**Jessie P. Miller**

**Elementary**

**Parent Handbook**

**2020- 2021**

A copy of the Parent Handbook is in your child’s agenda. This edited handbook conveys the changes in policies due to COVID-19.

Debbie Riley, Principal Kim DeLeo, AP

SDMC/Miller Elementary’s Vision and Mission 2

Important Numbers 2

School Hours/Attendance/Tardies 3

Changes in Address or Phone 4

Arrival/Dismissal/School Bus Procedures 4-9

PTO 9

Parent/Teacher Communication 9-10

Report Cards/ Progress Reports 11

Visitors/Volunteers 11-12

Business Partners 12

Fine Arts Program 12

School Expectations 13

Student Behavior 13

Emergency Drills 13-14

Cafeteria: Breakfast/Lunch 14-15

Classroom Celebrations 15

Physical Activity 15

Clinic/Medication 15-16

School Website/Social Media 16

**The School District of Manatee County’s Vision**

The School District of Manatee County will be an exemplary student-focused school system that develops lifelong learners to be globally competitive.

**The School District of Manatee County’s Mission**

The mission of the Manatee County School District is to inspire our students with a passion for learning, empowered to pursue their dreams confidently and creatively while contributing to our community, nation and world.

**Jessie P. Miller Mission Statement:**

The Mission of Jessie P. Miller Elementary School is to build a strong foundation for the love of learning which encourages students to achieve at their highest potential, occurring within a community of collaboration and support.

**Important School Numbers**

**Front Office** (941) 741-3300 Ext. 2000

**Clinic** (941) 741-3300 Ext. 2009

**Cafeteria Manager** (941) 741-3300 Ext. 2038

**Stormcare** (Katelyn Potter) (941) 741-3300 Ext. 2080

**Report Student Absence** (941) 741-3300 Press 8

**School Hours**

Due to COVID-19, our opted eLearning and Hybrid students should attempt to complete their assignments during the student hours listed below so they can receive support from their teacher as needed.

Student Hours 8:25 AM - 3:15 PM

School Office Hours 7:45 AM – 4:00 PM

For safety reasons, students are not permitted on campus prior to 7:55 AM unless enrolled in a supervised program.

**Attendance**

State Law 232.01 states that children attending school must be in attendance daily unless the individual is sick or there is an emergency in the family. This same law implies that students are expected to be in class at 8:25 a.m. each school day. Any student arriving after 8:25 a.m. must report to the office and be marked tardy before going to the classroom.

**Tardies**

Being late to school disrupts the educational process for not only the tardy student, but for the teacher and other students in the class. Being on time is a vital ingredient for success. A record of tardies, as well as absences, is reported to parents at the close of each quarter and is documented on the student’s permanent record.

**Student Absences**

Due to COVID-19, we are requesting that you inform our school office if your child is experiencing any flu-like symptoms or has tested positive for the coronavirus. We may need to take further action to ensure the safety of all of our students and staff.

Please call the school by 8:25 a.m. if your child will be absent. This request is for your child’s safety. If your child is absent and the school has not been notified, the absence will be marked unexcused. If a child accrues 7 unexcused absences, the parents/guardians may receive a letter informing them that the absences will show as unexcused on the child’s permanent record and a court appearance may be requested. Family vacations scheduled during school time are considered unexcused absences. It is vital that parents/guardians are aware that they are held legally responsible for their child’s attendance. If your child will be absent, please be certain to call the school. The call will either be answered, or you will be prompted to leave a detailed message. Please provide your child’s first and last name, the teacher’s name, the date of the call, and the reason for the absence. This call must be made the day of the absence.

**Changes in Address or Phone**

Notify the school registrar if you move from the last address you have provided the school. You must notify the registrar within five days of your move. If you have not moved out of our attendance zone, your child can continue at Jessie P. Miller without any further action and may be entitled to transportation. If you have moved out of our attendance zone, in many cases your child may remain at Miller Elementary through the rest of the school year, but district transportation may not be provided. If it is discovered that you have moved and have not provided notification, your child could be assigned to an alternative school or considered to be “found out of our attendance area.” This could mean an immediate change of school for your child.

**Arrival and Dismissal**

Student Hours: 8:25 am - 3:15 pm

**Beginning of Year Procedures**

The first day of school, students will receive a transportation tag indicating how they will go home on the backpack. In addition, Pre-K and Kindergarten grade students are to wear necklaces for identification throughout the first week. All Pre-K through 5th grade students will have bands placed on their backpacks and should keep these in place for the remainder of the school year.

Due to COVID-19, our beginning of the year procedures below will be adapted for the safety of all in our community.

We are not permitted to have any person on campus as a visitor at any time or for any reason until further notice.

Upon entering our campus, Kindergarten students will have a color-coded necklace to wear to indicate their teacher. All kindergarten students will be escorted to their classrooms by a member of Miller Elementary. For car riders, goodbyes and well-wishes will need to be said in the car line so we can get our children safely into the building in a timely fashion. Pre-K and ASD students will park in the parking lot and may enter through the North doors of our campus where a staff member will be available to escort them safely to their classrooms throughout the year. ASD students also have the option to arrive 10 minutes after the bell each day to assure a successful start to their day. All students will need to wear a mask while on campus unless they are outside of the building and social distancing. Students will have random temperature checks as well as screening for signs of illness as they enter our campus each day. Staff members will have daily required temperature checks upon arrival. If school closures occur, students will be required to continue their daily instructional schedule through our eLearning Manatee. All IEP and/or ESOL services will be provided.

There are three (3) different Learning options available to your family:

Option A: 5-day On Campus

Option B: 5-day Hybrid (2 days on campus/3 days of eLearning Manatee)

Option C: 5-day eLearning Manatee

Regardless of your option, please know additional safety measures will be in place to include: Regularly scheduled deep cleaning and frequent handwashing throughout the day.

\*Please note these options are only interchangeable quarterly, at the end of each nine (9) week period. In addition, all state and district-wide assessments will be required for each option.

**Morning Schedule**

Due to COVID-19, all students will need to wear a mask while on campus unless they are outside of the building and social distancing.

**6:30 am** Only students under the supervision of Stormcare are permitted on campus.

**7:55 am** Students arriving by Bus and Daycare will enter the school in the cafeteria will they have the option to eat breakfast. All other students have the option to get breakfast at a breakfast kiosk on the north end of the building. Students arriving on the North end of the school will sit on sit spots outside their classroom with adult supervision in the hallways. Students will enter classrooms at 8:15 am to begin to eat breakfast.

**8:15 am** The first bell rings indicating ten minutes until the start of our school day.

**8:25 am** Class begins. Any student arriving after this time will be considered tardy. Students who are tardy must report to the main office and obtain a tardy slip in order to be admitted to class.

Car Riders

* Car riders are to be dropped off in the designated unloading zone in the car rider loop.
* Car riders will enter through the front doors and head to the breakfast kiosk and/or their designated morning area.
* Pre-K and ASD students will enter using the North doors with parents walking to the door. ASD students also have the option of a 10 minute late arrival to assure a successful entry into school.

Bus Riders

* Due to COVID-19, all students will need to wear a mask while on campus unless they are outside of the building and social distancing. Students’ temperatures will randomly be checked as students board the school bus.
* ***New this year!*** All students requiring bus transportation must ‘Register To Ride’ the bus. Please visit: <https://www.manateeschools.net/registertoride> to pre-register for your child to have spot on the school bus.
* Bus riders will enter through the doors leading into the cafeteria from the bus loop.
* Bus riders will eat breakfast and/or walk to their designated morning area.

Walkers/Bikers

* Walkers/Bikers will cross at the intersections in on the north and south intersections with a crossing guard no earlier than 7:55 am.
* Bikers will put their bikes in the bike rack where they will be secured until the end of the day. Helmets will be kept with their bikes.
* Walkers/Bikers will walk along the sidewalk to enter the front doors and report to the breakfast kiosk and/or to their designated area. Students with classrooms upstairs are expected utilize the one-way direction pathways on the stairwell.

Additional Information For Parents (This section may not be applicable during the 2020-2021 school year due to COVID-19.)

* Parents will need to sign in at the front office and receive a badge to designate their destination before entering the hallway.
* Parents are required to exit the school building through the front office and return their visitor’s badge after each visit.
* Parents are not allowed to be on campus unless they have a previously scheduled meeting with a teacher, are escorting a Pre-K or special needs student, or attending breakfast with their child. Eating breakfast with your child is permitted, but requires the parent to check in at the office each time.

**Dismissal- NEW for 2020-2021**

**Students will be dismissed at 3:15. Per District policy to assure a safe dismissal, parents may not check students out 30 minutes before the bell. If your child has an afternoon appointment, a parent must check the student out at the school office at/before 2:45 pm. It is important for parents to support this policy to assure all safety measures are upheld in the school for dismissal.**

Walkers/Bike Riders

* Students are expected to use the sidewalk provided to exit the school grounds. For safety reasons, students should never cut across the parking lot including walking between busses.
* Bikes, skateboards, and scooters must be walked off school grounds, and riders must wear a helmet.

Car Riders

* Note that students should not be picked up on campus anywhere other than the car rider loop (unless they are in our Pre-K or self-contained ASD classes). Students should never walk alone through the parking lot.

Bus Riders

* Due to COVID-19, all students will need to wear a mask while on campus unless they are outside of the building and social distancing. Students’ temperatures will randomly be checked as students board the school bus.
* ***New this year!*** All students requiring bus transportation must ‘Register To Ride’ the bus. Please visit: <https://www.manateeschools.net/registertoride> to pre-register for your child to have spot on the school bus.
* In order for the student to ride the bus home, he/she should have ridden the bus to school in the morning at least one time. This is so the driver is aware of the child’s bus stop.
* The school district requires that an adult be present at the bus stop to pick up all Pre-K, Kindergarten, 1st grade students and students with special needs. The child may be returned to the school if there is no adult present.

**School Bus Procedures**

Due to COVID-19, all students will need to wear a mask while on campus unless they are outside of the building and social distancing. Students’ temperatures will randomly be checked as students board the school bus.

* Safety on the bus depends on the cooperation of each child. Bus drivers will review safety procedures on the bus during the first week of school. When students fail to cooperate with the bus driver, parents will be notified via a bus referral and the privilege of riding the bus may be temporarily suspended for the child. We suggest that parents wait at designated bus stops in the morning and meet students in the afternoon to ensure safe practices are being followed**. Parents of our Pre-K, kindergarten and first grade students are required to be present at the bus stop in the afternoon in order for the child to exit the bus.** Parents are responsible for their child at the bus stop prior to the arrival of the bus in the morning and after the departure of the bus at the end of the day. (Expectations for School Buses provided in the Manatee County Student Code of Conduct.)

Special Note: School Board Policy prohibits any student from riding a bus to which he/she is not assigned. Friends may not accompany bus riders home from school for any reason. Changes in buses and bus stops can only be made if a child moves, and must be approved in advance through the transportation department.

**Stormcare**

Our extended day enrichment program is called Stormcare. Program hours for morning care are 6:30am-8:00am and afternoon care is from 3:15pm-6:00pm. This program for affordable before and after school care includes: a nutritious snack, homework help, enrichment clubs, and activities. The goal of the program is to promote positive self-esteem, initiative, independence, and problem-solving. For more information, please contact the front office.

**Car Tags & Car Dismissal**

A car tag with your child’s name will be sent home at Open House. Due to COVID- transportation tags will be given out on the first day of school. Please make sure this car tag is displayed on your passenger side dashboard while on school grounds. Your child will be called to a colored pole. In the event of the child not being at the pole upon pulling up, please fill the gaps to assure the car line may continue to operate.

**Parent & Teacher Organization (PTO)**

**What is PTO?**

Miller’s Parent Teacher Organization (PTO) is an informed group of parents and teachers who support the needs of our school community, promote volunteerism, provide opportunities for family engagement, and facilitate fundraisers. Miller Elementary is in need of dedicated members to serve as leaders for the organization. Please email Debra Riley, Principal, if you have interest or questions about our PTO- rileyd@manateeschools.net

**Why should you be part of the PTO?**

* To show pride in our school
* To take part in fun events
* To have input in how PTO funds are allocated
* To support teachers and staff
* To make friends of other parents and school staff
* To show my child that education is important

**PTO Meeting Dates for 2020-2021- Coming Soon School & Home**

**Communication**

Communication and cooperation between home and school is vital to a quality learning environment. At Miller Elementary, a variety of methods are used both school-wide and by individual teachers to bridge the gap between the home and the school. Some of these include the school website, PTO/SAC meetings, midterm progress reports, conferences, planners, and an outgoing electronic phone message system.

**Request for a Conference**

Due to COVID-19, we are not permitted to have any person on campus as a visitor at any time or for any reason until further notice. Meetings scheduled with the teacher may be held either over the phone, or over a visual/audio platform such as Zoom and/or Microsoft Teams.

Parents may request a meeting with the teacher to discuss student progress. If you have any concerns for your child and would like to speak with the teacher, please call the school and speak directly to the teacher or leave a message on the teacher’s voicemail system. The teacher will return your call within 24 hours. Usually, conferences are scheduled for before or after school when the teacher is free from student responsibilities and able to devote attention to your concerns.

**Other Conferences**

Due to COVID-19, we are not permitted to have any person on campus as a visitor at any time or for any reason until further notice. Meetings scheduled with the teacher may be held either over the phone, or over a visual/audio platform such as Zoom and/or Microsoft Teams.

You may be scheduled for an Intensive Support Team (IST) meeting. The purpose of these meetings is to work with our school-based team to address your child’s needs and to inform you about any special services for which your child may qualify. We hold these conferences in the best interest of your child and we appreciate your attendance. Most IST meetings will be scheduled on Wednesday mornings 8:00 am – 11:00 am.

**Report Cards**

Report cards are issued every nine weeks. Students in grades Kindergarten through second are assessed with a numeric rubric. Students in grades third through fifth receive letter grades. Parent conferences will be held at the parent’s request or as needed.

**Progress Reports**

Progress reports are sent home four times during the school year. Progress Reports may also be accessed on the FOCUS Parent Portal.

**Visitors**

Due to COVID-19, we are not permitted to have any person on campus as a visitor at any time or for any reason until further notice.

Typically, at Miller Elementary School, parent involvement is strongly encouraged. We welcome parents and other family members to our school. The following procedures, however, must be followed to ensure a safe environment for our children. When you come on campus for breakfast, lunch, conferences, and special events during school hours, please report to the office, with a valid driver’s license, and sign-in through Raptor, our electronic background investigation system. A visitor badge will be provided for you to wear. Please wear this badge the entire time you are on campus and return the badge when you are leaving, so we can check you out of our system. Note that you are expected to be on campus for the purpose indicated on your badge and should be in the area designated. We ask that if you require extended conversation with a staff member you request a conference outside of the student day so our staff members can remain focused on educating and supervising our students. For safety reasons, visitors are not allowed at recess with our students. This is so our staff members are able to easily discern our students from unexpected adults.

**Volunteers**

Due to COVID-19, we are not permitted to have any person on campus as a visitor at any time or for any reason until further notice.

Typically, our school needs and welcomes volunteers.

* Volunteers can assist teachers in providing more individualization and enrichment of instruction.
* Relieve teachers of non-teaching duties and tasks.
* Strengthen school-community relations through positive participation.
* Note that district policy prohibits volunteers from being unsupervised with students unless they have completed a level 2 screening which requires fingerprinting and an extensive background check. For this reason, many volunteers will be asked to work inside the classrooms or under the supervision of a staff member.

**Business Partners**

Do you have a business in mind who would you like to advertise in our school community? We would love to have your business join us to create some unique learning experiences for our students and staff members.

* There are various levels of sponsorship available to you, some at a minimal cost
* As the level of sponsorship increases, the more advertising media we have available for your business

If you are interested in volunteering or entering into a business partnership, please contact the front office.

**Fine Arts/Specials Program**

Due to COVID-19, all students will need to wear a mask while on campus unless they are outside of the building and social distancing. The exception will be when students are outside, during either our outdoors Physical Education or at Recess, when they can socially distance.

Students will rotate through one “fine arts” or “specials” class each day. These classes are 50 minutes in duration. The rotation includes: Art, Music, Physical Education, and STEM (Science, Technology, Engineering and Math).

**Media Center**

The media center at Miller Elementary is a place that fosters collaboration, curiosity and critical inquiry while instilling a life-long love of reading. Students will have an orientation of the media center before checking out books. Once a week, Grades K-5 will have an assigned media time to check out books. Teachers are encouraged to bring their classes to the media center on a regular basis to enjoy time immersed in books and other text-based resources. **Due to COVID-19, the media specialist will utilize safety measures upon return of books to assure safety in the school.**

**School Expectations**

Strive to be Bolts! Student Positive Behavior Incentives

Students and staff will be well versed in our school expectations. They incorporate important character traits and reflect a growth mindset. These behaviors will be modeled for students and reinforced frequently. Students have the opportunity to earn bolts for meeting expectations. Classroom incentives will be available for students to turn in bolts for rewards which include experiences and other rewards.

**Student Behavior**

When a student is not following our expectations for behavior, his or her classroom teacher will counsel him/her individually. If the student exhibits a lack of cooperation, or the behaviors are deemed dangerous or interfering with the learning opportunities of others, further disciplinary action may be taken. Parents may be contacted for information and assistance. A behavior tracking form may be utilized by a classroom teacher to communicate a repeated break in a rule or expectation. Occasionally, a child exhibits behavior that requires the attention of administration. In such a case, the parent may be notified in writing in the form of a behavior tracking form including administration or a school referral entered into FOCUS. Parents will receive a copy of a school referral and/or may view a referral on the FOCUS Parent Portal.

The staff, teachers, and parents of Jessie P. Miller Elementary School believe that our students and staff deserve a campus that is safe and secure. Miller Elementary has a zero-tolerance policy for threats of violence against any person. There is also a zero-tolerance policy for guns or knives (This includes toys that represent a weapon of any type. Such items should never be brought to school.).

**Emergency Drills**

The safety of our students and staff is a top priority. Throughout the school year, we will conduct a series of emergency drills that will include fire, tornado, school bus, shelter in place, and intruder drills (also known as lockdown drills). We want our students to know how to respond if a situation arises and will handle these drills with sensitivity. Classroom teachers and administration will talk students through our safety procedures while taking into account their age and needs. Our goal is to lesson anxiety for our students and staff, should a situation occur, and have safe practices become routine.

Due to COVID-19, drills will be practiced while socially distancing as much as is reasonable.

**Cafeteria**

Due to COVID-19, students will sit at pre-identified locations while they eat. These locations will be spread out for social distancing. Face coverings will not be required while students are actively eating and/or drinking. The use of individual water bottles is encouraged to minimize the risk of exposure.

Breakfast is free for every student daily. Students have access to breakfast upon arriving on campus (see deatails below). The Miller Elementary Cafeteria is run on a computerized point of sale system, which enables us to have money held in an account for each student for lunch. Your child may purchase lunch, milk, juice, or an additional entree’ or side dish as long as there is money in his/her account. To ensure that your child is accurately credited with the amount of money that you send in, please be sure to place cash or check in a sealed envelope with the child’s name, teacher’s name, and “lunch money” written on the front. Checks should be made out to Miller Elementary School. Envelopes will be collected by the teacher each morning and sent to the cafeteria so that the child will receive proper credit. All money sent will be applied to the student’s account, as we cannot send back change. **Payments can also be made online using our online payment service** [**www.mealpayplus.com**](http://www.mealpayplus.com/)**. Check** [**manatee.nutrisclice.com**](http://manatee.nutrisclice.com/) **on your smart phone for daily menus.**

**Breakfast**

Due to COVID-19, students will sit at pre-identified locations while they eat. These locations will be spread out for social distancing. Face coverings will not be required while students are actively eating and/or drinking.

Breakfast is served every morning from 7:55-8:20 AM in the cafeteria**. ALL students can receive breakfast daily at no charge**. If you are joining your child for breakfast, **(After COVID-19)** the price of an adult breakfast is $1.60.

**Lunch**

Due to COVID-19, students will sit at pre-identified locations while they eat. These locations will be spread out for social distancing. Face coverings will not be required while students are actively eating and/or drinking.

For students on full-pay status the lunch cost is $2.50 per day and reduced status lunch is $.40 per day. The price of an adult lunch is $3.50.

If you have any questions about the cafeteria or your child’s account, please call our Cafeteria Manager at (INSERT Contact Number for aaron)

Due to COVID-19, we are not permitted to have any person on campus as a visitor at any time or for any reason until further notice. Typically, parents are welcome to join their children for breakfast or lunch. **You must sign in at the front desk in the office and receive a visitor pass which is required for anyone visiting Miller Elementary**.

**Classroom Celebrations**

Due to COVID-19, classroom celebrations may be held, however we request food and drink items not be included until further notice. Please contact your child’s teacher to plan this activity.

Parents are welcome to send in an easy to eat treat or snack, if desired. Please keep in mind classroom allergies and be sure to communicate with the classroom teacher prior to providing any food items. **Food cannot be homemade and must be from a licensed food service establishment and have an ingredient label.**

**Physical Activity**

Facial coverings are not required when students are outside and able to socially distance from each other. While at Physical Education, when held inside, students will be required to wear a facial covering.

* Students will participate in a total of 150 minutes of PE per week. This will be provided by our Physical Education Department, and classroom teachers while upholding PE/STEM.

**School Clinic**

Due to COVID-19, we will have a room outside of the clinic where students demonstrating flu-like symptoms will be monitored until parents arrive to pick them up. Students with regular visits to the clinic will not be within proximity to students waiting to be picked up for further monitoring.

The school clinic is available for students who become ill or are injured during the school day. If the illness or injury is of such a nature that the student needs to go home, the parent will be notified and be expected to make arrangements for the child to be picked up from school. The telephone number for the clinic is **741-3300 ext. 2009.** Please do not send a sick child to school as we do not have facilities to care for him or her.

**Notice in Regard to Administering Medication**

For children to receive medication during the school day the following guidelines must be followed:

Only prescription medicine will be given.

* All medications and medical supplies to be administered in school to an elementary student must be delivered to the school by a parent or other responsible adult. When presented in the clinic, parents will fill out the authorization for medication form before the medication is given.
* Prescription containers must be childproof, contain the child’s name, attending physician, the name of the medication, the amount to be given, the frequency of administration and any special instructions.
* Sample bottles of medication must be accompanied by a written prescription and labeled with the child’s name.
* The parent and/or physician should make school personnel aware (in writing) of symptoms or possible reactions relating to the medication or lack of medication.

**School Website**

Please regularly visit our school’s Website for ongoing updates throughout the school year. <https://www.manateeschools.net/miller>

**Social Media-** Follow us on Facebook J.P. Miller Elementary to see the incredible things we are doing here at Miller Elementary!

Follow our PTO on Facebook at Jessie P. Miller Elementary School PTO to keep up with our community parents involved with our school.