

Chula Vista Elementary School District

McMillin Elementary School

2017-18



Parent/Student Handbook

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Board of Education
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EQUAL OPPORTUNITY EMPLOYER

The Chula Vista Elementary School District is committed to providing equal educational, contracting, and employment opportunity to all in strict compliance with all applicable state and federal laws and regulations. The District office that monitors compliance is the Human Resources Services and Support Office, 84 East J Street, Chula Vista, CA 91910, phone 619-425-9600, ext. 1340. Any individual who believes s/he has been a victim of unlawful discrimination in employment, contracting, or in an educational program may file a formal complaint with the District's Human Resources Office.

McMillin Elementary School

1201 Santa Cora Ave

Chula Vista, CA 91913

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<http://mcmillinelementary.edublogs.org/>

www.cvesd.org/schools/mcmillin

The faculty and staff of McMillin Elementary School welcome you and your family. We offer your child the best possible education, and we will strive to make that education interesting and stimulating. We ask for your support by becoming an active participant in your child's education. This handbook has been carefully prepared and presented in order that students and parents may know and understand the policies and practices of McMillin.

GUIDELINES FOR A GREAT ENVIRONMENT

It is the goal of McMillin Elementary School to create an environment that provides all students the opportunity to achieve their fullest personal and academic potential in order to become productive and responsible citizens. Every individual, regardless of gender, nationality, race or ethnicity, religion, or sexual orientation, will have the opportunity to achieve their potential in a safe and caring environment.

We have three overarching rules that help to create a positive learning environment: be safe, be responsible, and be respectful.

What We Do

McMillin Elementary School provides a safe and caring environment where students are engaged and active thinkers. We value communication, innovation, collaboration, and problem-solving. At McMillin we create a culture of thinking, one that empowers students to take ownership of their learning and seek out new information. Teachers and students have the expectation or mindset that one gets “smarter” through one’s effort, not through inherent abilities, and mistakes are embraced as learning opportunities.

Students, parents, and teachers work collaboratively to ensure that ALL students, including English learners, students with disabilities, and designated target groups understand where they are in their learning, where they are going next, and show measurable growth.

SCHOOL DAY

School hours for kindergarten is 8:15-2:30. 1-6 grade student hours are: 8:15-2:45 Monday, Tuesday, Wednesday, and Thursday. All Fridays and modified days which means that kindergarteners are released at 1:00 and 1-6 grade students are released at 1:15.

Only students who are enrolled in the YMCA program are to be on campus before 7:45 a.m. When students enter school in the morning, they should either line up on the blacktop or participate in the on running club on the back playground.

Each student will receive a running club card which will be scanned after each lap that they complete. For every 10 miles that students run, their name will be placed in our Friday Running Club drawing. Please encourage your child to run at least a few laps a day to start their morning.

All students are to leave campus by 3:00 p.m.

(1:30 p.m. on modified days) unless they attend the DASH or YMCA programs or are participating in an after-school activity.

Our main office is open from 7:30 a.m.-4:00 p.m. daily. **PLEASE NOTE: The office cannot provide childcare for students who arrive early or who are late to be picked up.**

ATTENDANCE/ABSENCE

State of California laws require elementary students to attend school on a regular basis. Students are most successful when they are in class regularly.

Please report any student absences daily on our 24-hour absence line at 397-0103 (press 2 or ext. 460110). Parents are asked to notify the school by 9:00am on the day of the absence. If your child is not in school at the beginning of the day, and the office has not been notified, an attempt will be made to contact you. This procedure is for your child’s protection.

Upon returning to school following an absence, students must check in at the Attendance/Health Office with a note from home giving the date and reason for the absence. There they will be given a “green apple” that they will give to their teacher upon entering the classroom. Absences must be verified by the last school day of the calendar month in which the absence occurred. For example, if your child is absent on October 15, you must verify the absence by October 31. Unverified absences are considered unexcused and cannot be changed after the end of the month.

It is extremely important that students arrive to school on time. If your child is tardy, he/she must report to the school health office for a tardy slip before going to class.

Students are excused for illness and medical appointments. Unexcused absences assigned for anything other than illness/medical appointments, i.e., trips or family business. Unexcused absences are considered truancy as defined by the California Education Code.

Parents will be contacted by the principal or classroom teacher if a student is excessively tardy or absent (including excused absences). Students not abiding by the rules may be reported to the SARB (Student Attendance Review Board).

Perfect attendance for a year is defined as zero absences, zero tardies (excused or unexcused), zero early dismissals (excused or unexcused), and zero independent study contracts. Students who are checked out early and then return in the same day are still eligible to receive the Perfect Attendance

Award.

LATE ARRIVAL/RELEASE DURING SCHOOL HOURS

Students must present a note as evidence of a medical appointment to be admitted to or released from school for medical services. Excused tardies and/or excused early dismissals are limited to those for documented medical appointments. **Students arriving late to school or picked up before dismissal time will be deemed unexcused-truant unless a doctor's note is provided for documentation** or the student is being sent home by the school due to illness.

To ensure your child's safety, **students will be released only to parents/legal guardians or adults listed on the green Emergency and Health Information form.** Parents or their designee must sign the student out in the office and present a photo I.D. There will be **NO** phone verification from parents asking for students to be released to individuals who are not on the green Emergency and Health Information form. Please be sure to update emergency information

INDEPENDENT STUDY CONTRACTS

If you know in advance that your child will be absent from school for any reason, including illness, you may initiate an Independent Study Contract for five or more consecutive days.

To initiate an Independent Study Contract, contact the school office. Contracts must be requested a minimum of three days prior to the absence, giving specific beginning and ending dates. These dates are firm.

The classroom work must be picked up from the teacher prior to leaving and returned the day the student returns from the absence. Please note that Independent Study Contracts are limited to one per quarter per student.

INJURY/ILLNESS AT SCHOOL

Only minimal first aid can be given by school staff. Parents will be called at home or work if an injury or illness occurs that requires the student to be sent home. If no parent can be reached, school personnel will call other persons on the student's green Emergency and Health Information form; therefore, it is important that emergency contact persons are listed and all phone numbers are kept current.

MEDICATION

Students are **NOT** allowed to bring any

medication, cough drops, or over-the-counter medication to school.

Prescription and over-the-counter medications can be given at school **only** if the parent **and** physician complete the school Physician's Statement form authorizing school personnel to dispense medication.

TELEPHONE USAGE

Students are allowed to use the office phone in case of emergency only.

Parents are asked to make after school arrangements with their children **before they leave home in the morning.** In order to maximize student learning, transferring phone calls to the classroom will be allowed only in the event of an emergency.

ELECTRONIC DEVICES AND PERSONAL ITEMS

Cell phones may be brought to school, but must be kept in the student's backpack or a safe location. Any cell phone used by a student during school hours will be confiscated and kept in the office until claimed **by a parent only.** **Portable video game consoles are not allowed on campus.** These items will be confiscated and kept in the office until claimed **by a parent only.** The school is not responsible for the loss of cell phones or other electronic devices brought to school.

Cell phones may not be used during school hours. Students are asked to turn in cell phones to their teachers first thing in the morning. They will be returned at the end of the school day. We thank our families for their understanding and cooperation as we work to maintain the best learning environment for all of our students.

Toys and games should **not** be brought to school. Some items may be brought to school on designated days for sharing with other students. This decision is made by individual teachers.

If a child rides a bicycle, scooter, or skateboards, to school, they must have a helmet and need to dismount before entering school. Students who ride to school and do not have a helmet will have their mode of transportation confiscated and it will be returned to a parent only. This is for your child's safety.

BREAKFAST/LUNCH PAYMENTS

Breakfast is served between 7:45-8:05 AM. It is particularly important that students participating in the breakfast program arrive on time (preferably by 8:00 AM) so they have sufficient time to eat

breakfast before lining up for class.

The Chula Vista Elementary School District uses a computerized meal system. Every student is issued a bar-coded meal card. When the card is scanned, the student's account is debited for that meal. Meal cards remain at school and are only used when students get a school lunch. Students will be charged \$5 for lost or destroyed cards.

Prepayments are encouraged for at least five meals or more and are good for both breakfast and lunch. Prepaid Meal Money Envelopes may be obtained in the office. You may send prepayments to school with your child or you may pay in person in the cafeteria between 8:00 and 10:00. You may also pay online using the Parent Online System through cvesd.org.

The cost for breakfast is \$1.00 and lunch is \$2.00. If you would like to apply for free or reduced price meals, you may complete an application which is available in the school office or online at cvesd.org

Parents should not allow students to carry more money than the child may need for use outside of school. We cannot be responsible for lost money.

LOST AND FOUND

Please be sure to label all of your child's belongings.

The lost and found rack is located inside the front school gates. All unclaimed items are given to charity biannually (at winter break and at the end of each school-year).

STUDENT DRESS

It is expected that parents will use good judgment with regard to proper school dress. It is important that students dress so they are comfortable at school. In winter, students should come to school dressed to go outside each day.

Students are not permitted to wear shirts with offensive language or pictures on them, nor those that promote violence and/or alcohol or other drugs. Wearing of inappropriate or offensive clothing will result in students being required to change.

Halter tops and midriff blouses or shirts are not considered acceptable attire. When wearing shorts, the child's fingertips must touch the bottom of the shorts for the length to be acceptable at school.

Hats may be worn (brim facing forward) for sun protection but are **not** to be worn inside. Shoes must be for play on the blacktop or field. No "flip-flop" shoes or open-toed sandals are allowed.

Use of sunscreen is left to parental discretion.

SCHOOL FOOD CELEBRATIONS

In accordance with the district's Wellness Policy, McMillin will enforce the following:

- No food (i.e. cupcakes) birthday celebrations will be permitted. Parents are encouraged to participate in the school's Birthday Book celebration or to send non-food items (stickers, classroom supplies) to honor their child's birthday.
- No "home-made" foods may be sent to school to be shared. All food must be store-bought and labeled to prevent food allergy reactions.
- School food celebrations are limited to two (2) a year and will be communicated by the classroom teacher.
- Parents are strongly encouraged to send a healthy snack with their child to school. This snack intended for your child only, and should not be shared with other children.

VISITORS/VOLUNTEERS

Parents are an integral part of the enriched classroom experience. Volunteer support of teacher-planned activities is encouraged and welcomed.

Anyone who volunteers on a regular basis or is in contact with students **MUST** have a current tuberculin (TB) test on file in the school office. Anyone who volunteers more than three days per week must be fingerprinted.

For the safety of our children, **all visitors and volunteers must check in at the office and wear a Visitor/Volunteer nametag while on campus.** Please note that pre-school children are not allowed to be with parent volunteers while working in the classroom. When volunteering, please know that you are considered to be under the supervision of District employees and are volunteering time and or resources for the improvement of school facilities and or school programs. This is including, but not limited to, providing assistance in the classroom with the approval and under the supervision of the teacher.

Visitors who would like to observe classrooms at McMillin are welcome. We require that arrangements are made at least 48 hours in advance and that observations do not last longer than one hour per day. Except for special circumstances, we do not allow more than two observations per week per class and it may be necessary for a staff member to accompany the observer(s).

PARKING

In order to maintain an effective traffic safety program, your cooperation will be needed. Our goal is to provide safety for your children, not convenience and time-saving for parents. You can help us promote our safety program by observing the following regulations which have been developed in conjunction with the Chula Vista Police Department:

- Use the loading zone in front of the school for drop off and pick up only. Do not park or leave your car in this area.
- Cars will be directed to the back playground during student pick up. Please only allow your student to enter your car in the designated area.
- Park in marked stalls only
- Do not park or wait in the staff parking lot.

The Chula Vista Police Department routinely patrols the parking lot area, Santa Cora Avenue, and the streets surrounding the back gate of the school. Cars which are parked illegally will be cited.

WALKING SAFETY

If students are walking to and from school, they must use sidewalks, cross streets only at designated crosswalks, and obey the Safety Patrol. Before crossing, students should look both ways to be sure the way is clear and should watch for turning cars. Students should never go into the street between parked cars.

Students should never talk to strangers. They should report any incidents to the closest Safety Patrol member, teacher, or staff member.

Encourage your child to come home immediately after school is dismissed. Loitering students are likely to encounter unsafe situations.

ACCIDENT INSURANCE

Early in the school year parents receive information concerning group accident insurance protection for students. The plan is available at a very low cost and provides benefits for students injured at school, on the playground, going to or coming from school, or while being transported to or from a school-sponsored activity.

Further information covering this policy may be secured from the office.

PARENT COMMUNICATION

McMillin Elementary School uses many methods to communicate with parents: weekly blog posts, school notes, phone calls, School Messenger phone message service, the marquee, PTA meetings, informal meetings, parent-teacher and

student-involved conferences, as well as progress reports.

In an effort to maximize instruction and decrease classroom interruptions, McMillin Elementary observes the following policies:

- If your child forgets their lunch, homework, house keys, etc., please bring them to the office. They will be delivered to your child's teacher.
- Messages to students will only be taken from individuals listed on the student's green emergency card. If the person is not listed, the message will not be delivered.
- Except for emergencies (illness, accident, death), we cannot guarantee delivery of a message within the last 15 minutes of school.

MEDIA RELEASE

McMillin Elementary School has been used in the past by news media and film production companies. It is possible that photos or videotapes of students may be released to newspapers, web sites, or other media in connection with school activities. If you do not want your child's photos or videotapes made available to the public, **with the exception of random group pictures**, you may have him/her excluded by checking the "No" box on your child's green Emergency and Health Information form. Permission includes the use of your child's image on our school website. (No names are used for website photos.)

ACCEPTABLE USE OF TECHNOLOGY

Use of the district's technology is a privilege, subject to school and district rules and regulations and applicable local, state, and federal laws. Both parent and student must sign an agreement stating the student will abide by the district's rules regarding the acceptable use of technology. The student is also expected to understand and follow any family restrictions against accessing certain materials. Failure to abide by the rules can result in termination of the student's access to technology and other disciplinary measures. An Internet Use Form is sent home in the student's first day packet and should be completed and returned to the teacher.

HOMEWORK

A reasonable amount of individual study at home is beneficial for most elementary students, especially those in the upper elementary grades. These assignments reinforce basic skills, enrichment activities, or opportunities for independent research.

Parents are strongly urged to provide a designated homework area and time for their children.

Leisure reading, obtaining information from parents, and visiting a museum or cultural center are also meaningful homework experiences.

CONTACTING THE SCHOOL

There may be times when parents need to contact the school. Here are some key points for facilitating communication:

- Speak with the person closest to the problem. Most of the time questions can be resolved with the classroom teacher or staff member concerned.
- If, for any reason, you do not think the problem is solved after the initial contact, try again. If you continue to have questions regarding the issue, contact the school secretary to set up an appointment with the principal.
- Remember, school secretaries and office personnel cannot change policies. Talk with the teacher or principal.
- Deal with any problems as soon as they arise; however, please do not stop the teacher during the school day to discuss an issue.
- Check our Parent Blog for specific dates and activities. Our site can be found at: <http://mcmillinelementary.edublogs.org/>

McMillin Elementary Discipline Plan

The following behaviors are unacceptable and harm the safe school environment:

- Bullying
- Harassment
- Hitting, pushing, grabbing, etc.
- Wearing clothing that is offensive to others.
- Threatening or inciting others to do harm.
- Refusing to obey clear reasonable directions from teacher/school personnel.

- Using disrespectful speech/gestures toward students and/or school personnel.
- Cheating.

Please contact your child's teacher FIRST if you are aware of bullying. Individual cases may involve the principal or associate principal.

At McMillin, we use Restorative Practices when issues arise that harm our learning community. By using Restorative Practices, we help students see that rules are in place to everybody safe and to keep relationships strong. If a rule is broken, it is viewed as a relationship that has been damaged and needs repair. We believe that punishment does not address the root causes or restore trusting relationships between those involved. At McMillin, adults on campus take the time to collaborate with students to determine who was affected, how they were affected, and what needs to be done to restore the positive learning environment and move forward. Typically, teachers will ask students the following questions so students reflect on the harm they may have caused and to begin to restore trust:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected by what you have done? In what way?
- What do you need to do to make things right?

While there are consequences for students breaking rules, consequences focus on restoring trust and making things right. We are committed to making sure that each and every student feels safe at school and know that restorative practices are the best way to fulfil this commitment.