

**Jayne Ann Miller Elementary School
Parent and Student Handbook
2018-2019**

www.lubbockisd.org/Miller



Miller Elementary
6705 Joliet Dr.
Lubbock, TX 79413
(806) 219-8100

Principal: Kevin Booe – 219-8100
Counselor: Stacey Steward – 219-8128
Secretary: Jeannie Martin – 219-8100
Librarian: Jenny Rowan – 219-8146

Asst. Principal: Kelli Archer – 219-8140
Nurse: Deonne Martin – 219-8131
Attendance: Monica Rodriguez – 219-8148
Cafeteria: Linda Kinsey- 219-8159

Jayne Ann Miller Elementary School

Empowering and Transforming Lives

As we embark on a new journey together and consider the magnitude of influence Jayne Ann Miller had on the Lubbock community, our staff has developed the following statements to guide our daily endeavors:

Vision: Inspiring all to discover and achieve.

Mission: Empowering and transforming lives

Values: Unity – Commitment - Integrity

In order to create an atmosphere that is conducive to this mission, the following policies have been established at Miller Elementary:

Arriving and Leaving School

We will be safe arriving and leaving school each day. Students are only allowed to cross at crosswalks and must obey the crossing guards. Parents and students arriving before 7:35 must enter through the front door and go directly to the cafeteria. Do not drop off students before 7:15 because there is NO supervision before that time. When dropping off your child in front of the building, please be considerate of those behind you. If your child is not ready to exit the vehicle, or if you stay and watch them walk all the way into the building, it creates delays and traffic backups for everyone. Please pull your vehicle to the curb for the safety of your child and to prevent traffic backups. You are welcome to park in the residential streets surrounding the school and walk your child into the building if you have any concerns. Please use the designated crosswalk areas painted in white.

Absences/Attendance

It is essential to attend school regularly and be on time to every class. The following procedures are in place regarding attendance:

- School begins each day at 7:45. It is best for students to arrive at this time to prepare for their day, begin morning work and be well-prepared to begin class when the bell rings at 7:45.
- Students will be counted tardy after 7:45 each day. If students arrive after this time, they must report to the office for a tardy slip before going to class. Excessive tardies and absences will be reported to the LISD Attendance Officer.
- Parents need to notify the office when a child will be absent by calling 219-8148. If you fail to call the office to report your child's absence, the automatic notification system will call you before noon. In order for an absence to be considered "excused" a note from your doctor or dentist must be on file in our office.
- If a student misses more than 10% of class time at any time during the school year, parents will be required to meet with the District Attendance Officer. Parents will then need to submit doctor's statements for all absences.

**The state requires that students be in attendance at least 90% of the days of instruction in order to receive credit for the year. If students are absent more than 10% of instructional days, a campus attendance committee will meet to determine if the student will be promoted.

- It is the student's responsibility to check with teacher's to arrange for make-up work. Parents may also request make-up work.
 - Parents may request up to three parent request days for other absences, such as family trips and religious holy days. These absences will be considered excused if they have prior approval from the principal. Forms are available in the office.
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Cell Phones

Students are allowed to bring cell phones to school but they must be turned off and out of sight during the school day. If a cell phone is visible, vibrates and/or rings anytime during the school day, the phone will be confiscated and placed in the principal's office until it is retrieved by the parent/guardian. A folder "write-up" will be issued for violating a school rule. The State Board of Education does not allow any student to possess a cell phone during state mandated tests (STAAR).

Changing Addresses and/or Telephone Numbers

It is very important that our office always has your correct address and telephone numbers. Please contact our office if you make changes during the school year so we are always able to contact you in case of an emergency. If your child is not a magnet student and you move out of our attendance area, we will be glad to consider your child for magnet status and/or you may apply for a "right-to-remain" transfer for the semester and/or school year to be determined by the building principal.

Birthday Celebrations

Students' birthdays are recognized on the announcements each morning and teachers honor each child's birthday in different ways. Because we must protect our instructional time, a small treat (cookie, cupcake, etc.) may be distributed to the class as they are dismissed at 3:25.

**Celebrating birthdays with food during the two hour period in which lunch is being served in our cafeteria is not allowed due to nutrition policy and guidelines.

Citizenship

Students must exhibit good citizenship at all times to ensure an environment conducive to learning. Students are expected to make responsible choices at school and in locations that reflect upon Miller Elementary. Students who make unsafe choices, or keep others from learning will be subject to the policies & consequences as lined out in the LISD Student Code of Conduct.

Students can earn an “I” by displaying behaviors that prevents themselves or others from learning and/or violate the guidelines in the Student Code of Conduct booklet. Students will bring home a behavior folder each week along with their Miller Wednesday folder to keep parents/guardian informed of their behavior. Students who receive 2 or more “I’s” on report cards for citizenship may have certain privileges taken away by the building principal (example: end- of- year activities such as Buddy Day, etc.).

Departing School

In order to create a safe environment for school dismissal, each grade will have a designated departure door. Each teacher will lead his/her class out the door every day. Students need to discuss with parents what they are supposed to do at the end of each school day prior to coming to school. If there is a change in your routine, please talk with your child the night before the change. Messages can be left in the office on an EMERGENCY basis only. Please do not expect our office to deliver messages to students after 3:00 p.m. The following areas designated grade level departure areas:

- Pre-K, Kindergarten, 1st grade students will exit the north doors by the library (Joliet Ave.). *Students are escorted out of the building and/or to Y-CARE five minutes earlier than the dismissal bell (3:20) for their care and protection.
- 2nd and 3rd grade students will exit the east doors (Lynnhaven Ave.)
- 4th and 5th grade students will exit the west doors and line the sidewalk by Nashville Ave.

Students not picked up by 3:35 will be escorted to the cafeteria and supervised by a teaching assistant. Parents must come to the library to sign-out your child after 3:35. Parents need to have children picked up no later than 3:35 so that our teaching assistants may take care of their instructional responsibilities.

Dress Code

The Student Code of Conduct can be accessed online. This Code is not a contract and can be amended by the District at any time. However, any change or amendment to the Code will be approved by the Board of Trustees. The Lubbock ISD school board has adopted a dress code for elementary students that can be found in the Student Code of Conduct booklet or on the web at www.lubbockisd.org

- Clothing advertising tobacco, alcohol or vulgar logos are not allowed.
- Students may not wear bicycle shorts, spaghetti strap tops
- Tennis shoes are required for PE.
- Shorts should be fingertip length, and not cut off or fringed on the end.
- No student can wear nose studs, facial rings or tongue bars at school.
- Mohawks, faux hawks, and extreme hair color variations are not permitted.

If students choose to break the dress code, they will be sent to the office and given the opportunity to correct the problem at school. If they are unable to correct the problem, parents will be contacted and/or the student will be sent to ISS until the problem is corrected. Any questionable violations of the dress code are subject to the discretion of the principal.

Early Leave from School

Students are expected to stay in school until dismissal time for instructional purposes. If a student must leave school before 3:25, the person who picks them up must be listed on the enrollment form and/or dismissal procedures form to sign them out of school. To ensure a safe environment, this person will be asked to show identification. Students will not be pulled from instruction to come and wait in the office for someone to pick them up.

Electronics/Toys at School

The primary focus at Miller is to create a positive and productive learning environment. Articles such as CD players, iPods, computer games, Pokemon cards, etc. are only permitted at Miller with the principal's/teacher's permission. If students bring these items to school without permission, they will be taken up until the end of the day and parents/guardians may come and pick up these items. Any items left after the end of the school year will be donated to a charity.

Fundraisers

At Miller we will have two major fundraisers per year, one sponsored by the PTA and one by the principal for the principal's fund. Students are never to go door-to-door selling things and participation is always voluntary. Money that is raised through these fundraisers will be used for the benefit of the students and teachers of Miller Elementary.

Gradebook Online

Parents/guardians can monitor your child's grades over the internet. LISD teachers use the electronic gradebook system to record each assignment and grade given to your students. In order to access the system and create your account, you must have a valid e-mail address and follow these steps:

<i>Step 1....Create your account</i>	<i>Step 2....Add students to your account</i>
<ul style="list-style-type: none">● Go to www.LubbockISD.org● Click on Parents/Students● Click on Grade book● Click on New Account● Follow the instructions on the Screen	<ul style="list-style-type: none">● Click on Add Student● Follow the Instructions on the Screen● <u>Student ID</u> is a 9-digit number that can be found on your student's report card● <u>PINID</u> is the student's social security number without dashes● <u>Name</u> is the student's legal name

If you have trouble adding a student to your account, please contact our office.

Grade Reports

Students will receive a formal report card each six weeks if they are in second through fifth grade. In addition to the report card, parents/guardians will receive a progress report halfway through each six weeks. Pre-K & Kindergarten have a different grading system that will be discussed at Curriculum Night & GOALS conferences. Miller uses the following conversion table for student grades:

Outstanding Achievement	90-100	A
Good Achievement	80-89	B
Average Achievement	75-79	C
Poor Achievement	70-74	D
Unsatisfactory	0-69	F

Grades will be derived from averaging daily work, homework, projects and test scores.

Homework

Homework is important to school success. Student homework activities might include: completing daily work, free reading or assigned reading, math practice, and/or researching information. 1st – 3rd graders should plan on spending 30 minutes on homework assignments daily. 4th – 5th graders should plan on spending 60 minutes of homework daily, consistent with district policy.

Illness

Children who are not feeling well will be sent to the nurse's office by a staff member. If they have a temperature of 100 degrees or more, vomiting, or diarrhea parents will be called to come pick them up. If a student suffers any kind of head injury, parents will be notified immediately by the school nurse or office personnel to decide if they should remain in school or see a doctor.

Immunizations

The Texas Department of State Health Services recently adopted new immunization requirements for students entering kindergarten and 7th grade. Texas law requires current immunizations for all students enrolled in public schools. For more information about immunizations is posted on LISD's website. Please provide a current record of your child's immunizations to the school nurse/campus office immediately. By law, students who are not fully vaccinated may be excluded from school attendance.

Lost and Found

Students need to have their name on all personal supplies and clothing such as sweaters and jackets. Lost coats, lunch boxes, backpacks, etc. will be placed on the coat rack inside the northeast entrance by the cafeteria. If a student loses something, parents and students need to frequently check lost & found.

Lunchroom/Menus

The cafeteria at Miller has a tradition of being a clean and friendly place. Students may bring their lunch from home or purchase a tray in the cafeteria. Students will receive a school year calendar containing daily menus each semester. Menus can also be found on the LISD website (www.lubbockisd.org), in the local Sunday paper or on LISD TV channel 12. Lunch tickets may be paid for in advance in our school cafeteria by placing money in your child's account (we strongly encourage this). Each meal costs:

Regular lunch - \$1.80

Reduced lunch - \$.40

Parents are encouraged to come and eat with their children throughout the school year. We ask that all visitors sign in through the office and wear a visitor's pass. Also, due to state regulations, any food brought in from outside the school must be given to students by their parents (per nutrition guideline policy guidelines, please do not bring food to share with your child's classmates).

Make Up Work

Students may make up assignments and tests when they have excused absences. For every day of an absence, students will have equivalent amount of time to make up missing work. Students may get their make-up assignments from their teacher whenever they return to school.

Medications

The school cannot (and will not) administer medication without written parental permission. If students bring any medication, prescription or non-prescription, it must be in the original container and a formal permission slip must be completed and signed in order for the nurse to administer it at school. All medication will be kept in the clinic. Students are responsible for going to the clinic to take medications. Do not send any medications (cough drops, for example) with your child to self-medicate. **Please arrange a conference with the nurse to discuss any medical issues that our staff needs to be aware of concerning your child.** Don't forget to pick up your child's medication before holidays and at the end-of-the school year.

PTA

The PTA and parent volunteer programs are vital to our school's success. There are monthly PTA meetings held throughout the year. We encourage you to show your Jayne Ann Miller pride and support by joining and supporting the PTA. Membership forms will be sent home at the beginning of the year and will also be available in the office. Reminders about PTA meetings and flyers regarding parent volunteer activities will be in Wednesday folders when appropriate. If parents are interested in volunteering please inform the classroom teacher and the office staff. PTA meetings will be held on Thursday nights at 6:00 unless otherwise noted.

Parent Conferences

Teachers appreciate parental interest and involvement at Miller. When it is necessary to meet, please arrange times with teachers before school, after school or during teacher conference periods. Parents may call the office to set up a conference or ask to have a teacher return their call. Teachers will not have time to talk with parents when class is in session because it takes away from classroom instructional time. **Please note that any classroom concerns that are brought to the attention of the office will trigger the question of "Have you spoken with the classroom teacher about this?"**

Positive Behavior Support

One of the goals for the Positive Behavior Intervention Support plan is to increase the positive recognition for students who are engaged in appropriate and expected behaviors throughout our school. Jayne Ann Miller Owls make “**W.I.S.E**” choices which stands for **W**onderful Attitude, **I**ncredible Effort, **S**tanding Together & **E**ngaged in Learning.

Progress Reports

Students will receive a progress report the third week of each six weeks period. Please sign and return the report the next day. Parents may request a parent/teacher conference if they desire.

Student of the Month

Students have the opportunity to demonstrate and use the life skills they have learned through our “W.I.S.E.” expectations. If a student is chosen by the teacher to be the Miller Student of the Month, he/she will have a special certificate displayed in the library and be recognized on morning announcements. All certificates will be sent home at the end of the school year.

Telephone

Teachers will notify parents in advance if students need to stay after school for an activity. The nurse or a staff member will contact parents if your child is ill. **Students are not allowed to use the telephone to make after-school arrangements.** These types of personal arrangements (going home with a friend, etc.) should be made before students come to school. To avoid calling parents unnecessarily at work/home and to encourage student responsibility, students will not be allowed to call and remind parents of events that have been published in the monthly calendar and/or announced during morning announcements. They will also not be allowed to make calls requesting to have you bring their homework assignments to school. Teachers will give students phone passes when it is necessary for students to use the phone in the office.

Visitors

Visitors are always welcome at Jayne Ann Miller Elementary. The faculty and staff feel that a close working relationship among teachers, parents and community is of great value to our school. In an effort to provide a safe environment for our school, visitors will have access into the building during the school day by using the front entrance doors closest to the office. ***All visitors are required to stop by the office, sign in and pick up a visitor's identification tag to wear in the building.*** Students being checked out early (doctors appointment, etc.) must also be signed out through the office.

Volunteers

We encourage our parents and guardians to become partners in facilitating children's learning by volunteering at Miller. Parents and other caregivers who work in the school come to understand their child's education better. In order to volunteer in any capacity at Miller, you will need to complete and pass a background check. A link to the background check can be found under the "Parent" drop down menu on the LISD website (www.lubbockisd.org)

Weekly Work Folder and Citizenship Report

Students will bring home a weekly work folder and citizenship report every Wednesday afternoon. This folder will contain all home/school communications and any classroom news and student work to share with parents. To enhance communication between home and school students are required to return the folder signed by the parent/guardian the next day.

Y-Care

Miller has a licensed after school day care program child care program that is operated by the YWCA. This after-school care program meets in the Miller Gym from 3:20 – 6:00 on school days. Interested parents may contact the YWCA office located at 3101-35th Street or call 806-792-2723.
