Muirlands Middle School

Student Handbook 2022-2023

Jeff Luna
Principal

Jennifer Nash
Associate Principal

Robin Dominguez (A-L)
Head Counselor

Christian Velasquez (M-Z)
Counselor

1056 Nautilus Street
La Jolla, CA  92037
(858) 302-3150

◆ MISSION STATEMENT ◆

Muirlands Middle School’s mission is to prepare highly literate students to meet the challenges of a global and technological society by creating a setting that meets the needs of all ability levels and learning styles, maintains high standards, develops character, and provides a broad range of educational and social experiences.

This School Planner belongs to:

Name_____________________________________________________

Address________________________________________________________________________

City__________________________________ Zip_________________

Phone_________________________________
Parents/Guardians:

Please review the information in the opening pages of this student handbook with your child. Then, on a daily or weekly basis, ask your child to show you the homework section of their handbook. In the homework section you should be able to see what work has been assigned, when it is due, and when exams are scheduled provided your child consistently maintains records. It is also a good idea to ask your child to share his/her returned homework with you. A quick look at any corrected homework or assignment grades in PowerSchool will give information about how well your child understands the content of each course.

My Parent(s)/Guardian(s) and I have read and discussed the information in the Student Handbook.

Student Signature            Date
Parent(s)/Guardian(s) Signature                 Date

(Please note: This signature sheet should remain in the Student Handbook)

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>TIME</th>
<th>CLASS</th>
<th>RM.</th>
<th>TEACHER</th>
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<td>3:15</td>
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</table>

**LATE START BELL SCHEDULE**

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9:55 AM</td>
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<tr>
<td>2</td>
<td>10:45 AM</td>
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<td>3</td>
<td>11:33 AM</td>
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<td>4</td>
<td>12:21 PM</td>
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<td>LUNCH</td>
<td>1:09 PM</td>
<td>1:39 PM</td>
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<tr>
<td>5</td>
<td>1:44 PM</td>
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<tr>
<td>6</td>
<td>2:32 PM</td>
<td>3:15 PM</td>
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</table>

**MINIMUM DAY BELL SCHEDULE**

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>START TIME</th>
<th>END TIME</th>
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<td>1</td>
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<td>9:17 AM</td>
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<td>2</td>
<td>9:22 AM</td>
<td>10:04 AM</td>
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<td>3</td>
<td>10:09 AM</td>
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<td>4</td>
<td>10:56 AM</td>
<td>11:38 AM</td>
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<td>LUNCH</td>
<td>11:43 AM</td>
<td>12:03 PM</td>
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<td>5</td>
<td>12:08 PM</td>
<td>12:50 PM</td>
</tr>
<tr>
<td>6</td>
<td>12:55 PM</td>
<td>1:37 PM</td>
</tr>
</tbody>
</table>

**2022-2023 LATE START DAYS ARE SCHEDULED FOR:**

- October 5, 2022
- November 2, 2022
- December 7, 2022
- January 4, 2023
- February 1, 2023
- March 1, 2023
- April 5, 2023
- May 3, 2023
- Wed, June 14, 2023 (MIN. DAY)
WELCOME TO MUIRLANDS!

Our teachers and staff are pleased to welcome you to Muirlands Middle School. Whether you are a 6th, 7th, or 8th-grade student, you are in for an exciting and challenging year! We encourage you to take advantage of the many opportunities available to you throughout the year. Your success is a shared responsibility between you, your parents/guardians, and the Muirlands staff. You will be expected to attend school daily, have pride in the assignments and work you complete, and accept responsibility for your choices. Every staff member is here to help you develop the qualities that lead to good character and support your academic growth. This handbook will answer many questions you may have about rules and activities at Muirlands. All students are responsible for knowing the contents of this handbook and maintaining the Homework Planner throughout the year. Be your best!

BELIEF STATEMENTS

THE LEARNING ENVIRONMENT
• We believe that learning is a continuous and progressive process that educates the mind, body, and spirit.
• We believe that everyone has worth, can learn, and succeed in an atmosphere of positive encouragement.
• We believe that everyone in our school community will have the opportunity to actively participate in the educational process.

INDIVIDUAL RESPONSIBILITY
• We believe that everyone has the responsibility to conduct themselves in a manner that meets established academic and behavioral expectations.

SCHOOL CLIMATE
• We believe in a safe, secure learning environment that promotes respect, tolerance, and cooperation.

LEARNER-CENTERED APPROACH
• We believe that our students are in transition from childhood to adulthood.
• We believe that all decisions must serve the student’s emotional, social, physical, and intellectual development.

CURRICULUM AND INSTRUCTION
• We believe that students learn best when exposed to various instructional methods that accommodate diverse learning styles. Literacy, critical thinking, and collaboration are at the core of instruction.
• We believe that a balanced curriculum for adolescents provides the opportunity for students to explore a wide variety of learning experiences.
• We believe that learning experiences should provide students with connections between academic topics and relevant, appropriate social and global issues.

FAMILY/COMMUNITY INVOLVEMENT
• We believe that positive interactions with family and the community will significantly influence the success of each student.

CAMPUSS INFORMATION

CAMPUSS HOURS
Muirlands campus will open each day 20 minutes before the beginning of school. Students will enter campus through the main gates located between the administration building and the auditorium through the gate between the 100 bldg and the auditorium.

CLOSED CAMPUS
Muirlands is a closed campus. Unless approved, students may not leave the campus between the time they arrive in the morning and the time they are dismissed in the afternoon. Students must be off-campus ten (10) minutes after the last class period unless supervised by a staff member and participating in a school-sponsored activity.

CAMPUS VISITORS
All parents and visitors must check-in at the Front Office with a driver’s license or other official government-issued photo ID. A “Visitor’s Badge” and PERMISSION will then be granted to enter the Muirlands campus. Student visitors are not allowed on campus unless accompanied by an adult. Please schedule parties, celebrations, and deliveries outside of school hours. Only people authorized on the Student Enrollment Card will be allowed to drop off items for students.

EMERGENCY DRILLS
Emergency drills are conducted periodically at school. Teachers will instruct students on the proper emergency procedures.

Alarms
1. Continuous, intermittent bells - Immediate Evacuation
2. One 5 second bell - Earthquake/Duck and Cover
3. Two 15 second bells - Lock Down
4. One 25 second bell - Shelter in Place
5. Four 5 second bells - Return to class/Return to normal status (except for Lockdown)

2022-2023 CALENDAR
August 29          First day of school
September 5        Labor Day Holiday
October 5          Late Start Day
November 2         Late Start Day
November 11        Veterans Day Holiday
November 21 – 25   Thanksgiving Vacation
December 7         Late Start Day
Dec. 19 – Jan. 2   Winter Vacation
January 3          School Resumes
January 4          Late Start Day
January 16         Martin Luther King Jr. Holiday
January 20         Fall Semester Ends
January 23         Spring Semester Begins
February 1         Late Start Day
February 17        Lincoln Day Holiday
February 20        Washington Day Holiday
March 1            Late Start Day
March 27 – 31      Spring Vacation
April 5            Late Start Day
May 3              Late Start Day
May 26             Non-Instructional Day
May 29             Memorial Day Holiday
June 14            Last Day Of School (Min. Day)
REPORTING PROBLEMS
If you have a specific problem, bring your concern to the specified school employee listed below. There is also an online Bullying Report Form link on the Muirlands website.

<table>
<thead>
<tr>
<th>Situation</th>
<th>Person to see</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bicycle issue</td>
<td>Associate Principal</td>
</tr>
<tr>
<td>Bus issue</td>
<td>School Clerk</td>
</tr>
<tr>
<td>Change of address/phone/email</td>
<td>Parent Portal</td>
</tr>
<tr>
<td>Clearing library fines/charges</td>
<td>Library Tech</td>
</tr>
<tr>
<td>Homework assignments</td>
<td></td>
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<tr>
<td>during illness</td>
<td>Teacher</td>
</tr>
<tr>
<td>Illness</td>
<td>Nurse</td>
</tr>
<tr>
<td>Leaving school early</td>
<td>School Clerk</td>
</tr>
<tr>
<td>Locker issue</td>
<td>Associate Principal</td>
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<tr>
<td>Lost book, Chromebook Issue</td>
<td>Library Tech</td>
</tr>
<tr>
<td>Lost clothing/personal item</td>
<td>School Clerk</td>
</tr>
<tr>
<td>Lunch account/Pin Code</td>
<td>Cafe Manager</td>
</tr>
<tr>
<td>New student ID</td>
<td>Library Tech</td>
</tr>
<tr>
<td>Problem with another student</td>
<td>Counselor</td>
</tr>
</tbody>
</table>

ATTENDANCE
ABSENCE AND ABSENCE EXCUSES
Regular and prompt attendance is the responsibility of both parent/guardian and student. Our goal is to provide students with the best educational opportunities available. Regular and in-person attendance is essential to achieving this goal. For this reason, we strongly encourage the scheduling of medical/dental appointments and vacations when school is not in session. Each day of classroom instruction is essential. Students are responsible for inquiring with their teachers about missed assignments upon returning to school after any absence. Please see the make-up policy on page 3. Absences from school shall be excused only for health reasons, family emergencies, and justifiable personal reasons, as permitted by law, Board policy, and administrative regulations.

It is important that parents and students understand the following State and District guidelines. Be advised that parents must call the school office or communicate the reason for the absence/tardy with the School Clerk. Any absence not verified by a parent/guardian within one week will be marked as unexcused.

Excused Absences: Absences or tardies are considered excused only for the following reasons: *Illness such as vomiting, high fever or contagious disease. Please contact our health office if you have additional concerns. *Medical and/or dental appointments (time excused will only be for a reasonable time to attend the appointment). *Court appearances requiring student's presence. *Attending the funeral of an immediate family member (parent, grandparent, sibling, or family member residing in the home). *Religious Observances per district policy.

Appointments: Please try to schedule medical appointments on late start days or before or after school hours to avoid lost instructional time. Unexcused Absences: An unexcused absence or tardy is recorded for reasons other than those listed above. The following are examples of unexcused absences: going out of town, traffic, family celebrations.

Truancy: Any student who is out of class or leaves campus without permission is considered TRUANT. Parents will be notified. Truancy will affect grades and citizenship in classes missed.

Excessive Absences/Truancy: Excessive absences due to illness or medical appointments may require a doctor's note in order to be excused. We recommend a note every time the student is absent/tardy for a medical reason. Excessive absences and/or truant students may be referred to the district's School Attendance Review Board (SARB).

REPORTING AN ABSENCE
Student absences need to be reported daily, by a parent or guardian, to the school BEFORE 10:00 a.m. The number to report an absence is: (858) 302-3150 option 2 - Attendance (this telephone number is available 24 hours a day to report absences). Please call within one week of your child's absence to avoid the absence being marked as Unexcused.

When calling, please leave a brief and clear message providing the following information:
- Student’s LAST NAME (Please SPELL the last name)
- Student’s first name and grade level
- Your relationship to the student
- Date(s) of absence
- Reason for absence or nature of the illness

Parents/Guardians can also report absences/tardies through our Muirlands website under Quick Links (“Report an Absence”)

LEAVING SCHOOL EARLY
Students leaving school early for any reason must be issued a “BLUE SLIP” from the Attendance Office. Parents should call at least 24 hours in advance to arrange this. Please have your student pick up a blue slip in the a.m. in the Attendance Office. The student can then be waiting in the office for the parent's arrival. Parents must sign students out with school staff in the Attendance Office. Only people authorized on the Student Enrollment Card and in possession of a matching picture ID will be allowed to pick up a student during school hours.

HALL PASSES
Any student with permission to leave the room during the class period or performing a duty that takes him/her through the halls must have their Hallway Passport signed by a faculty member. Hall passes will not be given to students to return to lockers for textbooks or materials.

CONTRACTS OF INDEPENDENT STUDY
Independent Study Contract: Students who will be absent for 5 days or more due to unavoidable reasons must request an Independent Study Contract from PowerSchool at least 2 weeks prior to the absence. This is done by the Parent/Guardian via PowerSchool Parent Portal. All assignments provided by the teacher must be completed by the date of return to school for class credit or the absences will remain unexcused. Students with Individual Education Programs are not immediately eligible for a Independent Study Contract (please the students case manager). The school qualifies for state funds when a student enters into a contract and completes the contract within the guidelines and timelines. A contract does not guarantee passing grades. Grades will be determined by the supervising teacher for quantity and quality of work submitted by the due date.
TARDINESS
School begins promptly at 8:35 a.m. (late start is 9:55 am). Students are expected to be in their seats with all necessary materials (books, paper, pencil, etc.) and be ready for work when the tardy bell rings. Students in Physical Education classes are inside their respective Locker Room and changing into their gym clothes when the tardy bell rings. All students not in their class/seat by 8:35 a.m. must sign in at the Attendance Office. Students are assigned detention if they are tardy more than five (5) times in each semester. EXCESSIVE tardies will affect citizenship grades and are part of the End of the Year activity criteria.

Tardiness is tallied on a semester basis and can be monitored in PowerSchool. A plan for correction of repeated tardiness will be individually devised and enforced. Teachers may allow a tardy to be made up before or after school. The Attendance Clerk determines whether tardiness is to be excused. A note or phone call from the parent will not necessarily excuse a student’s tardy. Each teacher is expected to follow the school’s tardy policy. The policy is as follows:  
- For the first three (3) unexcused tardies, the teacher takes appropriate action and may contact the parent by phone or a note to be signed and returned.
- If the teacher has contacted a parent, the teacher may refer the pupil to the counselor upon the fourth and all subsequent tardies. The Counselor will contact the parent. The student may be assigned disciplinary consequences. Tardies may affect a student’s participation in the End of Year Activities and Promotion Ceremony. Please refer to the End of Year Activity and Promotion Criteria.

MAKE-UP POLICY FOR SCHOOL WORK
Students are allowed a reasonable amount of time to make up work. The following guidelines have been developed to help establish a uniform procedure for teachers to follow in assisting students in making up work following an absence:

“F” Illness
“E” Excused
Teachers will allow work to be made up and give student needed assistance.

“U” Unexcused
“A” Uncleared
Responsibility for making up work rests entirely with the student. Teachers are to provide assignments when asked for but need not assume responsibility for assisting with make-up work. Students may be required to make up time to meet the requirements for end-of-year activities and promotion.

“Z” Truancy
“T” or “W” Tardy
The privilege of making up work for credit may be secured only by the student making special arrangements with the teacher(s) concerned. Teachers are under no obligation to grant requests for such arrangements. Students may be required to make up time to meet the attendance requirements for end-of-year activities and promotion.

“S” or “N” Suspension or In-School Suspension

Responsibility for making up work rests entirely with the student. Teachers are to provide assignments when asked.

ACADEMICS

HOMEWORK
The Muirlands staff believes home study is an integral part of each student’s education. All students are expected and required to spend focused time studying at home daily. By keeping records of long and short-term assignments in this Academic Planner, you will be better able to plan your study time. Planning eliminates the necessity of spending too much time completing an assignment shortly before it is due. The calendar section of this handbook may be checked by your teachers and should be monitored by parents. If you have questions about homework or need extra help in a subject, let your teachers know. They can make arrangements to meet with you for some additional help. Be proactive to be successful!

HOMEWORK SUPPORT/TUTORING
Extra academic support is available after school on Tues., Wed. and Thurs. and by appointment with teachers. Please check with your teacher before you stay after school to ensure that they will be available. Regular teacher extended hours are posted and publicized.

PROGRESS REPORT CARDS
Progress Report Cards are posted in PowerSchool at the end of each nine (9)-week grading period. The scholarship grade is based on academic achievement. Citizenship marks will not be influenced by academic marks and reflect the student’s general behavior, punctuality, effort, and work habits within the school community. See citizenship rubric on page 9. Individual teachers may also notify parents whenever a student is doing unsatisfactory work or citizenship needs improvement throughout the year. Excessive absences and tardies will affect grades. Parents may request more regular progress reports by calling their child’s counselor. Parents should regularly monitor their child’s grades, assignments, and attendance/tardies on PowerSchool.

Scholarship marks are defined as follows:

A Exceeding content-area standards
B Meeting content-area standards
C Approaching content-area standards
D Beginning progress towards content-area standards
F Little to no progress towards meeting content-area standards

A and B marks are recorded when student achievement is meeting or exceeding content-area standards. High quality of achievement is the criterion, rather than the quantity of work done or the effort expended.

C and D marks are recorded when student achievement is approaching or beginning progress towards meeting content area standards (not necessarily for a particular class).

F marks are recorded when student achievement is noted as little to no progress towards meeting content area standards.
No credit will be granted for the course. If the course is required, the student may have to repeat the course.

At the end of the semester, the mark is the average of the work done during the grading period in that semester. The beginning of each semester allows students to start fresh. This approach attempts to allow for the growth in attitude and effort toward the subject and school in general. Each student enrolled in a teacher’s class for a minimum of two (2) weeks must receive a grade.

**Grading Schedule for 2022-2023**

These dates are based on the District’s current calendar. These dates could change based on adjustments to the school year.

<table>
<thead>
<tr>
<th>End of Grading Period</th>
<th>Posting Date</th>
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<tbody>
<tr>
<td>First 9-weeks – Oct. 28</td>
<td>November 4</td>
</tr>
<tr>
<td>1st Semester – Jan. 20</td>
<td>February 4</td>
</tr>
<tr>
<td>Second 9-weeks – April 7</td>
<td>April 14</td>
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<tr>
<td>2nd Semester – June 14</td>
<td>June 30</td>
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</tbody>
</table>

**HONOR ROLL/STUDENT RECOGNITION**

Honor Roll membership is available to all 6th, 7th and 8th-grade students who qualify based on Semester grades (3.5 GPA or higher). Recognition and awards are presented throughout the year in academics, citizenship, attendance, school service, character, and athletics.

**DETENTION**

State law permits schools to detain for up to one (1) hour after the close of the regular school day any student who violates school rules, accumulates tardies/truancies, or who needs to make up work. If this involves a transportation problem, the student should make arrangements with their parents for transportation on that day.

**ASB STUDENT GOVERNMENT**

Each student at Muirlands is a member of the Associated Student Body (ASB). The Student Body Council comprises both elected and appointed members responsible for managing ASB funds and planning student activities. Elected representatives from each grade level are responsible for bringing the ideas/opinions of their grade level to the Student Body Council.

**MUIRLANDS BULLETIN**

A school bulletin is created by our Yearbook/Digital Media class and is typically viewed in Period 1 on some Mondays. Bulletins are also posted online with links from the Muirlands website. Listen carefully so you are aware of all announcements, activities, and meetings.

**CAFETERIA/LUNCH**

You may bring lunch to school or buy items from one of our school lunch options. There are multiple lunch lines outside of the Cafeteria. You must bring currency denominations of $5.00 or smaller for purchasing lunch items. Students cannot get change without purchase from either the Cafeteria or the Finance Office. You are expected to behave appropriately during lunch and are responsible for cleaning up after yourself. Yellow lines mark the boundaries of the lunch area. Once in the lunch area, you may not go beyond those lines or back to your locker without staff permission. Consequences for littering, cutting line, or breaking the rules may be assigned.

Students that choose to use their computers during lunch time may do so in the library.

Typically, the P.E. fields and sports equipment are available during lunch for supervised free play. Food and backpacks may not be taken into the P.E. area. The Library is generally open for independent study as well during lunchtime.

**COUNSELING OFFICE**

The Muirlands Middle School Counseling Program is here to help students make a successful transition from elementary to middle school and from middle school to high school. Every student is unique and valued at Muirlands Middle School.

Each student is assigned a School Counselor. Students and parents are encouraged to seek their counselor for help with personal, social, educational, and vocational plans or issues. In addition, counselors will facilitate counseling groups, visit classrooms to lead presentations/discussions, provide academic and social guidance, facilitate parent/student meetings, and lead the matriculation/scheduling process. Students may request an appointment with their counselor in the Counseling Office via the counseling website. The counselor will send a pass for the student. Please refer to the Muirlands School Counseling website for more details: [https://sites.google.com/a/sandi.net/muirlands-counseling/](https://sites.google.com/a/sandi.net/muirlands-counseling/)

**FINANCE OFFICE**

The ASB Financial Window is located on the north side of the Administration Building. Students may purchase P.E. clothes, optional materials, and replacement locks. Students will need to show their school ID card for all purchases.

The Financial Window has limited cash available. Change is given on purchases only. Checks are an accepted payment method and must be made payable to Muirlands Middle School for the purchase only. Personal checks cannot be cashed.

**P.E. CLOTHES**

The Muirlands P.E. uniform with the school logo may be purchased at the Financial Office before school or during lunch. Please see your P.E. teacher’s syllabus for acceptable uniform options.

**SCHOOL SUPPLIES**

Muirlands provides necessary school supplies for students. However, individual teachers may give a list of suggested optional supplies. It is at the parents’ discretion to purchase these optional supplies or donate to the Muirlands Foundation or A.S.B.
YEARBOOKS – Pay Online
Yearbooks may be purchased online or through the Financial Office. Check the Muirlands website for a link to the publisher’s website. Supplies are limited, so reserve your copy early!

HEALTH OFFICE
The Health Office is located on the Northeast side of the Administration Building. The Health Office is staffed daily during school hours. If a student becomes ill, needs first aid or health-related assistance, they should inform their teacher and get a pass to the Health Office. Do not call or text parents before being assessed by Health Office. Students should not come to the Health Office during a passing period!

Students must sign in when they arrive. Minor injury, health issues, or illness will be handled at school by the nurse or another designated staff member. Any on-campus injury should be reported to the Health Office immediately. If a serious injury or illness occurs at school, parents will be notified. If parents can’t be reached, emergency contacts will be called.

The nurse should be informed of any special health matters. Medications must be kept in the Nurse’s Office and labeled with the student's name, the name of the medication, the dose to be taken, and the time(s) to be taken. The medication must also be accompanied by forms completed by the physician for long-term medication and by the parent for short-term medication. No unlabeled medication will be accepted. All forms can be obtained in the Nurse’s Office or on the Muirlands website. Please contact the Health Office with questions or concerns.

MEDICAL EXCUSES FOR PHYSICAL EDUCATION
Students who bring a note from their parents requesting that they not participate in P.E. due to an illness or minor injury will still dress out for P.E. The P.E. teacher will accommodate or exempt students’ activities based upon a signed parental note for up to three (3) days. Notes are to be given directly to the P.E. teacher, not the office. If an illness or injury goes beyond three (3) days, a doctor’s note is required. P.E. medical forms are located in the Health Office.

LIBRARY
We welcome students to use the library 8:15 a.m. – 3:15 p.m. Monday - Friday. Students may use the library to study or read before school and during lunch by showing their Student ID Card upon entrance. A pass is required to visit the Library during class. Student ID’s are required to check out materials and use the computers. No food or drinks are allowed in the Library.

LIBRARY BOOKS
- Students may have up to three (3) books checked out at any one time for two weeks.
- Books may be renewed for two more weeks.
- Fines are assessed for books lost or returned damaged

TEXTBOOKS/OTHER SCHOOL MATERIALS
- Students are responsible for the textbooks assigned to them.
- Students must pay replacement or repair costs for lost, stolen, or damaged books/materials from lockers or elsewhere.
- Textbooks generally cost between $50 and $100 each.
- Students are responsible for looking through each of their textbooks for pre-existing damage.
- During September, students may bring damage issues to the attention of a Library staff member. After this grace period, the student is responsible for any unrecorded damage.
- When lost books/materials are paid for, but later found and returned in acceptable condition within 12 months of payment, a refund will be mailed to the parent’s last known address.
- Do not apply tape to any part of the book or use sticky contact covers.
- The name of the student is to be written in ink inside the front cover of the book.
- Textbook return is scheduled near the end of the year, typically in late May or early June.

CHROMEBOOKS AND CHARGERS
- Students new to SDUSD and incoming 6th grade students are issued a Chromebook and charger for academic use at the beginning of the school and are expected to use this device for the duration of Middle School.
- Students must bring their Chromebook and charger to school each day.
- There are a limited number of Daily Loaner Chromebooks that students may borrow a Daily Loaner Chromebook up to 5 times per semester without penalty.
- After borrowing 5 times, each subsequent borrow in the semester will result in the student being assigned a lunch detention.
- Chromebooks are issued for academic work. Games, videos and music are not allowed, except as assigned by a teacher.

Chromebook Care
Students should keep their Chromebooks free of stickers, markers, and other substances.
Students should not remove keys from the keypad of their Chromebook.
Students should set their backpacks down gently and refrain from closing their lockers forcibly when the Chromebook is inside their backpack.

Loss, Damage, and Replacement
- Chromebooks and chargers that are lost or damaged due to willful intention or negligence will be charged $100 for Chromebooks and $15 for chargers. Replacement will be issued immediately.
- Reparations not paid may result in the withholding of grades, diplomas, or transcripts.
- A voluntary work program may be created if the student or parents/guardians are unable to pay the charges.

LOCKERS
Students may choose to use a locker if they and their parents agree to appropriate locker use terms and conditions. Students may also choose to use a book bag or backpack. Students will
be assigned a locker only after the permission slip agreement has been signed and returned to the school. Combination locks will be checked out from the school library. Students must use a school-issued lock. Personal locks are not allowed. Locker numbers and combinations will be kept on file in the main office. It is the student’s responsibility to inform the administration of any lock changes. School administration may inspect lockers at any time. Only administration may reassign lockers.

It is recommended that students leave valuable items at home and keep only school materials in their locker. Items placed in lockers are the student’s responsibility. Students should be sure to lock their locker securely and never use a locker not assigned to them. Combinations should not be shared with others. Locker problems should be reported to an Administrator. If a lock is placed on an unassigned locker or a lock combination is not on file with the administration, the lock will be cut off. It is recommended that students do not leave school materials, textbooks, or valuables in lockers overnight, over the weekend, or during holidays. Remember that students are financially responsible for replacing any lost, damaged, or stolen textbooks, locks, or other school materials that have been checked out from the Library. It is recommended that students keep backpacks in their lockers at lunchtime. Please do not leave backpacks unattended.

The P.E. Department assigns Physical Education lockers.

TRANSPORTATION

Every bus rider must abide by the following rules or be subject to disciplinary action, which may include suspension of bus riding privileges:

- Students must have a valid school ID card and a current Z Pass at all times.
- All riders shall remain seated when the bus is in motion.
- All windows shall remain closed unless the driver has granted permission to open them.
- Keep heads, hands, and arms inside the bus at all times.
- Fighting, harassment, horseplay, obscene or inappropriate language, and other objectionable behavior are forbidden.
- Bus riders shall not litter the bus with food or other debris.
- Eating, drinking, or chewing gum is prohibited on the bus.
- No bus rider shall be allowed to bring articles of an injurious nature aboard the bus.
- Bus riders shall not tamper with bus equipment. Riders must report any observed damage to the driver immediately. Any damage to the bus caused by the student (other than normal usage) must be paid for by the rider.
- Bus riders shall be at the designated loading location at the scheduled time.
- Bus riders shall follow procedures when embarking and disembarking the bus.
- No bus rider shall be allowed to leave the bus on the afternoon or homeward trip except at the morning place of boarding.
- Parents will be notified of any misconduct that has occurred.
- Bus riders shall conform to the same standards of conduct and cleanliness expected of them at school.

Consequences: (District Procedure 5411)
- First Offense: Warning or possible bus riding suspension
- Second Offense: Warning or possible bus riding suspension
- Third Offense: Two (2) day bus riding suspension
- Fourth Offense: Five (5) day bus riding suspension
- Fifth Offense: Balance-of-year bus riding suspension
- Bodily harm (actual or threatened): Immediate suspension of student and possibly other disciplinary action.

In the case of a bus suspension, it is the student’s responsibility (and their parents/guardians) to secure transportation to and from school. It is NOT an excused absence if a student does not come to school due to a suspension from the bus. The day(s) of bus riding suspension will be considered served if the student is present at school.

WALKERS, BIKE and SKATEBOARD RIDERS

Muirlands is located on a busy street. Many students walk, bicycle, or skateboard to school. It is important to observe traffic laws and regulations at all times. Use designated crosswalks when crossing Nautilus Street. Use caution before entering a crosswalk.

Bike riders must remain in the bike lane when riding on the street and ride with traffic flow. Helmets must be worn. Bikes and skateboards are not to be ridden on campus, including the parking lots. All bikes and boards must be stored and secured at the appropriate racks. The school cannot be responsible for lost, damaged, or stolen bicycles, skateboards, or equipment.

DROP OFF AND PICKUP

Staff parking lots are not to be used for dropping off or picking up students at any time. Students may be dropped off and picked up in front of the school or the surrounding neighborhood. Students and drivers should allow plenty of time to get to school in the morning and should be on time for pick up in the afternoon. The Muirlands campus will open at 8:15 a.m. Students should be off campus by 3:25 p.m. or signed in to the PrimeTime program or other supervised school-sponsored activity. PrimeTime applications are available online. Consequences will be assigned to students who continually remain on campus (including the parking lots and landscaped areas) after 3:25 p.m. without supervision. Please obey traffic laws!

STUDENT EXPECTATIONS

It is expected that all students will practice good conduct and character. Good behavior is appreciated and acknowledged. These expectations were compiled by a team of students, staff, and parent representatives:

Students Should:
- Have their ID card with them and present it for all the Library the Financial Window transactions.
- Bring supplies to school every day, including planners, ID card, binders, paper, and pencils, etc.
- Bring signed materials from home.
- Be on time, prepared, and come to class with all necessary materials.
- Be polite and demonstrate respect and responsibility.
- Have a pass to be out of class.
- Avoid public displays of affection.
- Follow school and classroom rules at all times.
- Follow the school’s established dress code.
- Respect school property and the property of others.
- Use appropriate language.
- Settle conflicts appropriately, and seek help when needed.
- Be respectful to other students, staff, and the community.
- Take responsibility for words and actions.

**DRESS**

At Muirlands Middle School, we strive to help students grow as learners and as citizens. The Muirlands Dress Code encourages students to focus on learning, maintain school and age-appropriate attire, and be safe as they express their individuality appropriately. This dress code applies equally to all students. Attire should protect the health and safety of all students.

Dress Code:
- Student attire should not advertise or advocate the use of alcohol, drugs, tobacco, weapons, or gang affiliation. This also applies to garments with writing or pictures that are obscene, suggestive, sexual, mean-spirited, or violent.
- Half-shirts, crop tops, and sleeveless tops with large armholes are not to be worn.
- Shirts must be long enough to touch pants or shorts/skirt.
- Clothing must cover undergarments and buttocks.
- Pants must not have holes/rips above the 3-inch inseam.
- Wearing hoods and hats that cover the ears or face area are not permitted on campus.

The following are not allowed at school:
- Pants or shorts worn below the hips.
- See-through clothing that exposes undergarments.
- Flip Flops of any kind.
- Pajamas, blankets, or slippers.
- Chewing gum and sunflower seeds.

When a student's attire does not meet the dress code, he/she will be asked to remedy the issue in one of the following ways:

The student will be asked to:
- Change into appropriate alternative clothing from their PE locker
- Change into clothes provided by the office
- Call home from the office to request a change of clothes

Muirlands staff will address non-compliance with the dress code respectfully and professionally. Students who repeatedly make clothing choices that do not adhere to the dress code will face consequences for defiance.

**HORSEPLAY/FIGHTING**

Aggressive behavior towards other students, staff, or campus visitors (e.g., hitting, kicking, pushing, etc.) is not permitted. Disciplinary actions may be taken against students who participate in play fighting, horseplay, or fighting. If these behaviors occur while traveling to or from school, it is considered part of the school day and is subject to disciplinary action.

**ASSEMBLY CONDUCT**

Various assemblies will be scheduled throughout the school year. Students are expected to follow established guidelines. All students are expected to walk to the assembly with their teachers and sit in designated areas. Students are expected to behave maturely during the assembly and extend the proper courtesies to those conducting the presentation. At the conclusion, students should remain seated until specifically dismissed. Inappropriate behavior may result in the loss of assembly privileges or other appropriate consequences.

**PROHIBITED MATERIALS**

Certain items are not to be brought onto school property because they can be considered dangerous, a nuisance, or inappropriate in an educational setting. Examples of such items include: knives, guns, bullet, permanent markers, spray paint, cap and water pistols, caps or fireworks, sling-shots, “poppers,” water balloons, cameras, or non-essential items. If such items are brought to school, they will be confiscated, and the student who brought (or possessed/used) them will be subject to appropriate disciplinary action. Parents will be required to pick up confiscated items from the School Office. Items not picked up by the end of the school year will be disposed of per SDUSD guidelines. Please refer to the District’s Zero Tolerance Policy.

**SCHOOL POLICE AND USE OF NARCOTICS DETECTION DOG**

In an ongoing effort to eliminate drugs from all Middle School and High School campuses, the San Diego Unified School District will utilize a Certified Narcotics Detection Dog and Certified Police Dog Handler from the San Diego Unified School District Police Department. Use of the Drug Detection Dog within SDUSD Schools complies with Federal, State, and City codes. Use of the Narcotics Detection Dog will begin immediately, and there is no foreseen end date. All Narcotics, Weapons, Contraband, and other illegal items recovered will be dealt with in accordance with Federal, State, City, and SDUSD Law(s). Person(s) are not sniffed by canine.

**CELL PHONES/HEADPHONES/ELECTRONIC SIGNALING DEVICES**

These devices MUST be kept out of sight and turned OFF during school hours. Cell phones with camera capabilities are not permitted in the P.E. locker rooms. Headphones may not be worn on campus unless approved by staff for educational purposes. Cell phones/headphones/electronic signaling devices will be confiscated and picked up in the office by a parent/guardian or emergency contact. The second offense may result in disciplinary action. Repeated violations will result in further disciplinary action. Please refer to the Board of Education’s approved Policy H-6980, which outlines the rules for student possession and use of cellular phones.
Restorative Response Levels

Restorative Response Matrix Level 1
A Level 1 behavior is one which requires low level interventions that can be provided by the classroom teacher or support staff member. Behaviors are typically addressed at the time that they occur. Classroom documentation and parent/guardian communication by a certificated staff member involved in the event is recommended.

Restorative Response Matrix Level 2
A Level 2 behavior is one which requires more intensive interventions than a Level 1 Behavior, and which may or may not require administrator involvement. Formal documentation should be utilized through site referral procedures and parent/guardian communication is required to ensure students receive the support needed to understand and correct behavior.

Restorative Response Matrix Level 3
A Level 3 Behavior is one which requires immediate administrative involvement. Level 3 Behaviors violate municipal codes and/or laws, are severe, or pose a threat to the physical safety of the individual student and/or others. Parent/guardian communication is required.

Restorative Response Matrix Level 4
A Level 4 Behavior is one which requires immediate intervention and administrative involvement. Level 4 Behaviors require a mandatory recommendation for expulsion.

CITIZENSHIP
Citizenship marks reflect the student’s general behavior, punctuality, effort, and work habits within the school community. These marks are indications of the student’s ability to participate effectively in a classroom. Behavior goals, language proficiency levels, and social-emotional needs shall be considered prior to issuing a citizenship mark. Absences for religious or cultural holiday observance, excused absences, and excused tardies shall not be factored into the citizenship grade. Students must maintain the equivalent of a ‘C’ average (2.0) in academics and citizenship to be eligible for participation in interscholastic athletics and/or co-curricular activities, using the below four-point citizenship grading scale. Citizenship marks are earned based on one or more of the following criteria listed in the rubric below. Any grades assigned for citizenship shall be reported as follows:

<table>
<thead>
<tr>
<th>MARK</th>
<th>EXPLANATION</th>
<th>SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceeds (E)</td>
<td>Consistently exceeds expectations in work completion, preparation, and consistently contributes to class discussion. Actively contributes to the learning experiences of their peers. Has kind and courteous interactions with peers and adults. Uses school devices, materials, and facilities appropriately. Consistently has materials for class and a charged computer. Is on time to class every day.</td>
<td>4</td>
</tr>
<tr>
<td>Meets (M)</td>
<td>Consistently meets expectations in work completion and preparation, contributes to class discussions. Respects others, and contributes to building a positive community. Uses school devices, materials, and facilities appropriately. Has materials for class and a charged computer. No more than 2 tardies in 9 weeks. No more than 1 unexcused absence in 9 weeks.</td>
<td>3</td>
</tr>
<tr>
<td>Inconsistent (I)</td>
<td>Inconsistently meets expectations: occasionally completes work on time, not always prepared to learn, sometimes off-task and/or disruptive. Occasionally contributes to class discussions. At times has kind and courteous interactions with peers and adults. Does not always use school devices, materials, and facilities appropriately. At times has needed materials; computer is sometimes charged. No more than 3 tardies in 9 weeks. No more than 3 unexcused absences in 9 weeks.</td>
<td>2</td>
</tr>
<tr>
<td>Unsatisfactory (U)</td>
<td>Does not meet expectations: work is habitually late, incomplete, or not submitted, not prepared to learn, does not participate in class discussions, and does not work well with others. Is often off-task and may be disruptive. Needs to be respectful to peers and adults. Rarely uses school devices, materials, and facilities appropriately. Rarely has needed materials and/or a charged computer. Has 4 or more tardies or unexcused absences in 9 weeks.</td>
<td>1</td>
</tr>
</tbody>
</table>
The Muirlands Discipline Code encourages Muirlands staff and students to address individual problems at the classroom level. Counselors and Administrators resolve more severe cases. An effective discipline plan fosters shared responsibilities on the part of students, staff, and parents.

Classroom Disciplinary Situations

In general, these concerns will be handled within the classroom:
- Tardiness
- Failure to follow classroom rules and procedures
- Inappropriate behavior in the classroom
- Habitual failure to bring a textbook or other learning materials
- Failure to complete classwork or homework assignments
- Minor disagreements between students

Consequences: TEACHER(S) documents the problem and may:
- Contact a parent/guardian
- Assign after-school detention
- Hold an individual conference with the student and/or parent(s)
- Consult with other team members and/or Counselor

Counseling Disciplinary Situations

The student may be referred to a Counselor for appropriate discipline in the event of:
- Continued Classroom Disciplinary situations after the teacher has made previous home contact regarding the behavior(s)
- Defiance (fully explained on referral form indicating intervention strategies)
- Unacceptable classroom, hallway, assembly, or lunch court behavior
- First-time bus referrals
- Dress code violations

Consequences: COUNSELOR will meet with the student and may:
- Meet with the teacher and/or refer to an Administrator if additional discipline is required
- Contact parent by phone and/or schedule a parent conference
- Assign lunch and/or after-school detention
- Develop a student contract to be signed by student, parent, teachers, and counselor

Administrator Disciplinary Situations

Students will be referred IMMEDIATELY to an Administrator for discipline related to:
- Chronic Level One or Two behavior
- Truancy
- Graffiti
- Weapons or other dangerous objects
- Trespassing on school grounds
- Threats or harassment
- Theft
- Fighting
- Possession of alcohol and/or tobacco
- Vandalism
- Illegal substances or paraphernalia
- Inappropriate touching or sexual harassment

Consequences: ADMINISTRATOR will meet with the student and may assign:
- Detention During lunch and/or after school.
- In-School Suspension (ISS) Students are allowed to work on class assignments, but privileges are restricted. Students shall be assigned no more than two (2) In-School Suspensions as a consequence.
- Formal Suspension The student remains home during school hours under the direct supervision of the parent/guardian and may not come to school for as few as one (1) or as many as five (5) days. The parent/guardian may be required to attend a meeting with school officials on or before the last day of a formal suspension. Documentation is recorded in the student’s file.
- Zero Tolerance Program Automatically prescribes that specific steps be followed.
Uniform Discipline Plan

The Uniform Discipline Plan establishes a framework for developing, refining, and implementing a culture of discipline conducive to learning at every school in the San Diego Unified School District. This framework is built on school-wide positive behavior support, a culture of positive discipline techniques, and the systemic development of carefully identified rules with the necessary structure for their firm, fair, and consistent implementation.

The importance of a school-wide positive behavior support and discipline plan is consistent with the principles of safety, responsibility, respectfulness, appreciation of differences, honesty, and life-long learning.

Grounds for Suspension

- A student shall not be suspended from school or recommended for expulsion unless the superintendent or principal of the school in which the student is enrolled determines that the student has committed any of the following acts:
  - Assault / Battery: caused, attempted to cause physical injury, or threatened to cause physical injury to another person (including school employees); willfully used force or violence upon the person of another, except in self-defense; also includes attempted sexual assault, sexual assault, and sexual battery.
  - Weapons: possessed, sold, or otherwise furnished any firearm, replica firearm, knife, explosive, or other dangerous object or used any object in a threatening manner.
  - Alcohol / Intoxicants / Controlled Substances: unlawfully possessed, used, sold, or furnished or under the influence of alcohol, intoxicants or controlled substances.
  - Substance in Lieu of Alcohol/Intoxicants/ Controlled Substances: delivered, furnished, and/or sold items that were claimed to be alcohol, intoxicants, or controlled substances but were not such items.
  - Robbery / Extortion: committed or attempted to commit robbery or extortion.
  - Damage to Property: caused or attempted to cause damage to school property or private property.
  - Theft of Property: stole or attempted to steal school property or private property, or received stolen property.
  - Tobacco or Nicotine Products: possessed, furnished, or used tobacco, or any item containing tobacco or nicotine products. A fourth offense requires an expulsion referral.
  - Obscenity / Profanity / Vulgarity: committed an obscene act or engaged in habitual profanity or vulgarity.
  - Controlled Substance Paraphernalia: possessed, offered, arranged or negotiated to sell any drug paraphernalia.
  - Disruption/Defiance: disrupted school activities or willfully defied the authority of school personnel.
  - Sexual Harassment (Grades 4 to 12): made unwelcomed sexual advances, requests for sexual favor, and other verbal, visual, or physical conduct of a sexual nature sufficiently severe or pervasive to have a negative impact upon the individual’s academic performance or to create an intimidating, hostile, or offensive educational environment.
  - Hate Violence (Grades 4 to 12): caused, threatened to cause, attempted to cause or participated in acts of hate against persons or property.
  - Threats and Intimidation: harassed, intimidated, or threatened a student who is a witness in a disciplinary proceeding to prevent the student from being a witness or as retaliation against the student for being a witness; written or verbal threat against school official; or threats to cause major property damage; bullying (including electronic acts).
  - Harassment (Grades 4 to 12): harassed, intimidated, or threatened a student or group of students or school personnel with the actual or expected effect of disrupting class work, creating substantial disorder, or creating an intimidating or hostile educational environment.
  - Hazing: engaged in, or attempted to engage in hazing.

Bullying, Harassment, and Intimidation Prohibition Policy

In its commitment to providing all students and staff with a safe learning environment where everyone is treated with respect and no one is physically or emotionally harmed, Muirlands and the Board of Education will not tolerate any student or staff member being bullied (including cyber-bullying), harassed, or intimidated in any form at school or school-related events (including off-campus events, school-sponsored activities, school buses, and any event related to school business), or outside of school hours with the intention to be carried out during any of the above.

Such acts include those that are reasonably perceived as being motivated either by an actual or perceived attribute that includes but is not limited to race, religion, creed, color, marital status, parental status, veteran status, sex, sexual orientation, gender expression, or identity, ancestry, national origin, ethnic group identification, age, mental or physical disability or any other distinguishing characteristic.

The district further prohibits inciting, aiding, coercing, or directing others to commit acts of bullying or cyber-bullying, harassment or intimidation.

Any staff member who observes, overhears, or otherwise witnesses bullying (including cyber-bullying), harassment, or intimidation, or to whom such actions have been reported must take prompt and appropriate action to stop the behavior and prevent its recurrence as detailed in the applicable Administrative Procedure. Students who observe, hear, or otherwise witness such acts must, and parents/district visitors are encouraged to report the behaviors to a staff member. At each school, the principal or principal’s designee is responsible for receiving and promptly investigating complaints alleging violations of this policy. Any form of retaliation in response to a report of such acts is prohibited. A “Safe to Speak” form is posted on the school website and available in the office for reporting.
Muirlands Middle School

ACADEMIC AND PERSONAL HONESTY POLICY

Muirlands Middle School expects students and staff to exercise the highest moral and ethical standards. Our campus is a place of safety and respect for all, and we operate with a clear understanding of the need for honesty and integrity in the academic process. The following policy has been developed by a committee of students, teachers, administrators, and parents.

Acts of academic and personal dishonesty, which will not be tolerated at Muirlands Middle School, include, but are not limited to:

1. **Cheating on Tests:**
   Any intentional giving or use of external assistance relating to an examination, test, or quiz without the teacher’s express permission, including misuse of any form of technology.

2. **Fabrication:**
   Any intentional falsification or invention of data, citation, or other authority in an academic exercise.

3. **Unauthorized Collaboration:**
   Intentional collaboration on an assignment between a student and another person if such collaboration is not permitted.

4. **Plagiarism:**
   Any intentional use of another’s ideas, words, or work as one’s own. Plagiarism includes the misuse of published material and the work of others.

5. **Theft or Alteration of Materials:**
   Any intentional and unauthorized taking, concealment, or alteration of student, teacher, or school/library materials.

6. **Test Avoidance:**
   A pattern of absences on test days for the apparent advantage of gaining extra time or performing better on the makeup test.

7. **Pressure for Unsubstantiated Grade Changes:**
   Any student, parent/guardian request for a raised grade, which is not based on mistakes in correction, recording, averaging, or other clerical error.

Acts of academic and personal dishonesty will be dealt with in the following manner at Muirlands Middle School:

1. **Cheating:**
   A student who is guilty of dishonesty on an examination, test, quiz, or assignment will receive a permanent zero on that examination, test, quiz, or assignment. Citizenship grades may also be lowered.

2. **Fabrication:**
   If a student is found guilty of falsifying data or authority, or invention, the student will receive a zero on that assignment. That zero grade may not be dropped and will be averaged into the student’s semester grade. The semester citizenship grade will be lowered by one letter.

3. **Unauthorized Collaboration:**
   If students are guilty of collaboration that the teacher has not authorized, all of the students involved may be subject to lowered academic and citizenship grades and, in serious cases, removal from class.

4. **Plagiarism:**
   Any student guilty of plagiarism will receive a zero grade on the assignment. That zero will be averaged with the other course assignment grades and may not be dropped. The semester citizenship grade will be lowered.

5. **Theft or Alteration of Materials:**
   A student guilty of stealing or altering test materials, calculators, books, digital files or media, or other course materials belonging to the teacher, the library, office, or another student may be subject to an “F” and/or “U” for the semester and possible suspension from school.

6. **Test Avoidance:**
   If a student develops a pattern of test avoidance, the parents will be notified. At the teacher’s discretion, any further unexcused absences may result in the forfeit of makeup opportunities.

7. **Pressure for Unsubstantiated Grade Change:**
   Student and parent/guardian requests for a raise in a course grade will not be considered unless such request is based on a mechanical or clerical error.
NOTICE OF STUDENT NONDISCRIMINATION
San Diego Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination, harassment, intimidation, and bullying by reason of the following actual or perceived characteristics: age, ancestry, color, mental or physical disability, ethnicity, ethnic group identification, gender, gender expression, gender identity, genetic information, immigration status, marital or parental status, medical condition, nationality, national origin, actual or perceived sex, sexual orientation, race, religion, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure and state law.

Employees who violate this policy shall be subject to discipline up to an including dismissal. Any disciplinary action shall be in accordance with applicable federal, state and/or collective bargaining agreements.

STUDENT SEXUAL HARASSMENT POLICY
San Diego Unified School District is committed to making the schools free from sexual harassment and discrimination, harassment, intimidation, and bullying. Sexual harassment is a form of sex discrimination under Title IX of the Education Amendments of the Civil Rights Act of 1972 and is prohibited by both federal and state laws. The district prohibits sexual harassment of students by other students, employees, or other persons, at school or at school-sponsored or school-related activities. Sexual harassment is defined in Education Code to mean unwelcome sexual advances; requests for sexual favors; or verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting. The superintendent or his/her designee shall ensure that district students receive age appropriate instruction about their rights to be free from sexual harassment, the district procedure for reporting and investigating complaints of sexual harassment including with whom a complaint should be filed.

The district prohibits conduct that has the purpose or effect of having a negative impact on the individual’s work or academic performance, or that is sufficiently severe, persistent, or pervasive to create an intimidating, hostile, or offensive educational environment.

The district further prohibits sexual harassment that conditions a student's status, progress, benefits, services, honors, program or activities based on submission to such conduct.

Any student who feels that he/she is being, or has been, sexually harassed by a school employee, another student, or a non-school employee at school or at a school-related event, shall immediately contact his/her teacher or any other district employee. An employee who receives such a complaint shall report it in accordance with administrative procedures/regulations.

Students who violate this policy may be subject to discipline, up to and including expulsion, in accordance with district policy, administrative procedure, and state law.

Employees who violate this policy shall be subject to discipline up to and including dismissal. Any disciplinary action shall be in accordance with applicable federal and state laws and/or collective bargaining agreements.

The district believes that it can resolve issues of discrimination, harassment, intimidation, and bullying at the school site.

TO FILE A FORMAL DISCRIMINATION OR SEXUAL HARASSMENT COMPLAINT
1. Filing a complaint: A complaint may be filed by a student or parent/guardian by obtaining a copy of the Uniform Complaint Form (BP and AR 1312.3) from the school or the district's Uniform Complaint Compliance Office or district website. Remedies available outside of the district are listed in this procedure.

2. Investigation: San Diego Unified School District will undertake an effective, thorough, and objective investigation of the allegations and provide a written report within 60 days of the date receipt of the Uniform Complaint. The report will include a summary of the facts, a decision on the complaint, reason for the decision and corrective actions (if applicable) that have or will be taken, including remedies for the victim. The complainant has the right to present witnesses and evidence. The Superintendent or his/her designee shall ensure that any complaint received is investigated in accordance with district administrative procedures and that school personnel take immediate steps to intervene, when safe to do so, when they witness any act of harassment.

3. Action: When an allegation of sexual harassment is validated by the investigation and disciplinary action is necessary, the superintendent and/or designee will determine the appropriate course of action, to prevent reoccurrence and follow up with the harassed student, depending upon whether the harasser is a student, staff member or agent of the district. If the complaint of sexual harassment is validated the superintendent and/or designee shall take prompt, appropriate action to end the harassment and to address the effects on the victim.

Complaints will be kept confidential. The person filing the complaint may also pursue action in civil court.

The district prohibits retaliation against any person who complains, testifies, assists or participates in district complaint procedures.

A student or parent/guardian is not required to attempt resolution through the school site before contacting the District Title IX Coordinator and/or filing a formal Uniform Complaint.

Lynn A. Ryan
Title IX Coordinator Uniform Complaint Compliance Officer
San Diego Unified School District
4100 Normal St., Room 2129
San Diego, CA 92103
lryan@sandi.net  619-725-7225
End of Year Grade-level Activities and 8th Grade Promotion Criteria

All students will have the opportunity to participate in school-related and End of Year Grade-Level Activities, including field trips and ASB events. In addition, 8th graders who meet the criteria below will be invited to participate in a special Promotion Ceremony at the end of the school year. For a student to be promoted to the 9th grade, they must meet the academic standards of the San Diego Unified School District.

To participate in End of Year Grade-Level Activities and the Muirlands Middle School Promotion Ceremony for 8th Graders, students must meet the following criteria on the Semester 2, Progress Report 2 (P3) in April and maintain it for the duration of the school year.

- Have earned a 2.0 GPA in both Academics and Citizenship
- No more than ten (10) tardies total for the entire school year (includes 1st-period tardies)
- No more than one (1) truancy (including period truancies) the entire school year
- Students with more than 10% absences the whole school year (roughly 18 days) will not meet criteria (certain health exceptions may be made and does not include short-term Independent Learning Contracts)
- No more than one (1) Suspension the entire current school year at Muirlands
- No Suspensions within (3) three weeks of the last day of school
- No Zero Tolerance (ZT) Suspensions at Muirlands throughout the entire school year
- No outstanding school fines for textbooks, library books, materials, or equipment

There will be an opportunity for students not meeting the criteria above for Academics, Citizenship, and Tardies to remediate these marks and be placed on an Individual Contract. Students will be informed of the process for obtaining and submitting an Individual Contract, which is typically due to a School Counselor with all teacher and parent/guardian signatures 2-3 weeks before the last day of school.

APPEALING: If criteria for participation are not met, but you (student) feel that you are deserving of participation, you may submit an Appeal Letter in addition to completing an Individual Contract. The Appeal Letter should be handwritten or typed, addressed to the Appeal Committee, and include details as to why you feel an exception to the regular school policies should be made for you. The appeal letter and individual contract shall be submitted to school administration by the assigned deadline. The administration will make the final determination of eligibility. Student and guardian will be notified of the disposition of the appeal.

Eighth-grade students on an Individual Contract who qualify after Semester 2, Progress Report 2 (P3), will only gain eligibility for the Promotion Ceremony. Students will be instructed and reminded of the criteria above throughout the school year. The Muirlands’ Administration will have final authority for determining a student’s eligibility for participation in End of Year Grade-Level Activities and the 8th Grade Promotion Ceremony.

Parents/Guardians share responsibility for monitoring their child’s academic and citizenship marks, and attendance, including tardies (via PowerSchool).

Any changes to the End of Year Grade-Level Activities and 8th Grade Promotion Criteria will be communicated well in advance. Please visit the Muirlands website for the latest information.