grade	Adriana Parra	Tammy Williams	Dianne Veldhuizen		
4th Grade	Lynda Raquel (GATE)	Laura Weisman	Neng Cha		
5th Grade	Amy Easter	Jackie Fry (GATE)	Maria Smith		
6th Grade	Monica Thompson	Danielle Montoya	Kathleen DeAnda-Granados		
Reading Intervention	Madaleine Hayes				
Spec Ed	Open (SDC)	Carol Schuller (SDC)	Alex Aliferis (SDC)	Jennifer Rivera (SDC)	Sarah Darter (RSP)
PE	Rio Lazaro	Elaina Camerota	Saul Royoza		
Music	Marielle Petricevich	Randy Carnahan			

Other Support Staff

Principal Michelle Brown
Vice Principal
Custodians Alicia Salinas
 Yang Vang

Secretary Felicia Contreras-Hurtado
Typist Clerk Paula Pe
Kitchen Rebecca Medina
 Lucy Nye
 Sing Chin

Counselor	TBA
Speech	Nancy Peillzer
Psychologist	Crystal Williams
School Nurses	Monica Estes Reena Sharma Cecilia Her
Community Liaison	Tonya Goehring
Librarian	Eva King

Adult Crossing Guard	Donia Lazkani Michell Sayhoun Annette Combs
Noon Supervisors	Stephanie Hatchard Annette Combs Donia Lazkani

Para Educators

RSP Para	Shasta Kahn (Para)		
EL	Kassandra Alcantar (Para)	Jasmin Pineda (Para)	
SDC	Shelia Dodson (Para)	Carol Adams-Phelps (Para)	Mi Phan (Para)
	Merlin Watkins (Para)	Teresa O'Campo (Para)	
	Michelle Rivera (PAAS)	Cynthia McDougal (PAAS)	

John Muir Elementary - Bell Schedule

Grade	Start	Morning Recess	Lunch & Lunch Recess	Afternoon Recess	End
Kinder	8:45 AM	-	11:05 AM - 11:25 AM	-	12:25 PM
1 st	8:30 AM	10:15 - 10:30	11:35 AM – 12:15 PM	1:20 - 1:35	2:35 PM
2 nd	8:30 AM	10:15 - 10:30	11:35 AM – 12:15 PM	1:20 - 1:35	2:35 PM
3 rd	8:30 AM	10:35 – 10:50	12:10 PM – 12:50 PM	1:35 - 1:50	2:35 PM
4 th	8:30 AM	10:35 – 10:50	12:10 PM – 12:50 PM	-	2:41 PM
5 th	8:30 AM	10:55 – 11:10	12:40 PM – 1:20 PM	-	2:41 PM
6 th	8:30 AM	10:55 – 11:10	12:40 PM – 1:20 PM	-	2:41 PM

John Muir Minimum Day Bell Schedule

Grade	Start	Recess	Lunch	Dismissal
Kinder	8:45 AM	-	10:30 AM – 10:50 AM	12:25 PM
1 st – 2 nd	8:30 AM	10:15 – 10:25	10:55 AM – 11:25 AM	12:31 PM
3 rd – 4 th	8:30 AM	10:35 – 10:45	11:25 AM – 11:55 AM)	3 rd - 12:31 PM 4 th - 12:40 PM
5 th – 6 th	8:30 AM	10:50 AM – 11:00	12:00 PM – 12:30 PM	12:40 PM

John Muir Elementary School Playground Procedures

Below are the John Muir playground rules and procedures. These rules and procedures are expected to be followed. Students choosing not to follow the rules may lose the privilege of participating in playground games or activities.

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, in front 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 (5th and 6th grade only)

- Mixed teams selected in a fair manner
- Ten players or fewer on a team
- No tackling ever! One hand touch only.
- 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 (shorts must be longer than the length of the student's arm). • 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 	<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 (shorts that are shorter than the length of the student's arm) • 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 • Excessive fragrances or colognes

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. **Teachers need a minimum of one week prior, to give enough time for the independent study to be created and materials to be put together.* 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 attendance record.

Arrival/Departure

Adult supervision begins at 8:15 a.m. when the front and back gates are opened. There is NO SUPERVISION before 8:15 AM. Please do not drop off students prior to 8:15 AM. The cafeteria is open at 8:00 AM for breakfast. Our back gate will be opened for access at 8:15 AM and 2:35 PM. Students can be dropped off and picked up at this location. This is located at the back of our school through Baxter Park. The following gates will be where students will be dropped off:

Kindergarten – Kinder students are to line up at the teacher designated gate. The gate will be opened by the teacher at 8:45 AM. Any student arriving after 8:45 AM will need to go to the office for a late slip.

1st-6th Grade – Our 1st – 6th graders will be dropped off at the front gate.

After school, students are expected to board their school bus promptly. Students will be picked up at the same location they were dropped off. **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.**

Drop Off, Pick-Up, & Parent Parking

When dropping off or picking up students, we ask that you follow the guidelines below to make sure the process is quick and safe for our students, supervising adults, and everyone driving in the parking lot.

General Parking Lot Procedures

- Proceed through the parking lot at a safe speed.
- Pay close attention to crossing guards.
- To ensure everyone’s safety, always use one of the two crosswalks when walking through the parking lot.
- When dropping off or picking up: pull as far forward as possible in the designated drop off area (the curved white curbed area in front of the school). By pulling all the way forward, it allows for more students to be dropped off and picked up and creates less congestion.
- Parking is not permitted, at anytime in Red curb areas and blue curb areas (bus loading zones). If you park in these zones, you will be asked to immediately move your car. This includes around the island in the middle of the parking lot.
- Make sure to keep handicap parking spots clear.
- Cones may only be moved by school personnel.

Before School

- Drive around all the way to the back (east side) of the lot and circle around to the “Drop Off” zone which is in the front of the school by the front gate.

- Make sure your child has their backpack and necessary items in hand and is ready to exit the car quickly.
- Exit the parking lot slowly and immediately after your child gets out of the car to allow other parents to move up in the car line.
- Parents wishing to walk their child up to the gate, must park during drop off times. Parent parking is available in the parking lot on the west side of the school, by the park.

After School

- Remind your child to walk promptly to the front of the school to look for you. Students must remain in the pick-up area waiting for their car and may not walk out into the parking lot or to areas where there are red curbs to be picked up there.
- Parents wishing to physically pick up their child at the front gate, must park during pick up times. Parent parking is available in the parking lot on the west side of the school, by the park.
- When driving out of the parking lot, be aware of the bus loading zone.
- Understand that intermediate students are dismissed later than primary students, so arriving later if you have an intermediate student will help traffic flow more readily.
- If you'd like a less busy alternative, take advantage of picking up your child at the park behind the school.

School hours:

Kindergarten: 8:45 AM-12:25 PM

Grades 1st - 3rd: 8:30 AM – 2:35 PM

Grades 4th – 6th: 8:30 AM – 2:41 PM

Minimum Days/Common Planning Days:

- Grades 1st to 3rd: 8:30 AM-12:31 PM
- Grades 4th – 6th: 8:30 AM-12:40 PM
- All Kindergarteners 8:45 AM-12:25 PM

Visitor Sign-In

We have a new procedure for when visitors and/or volunteers are on campus.. The following is a description of our new procedures: When volunteers or visitors arrive at school, they will be asked to scan their Driver's License into a scanner. The purpose of this is for additional security and safety measures. ***It does not check Department of Justice criminal records.*** However, it also does not replace the need for volunteer finger printing to be done, which does check against D.O.J. criminal records.

For campus safety, all visitors, including parents/guardians, must check in at the office to scan their Driver's License and then 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.

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 trimester. Specific dates will be provided by the school and communications 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

We understand that many parents would like their child to have an electronic device (I.e. cell phone, smart watch, etc.), however students are not allowed to have electronic devices in the classroom or on the playground. Cell phones and smart watches 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 to contact parents or their rides. No social media usage is permitted on campus. **Tablets or any other electronic devices 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.

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:

- **Cafeteria Servers** during lunch (grades 3,4,5,6);
- **Raising/Lowering the Flag** before and after school (grades 5 & 6)

Conferences (Parent-Teacher)

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 the office. (Students are not permitted to bring medication in backpacks.)

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. In the event a child needs to call home, they may call from a school site phone in the office or classroom. Students are not permitted to use personal cell phones to call or text home.

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. 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.

Tobacco Warning

Smoking presents a health hazard that can have serious consequences both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew, vape, or possess tobacco or nicotine products on school property or while attending school sponsored activities, or while under the supervision and control of district employees. Students who violate this policy shall be subject to disciplinary procedures that may result in suspension from school. (Education Code 48900) The District shall provide instruction regarding the effects of smoking on the human body and shall take steps to discourage students from making it a practice to smoke. (Education Code 48901, 51502) Smoking means inhaling, exhaling, burning, or carrying of any lighted or heated cigar, cigarette, pipe, tobacco, or plant product intended for inhalation, whether natural or synthetic, in any manner or form, and includes the use of an electronic smoking device that creates aerosol or vapor or of any oral smoking device for the purpose of circumventing the prohibition of smoking. Tobacco products include: (1) A product containing, made, or derived from tobacco or nicotine that is intended for human consumption whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco or snuff. (2) An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah. (3) Any component, part, or accessory of a tobacco product, whether or not sold separately. These prohibitions do not apply to a student's possession or use of his/her own prescription products. However, student possession or use of prescription products in school shall be subject to the district's policy and regulation for addressing the administration of medications on campus.

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."

Speech-Language Services

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

Student 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 may 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.

Counseling Services

Counseling services are available to students in need. Please contact your child's teacher if you feel this may be a need for your child and they can discuss the referral process with you.

School Liasson

Our community liasson is availble to help families with school service needs and to help with community outreach.

School Wide "House" System

Our Purpose: Why did we adopt the house system?

Our reason for creating this environment is for two simple reasons: community and engagement. The importance of building a cohesive and positive **community** where students are valued and appreciated cannot be stated enough. Students, at any level, need to feel accepted and safe in order to learn. This can be accomplished through building a positive and caring community. The house system is one way to develop that community through cross grade level house meetings and then again at rallies. This will hopefully build a sense of belonging and togetherness. The second reason for our "why" is **engagement**. When students come to school knowing they belong and are accepted, they have a stronger desire to be here every day. Engagement is when we create an environment on campus and in the classrooms where students are engaged in positive behaviors, which hopefully impacts their overall student achievement and reduces behavioral referrals.

What is the house system?

When we explain our house system to new families, students or staff we often refer them to the "house" system displayed in the Harry Potter book series. In the series, the main character in the book, Harry, attends Hogwarts School. At Hogwarts all of the students are broken up into four different "houses" or teams. In 2018-2019 another elementary school in Lodi Unified (Larson Elementary) adopted this idea from a school in Atlanta, Georgia (The Ron Clark Academy). We have since taken this similar idea and adapted the concept to make it work for us at John Muir.

Who will be included into the houses?

Houses include the following: students, teachers, office staff, custodial staff, administrative staff, support staff, and most of all your students. In a nutshell, everyone is included! Students are broken up into 6 different houses: Firefall Wolves, Del Norte Owls, Calaveras Cougars, El Capitan Rams, Big Basin Bears, Alpine Elks.

When do meetings and rallies happen?

House meetings occur every Wednesday on a regular day schedule with a full week (no Holidays). House rallies occur once a month on our Common Planning Days (minimum day schedule).

What do meetings and rallies look like?

The **house meetings** include students separated into their 6 houses (grades K-6) for 30 minutes to discuss one or more of our character traits listed in the **24-to-S.O.A.R.** The House Meetings include practicing a house chant, a lesson focused on traits in 24-to-S.O.A.R., and sometimes an ice breaker. The **house rallies** include all of the houses meeting together for 30 minutes to continue to build on that community by creating an exciting atmosphere to engage the students. Students will demonstrate their house chants for all others to hear, participate in a game, and watch an inspiring video created with John Muir students.

How can a student earn a house point?

Students can earn house points by demonstrating behaviors identified in our 24 – to – S.O.A.R. or behaviors listed in our behavior expectations matrix. For example, if a student greets others by their name an (#11) or they hold the door open for others (#15). Also, if a student picks up trash that wasn't theirs (under Cafeteria and Organized of the behavior matrix) and it is observed they may also earn a house point. Please refer to the S.O.A.R. behavior expectations matrix and the 24 – to – S.O.A.R. list of interpersonal traits.

How did we choose our house names?

Our namesake, John Muir, was a naturalist in the 1800's and is most known for founding the Sierra Club along with many other accomplishments. Based on our school history and John Muir, we elected to stay with the theme of the Sierra Nevada mountain range. Each house name reflects geographical areas from the coastal region all the way to the mountains.

John Muir Houses

Name	Big Basin	Calaveras	Alpine	El Capitan	Del Norte	Firefall
Definition	A basin in terms of geography is a depression or a dip in the earth's surface. It is also known as a redwood forest near Santa Cruz.	Calaveras is a Spanish term for skull. It is also known as a county in the Sierra Nevada mountain range and a redwood forest.	Alpine is a typical geographical region above the tree line in high elevations.	El Capitan is a Spanish term for "captain". It is also a large vertical rock in Yosemite Valley.	Del Norte is a Spanish term which means from "the north". It is also a county located in the northern part of California bordering Oregon.	For a few days each year Yosemite National Park is home to a spectacular phenomenon called "firefall". This is when the sun sets on Horsetail Falls displaying falling fire.
House Color	Yellow	Black	Orange	Red	Purple	Blue
House Traits	* Courage * Curiosity	*Pride *Cooperation	*Perseverance *Friendship	* Initiative * Creativity	* Integrity * Problem solving	* Responsibility * Caring
House Mascot	Bear	Cougar	Elk	Ram	Owl	Wolf

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 for 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, 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. Volunteer Forms can be accessed in the office or on the district website: [Finger printing Form](#)

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 will vary from year to year, but may include:

- Study Trips
- Assemblies
- Running Club
- House Meetings
- House Rallies