

# **John Muir Middle School**

**An AVID National Demonstration School  
San Leandro Unified School District  
1444 Williams St., San Leandro, CA 94577  
(510) 618-4400**



## ***STUDENT AND PARENT INFORMATION HANDBOOK 2014-2015***

[www.slusd.us/muir](http://www.slusd.us/muir)

To clear absences call: 618-4401 within 48 hours of absence

John Muir Middle School  
An AVID National Demonstration School  
1444 Williams Street, San Leandro, CA 94577  
(510) 618-4400  
FAX: (510) 667-3545  
[www.slusd.us/muir](http://www.slusd.us/muir)

Principal	Vernon L. Walton Jr.
Vice Principals	Jorge Gonzalez Doreen Bracamontes
Counselors	Denise Farrell
Office Manager	Patricia Araque
Attendance Secretary	Bigda Valdez
Student Records Clerk	Reina Guzman
Cafeteria Manager	Theresa Penrod
Head Custodian	John Walters
Campus Supervisor	Mindy Feldman Mason Hayenga

**Email** any staff member by combining their first initial with their last name @slusd.us

#### **John Muir Middle School's Vision & Mission:**

##### **Vision:**

JMMS is a safe and inclusive community where everyone is actively engaged in learning.

##### **Mission:**

To prepare each student for academic, emotional, and social success

#### **School-Home Connection**

##### Volunteering at John Muir

There are many great ways for adults to help out at John Muir before or after school and at lunch. Please consider joining one or all of our parent organizations. Please call our office, 618-4400, for contact names and numbers.

- Parent Teacher Student Organization (PTSO)
- Latinos Unidos Padres
- Black Parent Union
- English Learners Advisory Committee (ELAC)
- Eighth Grade Promotion & Party Committees
- Charla (coffee chats with the principal)
- Parent Institute for Quality Education (PIQE)
- Volunteer Campus Supervisors

##### **School Supplies**

In order to assist students with organization, all students should have the following supplies with them daily:

- 1 three-ring binder
- 1 set of dividers
- 1 plastic pouch, with 4 pencils and 2 pens
- Calculator
- Binder paper
- P. E. Uniform (explained in P.E. class)

Individual teachers may request additional supplies.

Students are expected to bring the binder to each class, along with the appropriate textbook(s) or materials. The student planner should be located in the front of the binder so that students and parents can keep track of homework and assignments.

The purpose of this student planner is to keep the student, organized and prepared for each school day. Students take it to each class to record homework and home at night to remind them what assignments to work on.

##### **Textbooks**

Textbooks are checked out to students. Students are expected to take responsibility for the good care and return of loaned textbooks. You must pay for all books that are damaged or not returned. Failure to do so will result in the loss of school privileges. Refunds are given if books are found.

#### **Academic Communication and Support**

##### **Grades**

John Muir students receive four report cards each school year with grades of A, B, C, D or F for each class in that marking period. Marking periods last for approximately nine weeks. Half way through each marking period, progress reports will be sent to students who are earning a grade of C- or lower to warn parents that their student is at risk of getting a low grade or grades on the final report card for that marking period. If students receive a progress report, parents should contact the student's teachers or the counselor to see what the student needs to do to raise their grades.

##### **Counselors**

We encourage all students and parents to consult with the counselors anytime they have concerns relating to class program, academic progress, conflicts with students, or any other areas relating to the school. Counselors can arrange parent-teacher conferences and refer students to tutoring. Students can sign up to see their counselor before or after school. Sign-up slips are in the main office. Parents can call or make an appointment to meet with their child's counselor.

Mrs. Farrell 618-4400 x3769

To further facilitate communication, teachers may send home automated messages to the family's primary phone number through a program called Blackboard.

##### **Homework**

Home study is a necessary part of each pupil's educational program. Each student is expected to spend some time, in addition to class instruction, to achieve satisfactory work. **Students should expect an hour to two hours of homework nightly.** Please make certain that you know the teachers' homework policy for make-up or missed work.

Students, if you have an academic problem and need assistance, see your teacher or counselor. You can leave a message for a teacher by using the teacher's voice mail or homework hotline number. Teachers are generally available to meet before and after school. Taking care of a problem early can prevent it from getting bigger.

Parents and students can call our **voice mail/homework hotline** (247-8720) at any time of day from any touch-tone phone to leave a message for teachers. Please refer to the directory of teacher extensions is available at the school or on the JMMS web site.

All teachers use an **online grading program** called ABI. Families can access ABI to see their student's grades, attendance and other information through the parent portal:

<https://abi.sanleandro.k12.ca.us/parentportal/>. If you do not receive information from your child about accessing ABI, please call the office secretary at 618-4400.

### Library

The Muir Library is open before school, during break, at lunch and after school for class and individual student use. Students may visit the library to study quietly, do research, read books or magazines, check out materials, use computer software or conduct research on the internet. All students must have an SLUSD Acceptable Use Policy (AUP) on file, signed by themselves and their parent(s)/guardian(s), before using the internet. Inappropriate behavior may result in disciplinary consequences including the loss of library and technology privileges.

Library books may be checked out for two weeks and then renewed in one-week increments. Overdue books must be returned before new books can be checked out. Students are notified of overdue materials. Failure to return overdue books or pay library and / or textbook fines may result in loss of extracurricular privileges.

### Conduct and Discipline

At John Muir, we expect everyone to be courteous and respectful towards all individuals, and to respect public and private property of others. It is our hope that all in the school community works together so teachers can teach and students can learn. Our school and classroom rules are designed to create a safe and productive learning environment and are guided by our Falcon Code of Conduct.

#### Falcon Code of Conduct

- Be Respectful
- Be Productive
- Be Safe
- Be Responsible
- Be Prepared

#### General School Rules

1. San Leandro Unified School District's Middle School Uniform Discipline Policy guides all school rules. Counselors, teachers and all staff are available to answer student questions regarding campus rules and procedures. Breaking of any school or classroom rules may result in a disciplinary consequence.

2. Students are expected to be on time to all their classes. They are to be in their seats and ready to work when the tardy bell rings. Students should be prepared to work, with binder, pens, pencils, supplies, and the proper textbook or materials.

3. Keep safe! Students are expected to arrive at school no earlier than 20 minutes before the first bell and to leave campus buildings and breezeways immediately at the end of the school day (unless involved in a campus activity). This is a student safety concern. The front of the school is supervised for one half-hour after dismissal. We do not have supervision before 8:00 am or after 3:30 pm. Halls open at 8:00 am. Students are not allowed in the buildings before 8:00 am.

4. Students may only eat or drink in the cafeteria or cafeteria courtyard. Eating or drinking is not allowed in classrooms, breezeways, halls, blacktop, or other areas of campus. **GUM is not allowed.** All food and drink eaten out of bounds will be confiscated and discarded. Repeatedly ignoring these rules will be considered defiance. Drinking water is allowed and encouraged on all parts of campus.

5. **MP3s, iPods, cameras, Gameboys, lasers or other electronic and nuisance items are not to be brought to school unless requested by a teacher for a class assignment.** These items will be confiscated. It will be the responsibility of the parent/guardian to pick up such items, if confiscated by the staff. The school will not be held liable for replacement if lost or stolen. If the parent/guardian does not pick them up, they will be held for 5 days then the student may pick them up.

6. Cell phones may not be used on campus (i.e., classrooms, locker rooms, gym, bathrooms, hallways, breezeways, blacktop or at any school event after school) at any time of the day. Cell phones should only be used after school on the front sidewalk. If seen, used or heard, on campus, the following consequences will apply:

- First offense: Phone confiscated and held in office for student pick up after school
- Second offense: Phone confiscated and held for parent pick up
- Third offense: Phone confiscated and held for parent pick up; Student will be assigned Saturday School

Additionally, students who use cell phones with cameras in bathrooms and locker rooms may receive consequences for sexual harassment and students who take pictures or videos of fights or other inappropriate behavior may receive consequences for inciting. Students who use cell phones to transmit any material that causes fear or harms another student may receive consequences for cyberbullying. Parents are expected to regularly monitor their student's cell phones to ensure that they are using them appropriately.

To contact students during the school day, please call the office at 618-4400. **DO NOT CALL student cell phones as they will be confiscated.** The school will not be held liable for replacement of confiscated items if lost or stolen.

7. John Muir is a **closed campus**; students may not leave at any time, including during lunch, without a **“Permit to Leave”** slip from the attendance office.

8. During class time students must have a pass when in halls or the office.

9. Respectful conduct and good sportsmanship are expected at all school activities. Violators will be asked to leave the event and the school grounds.

#### **It’s Your Responsibility**

John Muir is a safe school because mutual respect, understanding and peaceful conflict resolution is stressed. Students and parents please read the following information together. Do not hesitate to ask about anything that is confusing.

#### **Bullying**

A pupil may be suspended from school for bullying. According to California Education Code, bullying is repeated and severe physical or verbal acts, including written or electronic communication, that causes fear or harms another student physically or psychologically or harms their property or greatly interferes with their education or ability to participate in school activities. This includes the misuse of technology, including cell phones and Internet sites for such a purpose.

#### **Sexual Harassment**

A pupil may be suspended from school and / or recommended for expulsion for sexual harassment. The Educational Code defines “sexual harassment” as, “unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature.”

#### **Hate Motivated Behavior**

Student and adult behavior is expected to promote dignity, respect, and appreciation of diversity for people from all backgrounds and cultures. Bullying, inappropriate or hurtful behavior including name calling, teasing, notes, or rumors based on ethnicity, immigrant status, religious beliefs, gender, sexual orientation, disability, age or race will not be tolerated, and is suspendable or, potentially, expellable.

#### **Gang Related Conduct and Activities**

SLUSD has zero tolerance for gang related activities. Such conduct/activities on all school campuses and during all school-sponsored activities are a threat to the safety of yourself and others and are strictly prohibited. Gang related conduct/activities may include, but are not necessarily limited to: graffiti, colors, hazing, initiations, and hand signals. Clothing arrangements, trademarks, accessory items or any other symbols (i.e. XIV, Norteno, Sureno) on school binders, books, etc., which would denote membership in such a group as identified by the administration or by law enforcement are prohibited.

Students who engage in Board determined gang related activities will be subject to disciplinary procedures outlined in Board Policy 5136 including gang contract, suspension or expulsion from school.

#### **When Your Teacher is Gone...**

You are expected to be on your best behavior at all times, especially when you have a substitute teacher. Misbehavior will be reported to your teacher and / or

an administrator and appropriate consequences will be assigned.

#### **School Rules**

1. Be in the room, in your seat, with materials by the second bell.
2. No backpacks in classrooms.
3. No gum, food or beverages in classrooms and hallways.
4. Cell phones may not be seen, used or heard; other electronic devices must be stored in student lockers during school hours.
5. Follow the dress code.

#### **Restroom Rules**

1. No loitering.
2. Come in, go, wash, leave.
3. Have a hall pass.
4. Inside voices. No yelling.

#### **Hallway Rules**

1. Follow directions.
2. Walk to your right.
3. Keep hands, feet and objects to yourself.
4. Inside voices. No yelling.
5. No food or drink.

Do not stop and visit in hallways. Hallway exits closest to Wilson School (D & H Halls) are not to be used, except for emergencies. Students are to enter and exit D hall from the center breezeway and H Hall from the doors closest to C Hall.

#### **Cafeteria Rules**

1. Follow directions.
2. Walk – keep hands, feet and objects to yourself.
3. Stay seated after getting your food. No standing. No pressuring other students to share their food.
4. Clean your area. Deposit trash in the trashcans.
5. Inside voices. No yelling.
6. All food must be consumed in the cafeteria or in the outside eating area.

#### **Need a Time Out?**

Students are sent to the Time-Out room when their behavior becomes so disruptive that it interferes with classroom instruction. Two referrals to Time Out in one day or three referrals in a five-day period will result in the student being assigned Saturday School. If a student is disruptive in the time-out room, he/she may be suspended from school.

#### **Detention**

Keeping students after class or school is an option that staff may use when necessary. It is the responsibility of the student to inform his/her parents of the detention. At all grade levels, failure to serve detentions may cause a student to face stronger penalties and miss out on dances, field trips, and other school activities including eighth grade promotion party, Great America, and promotion ceremony.

At John Muir, there are three types of detentions:

1. **Teacher issued detentions:** Teachers may require students to serve detentions in the classroom for violating classroom rules. Please check each teacher's parent letter for more information.

2. **Tardy detentions:** Each time a student is late to class or is not in his/her seat and ready to work a tardy detention will be issued to the student. Parents will receive automated calls through the Blackboard system to notify them if their child has been tardy. This call serves as parent/guardian notification of the detention. Tardy detentions last 15-minutes and must be served the day the student is tardy or the following day. If a student does not serve the tardy detention within one day, the student is considered defiant and the tardy detention will be converted into a 30-minute admin detention.

3. **Administrative detentions:** Administrators may assign 30-minute detentions as consequences for violating classroom and school rules including not serving tardy detentions. **A detention notice will be sent home with the student.**

Tardy and administrative detentions may be served after school on early release days (Wednesday, Friday, and any day when school ends before 3:00) and each day during lunch in room E-5. Students must arrive in E-5 within the first five minutes of lunch or within the first five minutes after school.

Students must serve their detentions immediately. If a student has one hour or more of accumulated tardy and administrative detentions, he/she will not be allowed to participate in dances, events, activities, and field trips. Any student, who does not serve their detentions immediately, will be assigned a Saturday School or other consequence for defiance.

### School Dress Policy

Our School Board Policy requires each student to give proper attention to personal cleanliness and to wear clothes that are suitable for school activities. Student clothing must not present a health or safety hazard or a distraction that would interfere with the educational process. In addition, district guidelines state that clothing, jewelry and personal items shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, gender, ethnic or religious prejudice. Further, school policy prohibits clothing, grooming, jewelry or clothing arrangements that may appear to be gang related or promote violence.

Students who wear inappropriate, distracting, or revealing clothing will be referred to the office to make arrangements to change into other clothing. This may include changing into other clothing the student has such as P.E. sweats, changing into loaner clothes from the office, or a family member bringing other clothes for the student to change into. Inappropriate accessories, such as chains, bandannas, and hats shall be confiscated. Students who repeatedly ignore these guidelines will receive the consequences below for dress code violations:

- 1st offense: Warning, change clothes, item confiscated, and student pickup

- 2nd offense: Change clothes, item confiscated, call home, and parent pickup
  - 3rd offense: Change clothes, item confiscated, loss of privilege, and detention
  - 4th offense: Change clothes, item confiscated, loss of privilege, and two detentions
  - 5th offense: Change clothes, item confiscated, loss of privilege, and Saturday School
- . Disciplinary action for defiance may also be assigned.

### Guidelines for Appropriate Dress and Grooming

- See-through blouses and tops and those that do not cover the midriff are not allowed. Strapless tops or spaghetti strap tops are not allowed. Straps for blouses or tops must be at least three inches wide and cover any under wear. Any sexually suggestive attire is not allowed, including low-cut tops or tight leggings/pants.
- Skirts, shorts and dresses have to be at least mid-thigh length even when worn over leggings or tights.
- Pants should not be saggy, tattered, frayed, patched or ripped/torn even if worn over leggings. Students may not drape blankets over their bodies or wear pajamas at school. Underwear must be covered by outerwear.
- Shoes are worn for safety reasons. Students may not wear flip-flops, slippers, clogs, shoes without a strap around the heel, or Air Jordan XIVs.
- Students may not wear headgear, i.e. bandannas, beanies, baseball caps, hats, headbands worn over the forehead, scarves worn on the head, etc. Hats with a brim and sunglasses may be used outdoors for sun protection at the discretion of the administration. Exceptions will be made for health or religious reasons.
- Heavy chains or hoop earrings larger than two inches may be worn. Gloves may not be worn except in the rare instance of a very, very cold morning. Under no circumstances may a single glove be worn. No initialed belt buckles or belts with offensive language may be worn.
- PE uniforms may not be worn outside of the PE class except when participating on an athletic team. Only PE sweatshirts, may be worn on cold days.

### P.E. Uniforms

The P.E. uniform is a reversible black and red shirt with solid black shorts. White socks and a pair of athletic shoes with laces or Velcro are to be worn exclusively for P.E. (NO SLIP-ONS OR HIGH/DRESS ATHLETIC SHOES). Also acceptable for P.E.: A plain black T-shirt and plain red T-shirt with solid black shorts. Both T-shirts must be worn at the same time everyday.

Sweatshirts, crew necks, without zippers or hoods, and warm ups, light gray only, may be worn on cold days. (Stretch pants, tights, wind pants, breakaways, leggings, turtlenecks, and thermals are not allowed).

The P.E. uniform is important for the student's personal hygiene and for participation in team sports. The P.E. teacher will provide more complete information about P.E. dress requirements during class. P.E. uniforms will be sold through the P.E. Department. See your P.E. teacher for more information or you may contact the P.E. Department at 618-4400 x3786 (girls' gym) and 618-4400 x3787 (boys' gym).

In addition to the P.E. uniform, students will also need a half-inch binder and a pencil for PE class. Caring for your Property on Campus

### **Lockers**

Each student is loaned a hall locker and a gym locker. The hall locker is for books and personal belongings, and will be assigned to students by 5th period teachers for use during the year. In order to protect your textbooks and personal belongings, NEVER give your locker combination to any other person, or share lockers. If the locker is damaged or defaced a fine may be imposed. If a lock is lost/stolen, students will be required to pay \$6 for a replacement lock.

Student lockers are district property. School officials have the right to open and inspect any student locker and its contents without a student's permission. Lockers are inspected whenever it is deemed necessary.

### **How to open your lock:**

1. Beginning at 0, turn right two whole turns and stop at the first combination number.
2. Then turn left one whole turn past your first number and stop at your middle number.
3. Now turn right and stop at your last number. Open lock.

When closing a locker, shut the locker and lock securely, turn the dial and tug on the lock to make sure it is latched. School staff are available to help students with locker problems.

**Backpacks** must be small enough to fit inside a school locker. Students are not allowed to bring backpacks into class.

### **Bicycles / Skateboards / Scooters / Roller blades**

Students may not ride bikes, skateboards, roller blades, or scooters anywhere on campus at any time. Failure to follow this rule will result in the article being confiscated and/or disciplinary action. Confiscated equipment will have to be picked up by a parent or will be held for five days. Bicycles must be parked and securely locked in the bike rack area located behind B Hall. Skateboards, scooters and in-line skates must be stored in student lockers. The school is not responsible for lost or stolen items. During the school day students are not allowed in the bike rack area.

**Permanent markers** (i.e. Sharpies) are not allowed at school. This is due to the great expense of removing graffiti written with permanent markers. All such markers will be confiscated. Continued disregard for this rule will result in further consequences. On the rare occasion that a teacher requests that such markers be brought to school they must only be used in that class; between classes they must be kept in a zippered pouch in the three-ring binder.

### **Lost and Found**

Every year students lose many items of value. We urge that articles be plainly marked with the name of the student. Students should check classrooms and common areas for lost articles. Lost and Found is located in the main office and in the Girls and Boy's P.E. Offices. Unclaimed items are donated to a charitable organization at the end of each semester.

### **Attendance**

"What do I do if I am absent or need to leave school?" School attendance is most important and students are expected to be in school daily except for illness, medical appointment, death in the family, court appearance, or religious observance. If a student is absent for any other reason, it is considered unexcused by the State of California. If students get three or more unexcused absences, they will be assigned Saturday School to make up the missed school.

ALL ABSENCES MUST BE CLEARED THROUGH THE ATTENDANCE OFFICE. The Attendance Office opens at 8:00 a.m.

### **1. Absences**

For any absence, the parent/guardian must notify the Attendance Office of the absence and the reason by 3:00 p.m. the day of the absence. To clear an absence you may leave a message at any time at 618-4401. Each evening our automated dialer calls the homes of all absent students who have not cleared their absence.

If a call is not made to the attendance office by 3:00 on the day the student is out, the student must bring a note to the attendance office (at the end of A-Hall across from room A-1) before the beginning of first period on the first day back to school. Students may not use class time to clear an absence and should allow enough time to clear an absence before school.

Absences must be cleared within 24 hours by either a note or a phone call. The note must include the full name of the student, grade, dates of absence, and the reason and be signed by the parent/guardian. An admit slip will be issued to the student and is to be signed by each teacher. The admit slip will be collected by the sixth period teacher. Students must get an admit slip from the Attendance Office even if they forget to bring a note from home.

**Please note:** It is the student's responsibility to bring a note to clear absences. If an absence is not cleared within 24 hours from the day a student returns to school it will automatically become a "cut" and the student will be assigned Saturday School. Absences, without parent permission, will be considered a cut and Saturday School will be assigned.

**Make-Up Work:** In cases of an extended illness for three days or more, assignments may be requested through the Attendance Office. Please allow at least 24 hours for this material to be gathered from the teachers. Students should always see their teacher(s) when they return from any absence to make up missed work. In addition, students might find it helpful to call a classmate while they are out sick to find out about missed homework assignments.

### **Extended Absences/Independent Study Contract**

If a student must be out for five or more days for health, legal obligation or death in the family, students should notify the principal and complete an independent study contract as far in advance as possible but at least three school days before departure. Extended absences for other reasons will not be excused but if they still must happen, please

make arrangements with the teachers to make up the work.

## 2. Leaving School Early

Permits to leave school: To obtain a permit to leave school early the parent/guardian must either submit a note to or call the Attendance Office before school. The note/call must include the time to leave school, the specific reason for leaving, and the signature of the parent/guardian. The student will be given a "Permit to Leave School" slip, and the slip must be returned, signed by a doctor, dentist, etc., or parent. If a student leaves school without a Permit-to-Learn slip, it will be considered a cut and Saturday School will be assigned.

**Emergency at School:** If a student becomes ill at school, s/he should obtain a pass from their teacher and report to the Attendance Office. A "Permit to Leave School" slip is issued in the attendance office, after the parent/guardian has been contacted. By law, the school may not give a child permission to leave campus without contacting an adult on the emergency card.

Picking up students: Students may only be picked up from school by an adult listed on the student's emergency card. The adult must come to the attendance office and present an official photo identification before the student will be released. It is vital that Emergency Card information be kept up to date. Please report any changes to the Attendance Office.

## 3. Tardies and passing periods

Students are to be in their seats and prepared to work when the tardy bell rings. "Prepared to work" means that they have all necessary supplies with them (i.e. binder, pens, pencils and the proper textbook and other required materials) and are sitting in their seats. Students who do not meet this expectation will be marked tardy. For every 3 tardies a student receives, they will be assigned a thirty minute detention to be served during lunch or after school. While the school understands that it can be a challenge to organize the family to get out of the house on time, we expect our students to be at school as well as on time to every class period. Passing periods are not for socializing and are only to be used for walking between classes, using the restroom, getting a drink of water, and getting supplies from lockers. Students may socialize before school, at break, at lunch, and after school.

**4. Transfer from John Muir:** If you are transferring to a different school, a note from your parent/guardian must be presented to the Attendance Office clerk as soon as possible. The note should include your new address and new school, if known. At that time, the student will receive a check-out sheet. Among other things, the student will need to check with each teacher, return all textbooks and other materials and clear out their lockers.

## Safety

It is most important for students to be safe on their way to and from school. Parents and students should agree on the best route to school. Students are expected to observe all traffic laws and regulations. Campus supervision begins at 8:00 am and ends one half hour after dismissal time. For safety reasons, all

parking lot areas are off limits to students during school hours.

In order to ensure the safety of all our students and staff before and after school, please follow these guidelines when dropping off and picking up your student from school.

- **Do not double park** on Williams Street or stop in the middle of it to pick up your student. This is dangerous for your student and illegal.
- Do not use the bicycle lane to pass cars on the right. Not only is this dangerous, it is illegal.
- Williams Street has a 25 mph speed limit. In the parking lot speeds should not exceed 5mph.
- When entering the school driveway, please follow along the curb, as far up as you can go (in front of the gym) and then release your student, next to the curb. Please do not stop in the middle of the driveway to let your student out of the car. This is dangerous and causes traffic to back up on Williams Street.
- Do not double-park in the parking lot. This blocks other cars in and causes too much congestion.
- Do not stop in the red curb areas. White curb areas are for passenger loading and unloading and cars must always be attended.
- Do not stop or park in blue-curbed areas. These areas are reserved for vehicles with handicapped placards.
- Please follow the directions of our Campus Supervisors/Teachers/Administrators/and Student Traffic Club that work traffic control. They are out there ensuring that you and your students arrive to and from school, in a safe and timely manner.
- Left turns on to Williams Street, when exiting the parking lot, are prohibited.

## In Case of a Disaster

It is very important for students to know what to do in case of an emergency. Throughout the year students participate in regularly scheduled fire, lock-down and earthquake safety drills. It is expected that students will be orderly and focused during any drill or emergency and, if necessary, evacuate the building silently.

If an alarm sounds at a time when students are on campus but not in class (i.e. lunch, before school, or after school), they go to the area where their fourth period class normally assembles. If students are passing between periods, on their way to the next class, they go to the area where that class meets.

In case of any major disaster, students will be required to stay at school where they will be supervised by school personnel until they can be released to a parent, guardian, or an adult as designated on the student emergency card. Students will not be released to anybody not on the emergency card without written permission from a parent or guardian.

Students and parents can help the school safety program by making sure that emergency cards are filled out and returned to the school promptly and updated as needed. Being prepared for an emergency is critical to safety.

## Visitors

We are a friendly school; however, all parents, guests, volunteers and officials must check in at the main

office and pick up a visitor's badge prior to being allowed on campus. Any non-student visitor to campus who does not follow this procedure is subject to arrest and prosecution per California penal code 627.2, 627.6, 627.7.

### **Food Service**

Breakfast is available ½ hour before the start of school and during the morning break. The cost is \$1.00 for full paid student and served at no cost to students on the Free and Reduced meal program. The breakfast includes choice of entrée, ½ cup fruit or juice and a choice of low-fat white or non-fat chocolate milk. Lunch is served daily in the cafeteria and at the snack bar. The cost is \$2.50 for full paid student and served at no cost to students on the Free and Reduced meal program. Adults pay \$3.75. A variety of entrées including hot and cold menu items are offered daily. The meal includes; entree, fresh fruit and veggie salad bar and a choice of milk. The Snack Bar will be open daily during the lunch service. You can pick up a complete meal or additional item such as chips, crackers, cookies, water, milk or juice. All items sold meet USDA guidelines and follow the District Wellness Policy. The meal counts are recorded using our Point of Service computers. Students must either have their student ID card or know their PIN numbers to access their meal accounts. The use of the computer allows all students, Free, Reduced or Paid to be served without identifying their eligibility status. Meal application forms are available in the school office, the District Office or online at [www.slusd.us](http://www.slusd.us)

### **Eating Areas**

Food may only be eaten in the cafeteria or on the patio where picnic tables are between the cafeteria and C-hall. Food may not be eaten anywhere else. Red lines delineate the areas that are off-limits during lunch.

### **Student Activities**

JMMS has many activities to get students to become more involved, make friends and to develop social, leadership, arts and athletic skills. Descriptions of some of these activities follow. The main way to get involved is to listen for the announcements every morning and then SHOW UP and PARTICIPATE. Many student activities are planned and conducted weekly by the Leadership class. Come have some fun!

### **Clubs & More...**

Club Day is held each September. Students may learn about and sign up for clubs on that day and throughout the year. Announcements will also be made regarding clubs and other activities every morning.

#### **Student Government**

Student council consists of elected student body officers, class officers and grade level representatives. The students plan activities, conduct fundraisers and recommend various improvements to the principal. Elections for class officers are held in June for the following school year. To be eligible to be an elected student officer students must have earned and maintain at least a 2.0 grade point average (GPA) on the last report card and maintain acceptable citizenship and disciplinary record. Student leaders who do not maintain these qualifications will be removed from office.

### **School Dances**

School dances are held in the afternoon from 3:15 – 5:00 pm. Only John Muir students may attend. Guests are not allowed. Students must show their John Muir ID to be admitted. Tickets are sold during lunch. Once a student leaves the dance, s/he may not be readmitted. Backpacks, coats, and purses must be left in hall lockers during the dance. Halls will be open for ten minutes after the dance.

To attend a dance a student must have...

- not have more than 45 minutes of accumulated detentions and Saturday School
- been at school the day of the dance (exception: medical appointments, funeral)
- JMMS ID card with them to enter the dance
- NOT been given a time-out the day of the dance

### **Yearbooks**

Yearbooks are sold early in the school year. The yearbook will have pictures of the students and staff, teams, clubs and of some of the activities held during the school year. Yearbooks will be distributed in June. Students enjoy signing each other's yearbooks during the last week of school so be sure to purchase one so students won't be left out!

Falky Store Students may purchase school supplies, i.e. binders, spiral notebooks, pens, pencils, sharpeners, etc., at the Falky Store located next to the cafeteria

### **Athletics and Drama**

To participate in sports or drama, students need at least a 2.0 grade point average, satisfactory behavior, a good attitude, and the willingness to work together. Listen to the daily announcements for information regarding specific sports or plays. Athletes: students and parents will be expected to agree and adhere to an athletic contract. All students and families are encouraged to attend plays, concerts and sporting events to support our Falcons!

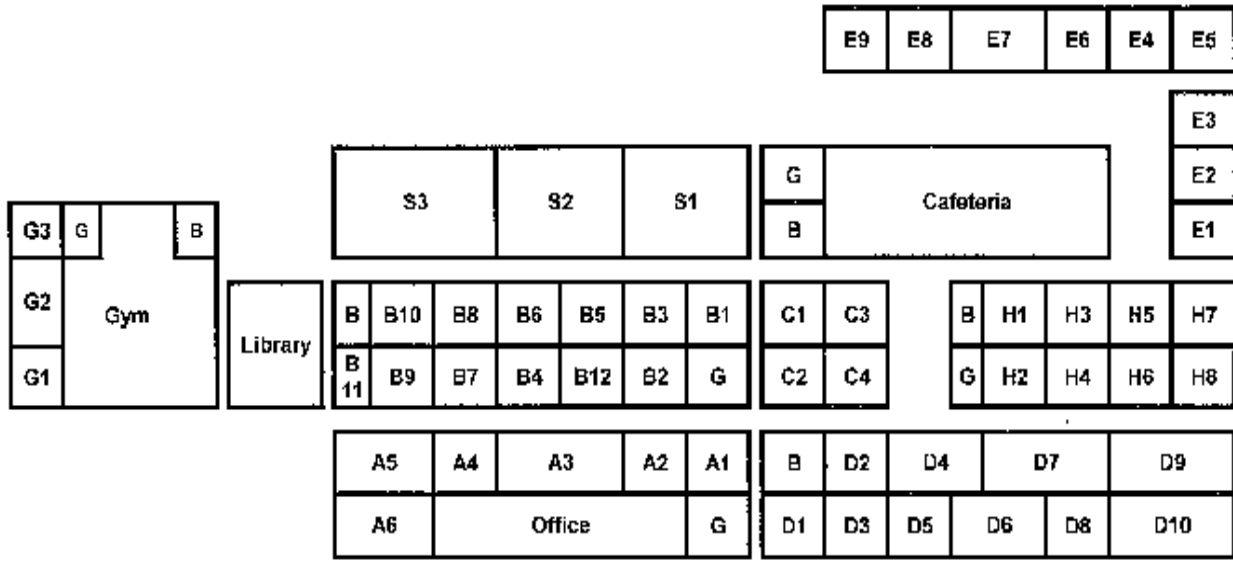
### **After School Education and Safety program (ASES)**

ASES offers after school services including recreation, enrichment and tutoring/homework assistance five days per week until 6:00 pm. The ASES program will be run at John Muir by the Boys & Girls Clubs of San Leandro in cooperation with the school district. You may pick up a registration packet in the school office. Completed packets can be returned to the school office or to the District Office, Student Support Services Department.





John Muir Middle School (Not to Scale)



Williams Street

Period	Teacher	Subject	Room #	Conf. Period / Class Link Ext.
1				
2				
3				
4				
5				
6				

**2014-2015 BELL SCHEDULE**

**Monday, Tuesday, & Thursday**

Period 1	8:25 – 9:20
Period 2	9:25 – 10:15
Break	10:15 – 10:25
Period 3	10:30 – 11:20
Period 4	11:25 – 12:15
<b>Lunch</b>	12:15 – 12:50
<b>SSR</b>	12:55 – 1:15
Period 5	1:15 – 2:05
Period 6	2:10 – 3:00

**Wednesday & Friday**

Period 1	8:25 – 9:10
Period 2	9:15 – 10:00
Break	10:00 – 10:10
Period 3	10:15 – 11:00
Period 4	11:05 – 11:50
<b>Lunch</b>	11:50 – 12:20
Period 5	12:25 – 1:10
Period 6	1:15 – 2:00

John Muir Middle School is located in the City of San Leandro, which is situated 20 miles southeast of San Francisco. The city of San Leandro is a suburban community of approximately 74,000 residents. The city occupies 15 square miles between the cities of Oakland and Hayward, and is bordered on the west by the San Francisco Bay and in the east by the East Bay Foothills. San Leandro is a friendly and diverse city with a colorful heritage and numerous cultural amenities including a 450-berth Marina, two golf courses and a large community library center. San Leandro is well-known for its quiet, well-defined neighborhoods full of charming and unique older houses on tree-lined streets. San Leandro residents are proud of both their neighborhoods and their city, which can be seen in their active involvement in the city's numerous neighborhood and homeowner's associations.

The school district has an enrollment of 8,725, with 12 schools (eight elementary schools, two middle schools, one comprehensive high school, and one continuation high school). For the 2012-2013 school year, approximately 1000 students in 6<sup>th</sup> through 8<sup>th</sup> grade were enrolled at John Muir Middle School. Student body demographics are shown in the chart.

Our school vision and mission are founded on beliefs stating that ALL students are capable of learning and deserve a safe and supportive environment. At Muir, teachers provide ALL students with a learning environment that encourages higher-level thinking skills, independent and reflective work, meaning-centered- learning, and collaborative exploration and discovery. The whole Muir School community shares our progress in meeting the needs of our diverse students.

John Muir Middle School is an AVID National Demonstration School; a college preparatory school. Our John Muir Middle School staff promote a college-going culture among students and their families. The academic program is based on the California State Standards and Frameworks which guide middle school curriculum and courses. Students study English, Mathematics, Science, History, Physical Education and choose from among the following electives: Art, Instrumental Music, Computers, Spanish, Journalism/Yearbook, Drama or Supplemental or companion classes in Math and ELA are available to students that need additional support in these subject areas. John Muir has a variety of Special Education programs for students with IEPs: Resource Support Program, Special Day Classes for Mild Moderate and Moderate Severe disabilities, and a Counseling Enriched class. Our Special Education Program offers push-in and inclusion models of support for our students with special needs. Likewise, as a school wide Title 1 school, John Muir has a full range of support and programs for our English learners and for our students who are educationally disadvantaged. We also offer an after school Tutoring program in Math and ELA funded by Title 1. Our Saturday Academy intervention has successfully supported our long-term English learners and other students needing academic support in ELA and math for the last 9 years, offering a web-based instructional program. After school enrichment is available to our students through our after school sports and athletic program offering cross-country, flag football, boys' and girls' basketball, soccer, softball, track and volleyball. Our state-funded ASES (After School Education Support) is run by the Boys and Girls Club of San Leandro.

John Muir has a Performing Arts Program that includes our Concert Band, String Orchestra, and Drama that includes approximately 200 students. Our student musicians have participated in Disneyland's Music Workshops with famous national musicians and has recently performed their first solo performances at the Disney Magic Music Days at the Park. Our Drama Club presents two main productions: one in the Fall and one Spring Musical.

John Muir Middle School houses a full service library media center and four computer labs with 35 computers each plus seven new 'Chromecarts' – a mobile classroom sets of laptops.

Our students participate in various social, civic, and student empowerment clubs at the school which include Rainbow Club, Black Student Union, Latinos Unidos, Asian-Pacific Islander Club, Ukulele Club, Anime Club, Sponge Bob Club, Character Matters Club, Improving John Muir, and K-Pop.

Parent involvement is a strong component of our school. Parents are involved in a variety of ways to support our staff and the academic and extra-curricular activities of our students. Our parent empowerment groups include: Padres Unidos (Charla group), Latinos Unidos, Padres, Black Parent Union, PTSO, School Site Council/School Advisory Council, ELAC (English Learner Advisory Committee), Title 1 Parent Committee.

The community and parent partnerships we have developed and the sincerity of our purpose to provide our students with equal access to all opportunities, enable us to employ a variety of programs to promote academic excellence, positive student behavior, and a positive climate for learning. The collaboration within the Muir community to help our students attain positive experiences that will help them succeed in school is evident in the classrooms and in school wide activities. John Muir Middle School is a better place to be; to learn, to be challenged, to excel!

# **JOHN MUIR MIDDLE SCHOOL**

## **SCHOOL VISION**

JMMS is a safe and inclusive community where everyone is actively engaged in learning.

## **SCHOOL MISSION**

To prepare each student for academic, emotional and social success

## **SCHOOL FOCUS**

The JMMS staff is committed to supporting the district instructional focus on culturally responsive teaching and learning and data driven continuous improvement.

## **SCHOOL GOALS FOR IMPROVING STUDENT ACHIEVEMENT**

Based on student performance data during the prior year, our School Site Council composed of students, parents, and teachers, developed our 2014-2015 school goals for improving student achievement.

### **Academic Performance**

Muir will meet the academic demands and accountability system as provided by the new California Common Core State Standards.

### **Academic Achievement and Intervention**

Muir educators support the academic success of all of our diverse learners, especially accelerating the learning of students who are not yet proficient in a given subject.

### **School Safety and School Climate**

Muir staff create a safe and inclusive climate that supports students' academic achievement and socio-emotional health through a variety of both classroom-based and extracurricular programs.

### **Professional Development, Collaboration and Training**

Muir educators receive ongoing training to ensure that we use state of the art teaching skills with our students. Muir staff members also engage in regular results-oriented collaboration to make sure that all students receive a consistent, high quality education, no matter which teacher they have.

### **Parent Education and Training**

We know that we cannot achieve our mission and vision without an active partnership with our families. We offer and encourage parents to join in a variety of parent organizations and parent training programs.

**The leadership of John Muir has also developed action steps related to each of the following nine essential program components of high achieving schools:**

1. Instructional Program
2. Instructional Time
3. Lesson Pacing Guide
4. School Administrator Instructional Leadership Training
5. Credentialed teachers and professional development opportunity
6. On-going instructional assistance and support for teachers
7. Student achievement monitoring system
8. Monthly teacher collaboration by grade level or program level
9. Fiscal support

# **SCHOOLWIDE ATTENDANCE POLICY**

California Education Code section 48200 requires people between the ages of 6 and 18 to attend school full time, unless they are otherwise exempted. It is imperative that students and parents ensure that the requirements of this compulsory education law are met. The staff at John Muir is organized to assist students and their parents in this endeavor.

### **SUCCESS IS OUR WAY, ATTEND EVERY DAY**

It is well known that attending school on a regular basis is key to children's academic success. Children must regularly attend school in order to learn and acquire the skills necessary to excel in their future endeavors. To emphasize this, the federal government made attendance an "additional indicator" for elementary and middle schools to meet Adequate Yearly Progress (AYP) of No Child Left Behind (NCLB) (2002).

John Muir Middle School continues to support San Leandro Unified School District's positive attendance campaign and program, **SUCCESS IS OUR WAY, ATTEND EVERY DAY**. As part of this program, John Muir Middle School has set an attendance goal and rewards students who help achieve this goal. This year our goal is to improve our average daily attendance from 96.80% in the 2013-2014 school year to 98% in the 2014-2015 school year.

At John Muir we support students in their attendance by striving to provide engaging curriculum, enjoyable school activities, making phone calls to families each evening to inform them of any tardies or absences, and supporting students and families who are struggling with attendance. If a student or family is struggling with attendance (e.g. a student arrives late to many classes, or a family has transportation issues), administrators and counselors are available to help create solutions to improve a student's attendance. Finally, we provide an ongoing continuum of supports to students, including meaningful incentives and consequences.

#### **Positive Attendance Rewards & Incentives:**

- Weekly and monthly attendance rewards from Principal Student Incentive Program and community partners
- Higher GPA leading to Falcon Pride award
- Up to date schoolwork = more free time!

## **ATTENDANCE VIOLATIONS and CONSEQUENCES**

**Excused absences:** Per California Education Code 48205, an absence is considered excused if a student has an illness, medical appointment, death in the immediate family, court appearance, or religious observance AND the parent/guardian notifies the attendance office. Medical appointments require a note from the doctor’s office. Extended illnesses of more than 5 days require a note from a doctor. With any absence, students need to make up all missed schoolwork.

**Unexcused absences:** An absence is considered unexcused if the parent/guardian notifies the attendance office, but the absence is not due to illness, medical appointment, death in the family, court appearance, or religious observance. A truancy letter will be sent home and a Saturday School assigned for every three unexcused absences.

**Cut:** An absence is considered a cut if the parent/guardian does not notify the attendance office of the absence regardless of reason. A Saturday School will be assigned for each cut and a truancy letter will be sent for every three cuts.

**Tardy detentions:** Each time a student is late to class or is not in his/her seat and ready to work, they will be marked ‘tardy’ in Aries. Parents will receive automated calls through the Blackboard system to notify them if their child has been tardy. For every third tardy, a student will receive a 30-minute detention to be served at lunch or after school Wednesday or Friday. Parents who receive a call about their child being tardy should be aware that if this is their third tardy, this call serves as parent/guardian notification of the detention. Tardy detentions must be served immediately following the third tardy when the list is posted.

**Administrative detentions:** Administrators may assign 30-minute detentions as consequences for violating classroom and school rules including not serving tardy detentions. **A detention notice will be sent home with the student.**

	<b>Reason</b>	<b>School and parent/guardian communication</b>	<b>Consequence to student</b>
<b>Excused absences</b>	1. illness or medical appointment 2. death in immediate family 3. court appearance 4. religious observance	Parent/guardian must notify attendance office within 24 hours	With any absence, students need to make up all missed schoolwork.
<b>Unexcused absences</b>	Not one of the reasons listed for excused absences	Parent/guardian must notify attendance office within 24 hours	1 Saturday school per 3 unexcused absences + make up missed schoolwork
<b>Cuts</b>	Any reason	School will inform parent/guardian of the absence within 24 hours	1 Saturday school per each cut + make up missed schoolwork
<b>Tardies</b>	Any reason	School will inform parent/guardian of the tardy within 24 hours; parent/guardian must notify school if student is more than 30-minutes late to first period	15-minute detention or consequence for cutting if over 30-minutes late to first period or significantly late to any other period.

## DISCIPLINE PHILOSOPHY

At John Muir Middle School our discipline focuses on individual responsibility. A student's behavior is the result of the choices that he/she has made. All students review rules of the school and their individual classroom at the beginning of each new school year. Rules are also posted in the classroom so they can be referred to when needed.

At John Muir, we operate on the principles that: (1) no one will be allowed to prevent the teacher from teaching; (2) no one will be allowed to prevent another student from learning; and (3) no one will be permitted to do something that is not in the best interest of the students, the teachers, or the school.

Our school wide classroom rules follow Noah Salzman's Tools for Schools. Classroom rules are few and simple and follow a school wide plan. They include consequences as well as positive reinforcements. Our school wide rules are guided by the principles of our

### **Falcon Code of Conduct**

Be Respectful

Be Productive

Be Safe

Be Responsible

Be Prepared

Teachers at John Muir set forth an environment in the classroom which is accepting of individual differences, yet is firm and consistent. Teachers set limits for behavior which are necessary for the safety of all and which help teach students that setting limits is necessary. Standards for performance are also set and students and parents are made aware of the goals which are to be mastered at each grade level.

Teaching respect is a major emphasis at John Muir. Students are reminded that they do not have to include all students in their groups but they do have to treat all people with respect. If students continually threaten, harass, name call, or engage in dogging or capping other students, this shows a lack of respect, and serious consequences will result.

Our teachers will establish a classroom structure and routine that provides the best learning environment for all will determine and expect appropriate behavior from the students which meets his/her needs, and will encourage the positive social and educational development of the child. Our teachers will help students set limits for behavior in the classroom, redirect inappropriate behavior, provide positive support for appropriate behavior, and help them make wise choices toward positive behavior.

Research has proven that consistency and fairness is the key to a successful discipline policy. Please be fair and consistent with your child/children at home. A child's first teachers are the parents. Your influence is vital to the discipline of your child.

## **CONSEQUENCES for INAPPROPRIATE BEHAVIOR**

*The following information is intended to create a common understanding regarding student conduct and the consequences of inappropriate behavior at John Muir Middle School. In order to provide the safest possible learning environment, we need the support of all students, parents, and staff.*

---

**Teacher issued detentions:** Teachers may require students to serve detentions in the classroom for violating classroom rules. Please check each teacher's parent letter for more information.

**Tardy detentions:** Each time a student is late to class or is not in his/her seat and ready to work, they will be marked 'tardy' in Aries. Parents will receive automated calls through the Blackboard system to notify them if their child has been tardy. For every third tardy, a student will receive a 30-minute detention to be served at lunch or after school Wednesday or Friday. Parents who receive a call about their child being tardy should be aware that if this is their third tardy, this call serves as parent/guardian notification of the detention. Tardy detentions must be served immediately following the third tardy when the list is posted.

**Time Out Program:** A teacher may send a student to time out when the student's behavior disrupts the learning environment and other interventions have been unsuccessful at stopping the disruptive behavior. Students sent to time out by a teacher are expected to report directly to the time out room and may not visit their locker, the restroom, or other locations along the way. A student receiving two time outs or administrative referrals in one day or a student receiving three time outs or administrative referrals within a five-day period will be required to serve a Saturday School. Any student who is disruptive or defiant in the time out room will be assigned additional consequences. Parents/guardians will be notified by telephone if their student has been sent to time out.

**Administrative detentions:** Administrators may assign 30-minute detentions as consequences for violating classroom and school rules including not serving tardy detentions. **A detention notice will be sent home with the student.**

**Saturday School:** Administrators may assign Saturday School as a result of attendance or behavior offenses. Saturday School hours are from 8:00AM to 12:00PM and students are expected to bring and complete four hours of school work or reading while in attendance. If a student is disruptive or defiant s/he will be sent home and no credit for attendance will be given. When a student has been assigned a Saturday School, a call will be made to the parent/guardian and a letter will be sent home with the student. Please read this letter carefully for the Saturday School rules and the date for your child's Saturday as Saturday School is only offered on certain dates and students must attend the date they have been assigned.

**Suspension:** Administrators may suspend students in accordance with the San Leandro Unified School District Secondary Uniform Disciplinary Policy and California Education Code. Suspended students are excluded from school and school activities during the time of the suspension and may not be present on any school district campus.

**Expulsion:** Students may be expelled in accordance with the San Leandro Unified School District Secondary Uniform Disciplinary Policy and California Education Code. Expelled students will not be allowed to attend any school in the district. If expulsion is recommended, an administrator will discuss it with the parent/guardian and a written notice will be provided.

**Notes about serving detentions:** Tardy and administrative detentions may be served on early release days (Wednesday, Friday, and any day when school ends before 3:00) and each day during lunch in room E-5. Students must arrive in E5 within the first five minutes of lunch or within the first five minutes after school.

Students must serve their detentions immediately. If a student has one hour or more of accumulated tardy and administrative detentions, he/she will not be allowed to participate in dances, events, activities, and field trips. Any student, who does not serve their detentions immediately, will be assigned a Saturday School or other consequence for defiance.

Students and parents may check the detention lists posted in the main office and on the walls around campus to keep track of the number of detentions a student has. If a student is unable to serve detentions after school, the parent/guardian must contact the school to make alternative arrangements. Students needing to contact parents from E-5 may do so from the classroom phone. Cell phones may not be used in E-5.

## SUSPENSIONS AND EXPULSIONS



1. Sale, possession or furnishing a firearm. ++
2. Brandishing a knife at another person. ++
3. Selling a controlled substance. ++
4. Sexual assault or sexual battery. ++
5. Possession of an explosive. ++

**DISCRETIONARY MANDATORY RECOMMENDATION FOR EXPULSION** (Education Code 48915 (a))

*Expulsion recommendation is required unless particular circumstances existed (as determined by the principal, superintendent, or superintendent's designee) to deem expulsion as inappropriate.*

1. Causing serious injury to another person, except in self-defense.
2. Possession of a knife, or other dangerous object of no reasonable use to the pupil.
3. Unlawful possession of any controlled substance except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.
4. Robbery or extortion.
5. Assault or battery on any school employee.

**SUSPENDABLE OFFENSES** (Education Code 48900)

- a.1. Caused, attempted to cause, or threatened to cause physical injury.
- a.2. Willfully used force or violence on another person, except in self defense. ++
- b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object. ++
- c. Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcohol, or intoxicant. ++
- d. Offered, arranged, or negotiated to sell a controlled substance, alcohol or intoxicant and then provided a replica substance. ++
- e. Attempted or committed robbery or extortion.
- f. Attempted or caused damage to school or private property.
- g. Attempted or stole school or private property.
- h. Possessed, or used a tobacco product.
- i. Committed an obscene act or engaged in habitual profanity or vulgarity.
- j. Possessed, offered, arranged, or negotiated to sell drug paraphernalia.
- k. Disrupted school activities or defied school personnel.
- l. Knowingly received stolen school or private property.
- m. Possessed an imitation firearm.
- n. Attempted or committed sexual assault or committed a sexual battery. ++
- o. Harassed, threatened, or intimidated a student complainant or witness in a school disciplinary matter.
- p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- q. Engaged in, or attempted to engage in, hazing.
- r. Engaged in an act of bullying, including electronic means.
- t. A pupil who aids or abets in the attempted or infliction of physical injury to another.
- 2 Committed sexual harassment.
- 3 Attempted, threatened, caused, or participated in hate violence.
- 4 Created an intimidating or hostile educational environment.
- 7 Made terroristic threats against school officials or property.

++ Indicates law enforcement MUST be notified.

\*\*\*\* Because districts often admit students expelled from the other districts unaware of the status of the student, an additional amendment, effective January 1, 1991, provides that parents or guardians of the expelled pupil have an obligation to inform the receiving district of the pupil's status with the previous district.

**Dress Code:** Students are required to abide by the school dress code every day.

Consequences will be assigned to students who do not dress appropriately.

				
<p>NO baggy pants, sagging, underwear or shorts showing</p>	<p>NO slippers or backless sandals</p>	<p>NO halter, tube tops, or plunging necklines</p>	<p>NO graffiti on backpacks or school materials</p>	<p>NO inappropriate logos</p>
				
<p>NO undershirts or spaghetti straps (Straps must be at least 3 inches wide and cover underwear)</p>	<p>NO hats, bandanas, beanies, do rags NO hoods on at school</p>	<p>NO chains, initialed belt buckles, hoop earrings larger than 2 inches</p>	<p>NO miniskirts (even with tights) or short shorts (mid-thigh length minimum)</p>	<p>PE uniform MAY NOT be worn outside of PE</p>
				
<p>NO electronics, ipods, earphones, cell phones, PSP, etc.</p>	<p>NO torn, tattered, frayed, etc. jeans</p>	<p>NO gang or drug related clothing or accessories</p>	<p>No tight or revealing clothing</p>	<p>NO pajamas NO blankets</p>

<p>1<sup>st</sup> Offense:</p>	<p>Warning, Change Clothes, item confiscated, and student pickup</p>
<p>2<sup>nd</sup> Offense:</p>	<p>Change clothes, item confiscated, call home, and parent pickup</p>
<p>3<sup>rd</sup> Offense:</p>	<p>Change clothes, item confiscated, loss of privilege, and detention</p>
<p>4<sup>th</sup> Offense:</p>	<p>Change clothes, item confiscated, loss of privilege, and two detentions</p>
<p>5<sup>th</sup> + Offense:</p>	<p>Change clothes, item confiscated, loss of privilege, two detentions, and Saturday</p>

# ABI for Parents:

## How to check your child's grades, assignments, and attendance online!

Here are the steps to access your child's academic information:

- 1) Read, sign, and turn in the pink "Parent/Legal Guardian Technology Acceptable Use Agreement" form to the front office.
- 2) Ask the front office for your personal ABI access information, which will include your child's ID number and verification code.

Once the first two steps are complete, you may go online and create an ABI account to see your child's grades, assignments, and attendance:

- 1) Go to: <http://abi.sanleandro.k12.ca.us/parentportal>
- 2) Click "Create New Account" (under the "Log In" button)
- 3) Make sure "Parent" is selected
- 4) Click "Next"
- 5) Enter your personal email address two times
  - a. If you do not have an email account, go to [www.gmail.com](http://www.gmail.com) to create one
- 6) Enter your personal, made up password two times
- 7) Go to your email account and click on an email from "Alfonso Corona - [acorona@sanleandro.k12.ca.us](mailto:acorona@sanleandro.k12.ca.us)" (check your trash/spam box just in case)
- 8) Click on "Confirm Current Email Address"
- 9) Click on "Click Here"
- 10) Type in the following information from the white label on the ABI Parent Letter that you received from our front office:
  - a. Student Permanent ID Number - "Perm ID"
  - b. Student Home Telephone Number - "Phone"
  - c. Verification Code - "Verif Code"

**John Muir Middle School  
1444 Williams St.  
San Leandro, CA. 94577  
(510) 618-4400**

**STUDENT AND PARENT HANDBOOK 2014-2015**

Dear Parents:

This student and parent handbook was created for use by all families at John Muir Middle School. Many of the information here is also found in the student's agenda book. As parents or guardians, you can help to make use of the Student and Parent Handbook an even greater success by reviewing this handbook with your student/s as well as reviewing the school rules and attendance procedures.

This Handbook is a significant tool and we believe that by working together it will have great value for all of our students and a positive influence on student achievement.

Please complete the signature box below after reviewing this handbook with your student/s and return to your student's first period teacher.

**I have read, reviewed, and discussed the Student and Parent Handbook, school rules, and attendance procedures with my child.**

**Parent's Signature** \_\_\_\_\_

**Student's Name** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_