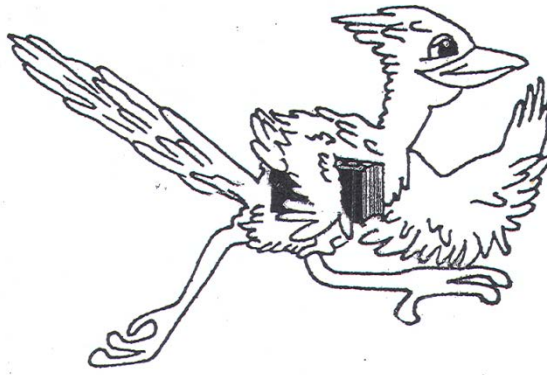


Grace Miller



Elementary

**Running the road to success...
one step at a time.**

**School Handbook
2016 – 2017**

1629 Holly Oak Street
La Verne, California 91750
Phone: (909) 971-8206 FAX (909) 971-8256
www.gm.bonita.k12.ca.us/schools/

Grace Miller Elementary Roadrunners

School Handbook

2016 – 2017

**Running the road to success.....
one step at a time.**

Table of Contents

School Schedules	1
<u>Procedures & Policies</u>	
Arrival and Dismissal	2
Attendance	3, 4
Bike/Bus Students	3
Birthdays	9
Cafeteria (pricing).....	7
Disaster Preparedness	5
Dress Code	10
Emergency Cards	5
Field Trips	5
Home-School Communications	7, 8
Homework Policy	9
Injuries/Illness/Medication	8
Library/ Computer Lab	6
Lost and Found	6
Nutrition Break/Lunch	6
Peace Builder Program	13
PTA & Parent Volunteers	8
School-Aged (Day Care) Program	10
Standards for Student Behavior	11, 12
Suspension and Expulsion	12
Discipline Ticket	14
Referral & Plan of Action	15
"Boomerang Principle" Behavior Program	16
"Accelerated Reader" Independent Reading Program	17, 18

GRACE MILLER SCHEDULES

Regular Day

(Monday, Wednesday, Thursday, Friday)

8:05 – 11:25	Kindergarten (Aug.22 – Sept. 16)
8:05 – 1:10	Kindergarten (Sept.19 – Mar. 24)
8:05 – 2:05	Kindergarten (Mar. 27 – June 8)
8:05	School begins
9:50 – 10:10	Primary Recess (Grades 1-3)
10:15 – 10:35	Upper Grade Recess (Grades 4 and 5)
11:20 – 12:00	Kindergarten Lunch (beginning Sept. 21)
11:35 – 12:15	First Grade
11:50 – 12:30	Second Grade Lunch
12:05 – 12:45	Third Grade Lunch
12:20 – 1:00	Fourth/Fifth Grade Lunch
2:05	Dismissal – Grades 1-3
2:50	Dismissal – Grades 4-5

Compact Day for Grades K-5 (Tuesdays)

8:05 – **1:00** Grades 1-5 beginning 8/23, Kinder – 9/20
(Recess and Lunch schedules are the same as above)

Minimum Days

(8/26, 10/5, 10/6, 12/23, 3/7, 3/8, 3/9, 5/11, 6/8)

8:05 – 12:25	K-5
Recess schedule is the same as above.	
Lunch schedules are as follows:	
11:15 – 11:55	First Grade, Kindergarten (Kinder after Sept. 19)
11:25 – 12:05	Second Grade Lunch
11:35 – 12:15	Third Grade Lunch
11:45 – 12:25	Fourth/Fifth Grade Lunch
12:25	Dismissal Grades K-5 (Kinder after Sept. 19)

Rainy Day

7:50	Classrooms open for students
11:15 – 11:45	Kindergarten Lunch
11:30 – 12:00	First Grade Lunch
11:45 – 12:15	Second Grade Lunch
12:00 – 12:30	Third Grade Lunch
12:20 – 12:50	Fourth/Fifth Grade Lunch

GRACE MILLER ELEMENTARY SCHOOL

1629 Holly Oak Street

La Verne, CA 91750

(909) 971-8206 FAX (909) 971-8256

Office hours: 7:30AM-4:00 PM

Arrival and Dismissal

Grace Miller students are expected to come directly to school and to go home by the safest possible route. On their way to and from school, students are to conduct themselves courteously and obey all school and traffic rules.

Arriving at School

The first bell will ring at 8:00 for grades K-5. *Students should not arrive before 7:50 AM because supervision is **not** available.* This does not apply to those students enrolled in the School-Aged Care program or those students eating breakfast. Students eating breakfast may come no sooner than 7:30 AM. When the 8:05 AM bell rings to begin school, students are to freeze on one knee and wait for the teacher on duty to blow the whistle. At that time, the students are to WALK to their lines. The teachers will greet their students and escort them to class. *Students arriving after 8:05 AM are **considered tardy** and must go to the attendance office for a tardy slip.*

Traffic Control

The safety of the students is the most important goal during drop-off and pick-up. We all have the responsibility to see that **every** child is safe. In addition, we need to keep traffic moving to facilitate student arrival and dismissal in a timely way. It is imperative that the following rules are observed:



- ✓ The white-curbed area in front of the school is for drop off and pick-up only. Do not leave your vehicle and

keep moving forward as cars in front of you leave.

- ✓ Do not stop at red curbs. Doing so creates unsafe conditions for others (pedestrians, buses, other cars).
- ✓ Children should cross the street **only** at the 3-way STOP intersection. It is unsafe to cross anywhere else.
- ✓ Do not pull into the Staff Lot to drop off students. There is no safe zone to walk.
- ✓ If you would like to walk your child to class, park on one of the side streets or in the Little League parking lot.
- ✓ If dropping off in the Little League lot, please pull as far forward as possible to alleviate other cars blocking traffic in the street.
- ✓ Do not make U-turns anywhere on Holly Oak. Go to a side street, if you need to turn around.
- ✓ Do not park next to another vehicle (double-parking) and do not let your child run between cars. Other drivers may not see your child.
- ✓ Be patient! You are training your child(ren) on how to follow rules and laws by the example you set.

Dismissal from School

When the teacher dismisses the students at the end of the school day, they are to go directly home, to their designated transportation area, or to their day care provider. If it is necessary for your

student to have after school supervision, Grace Miller offers an excellent school-aged care program. (See School-aged Care section.) Children are NOT allowed to wait after school for siblings or friends who are dismissed at a later time. Students may not go to another student's home without making arrangements prior to coming to school. If you want your child to go home with a friend, please send a note to your child's teacher. *The office telephone is for **emergency** use only.*

If a child is not picked up in a timely manner (10 minutes after dismissal) every effort will be made to contact you or those persons listed on the emergency card, to pick up your child. There is no supervision provided for your child after school. If no contact could be made within 30 minutes utilizing the emergency numbers, your child will be placed with La Verne Police Department or Child Protective Services.

Walking Students

If students arrive or leave school by walking, they should walk with other students, cross the street only at the pedestrian crosswalks, and go directly to and from school.



Bike Students

Only students in grades 3-5 may ride their bicycles to school. We suggest that all bicycles be in safe condition, be licensed and registered by the La Verne Police Department. **Use of a helmet is a state law.** Students must walk their bicycles at all times while on school grounds, on sidewalks surrounding the perimeter of the school, and when crossing any street. Bicycles must be parked in our student bike rack and locked. Students are to provide their own locks.



Bus Students

The District offers a fee-based bus pass parents may purchase if you'd like your child(ren) to ride the bus. Bus riders are required to follow all bus rules and instructions by the bus driver. Infractions of the bus rules may result in bus tickets issued by the bus driver. The principal will implement consequences on bus tickets issued. Continual infractions of the bus rules may result in the student's loss of bus riding privileges. All bus riders are required to have and show a bus pass. The district transportation department issues the bus passes. They may be contacted at (909) 971-8200 Ext. 5261.

Attendance

Good attendance is essential for your child's success in school. Parents can help promote good attendance by eliminating absences due to home activities, trips and family vacations which should be scheduled to coincide with non- school days.

Average Daily Attendance (ADA) is counted **only for students who are actually in attendance.** There are no longer any valid excused absences for school funding purposes. However, for the purpose of mandatory attendance laws, student illness, unavoidable medical appointments and family funerals are still counted as "Excused" absences. Being at school every day is the best way to maximize your child's learning experience.

If an unavoidable absence of FIVE DAYS OR MORE will occur, please let your child's teacher know, *in advance*, so he/she can arrange for an Independent Study assignment contract.

Absences

If it is necessary for your child to be absent from school, please do the following:



1. Call our school office (971-8206 ext. 1) between the hours of 7:30 AM and 4:00 PM to report the absence. Preferably, call by 9 AM.
2. If your child is absent due to a doctor's appointment, please provide a note from the doctor and your child will receive an excused absence. The school will also receive partial funding for the day if a doctor's note is provided.
3. Withdrawing your student early from school is disruptive to the education of the student.

Excessive absences or tardies may result in a referral to the principal, nurse, the Student Attendance Review Board (SARB) or the Los Angeles County Office of the District Attorney. The office of the District Attorney has determined that missing 15 school days in a school year is considered excessive.

Tardiness



Your child is tardy if he/she arrives at school after 8:05 AM. If your child is late to school, he/she must first report to the office with a note from a parent or guardian explaining the reason for tardiness. Repeated tardiness will be referred to the principal for consultation with the student and parent. You will be notified by mail regarding the tardies.

Tardiness is disruptive to the educational process of each classroom. Your child misses out on some of the most important information that could set the pace for the entire day. Please assist and encourage your child to be punctual to school and to attend each day. *Students may have no more than three tardies of less than 30 minutes for the year to qualify for the Perfect Attendance Award.*

Leaving and Returning During School Hours

For your child's protection, the following procedures are mandatory:

1. Parents, who need to take their child out of school for appointments, must physically sign them out in the school office.
2. A student will be released only to the parent, relative, or friend, whose name appears on the child's emergency card.
3. If a child is returning to school from an outside appointment, he/she must first check in at the office before going to the classroom.

Your support in scheduling non-urgent appointments for after school will lead to better student success.

Regular School Schedule

The regular school schedule will be followed on all school days except minimum days. Parents will be given advanced notice and reminders of school minimum days, holidays and vacation.

Kindergarten

(Aug. 22– Sept. 16) 8:05 – 11:25
(Sept. 19 – Mar. 24) 8:05 – 1:10
(Mar. 27 – June 8) 8:05 – 2:05

1st, 2nd & 3rd grades 8:05 – 2:05
4th & 5th grades 8:05 – 2:50

Compact Days for grades K-5 Every Tuesday will be a Compact Day

Dismissal time on Compact Day is 1:00
Grades 1-5 (beginning Aug. 23)
Kindergarten (beginning Sept. 19)

Minimum Days

Minimum days are approved by our School Board for the following

activities: Back to School Night, Open House, Parent Conference days, the last day before Winter Break, and the last day of school. Reminders of these days will be sent home in a timely fashion. Dismissal times for minimum days will be as follows:

Grades K-5 12:25 PM

(except for Aug. 26 – Kinder dismissal @11:25) PM Pre-school students will come in the AM

Clean Campus

Grace Miller students learn better when the campus is clean and well-maintained. We ask everyone to assist in doing his or her part in keeping our campus tidy and free of trash and graffiti. Please help the staff by reporting any incidents of vandalism or graffiti to a teacher, the principal, the custodian, school office personnel, or the La Verne Police Department.

Disaster Preparedness

Grace Miller maintains a current disaster evacuation plan that will be implemented in the case of a major emergency. In the event of a disaster occurring during school hours, all students remain at school until a parent or authorized person arrives to pick up the child. **In all instances, students will only be released to someone listed on the emergency card.**

Each month, staff and students participate in an emergency drill. During the year, our school participates in a district-wide earthquake drill.

In the event of a potentially dangerous situation (such as police action in the immediate neighborhood) that threatens our school community, the staff will keep the students in their classrooms with the doors locked until the situation has been cleared. After the “All-Clear” has been issued, then and only then, will students be released if it’s appropriate.

Emergency Cards

At the beginning of each school year we ask our parents update their contact information and review emergency contacts. It is the plan that you will complete your verification online this year. The information that you submit is essential for the staff to have in the event of an emergency, illness, or any other contact needed. It is equally important to have additional names and phone numbers of persons, other than the parents, who may be contacted and will be responsible for your child, if you cannot be reached. **If there is a change in any information during the school year, please call or send the new information to the office as soon as possible.**

Field Trips

Field trips are planned by the classroom teachers to enhance the curriculum. Before a student may attend a field trip, he/she must have a completed and signed permission slip. Your child will not be allowed to leave on any field trip without a signed permission form.

Periodically parents may be asked to assist as chaperones on a field trip. If you can participate and share the experience with your child, we are certain you will find it worthwhile. A Chaperone Guidelines form must be completed for you to attend the field trip.

Grace Miller Library & Computer Lab

All students in grades K-5 visit the library and computer lab on a scheduled weekly basis. Our library utilizes automated check-out and cataloging systems. Our library is used for storytelling, research and reference, as well as being a source for borrowing books. We ask that all



books and materials that are borrowed from the library be returned by the due dates. Students who lose or damage borrowed materials are immediately responsible for any repair or replacement costs. Parents may also check out materials and books. Our new Will Zheng Reading Garden is available for use, but students may not be in the garden unsupervised. Please note the signage on the gate prohibiting pets, bikes, skates, etc.

Our Computer Lab is set up for students to learn to integrate technology with curricular standards, in addition to helping students become proficient in using the computer and taking assessments. We have a 36 station computer lab with overhead projection system and surround sound. Students attend at least once per week. Classrooms also have access to other individual technologies that are available to students.

Lost and Found



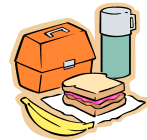
Please **label** your child's jackets, sweatshirts, sweaters, coats, lunch bags and boxes, and all school materials. Items that are left and found on campus are placed in the lost and found, located in the cafeteria. The school secretary keeps smaller items, such as money or jewelry. Twice a year, unclaimed items are donated to a charitable organization.

Campus Aides

Campus aides are an important part of our campus supervision. They supervise the cafeteria and playground during the lunch periods. If you would be interested in working from approximately 11:30 AM to 1:00 PM, or if you would like to be on our substitute list, please call the school office to set an appointment to speak with the principal.

Nutrition Break

Each day, students will have a nutrition/recess break in the morning. If you send a snack with your child, package it separately from the lunch so the child will know which is which, and not eat his/her lunch for a snack! Also, send nutritious snacks such as fruits, veggies, crackers, peanut butter, cheese, yogurt, etc. and avoid sending chips, cookies, treats, or other unhealthy items. **Sodas, candy and gum are not permitted. Fried chips are not recommended.** Research shows that students who have healthy breakfasts and snacks have far more mental energy for studying and working than those who eat sugary, non-nutritive foods. Help your child by giving him/her healthy choices.



Lunch

Students may bring or buy their lunches. If your child brings a lunch to school, please be sure the lunch pail or sack is clearly marked with your child's name and room number. **Sodas, candy and gum are not permitted.** Milk (whole, lowfat, or chocolate) may be purchased for \$.50. If it is unavoidable and you *must* bring your child's lunch to school, please drop it off at the *office with name and room number attached*. We appreciate you keeping this practice to "special" occasions. Please let your child know in the morning if you will be delivering his/her lunch to the office so that he/she will come and pick it up. **The classroom will not be called. There is a bin in the office for lunch drop-off. Do not go directly to classrooms to drop off items.**

Children are to follow all cafeteria rules and the directions of noon supervisors. Children are required to

dispose of their own trash and to leave their eating area clean.

No student is permitted to leave our school campus during lunchtime, unless he/she is signed out and picked up by a parent or guardian.

Regular Lunch Schedule

Kindergarten (after 9/19)	11:20-12:00
Grade 1	11:35-12:15
Grade 2	11:50-12:30
Grade 3	12:05-12:45
Grades 4 & 5	12:20-1:00



School Cafeteria

Our school cafeteria can provide your child with breakfast, as well as lunch. Breakfast is served daily at 7:30 AM. All students are welcome. **(Students not eating breakfast should arrive at school no sooner than 7:50 AM.)** Monthly menus are sent home and are on the website. For your convenience, lunch tickets may be purchased through the school or cafeteria office.

Breakfast

\$2.00

Lunch

\$2.75

Parents can pre-pay for as many lunches as they choose based on the prices above. There is no limit to the number pre-purchased for the year. Also, parents may write one check for breakfast and lunch or may pay online for a transaction fee of \$1.75 at www.myschoolbucks.com. The website can be accessed from the District website: <http://do.bonita.k12.ca.us>

Families may apply for reduced or free lunches and breakfasts. Reduced- priced breakfasts are sold for \$.30, and lunches are \$.40. Applications are sent home in the Roadrunner folder or are available in the

school office anytime during the year. Parents must re-apply each school year by Sept. 16th in order to remain in the program.

Home School Communications



The staff is committed to communication with the parents and recognize it is essential for our working together as an educational team. Communication between the classroom and home may be done through emails, written notes, the student agenda, event notices, weekly reports, phone calls and parent conferences. We encourage every parent to stay in close communication with your child's teacher and the school. If you have a question, we are here to help with an answer. Make it a habit to ask for and go over the corrected assignments, notes and communications that come home with your child. We also have information available online at:

<http://gm.bonita.k12.ca.us>

A teacher email list will be sent home when staff is completely set so that you may communicate via email with your child's teacher. Teachers also use an online grading program. Your child's teacher will let you know if he/she is using it and how you may access that information.

Parent-Student-Teacher Conferences



Conferences with the teacher are encouraged and welcomed as part of the on-going commitment to continuous communication. Parent-Teacher conferences are scheduled in the fall and in the spring, or as needed. Parents may request a conference at any

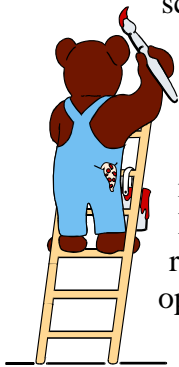
time by contacting the school office or your child's teacher to schedule an appointment.

Report Cards

Report cards are a way of communicating with parents regarding their child's academic and behavioral progress. Report cards are issued three times a year. If you are concerned or curious about your child's progress, we urge you to contact your child's teacher at your earliest convenience and not to wait until the winter or spring scheduled conference periods.

Parent-Teacher Association

Grace Miller has a very active Parent Teacher Association (PTA). The membership contributes many hours and dollars in assisting our school programs. Each year the PTA provides support for awards, incentives, Family Fun Nights, school materials and equipment, technology and volunteers in the classroom. Please join and support PTA. There are many opportunities for parents to get involved on many different levels. Watch for the information regarding PTA volunteer opportunities.



Room Parents/Volunteers

Our Grace Miller PTA helps in assigning room parents. Room parents arrange for treats and activities for scheduled school parties and functions. Notices are sent home by the PTA each September asking for room parents.

If you are unable to be a room parent, you may want to volunteer from time to time in your child's classroom. Our teachers appreciate the help from parents, grandparents, family and community members. Your child will feel

special because you are a part of his/her classroom. Please contact your child's teacher to arrange a time or way to help the classroom. Due to liability, volunteers are asked to leave infants and pre-schoolers at home. All volunteers working on campus must sign in at the office. Volunteers who are in the classrooms more than 10 hours per year will need to be fingerprinted and have a current TB test. There is a fee for these services, and is at the volunteer's expense but is good for use at all BUSD schools.



School Site Council

The School Site Council is made up of parents, teachers, classified staff and the principal. The council meets from September to June on a monthly basis. An election will be held in the fall to select any new members. The role of the council is to assist in the development and assessment of the school's improvement plan and to monitor the school's categorical funding.

Student Telephone Calls

Students are NOT allowed to use the telephones at school for non-emergency reasons (i.e., forgotten lunch money, homework, band instruments, permission slips, etc.). They may use the phone to call home in case of illness or emergency. **Cell phones are not allowed** (see pg. 12, item J).



Injuries/Illness/Medication

When a child is ill or injured at school the parent is notified and asked to come for the child. If the parent is unavailable, the persons designated on the emergency card are contacted. **This should be a contact who is accessible to the school**



GRACE MILLER ELEMENTARY SCHOOL
DISCIPLINE TICKET

Student _____ Room _____ Grade _____ Referred by _____

Date _____ Before school AM Recess Lunch After School Classroom P.E.

Inappropriate Behavior

Action(s) Taken:

- _____ Not remaining in assigned area
- _____ Not keeping hands, feet or other objects to oneself
- _____ Using inappropriate language
- _____ Not following the directions of the supervising adult
- _____ Not following playground rules
- _____ Not following cafeteria rules

- _____ Student's version of the story
- _____ Verbal reprimand
- _____ Suggested problem solving
- _____ Time out
- _____ Parent contacted by phone
- _____ Student sent to principal

Comments: _____

Please sign and return to school

Student Signature Parent Signature Teacher or Admin. Signature

Consequence: _____

White-Parent, Yellow-Office, Pink-Teacher

GRACE MILLER ELEMENTARY SCHOOL

STUDENT PLAN OF ACTION: When you write your plan, keep it short and specific. Be positive. Remember – *your behavior is your responsibility.*

DESCRIBE THE FOLLOWING –

WHAT HAPPENED:

WHY IT HAPPENED:

HOW YOU FEEL ABOUT IT:

WHAT DIFFERENT KINDS OF DECISIONS YOU'LL MAKE NEXT TIME:

Student's Signature

Parent's Signature

Admin. Initials

Parents: Please read and discuss with your child. Sign and have your child return the form to school the next school day. Thank you for your continued help and support.

behavior. These standards were developed to ensure the best possible safety for your child. All students in grades K-5 will be expected to follow these standards at all times in the classroom and on the playground.

All students are expected to:

- Come to school prepared and ready to learn.
- Maintain an environment that is safe, healthy and promotes learning.
- Follow directions the first time and ask questions for clarification.
- Respect self and others.

There are consequences for students who are in violation of our school rules. Our staff has developed a progressive discipline program that begins with interventions the teacher uses in the classroom. These interventions may include notes and telephone calls home and progresses to a discipline referral from the school principal. Parent support in reinforcing the California Education Code laws, as well as our Grace Miller school rules necessary to maintaining a positive, safe learning environment. Consequences for violations of school rules may include, but not be limited to, a warning, time out during class or recess, detention, loss of privileges, telephone conferences, counseling with the principal, suspension, involuntary transfer or expulsion. Copies of the “Discipline Ticket” and the two page Discipline Referral and Plan of Action are enclosed.

Following are the Grace Miller playground rules that must be followed by all students in grades K-5. Students violating these playground rules will be subject to the disciplinary tickets/referrals and/or consequences that were previously described.

A. First and foremost we have a “**HANDS OFF**” policy. That means no games are allowed that involve any physical contact between the students. A

child’s physical safety is of utmost importance and there should not be an instance where that is threatened, either in play or in anger/hostility.


- B. **PLAY EQUIPMENT:** No running in the sand area or on the play equipment. Always go down the slide – never up! Do not climb over the retaining wall where the red line separates the sand from the black top. Students in K-1 may not use the wheels or “rainbow” bars. Follow school rules regarding the equipment.
- C. **HALLWAYS:** There shall be no running, pushing or loitering in any hallway during any time of the school day. Students should not cross over red lines during recesses.
- D. **TRASH:** All trash will be placed in the proper containers. Students will clean up after themselves in the cafeteria and at outside picnic tables.
- E. **RESTROOMS:** There shall be no loitering, playing, yelling or running in any restroom.
- F. **SNACK AREA:** Snacks are to ONLY be eaten at the outside picnic tables. Do not bring any snack foods on the playground.
- G. **CAFETERIA:** Students shall sit at their assigned table, eat in an orderly way using appropriate manners and clean up their area before being dismissed.
- H. **FREEZE BELL:** Students are to immediately stop all play, climb down from the play equipment, step outside of courts, get down on one knee, and wait quietly for the whistle to blow before *WALKING* to their lines.
- I. **TOYS:** Toys, electronic games and equipment, dolls, games, etc... are not allowed at school, even on rainy days. If a student is allowed to bring something to share for a class activity, it needs to stay secured until that time

and is not the responsibility of the school if lost.

- J. **CELL PHONES/ ELECTRONIC EQUIPMENT:** Cell phones and other electronic equipment are not allowed in accordance with Board Policy. Parents who have a specific need to stay connected to their child by providing a cell phone for use after school should talk with the school principal.

Our goal is to empower a student to take responsibility for his/her actions. We also want all students to have a safe, positive learning environment.

Suspension and Expulsion

 The following are subject to suspension, and/or expulsion, and fall under California Education Code section 48900.

- A. **CAUSED INJURY:** Caused, attempted to cause, or threatened to cause physical injury to another person. Willfully used force or violence except in self-defense.
- B. **DANGEROUS OBJECT:** Possessed, sold, or otherwise furnished any firearm, knife, or other dangerous object.
- C/D: **CONTROLLED SUBSTANCES INTOXICANTS:** Possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, an alcoholic beverage, or intoxicant of any kind.
- E. **ROBBERY/EXTORTION:** Committed, or attempted to commit, robbery or extortion.
- F. **DESTRUCTION OF PROPERTY:** Caused or attempted to cause, damage to school or private property.
- G. **THEFT:** Stole, attempted to steal, or knowingly received stolen school or private property.

- H. **TOBACCO:** Possessed or used tobacco, or any products containing tobacco or nicotine.
- I. **PROFANITY & OBSCENE ACTS OR VULGARITY:** Committed an obscene act or engaged in habitual profanity or vulgarity.
- J. **DRUG PARAPHERNALIA:** Possessed, offered, arranged, or negotiated to sell any drug paraphernalia.
- K. **DISRUPTION/DEFIANCE:** Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other personnel engaged in the performance of their duties.
- L. **RECEIVING STOLEN PROPERTY**
- M. **POSSESSING IMITATION FIREARM**
- N. **SEXUAL ASSAULT** Committed or attempted to commit a sexual assault
- O. **INTIMIDATING A WITNESS:** Harassing, threatening, or intimidating a student who would be a witness in a school disciplinary proceeding.
- P. **PRESCRIPTION DRUGS:** Offering, arranging to sell, or selling the prescription drug Soma.
- R. **BULLYING:** Engaged in an act of bullying, including by means of an electronic act, of students or staff.
- T. **INFLICTION OF PHYSICAL INJURY:** Aided in the infliction or attempted infliction of physical injury to another person.
- .2 **SEXUAL HARASSMENT**
- .3 **HATE:** Attempted to, threatened to, caused or participated in an act of hate violence.
- .4 **HARASSMENT, THREATS, OR INTIMIDATION:** Against staff or students.
- .7 **TERRORISTIC THREATS:** Making threats against staff or students

This information has explained the major disciplinary problem areas that could result in suspension or expulsion. All students are entitled to due process. This means there are certain procedures which school officials must follow in taking appropriate disciplinary action. There are also procedures, which students must follow if they do not agree with the school's actions.

The school principal has the right to suspend a student for a period of up to five days. In cases of this type, there will be an informal hearing between the principal or his/her designee, the student, and any other appropriate persons. If, after the hearing is completed, the principal decides that a suspension is necessary, it will become effective immediately. The principal will attempt to notify parents by telephone before this action is taken and will send one copy of the suspension notice to the parents.

The school principal has the right to recommend to the district superintendent that a student should be expelled. In cases of this type, the hearing will be conducted before the Governing Board of the Unified School District at the school district office.

Discipline Tickets

Grace Miller School has two discipline notices in addition to the District suspension form. The smaller Discipline Ticket is typically for playground infractions and some classroom incidents where the student violated the rules. The parent is notified via the ticket. The Discipline Referral and Plan of Action gives more information and is typically given for more serious infractions. This sometimes involves a written assignment for the student, particularly in grades 2-5.

When a student brings a discipline ticket home, please take the time to discuss the incident with the student, sign the form, and return the yellow copy to the school. Parents may receive a "heads-up"

phone call regarding the ticket and incident.

The staff member on duty and the principal remain neutral on these incidents. Children who witness an event often give different accounts of it, so it is important to remember that there are at least two sides to every story. The goal is to treat each child fairly and find out exactly what happened. Copies of these discipline forms are on the next page.

Peace Builder Program

Grace Miller School maintains an educational environment that promotes positive behavior, fairness and taking responsibility for one's actions. The Peace Builder Program is based on five basic principles of peace:

- Praising people
- Giving up put-downs
- Seeking wise people
- Noticing and speaking up about hurts caused
- Righting wrongs
- Helping others

Teachers use lesson materials to help students implement and practice doing the right things. Praise Notes are given to students who do kind things for others. Students who have trouble are guided through the process to improve behaviors and interactions with others. The Peace Builder Pledge is recited at our weekly Friday Spirit Assembly. We want students to notice how their actions affect others positively and negatively and to think proactively about being a good citizen at home, at school, and in the community.

PROJECT "BOOMERANG"

Behavior Program



The Boomerang Principle

Positive behavior is the focus of this new program, which is replacing our Accountability Concepts program of previous years. The Boomerang Behavior Program is based on three important principles of character: **RESPECTFUL**, **RESPONSIBLE**, and **RESOURCEFUL**. This is incorporated with our PeaceBuilder Program and will be monitored through Class DOJO, an online behavior monitoring website.

Here's how it works:

Students will earn points in Class DOJO by "increasing the peace" through their actions in the three focus areas. Students will lose points in Class DOJO through actions that "decrease the peace." Some examples are in the chart below:

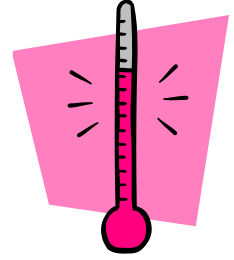
	+++ +++ Increase the Peace-----	-----Decrease the Peace - - - -
RESPECTFUL	<ul style="list-style-type: none"> - Hands Off - Shows kindness - Helpful - Good attitude - Friendly 	<ul style="list-style-type: none"> - Hurting others physically (Pushing, hitting, kicking, grabbing, pulling, pinching, biting) - Hurting others emotionally (name-calling, teasing, will not play) - Negative attitude (angry, rude, disruptive, defiant)
RESPONSIBLE	<ul style="list-style-type: none"> - Self-control - Completing classwork - Completing homework - Doing your best - Perseverance - Honest - Clean up after yourself 	<ul style="list-style-type: none"> - Not controlling yourself - Not completing classwork or homework - Not doing your best; giving up - Being dishonest - Leaving a mess for someone else to clean up
RESOURCEFUL	<ul style="list-style-type: none"> - Curious - Creative - Imaginative - Brave - Solves problems 	

The key to the success of the program is the connection to home and the support of parents. Parents will be able to link online to Class DOJO and be notified on a daily basis of the points your child has earned/lost and the reason. We will also still send home playground tickets if necessary, for students who have problems at recess.

Accelerated Reading

Independent Reading Program

2016 - 2017



Book Selection: (Grades 2-5)

- Students will select books in their Reading Range or Zone of Proximal Development (ZPD), which will be identified at the beginning of the year and will be re-assessed throughout the year using the STAR Reading test.
- Students will read books to meet an individual reading point goal or target. They will be given credit only for books read in their individual reading range and comprehension quizzes passed. Once their individual point goals are met for the trimester, they can read any book at any level.

Book Quizzes:

After a student in grades 2-5 has read a book, he/she will take a brief comprehension quiz on the computer about the book. When the student passes a quiz, credit will be given for the book and counted toward the point goal for the trimester. Quizzes must be passed at 85% for those with 10 questions or more, and 80% for those with 5 questions. Quizzes can be taken in the library before school, during recess, and after school. Quizzes may also be taken in class with teacher permission. Quizzes cannot be taken at home.

Home Reading:

- Kindergarten: Reading to, with, or by students 20 minutes per night, 5 nights per week. (Reading goal: 40 books per month, minimum)
- Students will take the STAR test when they are reading at an appropriate level. AR quizzes can be taken during the school year with a coach.
- A Reading Log will be used to monitor books read to, with, or by students.
- 1st grade: 20 minutes per night - student reads two books; parent reads one.
- Students will take AR quizzes throughout the year as directed by the teacher. A Reading Log will be used to monitor books read to, with, or by students.
- 2nd grade: 20 minutes per night; AR Goal will be generated as a target for reading.
- 3rd grade: Trimester 1 & 2 @ 20 minutes per night + meeting AR goal
Trimester 3 @ 30 min. per night + meeting AR goal
- 4th grade: 30 minutes per night, target 80 pages per week + meeting AR goal
- 5th grade: 30 minutes per night, target 150 pages per week + meeting AR goal

Incentives and Recognition:

- Students in grades 2-5 will receive credit only for points earned on quizzes passed that relate to their reading goals. Students in grades K-1 will still receive credit for books read and recorded on the reading log.
- Students will be recognized trimesterly at the Spirit Assembly for meeting their reading goals. If a student meets his/her reading goal all three trimesters, he/she will receive a medallion at the end of the year.