

Millbrook Elementary School

Home of the Dragons

Family Handbook

2025/26



Attendance Policy

Daily Attendance Requirements

Arrival Times:

- Students should arrive no earlier than 8:00 a.m. (when adult supervision begins)
- Students must arrive by 8:10 a.m. to be considered on time
- Arrivals after 8:10 a.m. will be marked as tardy

Building Responsibility: Help your child develop punctuality and good habits by establishing consistent morning routines that ensure on-time arrival at school.

Reporting Absences and Tardiness

Parent/Guardian Requirements:

- All absences and tardiness must be verified by written note or telephone call
- **Call on the day of absence** to report your child's absence
- Contact the school office promptly to ensure proper documentation

Truancy Regulations

According to Education Code Section 48260, a student is considered truant and will be reported to the attendance supervisor if they have:

- More than three unexcused absences in one school year, OR
- More than three tardies exceeding 30 minutes each in one school year
 - Up to 1 day if service is in California
 - Up to 3 days if service is outside California

Make-Up Work Policy

- Make-up work is at the individual teacher's discretion
- Teachers will determine equivalent (but not necessarily identical) make-up work

Questions?

Contact the school office for clarification on attendance policies or to discuss your child's specific situation.

Birthday Celebration Policy

Policy Overview

We celebrate birthdays at school while maintaining a healthy, inclusive environment for all students. This policy, implemented in 2009-2010, continues to ensure every child can participate safely in birthday recognition.

What's Not Permitted

Food and Beverages:

- No food items of any kind
- No drinks or beverages

Party Invitations:

- Birthday party invitations must be distributed outside of school hours

Approved Birthday Recognition Options

Student Gift Options: Parents may provide any of these items to celebrate their child's birthday:

- Decorative pencils
- Bookmarks
- Erasers
- Stickers

Classroom Book Donation:

- Donate a book directly to your child's classroom
- Consult with your child's teacher about books that would enhance the classroom collection
- A lasting gift that benefits all students

Teacher Recognition: Teachers may choose to honor birthday students through:

- Special recognition announcements
- Birthday songs
- Special classroom duties or privileges
- Other age-appropriate celebrations

Why This Policy Exists

This policy supports our commitment to:

Student Health and Safety:

- Aligns with our local wellness policy addressing childhood obesity
- Complies with district Child Nutrition Service guidelines
- Protects students with food allergies and dietary restrictions

Educational Environment:

- Minimizes disruption to instructional time
- Reduces burden on office and custodial staff
- Creates inclusive celebrations for all students

Making Birthdays Special

We believe birthdays should be celebrated in ways that:

- Include every student regardless of dietary restrictions
- Support our educational mission
- Create positive memories without compromising health and safety

Questions?

Contact your child's teacher or the school office for ideas about making your child's birthday special within these guidelines.

Anti-Bullying Policy

Our Commitment

We are committed to providing a safe, respectful learning environment where every student can thrive. Bullying has no place in our school community, and we take all reports seriously.

What Is Bullying?

Bullying is any behavior intended to harass, threaten, intimidate, or cause harm to another person. This includes: repeated/pattern of bad behavior towards another student.

Physical Bullying:

- Hitting, pushing, or other physical aggression
- Damaging or stealing personal property

Verbal Bullying:

- Name-calling, insults, or threats
- Inappropriate comments about appearance, abilities, or characteristics

Written Bullying:

- Hurtful notes, graffiti, or messages
- Spreading rumors or lies in writing

Electronic/Cyberbullying:

- Harassment through social media, texts, or online platforms
- Sharing embarrassing photos or information online
- Exclusion from online groups or activities

Social/Emotional Bullying:

- Deliberate exclusion or isolation
- Public humiliation or embarrassment
- Manipulation of friendships or relationships

How to Report Bullying

Who Can Report:

- Students
- Parents/guardians
- Family members
- Teachers
- School staff
- Community members

How to Report:

1. **Online:** Complete the Bullying Report Form on the district website
2. **In Person:** Obtain a hard copy of the form from the front office
3. **Immediate Concerns:** Contact the school office directly

What Happens Next

When a bullying report is filed:

- We investigate all reports promptly and thoroughly
- We take appropriate action to address the behavior
- We support the victim and work with the student who did the bullying
- We follow up to ensure the behavior stops

Support Resources

For Students:

- Counseling services
- Peer mediation programs
- Safe reporting options

For Parents:

- Guidance on supporting your child
- Regular communication about incidents
- Resources for addressing bullying situations

Everyone's Role

Students: Stand up for others, report bullying, and treat everyone with respect

Parents: Talk to your children about bullying, model respectful behavior, and communicate with school staff

Staff: Create inclusive environments, intervene when witnessing bullying, and support all students

Remember

- No one deserves to be bullied
- Reporting bullying is not "tattling" - it's helping keep everyone safe
- We're here to help and support you

Questions or Concerns?

Contact the school office immediately if you have concerns about bullying or need support.

Smart Tech (Cellphones, Smart Watches and Similar Devices) Policy

Policy Overview

We recognize that some students may need to carry Smart Tech for safety or family communication purposes. This policy ensures phones don't interfere with learning while maintaining emergency contact capabilities.

Cell Phone and Smart Watch Requirements

During School Hours:

- Smart Tech must be turned off at all times
- Smart Tech must remain stored in backpacks
Smart Tech should not be visible or accessible during class time
- No Smart Tech are permitted during the school day

Emergency Communication:

- Students needing to make emergency calls should use the office phone
- Office staff will assist with urgent family communication
- Parents needing to reach students during school hours should call the main office

School Responsibility

Important Notice:

- The school is not responsible for lost, stolen, or damaged cell phones
- Students bring phones to school at their own risk
- Secure storage in backpacks is the student's responsibility

Safety Preparedness

Emergency Contacts:

- All students should memorize at least one emergency contact phone number
- This ensures communication capability even without access to stored contacts
- Emergency contact information must be current with the school office

Why This Matters:

- Helps ensure student safety during emergencies
- Provides backup communication when technology fails
- Supports quick family contact when needed

Consequences for Policy Violations

First Violation:

- Phone will be confiscated and returned at the end of the day
- Parent/guardian notification

Subsequent Violations:

- Phone confiscated and parent/guardian must pick up from office
- Possible loss of phone privileges at school
- Administrative conference may be required

Alternative Communication

School-Provided Options:

- Office phone available for student use during appropriate times
- Staff assistance with emergency communications

Before/After School:

- Students may use phones before school begins and after dismissal

Best Practices for Students

Preparation:

- Charge phones before school to avoid using school outlets
- Keep phones in silent mode even when turned off
- Store phones securely to prevent theft or damage

Questions?

Contact the main office for clarification about cell phone and Smart Watch policies or to discuss specific family communication needs.

Addressing Classroom Concerns

Our Collaborative Approach

We believe that open communication between families and teachers creates the best learning environment for students. When concerns arise, we're committed to working together to find solutions that support your child's success.

Step 1: Contact Your Child's Teacher First

Why Start with the Teacher:

- Teachers have daily insight into your child's classroom experience
- They understand the specific curriculum, expectations, and classroom dynamics
- Many concerns can be resolved quickly through direct communication
- Teachers often share similar observations and can offer immediate solutions

How to Contact Your Child's Teacher:

- Email (preferred for non-urgent matters)
- Phone call to leave a message at the main office
- Request a meeting

When to Contact the Teacher:

- Academic performance questions
- Behavioral concerns
- Social interaction issues
- Homework or assignment clarification
- Classroom environment concerns

Step 2: Administrative Support When Needed

When to Involve the Principal:

- When direct communication with the teacher doesn't resolve the issue
- For concerns involving school-wide policies
- When additional resources or support may be needed
- If the situation requires administrative intervention

How the Process Works:

- Either the teacher or parent may request administrative involvement
- The principal will arrange a meeting with all relevant parties
- Additional solutions and resources will be explored
- Follow-up plans will be established to ensure resolution

Best Practices for Effective Communication

For Parents:

- Approach conversations with a collaborative mindset
- Be specific about your concerns and observations
- Ask questions to understand the full situation
- Be open to the teacher's perspective and suggestions
- Follow up on agreed-upon solutions

Timing and Preparation:

- Contact teachers during their available hours
- Allow reasonable time for teachers to respond (24-48 hours for non-urgent matters)
- Come prepared with specific examples and questions
- Bring relevant materials or documentation if helpful

Types of Concerns We Can Address

Academic Issues:

- Grade concerns or confusion
- Learning difficulties or challenges
- Homework policies and expectations
- Assessment questions

Behavioral Matters:

- Classroom behavior issues
- Social interactions with peers
- Following school rules and procedures
- Participation and engagement

Communication Needs:

- Understanding assignments or projects
- Clarifying expectations
- Requesting additional support or resources
- Discussing accommodation needs

Emergency Situations

Immediate Concerns:

- Safety issues should be reported immediately to the office
- Urgent matters requiring same-day attention

- Situations involving potential harm or distress

Contact Information:

- Main office phone for urgent matters
- Teacher contact information (teacher provides at beginning of year)
- ssweeney@eesd.org

Our Commitment

We're committed to:

- Responding to concerns promptly and professionally
- Working collaboratively to find solutions
- Keeping your child's best interests at the center of all decisions
- Maintaining open, respectful communication
- Following through on agreed-upon action plans

Additional Resources

Support Services:

- School social worker for social-emotional concerns
- Student Success Team (SST) for learning support needs
- District resources for specialized assistance

Remember

- Most concerns can be resolved through direct communication
- Teachers want your child to succeed and are eager to help
- Early communication prevents small issues from becoming larger problems
- We're all on the same team working for your child's success

Questions?

Contact the main office if you need assistance connecting with your child's teacher or have questions about the communication process.

Classroom Volunteers and School Visitations

Welcome to Our School Community

We enthusiastically welcome parent and community volunteers in our classrooms and throughout our school. Your involvement enriches our students' educational experience and strengthens our school community.

Planning Your Visit

Classroom Volunteering

We encourage parents and guardians to volunteer in their child's classroom. To arrange your volunteer opportunity:

- Contact your child's teacher directly to discuss available opportunities and schedule your visit

Check-In Process

When you arrive for your visit or volunteer session:

1. **Report to the Main Office First**
 - Sign in using the Volunteer/Visitor registration system
 - Provide a valid photo ID for security verification
2. **Receive Your Visitor Badge**
 - Collect your visitor badge from office staff
 - Wear your badge visibly throughout your entire visit
3. **Check Out Before Leaving**
 - Return to the main office to sign out

Additional Guidelines

- **Punctuality:** Please arrive on time for your scheduled visit to avoid disrupting class activities
- **Confidentiality:** Respect student privacy and maintain confidentiality about what you observe during your visit
- **Emergency Procedures:** Familiarize yourself with basic emergency procedures; office staff can provide this information

Questions?

If you have questions about volunteering opportunities or our visitation policies, please contact the main office at (408)270-6767.

Thank you for your commitment to supporting our students' education!

Physical Altercations and Fighting Policy

Our Commitment to a Safe Learning Environment

We are dedicated to maintaining a safe, respectful, and supportive learning environment for all students, staff, and visitors. Physical violence has no place in our school community.

Policy Overview

All forms of physical fighting are strictly prohibited. This includes but is not limited to:

- Physical altercations between students
- "Play fighting" or rough physical contact that could escalate or cause injury
- Planned confrontations or conspiracies to fight
- Encouraging, instigating, or participating in fights as a bystander

What This Means

Physical fighting encompasses any intentional physical contact meant to harm, intimidate, or dominate another person. Even seemingly harmless "play fighting" can quickly escalate, result in injury, or make other students feel unsafe.

Consequences

Students who engage in fighting will face disciplinary action, which may include:

- Immediate removal from the classroom or school activity
- Parent/guardian notification and conference
- Suspension (in-school or out-of-school)
- Referral to administration for further disciplinary review
- Involvement of law enforcement when appropriate
- Participation in conflict resolution or counseling programs

The severity of consequences will depend on the circumstances, including the student's disciplinary history and the nature of the incident.

Alternative Approaches

We encourage students to:

- **Seek help from adults** when conflicts arise
- **Use conflict resolution strategies** taught in our social-emotional learning programs
- **Walk away** from potentially volatile situations
- **Report concerns** to teachers, counselors, or administrators

Reporting

Students, parents, and staff are encouraged to report fighting or potential fighting situations immediately to:

- Any school staff member
- The main office
- School administration

Our Goal

Our objective is not simply to punish, but to help students develop healthy conflict resolution skills and maintain a positive school climate where everyone can learn and thrive safely.

For questions about this policy or to report concerns, please contact the main office or school administration.

Prohibited Items Policy

Maintaining a Safe Learning Environment

To ensure the safety and well-being of all students, staff, and visitors, certain items are not permitted on school grounds. This policy helps protect our school community from potential injuries, property damage, and disruptions to the learning environment.

Prohibited Items

The following items are **strictly prohibited** on school property, including buildings, grounds, and at all school-sponsored activities:

Fire and Combustible Materials

- Matches and lighters of any kind
- Fireworks, firecrackers, and pyrotechnics
- Flammable liquids or chemicals

Potentially Dangerous Items

- Laser pointers (due to potential eye damage and classroom disruption)
- Glass containers (breakage hazard)
- Sharp objects not required for educational purposes including any type of blades
- Spray bottles and aerosol cans (unless medically prescribed)

Items with Potential for Misuse

- Permanent markers (vandalism prevention)
- Electronic devices that disrupt learning (unless specifically authorized)
- Items that could be used for vandalism or property damage

Additional Considerations

- Any item deemed dangerous or disruptive by school administration
- Items that violate local, state, or federal laws such as possessing knives or guns.
- Objects that could reasonably be used as weapons

Exceptions

Educational Purpose: Items needed for specific classroom activities may be permitted when:

- Pre-approved by the teacher and administration
- Used only under direct adult supervision
- Stored securely when not in use

Enforcement and Consequences

Immediate Action

- Prohibited items will be immediately confiscated by school staff
- The situation will be documented and reported to administration
- Parents/guardians will be notified of the incident

Item Retrieval

- Confiscated items may **only** be retrieved by a parent or guardian
- Items must be collected during regular school office hours
- Photo identification required for item retrieval
- Some items may be disposed of immediately for safety reasons

Disciplinary Consequences

Students found with prohibited items will face disciplinary action, which may include:

- Warning and parent notification (first offense for minor items)
- Detention or in-school suspension
- Out-of-school suspension
- Referral to law enforcement (for illegal items)
- Other consequences as outlined in the student code of conduct

The severity of consequences will depend on:

- The nature and danger level of the item
- Student's intent and disciplinary history
- Circumstances surrounding the incident

Student and Parent Responsibilities

Students Should:

- Familiarize themselves with this policy
- Ask questions if unsure about whether an item is permitted
- Report dangerous items brought by other students to school staff immediately

Parents Should:

- Review this policy with their children
- Ensure prohibited items are not in backpacks or personal belongings
- Contact the school if their child requires an exception for medical or educational purposes

Reporting and Questions

If you have questions about this policy or need to report a safety concern, please contact:

- Main office during school hours
- School administration
- Any school staff member

Remember: When in doubt, leave it at home. Our priority is maintaining a safe, secure learning environment for everyone.

Policy Review

This policy is reviewed annually and may be updated as needed to address emerging safety concerns or educational needs.

Discipline Policy and Consequences

Our Philosophy: Positive Behavior Support

At Millbrook School, we believe that all students can and will be successful learners. Our discipline approach emphasizes teaching appropriate behavior, maintaining student dignity, and creating a safe, positive learning environment for everyone.

School-Wide Expectations

Our positive behavior system is built on:

- **High academic and behavioral standards** that prepare students for success
- **Clear, consistent expectations** communicated across all classrooms and school areas
- **Effective classroom management** with defined rules, fair consequences, and recognition for positive choices
- **Respectful discipline practices** that preserve student dignity while addressing behavioral concerns
- **Proactive support** to help students develop self-regulation and problem-solving skills

Behavior Classification System

Minor Infractions

Handled primarily by classroom teachers and may result in written reminders:

- Talking out of turn or disrupting class
- Not following classroom procedures
- Failure to complete assignments
- Minor disrespect or defiance

- Inappropriate language (mild)

Major Infractions

Result in office referrals and administrative intervention:

- Repeated minor infractions after interventions
- Physical aggression or fighting
- Bullying or harassment
- Vandalism or property damage
- Severe disrespect or defiance
- Unsafe behavior that endangers self or others

Progressive Intervention Strategies

Our consequence system provides multiple opportunities for learning and improvement:

Level 1: Preventive and Corrective Measures

Verbal Redirection and Teaching

- Clear explanation of expected behavior
- Brief discussion of the infraction and its impact
- Opportunity for student to demonstrate correct behavior

Loss of Privileges

- Temporary removal from preferred activities
- Loss of classroom privileges or preferred seating
- Exclusion from non-essential school activities

Level 2: Reflective Consequences

Behavior Reflection and Problem-Solving

- Completion of behavior reflection sheets to analyze choices and plan improvements
- Student-teacher conferences to discuss behavior patterns and solutions
- Development of individual behavior improvement plans

Restorative Actions

- Community service during lunch
- Repairing relationships affected by behavior choices
- Making amends for property damage or disruption

Level 3: Intensive Interventions

Detention

- After-school or lunch detention for reflection and completion of missed work
- Structured time to discuss behavior with school specialists
- Opportunity to develop strategies for future success

Parent/Guardian Involvement

- Phone calls home for behavior updates and collaboration
- Principal-student-parent-teacher conferences
- Development of home-school behavior contracts

Level 4: Removal from Learning Environment

In-School Suspension

- Removal from regular classroom while remaining on campus
- Continued academic work with behavioral support
- Reintegration planning before returning to class

Out-of-School Suspension

- Temporary exclusion from school for serious infractions
- Required parent conference before readmission
- Behavior intervention plan development

Support Services and Resources

Counseling and Mental Health Support

- Individual counseling sessions with school social worker
- Small group social skills instruction
- Referral to outside mental health professionals when appropriate

Specialized Interventions

- Functional behavior assessments for chronic behavioral concerns
- Behavior intervention plans tailored to individual student needs
- Collaboration with special education team when applicable

Factors Considered in Discipline Decisions

When determining appropriate consequences, staff consider:

- **Severity and frequency** of the behavior

- **Student's age, maturity level, and developmental needs**
- **Previous interventions** and their effectiveness
- **Impact on the learning environment** and other students
- **Special circumstances** (disabilities, trauma, family situations)
- **Opportunity for learning and growth** from the consequence

Rights and Responsibilities

Student Rights

- Fair and consistent treatment regardless of background
- Clear communication of expectations and consequences
- Due process for serious disciplinary actions
- Access to support services and interventions

Student Responsibilities

- Following school rules and behavioral expectations
- Treating others with respect and kindness
- Taking responsibility for their choices and actions
- Participating constructively in intervention processes

Parent/Guardian Partnership

- Stay informed about school behavioral expectations
- Support consistent expectations between home and school
- Participate in conferences and intervention planning
- Communicate concerns or relevant information to school staff

Communication and Documentation

- Parents/guardians will be notified of major infractions and significant interventions
- Behavior incidents are documented to track patterns and intervention effectiveness
- Regular communication maintains transparency and supports student growth

Our Commitment

We are committed to helping every student develop the skills needed for academic and social success. Our discipline policy reflects our belief that mistakes are learning opportunities and that every student deserves support in developing positive behavior patterns.

For questions about this policy or to discuss your child's specific needs, please contact the main office or your child's teacher.

Millbrook Elementary School Dress Code

At Millbrook Elementary School, we believe that appropriate attire supports a positive learning environment. To help students focus on their education, we ask that all students dress appropriately for school.

Dress Code Guidelines

Tops and Shirts

- Shirts must have sleeves and cover the midriff
- Tank tops must have straps that are at least two inches wide
- Backless or low-cut tops are not permitted. Tops should cover the belly button
- Sheer or see through clothing is not permitted

Footwear

- Closed-toe shoes are required for safety
- Athletic shoes, dress shoes, and boots are appropriate
- Slippers, flip-flops, and sandals without back straps are not permitted
- Shoes must be appropriate for school activities. a
- Beginning in the 2026/27 school year, Crocs will not be permitted as an appropriate footwear at school.

Bottoms

- Shorts and skirts must reach fingertip length when arms are at your sides
- Pants should be worn at the waist with a properly fitted belt if needed
- Clothing should not be excessively tight or loose
- Top can cover the belly button.

Accessories

- Hats, including hoodies may be worn outdoors but must be removed when entering the building
- Clothing with inappropriate language, images, or messages is not permitted
- Wearing slippers and/or pajamas is not appropriate for our learning environment. Slippers and pajamas can be worn on school spirit days.

Dress Code Enforcement

School administration and staff will use their professional judgment to determine if clothing is appropriate for the school environment. Fashion trends change frequently, so we reserve the right to address new concerns as they arise.

If a student's attire does not meet these guidelines:

1. Parents/guardians will be contacted to bring appropriate clothing
2. If no contact can be made, the student will remain in the main office during non-instructional time until the issue is resolved

We appreciate your cooperation in helping maintain a focused learning environment for all students.

Distracting Items

To maintain a focused learning environment, students are prohibited from bringing video games, toys, or other distracting items to school or school-sponsored events. Such items will be confiscated and must be retrieved from the main office by the student and/or parent.

Lunchtime Expectations

1. Enter and exit the cafeteria in an orderly manner.
2. Students must remain seated appropriately during lunch and obtain permission before leaving their seats.
3. Food should be consumed in a respectful and appropriate manner.
4. Use quiet, indoor voices during conversation.
5. Upon finishing lunch, dispose of trash in designated receptacles and stack trays properly.
6. Keep tables and surrounding areas clean and free of food debris.
7. Wait for dismissal from recess supervisors before walking to the playground.

Positive Behavior Interventions and Supports

What is PBIS?

Positive Behavioral Interventions and Supports (PBIS) is a research-based framework that focuses on:

- **Teaching** expected behaviors explicitly
- **Recognizing** and celebrating positive choices

- **Supporting** students who need additional help
- **Creating** a positive school climate for everyone

PBIS is not a curriculum or program—it's a way of thinking about and supporting student behavior that emphasizes prevention, teaching, and positive reinforcement.

Our School-Wide Expectations

At Millbrook Elementary, we follow four simple, positive expectations that guide behavior in all school settings:



BE RESPECTFUL

- Use kind words and actions
- Listen when others are speaking
- Follow directions the first time
- Take care of school property



BE RESPONSIBLE

- Come to school ready to learn
- Complete assignments and homework
- Keep hands, feet, and objects to yourself
- Make good choices even when no one is watching



BE SAFE

- Walk in hallways and classrooms
- Keep your area clean and organized
- Use materials and equipment properly
- Report problems to adults

How We Teach Expected Behaviors

Direct Instruction

Teachers explicitly teach and model expected behaviors in different school settings, just like they teach academic subjects. Students learn what behaviors look like in the classroom, hallway, cafeteria, playground, and other school areas.

Practice and Review

Students practice expected behaviors through role-playing, discussions, and real-life situations. We review expectations regularly, especially after breaks and at the beginning of each school year.

Visual Reminders

Posters and displays throughout the school remind students of our expectations in each setting.

Recognizing Positive Behavior

Whoot Wagon Certificates

When students demonstrate our school expectations, staff members give them Whoot! Whoot! Wagon Certificates. . Teachers

Weekly Drawings

Each Friday, we draw tickets for various prizes including:

- Principal's lunch bunch
- Extra recess time
- School store privileges
- Special recognition certificates
- Small prizes and treats

Monthly Celebrations

Classes that demonstrate exceptional behavior may earn special celebrations such as:

- Extra art or music time
- Outdoor learning opportunities
- Special movie time
- Ice cream parties

Individual Recognition

Students may also receive:

- Positive phone calls home
- Notes sent home to families
- Special helper privileges
- Recognition in school newsletters

Supporting Students Who Need Extra Help

Tier 1: Universal Support

All students receive school-wide behavior instruction and support. This includes clear expectations, consistent teaching, and regular recognition.

Tier 2: Targeted Support

Some students may need additional support through:

- Small group social skills instruction
- Individual behavior contracts
- Increased check-ins with school staff
- Modified expectations or environments

Tier 3: Intensive Support

A few students may need intensive, individualized support including:

- Functional behavior assessments
- Individualized behavior intervention plans
- Wraparound services
- Collaboration with outside agencies

How Families Can Support PBIS at Home

Reinforce School Expectations

Use the same language at home: "Remember to be respectful, responsible, and safe."

Celebrate Positive Choices

- Acknowledge when your child makes good choices
- Ask about Millbrook Star Tickets your child earned
- Celebrate achievements, both big and small

Consistent Communication

- Read school newsletters and communications
- Attend parent-teacher conferences
- Contact teachers with questions or concerns
- Share information about your child that helps school staff support them

Common Questions About PBIS

Q: Does PBIS replace discipline? A: No. PBIS emphasizes prevention and teaching, but logical consequences are still used when students make poor choices. The focus is on helping students learn from their mistakes.

Q: How do I know if my child is following expectations at school? A: Teachers communicate regularly through folders, emails, and phone calls. Don't hesitate to reach out if you have questions about your child's behavior at school.

Q: What if my child has special needs? A: PBIS is designed to support all students, including those with disabilities. Individual accommodations and supports are provided as needed through IEPs, 504 plans, or informal support..

PBIS Data and Progress

We regularly collect and review data to ensure our PBIS program is effective:

- **Office discipline referrals:** Tracking when students need additional support
- **Star ticket distribution:** Monitoring positive recognition across all students
- **Student surveys:** Gathering feedback about school climate
- **Staff feedback:** Ensuring consistent implementation

This data helps us make improvements and ensure all students are successful.

Practice at Home

- Review school expectations regularly
- Practice problem-solving skills
- Role-play challenging situations
- Establish similar expectations and routines at home

Parent/Visitor Campus Safety Regulations

During school hours, NO student is permitted to leave the school grounds without written permission and checking out with the office. Please come to the office to sign out your child for any appointments during the day. All campus visitors are required to sign in and out at the office, and wear a badge while on campus. When volunteering on campus, please be respectful of the teachers' time in the staff room by not using it as a short cut or being in the staff room during recess and lunch times. Children are not allowed in the staff room at any time. This includes before, during and after school hours. Remember not to use your cell phone when volunteering in the classroom and leave the phone on vibrate so it does not disturb the class.

For the safety of our students, adults are not allowed in any student bathroom. A restroom available for adult use is located in the office. Adults must wear a visitor's badge in order to enter the lunch room and have lunch with their child. Students may not be taken outside of the lunchroom to eat lunch with parents/guardians.

Parking Lot and Traffic Pattern Directions

Millbrook is a walking school, which means the majority of the Millbrook student population lives within walking distance of the school. Students and their families are **STRONGLY** encouraged to walk to school. If it is necessary for a family to drive their child to school, please follow these safety guidelines:

- Students should be dropped off on the sidewalk surrounding the school if possible.
- **The school parking lot is reserved for staff only before and after school at arrival and dismissal.** The parking lot gates will be kept closed to the public during peak hours, which are as follows: 7:50-8:15 a.m. and 2-2:30 p.m. **Vehicles displaying a valid Handicap Sign will be allowed into the parking lot even during peak hours.**
- **There is absolutely no parking in the fire lane, red zone or double line parking.**
- If you would like to walk your child onto campus, **please park in the neighborhood and walk into the school.**
- **Do not park in any space specifically reserved for staff** (title will be written on the ground in front of the parking space)
- When walking to school, you are required to use the sidewalk. When a student must leave the school premises prior to the end of the school day, the student must be checked out at the office front counter. The person checking out the student must be listed on the student's emergency card. **Please be sure all daycare persons are listed in the PowerSchool Parent Portal.** It is critical that the information is current. If a student is picked up late, the person picking up the child must be an adult and listed on their emergency card.

Safety Drills and Procedures

We conduct fire drills regularly. Periodically, students practice evacuating the school building in the event of an earthquake and practice lock down drill procedures. Students cannot be released or checked out during the time of a drill.

Student Drop Off and Pick Up

- In the morning, students are to be dropped off or arrive at school between 8:00 a.m. and 8:05 a.m. There is no adult supervision before 7:55 a.m. Ideally, students should be dropped off on the sidewalk surrounding the school.
- Since we are considered a walking school, of course, students and their parents or family members are strongly encouraged to walk to school.
- During rainy days, students are to report to the multipurpose-room in the morning.
- **Students must be picked up from school on time.** Please notify the office if there is an emergency situation, which prevents you from arriving on time to pick up your child. There is a telephone available in the office for students to call for a late pick-up, but students and families should not get in the habit of late pickups. It is very important for students to know a telephone number they can call to get a ride home.
- Only adults who are on the emergency contact list may pick up your child.

Playground Rules

General Rules

- Treat all students, noon duties, staff and your school with respect.
- Play safely and cooperatively with others.
- Be kind. Do not do anything to hurt the feelings of others, such as name-calling, teasing, or using inappropriate language.
- Hurting or bullying others is not allowed.
- Playground equipment must be used safely and appropriately.
- Balls are to be used on the field, basketball courts, and handball courts.
- Walk around the games of others.
- Run on the grass. Walk on the blacktop and in the hallways.
- Play in appropriate play areas. Hallways, restrooms and behind buildings are not play areas. Stay on the playground side of the yellow line, except to use the restroom or water fountains.
- Use the restrooms appropriately.
- Throwing rocks, dirt, sticks, etc., is not allowed. Do not dig or play in dirt.
- Unsafe activities are not allowed on the playground. Be careful not to do anything that will harm yourself or others. No fighting, pretend fighting, ball kicking, or chasing games.
- When the bell rings, all students must exit the playground safely and report directly to their designated classroom line.
- Snacks may only be eaten while sitting in the designated areas. No walking or playing while eating.

Play Structure

- Tag or chasing games are **NOT** allowed. No running on equipment.
- Slides are one-way, down, in a seated position with feet first. One student is allowed on the slide at a time. No climbing upwards.
- Jumping off the playground equipment is prohibited.
- One student at a time on traveling bars.
- Swing in one direction. Count to 25 to wait for a turn. Do not jump off swings.

Consequences for Not Following Playground Rules

- Time Out - amount of time to be determined by playground supervisor.
- Loss of playtime.
- Loss of playground or sports equipment privilege for a specific length of time.
- The student is sent to the principal for repeated violations on the playground.

Social Media Policy

Students are expected to use social media responsibly and considerately. Content posted on social media platforms that negatively impacts the school environment, disrupts educational

activities, or affects the safety and well-being of students and staff will result in disciplinary action.

School administrators will investigate reports of inappropriate social media content. Depending on the severity and nature of the content, consequences may include school disciplinary measures and, when warranted, involvement of law enforcement or other appropriate agencies.

Students and families are reminded that online actions can have real-world consequences and are encouraged to think carefully before posting content related to school or school community members.

Student Release Procedures

Use of Photos

To protect the privacy rights of our students, at no time should pictures or video of children, except your own, be taken or posted to any web site or social media without the permission from the child's parent or legal guardian. Our district provides a parent handbook with a page to turn in with information about photos, videos and technology.