

Coy Miller Elementary School



Ashley Young, Counselor

Ashley Miller, Principal

Jenny McGowan, AP

Miller Elementary Parent Procedures & Frequent Asked Questions

2016-2017

The Fisd Student Handbook is available here and contains information that all parents will want to review. When you enrolled/re-enrolled your child through Infosnap, you signed off on the Student Handbook, but since it contains a plethora of information, we ask that you peruse it again at this time of year. Below are some guidelines more specific to Miller or reminders that you may need before school starts. Please be sure and read our second email this weekend which will detail traffic/drop-off/pick-up information.

Miller Leadership Team

- Ashley Miller: Principal: milleras@friscoisd.org
- Jenny McGowan: Assistant Principal: mcgowanj@friscoisd.org
- Ashley Young: Counselor: youngas@friscoisd.org

Safety and Campus Integrity

Keeping strangers and unauthorized persons out of our hallways and classrooms is a top priority at Miller. In addition, it is critical that the campus be dedicated to teaching your children and that distractions from this goal be kept to a minimum.

Office Check-In: Remember that each person will need to have a valid state ID scanned one time every school year, so please plan to do this even if your license was scanned last year.

Pets: Frisco ISD has a guideline that dogs may not be brought on campus. We understand that many of you enjoy walking your dog to and from school with your children. We certainly want to encourage families walking to and from school as this helps tremendously with traffic congestion and promotes lifelong healthy habits. However, many children are afraid of dogs and many are allergic to various types of animals. In addition, even dogs with sweet dispositions can snap unexpectedly when children are around. Most of us are animal lovers, but the welfare of our kids is paramount. If you want to walk your dog to and from school, please plan to meet your child on the city sidewalks that border our campus.

Cell Phones: Students are not allowed to have cell phones turned on while on campus. Cell phones must be kept turned off and put away in their backpack at all times while on campus. In the future, we may develop a BYOD policy, but at this time we do not have one in place since we will be using campus technology.

Our Wonderful Volunteers! We value the overwhelming willingness of our parents to volunteer and we welcome your presence at Miller. For those of you, who enjoy volunteering, please be sure to let your teacher or our PTA know! In planning your volunteer services, please recall our commitment to an academic focus and be aware that toddlers are not allowed in classrooms or in pod hallways during the school day.



Coy Miller Elementary School



Ashley Young, Counselor

Ashley Miller, Principal

Jenny McGowan, AP

We are so excited about the involvement from our dads through the Watch DOGS program! For all of the male role models interested in being involved on campus, be on the lookout for information to get involved in that way as well!

*Please Note: Each year every parent must fill out a background check in order to volunteer on campus or chaperone field trips. The form may be found on the Fisd website at:

<https://forms.friscoisd.org/sf/background-checks/volunteer>

What are Miller's arrival and dismissal times?

- The school day begins at 7:45 a.m. and ends at 2:55 p.m.

What are the Miller procedures for dismissal?

- Students will not be released before 2:55.
- Parents must notify the teacher in writing (i.e. email) or call the front office for dismissal changes by 2:00 p.m. to ensure students are dismissed safely to appropriate person. For your child's safety, we are unable to accept any verbal message sent with your child.
- A tag with transportation information will be attached to your child's backpack to remind us how they get home each day. Please be sure this stays on the backpack throughout the year; we will replace the tags as necessary.
- A carpool tag will be given to all parents at Meet the Teacher with your child's name and grade level noted. Please place on your rear-view mirror to assist with pickup. For safety and efficiency, we ask that you do not get out of your car when you are in the car pool lanes.
- Adult Not on Contact List Picking Up Child: Your child will only be released to the adults listed on their registration page. If someone other than the adults listed needs to pick up your child, you must call the front office to provide the name and driver's license number of the person picking up. We may require that this adult pick up the child from the front office.
- Please Note: It is the parent's responsibility to contact the YMCA, Alphabest, or other daycare provider if your child is not following their normal after school routine.

What are campus lunch procedures?

- Parents may have lunch with their child(ren) beginning the second week of school so that students can learn routines and procedures.
- Forgotten Lunches: Bring the lunch, labeled with the child's name and grade, to the office. The lunch will be delivered to the cafeteria and put on a cart. The child's name will be written on a board above the lunches on the cart. When students enter the cafeteria, they will find their lunch there.
- Parents may sit with their children at designated parent lunch tables. Parents may not invite other students to sit at these lunch tables, buy or share food with other students.
- Please say goodbye once your child's class is called to throw away their trash so the students can listen to the teacher's instructions. Please proceed to the front office to sign out and exit the building.



Coy Miller Elementary School



Ashley Young, Counselor

Ashley Miller, Principal

Jenny McGowan, AP

What are the Miller recess procedures?

- Every grade level has 30 minutes of recess each day.
- Teachers monitor students on the playground and in the field.
- Students are expected to follow the student code of conduct when at play.
- It is very important to us that Miller students have a safe playing environment; therefore, only Miller students and teachers are allowed on the playground during school hours.

What are the behavior guidelines at Miller?

- At Miller, we believe that positive behavioral supports encourage students to show desired behaviors and create positive relationships between students, their peers, and our staff.
- Each grade level team has positive behavior reward systems to utilize with students each day. Students are rewarded for displaying positive behaviors and will have multiple opportunities to receive recognition for exhibiting these positive behaviors.
- Students are expected to follow the Frisco ISD Student Code of Conduct at all times.

Standards for Student Conduct

Each student is expected to:

- ✓ Demonstrate courtesy.
 - ✓ Conduct themselves in a responsible manner, practice self-regulation and self-monitoring skills that they are learning at home and school.
 - ✓ Attend all classes, daily and on time.
 - ✓ Prepare for each class; take appropriate materials and assignments to class.
 - ✓ Respect the rights and privileges of students, teachers, and other district staff and volunteers.
 - ✓ Respect the property of others, including district property and facilities.
 - ✓ Cooperate with and assist the Miller team in maintaining safety and order.
 - ✓ Adhere to the expectations of the Student Code of Conduct.
- Aggression such as tackling, pushing, hitting, kicking, physical fighting, and biting are behaviors that will result in support from the leadership team.
 - Teasing, taunting, insults, rude gestures and exclusion are behaviors that will result in a classroom teacher and/or the leadership team intervening, providing redirection and requesting parent support to develop an appropriate plan to ensure the student is successful.

What are the tutoring guidelines at Miller?

- At Miller, we have a daily 30 minute intervention and enrich time for all of our students during the regular school day. It is called, "WINN Time," What I Need Now time. It is designed to continue to provide students with instruction for what they need to progress to the next level in their learning.



Coy Miller Elementary School



Ashley Young, Counselor

Ashley Miller, Principal

Jenny McGowan, AP

- During WINN time, students will receive instruction tailored to their specific needs in reading, writing, and/or math.

How are student birthdays celebrated at Miller?

- At Miller, your child will stand and be recognized at Good Morning Miller to celebrate his/her birthday. He/She will receive a birthday pencil and we will sing happy birthday in the classroom. To honor new FUSD guidelines to promote health and wellness, birthday snacks will not be served. Please do not send favors or balloons to school. We promise we will make them feel special!

When is my child's teacher conference time?

- At Miller, grade level teams will post their daily schedule on their team website. Our conference time will be the best time for us to check our voicemail and email. Parent conference will be held between October and November; your child's teacher(s) will have a system for signing up for beginning of the year conferences. We are available for conferences throughout the year. Please feel to email or call us before our conference should any questions arise.
- Appointments and Visits: While we always welcome visits from parents, life at school is always quite busy. Please call in advance if you need to schedule a conference with a staff member.

What are the procedures if my child is absent from school?

- If your child is home sick, please send an email to our data clerk and your child's teacher. Upon your child's return, a note or email is required within 3 days of the absence for the absences to be considered excused. The note must have the following information.
- If your child is absent for four or more consecutive days, a doctor's note will be required. **Parents have three days to provide written documentation for the absence(s) or these days will be considered unexcused.**
- Please note: Late Arrival/Tardies can only be considered excused with a doctor's note for medical appointments.

