



Elementary Student Handbook

Dear Parents and Students:

For the 2023-2024 school year, Miller Elementary is making the school handbook available electronically for viewing online. We encourage you to access our handbook by going to the following web address: <https://mes.hcbe.net>. The purpose of this handbook is to serve as a guide for students and to inform parents about the policies and procedures of our school. Please read this handbook carefully; lack of knowledge of these rules is no excuse for breaking them and does not exempt a student from receiving consequences for inappropriate behavior.

After reading the handbook, please complete the attached pages and return the forms marked as required.

- Parent Signature Page **(required)**
- Internet Acceptable Use and B.Y.O.D Agreement **(required)**
- GA DOE Parent Occupational Survey **(required)**
- Health Related Services Medical Questionnaire **(required)**
- Permission for Puberty Education **(required)**
- Household Information Form **(required)**
- Second Step Child Protection Unit Permission Form: PK, K-3, **OR** 4-5 **(required)**
- Student Prohibition from Extracurricular Activities (optional)
- Photo, Video, and Media Interview Opt Out Form (optional)

If you would prefer to have a printed copy of the handbook, please indicate in the space provided below. We will be glad to send you a hard copy of the handbook where you can refer to policies and procedures. Indicate your request below.

_____ I would like to receive a printed, hard copy of the school handbook. Please send one home with my child.

_____ I do not wish to have a printed, hard copy of the school handbook. I will access the one provided on the school's webpage.

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____

We look forward to a great year at Miller Elementary. If you have any questions or concerns, please feel free to call us for assistance.

Sincerely,
Dr. Dana Brock
Principal

2023-2024

Elementary School Handbook



Miller Elementary School
101 Pine Valley Drive
Warner Robins, GA 31088
Telephone: (478) 929-7814

Dr. Dana Brock
Principal

Dr. Katina Gibson
Assistant Principal for Instruction

Ms. Jacqueline Hodges
Assistant Principal for Discipline

Ms. Nikki Johnson
Counselor
504 Coordinator

Dr. Walter Stephens
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Dr. Mark Scott
Superintendent

Houston County Board of Education
P.O. Box 1850, 1100 Main Street
Perry, Georgia 31069
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Miller Elementary School

Mission Statement

Our mission is to produce students that excel academically, technically, socially, and emotionally.



Vision Statement

Our vision is to produce students who are globally competitive.

Arrival and Dismissal Procedures

Student safety is our #1 priority at MES. We take all the necessary steps to ensure that your children are safe throughout the school day. Below are some guidelines to follow for safety, as well as additional information that parents and students may find helpful.

Arrival to school (car riders):

- Car rider drop off is between 7:45-8:30am. Parents will use the side entrance for student drop off in the morning. Students may arrive at 7:45 a.m. and not earlier.
- Parents must follow the flow of car riders in the car rider line. Once you pull up to the side of the school, staff will be present to assist students.
- Parents must not drop students off in the parking lot, curb, or side of the road. This is a safety issue.
- Parents must not park and walk students to the building for drop off.
- Students who arrive after 8:30am are tardy. After 8:30am parents must drive around the front and accompany their child to the office for check in.
- Due to safety protocol, parents are not allowed to walk children to class.

Car Rider Tags:

- Through our Silent Dismissal system, every student will have a car rider tag. If you are picking up your child in the car rider line, you must have your car rider tag with you. For convenience, place the car rider tag on your dashboard or on the back of your visor so it is visible for our duty person to see it. New car rider tags will be given each year. Car rider tags from previous years of a different color are not acceptable. If you lose your car rider tag, you can call the office and we can reprint one for you. If you do not have your car rider tag when you come through the line, you must park and bring your picture ID to the office to pick up your child.

Dismissal From School (car riders):

- Student dismissal is at 3:30pm. All car riders need to be picked up in the car rider line by 3:50 pm each afternoon. Students who are not picked up by 3:50pm will need to be checked out from the office. Please do not forget your photo ID or car rider tag when picking up your child in the office. If parents frequently pick up their child after 3:50pm, they will be given an After School Program (ASP) application.
- The front of the school is reserved for loading day care vans and school buses. Cars are not allowed in this area for safety purposes during the following times: 7:30 a.m. - 8:30 a.m. and from 2:30 p.m. – 4:00 p.m.
- On the first day of school or the day you enroll your child, you will fill out a form that gives specific people the authority to pick up your child. No one else will be allowed to pick up your child unless we hear directly from you or receive a note from you. If you have a family emergency and/or situation and you need your child to go home in a different manner, you must send a note to the teacher. Otherwise, we will send them home the normal way. If there are custody situations we need to know about, please tell us. If your child's transportation changes, please call the school.

Early dismissal:

- Any student who needs to leave before the school day ends at 3:30 p.m. must be signed out early from school by a parent/guardian or those persons listed on the student information form only. It is the

responsibility of the parent/ guardian to keep changes to this information updated. Adults may be asked to present identification before taking a student off campus. To aid in the dismissal process, no early dismissals will be allowed after 3:15 P.M. If a student returns the same day, he/she must report to the office to sign back in and get a re-admittance slip.

Parent identification:

- All parents, guardians or other people allowed to pick up your child, **must** show a picture ID, and **must** be on the pick-up list that parents complete at the beginning of the school year. If anything changes regarding your child’s list of approved “pick-up people,” you must come to the office with valid ID to make the changes.

Transportation Changes:

- Student transportation is set up at the beginning of the school year through our Silent Dismissal system. If you need to change your child’s method of transportation, you must notify the office prior to 2:00pm. It is **imperative** that you notify the office so we can change it in our Silent Dismissal system.

During the first few weeks of school, the car rider line may be longer than normal, and traffic moves slowly. Please be patient with our staff as we iron out the wrinkles of car rider dismissal over the first several days. Our #1 priority is student safety, and we will do everything we can to make our car rider dismissal run safely and smoothly.

Additional Information

Absences

Student attendance is very important. For students to optimize their learning, they must be at school. Please see the Houston County attendance guidelines in the Elementary student.

After School Program (ASP)

ASP is available from 3:45-6:00pm for students PK-5 who have completed an application and paid the registration fee. Applications for ASP are located on our website, or you can pick one up in the office.

Behavior

Here at Miller our number one priority is SAFETY. To provide a safe learning environment for ALL, Miller participates in the PBIS Program. Our goal for Miller Rockets is to keep the POSITIVE in PBIS by building positive behaviors at school. To promote positive behavior, Miller Elementary School has set high expectations for all Miller Rockets, Pre-Kindergarten through Fifth Grade. All students are expected to B.L.A.S.T and BE...

- Brilliant
- Leaders
- Accountable
- Safe
- Timely

Each Monday of the week each student receives twenty-five Class Dojo positive points; five points for each letter in the word B.L.A.S.T. The goal is for Miller Rockets to maintain as many of these points for the entire week as possible. Students who maintain the point goal of 80% of total positive points will be invited to attend a fun and exciting B.L.A.S.T Celebration held monthly and/or quarterly. A student’s B.L.A.S.T points (up to five

points daily) will be reduced by the classroom teacher when a student is not consistently following classroom and school wide expectations after the expected behavior has been remodeled, redirected, and multiple opportunities have been given to correct their behavior by the teacher.

Acknowledgement for Consistent Positive Behavior

Students can earn Classroom B.L.A.S.T Bucks from their teacher and School B.L.A.S.T Bucks from other building adults for meeting expectations and going above and beyond classroom and school expectations. B.L.A.S.T Bucks can be used to purchase great items from the B.L.A.S.T Store held weekly and/or monthly.

Minor Incident Report and Major Incident Report

When a student's behavior is continuous and persistent a minor and/or a major incident referral maybe given. Miller Elementary School adheres to the Houston County School Districts policy and procedures as found in the Houston County School District Elementary School Student Handbook as it pertains to discipline of students in Kindergarten through Fifth grade.

DISCIPLINE

A complete Houston County Schools student Code of Conduct is printed in the back of this handbook. Please take time to read the Code of Conduct and discuss it with your child. Classroom control is a prerequisite to classroom learning. Students who are well disciplined direct their interests, efforts, and abilities toward greater achievement. Discipline and classroom control require joint effort on the part of the teacher and students with the assistance of the parents. A positive approach to discipline and learning is used in all elementary schools. Specific rules for proper behavior are explained and discussed by all teachers on a continuous basis. Students are expected to obey these rules and all directions given by school personnel. Parents are requested to reinforce a positive attitude toward learning and appropriate behavior. Because all circumstances regarding misbehavior cannot be predicted or anticipated, the principal is granted wide authority in determining punishments or making decisions regarding disciplinary matters based on individual cases.

BICYCLES

Miller students who ride bicycles will follow safety rules including walking bikes across major intersections and on school grounds. We have a specially designated area for bicycles. Please send a lock and chain so that they can be secured during the day. Students riding bikes are required to wear safety helmets.

Breakfast and Lunch

It is important that students eat a nutritious breakfast each day. Students eating breakfast at school will need to arrive before 8:20am so that they are able to eat and be seated in class before the 8:30am bell. Restaurant food should not be brought to school and given to students.

BUS NOTES

Students will not be allowed to ride a bus different from their assigned bus. Therefore, no parent notes will be accepted.

BUS RIDING

Riding the bus is a privilege, not a right. Students are expected to cooperate and follow the bus rules. Students are to follow the rules and listen to the instructions given to them by the bus driver. A student may be suspended from the bus for 1-10 days on the first report if the administrator determines the incident warrants suspension. See HCBOE pages on Bus Conduct.

Car Rider Procedures

If you are picking up your child in the car rider line, you must have your child's dismissal card. (You cannot have a picture of the card). If you did not receive a silent dismissal number for this current school year, please go to the MES office and we will make one for you.

Cell Phones

Your child's cell phone/device will not be available to them during the school day for telephone or text purposes. The use of personal electronic devices is a violation of the cell phone policy and will result in appropriate disciplinary action.

Class Dojo

Class Dojo is the primary method of written communication between MES teachers and parents. We highly encourage all parents to set up their Class Dojo accounts at the beginning of the school year. Your child's teacher will help you with gaining access to Class Dojo.

Class Parties

MES allows two class parties per year (Christmas and End of the School Year). Birthday parties do not take place at school. If parents wish to bring birthday cupcakes or treats for their child's class, they must be teacher pre-approved, store bought, enough for all students in that class, and cannot be passed out or consumed in the cafeteria. Balloons or special deliveries will not be delivered to classrooms.

Clubs

We encourage all students to be a part of the fun, after-school clubs offered at MES. A list of clubs is located at the end of the school handbook, as well as on our website. Club sponsors will notify parents of tryout dates (if applicable), or additional information on clubs.

Coats, Jackets, Sweatshirts

Each year we end up with dozens of unclaimed coats, jackets, sweatshirts and water bottles. Please write your child's name on these items so they are easier to claim and get back to your child. After each grading period, all unclaimed items will go to Goodwill or another charitable organization.

CONFERENCES WITH OUR STAFF MEMBERS

If you need to speak with your child's teacher please Class Dojo message, email, or call to set up a conference. Our teachers have a specific number of instructional minutes that they must meet and curriculum objectives that they must cover. The beginning of the day and the end of the day are very hectic. We respectfully request that you do not drop in for an impromptu conference. We need quiet and consistency at the beginning and end of the day. In the afternoon, we must make sure that everyone gets home the way you have requested. We appreciate your support in this matter.

COUNSELOR

Our counselor's name is Ms. Johnson. She is a resource for you and your child. Our guidance/counseling program is designed to meet the needs of all our students. It is driven by data and follows the curriculum of the American School Counselor Association. Our mission is to provide all students with direct counseling services that will facilitate their academic, personal/social, and career development so they will enjoy success both in the present and in the future. Our school counselors provide:

- Classroom guidance
- Individual counseling

- Student support team (SST)
- Small group counseling
- Crisis intervention
- Teacher/parent consultations

HOMEWORK

Homework may be given for review purposes. Parents are encouraged to look over these assignments and help when needed.

Dress Code

Students may not wear clothing that could potentially be a distraction to others due to extremes in style, fit, length, color, wording, pattern...etc. Examples: (very short shorts, shirts that expose the waist/stomach, see through clothing, shirts with inappropriate language). Students cannot come to school with extreme hairstyles, clothing, makeup or any other fad that would interfere with our teaching and learning process or cause a disruption of the educational environment. For additional information on dress code guidelines, please refer to the Houston County Elementary Education Handbook.

Family Engagement Liaison

Our FEL is available to assist families in a variety of ways from finding resources, connecting with teachers and administrators, and providing opportunities for you to learn how to help your student at home.

Field Trips

Houston County School Board Procedure: Students participating in school-sponsored field trips **MUST** be transported to AND from the field trip location on the bus with their peers. Any chaperones must have completed and passed a Houston County Board of Education Background Check. We do not allow students to be transported to and/or from the field trip location by parents or guardians.

LOST AND FOUND

The school will provide a space in the school for unclaimed items. Students should be diligent in retrieving and attempting to find lost items. Items left unclaimed for a period longer than one week may be donated to local charities. Below are some helpful hints to avoid loss of personal items.

1. Do not bring any valuables or large amounts of money to school.
2. Mark all your possessions with your name.
3. Let the teacher know that you are missing an item and give a description of the item.

Lunch

Parents, guardians and other outside individuals are not allowed to eat lunch at school with their children this school year. Restaurant food should not be brought to school and given to students. Miller Elementary is one of several schools in Houston County that qualifies to be a community eligibility provision (CEP) school; therefore, breakfast and lunch will be served at no cost to all students. ****Due to school safety, parents cannot eat school breakfast or lunch with their children during the 2023-2024 school year.**

Medicine

If your child needs to take medication at school, please contact our Med. Tech, Mrs. Billie at 478-929-7814 Ext. 2455 for specific procedures to follow. Parents should never send over the counter or prescription medication to school with their child.

Positive Behavior Intervention and Support (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based, tiered framework for supporting students' behavioral, academic, social, emotional, and mental health. At Miller we promote school safety and good behavior through B.L.A.S.T. expectations:

- **B**rilliant
- **L**eaders
- **A**ccountable
- **S**afe
- **T**imely

PTO

This year we would like to start a PTO. We encourage parents to be a part of our Parent Teacher Organization (PTO). PTO works with faculty members and the community to help support our school and our students. We have such a wonderful community, and through our PTO, parents and teachers can build great relationships to ensure a better environment for our families and communities as a whole.

Recess

Classes go out to recess each day. Students may eat their snacks and flavored drinks at recess. We ask that you do not send canned drinks to school. Please note that snacks should be provided by parents, and not by the school.

School Hours

Students can arrive and enter the building beginning at 7:45am. All car rider students must be picked up by 3:50 pm.

Sickness/Illness

If your child is out sick, please refer to the following guidelines before your child can return to school:

- A child must be fever-free for 24 hours without medication.
- A child with strep throat must be on an antibiotic for 24 hours before returning to school.
- A child with possible conjunctivitis (pink eye) must be seen by a doctor and may only return to school with a doctor's note.
- A child with chicken pox may only return to school when all lesions have crusted over.

A sick child must be kept home if he/she:

- Has had a fever in the past 24 hours.
- Has a fever of 100 degrees or higher?
- Is vomiting and/or has diarrhea.
- Has been exposed to a contagious disease and is exhibiting signs/symptoms of the disease.

**A fever refers to a temperature of 100 degrees or more without the use of Ibuprofen or Acetaminophen to reduce the fever. Do NOT give your child aspirin or any aspirin products. A high occurrence of Reyes syndrome has been associated with viral infections and the use of aspirin.

Testing/Assessment

Houston County Literacy Inventory (HCLI): Students in grades K-5 are assessed in reading using HCLI.

Teachers also conduct informal reading inventories to assess reading progress throughout the school year.

MAP Assessment: Students in grades 1-5 will take the MAP Assessment three times throughout the school year (beginning, middle, and end). Teachers use the results of this assessment to assist students in their learning.

Georgia Milestones Test: Students in grades 3-5 take the state standardized Georgia Milestones test at the end of the school year.

VISITORS

Anyone who is not a regular staff member or student at the school will be considered a visitor. All visitors are expected to abide by the rules for public conduct on school property and in accordance with Board Policy KM: Visitors to School. Parents are to contact the school or their child's teacher to arrange conferences. All visitors to the school must report to the main office upon arrival at the school. Visitors are limited to the office area of the school only, unless otherwise directed by the school principal or designee. All visitors must sign in at the front office and must wear an identification badge while in the building. Upon departure, visitors should sign out and badges should be returned to the main office. Students are not permitted to invite visitors during the school year. All visitors must be listed on the student's emergency information in order to visit or check out the student from school.

Volunteers

School volunteers may be used to relieve teachers for professional learning, assist school personnel with clerical needs, or chaperone field trips. Anyone wanting to volunteer in the Houston County School District must have a security clearance. Please call or stop by the MES office for additional information on volunteering.

Water Stations

Touchless water fountains/water stations are located in various areas of the school building. Students may bring a refillable water bottle to school if they would like. The school no longer provides water bottles to students. Only water can be consumed in class. All other drinks can be consumed at recess or lunch.

Wednesday Folders

Student work goes home on Wednesdays in Wednesday folders. Each child will receive a folder from their teacher on the first day of school. Parents should sign off that they viewed the work from the folder, and then return the folder to school with their child.

Miller Elementary

STUDENT CLUBS FOR 2023-2024

Name of Club/Organization	Faculty Sponsor/Contact	Membership Requirement	Financial Obligations	Mission/Purpose	Planned Activities
Student Council	Miller Faculty Sponsor	3rd, 4th, and 5th graders – permission slip required	None	Our purpose is to educate students on the importance of their involvement within our community.	We have Nursing Homes visits; raise money for the Ronald McDonald House, raise money for the Muscular Dystrophy Association, and help within our school at different functions. We also represent Miller Elementary in the Christmas Parade.
Jr. NSBE Science Club	Miller Faculty Sponsor	Students in grades 3-5 that are interested in learning more about science through hands-on experiments	\$10.00 fee for the year	To educate students about the importance of science and real-world connections through hands-on/minds-on experiences.	We will participate in experiments, Science Olympiad, the Christmas parade, and other areas within our school.
Chorus	Elisabeth Buzzell	Chorus is open to any 3rd, 4th, and 5th grade student who is interested. Students must attend rehearsals, performances, and follow chorus behavior guidelines.	Purchase chorus shirt (Approx. \$10.00)	To provide a quality performance outlet for musically talented 3rd, 4th, and 5th grade students and foster school spirit.	Perform for PTO programs and school assemblies throughout the year, Christmas performance at Galleria Mall, Sacred Heart Fall Festival, and any other event set up by the sponsors.
Dance Team-Blazers	Edquader Marble	3rd – 5th graders with a desire to dance and consistently display good behavior and good grades.	Purchase a uniform	To provide students with the opportunity to express themselves through the art of dance. The team encourages teamwork, cooperation, and responsibility.	Various performances throughout the year.
Reading Club/Reading Bowl Team	Shannon Golphin-Smith	4 th and 5 th Grade students able to meet before, during, and/or after school with advance notice	\$15 for T-shirt and additional costs should the team place locally and regionally	Developing a love of reading books for pleasure.	Starting in August, a team of 4th and 5th graders and up to 5 alternates will begin reading books from the Georgia Children's Book Award Nominees.

Art Club	April Weaks	5th grade students who fill out an application and submit artwork.	\$30- Cost of T-shirt and art supplies	To enhance the creative outlet of students beyond the regular Art class.	TBA
Girls of Distinction Mentor Club	La'Kenya Brandon and Nikki Johnson	Girls from 4th and 5th grade, (30 maximum), application screening, able to meet twice a month on Tuesday's from 4:00-5:00 P.M	\$20 for the purchase of club shirts and activities that will be taking place	Our mission is to inspire girls to be positive citizens in their community through leadership and service to others. Our vision is to build confidence and character using their voices and talents to make the world a better place.	Vision boards, etiquette classes, self-confidence sessions, etc.
Drama Club	Sandra Williams	4th and 5th grade students who meet criteria to be chosen	TBD	Introductory sessions for students to enhance their communication, speaking, and acting skills.	TBD