

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, 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 which lead to good character and to 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 for maintaining the Homework Planner throughout the year. Be your best!

BELIEF STATEMENTS



THE LEARNING ENVIRONMENT

- We believe that for all people, 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 a variety of 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 greatly influence the success of each student.

CAMPUS INFORMATION

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 they are participating in a school-sponsored activity. No students are allowed on campus on weekends, evenings, or holidays.

CAMPUS VISITORS

Muirlands is a friendly school with many enthusiastic, high performing students. All parents and visitors must check in at the Front Office with a driver license or other official government issued photo ID. A "Visitor's Badge" and PERMISSION will then be granted to enter 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

Disaster and fire drills are conducted periodically at school. Teachers will instruct students on the proper emergency procedures.

Alarms

1. Continuous intermittent bells - **Emergency Immediate Evacuation**
2. One 5 second bell- **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**

2019-2020 CALENDAR

August 26	First day of school
September 2	Labor Day Holiday
October 2	Minimum Day
November 6	Minimum Day
November 11	Veterans Day Holiday
November 25-29	Thanksgiving Vacation
December 4	Minimum Day
Dec. 23 – Jan. 3	Winter Vacation
January 6	School Resumes
January 8	Minimum Day
January 20	Martin Luther King Jr. Holiday
January 24	Fall Semester Ends
January 27	Spring Semester Begins
February 5	Minimum Day
February 14	Lincoln Day Holiday
February 17	Washington Day Holiday
March 4	Minimum Day
March 30-April 3	Spring Vacation
April 8	Minimum Day
May 6	Minimum Day
May 22	Non-Instructional Day
May 25	Memorial Day Holiday
June 9	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.

Situation

Bicycle issue.....
Bus issue.....
Change of address/phone/email.....
Clearing library fines/charges.....
Homework assignments during illness.....
Illness.....
Leaving school early.....
Locker issue.....
Lost book.....
Lost clothing/personal item.....
Lost P.E. clothes.....
Lunch account/Pin Code.....
New student ID.....
Problem with another student.....

Person to see

Vice Principal
School Clerk
School Clerk
Library Tech
Teacher
Nurse
School Clerk
Vice Principal
Library Tech
School Clerk
P.E. Teacher
Cafe Manager
Library Tech
Vice Principal

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 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 important. Students are responsible for inquiring with their teachers about missed assignments upon their return to school after any absence. Please see make up policy on page 5.

REPORTING AN ABSENCE

Student absences need to be reported to the school BEFORE 10:00 a.m. on a daily basis by a parent or guardian. **The number to report absences is: (858) 459-4211 ext. 3022** (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 illness

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 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 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 picture**

ID, will be allowed to pick up a student during school hours.

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.

HALL PASSES

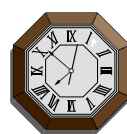
Any student with permission to leave the room during the class period, or who is performing a duty that takes him/her through the halls, must have their Hallway Passport signed by a faculty or staff member. Hall passes **will not** be given to students to return to lockers for textbooks or materials.

CONTRACTS OF INDEPENDENT STUDY

Contracts are only considered for students that will be absent for five (5) or more consecutive days and are arranged through the Main Office.

The school qualifies for state funds when a student enters into a contract and completes the contract within the guidelines and timelines given. 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. Parents must give the school adequate advance notice to prepare a contract- a minimum of five (5) full school days is required. Students with Individual Education Programs are not eligible for a Contract of Independent Study.

TARDINESS



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 to be inside their respective Locker Room and changing into their gym clothes when the tardy bell rings. School begins promptly at 8:35 a.m. All students not in their class 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 Power School. 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, upon the fourth and all subsequent tardies, the teacher may refer the pupil to the Counselor. The Counselor will contact the parent. The student may be assigned disciplinary consequences. Tardies may effect a student's participation in the End of Year Activities and Promotion Ceremony. Please refer to the End of Year Activity and Promotion Criteria located on page 15.

MAKE-UP POLICY FOR SCHOOL WORK



Students should be allowed a reasonable amount of time to make up work missed during an excused absence. Teachers may keep students after school to make up work, especially that which is missed by lack of effort during class time.

The following guidelines have been developed to help establish a uniform procedure for teachers to follow in helping students make up work following an absence:

“I” 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 in order 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 arrangement. Students may be required to make up time in order 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 important part of each student’s education. All students are expected and required to spend focused time studying at home on a daily basis. By keeping records of long and short-term assignments in this Student Planner, you will be better able to plan your study time. Planning ahead eliminates the necessity for spending too much time in completing an assignment shortly before it is due. Your Homework Log section of this handbook may be checked by your teachers, and should be expected and monitored by parents. If you have questions about homework or need some 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 support is available Tues., Wed. and Thurs. from 3:20 – 4:15 pm., 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 will be posted and publicized.

PROGRESS REPORT CARDS

Progress Report Cards are given at the end of each six (6)-week grading period. The scholarship grade is based on academic achievement; the citizenship grade is based on general behavior, attitude, punctuality, and work habits. Throughout the year, individual teachers may also notify parents whenever a student is doing poor work or citizenship needs improvement. 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- Excellent
- B- Good
- C- Average
- D- Marginally Passing
- F- Failure, no credit

A and B marks are recorded when student achievement is definitely above average for the grade level (not necessarily a particular class). 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 average or below average for the grade level (not necessarily for a particular class).

F marks are recorded when student achievement is far below average, and no credit will be granted for the course. If the course is required, the student may have to repeat the course.

The mark at the end of the semester is the average of the work done during the three grading periods in that semester. The beginning of each semester gives students an opportunity to start fresh. This approach is an attempt 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 2019-2020

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

<u>End of Grading Period</u>	<u>Distribution Date</u>
First 6-weeks – Oct. 11	October 18
First 12-weeks – Nov. 22	December 06
1 st Semester – Jan. 24	*Approx. Feb. 15
Second 6-weeks – March 06	March 22
Second 12-weeks – April 24	May 01
2 nd Semester – June 09	*Approx. June 30

*Received via U.S. Mail

HONOR ROLL

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 areas such as 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 is made up of both elected and appointed members who are responsible for managing ASB funds and planning student activities. Appointed representatives are elected from each grade level and 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 weekly in Period 1 on 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

You may bring a 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. The boundaries of the lunch area are marked by yellow lines. Once in the lunch area, you may not go beyond those lines or back to your locker without staff permission. Consequences for littering or breaking rules may be assigned.

Normally, 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. At a convenient time, the counselor will send a pass for the student to meet with him/her.

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 method of payment and must be made payable to Muirlands Middle School for the amount of the purchase only. Personal checks cannot be cashed.

P.E. CLOTHES

Any student or parent wanting to purchase the Muirlands P.E. uniform with school logo may do so 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 discretion of the parents if they want to purchase these optional supplies or make a donation 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 Nurse is here on Mondays, Wednesdays and Thursdays from 8:50 a.m. to 3:50 p.m. A Health Technician is here on Tuesdays and Fridays from 8:50 a.m. to 3:50 p.m. 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. **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 qualified/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 should be labeled with 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 modify 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



Regular Library hours are 8:00 a.m. – 3:15 p.m. Monday - Friday. Students may generally use the Library before school and during lunch with their Student ID Card. A pass is required to go to the Library during class. Student ID's are required to check out materials and use the computers. Students may have up to three (3) books checked out at any one time for a two-week period. Books may be renewed and fines are assessed for all books returned late, lost, or damaged. No food or drinks are allowed in the Library.

TEXTBOOKS

Textbooks generally cost between \$50 and \$80 each. **Students are responsible for the textbooks assigned to them. For books that are lost, stolen, or damaged, from lockers or elsewhere, students are responsible for replacement or repair costs.** There is a charge for damaged or missing barcodes. When lost books are paid for and later returned in acceptable condition, 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. Students are responsible for looking through each of their textbooks for pre-existing damage. During the month of 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. All books checked out from the Library must be returned to the Library typically scheduled in May/June.

LOCKERS

Students may choose to use a locker if they and their parents agree to the terms and conditions of appropriate locker use. 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 administration of any lock changes. School administration may inspect lockers at any time. Only administration may reassign lockers.

Locker break-ins could occur during the school year. It is recommended that students leave valuable items at home and keep only school materials in their locker. Items placed in lockers are 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 the replacement of any lost, damaged or stolen textbooks that have been assigned to them, including locks checked out from the Library. It is recommended that students keep backpacks in their lockers at lunchtime.**

Physical Education lockers are assigned by the P.E. Department.

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 permission to open them has been granted by the driver.
- 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 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 that are 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 responsibility of the student (and his or her 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 RIDERS

Muirlands is located on a busy street. Many students walk or bicycle to school. It is important to observe all 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 the flow of traffic. Helmets must be worn. Bikes are not to be ridden on campus. All bikes must be stored and secured at the bike racks. The school cannot be responsible for lost, damaged, or stolen bicycles or equipment. Due to safety and storage issues, students may not ride skateboards to school. **Skateboards and scooters are not allowed, at any time, on campus.** Skateboards and scooters will be confiscated and will have to be picked up by a parent/guardian.

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 the front of school or surrounding neighborhood. Be careful when getting into or out of the car. 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 8:05 a.m. Students should be off campus by 3:25 p.m. or signed in to the PrimeTime program provided by ARC. PrimeTime applications are available online. Detention 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 all traffic laws!

STUDENT EXPECTATIONS

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

Students Should:

- Have their ID card with them at all times and must present it for all transactions at the Library and the Financial Window.
- Bring supplies to school every day including planners, ID card, binder, paper, and pencil.
- 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

How you dress not only represents who you are but reflects on your school and community as well. Good taste will govern the suitability of school dress. If a student's dress is not in good taste in the judgment of a school official, the student will be sent to the Administration Office. Attire and grooming (including hair and cosmetics) should not interfere with the educational process. Attire should protect the health and safety of all students. Grooming in class is prohibited.

Dress Code:

- Shirts and dresses must have fabric in the front, over the shoulders and on the sides. Clothing must cover undergarments.
- Shorts must be long enough to have a 2 inch cuff on the bottom and cover the buttocks.
- Shirts must be long enough to touch pants or shorts.
- Hats are to be worn during Physical Education class only.

The following are not allowed at school:

- Hats or any form of head gear (bandanas, scarves, hoods, caps, or beanies) without doctor's orders. Hats are allowed to be worn during Physical Education class only.
- Pants or shorts worn below the hips
- See-through clothing that exposes undergarments
- T-shirts or other clothing with offensive pictures and/or writing, alcohol, drug, or tobacco messages
- Flip Flops of any kind
- Anything deemed as gang attire
- Pajamas, blankets, or slippers

Students who dress inappropriately will be referred to Administration who will have the student change into official school loaners. Inappropriate clothing will be confiscated and may only be picked up by a parent, guardian or other person designated on the Enrollment Form, upon return of washed loaners. Repeated dress code violations or unwillingness to change into student loaners may result in disciplinary action.

FIGHTING/HORSEPLAY

Aggressive behavior towards other students, staff, or campus visitors (e.g. hitting, kicking, pushing, etc.) is subject to suspension or expulsion. Disciplinary actions may be taken against students who participate in “play fighting” or “horseplay”. Fighting off-campus (to and from school) is considered a part of your school day. Any misconduct during this time is subject to disciplinary action, particularly if it interferes with campus life.

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 in a mature manner during the assembly, and to extend the proper courtesies to those people 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 consequence.

PROHIBITED MATERIALS

Certain items are not to be brought onto school property because they can be considered dangerous, a nuisance, or not appropriate in an educational setting. Examples of such items include: knives, drugs, gun bullets, 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 is in compliance 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

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 and headphones will be confiscated and must be picked in the office by a parent/guardian or emergency contact. Second offense may result in disciplinary action. Repeated violations will result in further disciplinary action. **Please refer to the Board of Educations approved Policy H-6980, which outlines the rules for student possession and use of cellular phones.**

CHARACTER EDUCATION – PROJECT WISDOM 2019-20

September = Kindness

9/3-9/6	Be Somebody
9/9-9/13	A Force For Good
9/16-9/20	Simple Kindness
9/23-9/27	Not Cool

October = Acceptance

9/30-10/4	Be A Real Winner
10/7-10/11	Safeguarding The Rights of Others
10/14-10/18	Abilities and Disabilities
10/21-10/25	Red Ribbon Week -Keeping It Real
10/28-11/1	Red Ribbon Week -Why Vape? Mind If I Don't Smoke?

November = Gratitude

11/4-11/8	Never Enough
11/12-11/15	Attitude of Gratitude
11/18-11/22	Celebrate Life!

December = Giving

12/2-12/6	Good Investing
12/9-12/13	Each One Matters
12/16-12/20	May I Help?

January = Respect

1/6-1/10	The Words We Speak
1/13-1/17	Ripple Effects
1/21-1/24	Sticks and Stones
1/27-1/31	Cybercitizenship

February = Empathy

2/3-2/7	The Gift of Empathy
2/10-2/13	Think Before You Speak
2/18-2/21	That's So Random
2/24-2/28	What's Happening?

March = Perseverance

3/2-3/6	Finding The Dream
3/9-3/13	Little Voice Within
3/16-3/20	Everyone Has A Gift
3/23-3/27	Learning To Learn

April = Building Relationships

4/6-4/10	Honestly
4/13-4/17	Making Amends
4/20-4/24	I'm Listening
4/27-5/1	Why Be Jealous

May = Optimism

5/4-5/8	What Were You Thinking?
5/11-5/15	Lighten Up!
5/18-5/21	Leading The Way
5/26-5/29	Mighty Powerful

June = Integrity

6/1-6/5 It	Begins With You
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Muirlands Middle School Discipline Code 2019-2020

The Muirlands Discipline Code encourages Muirlands staff and students to address individual problems at the classroom level. Increasingly more serious cases (Level Two and Level Three violations) are resolved by Counselors and Administrators. An effective discipline plan fosters shared responsibilities on the part of students, staff, and parents.

Level One: 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 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 individual conference with student and/or parent(s)
- Consult with other team members and/or Counselor

Level Two: Counseling Disciplinary Situations

Student may be referred to a Counselor for appropriate discipline in the event of:

- Continued Level One violation(s) 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 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

Level Three: 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 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 certain 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, or 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 the inciting, aiding, coercing or directing of others to commit acts of bullying or cyber-bullying, harassment or intimidation.

Any staff member that 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 to prevent its reoccurrence as detailed in the applicable Administrative Procedure. Students who observe, overhear, or otherwise witness such actions 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 express permission of the teacher 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 falsification of 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 has not been authorized by the teacher, all of the students involved will 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 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 mechanical or clerical error.

**Muirlands Middle School
Citizenship Grade Rubric**

At Muirlands Middle School, we are committed to teaching students to adhere to norms that create a productive and positive learning environment. Good citizens understand that one's actions affect both themselves and others. We believe that the core principles of high quality citizenship are respect and personal responsibility, as generally described below. This rubric highlights some, but not all, of the characteristics and components associated with the citizenship grade earned by students. The teacher reserves the right and responsibility to assign citizenship marks. Please note that a serious violation may result in an immediate, substantial drop in citizenship and/or academic marks.

	Excellent (E)	Good (G)	Satisfactory (S)	Needs Improvement (N)	Unsatisfactory (U)
BEHAVIOR	Always adheres to the Muirlands Academic and Personal Honesty Policy to the highest degree Always cooperative and dependable; displays a positive attitude at all times	Consistently adheres to the Muirlands Academic and Personal Honesty Policy Cooperative and dependable; displays a positive attitude	Generally adheres to the Muirlands Academic and Personal Honesty Policy Cooperative; accepts suggestions or redirection in good spirit; not differentiated for positive or negative attitude	Has violated the Muirlands Academic and Personal Honesty Policy Sometimes uncooperative and may have negative attitude at times	Does not adhere to the Muirlands Academic and Personal Honesty Policy Disrupts class atmosphere with inappropriate behavior and regularly disrupts teaching and learning; negative attitude.
RESPECT	Courteous and respectful to staff and others at all times and situations Always follows class rules and respect for learning, with no behavior infractions	Courteous and respectful to staff and students most of the time Consistently follows class rules and respect for learning, but may have a single minor behavior infraction	May occasionally be unintentionally disrespectful or discourteous Generally follows rules and respects learning, but with a couple of minor behavior infractions	Displays intentional disrespect or discourteousness Displays some disregard for classroom rules and learning environment, with multiple behavior infractions	Regularly discourteous, disrespectful, or uncooperative; refuses to improve behavior Flagrantly disregards classroom rules and disrespect for learning; many behavior infractions
RESPONSIBILITY	Always demonstrates digital citizenship and adheres to the Acceptable Use Policy Always uses classroom materials/property (including Student Planner) and time wisely Always has parent/guardian signatures on time whenever necessary Demonstrates strong leadership without prompting Self-disciplined and prepared; supports and encourages others; role-model Always contributes to the benefit of peers and maintains self-control	Consistently demonstrates digital citizenship and adheres to the Acceptable Use Policy Uses classroom materials/property and time responsibly most of the time Has parent/guardian signatures as needed most of the time Takes or accepts leadership when asked or directed, and will initiate; cooperative Individually prepared for class; occasionally supports others Seldom needs any urging to work independently or in group	Generally demonstrates digital citizenship and adheres to the Acceptable Use Policy Occasionally needs reminders to use materials/property and time appropriately and responsibly Occasionally forgets parent/guardian signatures and/or needs some prompting Generally accepts leadership role when asked or directed, but may not initiate Occasionally unprepared for class; generally does own work May need some minor urging to work independently or in group	Needs reminders to adhere to the Acceptable Use Policy, infractions, and lacks digital citizenship Often careless with classroom materials/property and lacking self-control and responsibility Frequently forgets parent/guardian signatures as needed and requires multiple prompts Does not accept a leadership role; can be uncooperative Frequently unprepared for class; can distract others from doing work Can be defiant and choose not to respect learning and/or others	Lacks digital citizenship and disregard of Acceptable Use Policy Disrespects classroom materials/property and wastes own or class time. Consistently does not have parent/guardian signatures as needed even with prompting Unwilling to accept a leadership role; often uncooperative Consistently not prepared for class; distracts self and others Regularly engages in acts of defiance or class disruption
PARTICIPATION	Enthusiastically and consistently participates in all class activities. Always readily and relevantly contributes to group/class discussions/activities	Consistently actively engaged and participates in class activities. Usually contributes to group/class discussions/activities	Actively engaged and participates in most class activities. Participates/contributes to group/class discussions/activities, with occasional redirection	Fails to engage or participate in most class discussions/activities; needs frequent direction to work independently or in group and often off-task	Consistently refuses to participate in group/class discussions/activities; regularly off-task and in need of supervision and redirection to work
ATTENDANCE	Always punctual to class Excellent attendance	Usually punctual to class Regular, consistent attendance	Has no more than two tardies Minimal absences or attendance issues	Frequently tardy to class Some unexcused absences and attendance issues	Habitually tardy to class Truancy and/or habitual, unexcused absences or attendance issues

SAN DIEGO UNIFIED SCHOOL DISTRICT

Student Nondiscrimination and Sexual Harassment Policy

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 by reason of the following actual or perceived characteristics: actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color and mental or physical disability, nationality, age, creed, or marital status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics. Discrimination is also prohibited based on a student's actual or perceived potential parental, family, or marital status.

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, 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. 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.

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.

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.

The district believes that it can resolve issues of harassment and discrimination 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 (AP 1700) and Administrative Procedure 0112 from the school or the district's Legal Office. Remedies available outside of the district are listed in this procedure.
2. **Investigation:** San Diego Unified School District will immediately undertake an effective, thorough, and objective investigation of the harassment and/or discrimination allegations and provide a written report within sixty (60) days from the date the complaint is filed. 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 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 who has a complaint of discrimination or sexual harassment shall immediately contact his/her teacher or any other district employee. If the complaint cannot be resolved, or at any time the student may contact:

**Lynn A. Ryan, Title IX Coordinator
Eugene Brucker Education Center
4100 Normal St., Room 2129
San Diego, CA 92103**

For questions or additional information, call 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.

In order 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 (P4)** in May 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 truanancies) 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. **Administration will make 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 (P4), 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.

P.E. Log	Name _____ Period: _____					Notes: <i>What helped you achieve your goal? What hindered you from achieving your goal?</i>
	Date	Event	Goal	Result	Goal Met?	
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