

**DOUGLAS J. MILLER
ELEMENTARY SCHOOL**



Parent Handbook

2025-2026

A Message from the Principal:

Miller is Family! On behalf of the faculty and staff, it is my pleasure to welcome you to Douglas J. Miller Elementary School. We have been proudly serving our Mustangs since 2009. Our theme of *Respect, Responsibility, and Safety*, keeps us focused on our goal to have all of our students develop strong social skills and a love of learning.

My name is Dan Bickham and I am honored to be the Principal of Miller Elementary School. We are a large school and we affectionately call ourselves “The Town of Miller”. Our teachers are prepared to face the challenges of educating all of our young minds. A commitment to reading, math, and intervention continue to be a focus for our learners.

We are thankful for our teachers, support staff and the Miller Parent Club for their dedication and commitment to help our students learn and enjoy coming to school. They are constantly looking for ways to celebrate student achievement and keep our students engaged. Many of our teachers write projects to be funded through Donors Choose. I invite you to visit www.donorschoose.org and support Miller teachers in their endeavors to provide great learning experiences for our students using the best and latest technology.

When we consider the immensity of our task to prepare our students for the future, **we know we need your help and support to achieve our goals**. Here are just a few ways that you can join us in transforming the lives of our students:

Model Proper Parking Lot Etiquette: We are a highly impacted school making the Primary Dismissal (2:00) very congested. We do not have a 1st - 3rd Grade drive through pick up. **DO NOT PARK IN THE RED OR DOUBLE PARK IN OUR LOTS!**

MORNINGS: Valet Drop-off at two locations - Daycare Loop and the large West Parking Lot on Berkshire **AFTERNOONS:** Kindergarten through 3rd grade will require **PARK AND PICK UP.**

Home/ School Communication: Stay informed of Miller School events by following Parent Square messages, checking your student’s backpack daily, and communication with your teacher. It is always best to start with your child’s teacher when you have a concern about your child.

Attendance: Good attendance is so important! Coming to school regularly and on time will help your child learn and achieve in school. Developing the habit of good attendance will help them for the rest of their lives. This includes being **ON TIME!!** 7:38 in the gate!

School Climate: Good behavior is so vital to student learning. The most important school principles are (1) **Respect** -Respect Everyone and Everything, (2) **Responsibility**- be responsible for yourself and your actions. (3) **Safety**- Think safety first. Our Miller Big 5 rules ALL fall somewhere under these three principles.

Parent Involvement: (1) Make an effort to attend important meetings throughout the year such as Back to School Night, Open House, Title I Information, ELAC, Parent Club, and Scholastic Book Fair. (2) Volunteerism is another excellent way to get involved. Please take the time to read the important information in this Parent Handbook. Have a great school year! Go Mustangs!!

Panama-Buena Vista Union School District
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GENERAL INFORMATION

VISITING SCHOOL DURING SCHOOL HOURS

Please check-in at the office, be prepared to show identification, and procure a visitor's badge whenever you arrive at school for either a scheduled visit or other business. You are welcome to visit our campus and schedule a visit to your child's classroom (See our District's *Classroom Visitation Procedures* included in this handbook.) We ask that you call ahead to schedule your visit so as to maximize your time. If you drop in, you may find the class at recess, at lunch, out of the room, or taking a test, etc. Your child's learning time is extremely important to us. It is our intention to minimize interruptions to the classroom, and thereby, protect instructional time.

Please be advised that students shall be released during the school day to the custody of an adult ONLY if:

1. **The adult is the student's parent/legal guardian with custody.**
2. **The adult has appropriate identification and the verified authorization of the student's parent/legal guardian with custody**

SAFETY AND ACCIDENTS

In case of accidents or injury at school, children are given first aid and every effort is made to contact the parent for instructions. **As such, it is very important that changes in telephone numbers and addresses be reported to the school promptly.** In the event that the parent cannot be reached, we will call the person named on the emergency card to act on your behalf.

We urge all children to use crosswalks and sidewalks, where available, coming to and from school. Please help your child choose the safest route possible.

For safety reasons, we have forbidden children to bring skateboards, scooters, rollerblades, knives, bats, and spiked shoes to school.

ARRIVAL AT SCHOOL

We ask that no students be at school before 7:10 a.m. so that we may be sure to provide appropriate supervision for them. Please be aware that the school cannot take responsibility for the supervision of students who arrive early. If your child arrives before 7:10 a.m. on a regular basis, you will be contacted so that other arrangements can be made. A bell schedule has been included in this handbook.

ATTENDANCE

We ask for your cooperation in seeing that your child attends school each day. Any absence from school places a hardship on the student and hinders learning. By law, an absence may be excused only for the following reasons:

- * Personal illness.
- * Medical appointments.
- * Attending the funeral of a member of the immediate family.

If your child is absent from school for ANY reason, please call the school at 836-6689 to report the absence and reason. If you are unable to call, please send a note to school regarding the absence, upon your child's return. Absences not cleared within approximately three (3) days will automatically become "unexcused."

If your child is late because of a doctor or dentist appointment, please bring in a note from the doctor or dentist.

Early Pickup

In order to not interrupt end of the day routines, please do not request to pick up your child 15 minutes or less prior to dismissal.

California law requires children to attend school and to be on time every day. Absence from school for three or more days per year for unexcused reasons will result in a child being declared legally truant from school. Truant students are reported to the School Attendance Review Board and/or appropriate agencies such as Child Protective Services.

Unexcused absences, including family trips for pleasure/recreation & business purposes or failing to provide proper verification for an absence for more than 10 consecutive days can result in the student being dropped from the class and the risk of the student not returning to the same class or school.

If your child is absent and you would like to have his/her homework, please call the school office and allow the teacher 24 hours to compile the work. Homework may be picked up in the office. Please do not interrupt the classroom to ask a teacher for work.

TARDIES: Arriving at school late is a serious concern for several reasons. First, students who are tardy disrupt the instruction and learning in the classroom. The tardy student may also struggle to catch up with the rest of the class and impact their readiness to learn. Students who are tardy miss out on important introductory lessons that affect their overall academic achievement.

VISITOR PARKING & STUDENT DROP-OFF

Visitor parking is available in the smaller parking lot by the school office on Mountain Ridge Drive. The student drop-off area is behind the large parking lot on the west side of the campus on Berkshire Road. **Please do not use the bus loop at the front of the school since it is intended for buses only and not for student drop off and pick up.** We encourage you to make arrangements to drop off and pick up your child at a safe spot. If you need to come into the office or on campus, please park in a designated parking space.

NO PARKING in the red zone or in the roadway! This blocks traffic and creates a dangerous situation. Our goal is to provide the safest possible environment for your child's learning. Help us do that by obeying signs and these traffic guidelines. **Please remember that your 'one' car really does make a difference.**

BICYCLES

Students in **grades 3 - 6 may ride a bicycle** to and from school. To do so, a student must have a **parent permission slip filled out and on file**. Bicycles may not be ridden on campus or on the sidewalks adjacent to the school. Bicycle riders should park their bicycles in the rack and lock them securely. **By law, bike riders must wear an approved helmet at all times when riding. STUDENTS WITHOUT HELMETS WILL NOT BE ALLOWED TO RIDE TO SCHOOL!** Students are to be responsible for the care and storage of their helmets.

Students should keep in mind that riding a bicycle to school is a privilege. A student who does not wear a helmet or fails to use good judgment when riding a bicycle may lose the privilege to ride a bicycle to school.

SCOOTERS AND SKATEBOARDS ARE NOT PERMITTED.

BUS TRANSPORTATION

Students residing in some parts of our attendance area will be provided bus transportation. For safety reasons, we have bus riding rules that our students must follow. Students who do not adhere to the rules may receive a bus referral or may be refused transportation for a period of time. A complete set of the bus riding rules have been included in the *2025-2026 Parent Information Booklet* distributed by the Panama-Buena Vista Union School District Office. Students also are expected to behave appropriately while traveling to and from the bus stop and while waiting for the bus. Miller students should:

- Board and get off the bus at designated stops
- Wait at the stop in an orderly manner
- Be respectful of people and property
- Arrive at the stop five minutes before the scheduled pick-up time

CAFETERIA PROGRAM

Be early for breakfast. All meals are free. Breakfast is provided before school and is served from **7:15 to 7:38 a.m.** No breakfasts will be served after 7:30 a.m. so that students have time to eat and can get to class on time.

Hot lunches are free (milk included). If you are having a cold lunch a milk may be purchased for .50 cents.. Adult lunches may be purchased for \$6.00. Student breakfasts are free and adult breakfasts are \$4.50. ***Menu subject to change!**

BIRTHDAYS - NO PARTIES, NO CUPCAKES!

Each teacher acknowledges students' birthdays in the classroom, although parties are not held. Always check with your child's teacher if you would like to send a non-food item to acknowledge your child's birthday at school. Donating a book to the class in your child's name is an excellent way to celebrate. **We do not allow flowers or balloon bouquets** to be delivered to the classroom, as they can be easily ruined and generally become a distraction which keeps all students from learning.

CLASS PLACEMENT

Class lists are carefully developed by the teachers and the principal. We attempt to form balanced classes in terms of the number of boys and girls, academic achievement, and behavioral standards. It is a process that is not done randomly as careful thought is given to the placement of each child and to the composition of each class.

Regretfully, it is not always possible to place each student with the teacher of his/her parents' choice. If you, as a parent, feel that your child has special needs, and your feelings can be educationally justified, please submit a letter to the principal by May 1, 2026. Final determination of class placements will be made by the principal.

Please note: A letter does not guarantee placement.

MILLER SPIRIT WEAR

In order to promote and maintain school spirit, all Miller students and staff are encouraged to wear our school colors of electric blue, black, and white, wear a t-shirt or sweatshirt from one of our clothing sales, or dress according to specific themed events. Please watch for ParentSquare messages from Parent Club when Spirit Wear can be ordered.

COMMUNICATION WITH STUDENTS

Please make every attempt to communicate with your teacher about appointments, after-school care, and other situations before the school day begins. Getting messages to students in the classrooms is difficult and interrupts the teaching and learning for all students. Please send a note (or message via Parent Square) with your student to explain any change in the regular routine. Prior planning eliminates the need for 'all call' intercom interruptions and student phone calls. Your cooperation will help us to focus on instruction and is greatly appreciated.

CONFERENCES

Good communication between parents and the teacher is an important part of your child's education. Should you desire a conference with your child's teacher, please contact the teacher via Parent Square or call the school office. The teacher will contact you to set up the date and time for the conference.

DISMISSAL FROM SCHOOL

Students are to exit the campus and go home when dismissed. Primary students with 4th-6th grade siblings may wait in the Mustang Corral to walk home or exit with their older siblings. Again, we encourage walking to minimize car congestion. Primary students (TK-3rd) will dismiss at 2:00 (12:30 on Wednesdays). Intermediate students

(4th-6th) will dismiss at 2:10 (12:40 on Wednesdays). Due to the dismissal change of 2:00 Primary, 2:10 Intermediate, many students will be leaving in a short window. Miller is a HUGE school and we encourage as many people as possible to walk to relieve car congestion. For your child's safety, make sure that he/she walks home, rides the bus, or is picked up promptly. If your child remains after school on a regular basis, you will be contacted so that other arrangements can be made. A bell schedule has been included in this handbook.

FIELD TRIPS

Teachers occasionally arrange field trips that are intended to extend and enhance the curriculum. You will be advised in advance of field trips. Your written permission will be required before your child will be allowed to participate. You are encouraged to return permission slips promptly as district policy will not allow us to accept verbal consent.

BEHAVIOR

Communication, parental cooperation with the school, and support of school standards are the keys to solving many behavior problems.

Parents will receive a copy of the Student Discipline Code in the *2025-2026 Parent Information Booklet* distributed by the Panama-Buena Vista Union School District Office and a copy of the school rules has been included at the end of this handbook. Please take the time to review these guidelines and enforce them with your student. At Miller, we follow **The Miller Big 5**.



RESPECT, RESPONSIBILITY, AND SAFETY

MILLER BIG 5

1. LISTEN TO TEACHERS AND ADULTS

2. BE KIND AND USE KIND WORDS

***HANDS OFF**

***NO CUSSING OR BAD WORDS**

3. AT RECESS... FREEZE AND THEN WALK

4. WALK IN THE HALLWAYS

5. DON'T PLAY IN THE BATHROOMS

On the Playground: RESPECT, RESPONSIBILITY, AND SAFETY

- * Courtesy, common sense, and respect for others should guide behavior at all times.
- * Abusive physical contact (pushing, hitting, biting, kicking, playing tag, etc.) is not permitted.
NO PLAYING TAG OR PLAY FIGHTING...HANDS OFF!!!
- * Students are not to throw sand, dirt clods, rocks, or other potentially dangerous items.
- * Disrespectful or disobedient behavior toward any school personnel will not be tolerated.
- * In the hallways, students are to walk quietly and use the sidewalks. Running, playing, talking, or loitering in the hallways is not permitted.
- * Students are not to play in areas that are designated as off limits, restrooms, behind storage buildings, etc.
- * Chewing gum, toys, and any potentially dangerous items are not allowed at school.
- * It is expected that students will adhere to the dress code and obey the bus rules.
- * In the classroom, students are to follow the teacher's standards for behavior and learning.

In the Cafeteria: RESPECT, RESPONSIBILITY, AND SAFETY

- * Students are to wait in line quietly, be seated quietly, and dismiss quietly.
- * Conversation should be kept very quiet and respectful.
- * Giving, trading, or selling food to other students is not permitted.
- * Students are expected to eat their lunch and use proper table manners. Throwing food will not be tolerated.
- * All food and drinks are to remain in the cafeteria or designated areas on special days.

On the way to and from school: RESPECT, RESPONSIBILITY, AND SAFETY

- * Students must follow all the school rules that apply to student behavior and safety.

A Miller Mustang:

- * Listens to all teachers and adults.
- * Goes to the playground rather than stays in the hallway to wait for a teacher or friends.
- * Does not play in the bathroom.
- * Freezes when the horn sounds... then, walks to their line
- * Never bounces the ball in the hallway because it might disturb others.
- * Will get a drink before the bell rings so as not to be late for class.
- * Knows that hitting, shoving, pushing, tackling, and wrestling may cause serious injury to someone else and is not allowed. **HANDS OFF!!**
- * Knows that climbing the back-stops or fences is dangerous and is never done.
- * Does not leave the school grounds without permission from the office.
- * Uses a loud voice only on the playground and always walks quietly in the hallways.
- * Does not run or 'horse-play' in the hallways and walks on the right hand side.
- * Follows all safety rules and knows to play carefully on playground equipment
- * Knows that all school property should be treated carefully and with respect.
- * Only enters the school office with permission and with an office pass, except in an emergency.
- * Does not chew gum at school.
- * **Will leave their cell phones off and in a backpack. (This includes smart watches)**

DRESS CODE

In order to promote a school atmosphere where all children are able to learn, Miller students are expected to dress appropriately. As such, the following dress code will be enforced:

- Excessively large trousers, pants, and overalls may not be worn. All trousers and pants must be worn at the waist. Belt ends may not hang down.
- Overalls must be worn with both straps on the shoulders, not hanging loose.
- All clothing must be neat in appearance. Commercial lettering or printing will be allowed on shirts and sweatshirts as long as it is acceptable for school attire. No clothing may be personalized other than with a student's given name. Jackets, backpacks, binders, etc. may bear the name of the owner in printed block letters. All other student writing on clothing, backpacks, binders, etc. is unacceptable as is writing on the hands or other parts of the body. Clothing with holes above the knee is not acceptable. Tights can be worn underneath to cover skin.
- Clothing that is excessively revealing is unacceptable. "Excessively revealing" includes:
 - clothing that is extremely tight fitting
 - backless halter tops or dresses; tube tops; tank-top shirts or muscle shirts cut low at the armpits or neckline
 - clothing that shows bare midriffs
 - shorts worn shorter than mid thigh
 - clothing that is transparent or revealing
- Suggestive clothing or objects may not be worn which are libelous, obscene, or depicting illegal/gang activity. This includes buttons, arm bands, shirts, insignias, etc. Bandanas of any color may not be worn. Clothing with crude or vulgar printing or pictures depicting tobacco, drugs, alcoholic beverages or clothing that is sexually suggestive or disruptive is not acceptable.
- Clothing that indicates the student's membership on community teams not affiliated with the school may not be worn.
- No bare feet. No noisy, unsafe, or disruptive footwear shall be worn. Flip-flops/thongs are not permitted. No backless shoes are allowed. Athletic shoes are to be worn during pe.
- Cosmetics to the face and hair that distract from the educational process such as spray painted hair, extreme painting of the face, glitter in the hair, etc. are unacceptable except on appropriate days declared by the administration. Hair must be a "natural" color.
- Hats must be worn with the bill facing forward. Hats should be removed when entering any building (applies to boys and girls).

The District Board and administration reserves the right to declare any mode of dress that in their estimation inhibits the educational process or threatens the safety and protection of students as unacceptable. If students are dressed in an unacceptable manner, parents will be notified and corrective measures must be taken before the student will be allowed to return to class or the playground.

EMERGENCIES / DISASTER / EVACUATION

Contingency plans and supplies are in place to deal with any emergency or disaster situation that may arise. Students regularly participate in fire and earthquake drills. In the event of a major disaster, students will be held at the school in a safe location until they are picked up by parents or other designated adults.

If there is a need to evacuate the students from this campus, they will be transported to Berkshire Elementary School located at 3900 Berkshire Road as the nearest school, or Laurelglenn Elementary School, if more distance is needed, located at 2601 El Portal Drive. Stonecreek Jr. High School, located at 8000 Akers Road, will be the “super site” location in case more than one school needs to be evacuated. They would remain at one of these locations until they are picked up by parents or other designated adults.

FOG DELAYS

In the event of fog, you are advised to tune to your local radio, television stations, or Parent Square messages for information on fog delays. Local stations will broadcast the names of districts on a fog delay. **Please do not call the school to request fog delay information.** If it is announced that there will be a two-hour delay for the Panama-Buena Vista School District, that would include Miller School. The two-hour delay refers to transportation only. Buses run exactly two hours later than usual. However, if you transport your child to school, he/she may be on campus at 7:10 a.m. and supervised in the cafeteria or classroom. Appropriate activities will be provided until the majority of students arrive.

STUDENT ASSESSMENT

The State of California has adopted the national Common Core Standards. The assessment is called Smarter Balanced Assessment Consortium, SBAC. The SBAC will be administered to all 3rd through 6th grade students at Miller School beginning in the spring through when the testing window ends. Progress in all academic areas will be monitored throughout the year. In the fall, during primary parent conferences, teachers share with parents the child’s individual student assessment results. We use the following universal screenings: Renaissance STAR Reading, Renaissance STAR Math, and Acadience. Report cards, progress reports, phone calls, written communication, and Student Success Team meetings provide parents with additional information about student progress. Information is available on the National Educational Goals, statewide standards and assessment, the district core curriculum, and individual student progress.

CORE CURRICULUM

Miller staff members teach the core curriculum to every student in the school. The core curriculum includes the books and materials adopted by the Panama-Buena Vista Union School District from the list approved by the State of California. A description and explanation of the curriculum, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet are detailed for parents at Back to School Night at the beginning of each school year.

SCHOOL ACCOUNTABILITY REPORT CARD (SARC)

The SARC, will be available in the office and provides information on school policies, practices, student test scores, and school and district demographics.

HOMEWORK

Homework offers a valuable opportunity for teachers to meet the individual needs of your child. Assignments vary by grade level and from class to class according to the interest, skills, and maturity level of the child. As a parent you can:

- Provide a regular study time on those days that homework is given;
- Provide a quiet place for study;
- Give help and encouragement when needed;
- Minimize interruptions from family, friends, and the television set.

HONOR ROLL AND PRINCIPAL'S LIST

Students in grades 4 - 6 are eligible for the Honor Roll. To qualify for the Honor Roll a student must obtain a "B" (3.0) average in all grade level academic subjects for the quarter. A grade below "C" (D or F) in any subject will prevent a student from being on the Honor Roll regardless of the overall average. Receiving a 'D' or 'F' in conduct will also disqualify a student from the Honor Roll regardless of the grade average.

Principal's List recognition will be given to those students whose grades in the academic subjects are all either "A" or "A-".

REPORT CARDS

Report cards will be sent home during the following months: October, January, March, and June. Parent-Teacher conferences will be scheduled at the end of the first grading period in addition to the report card.

HOME SCHOOL INSTRUCTION

Parents may request a home teacher if it has been determined by a physician that the student will be out of school for a period of three weeks or longer. A signed note from the physician is required before a home teacher can be assigned.

MUSIC

Vocal and instrumental music is an integral part of our curriculum. In kindergarten through second grades, music is taught by the classroom teacher and one quarter by the music teacher. Third and fourth grades receive music instructions one period a week by the vocal music specialist. Students in grades five and six may participate in the chorus and/ or instrumental music program. Students will receive information regarding chorus and instrumental music after school begins.

SPEECH SERVICES

Some children have speech difficulties (faulty articulation, stuttering, and voice disorders) that require special help. Students who appear to have speech disorders will be screened by our speech pathologist and possibly placed into speech therapy. You will be contacted if your child is a candidate for speech services, as your permission is required before therapy can begin.

MEDICATION AT SCHOOL

State laws and district policies govern the taking of medication by students while at school. Anytime prescription medication is to be given by school personnel it must be in a container with the pharmacist's label attached.

Before we can administer any medication (prescription and/or non-prescription), we must have on file a completed form, *Pupil Medication to be Administered at School*, which will give us the specific instructions regarding your child's medication. The form must be signed by the parent and the prescribing physician.

Students are not allowed to self-medicate. This includes headache remedies, cough drops, throat lozenges, and the like. However harmless these items may seem, they are still subject to the same procedures as above.

SPORTS PROGRAMS

Students in 5th and 6th grades are eligible to participate in after-school sports. The after-school program is between teams from the various schools and includes at least 5 games. Fourth Grade students are eligible to participate in track. **Students may be removed from any sports team at the discretion of the site principal. Poor grades, poor attendance, and disciplinary actions such as multiple Behavior Tickets or Suspensions are potential reasons for this action.**

STUDENT GOVERNMENT

Student Council is a program in which participants learn the elements of democratic process by discussing issues and ideas that come before the Council. The Student Council is made up of elected officers and representatives from each of the intermediate classes. The elected officers are: President, Vice President, Secretary, Treasurer, Director of Safety, Director of Health and Fitness, and Superintendent of Grounds. A teacher or the Assistant Principal serves as the advisor to the Student Council.

STUDENT OF THE MONTH PROGRAM

Each quarter, one or two students are selected from each classroom as the Students of the Month. Selection is based on a student's behavior, effort, cooperation, attitude, and/or improvement. Students honored and their parents are invited to a presentation in the multi-purpose room. The principal will present the student with a certificate, a bumper sticker, and other special rewards.

AWARDS

Students in grades 4 - 6 have the opportunity to earn a school letter, **M**, by participating in various school activities. Points are cumulative beginning in fourth grade and are given for such activities as student government, special activities, athletics, music, and scholastic achievement. Point totals are calculated by students and teachers at the end of each quarter of school.

MUSTANG MADNESS

Our PBIS incentive program provides students the opportunity to participate in our quarterly celebration (1st qtr - 3rd qtr) called Mustang Madness. Requirements:

1. No suspensions/behavior calls from Administrators.
2. 2.0 ("C") average or higher.
3. No more than 3 unexcused absences.
4. No more than 5 lates to school.

LOST AND FOUND

Inquiries regarding lost articles may be made by our students during recesses, before school and after school. A "Lost and Found" box is maintained for articles of clothing that remain unclaimed. The box is usually located outside the cafeteria.

To avoid confusion, coats, sweaters, hats, lunch boxes, etc. should be clearly marked with a student's first and last name.

Students, not the school, are responsible for the items they bring to school. Personal items, especially valuable ones, should not be brought to school.

Unclaimed lost and found items will be donated twice a year (Winter Break/Summer).

PARENT CLUB

The Miller Parent Club provides an opportunity for you to be more involved in your child's school. Several fund raising activities are sponsored by the Parent Club each year. All funds that are generated as a result of Parent Club activities directly benefit our students and school. In addition, activities such as the T-shirt sale, Book Fair, etc are sponsored as a benefit to the school community. If you would like to become involved in the Miller Parent Club, you may call the school office for more information.

PARENT INVOLVEMENT

The staff of Miller School works to provide a supportive learning environment and challenging curriculum for all students. We believe that a successful educational experience results from parents, students, and staff working together for the benefit of each child.

Special programs, notes, telephone calls, parent/teacher conferences, bulletins, and monthly newsletters form the basis of communication between the school and parents. Parents are encouraged to present suggestions at meetings, on an individual basis, or by written communication. All suggestions are taken seriously and are responded to in a timely fashion. Parents are encouraged to be visitors in the classroom and teachers actively seek parent participation and assistance. Miller School invites parents to attend assemblies, watch programs, and to participate on field trips.

Parent Committees and Council

Parents are encouraged to become an active part of the Miller Parent Club and the School Site Council (SSC). The Parent Club, a volunteer group of parents, raises funds and works to provide special materials, services, and opportunities for Miller students and staff. The SSC, an elected group of parents and school staff, work together to give guidance in the budgeting, operation, and evaluation of any specially-funded or categorical program.

Parent Assistance

Title I and ELAC (English Language Advisory Committee) parent involvement meetings are provided at least three times a year to present parenting tips and resources to help your child succeed in school.

****PLEASE CHECK YOUR CHILD'S BACKPACK EVERYDAY!! This will ensure you are aware of notices, special events, and announcements. Thank You!**

Panama-Buena Vista Union School District CLASSROOM VISITATION PROCEDURES
(Observation of Instructional Program by Parents)
From Adopted District Administrative Procedures

Who May Visit: The right to observe a child's instructional program during classroom time resides solely with a child's parent, legal guardian, or foster parent and does not extend to grandparents, other interested close relatives, or caregivers as defined in Family Code Sections 6550-6552. A grandparent, close relative, or caregiver may schedule a classroom visit if a parent has provided written permission and the classroom teacher consents. Visits by grandparents, close relatives, or caregivers must be scheduled through the Principal rather than the classroom teacher.

Scheduling: Visits shall be scheduled by the classroom teacher for a time and date convenient to both the parent and the teacher. The parental observation date shall be within a reasonable time frame following the initial request. A request for a specific date must be made no less than 48 hours in advance.

Frequency and Duration: To minimize interruptions and distractions during valuable classroom time, parental classroom observations are limited to two visits per month per related student with a maximum duration of one hour per visit. If there is a need for more parental observation, additional visits may be scheduled through the Principal.

Parental Conduct During Classroom Visitation: Parents may enter and exit the classroom only once during each visit. Parents shall remain in the back of the classroom and may not interact with students or the teacher unless the interaction is initiated by the classroom teacher. Unnecessary noise and/or movement must be kept to a minimum.

The classroom teacher may direct a parent to leave the room if the parent's presence or conduct unduly interferes with the instructional program, and the parent must leave the classroom if directed to do so. Any concerns or complaints may be addressed directly to the classroom teacher after regular school hours or to the Principal.

Violation of Classroom Visitation Rules: A violation of the classroom visitation rules may be resolved by the classroom teacher through counseling the offending parent privately. If this form of correction is not effective, the Principal may, as necessary, temporarily preclude a parent from visiting his/her child's classroom during regular school hours for a period of time not to exceed 14 continuous days.

When a parent has been precluded by the Principal from visiting his/her child's classroom, the parent may appeal the decision to the District's Assistant Superintendent in charge of Educational Services who will investigate and consider the matter in a timely fashion.

Notification of Classroom Visitation Procedures: Parents shall receive notification of classroom visitation procedures. The notification used should be substantially as follows:

“Parents are encouraged to visit their child's classroom and observe the instructional program. Visits must be scheduled directly with the classroom teacher and, generally, at least 48 hours in advance.

“Distractions and interruptions seriously impair the educational process. To minimize distractions during valuable classroom time, parental visits are limited to twice per month for a maximum of one hour per visit. Additional visits may be scheduled through the Principal if more observation time is needed.

“While visiting, parents are generally required to remain quiet and in the back of the room in order to minimize the classroom interruption which a visitor's presence typically causes.

“Copies of the school's classroom observation procedures are available upon request.”

REFERENCE Education Code Sections 32212, 35160, 49091.10, 51101PBVUSD Board Policy 1250

**Douglas J. Miller Elementary School
BELL SCHEDULE**

WEDNESDAYS – 90 Minute EARLY OUT TK – 3rd 12:30 4th– 6th 12:40
Lunch- Tk/K(10:15-11:00), 1st/2nd(11:05-11:50), 3rd/4th 11:35-12:20), 5th/6th(11:45-12:30)

2 Hour EARLY OUT TK – 3rd 12:00 4th - 6th 12:10
Lunch- Tk/K(10:00-10:45), 1st/2nd(10:30-11:15), 3rd/4th(10:55-11:40), 5th/6th(11:20-12:05)

| <u>PS3, K4, K5</u> | | <u>Instruction</u> | <u>Recess</u> |
|---------------------------|---------------|--------------------|---------------|
| | 7:38 – 8:48 | 70 | |
| Recess | 8:48 – 9:03 | | 15 |
| | 9:03 – 10:35 | 92 | |
| Lunch | 10:35 – 10:57 | | 22 |
| Lunch Recess | 10:57 – 11:20 | | 23 |
| | 11:20 – 2:00 | 160 | |
| Total Minutes | | 322 | 60 |

| <u>K1, K2, K3</u> | | <u>Instruction</u> | <u>Recess</u> |
|--------------------------|---------------|--------------------|---------------|
| | 7:38 – 8:48 | 70 | |
| Recess | 8:48 – 9:03 | | 15 |
| | 9:03 – 10:35 | 92 | |
| Lunch Recess | 10:35 – 10:57 | | 22 |
| Lunch | 10:57 – 11:20 | | 23 |
| | 11:20 – 2:00 | 160 | |
| Total Minutes | | 322 | 60 |

| <u>1st and 2nd Grades</u> | | <u>Instruction</u> | <u>Recess</u> |
|----------------------------------|---------------|--------------------|---------------|
| | 7:38 – 9:20 | 102 | |
| Recess | 9:20 – 9:35 | | 15 |
| | 9:35 – 11:20 | 105 | |
| Lunch | 11:20 – 12:05 | | 45 |
| | 12:05 – 2:00 | 115 | |
| Total Minutes | | 322 | 60 |

| <u>3rd Grade</u> | | <u>Instruction</u> | <u>Recess</u> |
|-------------------------|---------------|--------------------|---------------|
| | 7:38 – 9:40 | 122 | |
| Recess | 9:40 – 9:55 | | 15 |
| | 9:55 – 12:00 | 125 | |
| Lunch | 12:00 – 12:45 | | 45 |
| | 12:45 – 2:00 | 75 | |
| Total Minutes | | 322 | 60 |

| <u>4th Grade</u> | | <u>Instruction</u> | <u>Recess</u> |
|-------------------------|---------------|--------------------|---------------|
| | 7:38 – 9:40 | 122 | |
| Recess | 9:40 – 9:55 | | 15 |
| | 9:55 – 12:00 | 125 | |
| Lunch | 12:00 – 12:45 | | 45 |
| | 12:45 – 2:10 | 85 | |
| Total Minutes | | 332 | 60 |

| <u>5th and 6th Grades</u> | | <u>Instruction</u> | <u>Recess</u> |
|----------------------------------|---------------|--------------------|---------------|
| | 7:38 – 10:00 | 142 | |
| Recess | 10:00 – 10:15 | | 15 |
| | 10:15 – 12:25 | 130 | |
| Lunch | 12:25 – 1:10 | | 45 |
| | 1:10 – 2:10 | 60 | |
| Total Minutes | | 332 | 60 |