

# PROCEDURES

*Coy Miller Elementary  
300 Cypress Hill Drive  
Little Elm, Texas  
Phone: 469-633-2075  
Fax: 469-633-2085*

*A proud part of the Frisco Independent School District*

# Miller Mission

Empower learning for all.

## HERE AT MILLER WE CARE

Cooperate together

Positive Attitudes

Respect each other

Put forth Effort



Miller Elementary Main Number

469-633-2075

School Hours: 7:45-2:55

# Welcome to the 2017-2018 school year!

Our goal is to create an environment that promotes learning and personal growth. Below we have outlined important procedures that allow us to maintain a safe and orderly school environment for our students. Please review the following school processes and procedures designed to maintain campus order and safety, protect the educational integrity of each classroom, and create an optimal learning environment most friendly to the processes of teaching and learning.



**\*Students should not arrive on campus before 7:15 a.m.**  
**Supervision is not provided until 7:15.**  
**Teachers' arrival time is 7:20.**

## Arrival

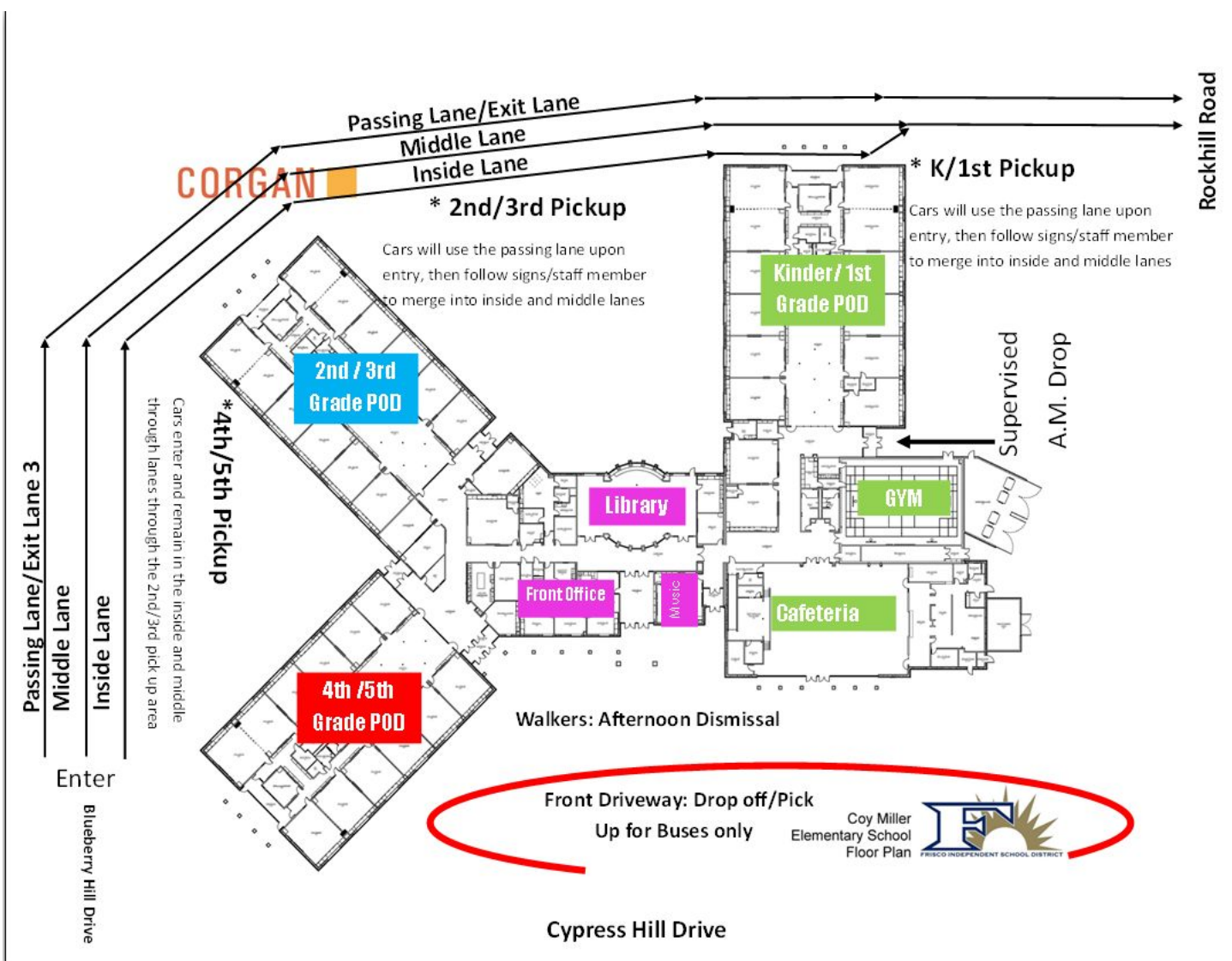
At 7:20, we will have staff members supervising in both the café and gym. If your child arrives between 7:20 - 7:30 am, they will enter through the doors located near the gym and will remain in the café/gym until 7:30 am where their classroom teachers meet the students and walk them to their rooms to begin their day of learning. Students entering the building from 7:30 - 7:45 am, they will report directly to their classrooms; there will be Miller staff members throughout the building to assist students in getting to their classrooms safely.

### **Arrival Locations (7:20-7:30 a.m.):**

- ★ Gym: K-3rd grade students
- ★ Cafeteria: 4th-5th grade students

For the safety of our families and students, when dropping off or picking up your child by car, please remember:

1. The car line in the back/side is a multi-lane with drop-off ONLY from the inside lane (along the right hand curb) near the gym doors.
2. After drop-off cars may pull out using the middle lane to merge, and use the both lanes to exit.
3. Cars are expected to pull forward as space allows within the line in order for Miller staff and student safety patrol members to open as many doors as possible.
4. Please remain in your car and wait in the car line until a staff member or student safety patrol member can assist your child to/from the car.
5. Slow speed 10 mph or slower.



**CORGAN**

Passing Lane/Exit Lane  
Middle Lane  
Inside Lane

**\* 2nd/3rd Pickup**

Cars will use the passing lane upon entry, then follow signs/staff member to merge into inside and middle lanes

Passing Lane/Exit Lane 3  
Middle Lane  
Inside Lane

Cars enter and remain in the inside and middle through lanes through the 2nd/3rd pick up area

**\* 4th/5th Pickup**

**2nd / 3rd Grade POD**

**4th / 5th Grade POD**

Walkers: Afternoon Dismissal

**Kinder / 1st Grade POD**

**\* K/1st Pickup**

Cars will use the passing lane upon entry, then follow signs/staff member to merge into inside and middle lanes

Supervised  
A.M. Drop

**Front Driveway: Drop off/Pick Up for Buses only**

Coy Miller  
Elementary School  
Floor Plan



Cypress Hill Drive

Rockhill Road

Blueberry Hill Drive

Enter

# Dismissal

## Students are expected to:

1. Walk to designated pick-up area with a teacher.
2. Walk in a quiet, single file line to ensure safety.
3. **Walk bikes and scooters while on campus.**
4. Cross streets only at designated crosswalks.
5. Watch, listen and obey the crossing guards.
6. Wait for a teacher to walk them to the car if he/she is a car rider and not walk or run into street, lanes, between cars, or parking lot unattended.
7. Listen carefully for name to be called when their car arrives.
8. Inform the teacher on duty when leaving campus.
9. Not remain on campus after dismissal without adult supervision.



## Pick-up ~ Who? Where?

**Someone New Picking up Your 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 give their name and driver's license number to the front office through a note or an email ahead of time

### Bus Riders/Daycare

Students who are daycare/bus riders will be escorted to the café by a staff member at the end of the day and loaded onto the appropriate bus.

### Walkers/Bike Riders/ Parent Pick-ups



*\* Parent pick-ups are the students whose parents will pick them up from school grounds, however students will not be loaded into a car by a Miller staff member in the carpool line.*

Walkers, bike riders, and parent pick-ups will be escorted by staff members out of the front doors after the FISD buses have departed from the front driveway. Students will follow the staff members to their designated grade level area where they will be dismissed. Students will need to do one of the three "H's" (handshake, high five, or hug) with the staff member on duty before leaving their designated area; this will ensure the staff member supervising ensure their safe departure. Bike riders will go to the bike racks, walk their bike to the crossing guard, and then proceed home. Parents, who have parked their cars in the street and/or are walking home with their child, can wait near their child's grade level area. To ensure the safety of parents, as well as our students, please use the marked crosswalks when arriving and departing from the Miller campus. We ask that parents wait until their child is dismissed by the teacher using our "H" system before leaving so all students are accounted for at dismissal. Mrs. Morse, our school assistant principal, is an administrative representative supervising this area.

\*\*\*Older students are expected to meet younger siblings.

- ★ 4th/5th walkers exit the doors between Pod 3 (4th & 5th grade hall) and the Teacher's Lounge.
- ★ 2nd/3rd walkers exit the front doors.
- ★ K-1st Walkers will meet their siblings in the front of Music room and exit the doors between music room and cafeteria.
- ★ Parents who are meeting walkers, meet them out front near their respective exit locations.

**Bikers/Walkers will not be sent home during severe weather warning, severe thunderstorms, and lightning until weather conditions improve. During inclement weather you can expect delays if your child is a walker or bike rider.**

## Car Rider Good Practices

- Drive slowly through the car line. Student safety is our number 1 priority.
- Please have your car line sign visible for staff to see please hang it on the rear view mirror.
  - You will see Mrs. Miller, our Principal, as well as Mrs. Young, our counselor directing traffic. Please watch for us to guide the traffic flow process.
- Older siblings will go to their younger siblings for pick up area for car rider dismissal. *For example, if the younger sibling is a 1<sup>st</sup> grader and the older sibling is a 3<sup>rd</sup> grader, the 3<sup>rd</sup> grader will be at the youngest siblings pick up location.*
- Please remain in your cars to pick up your child. A staff member will assist your child in getting into the car.
- The passing lane will not be utilized for loading students into cars, due to safety concerns.
- Please refrain from changing lanes unless guided by a staff member; as students will be loaded into their cars in the middle lane as well. Wait for one of the staff members assisting with directing the traffic to wave you on to proceed forward.

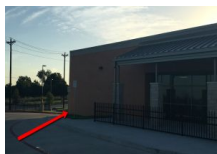


**\*\*\*Older Siblings will be escorted to the youngest siblings dismissal locations.**

Please remain in your car. After your child(ren) are loaded into the car, please turn on your hazard lights to indicate you are ready to exit; this will let the staff members know when to begin moving the line forward.

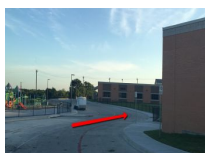


### K/1<sup>st</sup> Car Riders



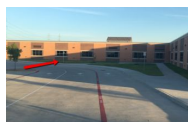
Kindergarten and 1<sup>st</sup> grade car riders will be escorted to the back of the building near their POD area. Cars will enter the driveway on Cypress Hill Drive and use the passing lane to go past 4<sup>th</sup>/5<sup>th</sup> grade and 2<sup>nd</sup>/3<sup>rd</sup> grade pick up lanes. Once you pass the 2<sup>nd</sup>/3<sup>rd</sup> grade pick up a staff member will be there to assist cars with merging into the inside and middle lanes for pick up. Kinder and 1<sup>st</sup> grade students will be positioned outside the back of their pod area. The passing lane will be used to direct traffic out of the car loop line. A staff member will be positioned in between the inside and middle lane to help stop and move traffic. Teachers will be stationed to help assist students getting into their cars.

### 2<sup>nd</sup>/3<sup>rd</sup> Car Riders



2<sup>nd</sup> and 3<sup>rd</sup> grade car riders will be escorted to the back of the building near their pod area. Cars will enter the driveway On Cypress Hill Drive and use the passing lane to drive past 4<sup>th</sup> and 5<sup>th</sup> grade pick up lanes. Once you pass the 4<sup>th</sup>/5<sup>th</sup> grade pick up area, a staff member will be there to assist cars with merging into the inside and middle lanes for pick up. Once your child is in your car, you will be directed to remain in your lane through the end of the 2<sup>nd</sup>/3<sup>rd</sup> grade pick up area. The passing lane will have kindergarten-1<sup>st</sup> grade cars waiting to pull forward, so a staff member will stop that flow of traffic to allow the inside and middle lanes to move into the passing/exit lane and leave the car line.

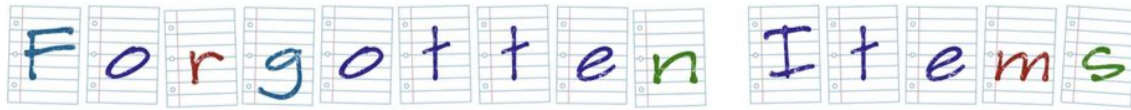
### 4<sup>th</sup>/5<sup>th</sup> Car Riders



4<sup>th</sup> and 5<sup>th</sup> grade car riders will be escorted to the back of the building between pod 2 and pod 3. Cars will enter the driveway on Cypress Hill Drive and use the inside and middle lanes. Once your child is in your car, you will be directed to remain in your lane through the 2<sup>nd</sup>/3<sup>rd</sup> grade pick up area. The passing lane will have kindergarten-1<sup>st</sup> grade cars waiting to pull forward to their pick-up location, so a staff member will stop that flow at the 2<sup>nd</sup>/3<sup>rd</sup> grade area to allow the inside and middle lanes to move into the passing/exit lane and leave the car line. Teachers will be stationed to assist students getting into their cars.

If your child is going home in any manner out of the ordinary you **MUST** send a note with your child at the beginning of the day or an email to your child's teacher and front office by noon of that day. Your child will only be released to the authorized adults (documented on registration form). Request calls for last-minute pick-up changes can be accepted only until 2:00PM, so we can ensure proper notification to student and staff. Pick-up schedule change requests should not be left on teachers' voicemail or

email. Please know that the safety of your child is always our priority.



To protect our instructional time from interruptions please leave all drop-off items for your child in the front office and we will inform the teacher so your child may pick it up. Lunch is always a great time to visit with your child during the school day.



**HB 55 prohibits drivers from using hand held cell phones while moving in a school zone**

**Forgotten Lunches:** Please make plans for your child's lunch before he or she leaves for school. Forgotten lunches should be dropped off at the office by **10:10**. Bring the lunch, *labeled with the child's name and grade*, to the office. The teacher will be notified that your child's lunch is in the office, and children may pick them up at lunch time.

**Forgotten Items:** Students will not be allowed back into the building once they exit after dismissal. You are always more than welcome to check the Lost and Found in the morning from 7:20 – 7:45 or during your child's lunch. The lost and found is located in the main hallway near the cafeteria.

*A friendly note from experience: Children do learn from their mistakes and are less likely to forget if they are allowed to experience logical consequences of their actions.*



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 an absolute minimum.

**Office Check-In:** Visitors will continue to be checked in by the office check-in system. It helps protect your children by tracking visitors and volunteers at our school, thus providing a safer, more monitored environment for students. When you enter the building, **you must check in at the main office and wear a Visitor's Badge**. When visitors and volunteers check-in, or parents come to pick up students, they will be asked to present a valid state issued ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of our campus. **Each person will need to have their valid state ID scanned one time into the system.** We feel certain this will help us keep our campus safer, and ask for your cooperation in presenting your valid state issued ID when checking in at our campus. This is a FISD mandated policy.

No exceptions – whether you are volunteering or having lunch with your child, you must check in and get a sticker! This includes when checking your children out of school – Please go to the office first, and personnel will assist you. Only the main door is open for entry during school hours. If you are seen in the halls without a Visitor's Badge, a staff member will stop to escort you to the office to get you signed in. Remember, this is for your own child's protection.

**Appointments and Visits:** While we always welcome visits from parents, life at school with approximately 610 students is always busy. While we certainly understand the need for the occasional "dropping by", we ask that you arrange for office and classroom visits in advance. Classroom volunteering is addressed below.

If you would like to schedule a conference with your child's teacher, please email or call him or her. The teacher will promptly respond with 24 hours. We appreciate your cooperation in not interrupting teachers during instructional or planning times – this

includes the time right before school begins, before and after lunch, and before the end of the day.

# PETS ON CAMPUS



As an added measure of safety and comfort for our students all schools it is an FISD policy that pets are not brought on school campus and grounds at any time during the school day by parents or employees.

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. 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. Pets on campus also add to the already heavy supervisory loads that teachers have while on duty. Many of us are animal lovers, but the welfare of our kids is paramount.

# DRILLS & PROCEDURES

We have district personnel that keep us informed of important regulations regarding crisis situations. If we ever have to respond to an emergency we want our students and staff to be well prepared. We have monthly drills to practice the routines for different types of emergencies, such as fire, lock-down, and severe weather. You may at times come to the school and see a sign stating we are having a drill. You are expected to participate in the drills if you are in the building at that time. During severe weather, we have rooms/areas that are designated as *Safe*. If dangerous weather is impending, all students will be moved to their assigned *safe* room or location. Students will not be released to go home, so please do not come to the school to check your student out during severe weather.



We will be having monthly fire drills to practice the best way to exit the building in case of an emergency. We will also be having tornado and lockdown drills in the fall and spring. We work with the students in advance to make sure these are not a surprise or scary.





Regular and punctual attendance is the greatest single factor in school success. Arriving on time is necessary, allowing valuable instruction to begin without the stress of rushing. Preferably, students are in their classroom with plenty of time to settle and prepare to have a successful school day.

#### Tardy:

All children are expected to be in their seats and ready to begin work at 7:45 a.m. **Students will be considered tardy if they are not in the building when the bell rings at 7:45 a.m. The Ready to Learn music begins for all to hear, promptly at 7:40 and ends at 7:45. The music signals for students to go on to their classroom where teachers begin daily routines.**

#### Late Arrival Due to Health Care Visit:

- If your child arrives at school after 7:45 A.M. due to a visit to a healthcare professional, the visit must be supported by a document/note from the health care professional to prevent counting as tardy.
- It will be coded as a Medical (M) reason and, it will not be counted against your child's attendance for truancy purposes.
- This documentation of medical visit must be submitted within 3 school days of visit to the front office/data clerk.

#### Absence Procedures

##### Notification of Absences:

- When your child is sick or there is a family emergency and your child must miss school, please call the office to let us know. This courtesy, however, **does not** take place of the **required written and signed parent note or email** upon your child's return. The note should contain your child's name, grade level, and the dates of the absence(s). You may email our data clerk, Tonya Moore at [mooreto@friscoisd.org](mailto:mooreto@friscoisd.org).
- As a precaution, if we haven't received a phone call by 8:30 a.m. the day of the absence, we strive to contact a parent or guardian to ensure that the student safety.
- All notes, (parent, healthcare professional, etc.) must be returned within three (3) days of an absence. Notes submitted after the third day will not be accepted in order to excuse an absence. It will be documented that the note was received.
- If after three days, a note is not submitted, the absence will be documented/reported as an *unexcused* absence.
- Please note: If a student establishes a questionable pattern of absences, the campus attendance committee may also require a physician's or clinic's statement of illness after a single day's absence. The campus attendance committee may make the decision to no longer accept parent notes if deemed appropriate.

##### Personal Illness:

- When a student's absence for personal illness exceeds four (4) consecutive days, a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school is required (note: the school nurse is available to verify an illness on the day of the absence).
- If you did not take your child to the doctor, a note from the doctor's office or clinic stating that you discussed

symptoms with them and they advised you to stay home for a certain number of days would be sufficient.

- Your child must be fever free **WITHOUT** medication for at least 24 hours to attend school. A child cannot attend school if they have vomited or had diarrhea within 24 hours.

#### **Leaving School Early:**

- In order for a "leave early" to be considered excused, one of the following conditions must be present:
  - Student is checked out to go to a doctor's appointment (a doctor's note verifying the student's appointment must be received within 3 days upon return to school - please note: a sibling's doctor appointment would not excuse the student)
  - Student is sent home by the nurse due to illness
  - Checking a student out to attend a funeral (upon which an obituary or program would be required within 3 days upon return)

#### **Absence Due to a Funeral:**

- FISD procedures allow up to 3 consecutive days to be excused due to a funeral (allowing 2 days for travel, if needed, and 1 day for the funeral).
- If a student is absent more than 4 consecutive days for a funeral, the 5th day and subsequent days will be coded unexcused.

#### **Non-School Related Trips and Vacations:**

- We understand there are extenuating family circumstances, such as illness or death in the family, requiring students to be away from school.
- We strongly discourage students being absent for the purpose of vacations.
- Parents shall submit a written request, in advance, stating the dates and circumstances surrounding the vacation or trip.
- Only one such trip or vacation per family, per year, can be requested. Request may be granted; however, these absences will still be considered unexcused.
- If a student is going to be absent more than 10 consecutive days, the student will be withdrawn on the 10th day. He or she may re-enroll upon return; however, class placement in the same class cannot be guaranteed.
- The student shall agree to have any pre-assigned work completed upon his/her first day back to school, although a teacher is not required to give the student make-up work prior to the absence.

#### **Make-up work for Planned Absences (unexcused):**

- Students are responsible for requesting make-up work the first day they return to class.
- Students will turn in work as follows: one day of absence = one day (next day) to make up the work; two days absence = two days to make up work; three days or more absent = three days to make up work.
- Full credit can be earned as long as the work is turned in within the allotted time.
- A teacher may also ask for a reading log, journaling or a writing activity to demonstrate learning that occurred on

a trip.

- The student will not be entitled to additional tutoring either before or after the trip.

#### **Make-up Work for Students Who are Absent 10 or More Consecutive Days:**

The teacher may assign the student make-up work based on the instructional objectives and the needs of the individual student.

It is the student's responsibility to obtain make-up work and the student will have three days to complete and turn in the work.

#### **Notifying Parents of Unexcused Absences:**

In an effort to communicate a student's record of all unexcused absences (full days or parts of school days), FISD employs proactive measures such as phone calls and written notifications. Written notifications of unexcused absences are sent home at the following times:

- When a student has unexcused absences, and/or unexcused leave earliest that combined total 3 the classroom teacher will contact parent/guardian and a letter will be sent home.
- When a student has unexcused absences, and/or early release days that combined total 7, the assistant principal will contact parent/guardian and a letter will be sent home.
- When a student has unexcused absences, and/or early release days that when combined total 10, the assistant principal will contact parent/guardian and notify the district truancy specialist.

The purpose of contacting the parent or guardian that receives a letter is to explain the letter and answer any questions they may have. The conversation is also documented and any extenuating circumstances are noted. This communication is shared with the truancy facilitator should absences continue and guides the decision to request truancy citations.

#### **Tardies:**

At Miller Elementary we believe that punctuality is a valuable skill for our young learners. Regular and punctual attendance is the greatest single factor in school success. Arriving on time is necessary, allowing valuable instruction to begin without the stress of rushing. Preferably, students are in their classroom with plenty of time to settle and prepare to have a successful school day. We want every child to be an active member in their class meetings which are held at the beginning of each day. During daily meetings, classes come together to build community within the classroom. It is a vital part of us supporting students to build positive relationships with their peers.

Communication regarding the number of tardies your child has will occur at the following times:

- 5 tardies by the classroom teacher
- 10 tardies by the Assistant Principal
- 15 tardies meeting with the Assistant Principal

We hope to work as partners in teaching your child the important life skills of punctuality and attendance. If you have questions, please talk with your child's teacher or contact the school office at 469-633-2075. You may also view the district's attendance FAQs at <http://www.friscoisd.org/ly/parentsStudents/AttendanceInfo.htm> Thank you for your support.

#### **General Information:**

A student's attendance record encompasses all absences: excused full days or parts of days as well as unexcused full days or

parts of school days.

Under Texas Education Code 25.094, a student is in violation of the Compulsory Attendance law if the student accrues excessive unexcused absences for full days or parts of school days. Tardiness is considered part of the school day. Leaving school early is also considered part of the school day. It is the responsibility of the parent to monitor their child's attendance. Under Texas Education Code 25.093, a parent is subject to prosecution when his/her child fails to attend school regularly.

Under FISH policy and Texas Education Code 25.092, a student must attend at least 90 percent of the school year. If your child misses ten percent or more school days (18 excused and/or unexcused absences) a required attendance committee meeting may be held at the end of the school year to determine whether your child will be promoted or retained. ALL non-school related absences, except those exemptions allowed by law, are counted toward the 90% requirement and both excused and unexcused are taken into account.



### Show You CARE in the Hallway...

**H**ands to yourself

**A**ll Eyes forward

**L**evel 0 voice

**L**ow Speed

**S**tay on the Right

\*\* Be aware of stopping points. Look for Stop signs in the hallways.



### Show You CARE in the Cafe...

**C**lean up after yourself



**A**ll voices level 1

Whisper



**F**ood kept to yourself



**E**veryone uses signals

# Breakfast Guidelines

- Breakfast service begins at 7:15 and closes promptly at 7:40.
- Enter the cafeteria quietly and choose your breakfast.
- Have a seat at one of the breakfast tables.
- Eat your breakfast and clean up your items before joining your class.
- All regular cafeteria procedures should be followed.



It is our goal to reinforce what you teach your children at home, with over 600 children eating in our cafeteria every day, it is important that our students use table manners and pick up after themselves while in the cafeteria. These are life-skills that will be addressed and reinforced during our lunch time.

## Lunch Procedures

Students will:

### ★ Enter the Cafe

- Follow the CAFE expectations
- Walk into cafe through “IN” Door by class in an orderly manner
- As students enter, students will get their lunch from the buckets at the beginning of their class row of tables (student job - lunch manager)
  - 1st Class to enter will go directly to the serving line
  - Other classes wait to be called by teacher for the serving line by class (One Teacher on duty will use the microphone to call classes to the lunch line)

### ★ Clean up

- Pick up trash on the table and floor before leaving the table/area
- Leave chairs and tables clean for next group
- Wait to put lunch trays and trash away until teacher instructions are given

### ★ Dismissal

- Line up and walk quietly with your class, and wait for directions from a teacher or Miller staff member.



**A peanut free table is available for any student with a nut allergy. Please contact classroom teacher and the school Nurse if your child has any food allergies. There is also a specific form to fill out for our Nutrition Department:**

**<http://www.friscoisd.org/departments/ChildNutrition/Forms.htm>**

# LUNCH GUESTS

- Check in at the front office and get a Visitor's Sticker.
- If waiting to eat lunch with your child, please wait in the cafe so your child can easily locate you.
- Since this is a special time for you and your child, we have reserved a "VIP Guest" table especially for parents to have lunch with their child(ren). Due to assigned seats, and space at student's lunch tables, we ask that you and your child sit at the "VIP Guest" table. We ask that when visiting child(ren) for lunch that **only** the guest and the student sit at the "VIP Guest" table.
- The Texas Department of Agriculture does not permit parents to bring food at lunch time for any other child other than their own. Please help us in monitoring this guideline from the state.

We follow the state guidelines regarding regulations and allowable foods at school.

# PLAYGROUND EXPECTATIONS

## HERE AT MILLER WE CARE

Cooperate together

Positive Attitudes

Respect each other

Put forth Effort



- ★ All playground equipment must be used properly as intended
- ★ Remain outside unless you have permission to go in the building
- ★ Wood chips stay on the ground
- ★ Play in the designated areas only
- ★ Line up quickly and orderly when requested



For safety reasons - Appropriate play shoes should be worn to school for outdoor recess. Our play area is covered with wood chips to provide additional cushion, but it creates an uneven walking surface.

**We strongly discourage wearing flip-flops  
outside to play.**



**If a health condition or an injury prohibits your child from participating in physical activity please send the Doctor's note regarding release from activities.**

# RECESS

Students will have outdoor recess on days when the temperature reaches 94°F (at the time they would be outside) or when the heat index is 100°F or greater OR when an actual red ozone warning has been issued for Collin or Denton County. When there is an actual orange ozone warning, time spent outside will be restricted to half its normal length. During winter months all students should come prepared for outdoor play with coat, gloves, scarf, etc. to be appropriately dressed for the weather. The temperature would have to be very cold, before students would not be allowed to enjoy their recess time, even though that time may be reduced.

It is important to us that Miller students have a safe playing environment; therefore, we require that teachers on duty actively monitor the playground. In order to maintain a high level of safety, we request that visitors and siblings do not attend recess.



## Assembly Procedures

Show you CARE in our Assemblies...

- Enter and exit quietly
- Sit cross-legged, on pockets
- Hands in lap
- Eyes on speaker
- Listen attentively
- Participate and celebrate

# GOOD MORNING MILLER

Good Morning Miller is on every other Friday mornings, 8:00-8:30, beginning the second week of school. This is a time to come together to recognize and celebrate the week's accomplishments and activities. There is a schedule on the Miller website.

For Friday assembly, parents have the opportunity to pre-register for the assembly so they may avoid lines. The pre-registration link can be found on the Miller website. Parents may enter the front doors where they will receive their pre-registration visitor label or they may sign in at the kiosk and be given a visitor's sticker. If a parent needs to enter the main part of the building (any area outside of the cafeteria), they will need to re-enter through the front office and sign in using the computer system.

Due to space, we ask that parents sit in the chairs located in the back or side of the cafeteria. Please do not stand along the sides of the cafeteria. On days you want to take a quick picture of your child, do this quickly and return to your seat.

Your participation in the assembly is encouraged, and we do ask that you model audience etiquette for your student(s) as well.

## RESTROOM PROCEDURES

Show You CARE in the Restroom...

- Floors stay dry
- Level 0 voice
- Use and flush
- Soap and water
- Hurry back to class



## Study Field Trip Procedures

1. Follow directions of adults
2. Stay with the group
3. Keep hands, feet, and objects to yourself
4. Use appropriate bus/audience procedures
5. Participate appropriately
6. Be courteous and respectful







Because you place your child in our care everyday and we take that responsibility very seriously it is an FISD procedure that all employees and volunteers pass a Background Check. Therefore, any person that volunteers in our school, helps supervise students while on study trips, chaperones 5th grade at Pine Cove Camp, helps on field day, or otherwise is in direct contact with our students, must have a background check on file. We appreciate and welcome volunteers on campus. To complete your background check, you will need to go to the FRISCO ISD homepage under the Parents link and at the bottom of the page, click on the Volunteer Form icon under Popular Links. Please note, the results can take up to 2 weeks to be processed.

We understand this procedure requires additional time to complete, but please know we appreciate your willingness to volunteer and comply with the above procedure.

**Background checks must be completed EVERY school year.**

~~~~ Please complete by mid-September~~~~

# Dress Code

The premise for our thinking about student dress is that going to school is like your child's job. Appropriate grooming and well-kept clothes help to create the atmosphere of seriousness that is needed before kids can get down to the real fun of learning. We do have guidelines that the school will strive to enforce consistently across the board. If your child does not follow the guidelines, he or she will be given a change of clothes from our clinic closest to wear.

The dress and grooming of Frisco Independent School District students are expected to be in keeping with accepted community standards. The student and parent may determine the student's personal dress and grooming standards, provided they comply with the general guidelines set out below and with the student dress code outlined in this handbook.

The district's dress code is established to teach hygiene, instill discipline, prevent disruption, and avoid safety hazards. Students shall come to school looking clean, neat, and exhibiting grooming that will not be a health or safety hazard to the student or others. The district prohibits pictures, emblems, or writings on materials or clothing that are lewd, offensive, vulgar, immodest, or promote or refer to alcoholic beverages, drugs, or any other substance prohibited under policy FNCF (1). Shirts or other clothing items depicting or promoting acts of violence, guns, weapons, death, dismemberment, disfigurement, or other offensive items are specifically prohibited. The district also prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal operations. Since research indicates that student dress helps set the pattern for classroom behavior, we do expect you to look neat. Guidelines have been developed to aid you and your parents to select the proper attire for school wear.

We ask that you follow these guidelines:

- Shoes must be worn at all times.
- Shorts of appropriate length may be worn.
- Inappropriate or revealing clothing will not be permitted and is subject to building administration discretion.
- Clothing items with provocative, offensive, violent, drug-related or gang-related pictures, guns, or slogans will

not be permitted.

- Items advertising alcoholic beverages or tobacco products will not be permitted.
- All students are expected to meet standard and school policies with regard to health, cleanliness and appearance.
- No sagging pants or shorts will be permitted.
- No gang paraphernalia.
- No caps, hats, head rags, bandanas, or other headwear are permitted.
- No shoes with wheels.
- Students may not wear colored hair paint or colored gel to school at any time.
- No Mohawks where the sides of the head are completely shaved off.
- No haircuts that have shaved words, shapes, or etc.
- Tennis shoes must be worn in physical education class.

For safety reasons, we discourage students from wearing flip-flops; these types of shoes are a hazard on the playground during recess. Full tennis shoes are encouraged on all days, as they are safer for recess; however, they are REQUIRED on your child's P.E. days

**Boys:**

-Shirts with sleeves must be worn at all times.

**Girls:**

-Sleeveless tops with a minimum width of two-inch wide straps are acceptable. The straps must be wide enough to cover undergarments.

-See-through, bare midriff, halter type, shoulder bearing, or spaghetti strap blouses or any revealing or low cut clothing is not permitted.

-Tops must be worn over leggings and must extend to or below the student's fingertips when their arms are held to their sides.

**Both:**

-Shorts, skirts, and dresses must extend to or below the student's fingertips when arms are held to their sides.

-Shirt hems should extend well below the waist of pants/shorts/skirts whether in a sitting or standing position.

\*Please see the District's Student Handbook for more information.

We will schedule days where students will be allowed to wear something fun.

**PLEASE label your child's jacket, coat, scarf, mittens, lunch box, back pack, etc.**

\* For safety reasons, tennis shoes must be worn during physical education class. Flip-Flops will not be worn in P.E.

\*For safety reasons, we discourage students from wearing flip flops; these types of shoes are a hazard on the playground during recess.

**The district also prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal operations.**

# STUDENT BIRTHDAYS

We want to celebrate with your child's birthday. When a student's birthday arrives he or she will be allowed to come to the office and receive a special birthday pencil. In addition, students with birthdays will also be recognized on the morning announcements and during the scheduled Good Morning Miller assembly. We will also continue to offer students the opportunity to stand and dance during GMM in honor of their birthday week (you can see the GMM weekly schedule on the Miller webpage).

Please keep in mind that Frisco ISD School Health Advisory Council has recommended that for this 2017-2018 school year, we as a school district continue to celebrate birthdays but discontinue the food and drink component of the celebration. The concerns for student health have increased, with the issue of children and allergic reactions to certain foods and food ingredients growing in particular. The cupcakes and treats parents and grandparents are providing come from many sources and there is no real control regarding the ingredients and/or the processing of the treats. Thus, while we will continue to celebrate the birthdays of your children we will continue to do so this year in a non-food oriented way.

We hope that as you reflect on this you will understand our reasoning; many of you will probably feel some relief as it adds complications and stress to your day in order to achieve this expectation.



## CLASS PARTIES



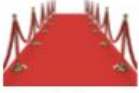



We understand that some parents may have small children and they must bring them in order to attend the party. Future Miller students are welcome, but please adhere to the following guidelines:

- Parents must realize that the party is intended for the school aged child.
- Discipline must be maintained by the parent. It is not the teacher's responsibility to discipline small children. The teacher will be responsible for his/her students and should not be needed to watch future students.
- Little ones should not be allowed to play with instructional materials or items within the classroom. Many items in classrooms are the teacher's personal property.
- Food is provided for the school-aged children. Parents may bring a separate snack and drink for small children.
- Room parents and the teachers have coordinated an activity for students so if little ones attend the party please bring something they can play with, read or work with.

**Thank you for your help to ensure these parties are fun for all!**



# School-wide Positive Incentives

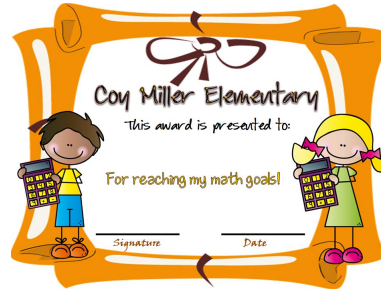
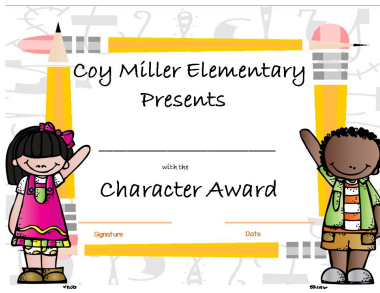
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Miller Links</b></p>  <p>Miller Links are given to the entire class of students for exhibiting positive behavior - any Miller staff member can award links. When a class gets 10, 25, and 50, the class receives a classroom reward from a predetermined list of rewards. When a class earns 75 links and hits the floor, the class will receive a classroom reward, and the teacher will add to the "Hit the Floor" tag to the classroom graph. The graph will be located in the front POD area.</p>                                                                                                                                             | <p><b>Buckaroo of the week</b></p>  <p>Each Thursday, all classroom teachers will nominate students (3-4) from their homeroom class that exhibit behaviors aligned to C.A.R.E. The students will vote anonymously for the Buckaroo of the Week on Friday. The Buckaroo of the week will be announced in their classroom at the end of the day on Friday. Buckaroo will take home stuffed animal (class mascot) and a journal and share about their weekend in the journal. Students are encouraged to add pictures to the journal.</p> | <p><b>Red Carpet Awards</b></p>  <p>Student exhibiting good character traits throughout the week and met their weekly character goal on their character calendar will earn the Red Carpet Character Brag Tags for the week.</p> <ul style="list-style-type: none"> <li>• C.A.R.E. is the focus</li> <li>• Students can get the award for any of the character traits: cooperation, good attitude, respect, good effort</li> </ul> <p>Every other week, we will celebrate and recognize the students in the PODs (non-GMM Fridays)</p>                                                                                                       |
| <p><b>Miller Money</b></p>  <p>Miller Money is awarded to individual students. Students can earn Miller Money in all location of the school for exhibiting qualities of C.A.R.E.</p> <ul style="list-style-type: none"> <li>• Miller Money can be awarded for both academic efforts and exhibiting character traits (<i>i.e. using academic vocabulary during class discussions, persevering through a difficult task</i>)</li> <li>• Students will have the opportunity to cash in their money on Fridays in the classroom. On Friday, during the last 5 min. of lunch students will be given the opportunity to purchase incentive passes.</li> </ul> | <p><b>HERE AT MILLER WE</b></p> <p><b>CARE</b></p> <p>Cooperate together<br/>Positive Attitudes<br/>Respect each other<br/>Put forth Effort</p>                                                                                                                                                                                                                                                                                                                                                                                     | <p><b>Principal's Round Up</b></p>  <p>Each week there will be at least 10 mystery teachers that are looking to award students with a positive office referral for exhibiting positive behaviors aligned to C.A.R.E. Students can get a positive referral from any staff member at Miller. Students will place their positive office referral ticket on the Positive Office Referral Board in the main hallway. The position of their ticket will be selected at random. When 10 squares in a row are filled, students have the opportunity to win a mystery prize from the Principal. The mystery prize will be announced on Fridays.</p> |

## Miller Recognition

### Solid Gold Award

Each student will work collaboratively with their teacher to develop goals each 9 week in the area of reading, math and character. These goals will be communicated to parents at the beginning of the 9 weeks. Students will have a procedure for tracking their goal each week to determine their progress towards their goals.

- Might Math Marshalls
- Reading Rangers
- Star Deputy (Rounding Up Great Character)



### Saddle Up for Learning: Perfect Attendance

The attendance Sheriff Badge is a weekly award that is given to classes who have perfect attendance and no tardies for an entire week. Medical appointments do not count against a class.

If a class wins, they will be announced at our Friday GMM and receive the following:

- A class attendance Sheriff Badge
- After class receive 5 badges, Miller links will be awarded to the class



# ATTENDANCE AWARDS

Every nine weeks, individual students will be recognized for their perfect attendance during 9 week Celebration of Learning. In order to receive this prestigious award, students must have zero tardies, zero leave earlys or zero absences for the entire nine weeks.

At the end of the school year, any student who has perfect attendance, with no tardies/leave earlys and no absences for the 2017-2018 school year will be recognized at the 4th 9 weeks Celebration of Learning.