Joe Michell TK-8 IB World School
TK- 5th GRADE HANDBOOK
2026-2027

1001 Elaine Ave., Livermore, CA 94550
School Telephone – 925-606-4738
Attendance Telephone – 925-606-4738, Ext. 2

Mrs. Donielle Machi
Principal

Ms. Michelle Seugling
Vice Principal

Dear Parents,

Welcome to the new school year! We are excited that you are part of the Joe Michell International Baccalaureate World School Community. All of us at Michell want to make this a successful year for your child. Your active support and cooperation, combined with our best professional efforts, will ensure academic success for your child. We are proud of our staff and students and invite you to be involved in our programs. There is a wonderful spirit of cooperation at our school that we want to share with you.

The goal of our school is to provide each student with a challenging and rigorous curriculum appropriate to his or her academic level. We believe that every child can achieve academic success. To this end, every child will be provided with quality instructional experiences that recognize and support high expectations for all students.

As we work together during the year, we invite you to stay in contact and let us know how you and your children are experiencing school. If we can be of any help, please do not hesitate to contact us. Through teamwork, open communication and a dedication to continuous improvement, Joe Michell School will continue to be a place where children enjoy learning!

This handbook has been developed to help answer many questions students and parents have concerning the activities, procedures and rules for the successful daily operation of Joe Michell School. All policies and procedures have been carefully considered to promote student health and safety. Please save your handbook for reference throughout the school year.

We are all looking forward to a productive and wonderful year ahead of us while working in partnership with each other to support our students.

Sincerely,

Donielle Machi

Principal

Michelle Seugling

Vice Principal

We are the eagles, soaring to success!

Emergency Information: Each year we ask that you update your emergency information online through **PS Enrollment**. Please notify the office immediately of any changes that occur during the year.

Change of Address: If at any time during the school year you change address or phone number, please contact the school immediately.

Internet Use: We offer students access to a computer network and to Internet resources through their classrooms and library. Parents and students are required to sign a User Agreement before they are given access to the District Network, Internet, and other telecommunications services.

Livermore Valley Joint Unified School District's Tip Reporting Service: Safety is one of our District's top priorities; therefore we are now using Keenan SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways.

1. Phone: (925)261-5050
2. Text your tip to (925)261-5050
3. Email: 1180@alert1.us
4. Web: http: //1180.alert1.us

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue of concern. You can submit a tip anonymously or by telephone.

Before School: Students may arrive on campus at or after 8:15 a.m. The gates open at 8:20 am with the exception if they are participating in our Breakfast Service (starting at 8:10 a.m.) On rainy days, students report to the Multipurpose Room (MPR).

After School: For issues of safety and to protect our children while respecting the teacher's workday we ask that parents wait for students at the gates or at the front of the school. Students still on campus 15 minutes past dismissal will be directed to the office to call parents. All perimeter gates will be locked at 3:00 pm. **For their safety, please pick up your child promptly after school.**

TK and Kindergarten: The Kindergarten playground is to be used solely by TK and Kindergarten students during their school hours. TK & Kindergarten students should not arrive before their designated time without parent supervision. TK & Kindergarteners are released from class out of the doors facing the Kindergarten playground. Please meet your kindergartener near the playground area.

Health and Wellness: Health and wellness have a tremendous impact on student learning. A child may be sent home if he/she is vomiting, has a fever, has diarrhea, or is believed to be suffering from a recognized contagious or infectious disease. The child shall not be permitted to return until school authorities are satisfied that the student is no longer contagious or infectious. (Ed. Code 48211) Students must be without fever 24 hours before returning to school. If your child becomes ill or is injured at school, you will be telephoned. If you cannot be reached, another adult authorized by you on the child's emergency list will be notified. Be sure the information on your emergency information is up to date.

Medication at School: Medicine can be administered in school only if the following requirements are met:

- Students who require the administration of any mediation during the school day, pursuant to a physician's prescription must have both a parent/guardian and physician signed Permission to Assist with Medication During School Hours Form on file at the school site.
- It is the parent/guardian's responsibility to provide the school site with all the necessary information and special instructions in writing related to the administration of medication to his/her child.
- Parents/guardians are to provide the prescribed medication(s) and supplies and are to replace the expired medications when notified. The parent /guardian must immediately notify the school in writing of any changes.
- Medication must be in its original pharmacy labeled container or over the counter container and brought to the school office by the parent/ guardian. At the end of the school year, parents/guardians must pick up all mediations. No medication will be given to a student to take home. Medication left in the school office at the end of the school year will be discarded.

Immunizations: California law requires that, before children under the age of eighteen may be admitted to any California public school, an immunization record must include at least the month and year each dose was received and be in the form of an immunization record. School children are required to be protected against diphtheria, tetanus, whooping cough, polio, mumps, Rubella (German measles), varicella (Chicken Pox) and Hepatitis B.

Lice: If live head lice are found on your child, please keep him/her home to treat. If your child is found to have live lice while at school, you will be notified

immediately. Upon returning, your child must first stop by the office to be checked. If your child complains of an itchy scalp, check for head lice. If you detect lice, please contact the school immediately so that we may notify the families of the other children in the classroom.

ATTENDANCE PROCEDURES

Tardies: Students are expected to arrive at school on time. Students who arrive late to school must report to the office and get a late slip before going to their classroom. A late pass will be issued from the office for any tardy student. Classroom activities begin immediately, and a late student not only disrupts the class, but also loses out on valuable instructional time. Parents will be notified when a student is repeatedly late to school. Chronic tardiness will be regarded as a serious problem and will require a conference.

Unexcused Absences: The State of California funds schools based on attendance. The school receives no funding if a child is absent, even for excused absences such as illness, doctor appointments and bereavement. State law (ed. code 48260) defines three unexcused absences as truancy*. Children with more than three unexcused absences will receive notification. An attendance contract will have to be signed if attendance concerns persist. Further continued unexcused absences may result in a hearing with the School Attendance and Review Board (SARB).

*combination of CUT (leave class unexcused), PUX (parent unexcused), T31 (late tardy) and UNX (unexcused).

Absence Procedure: When a student is absent from school, a telephone call to the attendance line **the morning of the absence** is necessary, before 8:30am if possible. Please call 606-4738, extension #2 and leave a message including the following information:

- Name of student
- Date(s) of absence
- Reason for absence
- Teacher's name

Any absence of 3 days or more requires an excuse from a doctor. Absences more than a week old cannot be cleared. Please make every effort to schedule medical/dental appointments, etc. during non-school hours. Your child needs to attend school everyday in order to gain all possible opportunities for learning.

Extended Absences From School: For the following reasons we discourage families from planning activities during the year that take their children away from classroom instruction:

> Classroom time is very important for all students. Although independent study contracts can give students the basic information that they have missed, students lose the direct instruction and interaction with the teacher and other classmates that cannot be made up simply through completion of independent study assignments. Also, independent study contracts cannot be used for absences of less than five days or more than ten, and they are a considerable inconvenience to the teacher.

Independent Study Contract: We encourage parents to plan vacations on non-school days, as education is our number one priority. Requests for Independent Study Contracts must be given to the office with the following limitations:

*From 3 to 15 days of planned absence
*Need to give office 10 days prior notice

Contract and work need to be returned the first day the student returns to school.

Leaving School: Each student who leaves school for any reason, including lunch, must be signed out by his/her parents or by a person listed on the student's emergency list. The identification card of the person picking up the student will be checked.

Visiting the School: Visitors are welcome to the school, however, for the safety of all students, all visitors must check in at the office, sign in and wear a visitor badge while on campus. At the end of the visit, parents must return to the office to sign out and return their visitor badge.

Observing a Classroom: If parents are wishing to observe their child's classroom, they will need to arrange their visit with the teacher and principal and limit their stay, so that it does not interfere with the classroom program. An administrator will escort the parent during the observation.

Deliveries for Students: We know items may be forgotten in the morning however, we really try to avoid disrupting classroom time. Deliveries to your students during the school day will be done at recess

or just before lunch. We request that no balloons are brought to the classroom, as it can be very distracting to the class.

Outside Deliveries: For confidentiality & safety reasons no delivery service such as DoorDash, Uber Eats, Pizza companies, etc. are allowed to be delivered to students directly.

Messages: Parents are asked to limit texts and messages to their students for emergencies only. Students are allowed to use the school telephone with their teacher's permission to contact parents. We really try to avoid disrupting class time.

Child Care: There is a childcare facility located on the Joe Michell School grounds which is operated by the Livermore Area Recreation and Park District (LARPD). You may contact ESS directly at 960-2465. Hours of operation are 7:00 AM to 6:00PM, Monday through Friday.

Drills: Students participate in earthquake, fire, lock down, or other emergency drills each month. Joe Michell has a detailed emergency and evacuation plan which is reviewed on an annual basis.

Field Trip Permission Slip: When a class takes a field trip, notices will be sent home informing you where the class is going and giving you the pertinent information.

Field Trip Drivers: In the event that private vehicles are used to transport students on a field trip or other school function:

1. The driver must sign a Liability Agreement stating that:
    - The driver holds a valid California Driver's License.
    - The driver carries insurance with minimum coverage of $100,000/$300,000 bodily injury, $50,000 property damage and $5,000 in medical**.**
    - Driver understands that his or her own insurance would be considered primary and that of the district, if any, would be considered secondary.
2. The parents or guardian of a transported student must sign a permission slip stating that they agree and understand the potential danger of the field trip and agree to hold the district harmless from liability arising from transporting students.
3. Drivers must be cleared through our volunteer process prior to the field trip.

Note: If you drive your personal automobile while on school business and you are involved in an accident, your own insurance policy will be used first. The District liability policy will only be utilized if legally required. The District does not cover, nor is it liable for, comprehensive and collision coverage to your vehicle.

Homework Policy: The LVJUSD has established guidelines for homework in grades K-12. The stated purpose of homework is to reinforce learning through practice and application. Additionally, homework encourages independent learning and develops study skills, work habits, and a sense of personal responsibility. As an IB School, we have created a Home Learning Policy that is located on our website to provide more information.

Lost and Found: Please **label personal items** such as lunch boxes, jackets and sweaters. Lost items are placed in the lost and found in the breezeway; small items are kept in the office. Periodically, unclaimed items are given to a charitable institution. Please check on a regular basis for lost items.

POLICIES AND PROCEDURES FOR STUDENTS

No gum chewing is allowed at school.

Cell Phone Use: If your student carries an electronic communication device to school, it must be turned off and out of sight during school hours unless instructed by a teacher for educational use in the classroom. **If a student needs to use a phone, he/she may go to the office and inform the office of the emergency.**
At no time are students permitted to use electronic communication devices in violation of relevant State and Federal laws or inappropriately on campus. The use of electronic communication devices to threaten, harass, ridicule, or cyber-bully in other ways are prohibited and may result in suspension or expulsion per the Elementary or Secondary Discipline Guidelines.

Due to privacy laws regarding minors, **cell phone cameras or cameras built into electronic communication devices are not to be used to photograph, image-capture or record students at school or school activities without the prior consent of parents/guardians and approval of school staff,**

unless sanctioned by the principal for particular school events such as parades, awards assemblies, sporting events or other performances.

The school will not be responsible for the damage or loss of electronic communication devices brought on campus or to school sponsored activities, regardless of whether the device is in the possession of a student or a school official.

Discipline: Violations of these standards and relevant State and federal laws will result in consequences that are consistent with the Discipline Policy (BP 5144) as outlined in the Elementary and Secondary Discipline Guidelines. (AR 5131.2(b))

Playground Rules: Students are expected to play and behave in ways that are safe for themselves and others. Our shared expectation is that:

- All students know and follow playground, school and district rules.
- All students follow the direction of the adult(s) in charge.
- All students treat fellow students and adults with respect.
- All students use playground equipment for its intended purpose.

During the first week of school, classroom teachers and the administration will discuss behavioral norms on the playground with our students. Students will be reminded that, for their safety, certain areas are defined as "off limits". At the end of the play period, students are to walk back to their classrooms or wait in line for their teachers. Playground and general school rules help create a predictable atmosphere by limiting disruptions and encouraging children to use self-control and make wise choices. In the initial weeks of school, we model appropriate behavior and instruct our students in the "basics" of playground and campus safety. We encourage you to review the basics defined above with your children. If you have any specific questions, please do not hesitate to contact us. Safety is our primary concern; children are not allowed on the playground after school. No yard duties are present at this time and the ESS after school program uses the play area.

Student Dress Code

Students shall dress appropriately for educational activities in which they will participate so as not to endanger their health, safety, welfare, or that of others, or cause a disruption to the educational process.

1. Shoes shall be worn at all times, unless not required as part of an instructional activity.
2. Clothing, accessories, and jewelry shall be free of writing, pictures, symbols, or any other insignia which are crude, vulgar, profane, obscene, libelous, slanderous, or sexually suggestive. Clothing accessories, or jewelry that degrade any cultural, religious, or ethnic values, that advocate racial, ethnic, or religious prejudice or discrimination, or that promote sex, the use of tobacco, drugs, or alcohol, or any unlawful acts are prohibited.
3. Dark glasses shall not be worn indoors, except for valid medical reasons authorized by the administration and verified in writing by a physician.
4. Clothes shall be sufficient to conceal undergarments. See-through tops are prohibited.
5. Gang-related clothing or accessories, including but not limited to bandanas, or other symbols, emblems, or insignia are prohibited.

School officials shall consider student history and information obtained from community agencies and resources when making these judgements.

The dress code shall be modified as appropriate to accommodate a student's religious or cultural observance, health condition, or other circumstance deemed necessary by the principal or designee. In addition, the principal or designee may impose dress requirements to accommodate the needs of special school activities, physical education classes, athletic activities, and other extracurricular and cocurricular activities.

The dress code applies to **all** school activities and is based upon the LVJUSD Dress Code.

Lunch: A hot lunch is offered to all students at no cost. All Michell students eat in the cafeteria and/or outside picnic tables. For issues of security and safety, Michell is a closed campus, and all students are expected to remain on campus to eat lunch. Lunchroom rules are discussed with all students and are enforced by the staff. Students are expected to:

- Sit appropriately at the lunch table.
- Use “inside voices” while in the cafeteria.
- Clean up their eating space.
- Support Michell’s recycling program.
- Follow the directives of our Yard Duty Supervisors.

We also offer a "Peanut-Free Table" for students with serious food allergies.

Snack Guidelines - Snacks served during the school day, and in before/after school programs must also follow state nutritional guidelines.

Items

- Not more than 35% of total calories from fat (nuts, seeds, individually packaged cheese exempt)
- Not more than 10% of total calories from saturated fat (individually packaged cheese exempt)
- Not more than 35% of total weight from sugar, including naturally occurring and added sugar (fruits and vegetables exempt)
- Not more than 175 calories per individual snack item for ***elementary schools***
- Not more than 250 calories per individual snack item for ***middle and high schools***

Beverage Items

- 100% fruit/vegetable-based juice; no added sweetener
- Drinking water with no added sweetener
- 2%, 1%, nonfat, soy, rice or other non dairy milk
- No beverage > 12 ounces except water

Please help us in our goal to limit the number of calories consumed from fat, saturated fat, and sugar while students are at school.

Bicycles, Skateboards, and Scooters: Students in grades TK-8 may ride to school. You may lock your bike and/or scooter in the bike racks. We provide bike racks, but the school is not responsible for theft or damage. Parked bikes must be locked. Riding a bike is not permitted anywhere on campus, including the playground. **Riders must walk bikes once on campus**, especially in congested areas, such as the sidewalks. Riders must comply with directions from the school staff or volunteers. Please remember that the law states your children must wear a helmet. Roller blades, scooters, skateboards, and any type of shoes with wheels may not be worn/ridden on school grounds. Please walk your bike and scooter and carry your skateboard. Skateboards and scooters that cannot be locked up may be stored in the front office during school hours.

Toys, Sports Equipment and Electronics from Home: Items such as toys, sports and electronic equipment, or other personal items should remain at home unless they are part of a classroom activity. This will ensure fewer distractions in the classroom and decrease theft opportunities. Joe Michell School is not responsible for items lost, broken, or stolen at school.

Behavior Standards: All students at Joe Michell are entitled to an education in a positive environment that is safe and conducive to learning. Our staff is committed to providing a supportive atmosphere in which each student can attain his/her maximum potential. It is our intent to address all aspects of the child: emotional, social, academic, behavioral, and ethical. Please refer to the LVJUSD School Discipline Guidelines for a complete outline of the district’s expectations. This policy is available on the LVJUSD website under the Student Services tab.

Wellness Policy: The Wellness Policy is a State Mandated policy designed to provide students with healthy nutrition. Guidelines to a healthy nutrition are provided in the District and School Board websites. (www.livermoreschools.com)

Birthdays: Suggestions for celebrating your child’s birthday are non-perishable items such as pencils, bookmarks, etc. Purchasing a book for the classroom in your child’s honor or having your child read their favorite book in class is another way to celebrate. Store bought food within our calorie count is allowed. Please reach out to your student’s teacher directly for questions. We value our instructional time; therefore, teachers will not be hosting birthday parties in their classrooms.

Friends of Joe Michell (FJMS): FJMS is the Educational Foundation for Joe Michell School. This school – community partnership provides programs, community events and fundraising opportunities that support Joe Michell School. Every Joe Michell family is a member of Friends of Joe Michell, no membership fees are required. Visit their website: http://friendsofjoemichellschool.org to learn more about this amazing group.

Parent Volunteers: Michell’s parents are an integral part of the school community. Parents are always

welcome and are encouraged to visit the school and become actively involved. Please contact the site directly for all the required details to volunteer. Please review the LVJUSD Volunteer Handbook for additional information. All parent volunteers **must** report directly to the front office to sign in and obtain a visitor's pass.

Report Cards: Report cards will be provided to parents three times during the school year via Illuminate, Parent Portal. The purpose of the standards-based report card is to inform students and parents about a student's performance on the grade level standards. It measures progress against a uniform standard rather than subjective assessment. Student performance levels (elementary) and letter grades (6th – 8th) indicate whether students have met the expectations set by the Standards and indicate whether the student has mastered the necessary skills and concepts to be successful in the next trimester or at the next grade level. In order for your child to have a successful school experience, communication between the school and home is vital.

Parent Conferences: Drop in conferences have limited possibilities of success. A teacher is usually busy with class preparation, in-service meetings, and other activities before and after class hours. A good conference requires preparation; therefore, parents are requested to make an appointment. Requests for additional conferences may be made by email, a written note to the teacher, or telephoning the school at 606-4738.

The parents of each TK-5 student will be requested to attend a goal setting conference in October and will receive a progress report card in November at the end of the first report period. A second conference may occur in spring and the report card will go home in March at the end of the second report period. A final report card will be available to parents after the last day of school. In addition, teachers at Joe Michell School are encouraged to telephone or email parents whenever they have concerns about student progress or behavior.

Any questions regarding the student's program or progress should be brought up first with the teacher, and then, if necessary, discussed with the principal.

Textbooks: Students will be provided with all necessary textbooks and workbooks. Each child is responsible for giving proper care to books in his/her charge. In the case of lost or damaged books, the child is responsible, and charges will be made. If you have any school books from previous grades that are not discarded, please return them to school.

Computer Use:
Some of our students' assignments require the use of computers and the internet. Students who use school computers inappropriately may be prohibited from using the school computer systems. Inappropriate use is defined as anything that is non-education related. Please refer to Chromebook Policy, Procedures, and Information Handbook.

Unacceptable use of the school computer systems by students includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or through the district's email service.
- Stealing, using, or disclosing someone else's password without authorization.
- Downloading, copying, or pirating software and electronic files that are copyrighted or without authorization.
- Damaging computers including but not limited to breaking screens or removing keys.
- Hacking into unauthorized websites.

IB Learner Profile Traits:
In addition to educating the whole child, we will be implementing school wide IB Learner Profile Traits, which consists of ten attributes: Caring, Knowledgeable, Open-Minded, Reflective, Balanced, Communicators, Risk-Takers, Principled, Inquirers & Thinkers. All school wide and classroom guidelines will be modeled on these themed traits. Adhering to all school and classroom policies will enable your child to have a successful and rewarding school year.

We value mutual respect, no put downs, honesty, a caring and forgiving attitude and putting forth your best effort.

We use TAG to help solve problems at school. "Tell the offender what was done that you don't like and what you would like to be done instead". Ask the student if he or she agrees. If not, try to work out another solution. If you CAN'T agree, get help! Get an adult and say, "I need help working out this problem."

PBIS

PBIS, or Positive Behavioral Interventions and Supports, is a framework for maximizing the selection and use of evidence-based prevention and intervention practices along a multi-tiered continuum that supports the academic, social, emotional, and behavioral competence of all students. In other words, it is a system of school-wide expectations that is practiced by the entire school to help maintain a positive atmosphere that helps support the whole child.

	Classrooms	Play Area/ Blacktops	Walkways, Red Tops, Hallways	Bathrooms	Lunch Area	Electronics	Library
We are Principled	Use material responsibly. Follow directions.	Enjoy playground safely and return equipment responsibly. Freeze at the bell and wait for the whistle. Keep food in eating areas.	Walking feet. Respect other's space and property.	Indoor voices. Throw away trash. Flush and wash hands.	Clean up and respect school property. Sort recycling, compost, and trash appropriately. Stay seated until dismissed.	Phone is silenced and stored in backpack. Access and cite online resources appropriately.	Treat all library materials with care and consideration. Maintain a peaceful environment.
We are Open - Minded	Respect different. opinions. Listen to other's ideas and approaches	Apologize and forgive. Invite and welcome others.	Only share positivity about posted materials. Be respectful of student work.		Respect other's food choices.		Explore diverse perspectives. Don't judge a book by it's cover. Be open to discovering new information and ideas.
We are Inquirers	Be prepared to learn. Ask questions.	Be a problem-solver. Be curious and try new activities.				Check on assignments on a regular basis.	
We are Communicators	Listen when others are speaking. Communicate concerns.	See something, say something. Use kind, respectful language.	Use quiet voices. Use appropriate language and topics. Acknowledge and	Have a bathroom pass or permission. Sign in/out if required.	Use polite conversation voices. Raise hand for help. All are welcome.	See something, say something. Interact with teachers and peers in a respectful way	