



John Muir Middle School Guidelines



PLEASE READ, SIGN, AND RETURN THE LAST PAGE

School website: <http://www.burbankusd.org/jmms>

School phone number: 818-729-3800

Friend Request us on **Facebook**. Search for **John Muir**.

Teachers: Teacher email addresses are their firstnamelastname@burbankusd.org. They are listed on the school website.

Go to <http://www.burbankusd.org/jmms> > school info > staff directory.

Counselors and Administrators

Principal	Dr. Greg Miller	gregmiller@burbankusd.org
Assistant Principal of Discipline and Activities	Catherine Celaya	catherinecelaya@burbankusd.org
Assistant Principal of Instruction	Wendy Vargas	wendyvargas@burbankusd.org
6 th Grade and 8 th Grade A-L Counselor	Shana Duran	shanaduran@burbankusd.org
7 th Grade and 8 th Grade M-Z Counselor	Ellen Huizar	ellenhuizar@burbankusd.org
Title I Counselor	Debbie Maddigan	deborahmaddigan@burbankusd.org
LCAP Counselor	Derek Starleaf	derekstarleaf@burbankusd.org
Title 1 Coordinator	Robin Hatch	robinhatch@burbankusd.org
Intervention Specialist	Carlos Chanta	carloschanta@burbankusd.org

Grades

Student grades will be available for parents to view online through the Aeries Parent Portal. Your login information will be the same as last year. If you are new to BUSD, portal information will be sent to you in the mail during the summer. If you have trouble accessing your child's aeries portal, please contact or see Mary Brooks in the John Muir Middle School front office (ext. 22890 or marybrooks@burbankusd.org)

Parent Portal: <https://burbankusd.asp.aeries.net/Student/LoginParent.aspx>

Homework Help

Free after school homework help will be offered two days beginning the second week of school. Please contact Robin Hatch, Title I Coordinator, or your child's counselor for details.

The Burbank Library offers free tutoring, homework help, and databases through their website. Free, live homework help from certified tutors is offered from 1 – 10 pm, seven days a week in English and Spanish. Visit the Burbank Library website at www.burbanklibrary.com and click on "databases" and then on "help now". The specific address is <http://main.burbank.ca.brainfuse.com/authenticate.asp>. Enter your library card number to login.

Attendance

If your child is unable to attend school, please call the main office (818-729-3800) or send a note within 3 school days to clear your child's absence. Absences shall be verified by the student's parent/guardian by note, phone call, or physician's verification (doctor's note). When a student reaches 14 absences in the school year, any further absences must be verified by a physician or will be considered unexcused. A student is considered truant after three unexcused absences or three unexcused tardies of more than 30 minutes. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant and may be referred to the School Attendance Review Board.

For more specific information regarding reporting absences, excusals, and truancy, and to review the complete BUSD Attendance Policy and Guidelines, please see the 2019-2020 Annual Notification to Parents <https://www.burbankusd.org/files/user/16/file/17-18%20ANTP-Eng%20Final.pdf>

Tardy Policy

A student is tardy when he or she is not in the classroom or in the teacher's assigned instructional area when the bell rings. Tardies are cumulative for each semester and start over at the beginning of the next semester. Students are not to be in the hallways without an official pass or be in a different hallway than where their current class is located. A student is considered truant after three tardies of more than 30 minutes. After a student has been reported as a truant three or more times in a school year, the student is considered a habitual truant.

Students will accumulate consequences for tardies to school (not in class by 8:00 am) and to each class period as follows:

To-School Tardies (Arriving after 8:00 am and entering through the office) Tardy

Tardy 1 Warning

Tardy 2 Warning

Tardy 3 Warning

Tardy 4 Student will meet with Intervention Specialist

Tardy 5 Student will meet with Intervention Specialist and sign attendance contract

Tardy 6-9 Student will meet with Intervention Specialist and may be assigned campus beautification or detention

Tardy 10 Student and parent will attend Attendance Study Team meeting

Tardy 11 Student will serve one 2-hour after school detention or one 2-hour Saturday School

Tardy 12+ Student will be referred to BUSD Student Services and consequences will be determined by an administrator

To-Class Tardies

Tardy 1 Warning

Tardy 2 Teacher notifies parent

Tardy 3 Teacher may assign consequence, notifies parent, student may receive an "N" in citizenship

Tardy 4-5 Teacher refers student to office and Intervention Specialist, student may receive an "N" in citizenship **Tardy**

6+ Teacher refers student to office and Intervention Specialist, student may receive a "U" in citizenship

Dress Code

Parents/guardians have the primary responsibility to see that students are properly attired for school. School district personnel have the responsibility of maintaining proper and appropriate conditions conducive to learning. Clothes must be worn in a way such that genitals, buttocks, midriffs, breasts, and nipples are fully covered with opaque fabric. All clothing items must meet this basic principle.

Students are **required** to wear:

- A Shirt (with fabric in the front, back, and on the sides under the arms), **AND**
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts that comply with the parameters listed above), **AND**
- Shoes

Students **may not** wear:

- Clothing containing violent language or images or is affiliated with gangs
- Clothing with images or language depicting drugs or alcohol (or any illegal item or activity)
- Clothing that includes hate speech, profanity, and/or pornography
- Clothing with images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments

- Any item that obscures the face or ears (except if worn for religious purposes). Hats must have a full brim and may be worn outside during nutrition and lunch breaks only
- Sunglasses (except when prescribed)
- Shoes with open toes, open heels, slippers, or heels over 1 inch

Student Conduct/ Discipline

Every student shall attend school punctually and regularly; conform to the regulations of the school; obey promptly all the directions of teachers and others in authority; observe good order and propriety of deportment; be diligent in study; respectful to teachers and others in authority; kind and courteous to schoolmates; and refrain from the use of profane and vulgar language. [California Code of Regulations, Title 5, § 300] [EC § 44807] The Burbank Board of Education and the administrators of all our schools urge you to discuss these Education Code violations and discipline guidelines with your son/daughter prior to the first day of school.

<https://www.burbankusd.org/files/user/16/file/17-18%20ANTP-Eng%20Final.pdf>

The following behavior expectations were adopted for John Muir Middle School after input from parents, teachers, school administrators, and pupils. Each student at John Muir is expected to demonstrate appropriate concern for the health and safety of themselves and others. Consequences for infractions will be determined by teachers or administrators. Students are asked to immediately seek adult intervention when problems arise.

Physical Force

Fighting, pushing, shoving, horseplay, “pantsing”, and making physical threats

Intimidation

Bullying and harassment, making threats (verbal, written, or electronic), using profane, racially inflammatory, hate, or sexually provocative or demeaning language (verbal, written, or electronic).

Theft and Vandalism

Theft or damage of personal and/or school property. Graffiti or vandalism, including items used for graffiti or vandalism (ex. sharpies). Students who steal or damage school property will be financially responsible for replacing such property. Students who steal or damage personal property could face charges in small claims court.

Defiance

Cutting in line, possessing or chewing gum; riding of bikes, skateboards or scooters on campus, wearing of sunglasses (except for medical reasons), use of perfumes, scented lotions, body sprays, and hair sprays are prohibited on campus at all times. (Acceptable grooming items: combs, brushes, make-up & stick deodorant are restricted to the restrooms and locker room.)

Tobacco and Controlled Substances

Use of, possession of, and/or sale of any tobacco product (vapes, pens, jules, juice, wax) and all controlled substances. Possession or use of all drug paraphernalia including lighters and matches

Attitude

All students are expected to respect every school employee and their fellow pupils. Any verbal, written, electronic, or physical harassment will not be tolerated. Students are expected to follow classroom and school rules and instructions given by any adult on campus, to be courteous to others and exhibit qualities of good character.

Technology

Improper use of technology at school may result in school discipline. Improper use of technology at home that interferes with the school day could also result in school discipline.

Backpacks

For safety reasons, *we do not allow backpacks that have wheels*. Students' backpacks need to hold all school supplies, lunch, and anything else needed during the day. *Students will not be carrying textbooks*.

Dangerous Objects/Banned Items

Energy drinks (liquid and powder formula), lollipops, poppers, lighters, laser pointers, perfume, cologne, and scented body spray or lotion, glass items (bottles, pyrex, perfume bottles) scissors, permanent markers, liquid white out, confetti cannons, and fidgets (unless specified in an IEP or 504), laser pointers, weapons, chains, stink bombs, fireworks, matches, poppers, or other explosives are strictly prohibited.

Electronic Devices

- Cell phones, iPad, tablets, and any other electronic device should not be seen and must be turned OFF (not on silent) once you walk onto campus until after you exit the campus. Smart watches **MUST BE TURNED OFF** during the school day.
- Cell phones may be used to make phone calls or text after leaving the campus. The taking of photos or video on school property at any time is prohibited by law.
- JMMS is not responsible for the loss, theft, or damage of any electronic device brought on campus.
- The only time an electronic device may be on is if a teacher has instructed students to use them for academic instruction.
- Students may not have earbuds in their ears at any time.

Progressive Discipline

Cell phone is *ON while student is on campus at any time*

Offense 1	Warning
Offense 2	Campus Beautification or one 30-minute detention
Offense 3	Two 30-minute lunch detentions or 1-hour after school detention and behavior contract which requires that cell not be carried on campus
Offense 4	One 2-hour Saturday School and parent meeting
Offense 5	Loss of school privileges (Grad Night, field trips, assemblies, Muir Bowl) to be determined by administration

****These progressive discipline policies are a guideline. Administrative discretion will be used when determining consequences for all infractions.*

Academic Honesty

Academic Honesty is a set of values that promote personal integrity and good practice in learning and assessment. The John Muir Middle School Academic Honesty Policy is cumulative for all three years of middle school. Disregard for Academic Honesty includes but is not limited to:

- Plagiarism -using the ideas or work of another person as your own, such as copying language from a book or website without proper citations
- Collusion -helping someone else cheat, such as allowing your own work to be copied by another or providing someone with answers or completing someone's work for them
- Misconduct -taking test materials from a classroom, misusing testing materials, or using prohibited electronic devices

Progressive Discipline

Offense 1-3 Student will receive a zero on the assignment, may receive an "N" or a "U" in citizenship on current progress report and/or semester report card, the parent will be contacted by the teacher, and the infraction will be documented in the student's discipline record.

Offense 4+ Student will receive a zero on the assignment, may receive a "U" in citizenship on current progress report and/or semester report card, parent will be contacted by the teacher and by a school administrator, student may be assigned a consequence as determined by an administrator, and the infraction will be documented in the student's discipline record.

Lockers

All students are expected to follow the locker guidelines as outlined here:

- Students will use their assigned locker only and may not share with others.
- Students will use the lock provided by the school and may not keep items in an unsecured locker or a locker without a lock.
- Students will keep lockers tidy and remove all food at the end of each day.
- Students may lose their lockers for any reason as determined by an administrator. This may include, but is not limited to issues of: habitual tardiness, lack of locker cleanliness, poor citizenship, and for disciplinary infractions. Reinstatement of student lockers is the sole discretion of school administrators.

Extracurricular Eligibility Requirements

The following criteria will result in being ineligible for participation in ungraded activities, fieldtrips and performances during and after school hours, on weekends and during school breaks. Periods of ineligibility are 5 weeks in length and there is no probationary period.

- Two or more Unsatisfactory (U) marks in citizenship on any 5-week progress or report card.
- Two or more failing (F) grades on any progress or report card.
- A suspension
- A grade point average of less than 2.0.
- Unsatisfactory attendance

Students must attend at least 4 class periods on the day of an after school performance or activity (unless a written excuse from a medical doctor is provided). Students who are absent 2 class periods or more on the day of an after school performance or activity, are ineligible without a doctor's note or prior approval from the principal. Friday (or the last day of the school week) attendance is required for weekend activities.

Eligibility requirements apply, but are not limited to:

- Participating in VMA, IMA, and Drama assemblies and competitions
- Participating in school activities such as the Tri-School Track Meet and Basketball Tournament, Intramural Sports, Cheer Squad, etc.
- Participating in academic and extra-curricular field trips

8th Grade Promotion Criteria

An 8th grade promotion ceremony is held at the end of the school year in order to mark the passage of a student from middle school to high school. Students will be allowed to participate in the ceremony or any promotion activity if they:

- Behave in a satisfactory manner in and out of the classroom, following rules, regulations and appropriate standards of behavior.
- Pass a minimum of ten (10) of twelve (12) semester classes during the eighth grade year.
- Receive no more than four (4 – cumulative) Unsatisfactory (U) marks in citizenship on their semester report cards, and no more than two (2) U marks on the second semester report card of their eighth grade year.
- Are not suspended from school more than two (2) times during the entire eighth grade year, and no more than one (1) time during the second semester of the eighth grade year.
- Have no outstanding debt. 8th grade students with outstanding debt at the end of the second semester will not be eligible to participate in 8th grade promotion activities until all debts are cleared.

8th Grade Grad Night Criteria

An 8th grade Grad Night event may be held at a theme park during the last month of school. This chaperoned event will take place outside of regular school hours and is paid for by the student, not the school. Grad Night has specific eligibility requirements that are separate from the regular promotion requirements. They are:

- No more than 3 U's total (Citizenship) at the 1st Semester (20 week) mark and 2nd semester (10-week mark)

- No suspensions or In-House suspensions during 8th grade
- Satisfactory Attendance: No active attendance/ tardy contracts. No outstanding consequences owed at the time of Grad Night Ticket sales. Students must attend at least 4 periods on the day of Grad Night. Students who are absent 2 class periods or more on the day of Grad Night are ineligible to attend without a doctor’s note or prior approval from a school administrator.

JOHN MUIR MIDDLE SCHOOL GUIDELINES 2020 - 2021 Signature Page

We have received and read the information about Muir's Attendance and Tardy Guidelines, Dress Code Guidelines, Student Conduct/Discipline Expectations, Electronic Device Guidelines, Academic Honesty Expectations, Locker Guidelines, Extracurricular Eligibility Expectations, 8th Grade Promotion Criteria, and Grad Night Requirements. We agree to help maintain a positive and safe school environment by following and supporting these rules.

STUDENT'S NAME (PRINT First & Last)

Grade

Student Signature

Date

Print Name of Parent/Guardian

Date

Signature of Parent/Guardian

Parent email address _____

Parent email address _____