

John Muir Middle School

San José Unified School District



1260 Branham Lane, San Jose, CA 95118

Main Office Phone: (408) 535 - 6281

Attendance Hotline: (408) 267-7309

<https://muir.sjUSD.org>

<https://www.facebook.com/JohnMuirSanJose>



DAILY BELL SCHEDULE 8:15 – 3:05pm

PERIOD	TIME	MINUTES
A.M. BELL	8:10 - 8 :15	5
1	8:15 - 9:12	57
2	9:17 - 10:14	57
BRUNCH	10:14 - 10:27	13
3	10:32 - 11:29	57
4	11:34 - 12:31	57
LUNCH	12:31 - 1:01	30
5	1:06 - 2:03	57
6	2:08 - 3:05	57

DAILY ROTATION SCHEDULE

M	T	W	Th	F
1	1	1	1	1
2	3	4	5	6
3	4	5	6	2
4	5	6	2	3
5	6	2	3	4
6	2	3	4	5

MINIMUM DAY BELL SCHEDULE 8:15 – 1:05pm

PERIOD	TIME	MINUTES
A.M. BELL	8:10 - 8 :15	5
1	8:15 - 8:52	37
2	8:57 - 9:34	37
BRUNCH	9:34 - 9:47	13
3	9:52 - 10:29	37
4	10:34 - 11:11	37
LUNCH	11:11 - 11:41	30
5	11:46 - 12:23	37
6	12:28 - 1:05	37

Welcome Falcon Families,

Thank you for being part of the John Muir Middle School community. Together, we are committed to creating a safe, supportive, and engaging environment where all students can learn, grow, and succeed.

At John Muir, our Falcons SOAR with Safety, Organization, Achieving Goals, and Respect. These core values guide our actions, shape our school culture, and support student success.

This Homework Helper is provided to support student organization and academic success. Along with Infinite Campus and Canvas, it serves as a tool for tracking assignments, important dates, goals, and school responsibilities. Students are expected to bring their Homework Helper to school each day and use it to stay organized and prepared for learning.

San José Unified School District Policies

The San José Unified School District Parent/Student Handbook contains districtwide policies that apply to all SJUSD schools, including John Muir Middle School. Families are encouraged to review the handbook, available at www.sjUSD.org/resources/parent-resources.

John Muir Middle School Policies and Procedures

The policies and procedures outlined in this handbook are specific to John Muir Middle School and are intended to supplement, not replace, San José Unified School District policies. This handbook highlights many of our school's expectations and procedures but does not contain every school rule or procedure. Additional policies or procedures may be implemented or revised to support student success at John Muir. Any changes will be communicated to families in the weekly Falcon Forecast.

Attendance and Tardies:

Regular attendance and arriving to classes on time are essential for academic success.

- Families should notify the school whenever a student is absent. To report an absence, call the Attendance Hotline at (408) 267-7309, the Main Office at (408) 535-6281, or reply to the absence notification in ParentSquare. Absences must be cleared within five school days of the student's return.
- Students should arrive at school no later than five minutes before the tardy bell. Students arriving late to school must report to the Attendance Office to obtain a pass before going to class.
- For information about short-term independent study, please contact the attendance clerk at least two weeks before the first day of a planned absence of five or more days.

Academic Honesty: Demonstrating Respect and Achieving Goals includes completing your own work and acting with honesty and integrity. Cheating, plagiarism, or other forms of academic dishonesty will result in academic and disciplinary consequences.

Bicycles, Skateboards, and Scooters: Students may ride bicycles, skateboards, or scooters to and from school. They must be parked and locked in the designated area on campus. For safety reasons, bicycles, skateboards, and scooters may not be ridden on campus. Students are responsible for securing their property, and the school is not responsible for lost, stolen, or damaged items. California law requires all students to wear a helmet.

Cafeteria Service: Breakfast and lunch are available to all students at no charge.

Chromebooks: Students may use their school-issued Chromebooks only for academic tasks when authorized and supervised by a teacher or staff member. Chromebooks may be used only in classrooms or the library. They may not be used outdoors or during non-instructional times unless specifically authorized by school staff. Students are responsible for bringing a fully charged Chromebook to school each day and for properly caring for the device and charger. Students will be held financially responsible for any loss of or damage to their Chromebook or charger. Repeated misuse of a Chromebook may result in disciplinary action that may include temporary confiscation of the device.

Clean School: Keeping our campus clean is part of showing Respect for our school community. Students are expected to clean up after themselves and dispose of their trash. Students who do not meet this expectation may be assigned campus clean-up responsibilities.

Communication from the School: The Falcon Forecast is sent each Saturday to provide families with important school news, upcoming events, and reminders. Families should ensure their contact information, including email addresses, is current in Infinite Campus to receive school and district communications.

San José Unified uses ParentSquare as its primary communication platform for school and district messages. Families are encouraged to download the ParentSquare app and enable notifications to stay informed. Teachers may communicate with students and families through ParentSquare. Families may communicate with teachers through ParentSquare or Canvas.

Deliveries / Drop-Offs: To help students build responsibility and independence and to minimize disruptions to the instructional day, the school does not accept student drop-offs or deliveries during school hours. This includes food, homework, backpacks, water bottles, and other personal items. Exceptions may be made for essential items related to a student's health or safety, such as prescription glasses.

Emergency Contact Information: Families are responsible for keeping current addresses, telephone numbers, and emergency contact information updated through Infinite Campus or by notifying the school or school district of any changes. Accurate contact information is essential to ensure families can be reached in the event of an emergency.

Family Involvement: Family involvement is an important part of student success. We encourage families to stay connected and get involved through the PTSA, School Site Council (SSC), School English Learner Advisory Committee (SELAC), and other school-wide committees and volunteer opportunities. By working together, we can help every Falcon achieve their goals and have a positive middle school experience.

To volunteer on campus or at school events, volunteers must complete the volunteer registration process through the San José Unified School District website at sjUSD.org.

Free Dress/Spirit Days: Students may participate in free dress on designated Spirit Days and must follow all SJUSD handbook guidelines for Dress and Grooming, including the following:

- No predominantly red or blue clothing unless it is clearly a part of the Spirit Day theme
- Clothing must fully cover the torso and all undergarments.
- No rips above the knee.
- No professional sports team apparel unless it is a part of the Spirit Day theme.
- No flip-flops, slides, or slippers.
- Students who are not participating in the Spirit Day theme must wear the regular school uniform.

Homework Center: The John Muir Homework Center is located in the library and is open after school on Tuesdays, Wednesdays, and Thursdays from 3:15 p.m. to 4:15 p.m. Students may receive academic support in any subject area and are expected to use the time productively for academic purposes.

Library Books: The library offers a wide selection of books that students may borrow for a two-week period. Students are responsible for returning books on time and keeping them in good condition. A fine may be assessed for books that are lost or significantly damaged.

Lost and Found: The Lost and Found is located in the Attendance Office. Unclaimed items may be donated at the end of each month.

Medication and Medical Prescriptions: Students may not carry medication at school. All medication must be stored in the Health Office and administered in accordance with district policy. Contact the Health Office for more information.

Messages for Students: Families needing to contact a student during the school day should call the Main Office. Students may use an office phone with staff permission when necessary.

Money and Valuables: Students should not bring large amounts of money or valuable items to school. The school is not responsible for lost, stolen, or damaged personal property.

Physical Education: Changing into a PE uniform promotes safety, hygiene, and participation in physical activities. All students are required to change into a PE uniform for PE class. PE uniforms may not be worn outside of PE class and is not considered a part of the normal school uniform. PE uniforms may be purchased at school or at California Sports Design in Campbell. Families needing assistance obtaining a PE uniform should contact their student's PE teacher.

PE Lockers: Lockers are provided for students to store their PE clothing during the school day. Students should keep their locker combinations confidential and should not leave combination locks set on the last number for convenience. John Muir Middle School is not responsible for items that are lost, stolen, or left unsecured in lockers or locker rooms.

Public Displays of Affection: John Muir Middle School respects the diverse relationships and friendships within our school community. To maintain a safe, respectful, and focused learning environment, students should refrain from public displays of affection on campus and at school-sponsored events. Students are expected to respect one another's personal space, maintain appropriate boundaries, and keep their hands and body to themselves.

Resolving Questions, Concerns, and Problems: At John Muir Middle School, we value open communication and strong partnerships with our Falcon families. When questions or concerns arise, we encourage families and school staff to work together to find solutions that support student success.

1. **Contact the Teacher or Staff Member:** If you have questions or concerns, begin by contacting the staff member most directly connected to the issue. They are often best positioned to provide information, answer questions, and help resolve concerns. Families may contact teachers through ParentSquare, email, or by phone call. Please allow up to one business day for a response.
2. **Contact School Administration:** If additional support is needed or the concern remains unresolved, please contact the Main Office to schedule with the appropriate administrator. School administrators are available to facilitate communication, provide support, and work collaboratively with families and staff toward a resolution. Please allow up to one business day for a response.
3. **Contact the District Office:** If concerns remain unresolved after working with the teacher or staff member and school administration, families are encouraged to contact the San José Unified School District Office. For more information, visit: sjusd.org/about/policies-regulations/feedback

Selling Items at School: Students may not sell items to other students during the school day. This includes food, drinks, candy, merchandise, and other items. Unauthorized sales may result in items being confiscated and/or disciplinary action.

SOAR Expectations: Students are expected to demonstrate Safety, Organization, Achievement, and Respect in all school settings, including classrooms, common areas, school activities, and online interactions.

Technology Policy: To support a safe, respectful, and focused learning environment, the following expectations apply to all personal electronic devices (cell phones, wearable technology i.e. smart watches or smart glasses, headphones, earbuds, tablets, and personal computers):

- All personal electronic devices must be powered off and stored in the student's backpack from bell to bell.
- Electronic devices may not be used to photograph, video record, or audio record others without permission. Posting or sharing images or recordings of students or staff without permission is prohibited and may result in disciplinary action.
- Staff may confiscate devices if students do not follow these expectations. Repeated violations may result in parent/guardian pickup of the device and additional consequences.

- John Muir Middle School is not responsible for lost, stolen, or damaged personal electronic devices.

Textbooks: Textbooks and other instructional materials are loaned to students and may be taken home as needed. Students are responsible for keeping these materials clean, in good condition, and secure. Students may be charged for textbooks or instructional materials that are lost or damaged.

Uniform: The John Muir school community believes that school uniforms help create a positive school climate by promoting equity, focus, and safety.

- Uniforms are required on all school days, except on designated Spirit Days and approved free-dress days.
- Students who arrive at school out of uniform will be provided with loaner clothing for the day. Repeated uniform violations will result in a request for pick up of clothing by family.
- John Muir maintains a uniform closet with clean, gently used uniform items available to any student who needs them. Families are encouraged to donate uniforms in good condition to support other Falcon students.

Unsafe or Dangerous Items: To help maintain a safe school environment, students may not bring any weapons, look-alike weapons, or other potentially dangerous items to school. This includes items that can be used to cause harm like pepper spray or objects that could be mistaken for a weapon like toy guns or imitation knives. Items that are not needed for school or create a safety concern may be confiscated and may result in disciplinary action.

All personal electronic devices must be powered off and stored in the student's backpack from bell to bell.



When using ANY device, students should ALWAYS follow district technology guidelines, including:

- Communicating only in ways that are kind and respectful
- Respecting and protecting others' privacy by NOT photographing or recording them
- Reporting any threatening or inappropriate material encountered online
- Please note that posting material that compromises campus or student safety may result in disciplinary action

FALCONS SOAR



SAFETY

Be safe by keeping hands, feet and all objects to yourself and walking calmly in school.

ORGANIZATION

Be prepared each day: arrive on time, bring your materials, keep your space clean, and be ready to work.

ACHIEVEMENT

Set goals, stay focused through challenges, and ask for help when needed.

RESPECT

Respect yourself, others, and our school. Be honest, polite, patient, and follow rules to help build a positive community.