



FIREBIRDS ARE THE BEST!

PRINCIPAL'S LETTER

Welcome to Richard E. Miller School!

The faculty and staff are thrilled to welcome you to our amazing school this 2018-19 school year! We are looking forward to providing your child with the best possible educational experience while **Reaching Every Mind**, to be the best, expect the best, and get the best. Our teachers are dedicated, caring, and skillful; you will be amazed to see how much your child/children will learn this year. We encourage your child to be here on time every day, ready to learn! We appreciate how our parents value education and provide valuable support to our school community. Our students are motivated to do their best through purposeful and engaging lessons and we believe all students bring great strengths...here, they can let those strengths shine and guide their learning process. Our school expectation is "Do what is expected and do it the BEST you can!"

You are your child's first teacher, and we cannot be successful without you! Together, we help your child achieve academic success!

Amanda Wilber
Principal

MISSION

STATEMENT/PHILOSOPHY

Mission Statement

Richard E. Miller is committed to developing **R**esponsible, **E**mpowered and **M**otivated Learners.

Vision Statement

Reaching **E**very **M**ind to...be the BEST, expect the BEST, get the BEST!

- A. We believe that in an effective and inviting learning environment all students can learn if they feel safe and nurtured.
- B. We believe that all students need to be challenged with high expectations and effective research-based instructional strategies that include assessment.
- C. We believe that student success is recognized and celebrated while teachers provide differentiated support to all students.
- D. We believe that our school needs to operate in collaboration with students, parents, staff and the community.
- E. We believe that an effective learning environment produces supportive students, teachers, parents and community members.

The goals of the school have been clearly articulated in a School Improvement Plan with timelines, needed resources, tasks and expected outcomes. This document may be requested to be viewed through the school administration.

Curriculum, Instruction and Assessment

There is a clearly articulated program of study in all academic and support areas. Teachers collaborate to design lessons to teach the grade level specific objectives aligned to Arizona College and Career Ready Standards. Interim assessments are given to ascertain student growth and achievement in reading, math and writing. Common grade level assessments are directly related to the material covered in the mandated curriculum.

CONTACT INFORMATION

School Address: 2021 W. Alice Avenue Phoenix, AZ 85021

School Web Site: richardemiller.wesdschools.org

Important Telephone Numbers:

Office: 602-347-3000

Health Office: 602-347-3010

Attendance: 602-347-3015

KidSpace: 602-347-3011

DAILY SCHEDULE

Office Hours

The school office is open Monday, Tuesday, Thursday and Friday from 7:00 a.m. to 3:30 p.m. and Wednesdays from 7:00 a.m. to 2:30 p.m. Our school office staff members are pleased to answer your inquiries or refer your questions to a teacher or the principal. The office phone number is 602-347-3000.

Arrival/Dismissal Times

7:10 a.m. Earliest time students may arrive on campus

7:25 a.m. Line-up bell for all students

7:30 a.m. Classes begin for all grades

2:30 p.m. Dismissal for all grades

Students may not arrive on school grounds before 7:10 a.m.

Parents need to say their goodbyes to students at the gate. No parents should be going to the classroom with students unless a prearranged appointment has been made with the teacher. We have supervision on campus beginning at 7:10 a.m. All students are expected to leave the school grounds at dismissal unless participating in approved/scheduled after-school activities.

CHECKING A CHILD OUT EARLY: Unless there is an emergency situation, we are not releasing children after 2:00 p.m. on regular school days or 12:30 p.m. on Early Release days. This is a critical time of the day, and we need to reduce our classroom interruptions at the end of the day.

Note: Students will be marked "tardy" if they arrive on campus after 7:30 a.m. The front gate will close at 7:30 a.m. Students who arrive after this time will need to go to the office with a parent to be signed in. Thank you!

Early Release Wednesdays

Most Wednesdays are Early Release Wednesdays. Please refer to the WESD calendar. On Early Release Wednesdays, students are released from school at 1:00 p.m. to allow for planning, collaboration and professional development time for teachers.

Kindergarten

Kindergarten at Richard E. Miller consists of all full-day classes. There are specific objectives and tasks that are part of the District curriculum, which every student will be introduced to during the course of the school year.

Grades K-5

Grades K through 5 attend school from 7:30 a.m. – 2:30 p.m.

Tardiness

All students should proceed to their class lines on the playground when the first bell rings at 7:25 a.m. Students arriving after 7:30 a.m. need to report to the front office for a tardy pass before going to class. Parents must accompany children into the office to sign their Tardy Pass. If a child is tardy the parent will not be able to walk them to the classroom.

Tardiness disrupts both the teachers and students and results in a substantial loss of instructional time.

Excused tardies will be allowed for medical appointments and dire family emergencies.

Additionally, parent notes or parents accompanying the students to the nurse's office will not automatically grant an excused tardy.

Students who have more than three (3) unexcused tardies per quarter will be referred to the principal for discussion of the problem and solutions. Continued unexcused tardies will result in a note home to parents and the need for a parent conference with the principal.

Attendance/Truancy

Absence reporting number: Please call the school attendance line at 602-347-3015 before 8:00 a.m. on the morning of the first absence. The absence line answering machine is on *24 hours daily*.

Good attendance is essential for academic success. The research shows that students who meet or exceed standards typically have 95% or better attendance – or no more than five absences all school year.

In order to assure students are successful and meet current state legislation, which requires all students to attend 90% of the school year, WESD has a Truancy Prevention Unit (TPU). The TPU will work in conjunction with the City Justice Courts to identify students who are chronically absent or are truant.

When a student reaches five unexcused/unverified truancies or 10 total absences, the school may make a referral to the TPU for appropriate actions (see District guidelines). In order to avoid this eventuality, there are several precautions to take: (1) reinforce being on time and good attendance, (2) call the school each time a student will be late or absent, (3) present any medical documentation to the nurse and/or attendance clerk if illness will be a consistent, foreseeable issue.

An attendance letter will be sent by the school to the families of students who are approaching or pass the midway point for unexcused absences, excused absences and tardies. Parent cooperation is of the utmost importance in assuring student success.

Bullying Report

Richard E. Miller is a bully-free campus. Bullying can be reported to all staff members on campus. There is a bully reporting form available in the library. For more information or concerns with bullying please contact our social worker, Mrs. Natalie Madrid.

Discipline

Make Your Day/Expectations

Richard E. Miller is A Make Your Day School! The program is explained below:

Please familiarize yourself with the program.

The Make Your Day program is intended to provide a consistent campus management system for all classes. It demonstrates that teachers hold high expectations for all students and is a citizenship system, not merely a discipline plan. Make Your Day centers on two rules: (1) Students are to do what is expected of them, and they are to do it to the best of their ability. (2) No student has the right to interfere with the learning or safety of other students. The Make Your Day program consists of student-earned points and utilizes a five-step process. Please see the District portion of this handbook for more information on behavior expectations and examples of inappropriate behavior.

Through the Make Your Day Program, staff members are expected to state expectations and follow through with teaching student responsibility by allowing students to make choices and then see the consequences of those choices. If your child chooses to interfere with the learning or safety of others, he or she will choose Steps.

There are Five Steps. Steps are a positive approach for students to reflect and refocus. Step 1 is a place in the room where a child is sitting and facing away from the learning environment for a brief period. If he or she does not do what is expected on Step 1, he or she will choose Step 2. Step 2 is a place where the child is standing and facing away from the learning environment. If he or she does not do what is expected on Step 2, then he or she chooses Step 3. Step 3 is a place where the child is standing and looking at a focal point and is facing away from the learning environment. If a child does not do what is expected on Step 3, he or she chooses Step 4. Step 4 is where the child goes to sit in the Make Your Day room and places a call home. When a child chooses Step 4, he or she chooses to have a parent come to school for a Step 4 Conference. This must be completed before the student can return to class. A Step 4 meeting is simply a five-minute meeting among the parent, child and staff member to discuss what that child must do to make better choices.

There are certain behaviors that are grounds for an automatic Step 4 or Step 5 (a student goes straight to the Make Your Day room and skips Steps 1, 2 and 3). These behaviors include but are not limited to: fighting/physical violence; verbal/nonverbal intimidation or threats; any type of harassment (sexual or other) including threatening behavior; defiance toward a staff member; willful tampering with, abusing or destroying school or private property; and stealing (depending on the severity). The following behaviors will result in a Step 5: possession and/or use of tobacco, matches or lighters; alcohol, illegal drugs or related paraphernalia; and/or possession and/or use of illegal weapons, knives, Chinese stars, stink bombs, firecrackers, or other dangerous objects. Severe theft/vandalism, severe threats, or severe classroom disruption can also warrant a Step 5. A Step 5 is either an in- or out-of-school suspension. For a Step 5, the student service specialist or administrator will contact the parent/guardian, send a Step 5 letter

home, and, if necessary, set a time/date for a meeting between the parent and administrator. Please refer to the Discipline Policy portion of the handbook.

The other component of the Make Your Day program at Richard E. Miller is points. Each student starts the day with zero points and has the opportunity to earn points during different periods of the day for doing what is expected the best that he or she can. Kindergarten – second grade students can earn up to 10 points during each point period. Third – fifth grade students can earn up to 45 points during each point period. Students can earn up to 6-10 extra points during morning points and lunch/recess. Students in grades K-2 may choose not to earn up to six points and can still Make Their Day. Students in grades 3-6 may choose not to earn up to 10 points and still make their day. If the student does not make his or her day, he or she will bring a note home to you so you will have the opportunity to talk with your child about making better choices the next school day. PLEASE SIGN THE NOTE AND RETURN IT TO SCHOOL so that the teacher knows the communication has been made.

Instructional Practices:

At Richard E. Miller, we understand that effective, comprehensive assessment to screen, diagnose, monitor and measure outcomes is essential to evaluate the effectiveness of our programs. We will do this by implementing procedures to collaboratively and individually identify instructional improvements related to our identified needs in the areas of reading and math and behavior. Teachers will utilize assessment results to make data-based instructional decisions to provide interventions in the areas of reading and social/emotional behavior."

SCHOOL INFORMATION

Lost and Found

The lost and found department is located near the nurse's office. Please clearly label everything your child brings to school! Items not retrieved within a reasonable period of time will be donated to charity.

Lost and Damaged Textbook Charges

Students must be responsible for lost or damaged textbooks. Charges will be levied based on the original cost of the textbooks.

Breakfast and Lunch Information

Free breakfast is served daily to all students in the classroom at 7:30 a.m. Students must be on time to receive breakfast. Instruction begins promptly at 7:45 a.m.

Our school strictly enforces a closed campus policy (Washington District Policy JED). Students are to eat lunch at school, either by choosing a meal in the cafeteria or bringing a lunch from home. ALL students receive FREE breakfast and lunch.

| | Lunch | Breakfast |
|----------------------|--------------|------------------|
| Student | FREE | FREE |
| Adult | \$3.00 | \$2.00 |
| Milk and juice extra | | |

Visitors

Visitors are warmly welcomed to our school. For the security of our students, we will enforce at all times our school policy of requesting all visitors to sign in at the office, provide ID, and receive a visitor's badge to wear before proceeding onto the campus. Observations of classrooms should be scheduled with the

teacher to avoid interruptions of student learning. Parents may make an appointment to meet with a teacher before or after school.

COMMUNICATION

Parent-Teacher Organization

We welcome each of you to become an active member of the Richard E. Miller PTO. Our PTO officers and members serve the school in many capacities throughout the year. Volunteers work closely with the school staff to provide support for the school's academic and social programs.

General meeting dates and times will be announced in the *Miller Messenger*. General meetings are open to all parents, teachers and community members who wish to attend. Please call any PTO board member or the school office to request an item to be placed on the agenda. Please join our PTO and participate in our programs.

Site Council

The school Site Council serves in a decision-making capacity for the purpose of improving the quality of education at the school. It allows parents, community members and staff to have a voice on meaningful issues and also provides the opportunity to work together to determine the best and most effective way of allocating resources in order to deliver a better educational program.

The Site Council serves in a "team" capacity with the principal in the planning, development and assessment of the school's educational programs. The school Site Council meets on the second Tuesday of each month at 4:00 p.m.

School Newsletter

The Miller Messenger is sent home monthly with a calendar of events and other important information regarding school functions. Check your child's backpack daily after school for newsletters or other information from the teacher.

Student Telephone Usage

The school phone is a business phone and may not be used by students to make arrangements to go home with friends, etc. These social situations need to be arranged at home, not at school. Of course, the office phone may be used in case of emergency.

EVENTS/ACTIVITIES/PROGRAMS

Student Government

REM's Student Council meets on a monthly basis. The offices of president, vice president, secretary and treasurer are elected each year in the Fall. Representatives from grades 4 and 5 are selected as well. There is one representative and alternate selected from each classroom.

Annual Events

REM sponsors several annual events, such as Title I Night, Boo-ly Boo-ly Night, Literacy Night, Talent Show and Sights and Sounds of the Season. Please watch the *Miller Messenger* and the marquee for dates and times.

Extended Day Programs

Quality daily care is provided by our KidSpace Program from 6:30 a.m. until school starts and from 2:30 to 6:00 p.m. For fees and other information, please contact KidSpace at 602-347-3011.

After-school Academy

The After-school Academy is a free after-school program offering

classes and activities in a variety of different subjects. Led by REM teachers and community specialists, each session offers snacks, hands-on learning activities and academic intervention for participating REM students, parents, and community members.

HONORS/AWARDS

At the conclusion of each grading period, special recognition will be awarded to students in grades 4-5 for the following levels of academic achievement with no Ns in behavior:

Academic Excellence (highest achievement)

Principal's List

Honor Roll

CCC Award

Certificates will be awarded to students by their classroom teacher for special recognition for class work, cooperation and citizenship. This award is given to students in grades 1-3.

Perfect Attendance

Students will be recognized quarterly at awards assemblies for perfect attendance at school. Students with perfect attendance all year will receive a certificate of perfect attendance and special recognition. Perfect Attendance consists of no absences and no tardy arrivals. This year we will also be implementing perfect attendance each MONTH of the school year.

Student of the Month

One student is selected from each classroom each month as the Firebird of the Month. Additionally, one student from each classroom is recognized weekly as Firebird of the Week. Pins and certificates are awarded. Students will also be able to nominate a Teacher of the Month! Forms are available in the front office.

SAFETY

Students must observe all safety rules and respect private property and the rights of others. Please discuss the trip to and from school with your child. Students need to be familiar with safety concerns as well as the behavior standards you and the school expect.

Articles Prohibited at School

The following items will be taken from the student and returned only to his or her parent/guardian.

- Drugs/alcohol/tobacco products
- Cigarette lighters/matches
- Knives/any type of weapon or sharp dangerous objects or weapon "look a likes"
- Firecrackers/explosives
- Electronic devices such as cell phones, iPods, etc.
- Hardballs
- Shoes with cleats or wheels
- Curling irons/hair dryers
- Water balloons/squirt guns/ squirt rings
- Pokemon cards (or any nonschool cards)
- Medications (must be taken to the nurse)
- Computer/electronic games or equipment (unless teacher requested, in writing, to be used in his/her classroom only)
- rollerskates, rollerblades, and athletic shoes w/roller blades
- Makeup, perfume, lotions
- Gum, candy, sunflower seeds
- Any item that is disruptive to the educational process

Bicycle Riders

All bicycles must be securely locked inside the bike corral on the north side of the school. Bicycles are brought to school at the owner's risk and should not be left overnight or over the weekend.

Expensive bikes and accessories are not recommended. We encourage all bike riders to wear helmets. Bicycles, scooters, roller-skates, rollerblades and skateboards are not permitted on the school grounds at any time. Kindergartners and 1st graders are not permitted to ride bikes to school.

Walkers

Students who walk to and from school must stay on designated paths and crosswalks. Students are not allowed to walk through the Royal Palm School grounds. Students should also not walk through any of the school or business parking lots in the REM community. Parents need to advise children to avoid strangers and appropriate actions to take in case of an emergency.

Parents' Cars

Parents are requested to respect the traffic pattern in the parking areas for the safety of all children. Parent cars SHOULD NOT enter the Royal Palm bus bay area.

Extreme caution should be taken when entering and exiting the school pickup/drop-off lane. The use of cell phones by drivers is strongly discouraged. **All children should exit cars from the passenger side. No one should cross between cars waiting in the lane unless they are crossing in the designated crosswalks with a staff member.** Parents are expected to hold their child's hand and use the yellow painted crosswalks to pass from the campus to the parking areas.

Cars that are double-parked, cars vacated with engines running, and children dropped off in the middle of the parking lot all provide a safety hazard and will not be permitted. Signs, speed limits and crosswalks are all provided for everyone's safety. All children will be required to wait behind the yellow safety line in front of the office for pickup. Children will be allowed to pass to their parent's car only when the car has come to a complete stop, and the student is escorted by a staff member. Parents should not signal for children to enter the car in the middle of the lane. Please be reminded that the school speed limit on Alice Avenue is 15 mph and passing is not permitted.

Crossing Guards

Crossing guards will be on duty at the following locations:

23rd Ave. and Alice. Alice across from the school.

Additional staff members are assigned to the school crosswalks and parking lot entrance/exit.

Crossing guards are on duty only during the regular arrival and dismissal times. Students are to follow directions and be courteous to the crossing guards at all times. A child acting in a careless or potentially dangerous manner will be reported to the principal, parents will be notified and appropriate disciplinary action taken.

It is the expectation of the school staff that parents also respect and honor safety guidelines established at crosswalks and in the school parking lots for the safety and benefit of all students, staff and parents.