

BL Miller Elementary School
506 W. Virginia Avenue
Sebring, OH 44672

Telephone: (330) 938-2025



2016 – 2017
Grades K – 6

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SCHOOL ADMINISTRATION

Superintendent
Superintendent Office

Mrs. Toni Viscounte
330-938-6165

B. L. Miller Elementary Principal K-6
B.L. Miller Office

Mrs. Heather Whipkey
330-938-2025

School Mascot
School Colors

Trojan
Purple & Gold

Principal's Message

Welcome to the 2016-17 school year! This handbook is to assist you and your child in knowing and understanding your school community. Parents are very important members of the B.L. Miller family. We encourage you to participate fully in your child's school experience. We invite you to share in the many exciting and rewarding opportunities awaiting you during this school year. We encourage you to complete the school volunteer form so that we may know your interests and the ways that you would like to participate in this year's events. We look forward to working with you and your family.

Mrs. Heather Whipkey
Principal K-6

Ohio Improvement Process (OIP Goals)

In order to meet the district mission statement and as part of the continuous improvement process the district leadership team has established the following district goals.

Goal 1: Academic – Sebring local students will: demonstrate a met in overall Value-Added; meet percent proficient for the all group; increase percent proficient of students with disabilities by 7% in math; increase percent proficient of students with disabilities by 9% in reading.

Goal 2: Climate – 100% of staff and student will teach and learn in a positive school climate as measured by multiple points of data.

District Mission Statement

To open the door to each Child's Future

Purpose

In pursuit of our mission, we provide a high quality education to prepare students to graduate college and career ready.

Values

We ensure that all children achieve their highest potential by providing and fostering educational opportunities in a caring and safe environment. Our school community delivers a challenging, innovative, and progressive education. We empower our students to acquire and develop knowledge, skills, and talents while guiding them as they explore their unique abilities. We are passionate about academic excellence, committed to fostering positive citizenship, and dedicated to inspiring all students to succeed in school and life.

Our school district, which is the heart of our community, will work in partnership with students, teachers, families, civic, governmental, social and religious organizations and businesses to equip our students with academic, technological, and social skills. We create an environment where families feel welcome and share responsibility in the development of their children's educational success.

Core Competencies

- Providing an exemplary instructional experience
- Utilization of a variety of appropriate methodologies and resources
- Recognition and accommodation of student differences
- Challenging students to problem solve and think critically
- Addressing social and emotional growth

We Believe That:

- Each student is unique and has individual worth.
- Each student is capable of learning and progressing.
- Learning is enhanced when education becomes meaningful.
- Education is a shared responsibility of the individual, family, school, and community.
- Optimal learning takes place in a climate of love, caring, respect, trust, and acceptance.
- Each student will experience and contribute to a safe and secure learning environment.
- A safe environment is best achieved when school, home and community work together.
- Individual integrity, tolerance, and respect for others contribute to a better society.
- Each student will become a responsible member of our global society.

Building Mission Statement

We believe that each child is special, with unique needs and abilities. We, the B. L. Miller community, parents, and staff, commit to create an enriched learning environment to challenge all our children to succeed and to become lifelong learners.

Student Goals

BE Responsible

BE Respectful

BE Safe

School Calendar

Aug. 24	First Day Classes
Sept. 07	Labor Day – No School
Sept. 24	1st Interims Home with Students
Oct. 8	Evening Conferences
Oct. 9	No School
Oct. 16	K-12 Teacher Professional Day/N.E.O.E.A. Day/No Classes for Students
Oct. 23	End 1 st Grade Period
Oct. 30	Report Cards Home with Students
Nov. 25-27	Thanksgiving Break
Nov. 30	Waiver Day-No School Students
Dec. 03	2nd Interims Home with Students
Dec. 18	Last day Classes/Christmas Break
Jan. 04	Classes Resume
Jan. 14	End 2 nd Grade Period and Semester
Jan. 15	Teacher-In Service – No School Students
Jan. 18	Martin Luther King
Jan. 22	Report Cards home with Students
Feb. 11	Evening Conferences
Feb. 12	No School
Feb. 15	President’s Day/No Classes Students
Feb. 18	3rd Interims Home with Students
Mar. 14	Waiver Day – No Classes Students
Mar. 24	End Third Grading Period
Mar. 24	Last Day Classes/Easter Break
Mar. 29	Classes Resume
Apr. 01	Report Cards
Apr. 21	4th Interims Home with Students
May 20	Senior Graduation
May 23	6 th Grade Graduation
May 26	Student last Day/End Year
May 27	Teacher Report Day
May 30	Memorial Day
June 10	Report Cards sent by mail

* If necessary, make-up days will be at the discretion of the Board of Education.

B. L. Miller Staff 2016-2017

Principal	Mrs. Heather Whipkey
Sp. Ed. Director	Mr. Rob Clunen
Kindergarten	Mrs. Betsy Walsh Mrs. Lisa Dennis
First Grade	Mrs. Heidi Shepherd
Second Grade	Mrs. Amy Guy
Third Grade	Mrs. Leann Laure Mrs. Kathy Schroeder
Fourth Grade	Mrs. Keely Kandel Ms. Jeana D'Ostroph
Fifth Grade	Mrs. Michele Campbell Mrs. Jeanelle Thorn
Sixth Grade	Mrs. Julie Naples Mrs. Sherry Umbs
Special Education	Mrs. Jennifer Baum – (K-3) Mrs. Lynn Chiu – MD Mrs. Dani Weimer – (5,6 ELA, Math)
Art	Ms. Samantha Luca
Music	Mr. John Linko
Physical Education	Mr. Joel Szymanski
Secretary	Mrs. Mary Harlan
Nurse	Mrs. Vicki Tibbs BSN, RN
Head Custodian	Mr. Danny Blake
Custodians	Mr. Bill Brown Mrs. Belinda Aberegg
Cafeteria	Mrs. Crystal Brubaker Mrs. Christine McGary Mrs. Jennifer Sutton
Student Support	Mrs. Jillian Summers Mrs. Nicole Meir Mrs. Daiana Finney Mrs. Jackie Fowler

School Hours

B. L. Miller 8:10 a.m.- 2:35 p.m.
Breakfast Served during homeroom.

Upon bus drop-off at school, bus riding students will enter building and report to cafeteria for quiet study hall until 8:00AM. At 8:00AM, non-bus riding students will be permitted to enter the building to report directly to their homerooms. Bus riders will be dismissed at 8:00AM to also report to homerooms.

Students are not permitted at school, unsupervised until 8:00AM. At the end of the school day, students are expected to leave school and go directly home.

Breakfast /Lunch

The breakfast program will be available to interested students from 7:30 – 8:00 a.m. Students should enter the cafeteria for breakfast at the designated entrance. Breakfast must be paid daily.

A hot lunch is available for purchase each day. Students may also purchase milk only. A menu will be sent home at the beginning of each month.

Breakfast	\$ 1.25
Reduced breakfast	\$ 0.30
Regular lunch gr. K-6	\$ 2.25
Reduced lunch	\$ 0.40
Milk	\$ 0.50
Adult lunch w/ milk	\$ 3.35

Through our federal Title programs there are options available for families who cannot afford to pay for breakfast or lunch. Those families need to apply for the free or reduced lunch program. Applications for free and reduced lunch are available at the main office.

It is recommended that students pay for lunches in advance either on a weekly or monthly basis. Checks should be payable to Sebring Local Schools. If not prepaid, only lunches paid on a daily basis will be accepted.

SCHOOL EMERGENCIES AND CLOSINGS

Emergency Information

In the event of a serious accident or illness at school, parents will be called. If we are unable to reach you, emergency numbers will be called. When you register your child, you complete a paper indicating emergency phone numbers of neighbors or relatives who will be responsible for your child if you cannot be reached. Please be certain those neighbors or relatives are aware that they are your emergency contacts. If your emergency information changes, please notify the school immediately.

Inclement Weather

During cold weather, students should be dressed warmly, including hats, scarves, and mittens/gloves. Please insure that your child has boots during wet or snowy weather. All children are expected to go outside unless it is raining or extremely cold. Before school, if it is raining or too cold to be outside, signs will be posted at each door telling students to come in. When this occurs, students are to sit quietly in the cafeteria/gym.

School Closing

Sebring Local Schools uses the Automated Phone system to notify parents of delayed starts and school closings. For this reason it is important that we be notified of any changes in phone numbers that occur during the school year. If you are not certain if there will be school due to bad weather, please listen to WQXK 105.1 on the radio or check the local television stations.

E-Communications

Sebring Local Schools also offers the opportunity to sign up for emails and/or texts to offer the most updated emergency information. To register for e-communications, go to the district website located at www.sebring.k12.oh.us and select the E-Communication Registration Tab.

Delayed Start

When weather conditions prevent us from starting school on time, but it appears that conditions will improve quickly we will use a delayed start. This is announced on WQXK 105.1 radio as well as the All Call, district website, WKBN and WFMJ. The schedule is as follows:

Two Hour Delay

Bus pick-up:	Two hours later than usual.
School Begins:	10:10 AM
Dismissal:	Regular time.

STUDENT SAFETY

Student safety is of utmost importance to us. The following are drills developed in accordance with state law.

Evacuation Drill

Evacuation Drills are held throughout the school year. If a situation would occur during the school day, students are expected to leave the school in an orderly manner and follow their classroom teacher to an assigned “safe zone,” as defined in the school safety plan. If a situation would occur at dismissal, students would exit the building, quickly and quietly, and board their buses

Fire Drill

Directions for drills are posted in each classroom. When the fire alarm sounds, students are to stand and leave the classroom in a quiet and orderly manner. They should go immediately to the designated area and wait for the principal to signal them to return to the building.

Lockdown Drill

In collaboration with the Sebring Police Department, a lock down drill is conducted at least once a year. This is to insure student safety in case of a threat or an intruder that may endanger students. When a lockdown occurs, the office signals teachers to lock their doors and take students to a safe area of the room. Administrators with the assistance of the police, patrol the halls and check rooms. On completion of the drill, the office signals the completion of the drill. In the case of a real emergency and the need to evacuate students arises, the students will leave the building as directed by the police officers and go to an identified safe zone.

Tornado Drill

Directions for a tornado drill are posted in each of the rooms. Students are directed to go to a safe place.

ATTENDANCE PROCEDURES

Absences

To Call/Report Absence Off - (330) 938-2025 7:30AM-9:00AM

Please help your child develop a commitment to regular school attendance. If your child is going to be absent, call B.L. Miller, 938-2025 by 9:00. If we do not hear from you after the first hour of school, state law requires us to contact you. If you have no phone, we must call your emergency numbers, place of employment, etc., in an attempt to make contact. Until such contact is made, the cause of your child's absence will be listed as "unknown." If you have not contacted the school by phone or in writing within 48 hours, the absence will be listed as a "truancy."

Pupils shall upon returning, present a written excuse from the parents explaining the reason for such absence. Excused absences include:

- Personal illness
- Quarantine of home
- Religious holidays
- Family Emergency
- Death of a close relative

State law now lists any student with 12 absences as chronically truant. Students are required to submit a doctor's excuse within 24-48 hours each and every time after the twelfth absence. They may be required to appear before the court. Medical notes are not accepted at the hearing. Parents will be notified of the student's status after the sixth (6th) absence. Tardiness will be treated in the same manner. After 12 tardies, you may be required to appear in court.

Tardiness

- Any pupil who arrives after 8:10 is tardy and must report to the office upon arrival.
- 4 tardies – Parent Contact
- 6 tardies – Detention (1 hr.)
- 7 tardies – Detention (2 hr.)
- 8 tardies – parent MUST meet with principal

Students arriving between 9:10 and 11:30 or leaving between 11:30 and 1:00 will be considered absent for one-half of the day.

Afternoon Dismissal –Changes in Routine

All dismissal changes MUST be submitted in writing by 1:30. Please either send a note with your child or fax your request. Our fax number is 330-938-2686. Changes after 1:30 pm should be for an emergency only and only occasionally.

Please do not request that your child be released before our regular dismissal time of 2:30 unless it is an emergency.

ATTENDANCE PROCEDURES (continued)

Early Release

While we encourage parents to schedule dental or medical appointments after school, we know that it is not always possible. Requests for early dismissal for dental or medical appointments will require a note or phone call from a parent or guardian. If a student is gone more than two hours, the student will be counted absent for a half day.

For your child's protection, all visitors must first report to the school office. The office authorizes the release of the child from the classroom. Teachers may not release a student unless instructed to do so by the office.

If someone other than parent or guardian picks up the student for an appointment, that person must be listed on the Form I or have a note from the parent/guardian giving the school permission to release the student to that person. The person picking up the child is required to show some form of identification. Children will not be released to anyone other than a parent (or parent's agent). Upon returning to school, your child should report to the office.

Withdrawing a Student

The following procedure must be followed if you are planning to withdraw your child from our school.

- Please notify the office of the date your child will be leaving.
- Insure that all books are returned and fees/fines are paid.
- Enroll your child at the new school and sign a release of information form.

Custodial Parent

In a divorce settlement, the custodial parent shall inform and provide documentation to the school of any limitations in the rights of the non-custodial parent. Without written notice, the school will presume that the student may be released into the care of either parent.

Vacations

The school does not encourage family vacations during the regular school year, but understands that at times this cannot be helped. If this is the case, please notify the teacher and principal at least one week in advance. Make-up work will be provided and is required to be completed. Per Ohio Revised Code, vacation absences are not excused absences.

Requesting Missed Assignments

If a student is absent, the parent may call the office (before 9:00 a.m.) to request assignments that a student has missed. Parents must consider that classroom learning experiences cannot always be replicated in materials or assignments that are sent home. Assignments will be ready for pick up at the end of the school day.

STUDENT TRANSPORTATION

Walking Students

Student conduct and safety on the way to and from school should be a matter of concern to parents. Parents should discuss the safest route to school emphasizing the use of sidewalks. Students will observe private property. There is to be no snowball throwing. The school will cooperate with parents on these matters.

Any change in transportation must be in writing and submitted to the office before 1:30.

Students will cross Ohio Avenue at the corner of 19th and Ohio where the district has a crossing guard.

Bike Riders

With parental knowledge and permission, students may ride bicycles/scooters to school. Students should walk their bicycles/scooters while on the school grounds and should lock them in the racks provided. The school is not responsible for lost or stolen bicycles/scooters. For safety reasons, skateboards, roller skates, or in-line skates may not be used on the playground at any time.

Bus Students

Bus transportation is provided for students residing in the school district. If a student's behavior creates a safety hazard on the bus, the student may be denied bus privileges. Parents will be expected to transport the student to school if a bus suspension should occur. The behavior and safety of the student at the bus stop is the parent's responsibility.

In order to minimize problems, observation of the following rules is encouraged:

- Arrive at the bus stop before the bus. (THIS IS STATE LAW)\
- While waiting for the bus, remain in the loading area, not in the street.
- Wait until the bus stops before advancing to board the bus.
- Board the bus and be seated.
- When conversing on the bus, talk softly with your neighbor.
- Be completely quiet when the bus reaches and approaches the railroad tracks.
- Keep the aisle of the bus clear of objects.
- Keep head, hands, and arms inside the bus.
- Cooperate and obey the bus driver at all times.
- No eating, drinking, or chewing gum on the bus.
- No transporting of animals, ammunition, explosives, tobacco, or any dangerous material.
- Students who are assigned seats will sit where designated.

STUDENT HEALTH

Health and Medication

Parents should bring special health concerns to the attention of teachers, the nurse or designee, and the school office. The nurse is in the district from 9:30-12:30. During these times, she is available as needed for emergencies, to administer medications, and to discuss health concerns with parents. It is extremely important to keep the emergency papers accurate and up to date, including the person to be called in case of emergency, your physician's name, and any special health concerns (such as epilepsy, asthma, allergies, etc.)

District policy prohibits the school from administering anything but prescription medicine.

All prescription medications must be accompanied with an official Prescription Medication Administered At School Form, signed by your doctor. Prescriptions must be in the original container, labeled with the child's name, name of drug, dosage, time to be given, physician and parents' name.

If a student shows evidence of a contagious condition or illness, the nurse or designee will notify the parents and the child will be sent home.

Healthy Schools

As part of our healthy school policy, we request no snacks containing peanuts. We recommend snacks be low sugar, i.e. fruit, popcorn, pretzels, vegetables, etc.

Immunizations

The Ohio Department of Health, under authority granted in Section 3313.67 of the Ohio Revised Code has established minimum immunization requirements for Kindergarten students.

- Four doses of DPT/DtaPorTD or a combination of these vaccines. The last dose must be given after age four or a fifth dose is required.
- Three doses of polio vaccine. A fourth dose is required if the third dose was administered prior to age four.
- Measles, mumps, rubella vaccine given after 12 months of age. A second MMR is required at Kindergarten entry.
- Three dose series of Hepatitis B.
- Must have 2 Varicella Vaccine (Varivax) before entering KG.

Established minimum immunizations for 7th grade

- Tdap immunization (tetanus, diphtheria, and pertussis)
- Meningococcal immunization

A record of each student's immunizations must be kept on file at school. The parent must present immunization records during school registration and they are required for Kindergarten registration. Section 3313.671 provides that pupils be given 14 days to comply with immunization requirements before they are excluded from school.

PARENT - SCHOOL COMMUNICATION

Building Leadership

The building leadership team helps run the building. The team represents parents, staff, and administration with input from the student council.

For this year, the team members are:

Heather Whipkey	Principal
Rob Clunen	Director of Sp. Education
Betsy Walsh	Kindergarten Teacher
Jennifer Baum	Primary Special Education Teacher

The team meets monthly. If you have any particular concerns about the children and their education/safety, please contact one of the reps, or leave a letter with Mrs. Harlan to be brought to the meetings. We hope we are providing the best service to your child. Please let us know if you have concerns. Anything needing immediate attention concerning your own child, please call the school or the teacher as always.

Automated Phone System

B. L. Miller uses an automated phone system to notify parents of weekly events. The principal makes the phone calls as needed. This is a primary communication with parents. Therefore it is critical that you notify the school anytime your phone information changes. If you do not wish to receive the phone calls, please notify the school in writing.

Parent Reports

The school community regularly reports student progress to parents. Report cards are sent each nine weeks. Interim reports are sent midway between the nine week reports. Teachers send additional reports and request conferences as needed.

School Newsletter

A monthly Calendar and Menu is sent home with students. The Calendar lists upcoming events and activities for that month. It is important for parents to go over the Calendar, as this is the primary written communication from the school. A Calendar and Menu is also provided on the School Website.

PARENT - SCHOOL COMMUNICATION (continued)

Parent -Teacher Conferences

Opportunities for parent-teacher conferences occur in October and February annually. We encourage you to accept our invitation to participate in this important event. Good home and school communication is the best support we can provide for our children. It gives us the opportunity to understand all aspects of a child's learning environment and needs. This can significantly impact our ability to work with students so that they can succeed. Please try to make these evenings a priority.

Evening conference hours are from 2:45-9:00 to accommodate working parents. In grades K-3, if you have a specific request for times, please make the teacher aware approximately one month before so that he/she may accommodate that request prior to sending out scheduled times. Parents with students in grades 4-6 will need to call Mrs. Harlan in the office for an appointment.

Parents may request conferences at other times if they believe there is a need. They may call the school office and make a request for a conference. Teachers will try to get back to you within 24 hours with a mutually convenient time for the conference.

Partners In Education

Our Partners in Education are an important part of our school and community program. We encourage parents to support our PIE by becoming active members. Our school and community network is very important to our schools and we want all to be a part of our organization.

Homeroom Mothers / Parties

There are two classroom parties during the school year. One occurs in December and one in February. Homeroom volunteers assist with these events.

Volunteers

We invite all interested parents, grandparents, aunts, uncles, and community friends to volunteer in our school. Please complete our volunteer form so that we may contact all who wish to help our students.

Volunteers are sometimes used in the classroom, cafeteria, the after school program, and for special events. Upon entering the building, volunteers are asked to register in the office as well as wear volunteer badges during their visit. Volunteers will also be required to have a Background Check. Volunteers need to sign out when leaving the building.

PARENT - SCHOOL COMMUNICATION (continued)

Visitations

As part of the district safety plan all persons entering any school building of the Sebring Local Schools must report to the school office and sign the visitor/volunteer sign-in sheet. All visitors must wear a visitor badge while in the building.

Observation can be a valuable tool for a parent in understanding their child's progress as well as understanding progress as it compares to the typical achievement of a child at that grade level.

If parents wish to observe at other times, we request that it be limited to one half of the school day and that the school be notified in advance of your intention to observe. Because visitations may be distracting to our students, we request that parents limit additional visitations to occasions when they have direct concerns relating to their child's progress.

Animals

New state guidelines prohibit some animals in the school. For this reason school policy now prohibits students or parents bringing animals to school.

STUDENT ACADEMICS

Grading Scale

A	93-100%
B	84-92%
C	74-83%
D	64-73%
U	0-63 %

Homework

Homework is assigned as an extension of our school program. Any student missing 8 days of homework in a single content area in a nine week grading period, will be assigned a 2 hr. after-school detention.

Homework Hotline/Assignment Notebook

Primary (K-3) students have purple take-home folders that are the daily source of information home. Teachers put daily/weekly assignment sheets in these to inform parents. School news is sent home on Fridays. Take-home books, etc. are put in the homework section and need to be returned the following day.

Intermediate (4-6) students are given assignment notebooks. These must be with the student at all times. If the student loses the notebook, they must purchase a new one for \$4.00.

Promotion/Retention

Retention is a process typically reserved for students with attendance issues. If students are struggling academically, we will make every effort to intervene, exploring different instructional strategies and collecting data.

Parents and students will be notified the second nine week grading period if there is a potential for retention. Content and grades of concern will be listed. An Intervention Assistance Team (IAT) meeting will be scheduled in order to develop a plan for the child's intervention.

Those who continue to be in danger of being retained will again be notified after the third nine week grading period. This notification will include current grade (s) required for promotion/advancement.

If at the end of the final nine weeks the student is still failing two or more content areas, the student must attend summer school or be retained.

Students who miss twelve or more school days and are failing have the opportunity to successfully complete summer school or be retained.

Responsibility Policy

In an effort to foster responsibility in all Sebring Elementary students, we are again implementing a responsibility policy. We know that people learn to be responsible by being given responsibilities. We would like all our students to be responsible for coming to school prepared. We would like them to bring:

1. Completed homework and projects.
2. Notes regarding transportation, absences, etc.
3. Permission slips by the due date.
4. Lunch or lunch money.
5. Gym shoes and/or clothes required by the teacher.

As parents, you model responsibility for your children on a daily basis. Setting aside a time to discuss what's needed for the coming school day with your child might be a great way to help your child begin to establish organizational skills and routines.

As a part of this plan students will not be permitted to call home for forgotten items. If a student forgets lunch, a school lunch will be provided and can be paid for the next day. If he/she doesn't have appropriate gym shoes, then gym may be missed for the day. If your child forgets to bring his/her homework, Handbook Policy will apply

All field trip permission slips must be returned to school signed no later than the date required. No student will be allowed to attend the field trip without signed permission. Many times arrangements are required before the field trip day.

Students who are responsible and follow the rules perform better academically and gain the respect of others. It is in your child's best interest that we work together. When you have read and discussed the Responsibility Policy, rules and consequences with your child, please sign and return the bottom portion of this form.

You are our most important partner in your child's education. Thank you for your support.

It is our belief that students will reach their highest level of achievement in a positive and safe learning environment.

Responsibility Policy (continued)

In order to guarantee your child and all students at B.L. Miller School the learning climate they deserve, we will be enforcing the following rules.

Hallway Behavior

1. Walk and stay on the right side when in the hallways.
2. Silent travel.
3. Go directly to destination.
4. Keep hands/feet to self.
5. Stay in own space

Bathroom Behavior

1. Do what you need to do and leave quietly.
2. Give other's privacy.
3. Keep area clean.
4. Wash hands.
5. Do not write on walls, doors, or destroy bathroom areas/items

Cafeteria Behavior

1. Talk quietly at appropriate times.
2. Stay in your seat until excused.
3. Clean your area before leaving (pick up those items you left on the table or dropped to the floor).
4. Eat your food – do not play with it or throw it.
5. Use good table manners.
6. Come prepared

Playground Equipment / Recess Rules

1. Resolve conflict.
2. Dress for the weather.
3. Stay in play area.
4. Take turns and play fair.
5. Line up when whistle blows.

Assemblies

1. Stay focused.
2. Be polite.
3. Listen attentively.
4. Keep hands/feet to self.

Dismissal

1. Quietly line up by transportation method
2. Walkers/car riders come to the main entrance to leave the building.
3. Blue bus students go out the back entrance and walk to the bus.
4. All other students report to the cafeteria and sit at their assigned bus table.

STUDENT BEHAVIOR POLICIES/ SCHOOL RULES

School-Wide Behavior Plan

Maintaining a safe, orderly environment for our students is an important part of providing quality education. The classroom teacher will maintain classroom discipline. Teachers will inform students of classroom rules and the consequences. Our behavior goals are:

- Be Responsible
- Be Respectful
- Be Safe

Children progress through the behavior system and this year the school is differentiating minor and major violations in the behavior policy.

Minor Violations

- In-appropriate language
- Disrespect
- Disruption
- Dress Code Violation
- Non-compliance
- Homework
- Teasing
- Late to class

Major Violations: School policy specifically prohibits the following:

- Repeated disruptions
- Defiance/insubordination
- Harassment/threats
- Bullying/hazing
- Vandalism
- Forgery/Theft
- Fighting

STUDENT BEHAVIOR POLICIES/ SCHOOL RULES (continued)

Personal Appearance

All clothing is expected to be appropriate for maintaining a safe school environment conducive to learning. If students clothing does not meet the guidelines below, they may be given other clothing to wear for the day. The following are some guidelines for appropriate student attire:

Shirts should be able to be tucked in at the waist and cover the neck/shoulder/ and back appropriately.

- No offensive logos.
- No midriff blouses, halter tops, or spaghetti/cord straps
- No low side shirts/i.e. muscle shirts
- No see through/ or mesh

Shorts must be no shorter than four inches above the knee and fit properly at the waist.

Pants may not drag the ground and should fit properly at the waist.

Shoes must be worn at all times.

- No flip-flops are permitted at any time.
- Sandals **must have straps and worn with socks.**

Hats, hoodies, visors, caps, or sunglasses are not to be worn in the building.

Students should not have colored hair i.e. blue, red, etc. because it is a distraction to the learning environment. Facial piercings are not permitted.

Backpacks are not permitted to be carried through the building during the school day. They may be used only to carry school materials and supplies to/from school.

DISCIPLINE PROCEDURES

All classroom teachers have a discipline procedure posted in their classroom. Students are sent to the principal for disciplinary action, only after the teacher has first taken steps to change and/or stop the inappropriate behavior in class. In severe situations this may include a phone conference with the parents or a note home to notify the parents.

Depending on the offense, the following are possible consequences when a student receives a conduct slip:

- Recess detention
- 2:30 p.m. afternoon detention
- In-school individualized instruction
- Intervention Assistance Team Plan
- Suspension – In school or out of school
- Expulsion

In all instances the parent is called and/or a conduct slip with consequences noted sent home.

Removal, Suspension, and Expulsion

A student may be removed or excluded from a classroom or school when the student poses a continuing danger to persons or property or represents an on-going threat of disrupting the educational process. Such removal may be for a period of less than 24 hours without being subject to suspension or expulsion procedures.

An administrator may impose a suspension not to exceed 10 days duration. The administrator may also prohibit a student from participating in any or all co-curricular or extra-curricular activities in accordance with board policy.

Expulsion is the removal of a student from the school for a period of time to be established by the Superintendent or his/her designee following procedures in accordance with board policy.

A urine test and breathalyzer test may be required for reasonable suspicion.

The Principal (as deemed necessary) may randomly search lockers/book bags.

Collusion

A student that assists or participates with another student in violating rules, or is aware of another student's intent to violate rules and neglects to inform staff, will be disciplined in connection to the violation(s).

DISCIPLINE PROCEDURES (CONTINUED...)

Minor Behavior Consequences

These rule violations will result in teacher administered consequences. These consequences are progressive within a nine week period going from first offense to last. Parents are to be notified of all consequences.

1. Parent contact/conference with student.
2. 1 hr. after school detention 2:30-3:30
3. 2 hr. after school detention 2:30-4:30
4. Half day in-school individual instruction
5. Full day In-school suspension

Major Behavior Consequences

These rule violations are principal-administered consequences. They are progressive and parents will be notified by phone and/or writing.

1. 2 hr. detention
2. In-school individualized instruction (location may be at BL Miller or Jr/Sr High)
3. Intervention Assistance Meeting with parents/ARC at the high school
4. Out of school suspension
5. 3 days Out of school suspension
6. 5 days Out of school suspension
7. 10 days Out of school and court referral

These rule violations are automatic out-of-school suspensions.

1. Fighting
2. Possession of tobacco, alcohol, and drugs
3. Possession of weapons, combustibles

Progression of Suspensions

- 1st suspension = 1 day
- 2nd suspension = 3 days
- 3rd suspension = 5 days
- 4th suspension = 10 days and a court referral

Students have a day per day of suspension to complete make-up work for a grade.

INCENTIVES AND REWARDS

Daily/Weekly Student Incentives and Rewards

- We Are Sebring! – Positives
- Front of the Line privileges
- Classroom positives (tickets, store)

Quarterly Honor Roll (Grades 3-6)

- 9 week Honor Roll Certificates – grade point average of 3.6-4.0
- 9 week Merit Roll Certificates – grade point average of 3.0-3.59
- Names are posted in the newspaper.

Quarterly BUG Award (Grades 3-6)

BUG Award - I **B**rought **U**p **G**rades Certificates (2nd to 4th nine weeks) Any student who brings up a content area grade while not lowering a nine week grade. Student may not receive a failing grade.

Monthly (all grades)

- Student of the Month Certificates (Responsible, Respectful, Safe)
- KPG (Kids Going Places) – Students earn a monthly membership card allowing them weekly privileges.

KGP Criteria (Kindergarten):

- No hitting
- No hurting
- No unexcused absence/tardy

KGP Criteria (Grades 1-6):

- No missing work
- **ZERO**/No unexcused absence/tardy
- No more than 1 classroom warning
- No MAJOR office referrals or detentions

End-of-Year Awards/Rewards

- Perfect Attendance (1 tardy allowed for year)
- Honor Roll / Merit Roll (Grades 3-6)
- Gold Club (Grades 3-6)
 - KGP – 7 out of 9 months
 - Honor Roll or Merit Rolls (4 out of 4 nine weeks)
 - Community Service – 10 hours for the year (documentation required)
- Most Improved Students
- Physical Education Awards

GENERAL INFORMATION

Field Trips

Field trips are invaluable teaching aids. They provide direct experiences for learning and are a direct extension of what is being taught in the classrooms. When a field trip is planned, both signed permission slips and school transportation liability forms are required. A fee may be collected for all field trips. Good school behavior is required on the trips. In the event of a field trip, a designee of the nurse will dispense medication.

To maintain student safety and privacy, staff and screened chaperones will escort and participate in school sanctioned field trips. The principal will be selecting chaperones based on specific criteria – including but not limited to:

- Teacher-based need for additional supervision
- Fingerprinted Background Checks
- Familiarity with school rules & expectations
- The desire to strengthen community and school relations through positive participation and communications

We'd also like to remind all potential chaperones and volunteers that taking and/or sharing pictures of **other** students, while at school or during school events, is considered a violation of student privacy.

For the safety of our students, parents/guardians will not be permitted to join the field trip unless they are an assigned chaperone.

Valuables

The school is not responsible for valuable items lost or misplaced by children who bring such items to school. Please mark all outerwear, including gloves, hats, boots, and scarves. Lunches, lunch boxes, and backpacks need to be marked as well. Please read below about locks/lockers.

Mobile Devices

The school is not responsible for valuable items lost or misplaced by children who bring such items to school. Mobile devices brought to school, should at no time, be used during school hours. Students are expected to leave mobile/technological devices in their locker. Should teachers determine the need for mobile devices, written explanations will be sent home to inform.

Locks/Lockers

Students may only use locks on lockers, provided the homeroom teacher is given the combination and/or a duplicate key - without exception. Locks placed on lockers, without combination/key access will be removed from lockers without expense to the school or staff.

GENERAL INFORMATION

Media Center

B. L. Miller has an exceptional media center that houses the school's book collection. All students, from kindergarten through sixth grade are encouraged to borrow books. Primary students may borrow one book and intermediate may borrow two books at a time.

Birthday Invitations

Birthday invitations may not be passed out in school, unless the entire class is given an invitation. We would like to prevent our positive school culture from being the place where a child gets left out. Students who are not invited may feel left out with their feelings hurt. Just as we try and shelter your children from other uncomfortable social situations, we try and buffer them from situations that make them feel excluded. We appreciate your understanding.

Excuses for Recess/PE

All students will be expected to participate in outdoor recess /physical education classes. Following an illness, parents may send a note to request their child be kept indoors for a day or two. Any request beyond two days requires a doctor's note.

**** RETURN THIS PAGE YOUR HOMEROOM TEACHER ****

**BL Miller Elementary School
School Handbook
Verification Form**

Signatures are required. All signatures designate the parent(s)/guardian(s) and child(ren) have been informed and are aware of building policies, rules, and expectations.

Parents/Guardian Signature: _____

Students Name: _____

Date: _____

Homeroom Teacher: _____