



# Family Handbook

2019 – 2020

2526 6<sup>th</sup> Street-Santa Monica, CA 90405 310.399.7721  
Find us on the web→ [muir.smmusd.org](http://muir.smmusd.org) Facebook→John Muir Elementary School  
Twitter→@JohnMuirSMMUSD

Our mission is to ensure high levels of meaningful learning and flexible thinking for every student by nurturing creativity, collaboration, resilience, perseverance, and diverse relationships.



# CALENDAR 2019/2020

**Dates Subject to Change!**  
Check John Muir Website and  
Principal's Announcements for most  
up to date information.

## AUGUST 2019

22 Thu 1st day of school/ **Minimum Day**  
23 Fri **K Only Minimum Day**  
26 Mon Volunteer Training, 8:30AM  
27 Tue **Minimum Day**/Volunteer Training, 5:30PM  
Back to School Night K-2 6-7:30PM

## SEPTEMBER 2019

2 Mon **NO SCHOOL**/Labor Day  
3 Tue **Minimum Day** (1st-5th)  
Volunteer Training, 5:30PM  
Back to School Night 3rd-5th 6:00-7:30PM  
6 Fri PTA Back to School Dinner, 5:30PM  
9 Mon Monthly Assembly, 8:30AM  
12 Thu PTA meeting, 6:30PM  
16 Mon Picture Day  
18 Wed ELAC meeting, 8:30AM  
School Site Council Meeting, 3:00PM  
23 Mon Coffee with the Principal (Kinder), 8:30AM  
30 Mon **NO SCHOOL**/Local Holiday

## OCTOBER 2019

7 Mon Monthly Assembly, 8:30AM  
Volunteer Training, 9:00AM  
9 Wed **NO SCHOOL**/Local Holiday  
10 Thu PTA Meeting, 8:15AM  
16 Wed School Site Council Meeting, 7:30AM  
17 Thu Picture Retake Day  
21 Mon Coffee with the Principal (1st gr), 8:30AM  
School Tour, 9:15AM  
25 Fri Halloween Carnival, 1:30-3:30PM  
30 Wed ELAC Meeting, 8:30AM

## NOVEMBER 2019

5 Tue **NO SCHOOL**/ Parent Conferences  
6-8 Wed-Fri **Minimum Day**/ Parent Conferences  
7 Thu PTA Meeting, 6:30PM  
11 Mon **NO SCHOOL**/ Veteran's Day  
16 Sat PTA Pancake Breakfast  
20 Wed School Site Council Meeting, 3:00PM  
25 Mon Coffee with the Principal (2nd gr), 8:30AM  
School Tour, 9:15AM  
27 Wed **Minimum Day**  
28-29 Thurs-Fri **NO SCHOOL**/ Thanksgiving

## DECEMBER 2019

2 Mon Monthly Assembly, 8:30AM  
6 Fri Winter Dance, 6:00PM  
TBD 4th & 5th grade music informances  
12 Thu PTA Meeting, 8:15AM  
16 Mon Coffee with the Principal (3rd gr), 8:30AM  
School Tour, 9:15AM  
17 Tues Winter Sing (K-2), 8:30AM  
18 Wed School Site Council Meeting, 7:30AM  
20 Fri **Minimum Day**

\*\*\*Winter break: Dec. 23 - Jan. 3\*\*\*

## JANUARY 2020

6 Mon School resumes/ Monthly Assembly, 8:30AM  
9 Thu PTA Meeting, 6:30PM  
15 Wed School Site Council Meeting, 3:00PM  
20 Mon **NO SCHOOL**/ MLK, Jr. Birthday  
24 Fri PTA Movie Night, 6:00PM  
27 Mon Volunteer Training, 8:30AM  
30 Thu Kindergarten Round-Up, 9:00AM

## FEBRUARY 2020

3 Mon Monthly Assembly, 8:30AM  
7 Fri Report cards go home  
13 Thu PTA Meeting, 8:15AM  
17 Mon **NO SCHOOL**/ President's Day  
19 Wed School Site Council Meeting, 7:30AM  
24 Mon Coffee with the Principal (4th gr), 8:30AM  
26 Wed ELAC meeting, 8:30AM  
28 Fri Black History-Taste of Soul 2:00-4:00PM-tentative

## MARCH 2020

2 Mon Monthly Assembly, 8:30AM  
12 Thu PTA Meeting, 6:30PM  
18 Wed School Site Council Meeting, 3:00PM  
23 Mon Coffee with the Principal (5th gr), 8:30AM  
School Tour, 9:15AM  
25 Wed ELAC Meeting 8:30AM  
31 Tues Spring Sing (K-2), 8:30AM  
PTA Multicultural Event

## APRIL 2020

2 Thu **Minimum Day**/ Open House, 6:00-7:00PM  
PTA Meeting, 8:15AM

\*\*\*Spring break: April 6 – April 17\*\*\*

20 Mon Testing Assembly  
27 Mon State Testing begins

## MAY 2020

1 Fri Cinco de Mayo Festival, 1:30PM-tentative  
4-8 Teacher Appreciation Week  
7 Thu PTA Meeting, 6:30PM  
11 Mon Monthly Assembly, 8:30AM  
18 Mon School Tour, 8:30AM  
20 Wed School Site Council Meeting, 7:30AM  
TBD 4th/ 5th Music Concert, 6:00PM & 7:15PM  
25 Mon **NO SCHOOL**/ Memorial Day

## JUNE 2020

TBD Jog-a-Thon  
8 Mon 5th grade Culmination Ceremony, 9:00AM  
10 Wed **Minimum Day**/ Last day of school  
Report cards go home

Dismissal Times	
<b>Monday - Thursday</b>	<b>Fridays</b>
Kindergarten 1:40PM	K - 5th 1:30PM
1st - 3rd 2:35PM	
4th & 5th 2:50PM	<b>Minimum Days</b>
	K 12:25PM 1st-5th 1:10PM



## WELCOME

Dear John Muir Families,

Welcome to the John Muir Community and the 2019 – 2020 school year!

Our mission is to ensure high levels of meaningful learning and flexible thinking for every student by nurturing creativity, collaboration, resilience, perseverance, and diverse relationships.

At Muir, we focus on student learning—what students need to know, what they already know, how we know that they know it, and how we respond when they meet standards, exceed standards, and are approaching standards—and the community in which this learning occurs.

We are extremely fortunate, through the collective efforts of our wider community, to have additional staff and enrichment opportunities for our students through the Santa Monica Education Foundation. Many of our instructional assistants, art teacher, and primary music teacher are all funded through the Ed Foundation. Our PTA focuses on providing the “stuff” that makes classrooms and schools run smoothly like classroom supplies, field trip transportation, and the materials portion of our PS Science collaboration. If you have the opportunity, do not hesitate to join the Muir PTA and to donate to the Santa Monica Education Foundation in order to help make our school a more equitable and enriched experience for each of our students.

I also invite you to be part of what makes our school so special by being trained/approved to volunteer in the classroom or accompany your child’s class on field trips. Parents MUST be approved volunteers BEFORE chaperoning trips or assisting in the classroom. Most importantly, I invite you to create a consistent expectation that your child will arrive on time to school each day and provide a space and time where your child can do daily reading and any homework that is assigned.

I look forward to you joining us in our mission for each student at John Muir!

Sincerely,

*Paula Lytz*

Principal

### SMMUSD MISSION STATEMENT

Extraordinary achievement for all while simultaneously closing the achievement gap.

### SMMUSD VISION STATEMENT

As a community of learners, the Santa Monica-Malibu Unified School District works together in a nurturing environment to help students be visionary, versatile thinkers; resourceful, life-long learners; effective, multilingual communicators and global citizens. We are a rich, culturally diverse community that values the contributions of all its members and strives to promote social justice. We exist to assist all students in their pursuit of academic achievement, strength of character, and personal growth, and to support them in their exploration of the intellectual, artistic, technological, physical and social expression.



# WHO WE ARE

John Muir Elementary School was established in 1923. Over the years Muir has been located at several sites in the Ocean Park neighborhood. In 1996, the school moved from the corner of Ocean Park and Lincoln Boulevards into new buildings at its current location, 2526 6th Street.

John Muir is part of the Santa Monica-Malibu Unified School District (SMMUSD). We are a public elementary school serving the Ocean Park neighborhood in Santa Monica. Our student body of roughly 300 students, grades PreK through 5, reflects the cultural diversity of the surrounding community.

## **ENROLLMENT**

For information on enrollment, contact Nancy in the John Muir office, (310) 399-7721. For information on inter- and intradistrict permits, contact the District office, (310) 450-8338, or visit their website ([www.smmusd.org](http://www.smmusd.org)).

## **SHARED SPACE**

John Muir students share a playground, library, and cafeteria with SMASH (Santa Monica Alternative Schoolhouse), a public elementary and middle school which also is part of the SMMUSD. Muir and SMASH collaborate on events like the annual Halloween Carnival but are separate and distinct schools, each with its own staff and administration.

## **SCHOOL SITE COUNCIL**

The School Site Council committee, comprised of parents and staff, oversees Single Plan for Student Achievement and all of our curricular programs as well as facilities, and budgets. This important group meets on a monthly basis to review our progress towards reaching our goals and approves Title I and Tier III budgets. Site Council has ten members, equally divided amongst staff and parents/community. Members are elected to two-year terms and meet monthly during the school year. Meetings are open to the public.

# SCHOOL HOURS & ATTENDANCE

Office: 8:00 a.m. - 4:00 p.m., Monday – Friday.

## REGULAR WEEKLY SCHEDULE

### Arrival

*Please be on time for the morning line up bell!*

**1st bell (line up and say goodbye) 8:10 a.m.**

**2nd bell (school begins) 8:15 a.m.**

### Lunchtime

11:35-12:20 1<sup>st</sup>- 2<sup>nd</sup> grades (Play,Lunch after @11:55)

11:50-12:35 Kindergarten (Lunch then Recess)

12:00-12:45 3<sup>rd</sup> – 5<sup>th</sup> grades (Play,Lunch after @12:20)

### Dismissal

Kindergarten Mon – Thurs 1:40 p.m.

Friday 1:30 p.m.

1st – 3rd grades Mon – Thurs 2:35 p.m.

Friday 1:30 p.m.

4th – 5th grade Mon – Thurs 2:50 p.m.

Friday 1:30 p.m.

### Minimum Day Dismissal

Kindergarten 12:25 p.m. Grades 1 – 5 1:10 p.m.

\*There are 10 Minimum Days this year:

**8/22, 8/23-K ONLY, 8/27, 9/3-1<sup>st</sup>-5<sup>th</sup> ONLY, 11/6, 11/7, 11/8, 11/27, 12/20, 4/2, 6/10**

## ATTENDANCE

Attendance is critical to both academic and social success. All students are expected to be in school every day from 8:15am until dismissal time. Every time your child is absent, please contact our office via note, email, or phone call. Please do not make appointments for your child during the school day. If an appointment is necessary, you must sign your child out at the office, and we will call to have your child sent to the office. *You may not pick up your child from the classroom.* Children arriving late AFTER 8:15AM or leaving school early must be signed in or out in the “Late Arrival” or “Leaving Early” binder in the office.

Your child’s absences and tardies are monitored and letters will be sent to inform you. Mandatory conferences are set after six unexcused absences and when tardies become excessive. **Our goal is to improve our daily attendance so that the maximum number of our students have satisfactory attendance or better. YOU can HELP us reach this goal by sending your child to school on time, every day.**

**Independent Study** (Absences 5 or more days) If your child absolutely must be absent for five or more days for reasons other than illness, please use our Independent Study Program so they can keep up with their studies. Speak to the office at least two weeks in advance of the absence to arrange for this and to complete the Independent Study Contract. The office will coordinate with your child’s teacher to put together a work packet. The school also benefits by still receiving funds when the Independent Study is completed.

# HOW MUIR SUPPORTS YOU

## CAFETERIA

All payments will be processed on-line at [www.mylunchmoney.com](http://www.mylunchmoney.com) or in the cafeteria office. Please keep track of your payments!

**Hot Breakfast & Lunch** The school offers hot breakfasts (7:55 a.m. – 8:10 a.m.) and lunches every school day. A menu goes home the first Wednesday of each month. A Farmer's Market salad bar is available every day as an alternative to hot lunches. Breakfast costs \$1.25, lunch is \$3.00. Students may buy an individual meal in cash but are encouraged instead to use a lunch card, which requires that parents purchase meals in advance. Receive a "Meal Deal" discount when you buy in bulk: 20 lunches for \$50. Sorry, no refunds; meal credits may, however, be transferred between siblings. Negative balances must be paid before purchase of any Meal Deal. Payments are accepted in the school cafeteria, checks payable to SMMUSD. Food & Nutrition Services will send meal credit and cash balance information on a regular basis. Parents can also check with the cafeteria manager directly to find out how many lunches remain. According to District policy, the cafeteria cannot extend credit beyond three consecutive meals. After this point, a child without money will be offered an alternative meal of a cheese sandwich and milk.

**Free & Reduced-Cost Breakfast & Lunch** Your child may be eligible for free or reduced cost breakfasts and lunches. Applications for this program are available in the school office and must be submitted by parents each year.

**Sack Lunches & Snacks** Children may bring a lunchbox or sack from home, as well as a snack to eat during morning recess. In keeping with our District policy concerning nutrition, we encourage parents to send healthy lunches and snacks to school. Glass bottles, soda, and candy are not allowed.

## OFFICE SUPPORT

### Coffee with the Principal

The principal hosts monthly coffees around grade-level focused topics, ideas, and concerns. This year, Coffee with the Principal is scheduled for **9/23, 10/21, 11/25, 12/16, 2/24, and 3/23** to be followed immediately by a school tour for prospective parents (Oct., Nov., Dec., Mar.) or those interested in learning about the continuum of learning for Muir students.

### School Visitors

Anyone visiting the campus during the school day, must sign in and out of the main office and wear a visitor badge for safety reasons. Items for delivery must be left at the main office, not taken directly to classrooms.

### Volunteering/Chaperoning Field Trips

For those who can volunteer—we thank you and appreciate your efforts to support our classrooms and our students! *All of our classroom volunteers must be approved prior to volunteering/chaperoning* by attending a volunteer training, doing the appropriate paperwork, and being checked against the Megan's Law registry. Trainings are held several times at the start of the year and again at the start of the second semester. Teachers recruit volunteers for support including assistance in the classroom, help with clerical tasks, or chaperoning groups on field trips. Our librarian also encourages volunteers in the library.

### Lost & Found

Label all of your child's belongings. Unclaimed items are gathered and placed behind the outdoor lunch tables, in the area directly in front of the restrooms. Several times a year, unclaimed items are given to charity. **PLEASE DO NOT BRING VALUABLES TO SCHOOL!** School staff cannot be responsible for items that go missing. **Cell phones, brought to school at the discretion of the family, must be turned off and put away in a secure location during school hours. Toys and other non-school related items should be kept at home.**

## **CHILD CARE AND ENRICHMENT OPTIONS**

On-campus before-and-after school care is provided by the SMMUSD Child Development Services. Enrichment classes are offered on a seasonal basis through the City of Santa Monica CREST Program. These programs offer many options and are designed to match your child's interests as well as meet your family's needs.

**CDS Child Care** Child care is available before and after school. A typical after-school schedule includes snack, homework, supervised recreation, and enrichment activities. An Early Express option offers kindergarten with older siblings at Muir after-school care from 1:40 p.m. till 2:45 p.m., except on Fridays (Early Dismissal). For information on enrollment, fees and scholarships, call Child Development Services, (310) 399-5865 for children in grades K through 3.

**CREST Homework Club** For a minimal fee, your child will find a quiet space to complete daily homework and reading assignments. Supervision is provided by CREST staff and times are in conjunction with Playground Access. For info. call (310) 458-8540.

**CREST Playground Access** Playground access offers free, supervised after-school play to 1st and 2nd graders for 30 minutes, and to 3rd through 5th graders for 2 hours and 15 minutes. *This option is not offered on rainy days.* There is no fee; however, you must enroll your child to participate. Obtain a sign-up form from Muir's on-site CREST office, or call (310) 458-8540.

**CREST Enrichment Classes** CREST offers after-school enrichment classes in a variety of subjects, from science to karate to dance. Classes are open to all, regardless of whether your child is enrolled in CREST Child Care. Enrollment forms detailing class offerings are sent home in September, December, and March. For information call (310) 458-8540.

**CREST Sports** CREST offers children an opportunity to participate in team sports through its Superstars program for K through 2nd graders, and League Sports for 3rd through 5th graders. Enrollment forms are sent home in September, December, and March. For information call (310) 458-8540.

**Preschool** A California State-sponsored preschool is located on the John Muir campus. Children may be enrolled once they reach 3 years of age. Space is limited.

## **COUNSELING & FAMILY SUPPORT**

**Family Service of Santa Monica** This nonprofit social service agency offers free, or on a sliding scale, professional counseling to help parents and children deal with a wide range of behavioral and family issues. Children may be referred by teachers, or parents may request an appointment by calling Janet Reyes at (310) 399-7721, ext. 64-258. She also can be reached at (310) 451-9747.

**School Psychologist** School psychologist Shannon Brinkworth conducts assessments to determine whether a child qualifies for specific services, and provides individual and group counseling. She can be reached at (310) 399-7721, ext. 64-252.

**Student Success Team** A team of Muir teachers and our Principal join with the child's family to look at ways to facilitate your child's success at school. Meetings are scheduled on Thursdays at 7:45AM. Contact your child's teacher for details.

**Parent Resource Network** A parent-to-parent resource and support network for families of children with special needs. For information, contact [specialed@smmpta.org](mailto:specialed@smmpta.org).

**ELAC (English Language Learners Advisory Committee)** This parent group addresses issues related to students who are identified as English Language Learners. The group meets four times per year. For information, call the school office, (310) 399-7721

## **TITLE 1 SCHOOL-PARENT INVOLVEMENT POLICY**



John Muir is a Title I school. Title I is a federally-funded program to assist schools that serve a high percentage of low-income families. Title I provides additional funds that supplement the regular school program to ensure academic success of all students. At Muir, Title I funds are used to provide additional support to students in development of their literacy skills (instructional aides, reading support, and intervention programs). It pays for essential staff development and supplementary literacy materials. Our School Site Council has developed a written Title I Parental Involvement Policy with input from parents through the SSC and PTA members. This policy is shared yearly with all parents of our Title I school, and describes the means for carrying out the Title I parental involvement requirements for a Title I school. All information on the many ways that we invite you to get involved with our school and your child's education is part of this parent handbook.

## Student Agreement

I will:

- Come to school ready to learn and do my best.
- Let my teachers and family know when I need help.
- Complete and return all assignments, projects, and reports on time.
- **Read every day.**
- Follow the school rules at all times on campus, during Playground Access, and on field trips.
- Keep our campus a fun, safe, and respectful learning environment for all students by helping others, including those who are easily left out, and reporting unkind activities.

## Family Agreement

I will:

- Ensure that my child comes to school **on-time, each day**; report absences to office; and schedule vacations during school break times.
- Make reading a daily priority (read with your child, have your child read aloud to you or a sibling, or have your child read silently).
- Use reading and math materials that the school sends home each week to help my child.
- Help my child see how to use reading and math to pursue his/ her interests and goals.
- Create a partnership with my child's teacher by regularly communicating and collaborating on my child's learning progress.
- Refrain from interrupting classroom instruction (e.g.: speak with the teacher outside of class time, keep adult socializing away from classrooms), and sign-in and wear a visitor badge every time I am on campus.
- Say goodbyes at morning line up spaces.

## Teacher Agreement

I will:

- Provide a safe, caring, and respectful learning environment in the classroom and throughout campus.
- Provide high-quality, rigorous curriculum and instruction including meaningful homework in math and reading per district guidelines.
- Monitor student progress in order to update families and support each student.
- Create a partnership with every family in my class by communicating and collaborating regularly with families.
- Participate in Professional Learning Communities that improve teaching and learning.
- Create a classroom community of upstanders where students are taught and expected to be cooperative, assertive, responsible, empathetic, and exhibit self-control.
- 

## Principal Agreement

I will:

- Provide a safe, caring, and rigorous learning environment throughout campus.
- Support teachers to provide high-quality curriculum and instruction including meaningful homework in reading and math.
- Participate in and facilitate Professional Learning Communities that improve teaching and learning for all students.
- Communicate regularly with families and staff about school-wide goals for student learning.
- Foster a sense of a community of mutual respect among all stakeholders by establishing clear expectations.

# ACADEMICS

## CLASS SIZE

District policy limits class size for grades K - 3 to an average of 24 per class, and for grades 4 and 5 up to 27. Overall, our average class size for grades K-3 can be no more than 24.

### **GRADE LEVEL PERFORMANCE STANDARDS**

Grade Level Performance Standards have been established for each grade level. They are based on national standards as well as those adopted by the State of California, and set high levels for achievement for all students. You can visit the District website for specific grade level information on the California State Standards.

### **HOMEWORK PHILOSOPHY**

Daily reading at home is a part of a child's instructional program at John Muir. Additional homework may be assigned, but parents are not expected to re-teach a lesson or to do the homework. As a school, we believe that homework should be:

- Purposeful and Meaningful
- For review
- Connected to class learning
- Build responsibility and instill good learning habits
- A way to frontload (or prepare for next day's instruction)
- A way for parents to be connected to learning

Following District Policy, homework can be assigned Monday through Thursday and some Fridays. We recognize the need for weekends and holidays to be reserved for family time. Assignments should take no longer than:

- Kindergarten 10 min/day
- 1st grade 10-20 min/day
- 2nd grade 20-30 min/day
- 3rd grade 30-40 min/day
- 4th grade 40-50 min/day
- 5th grade 50-60 min/day

If at any time, your child is working on his/her assignment for an excessive amount of time, please stop and write a note to the teacher. Likewise, if your child appears not to understand the concept, please notify the teacher.

### **SPECIAL EDUCATION/SPECIALIZED ACADEMIC INSTRUCTION**

There are a variety of programs and services at Muir to ensure that all students have the opportunity to succeed in school. Muir has designated classrooms for students with special needs. In grades K through 5, all students with special needs are also included in regular education classrooms for various blocks of time throughout the day, depending on their Individualized Educational Plan (IEP). In addition to specialized academic instruction for qualifying students, we also have speech and language support, occupational therapy, adaptive physical education, deaf and hard of hearing support, again depending on student's IEP. Muir has a Parent Resource Network where families with questions regarding their child's needs can connect with another parent. See main office or SAI teachers for details.

### **INSTRUCTIONAL ASSISTANTS**

Instructional assistants provide support in classes during the morning each school day. General education teachers receive aide time, depending on grade level needs.

### **TESTING**

District reading, writing, and math assessments are given to students several times during the year to determine their progress toward grade level standards. In late April, students in grades 3 through 5 participate in state-mandated achievement testing (CAASPP). These are standardized tests that report how well your child is meeting academic standards in language arts and mathematics. Fifth graders are also tested in science. All students are expected to take the tests and reach the standards that are established for their grade level by June. Please plan on having your children in school during testing weeks. To view recent test results for John Muir and other SMMUSD schools, visit the California Department of Education website

# **JOHN MUIR SCHOOL RULES**

JOHN MUIR ELEMENTARY SCHOOL TEACHERS AND STUDENTS FOLLOW THESE GUIDELINES TO ENSURE THAT MAXIMUM LEARNING TAKES PLACE EVERY DAY

1. Keep your hands, feet, and objects to yourself
2. Be safe: walk-don't run, and keep an appropriate voice level
3. Follow directions the first time
4. Respect people and property, and use only respectful language
5. Be an Upstander: follow our school anti-bullying rules

JOHN MUIR ELEMENTARY SCHOOL PROMOTES GOOD CHARACTER.  
WE ARE A COMMUNITY THAT C.A.R.E.S.

Students that show Cooperation, Assertion, Responsibility, Empathy, and Self-Control will receive a signature on their CARES Card. Weekly drawings are held to reinforce positive character.

JOHN MUIR ELEMENTARY SCHOOL STUDENTS THAT DO NOT FOLLOW THESE GUIDELINES WILL RECEIVE:

In class:

1. Warnings
2. Reflection Sheet
3. 3 RS's=Teacher/Parent Meeting
4. Meeting w/Principal or SST
5. Progressive Discipline

Outside of Classroom:

1. Warnings
2. Pink Slip
3. 3 PS's=Meeting w/Principal
4. Behavior Contract or SST
5. Progressive Discipline

Included in this approach is the expectation that we are building a Community of Upstanders to prevent bullying behaviors on our campus.

Our Anti-Bullying Rules:

- We will not bully others.
- We will try to help students who are bullied.
- We will include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Regular classroom meetings give students the tools to become Upstanders, not bystanders when bullying or rule breaking occurs. Part of a plan with the OLWEUS Bullying Prevention Program, the principal, teachers, and staff review our data, guide the direction of implementation, and troubleshoot when incidents occur.

When clear expectations are broken, the student must take responsibility for his or her choice through consequences that are relevant, realistic, and respectful. We follow a philosophy of progressive discipline, as outlined in board policy. If you have any information about an incident, you are encouraged to report it to your child's teacher as soon as possible.

## HEALTH AND SAFETY

### EMERGENCY CARDS

Every child must have three copies of an emergency card on file-one in the school office, one in the nurse's office, and one in the teacher's classroom. These cards go home with students the first week of school and **must be filled out and returned** ASAP. Please make sure the contact information is accurate and kept current

throughout the year. These cards are the only way the school staff knows how to get in touch with you or an approved contact person in case of an emergency. Additionally, this information is used throughout the year to send automated phone calls and email blasts.

### **BEFORE SCHOOL SAFETY**

- Students are to arrive at school between 7:55 a.m. and 8:10 a.m. No supervision is provided for your child before 7:55am unless they are enrolled in the before-school childcare program. Students must report to the lunch benches until met by their teacher.
- Students may use bicycles/scooters to and from school as long as helmets are worn and locks are used. Students must walk their wheels while on campus (no biking, skating, or scooting on school property). We are not responsible for their equipment.
- Parents must utilize the student drop-off areas on 5<sup>th</sup> and 6<sup>th</sup> streets. *Unfortunately, the family dog is not permitted on campus at any time per SMMUSD guidelines.*
- Students arriving to class after 8:15 a.m. must report to the office for a tardy slip. Chronic tardies will be monitored on a case-by-case basis and letters will be mailed home.

### **DROP-OFF ZONES**

**Please do not pull into either school parking lot** to drop off your child. These spaces are for staff, students with special needs and pre-school families ONLY. **Do not park in the red zone in the small lot or double park on the street.** Any child crossing the street on foot must use the crosswalk and wait for the crossing guard's assistance. You may drop off curbside on 5<sup>th</sup> and 6<sup>th</sup> Streets. Please be sure to read the posted signage so that you are pulling into the correct drop-off zone (and not the bus zone). Do not leave your car! Please be polite to our valets! If you'd like to be one of them, contact the principal.

### **YARD SAFETY**

- Follow all school rules, and play in spaces that keep all students safe.
- The lunch benches are for eating, the yard is for playing, and bathrooms off the lunch patio are for restroom use.
- When the bell rings, stop playing and immediately WALK to your line-up space.
- Use school equipment safely and properly. Students should not bring equipment/toys from home.
- Use of cell phones during school hours is not permitted. Cell phones may be brought to school but must be turned off and must remain in a secure area during school hours. Cell phones used improperly will be confiscated and will be returned only to the parent. The school is not responsible for electronic items brought to school.
- Show self-control by keeping hands, feet, and objects to yourself.
- Students may only go to the nurse's office with permission from yard supervisor with no more than one escort.
- Display good sportsmanship by following coach's rules; include any interested students in the game and refrain from interrupting other games. For safety reasons, games like "tag" or "touch/tackle football" are not permitted unless flags are being used.

Each year the yard rules are revised. See most recent lists posted in the classrooms and office or ask yard staff.

### **CAFETERIA/LUNCH BENCHES**

- Follow the directions of yard and lunch supervisors at all times.
- Use quiet voices at all times.
- Pick up all trash and leftover food and place it in the proper receptacle for recycling, trash, or composting.
- Sit in assigned area and remain seated until dismissed by an adult.

## **AFTER-SCHOOL SAFETY**

- Students must be picked up within 10 minutes of their dismissal time, unless enrolled in an after-school program (i.e., child care, Playground Access, enrichment class, or sports activity), homework club, or tutoring. **There is no adult supervision provided for students not enrolled in one of the after-school programs listed above**, and your child's safety is of our utmost concern. After 10 minutes have passed, students must report to Playground Access and parents must retrieve their children from there.
- Students enrolled in after-school programs are required to follow all school rules that apply during regular school hours and must remain in their designated program areas at all times.
- Use of the office and CREST telephones is for emergencies only. Social plans need to be arranged from home ahead of time.
- Remember-there is no Playground Access on Rainy Days

## **ASSEMBLY**

- Show respect with eyes on presenters, ears open, mouths closed, and bodies still.
- Show appreciation with silent applause, unless directed to applaud out loud.
- Respond to hand signal immediately and remain quiet.
- Stay seated quietly on the floor with bottom flat.

## **DRESS CODE**

Students should come to school dressed for physical activity and play and use proper hygiene. Closed-toe shoes must be worn for safety reasons. District policies should be followed regarding dress code.

## **BIRTHDAYS**

Student birthdays are acknowledged at John Muir! Instructional time is our first priority, so please check with your classroom teacher for specific details. Please be mindful of our district wellness policy when sending in any edible items for the class.

## **EMERGENCY/DISASTER PREPAREDNESS**

The John Muir staff has been through many hours of training in first aid and crisis management. The school has periodic safety drills (earthquake, fire, and lockdown) so that children become familiar with evacuation and emergency procedures. Storage facilities at the back of the playground hold emergency supplies of food, water, and medical materials. If your child is on a medication, be sure the nurse has a 72-hour supply. A medical release form (available in the school office) must be on file with the nurse.

## **SCHOOL NURSING SERVICES**

John Muir has a nurse assigned to our campus as well as a Health Office Specialist to provide nursing support to all of our students. Nurse Kelsy Houseman and Health Office Specialist Nicole Rovetto provide coordinated support at John Muir. Please contact them at (310) 399-7721 x64-105.

# GET THE LATEST NEWS

## **BACK TO SCHOOL NIGHT 8/27 K-2nd 9/3 3rd-5th**

This evening early in the school year is an opportunity to meet your child's teacher and learn what will be expected of your child in the classroom this year. Information about grade level standards, parent communication and support plans, expectations about homework and behavior, and the academic program is provided.

## **COMMUNITY LIAISON**

Our Community Liaison works closely with families to ensure active parent participation, enhance home-school communications, and provide parent education. The Community Liaison facilitates monthly meetings of the English Learners Advisory Committee, a group of parents of English Language Learners, and monthly Spanish Language Parents Group Meetings.

## **WEBSITE**

General information about John Muir and a school-year calendar can be found at [www.muir.smmusd.org](http://www.muir.smmusd.org).

## **E-MAIL/PHONE MESSAGES**

As needed, the Principal will send email and/or phone messages to families. Be sure to provide us with your current phone number and email address in order to receive the most up-to-date notification of school events. Contact Marlen ([marlenavalos@smmusd.org](mailto:marlenavalos@smmusd.org)) in the Main Office with any changes throughout the year.

## **FACEBOOK AND TWITTER**

Like us on Facebook at "John Muir Elementary School" AND follow us on Twitter @JohnMuirSMMUSD

## **COFFEE WITH THE PRINCIPAL**

Drop in and have a friendly discussion with the principal and other parents from 8:30 a.m. – 9:10 a.m. There is one day designated for each grade level throughout the year. CWP is usually followed by a School Tour for prospective parents at 9:15am.

## **PTA MEETINGS**

Held the 2<sup>nd</sup> Thursday of each month alternating 6:30pm and 8:15am, PTA meetings are a great way to stay informed about the latest happenings at Muir and within the school district. Decisions around budgets and programming, as well as parent education, take place at these monthly meetings.

## **PARENT-TEACHER CONFERENCES**

In November, teachers meet individually with parents/guardians to discuss each student's progress. Meetings may be scheduled before, during, or after school hours to suit your family's schedule.

## **ROOM PARENTS**

Every class has one or more volunteer Room Parents who keep families informed about classroom and schoolwide events, and help build a community within each classroom. To volunteer as a Room Parent, speak to your child's teacher or contact the PTA Room Parent Coordinator.

## **STANDARDS-BASED REPORT CARDS**

Report cards inform parents and children of the progress that has been made during the grading period toward meeting grade-level performance standards. Report cards go home in February and June.

**WEDNESDAY PACKET** School notices are sent home via email every Wednesday. This is a vital source of information –get yourself into the habit of reading through this weekly email. You must opt-in at the beginning of the year to receive *paper copies* of flyers using the form in the first day packet.

# BEYOND THE BASICS

## **Special Programs and Enrichment**

John Muir students follow the California State Standards-based curriculum for each grade level in Language Arts, Mathematics, Social Studies and Science, as well as Health, Physical Education, and Visual and Performing Arts. However, as a community, we believe that further enrichment and support in the core curricular areas benefits our students.

**Art** K-5th graders receive weekly instruction in visual arts through the P.S. Arts program, an award-winning non-profit organization dedicated to restoring quality arts education to the public school system.

**Field Trips** Most classes take one-two and four field trips throughout the year. Recent destinations have included the California Science Center, the Getty Center, and The Aquarium of the Pacific. Every spring the 4th grade takes a daylong field trip to the Channel Islands, and 5th graders participate in a week-long trip for Outdoor Science School.

**Gardening** Our campus gardens are outdoor classrooms supported by our PTA, the SMMUSD Gardening Angels program, and a variety of donations and grants. The gardens are integrated into classroom and after-school activities to teach students about nature, nutrition, and the connection each person has with the world at large. Parent volunteers are needed and welcome! Contact your classroom teacher if you are interested.

**Music** The Santa Monica Education Foundation funding provides K-2nd graders with multiple sessions of vocal music instruction and theory that culminates in winter and spring performances. Third graders receive District-funded instruction in general music one time per week. Fourth and 5th graders choose between choir, beginning strings, woodwinds, or brass instruction. Instruments are provided for grades 3-5; classes meet twice each week.

**Physical Education** The P.E. curriculum at Muir is based on established State standards. First through 5th graders receive a minimum of 120 minutes of instruction from the P.E. Coaches each week. Kindergarteners work with their teachers.

**Technology** Computers/tablets are available to children in every classroom and are used for instruction on a regular basis. All classrooms have interactive whiteboards that connect to teacher laptops and document cameras. Muir students benefits from a mobile laptop cart, as well.

# JOHN MUIR PTA

The John Muir PTA plays an active role in our children's school life and welcomes the participation of all parents and teachers. The PTA provides funding for classroom supplies, field trips and other projects in support of our students.

Membership is open to all parents and teachers. **The goal is 100% participation.** There is a \$10 annual fee to join the PTA. Payment is accepted in the school office or online at [www.ptajohnmuir.com](http://www.ptajohnmuir.com).

The PTA meets the second Thursday of each month alternating 6:30pm and 8:15am. All are welcome. At these meetings, reports from the PTA President, Principal, and PTA event chairpersons keep members informed about changes, issues, and needs at Muir. PTA activities are planned, and parent concerns are discussed.

## PTA OFFICERS & CHAIRPERSONS

### President

Sylvia Mendoza Johnson    [president.jmpta@gmail.com](mailto:president.jmpta@gmail.com)

### Financial Secretary

Lorenza Day    [lojoday@verizon.net](mailto:lojoday@verizon.net)

### Vice President

Christina Allen    [christinamclemenz@gmail.com](mailto:christinamclemenz@gmail.com)

### Parliamentarian

KD Gulko    [kd\\_gulko@yahoo.com](mailto:kd_gulko@yahoo.com)

### Treasurer

Lainie Zepeda    [lainie.zepeda@gmail.com](mailto:lainie.zepeda@gmail.com)

### Communications

Scout Campos    [scoutmbach@gmail.com](mailto:scoutmbach@gmail.com)

### Recording Secretary

Aimee Koeplin    [akoeplin@gmail.com](mailto:akoeplin@gmail.com)

### Room Parent Coordinators

Debra McLendon (K-2)    [prncess33pink@aol.com](mailto:prncess33pink@aol.com)  
Laura Aguilar (3-5)    [lauaguil@aol.com](mailto:lauaguil@aol.com)

### Membership

Miriam Lopez    [minaferio82@gmail.com](mailto:minaferio82@gmail.com)



# STAFF ROSTER

Staff may be reached by calling the school office (310) 399-7721.

Principal	Paula Lytz	<a href="mailto:plytz@smmusd.org">plytz@smmusd.org</a>
Front Office	Nancy Navarro	<a href="mailto:nnavarro@smmusd.org">nnavarro@smmusd.org</a>
Attendance/Enrollment	Marlen Avalos	<a href="mailto:marlenavalos@smmusd.org">marlenavalos@smmusd.org</a>
Cafeteria Manager	Sandra Moore	<a href="mailto:smoore@smmusd.org">smoore@smmusd.org</a>
Community Liaison	Elena Uliantzeff	<a href="mailto:euliantzeff@smmusd.org">euliantzeff@smmusd.org</a>
Computer Tech	Anita Circenis	<a href="mailto:acircenis@smmusd.org">acircenis@smmusd.org</a>
Custodian (Day)	Tracey Harris	<a href="mailto:tharris@smmusd.org">tharris@smmusd.org</a>
Custodian (Night)	Damon Kratz	
Library Coordinator	Diane Greenseid	<a href="mailto:dgreenseid@smmusd.org">dgreenseid@smmusd.org</a>
Literacy Coach	LaDawna Hamilton	<a href="mailto:lhamilton@smmusd.org">lhamilton@smmusd.org</a>
Nurse	Kelsy Houseman	<a href="mailto:khouseman@smmusd.org">khouseman@smmusd.org</a>
Psychologists	Shannon Brinkworth	<a href="mailto:sbrinkworth@smmusd.org">sbrinkworth@smmusd.org</a>
Reading/ELD (3-5)	Cassandra Brown-Grace	<a href="mailto:c.brown@smmusd.org">c.brown@smmusd.org</a>
Reading (K-@)	Harriet Levine	<a href="mailto:hlevine@smmusd.org">hlevine@smmusd.org</a>
Social Worker/Counselor	Janet Reyes	<a href="mailto:jreyes@smmusd.org">jreyes@smmusd.org</a>
Speech/Language Path.	Fereshteh Kunkel	<a href="mailto:fkunkel@smmusd.org">fkunkel@smmusd.org</a>
CDS (After school, K-2)	Silvia Lockwood	<a href="mailto:slockwood@smmusd.org">slockwood@smmusd.org</a>
CREST (Enrichment)	Maurisabel Camacho	<a href="mailto:maurisabel.camacho@smgov.net">maurisabel.camacho@smgov.net</a>

## TEACHERS

To reach a teacher during school hours, call the front office at (310) 399-7721. Urgent messages can be relayed, but calls will not be forwarded to the classroom.

GRADE	ROOM	TEACHER	EMAIL
Kindergarten	510	Beatrice Aguilar	<a href="mailto:baguilardejesus@smmusd.org">baguilardejesus@smmusd.org</a>
	515	Holly Hodges	<a href="mailto:hhodges@smmusd.org">hhodges@smmusd.org</a>
1st Grade	505	Norma Bozin	<a href="mailto:nbozin@smmusd.org">nbozin@smmusd.org</a>
	500	Autumn Hill	<a href="mailto:ahill@smmusd.org">ahill@smmusd.org</a>
2nd Grade	605	Amy Prevett	<a href="mailto:aprevett@smmusd.org">aprevett@smmusd.org</a>
	600	Melissa Trubo	<a href="mailto:mtrubo@smmusd.org">mtrubo@smmusd.org</a>
3rd Grade	665	Kimberly Kootman	<a href="mailto:kkootman@smmusd.org">kkootman@smmusd.org</a>
	660	Joe Ramirez	<a href="mailto:jramirez@smmusd.org">jramirez@smmusd.org</a>
4th Grade	565	Luis Brizuela	<a href="mailto:lbrizuela@smmusd.org">lbrizuela@smmusd.org</a>
	655	Daniel Wheeler	<a href="mailto:dwheeler@smmusd.org">dwheeler@smmusd.org</a>
5th Grade	555	Lourdes Benitez	<a href="mailto:lbenitez@smmusd.org">lbenitez@smmusd.org</a>
	560	Kimberly Griffin	<a href="mailto:kgriffin@smmusd.org">kgriffin@smmusd.org</a>
Specialized Academic Instructors			
Room 205		Lisa Ward	<a href="mailto:lward@smmusd.org">lward@smmusd.org</a>
Room 615		Elda Cruz	<a href="mailto:eplatoncruz@smmusd.org">eplatoncruz@smmusd.org</a>
Bung. 1		Laura Collin	<a href="mailto:lcollin@smmusd.org">lcollin@smmusd.org</a>
Bung. 2		Nicole Bialk	<a href="mailto:nbialk@smmusd.org">nbialk@smmusd.org</a>
PE Coach		Carlos Cardoso	<a href="mailto:ccardoso@smmusd.org">ccardoso@smmusd.org</a>
PE Coach		Mark Henderson	<a href="mailto:mhenderson@smmusd.org">mhenderson@smmusd.org</a>
P.S. Arts		Matt MacFarland	<a href="mailto:mmacfarland@smmusd.org">mmacfarland@smmusd.org</a>
Music K-2		Betsy Newell	<a href="mailto:bnewell@smmusd.org">bnewell@smmusd.org</a>
District Music 3-5		Jar-el Garcia	<a href="mailto:jgarcia@smmusd.org">jgarcia@smmusd.org</a>