

Grace Miller

Elementary

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

School Handbook 2015-2016

La Verne, California 91750
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Grace Miller Elementary Roadrunners

School Handbook
2015-2016

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Grace Miller Schedules

Regular Day

(Monday, Wednesday, Thursday, Friday)

8:05 – 11:25 Kindergarten (Aug.24 –
Sept. 18)
8:05 – 1:10 Kindergarten (Sept. 21
– Mar. 25)
8:05 – 2:05 Kindergarten (Mar. 28 –
June 9)

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 8/25,
Kinder – 9/22

(Recess and Lunch schedules are the same as above)

Minimum Days

(9/3, 10/7, 10/8, 12/18, 3/8, 3/9, 3/10, 5/19, 6/9)

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. 18)

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. 18)

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

(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.
- 9 □ 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.

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~~ 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

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.

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. 24– Sept. 18) 8:05 – 11:25

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.24) Kindergarten (beginning Sept. 21)

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 Sept. 3 – Kinder dismissal @11:25)

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.**

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 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.

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 9/18)	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. 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.mynutrikids.com. The website can be accessed from the District website: <http://do.bonita.k12.ca.us>

14 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. 24th in order to remain in the program.

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>