



# JOHN MUIR ELEMENTARY SCHOOL

*International Spanish Academy*  
*California PBIS Coalition Silver Award*  
*Campaign for Business & Education Excellence (CBEE) Honor Roll 2015*  
*California Distinguished School*  
*Title I Academic Achieving School*  
912 S. Chevy Chase Drive Glendale, CA 91205  
Phone: 818 241-4848 Fax: 818 241-1058  
[www.johnmuirelementary.net](http://www.johnmuirelementary.net)



*Welcome back to a new school year!*

*This handbook contains important information about our school. Please take a moment to review it with your student.*

*We are looking forward to working together to create yet another “Muir-acularous” year full of excitement and opportunities for our students!*

*Muir Staff*



## Office Staff

Mrs. J. Zavala <a href="mailto:jzavala@gusd.net">jzavala@gusd.net</a>	Principal
Mrs. V. Nazarian <a href="mailto:vnazarian@gusd.net">vnazarian@gusd.net</a>	Assistant Principal
Mrs. H. Ginosian <a href="mailto:hginosian@gusd.net">hginosian@gusd.net</a>	Administrative Secretary
Mrs. O. Tumanyan <a href="mailto:otumanyan@gusd.net">otumanyan@gusd.net</a>	Attendance Clerk
Mr. J. Trujillo <a href="mailto:jtrujillo@gusd.net">jtrujillo@gusd.net</a>	Head Custodian



AND ALWAYS SHOW THAT YOU CARE

## **John Muir Elementary Staff Directory**

### **Teachers:**

<b>GRADE</b>	<b>NAME</b>
SDC	Reyes, Cara
<b>TK FLAG</b>	Flamenco, Lorena
K	Contreras, Teresa
K	Kianian, Hilda
K-FLAG	Escobar, Marylou
K-FLAG	Rodriguez, Analilia
1st	Armbruster, Penny
1st	Schwarzmann, Dana
<b>1st FLAG</b>	Echeverria, Diana
<b>1st FLAG</b>	Ramos, Luz
1 <sup>st</sup> /2 <sup>nd</sup>	DeFelice, Kendra
2nd	Austin, Annette
2nd	Eleftheriadou, Mary
<b>2nd FLAG</b>	Garza, Nancy
<b>2nd FLAG</b>	Reyes, Paola
3rd	Abovian, Polet
3rd	Hambarsoomian, Caroline
3rd	Tatevosian, Mary
<b>3rd FLAG</b>	Martin Del Campo, Valentina
<b>3rd FLAG</b>	Palmieri, Angela
4th	Nushi, Rachelle
4th	Petrossians, Arthur
<b>4th FLAG</b>	Ortiz, Rafael
5th	Dodd, Priscilla
5th	Manalo, Michelle
<b>5th FLAG</b>	Aguilar, Alejandro
6th	Birtle, Matt
6 <sup>th</sup>	Gentile, Amy
6th	Petrossians, Taleen
<b>6th FLAG</b>	Soria Calvo, Carla

### **Support Staff:**

SAI	Huerta, Maria
SAI(T/Th)	Gongora, Jamie
Intervention	Ahrens, Michelle
Intervention	Bishoff, Cristina
Intervention	Villa, Nicki
Music (Fri. only)	Hayhurst, Karen & Okaguchi, Sean
Speech: T-F	Bae, Joyce
Psych: M-F	Miller, Corinna
PE Teacher	Mulcahey, Ricky
Library	Boghossian, Linda
Lbrary/Media Tech	Sebastian, Marlene
Teacher Specialist	Anderson, Patty

*John Muir Elementary School's  
Vision Statement*

*The John Muir community provides a safe and engaging learning environment that prepares students to become lifelong, joy-filled learners to meet the demands of the ever-changing future.*

*John Muir Elementary School's  
Mission Statement*

*The John Muir Elementary School staff, in collaboration with students, families, and the community provides a nurturing and safe learning environment and prepares students for the demands of the ever-changing future. Our students achieve academic excellence through collaboration, critical thinking, communication, and creativity to become real-world problem solvers.*

**John Muir  
Daily Schedule  
2022/2023**

<b><u>Transitional Kindergarten</u></b>	<b>Bell Rings</b>	<b>Instruction Begins</b>	<b>Dismissal</b>
M - F	8:10	8:15	12:26
<b><u>Kindergarten</u></b>	<b>Bell Rings</b>	<b>Instruction Begins</b>	<b>Dismissal</b>
M - F	8:10	8:15	12:36
<b><u>Grades 1, 2, 3</u></b>	<b>Bell Rings</b>	<b>Instruction Begins</b>	<b>Dismissal</b>
M - F	8:10	8:15	2:07
<b><u>Grades 4, 5, 6</u></b>	<b>Bell Rings</b>	<b>Instruction Begins</b>	<b>Dismissal</b>
M - F	8:10	8:15	2:27

**Minimum Day Dismissal Times**

TK: 11:50am  
 Kindergarten: 12:00pm  
 Grades 1,2,3: 12:10pm  
 Grades 4,5,6: 12:30pm

**School Office Hours**

**7:30 am – 4:00 pm**  
**Monday – Friday**  
**Playground Supervision starts at 7:45 am**  
**Phone: 818 - 241 - 4848**  
**Fax: 818 - 241 - 1058**

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### **ABSENCE FROM SCHOOL**

We are required to secure an absence excuse from a parent or guardian when a child has been absent from school. All absences must be cleared within 3 days or they automatically become a truant. You may excuse your child's absence by doing one of the following:

- visiting our website (preferred option) [www.johnmuirelementary.net](http://www.johnmuirelementary.net). There is an area on the homepage where you can send an email to our secretary, Hilda Ginosian, to excuse your child's absence.
- sending a note with your child when he/she returns to school after being absent, he/she should bring a note of explanation signed by the parent or guardian, which states the name of the child, dates and reason for the absence
- calling the school's office (818) 241-4848.

**According to State law the only excused absences are for illness, medical treatment, bereavement, and some legal commitments. Family vacations, religious holidays/commitments, or personal business are considered *unexcused* reasons for absence.** (See Independent Study). Students who continue to be truant will be referred to the Glendale Unified School District's Attendance Review Board (SARB) for further action. Parents are notified of a student's trancies through a series of 4 Truancy Letters which the District has a practice of sending. They are the 3 day, 5 to 9 day, 10 to 14 day and finally the 18-day Absence Letters.

### **ACADEMIC ACHIEVEMENT REPORTS**

#### **(Report Cards)**

Academic Achievement Reports are given three times per year. Academic Achievement Reports are based on progress toward mastery of the grade level standards. A parent-teacher conference may be held at any time to discuss a student's progress. To schedule a parent-teacher conference, please call the office for an appointment. Progress reports are sent home six (6) weeks before the end of the grading period to notify parents if their child is not meeting grade level standards and may receive an unsatisfactory grade unless improvement is shown.

### **ACCELERATED READER (AR) READING**

Accelerated Reader is an online program that assesses student's reading comprehension. Students select books at their independent reading level from the school and/or public library, read the book, and then take a "quiz" on that book at school. All students in grades 1-6 take AR tests throughout the year. Teachers set goals and students that meet or exceed these goals, and earn points for books read, receive AR Brag Tags. They are also invited to a special end of the year assembly.

### **ARRIVAL TIME/DISMISSAL TIME**

Please read the daily schedule located on page 2 of this handbook. Consistent, on-time attendance is a priority. Students should not arrive on campus before 7:45am. Morning supervision does not begin until 7:30am. There is no supervision before 7:45am! Do not drop off your child on campus before 7:45am. This is not safe!

Call the Child Care Department (CDCC) Main Office at 818-247-0775 if childcare is needed. Students are to leave campus or be picked up promptly at dismissal time. **If students have not been picked up by the time the office closes for the day, Glendale Police Department will be contacted to pick up your child.**

### **Attendance**

- Students are to attend school everyday unless ill. (See absence from school)
- Students are to be on time and in line at:
  - 8:10 a.m. on M - F – Instruction begins at 8:15a.m.
- Students who are tardy must check in at the office and sign-in.

### **BACK-TO-SCHOOL-NIGHT (BTSN)**

This is an event during the first month of school where parents have the opportunity to meet their child's teacher and to learn about the classroom program for the coming year. This night is intended for parents only.

### **BICYCLES/SKATEBOARDS/SCOOTERS**

With parent permission, students in grades 4-6 may ride bicycles to school at their own risk. State law mandates that bike riders wear a bicycle helmet. We encourage parents to familiarize students with bicycle safety rules/laws and plan with them the safest route to and from school to avoid potential hazards. Each bike must be secured with a lock in a designated area. Students are to walk their bikes on school grounds at all times. Children may NOT ride skateboards, roller skates, scooters, skate shoes or roller blades to school, or ride them at any time on campus.

### **BIRTHDAY AND CLASSROOM PARTIES**

Each teacher designates two class parties to have during the school year. These may be to celebrate a holiday, an end of the year party, or some other theme. The teacher will give guidelines to the parents about the expectations for party food, activities and parental attendance.

**Birthdays will not be acknowledged during school time.** This includes all grades TK-6. You may honor your child's birthday by donating appropriate items such as pencils, books, or stickers or donating your time to the classroom. Please check with your child's teacher for specific needs. No food (cupcakes, donuts, candy, goody bags that include food items) will be allowed.

### **BOOK FAIR**

John Muir and/or the John Muir PTA annually hosts the Scholastic Book Fair. Check your child's Thursday Folder and/or Instagram for time and dates.

## **CHILD CARE PROGRAMS**

### **Child Development and Child Care(CDCC)**

For more information about preschool and child care programs, please call the Child Development and Child Care Department (CDCC) Main Office at 818-247-0775 or the Intake Office (for subsidized program inquiries) at 818-241-3111, x2000. You may also reach them by email at [cdcc@gusd.net](mailto:cdcc@gusd.net).

## **CELL PHONES/SMART WATCHES**

### **(Possession and Use of Electronic Signaling Devices)**

According to Board Policy, students shall be permitted to have in their possession an electronic signaling device on campus during the school day, while attending school sponsored activities, or while under the supervision of control of a school District employee. Electronic signaling devices may be used in the event of a school-related emergency as determined by the principal for a health purpose. Although such devices may be brought onto a school campus, they are to be **turned off and students are prohibited from using them in the classroom or during the instructional day including snack, lunch, and passing periods.** The Board/School does not assume liability of such devices that are damaged, lost, or stolen. The use of electronic signaling devices that disrupt school activities will be confiscated by school officials and returned to the student's parent or guardian. The use of these devices or their ringing during school time or activities will be considered a disruption of campus activities and subject to disciplinary action. Nothing in this policy shall be construed to prohibit a student who requires an electronic signaling device for essential health purposes from the possession and limited use of it for said purpose. A student who needs to possess and/or use a device for essential health purposes to the principal or designee proof, in the form of a doctor's note, a determination by a licensed physician and/or surgeon that the possession and limited use of the device is essential to the health of the student. Students who violate this Board policy will have their signaling devices confiscated by school officials and returned to the student's parent or guardian.

## **CHORUS**

Students in selected grades may participate in choral music. The program is directed and supervised by our choral director. Practices are held once a week with performances during the school year.

## **CIVILITY POLICY**

The Board of Education is committed to maintaining an orderly, educational and administrative process in keeping the school and the District sites free from disruptions and preventing unauthorized persons from entering school/district grounds. Members of the District staff will address colleagues, students, parents, and members of the public with respect and expect the same in return. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free work place for our pupils and staff. In the interest of presenting positive role models to the pupils in this

District, the Glendale Unified School District expects civil and positive communications. The District will not tolerate behavior that may appear rude, uncaring, abrupt, or insensitive, volatile, hostile or aggressive actions or loud, obscene, and/or offensive language. The District seeks employee, student, parent, and public cooperation with this endeavor. District staff shall be trained to recognize and address behaviors that constitute a disruption in violation of Board Policy. Employees, students and parents will be informed of this policy and will be provided with the appropriate measures available to them in addressing non-civil behavior.

## **COMMUNICATION**

Regular communication to our families is important to ensure that our community is kept informed about school activities. Families will be notified via a variety of methods:

Sunday Night all calls/emails

Thursday Folders

Website: [gusd.net/muir](http://gusd.net/muir)

Instagram: [johnmuirgusd](https://www.instagram.com/johnmuirgusd)

## **CLASSROOM INTERRUPTIONS**

In fairness to the students and their educational program, classroom interruptions are kept to a minimum. We encourage students to be responsible and well-prepared with homework, musical instruments, P.E. Equipment and supplies when they arrive at school each day. We ask that you plan ahead and assist students with the responsibility of bringing their own lunch to school. Lunches or lunch money brought in late by parents may be left in the office for students to pick up at lunchtime.

## **DISCIPLINARY POLICIES / SCHOOL RULES**

*(See California Education Code 48900 and District Board Policies & Administrative Regulations for a complete list of Grounds for Suspension)*

### **Discipline Philosophy**

John Muir Elementary, in accordance with the Board of Education, has adopted standards of conduct, which must be met by all students and are a condition for attending the school. Proper conduct is necessary on the part of all students to ensure a positive and orderly learning environment. This discipline code established by Muir Elementary stipulates sanctions for students who fail to observe the required standards.

### **Positive Behavior Expectation and Support (PBIS) Behavior Expectations**

- Be Safe
- Be Responsible
- Be Respectful
- And, always show that you care!

### **Positive Reinforcement**

John Muir Elementary is involved in a schoolwide program called the Positive Behavioral Incentives and Support (PBIS) Program. This is a program that provides incentives for students to encourage behavioral expectations that center

around safety, respect, responsibility and always showing that they care. Students are rewarded with Muir tickets and entered into weekly and monthly drawings to receive prizes and a variety of privileges. In addition to our Muir tickets we have Scholars of the Month and Citizens of the Month awards.

### **Before/After School Behavior Expectations**

1. Before school students must wait in their line. They may read or talk with their friends. They may not play or run.
2. Students do not go into classrooms without the teacher's permission.
3. Students in grades 4<sup>th</sup> – 6<sup>th</sup> may ride their bikes to school and must wear a helmet and have a lock.
4. Students must wait for pickup by the exit gates. They may not play or run.

### **Playground Supervision**

The safety of your child is our first concern. Students are to enter and leave the school through the **playground only, NOT the front entrance.** THERE IS NO SUPERVISION ON THE PLAYGROUND BEFORE 7:45 a.m. – Mondays to Fridays, nor AFTER 2:45 p.m. If you need childcare during this time, please call the daycare office at (818) 243-4710.

STUDENTS MUST BE PICKED UP PROMPTLY  
UPON DISMISSAL:

**Transitional Kindergarten 12:26p.m.**

**Kindergarten - 12:36**

**Grades 1<sup>st</sup> - 3<sup>rd</sup> 2:07 p.m.**

**Grades 4<sup>th</sup> - 6<sup>th</sup> 2:27 p.m.**

MINIMUM DAY DISMISSAL

(NO supervision on the playground after 12:30 p.m.)

**Transitional Kindergarten at 11:50a.m.**

**Kindergarten at 12:00p.m.**

**Grades 1<sup>st</sup> - 3<sup>rd</sup> at 12:10p.m.**

**Grades 4<sup>th</sup> – 6<sup>th</sup> 12:30p.m.**

Students are NOT to play on the apparatus or playground before or after school. Traffic duty ends at 2:45pm. **Students not picked up by 2:45 p.m. will be taken to the office.** Parents or emergency contacts will be contacted to pick up students as soon as possible. **Therefore, if a student is left unsupervised until 3:45 p.m., law enforcement may be notified to ensure the safety of the child, as the office closes at 4:00 p.m.**

### **Positive Reinforcement**

Positive Reinforcement used at John Muir includes the following: Muir Golden Tickets, Citizen of the Month Awards, Scholar of the Month Awards, and other incentives.

### **Violation Consequences**

Violations or school rules will result in the following actions:

#### **Classroom**

Each teacher develops classroom discipline policies. These policies will be discussed at Back To School Night.

#### **Recess/Lunchtime**

Students may receive a warning and reteaching, be asked to sit and write a reflection regarding their actions during free time or at home, be sent to the principal, have a note sent home for parent/guardian's signature or receive a phone call home.

#### **Grounds for Suspension**

Grounds for Suspension are enumerated in Section 48900 of the California Education Code.

### **Sexual Harassment**

#### **(California Education Code Section 48900.2)**

In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5

### **Bullying Policy**

Bullying of any type will not be tolerated. The District has created an assessment to determine if bullying has occurred and what the response to the incident should be.

### **DISTRICT ENGLISH LEARNER ADVISORY COUNCIL (DELAC)**

The responsibilities of DELAC are to advise the Board of Education regarding development of a master plan for the English language development program; the development of a district-wide needs assessment on a school-by-school basis, and the administration of the school's language census R-30 Report. Muir has representatives on this District-level committee. Interested parents should contact the Muir Teacher Specialist.

### **EMAILS**

All John Muir staff members are conveniently available to parents by email. The usual way to address Staff Email:

- 1) Type the *initial of the first name*,
- 2) Type *their last name*,
- 3) Type *@gusd.net*

Example: to email Mrs. Zavala: *jzavala@gusd.net*

### **EMERGENCY PREPAREDNESS PLAN**

The goal of the John Muir Elementary School Emergency Disaster Plan is the protection of students and employees should a major disaster occur. The plan identifies members of the school's disaster teams and outlines responsibilities. The plan is updated and revised annually by the school's Safety Committee. In accordance with Glendale Unified School District policy for the release of students during an emergency, parents can expect the following procedures to occur at Muir Elementary:

#### **Procedures for release of children to authorized adults:**

1. Go to the "Request Gate" located on Acacia to request pick-up of your child.

2. Proceed to the “Release Gate”, the revolving gate on Garfield and sign your child out. Your child will be brought to you.

All other school entrances will be locked to assure student safety.

#### Please make sure...

That your child’s emergency contact information in the Q online system is kept current at all times. Notify the school office **IMMEDIATELY** if there is a change of address or phone number or email. Please contact the school’s office to receive information about how YOU can update your contact information on Q Parent Connect. **No child will be released to anyone unless their name appears on the Emergency Contact List. Please bring I.D. with you in the event of an emergency.**

#### Basic Action Following A Disaster/Earthquake

- When it is safe, teachers and students will evacuate the building and go directly to their designated classroom line-up area on the playground.
- Teachers will take roll and report the names of the missing or injured to the school command center. All students will put on their identification/ emergency release tags.
- School teams (Search and Rescue, First Aid, Triage, etc.) will report to their stations.
- District employees will remain with and supervise students until they are picked up.
- Parents can check students out at designated areas at the Acacia gates.

#### Lockdown Procedures

In a school-wide lockdown situation, all the doors and gates will be locked. All students will take shelter in the nearest classroom. No student will be released to go home until an “all clear” is given.

#### If You See Something, Say Something:

The GUSD Board and administration are keenly sensitive to the concerns of our students, parents and community regarding school safety. The solution to school safety extends beyond the walls of our schools and requires a relentless commitment and effort from every stakeholder connected to our students. **Please do not stand by – if you “See Something, Say Something.” Report any suspicious activity to our school or our district staff.**

#### We Take Threats Seriously

It is not acceptable for a student or an adult to make violent threats – whether it be on campus, off campus, or on social media. Anyone suspected of making threats should expect to be questioned by school personnel and/or investigated by local law enforcement. The safety of our students and employees will not be compromised. Please reinforce with your students the seriousness of making threats – especially violent threats – at school or toward a student or employee.

#### ENGLISH LEARNER ADVISORY COMMITTEE (ELAC)

The ELAC has the opportunity to advise, review and assist the school principal and staff regarding the development of appropriate programs for limited English proficient students. See the Muir Calendar or Peachjar for upcoming meeting dates.

#### ENGLISH LANGUAGE DEVELOPMENT (ELD) PROGRAMS

ELD services are provided to students with limited English proficiency. Teachers use a variety of instructional strategies to ensure that students learn to read, write and speak English as quickly as possible while continuing to acquire information in content areas such as history/social science and science. Students are integrated with fluent English students throughout the day while participating in instructional opportunities to meet their individual needs.

#### FIELD TRIPS

Parent donations, PTA donations, and school funds provide buses for a variety of field trips. Each teacher is encouraged to take at least one (1) field trip that supports the curriculum during the school year. Written parent permission is required for all field trips. Students who do not consistently follow school rules may need a parent to accompany them on the trip. Teachers who feel a student will not follow directions during a field trip and thereby be a danger to himself/herself or others may be asked to remain at school unless a parent accompanies him. Students not attending a fieldtrip with their class must still attend school on the day of the trip. They will be placed in another classroom so that they can participate in the instructional program.

#### FLAG: FOREIGN LANGUAGE ACADEMIES OF GLENDALE

The Foreign Language Academies of Glendale is a Two-Way Dual Immersion program in which native English and native Spanish speakers are learning all subjects in both languages. The goal of the dual immersion program is to develop bilingual and bi-literate students in all academic areas by the end of 6<sup>th</sup> grade. In this 90/10 dual immersion program, TK, Kindergarten, and 1<sup>st</sup> grade students are taught in Spanish for 90% of the day and 10% of the day is taught in English. As the students progress through the grade levels the percentage of Spanish instruction decreases and English increases. When students reach 5<sup>th</sup> and 6<sup>th</sup> grade, the instruction is divided equally between English and Spanish. Contact the school for more information or to schedule a tour.

#### FOOD SERVICES

Parents must apply for free and/or reduced lunch annually. Applications will be sent home at the beginning of the school year.

#### Breakfast

Breakfast is served daily in the Muir cafeteria, from 7:45 – 7:55 a.m. The cost is \$1.25. Reduced price and free



breakfasts are available to qualifying students. Contact the school office for more information

#### Second Chance Breakfast

Breakfast is being offered a second time for students who are unable to make it before school. Cost is the same as above. Second Chance Breakfast is offered during the morning recess.

#### Lunch

Students may bring their lunch to school or purchase a lunch in the school cafeteria. The cost of a full lunch, including milk is \$2.75. For students who bring a sack lunch, milk or juice may be purchased separately for 50¢. Glendale Unified School District participates in the National School Breakfast/Lunch Program. Children from households that meet federal income guidelines are eligible for free meals or reduced-price meals. Parents are not invited to join their children at lunchtime due to space and time constraints. Please do **not** bring children lunches from local fast food restaurants in lieu of cafeteria food or a sack lunch.

#### Snacks

Snacks are optional and may be eaten in the lunch shelter at recess. Only nutritional snacks will be allowed. Please send single servings of healthy snacks for your child and **NOT** a huge bag of chips, such as "Hot Cheetos."

#### FOUNDATION

The John Muir Elementary Foundation is a nonprofit organization that in collaboration with the community and school district will support a quality education of the District's students by generating and distributing resources to enrich, maintain, and expand programs to meet the District's mission of offering additional programs which will provide the opportunity to all students to gain the ability to learn and become responsible and productive citizens.

#### G.A.T.E. (GIFTED AND TALENTED EDUCATION)

GATE is a program offered in grades 4-6 to students that are identified according to district guidelines. The Muir GATE program includes optional extra-curricular activities throughout the year, as well as differentiated instruction within the regular classroom.

#### HOMEWORK

Purpose: In planning homework, emphasis should be placed on the value of the assignment. The assignment of homework is used to:

1. Strengthen basic skills
2. Reinforce study habits
3. Extend classroom learning
4. Develop initiative, responsibility, and self-direction
5. Stimulate independent thinking
6. Increase range and scope of interest, and foster worthwhile use of leisure time

#### Basic Principles

To be effective in meeting with these purposes, homework must be carefully planned in accordance with the following principles:

1. The purpose of the assignment and its relation to what has been learned in the classroom.
2. The teacher will explain to the student not only what to do, but how to do it.
3. The assignment should grow out of classroom activities and should be meaningful, interesting, and varied.
4. To be effective as a learning aid, the homework assignments are collected and reviewed by the teacher.
5. Homework is an important part of the instructional program and should be reflected on the students' grade in a positive way.
  - a. Credit is given for homework turned-in by the students.
  - b. Parents are to be informed of the students' lack of homework production.

#### Responsibility of Parents

Parents can help their child make the best use of the time, which is spent on home study by following these suggestions:

- Ask your child to share one thing they learned today and have them teach it to you.
- Ask your child to tell you their weekly spelling words, what they mean, how the words are spelled, and how to use these words in a sentence
- Practice math facts. **For example:**  
 $2+2=.....$   $10-7=.....$   $6 \times 7=.....$   $25 \div 5=.....$   
Make a game of it!!!!
- Ask your child what they learned in Math today and have them teach it to you.
- Have your child read 2 pages/paragraphs to you and summarize the text. Then ask them 2 questions about what they read.
- Check your child's homework pouch and student planner nightly for important notices from school and to see how your child is progressing at school.

For further information regarding parent responsibilities, please see the Home/School Compact, which is provided to each family at the beginning of the school year.

#### INDEPENDENT STUDY

When a child must be taken out of school for unavoidable personal reasons, parents may ask for schoolwork for their child. A voluntary Independent Study program is in place to enable students to keep up with class work when they **will be absent for five (5) days or more**. **In order to participate in an Independent Study program, the parent/guardian must give the school a minimum of two (2) weeks advance notice.** Approval of a parent request for an Independent Study program is based on evidence that the student can work independently and an indication that the student will complete assigned work. The school is required to maintain records for each student participating in this program including copies of all completed and evaluated student work. The student, parent, teacher and principal must sign an agreement. Most students with IEPs may NOT participate in the Independent Study Program. Please see your child's teacher or an administrator for details.

## **INSTRUCTIONAL FOCUS**

John Muir Elementary School's instructional focus is Math.

John Muir's students will persevere in mathematics. They will make sense of the problem and solve it by explaining their reasoning using visuals, numbers, and math language.

### **Teaching Best Practices**

- Implementation of i-Ready assessments (3 times a year to monitor progress) and Ready Common Core Curriculum.
- Implement Common Core State Standards school wide; with the implementation of the Five Cs (Critical Thinking, Creativity, Communication, Collaboration, and Culture).
- Utilize the eight CCSS Mathematical Practices.
- Continue with school-wide implementation of Response to Intervention Program (RTI) which includes multiple tiers in Math.
- Increase technology and digital literacy

## **INSTRUCTIONAL LEADERSHIP TEAM (ILT)**

The Instructional Leadership Team is comprised of the principal, assistant principal, classified employees, and teacher representatives from each grade level. The Instructional Leadership Team serves to work through school issues that involve instruction, budget, discipline, curriculum, and other school programs/ activities.

## **INSTRUMENTAL MUSIC**

An optional instrumental music program is available for students in grades 4<sup>th</sup>-6<sup>th</sup>. The music teacher instructs students on Fridays during the regular school day. The District has a limited number of instruments. There is a year-end performance. Students must be responsible for their instruments, and music books. Classes will not be interrupted in order to deliver instruments to students.

## **LIBRARY**

Students may check out books provided they have returned the book(s) from the previous week. Lost or damaged library books must be replaced at the student's expense.

## **LOST AND FOUND**

The lost and found is located outside room 1119. It is helpful when children's clothing and other articles are marked with their names so they may be easily identified. At the end of each trimester all clothes that have not been claimed will be donated. A reminder call will go home a week before items get sent to donations. The school is not responsible for items that are lost.

## **MEDICATION**

Students needing medication during the school day are required to have written permission from a parent/guardian AND a doctor documented on the "Request for Medication To Be Taken During School Hours" form, which is available in the front office. Students may not have medication with them at any time

and WILL NOT be given any medication by the school staff that is not documented with this form. Parents who do not have this form filled out by a doctor and still wish for their child to take medication during the school day may come to school and administer it to their own child in the nurse's office.

## **MONTHLY MEETINGS WITH THE PRINCIPAL**

In an effort to increase communication and transparency across the school and to address our school's unique needs, we will be hosting monthly meetings with the principal. The meetings will be hosted in the mornings following our monthly award's assembly. Meetings will be in person and via Zoom. These meetings will be open to all families and staff to share ideas, feedback, and recommendations in order to continuously improve and strengthen our programs at Muir. Presenters will be available depending on the agenda items and the interest of our community.

## **OPEN HOUSE (OH)**

This is a special evening that occurs in the third trimester of school for students to accompany their families on a visit to their classrooms. It gives the children an opportunity to explain what they have learned and to display examples of their schoolwork.

## **PARENT CONFERENCES**

A parent may request a conference with the teacher by calling the school office and leaving a message. The teacher will return the call to schedule the meeting. Transitional Kindergarten and Kindergarten teachers hold parent conferences at the end of the first trimester.

## **PARENT VISITATION**

All visitors are required to check in at the school office when arriving on campus between the hours of 7:30 a.m. – 4:00 p.m. A visitor's pass must be clearly displayed and worn at all times while on campus. Please make an appointment with the teacher and the principal to visit a classroom for up to twenty (20) minutes. Visitors may be accompanied by an administrator while observing/visiting

## **PERSONAL BELONGINGS**

Toys, playground equipment, electronic games, money (other than lunch money), baseball cards, trading cards, and other personal items are NOT to be brought to school. The school cannot assume responsibility for damage to or loss of such possessions. The school will keep these items until a parent retrieves the item(s).

## **PICTURE DAY**

All students and staff will have individual and class pictures taken by a photography company in the first trimester of school. Pictures can be purchased in various packages.

## **PHYSICAL EDUCATION PROGRAM (P.E.)**

A credentialed physical education teacher provides a sequential, balanced program for 120 minutes per week for all students in grades 4<sup>th</sup> - 6<sup>th</sup>. In kindergarten

through third grade, the classroom teacher is responsible for the physical education program, averaging 20 minutes per day, throughout the school year. A specific curriculum has been developed and all teachers have been trained in its implementation. Physical education equipment includes: hula hoops, cones, Frisbees, jump ropes, balls in various sizes, volleyball nets, tennis rackets, hockey sticks, pucks, and softball equipment. As with all outdoor activities, physical education classes are curtailed and moved indoors based upon inclement weather or unhealthy air alerts from air quality control authorities.

### **Physical Education Guidelines – Grades 4-6**

Upper Grade Physical Education classes are taught by a certificated P.E. teacher. To ensure your child receives the maximum benefit from physical education and is able to participate comfortably and safely, we highly recommend the following:

- Your child wears tennis shoes.
- Your child wears appropriate clothes, i.e. pants or shorts.
- Your child brings a towel and water bottle to class.

The State of California requires that all students participate in 100 minutes per week of physical education. A student may be excused from physical education class for up to one instructional week (per trimester) as specified by a parent note for an illness or injury. Thereafter, a doctor's note is required. After missing 5 days with parent excuses in physical education class, your child's participation grade may be affected. Please remember that if a child requires any type of ace bandage, crutches or other orthopedic device, they will need a doctor's note.

**No child is excused from physical education without a parent note or a doctor's note**, which should be dated and signed by a parent and/or doctor with a contact number, and include a reason for the excuse. That note needs to be in the office before school begins and an excuse pass will be given to your child. The pass excuses your child from recess as well as physical education.

The State of California has adopted the Fitness Gram to be the test for physical education. It is given to all fifth-grade students from February to May each year. This test will assess students' fitness level in the five components of physical fitness: 1) aerobic capacity, 2) body composition, 3) muscular strength, 4) endurance, and 5) flexibility. As part of the Glendale Unified Physical Education program, the elementary physical education teachers are testing grades 4 and 6 as well as grade 5. While only grade 5 results are reported to the State, the District feels that the program is strengthened by having the students at all three grade levels participate. If students are unable to take a physical education test on a certain date due to illness/injury, they will make up this particular test later during the testing window.

### **PSYCHOLOGIST**

A full time school psychologist is assigned to Muir to do testing and evaluation of students referred by the Student Success Team.

### **PTA MEMBERS**

PTA involvement is the most important link between school, the staff and the parents. PTA members may volunteer in various ways at school, including special events and activities. All families and staff are encouraged to join PTA annually.

### **RED RIBBON WEEK**

Red Ribbon Week is an annual event held at schools throughout the United States since 1986. Coordinated by the PTA, Red Ribbon activities are intended to present a unified, positive and visible commitment toward a safe and drug-free America.

### **ROBOTICS CLUB**

At Muir, 4th, 5th and 6th grade students have the opportunity to participate in Lego Robotics Club where students build and program Lego Robots. These tasks accentuate STEM (Science, Technology, Engineering and Mathematics) skills in kids and allows them to create, be imaginative and interact in a fun, team-building environment. The students learn coding and figure out ways to make their robots follow specific commands and perform tasks on a mat. The Glendale Unified School District has a Robotics tournament scheduled in May where all the schools and their Robotics teams participate in a competition. For more information, please contact your child's teacher or the school office.

### **SAFETY AND SECURITY**

Safety and security for all staff and students on campus is a priority. All gates on the playground are kept locked during school hours. A visitor's pass and a current sign-in are required for all those visiting the school and entering the classroom between the hours of 7:30a.m. – 4:00 p.m. District workmen and all personnel must wear a picture identification badge or the visitor's pass.

### **SCHOLAR OF THE MONTH & CITIZENS OF THE MONTH**

One recipient from each class is chosen once a month to be recognized for outstanding academic performance (Scholar Of The Month) and outstanding citizen (Citizen Of The Month). Teachers choose these students based on their academic achievement and outstanding citizenship inside and outside the classroom.

### **SCHOOL ACCOUNTABILITY REPORT CARD (SARC)**

Each year every school in California must prepare a School Accountability Report Card (SARC). Information related to the funding, programs, and academic achievement data is included along with the overall climate for learning at our school. You may access the 2019 - 2020 school year information on the internet at the following address: <http://www.gusd.net> Each school has

its own page, with a link to its own SARC. The school office can also print a copy for you.

### **SCHOOL MESSENGER CALLING SYSTEM**

Our telephone calling system helps us get information to parents in a timely fashion. Every Sunday a call will be made to inform and remind you of upcoming events at school. If you desire to change the language that these calls are made in, please contact the office.

### **SCHOOL SITE COUNCIL (SSC)**

The Muir School Site Council is composed of ten members: the principal, teacher specialist, parents elected by parents, and school staff members elected by school staff. The School Site Council meets a minimum of four (4) times during the year. Its purpose is to help develop, recommend and implement the Single Plan for Student Achievement. For more information contact Muir's Teacher Specialist. Invitations to meetings will be posted on Peachjar and sent in Thursday Folders.

### **SINGLE PLAN FOR STUDENT ACHIEVEMENT**

John Muir School Plan is modeled after the Glendale Unified School District LEA Plan. A team composed of teachers, staff, parents, and the principal reviews the school data and develops a plan for each curricular area each year. School data is collected and analyzed to determine successes and areas of concern. Strategies are designed to address those concerns to provide school improvement and growth in student achievement.

### **SOCIAL MEDIA/WEBSITE**

The John Muir Website contains information about current District and school news, District and school policies, programs and events, the lunch menu, and the bell schedule:

Website: <https://www.gusd.net/muir>  
or [www.johnmuirelementary.net](http://www.johnmuirelementary.net).  
Instagram: [johnmuirgusd](https://www.instagram.com/johnmuirgusd)  
District Website: [www.gusd.net](http://www.gusd.net)

### **SPECIAL EDUCATION PROGRAMS**

Students identified as having special education needs may be served in a variety of ways. Placement is contingent upon the results of extensive testing, evaluation, assessment, and observation by specially trained personnel followed by an Individualized Education Program (IEP) team meeting with the parents.

### **SPIRIT DAYS**

Student Council plans special days throughout the year for students. For example, students wear green on Saint Patrick's Day. Spirit days are announced through notices around campus and/or the PA system during morning announcements. Every Friday is Spirit Day. Students can wear a John Muir T-shirt with their uniform pants. John Muir T-shirts are sold at the front office. One T-shirt costs \$8.00 or 2 shirts cost \$15.00.

### **STUDENT COUNCIL**

Muir is proud of its Student Council that consists of representatives from each 4<sup>th</sup> – 6<sup>th</sup> grade classroom. Student Council meetings are held monthly and provide an opportunity for students to learn leadership skills, be responsible, promote school spirit, and work toward the improvement of the school.

### **TARDIES/LATES**

Gates are locked at 8:10am. Students who arrive through the front doors after 8:15 will be marked as late or tardy, depending on time of arrival. Consistent, on-time attendance is a priority at Muir. Students who arrive late must sign in at the school office prior to entering the classroom. Students may receive a note for parents to complete regarding the reason they were tardy. All tardies are recorded on the attendance register. If tardies become a serious problem, the school administration will contact the parents. The District Office of Student Support Services reserves the right to implement morning wake-up calls to help students get up and get to school on time.

### **TELEPHONES/CELLPHONES/SMART WATCHES**

Students are not allowed to use the office or classroom telephone during the school day except in the case of emergencies. Forgotten homework, musical instruments, PE supplies, etc. do NOT constitute emergencies. This policy is necessary to reinforce student responsibility and to ensure that school telephone lines may be kept open for incoming and emergency calls. Students may not use cellphones or smart watches during school hours.

### **TELEPHONE MESSAGES**

Students will be allowed to talk to a parent on the telephone only in an emergency. Classes will not be interrupted during instruction for phone messages. *Be aware that phone messages left after 12:30 p.m. may not be picked up before the end of the school day.* Students may not answer personal cell phones or smart watches during school hours.

### **TESTING**

#### **English Language Proficiency Assessment**

Beginning in the 2017-2018 school year, the English Language Proficiency Assessments for California (ELPAC) replaced the California English Language Development Test (CELDT) as the K-12<sup>th</sup> grade California assessment for English language proficiency. The ELPAC will be administered annually in the Spring to all students identified as English Language Learners.

#### **CAASPP (California Assessment of Student Performance and Progress)**

This California Assessment of Student Performance and Progress (CAASPP) has replaced the California Standards Test (CST). The CAASPP is an online computer adaptive test that tests students in 3<sup>rd</sup> to 11<sup>th</sup> grade in English Language Arts and Mathematics. A performance task is also included which tests the students' ability to apply skills in both language arts and mathematics to solve a real-world problem. Testing takes place in April and May of every academic year.

## **TEXTBOOKS**

Textbooks are provided for all students. It is the responsibility of the student to see that all books are treated with care and covered when possible. Textbooks that are lost or damaged must be replaced at the student's expense.

## **THURSDAY FOLDERS**

Regular communication to parents is important to ensure that parents are kept informed about school activities. Notices, reminders and other communications are distributed on Thursday and sent home in the Thursday Folder, which is to be returned to school the following day. Glendale Unified School District is going green, and we are moving toward distributing information online via Peachjar rather than sending paper flyers home. Please make sure your email contact information is updated online in the Q system so you will receive notices of Peachjar postings. Please contact the school office if you require assistance.

## **TRAFFIC LANE**

*The traffic lane was created to keep your children safe when dropping them off or picking them up. If you bring or pick up your child in a vehicle, please use the traffic lane.*

### **HOW IT WORKS:**

- Traffic cones will mark the drop off lane. This is a **NO STOPPING ZONE** between the hours of 7:00 a.m. – 8:15 a.m. and 2:00 p.m. – 3:00 p.m.
- Morning drop off is from 7:45 a.m. – 8:10 a.m. All students must be in line by 8:10 a.m. on Mondays to Fridays. The gates will be closed **promptly** at 8:10a.m.
- In the morning, parents dropping off their children will drive through the designated lane to the drop-off zone and let their children out quickly. Children dropped off from vehicles must be ready and able to exit vehicles without parent assistance. Parents then enter the traffic flow.
- After school pick-up is immediately after dismissal (1<sup>st</sup>-3<sup>rd</sup> grade 2:07pm, 4<sup>th</sup>-6<sup>th</sup> grade 2:27 p.m.)
- After school, parents enter the designated lane to pick-up their child. Students will be waiting along the fence.
- If your child is not waiting along the fence, parents **MUST** drive through and proceed around the block and try again.
- There is a traffic lane assistant to help the students with getting in and out of the vehicles.
- On rainy days, make sure you send your child with an umbrella and raincoat to protect them while they wait in the traffic lane.

## **UNIFORM COMPLAINT PROCEDURE (UCP)**

A complaint under the Uniform Complaint Procedure (UCP) is a written and signed statement by an individual, public agency, or organization alleging a violation of federal or state laws governing certain educational programs. The GUSD Board of Education encourages the early, informal resolution of complaints whenever

possible and appropriate. To resolve complaints that cannot be resolved through such informal process, the Board has adopted the Uniform Complaint Policy which could be found on the Muir Website [www.johnmuirelementry.net](http://www.johnmuirelementry.net) under *Site Shortcuts*.

## **UNIFORM POLICY AND DRESS CODE**

John Muir faculty, staff, and administration are committed to establishing a positive educational atmosphere for all students. Good grooming signifies the difference in character and motivation that should distinguish the John Muir student. School is the students' place of work, and we want our students' dress to reflect the professional character of our school. Therefore, all clothing must be neat, clean and acceptable in appearance. **ALL** students must adhere to the following Uniform and Dress code policy:

1. Plain white, navy blue, red or a Muir t-shirt and navy blue, black, or denim bottoms (this includes pants, shorts, shirts, skorts, or jumpers).
2. No sandals, open-toe shoes, platform shoes, or skate shoes. The heel on any shoe should not exceed one (1) inch. Shoelaces must be tied so the heel does not slip out of the shoe. All shoes must have backs.
3. No slits cut into pants/shorts/sweatpants.
4. No gang related clothes of any kind.
5. No pants/shorts/sweatpants that are more than two (2) inches larger than the student's actual waist measurement.
6. No baggy pants (five (5) inches or more of excess material at the knee or ankles).
7. No initialed belt buckles.
8. No sports jerseys, halter-tops, crop tops, or tops with spaghetti straps.
9. No bare midriffs. Shirt should cover midriff when arms are raised.
10. No suggestive or obscene clothing; including clothing with slogans or pictures that depict alcohol, drugs, sex, tobacco, racism, or violence.
11. No dangling or hoop earrings that may be a safety hazard at P.E., recess or lunch.
12. No chains are to be worn or carried.
13. No clothing is to be worn that disrupts the natural flow of classroom or school activities.

If a student violates the uniform policy/dress code, the parents will be notified and the student will either change into loaned clothing from the office or a parent will bring appropriate clothing. Uniform Waivers can be requested from a school administrator.

## **VISITORS AND VOLUNTEERS**

All visitors and volunteers are required to check in at the school office when arriving on campus between the hours of 7:30 a.m. – 4:00 p.m. A visitor's pass must be clearly displayed and worn at all times while on campus. Classroom visits require an appointment with the teacher and the principal and may not exceed (20) minutes. Visitors may be accompanied by an administrator while observing/visiting. Muir encourages volunteers to be an active part in the school.

Volunteers help in classrooms, the library, and work directly with children. .

**Before Volunteering: Important Information:**

1. All volunteers **must** attend the parent volunteer training only once for the duration of their child’s enrollment at Muir.
2. All volunteers **must** be vetted through the Raptor system,
3. All volunteers **must** have a current TB Test. TB tests are good for **4 years** before renewal.

\*COVID-19 protocols will be followed as determined by LA County Health Department and GUSD guidelines.\*

The result of the TB test will be kept on file in the school office. Volunteers should make outside arrangements for childcare of non-school age children. Children who are not Muir students may not be brought on campus with adults who are volunteering.

**WELLNESS POLICY**

The Board of Education and the Glendale Unified School District are committed to providing a Wellness Policy that promotes nutritional, physical, and mental health. We believe that a positive, safe, and health-promoting learning environment is necessary for students to have the opportunity to achieve personal, academic, developmental, and social success. The Board of Education and GUSD recognize that teacher, staff and community involvement, participation and practice of the Wellness Policy are necessary for comprehensive and collaborative wellness culture. For more information please visit the GUSD website AR5030.

We will not be accepting food items, such as cupcakes or donuts, to celebrate a student’s birthday. Instead, parents are encouraged to donate appropriate items such as pencils, books and stickers, or donating your time to the classroom. Please check with your child’s teacher for specific needs. No food or toy items (cupcakes, donuts, candy, goody bags with food items) will be allowed.

**YELLOW RIBBON WEEK**





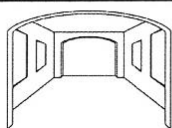

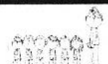




This is a week in January where students and staff focus on the importance of kindness, tolerance, and anti-violence. John Muir will participate in the Great Kindness Challenge and the International Day of Acceptance, where students are encouraged to show acts of kindness at school, at home and in their community.





# MUIR MUSTANG BEHAVIOR EXPECTATIONS



Location	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE	SHOW THAT YOU CARE
<b>ARRIVAL and DISMISSAL AREAS</b> 	Use sidewalks and crosswalks Walk at all times Keep hands and feet to yourself Wait in designated areas	Listen attentively Wait your turn Follow directions and listen to supervisors	Walkers leave school immediately	Arrive and leave on time Be patient Wave goodbye
<b>AUDITORIUM</b> 	Walk at all times Sit appropriately Keep hands and feet to yourself	Listen attentively and follow directions Enter and exit quietly	Remain seated	Be a supportive audience Clap appropriately Participate
<b>CAFETERIA and LUNCH SHELTER</b> 	Walk at all times Hold your tray with two hands Stay in line Keep hands and feet to yourself	Wait your turn Show good table manners Follow directions and listen to lunch supervisors Wait for permission to be excused	Remain at table until dismissed Report problems immediately Remember to get your utensils Clean up after yourself Take only what you can eat Eat your own food	Allow others to sit next to you Have friendly conversations Speak in a kind voice
<b>COMPUTER LAB</b> 	Keep hands and feet to yourself Walk at all times Use teacher approved sites only Keep hands off wires and cords	Use quiet voices Wait your turn Raise your hand to ask questions	Use technology appropriately Exit all computer programs when finished	Arrive and leave on time Be patient
<b>HALLWAY</b> 	Walk at all times Keep to the right with your eyes forward Follow your class line Watch for opening doors Keep hands and feet to yourself	Go to your destination quickly and quietly	Turn in all lost items Use a hall pass if you're not with your class Keep hallways clean Take the shortest route	Smile Appreciate the bulletin boards Give others the right of way
<b>LIBRARY</b> 	Keep hands and feet to yourself Walk at all times	Use quiet voices Wait your turn	Use books appropriately Use shelf markers appropriately Return your books on time Treat books with care	Arrive and leave on time Be patient
<b>LINE-UP AREA</b> 	Stay in your line Keep hands and feet to yourself	Listen to directions and announcements Speak respectfully to everyone	Line up when the bell rings Stand in your correct order	Greet others Smile
<b>OFFICE/NURSE AREA</b> 	Walk at all times Keep hands and feet to yourself	Enter quietly and use indoor voices Listen to all adults Wait your turn	Use a pass	Be helpful Keep hands and feet to yourself Smile Hold the door for others
<b>PLAYGROUND</b> 	Keep hands, feet, and objects to yourself Use equipment appropriately Walk to and from playground Run in courts and designated areas only Stay within playground area	Share equipment Take turns Play by the rules Walk around any games in progress Speak respectfully to everyone	Freeze when the recess bell rings Line up when the bell rings Return stray balls Use a ball pass	Include everyone Be aware of surroundings Help those in need Have a positive attitude Have good sportsmanship
<b>RESTROOMS</b> 	Walk at all times Keep water in sink Wash hands Keep hands and feet to yourself	Use inside voice Knock on stall before entering Allow privacy Wait your turn Socialize with friends outside instead Flush toilet after use	Use a pass Clean up after yourself Use sinks and toilets appropriately Enter and leave restroom promptly	Be helpful Report concerns to adults Use paper wisely
<b>STAIRS</b> 	Walk at all times Hold onto the railing Take one step at a time Watch where you're walking	Walk quietly	Be a good role model to others Go to your destination quickly	Give others the right of way