

Millbrook Elementary School Parent and Student Handbook 2017-2018

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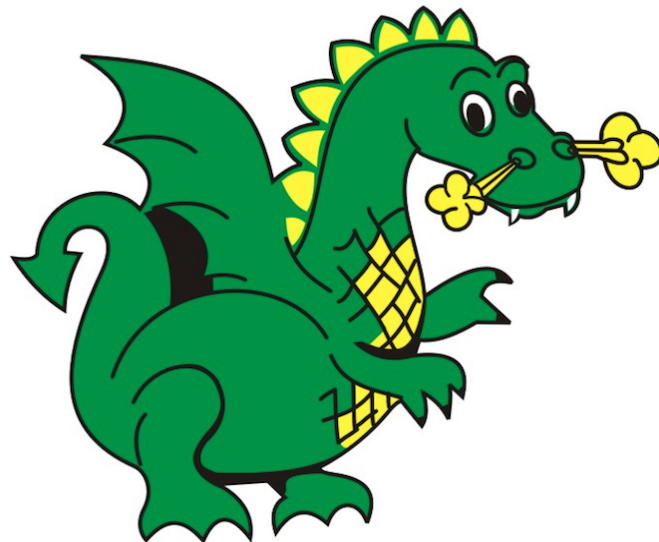


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Message from Principal Dolores Garcia

Greetings to the Millbrook Community and families! It is with much enthusiasm and excitement that I begin my third year at Millbrook Elementary School as your principal. Please join me in embarking on a successful school year as Millbrook remains an outstanding, dynamic, and vibrant place to learn! We continue the great work in building a solid educational foundation for each and every student. Millbrook will continue to prepare all students for middle, high school and beyond! Working together with staff, students, parents, and the extended community, our school will provide a safe haven for learning and fun, too.

Through this message, I wish to officially welcome you to what we hope to be an exceptional year of learning. I believe that all students must encounter academic, personal, and social success to pave the way to productive futures. The Millbrook staff and I plan to make this school year a successful one for your child through rigorous academics, meaningful activities, and by providing the support they need to achieve and succeed.

Be sure we will continue to make Millbrook a special place through care, compassion, and nurturing through the development and maintenance of strong relationships with our students, teachers, parents, and community. Our hard-working teachers and staff, through their collective commitment to our students, can make this happen.

The purpose of this handbook is to provide an easy to use, at a glance reference about our school. The handbook is intended to be a guide with the understanding that at times, individual circumstances arise requiring careful consideration. Additionally, it also supplements teacher informational items provided at the beginning of the school year. Use it in a way that benefits you and your student. I hope you find it useful.

Fondly,
Dolores Garcia, Principal

School Mission Statement

The Millbrook community works together to provide students opportunities to take risks in a safe, nurturing environment. We provide challenging experiences, which address the needs of the whole child while promoting responsibility, respect, and compassion for others.

School Vision Statement

Millbrook's vision is to foster thoughtful, caring, and creative students. They will be critical thinkers and problem solvers. Students will be confident, prepared for future success and achieve their academic and social potential.

District Mission Statement

To provide all students a high quality education in a safe and nurturing environment where each student demonstrates a spirit of respect, responsibility and a commitment to academic and civic excellence.

District Motto

From Strong Roots Grow Bright Futures

District Priorities

- Retain existing students and attract new students to the District
- Provide equitable education resources and facilities
- Enhance use and integration of technology by students, teaches, staff and families
- Achieve financial stability and sustainability
- Attract and retain teachers and staff, especially those with specialized credentials

These priorities are strategically aligned with the changes that are taking place in education throughout California and will position Evergreen to remain an award-winning school district. We invite you to work with us as we take on the exciting challenges of providing our students an outstanding 21st century education.

Important Contact Information

Millbrook Elementary School

3200 Millbrook Drive

San Jose, CA 95148

(408) 270-6767: Telephone number

(408) 223-4887: FAX number

Website- <http://mb.schoolloop.com/>

Dolores Garcia: Principal-dgarcia@eesd.org

Venus Te: Secretary-vte@eesd.org

Stephanie Trejo: Health Office Assistant-strejo@eesd.org

Office Hours: M-F 7:30 a.m. - 4:00 p.m. (exceptions or changes will be shared with community)

Summer Hours vary and are provided to the community at the end of the school year

Office is closed during holidays and breaks when students are not present

Parent Portal

In an effort to strengthen our communication with parents for daily purposes and emergencies, our school and our district have transitioned to an on-line, secure “Parent Portal” system. The following information details the process by which parents/guardians can register for the parent and link their children to their account. This process is two-fold. First, a parent/guardian will need to create an account. Second, a parent/guardian will have the ability to view information regarding their student as well as update emergency contacts and provide communication contact preferences. If you are a parent/guardian who has not registered for Parent Portal, please do so as soon as possible. Go to our district website for detailed instructions. You can register using a Smart Phone or web-based device. If you need further assistance, contact our school office.

Daily Schedule

Kindergarten Regular Day:

8:10 AM - 2:00 PM

Lunch: 10:55 AM - 11:35 AM

Grades 1-6 Regular Day:

Grades 1 - 3: 8:10 AM - 2:15 PM

Grades 4 - 6: 8:10 AM - 2:20 PM

Grades 1-2 Lunch: 11:15 AM – 12:01 PM

Grade 3 Lunch: 11:54 AM – 12:40 PM

Grade 4 Lunch: 12:01 PM – 12:40 PM

Grades 5-6 Lunch: 12:36 PM – 1:15 PM

**** THURSDAYS ARE MINIMUM DAYS ****

Kindergarten Minimum Day:

8:10 AM - 12:33 PM

Lunch: 10:40 AM - 11:10 AM

Grade 1-6 Minimum Day:

Grades 1 - 3: 8:10 AM - 12:48 PM

Grades 4 - 6: 8:10 AM - 12:54 PM

Grades 1-2 Lunch: 11:00 AM – 11:40 AM

Grade 3 Lunch: 11:31 AM – 12:11 PM

Grade 4 Lunch: 11:41 AM – 12:11 PM

Grades 5-6 Lunch: 12:11 PM – 12:41 PM

Attendance

As a parent, help your child develop a sense of responsibility and good habits by arriving at school on time. Adult supervision does not begin until 7:55 a.m. so students should arrive to school no earlier than that. Students should arrive to school by 8:10 a.m. in order to be considered on time and not marked tardy.

A student’s absence from school or tardiness must be verified by the parent/guardian with a written note or a telephone call. Call the day of the absence. Education Code section 48260 states that any pupil subject to compulsory full-time education or to compulsory continuation who is absent from school without a valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is truant and shall be reported to the attendance supervisor.

Valid excuses for absence from school are:

1. Illness (a doctor's note is required after three days)
2. Quarantine as directed by a health officer
3. Appointments for medical services
4. Attendance of funeral services of immediate family member so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.
5. Participation in religious exercises

All other absences are considered unexcused and therefore truant. Family travel that exceeds 10 days will result in the student being dropped from the attendance rolls. Reinstatement into the class and school is contingent upon available space. Three proofs of residence will be required upon return in order to re-enroll your child. Homework and tests are to be made up at the discretion of the individual teacher.

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 2:00-2:30 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.**
- **Do not park in any space specifically reserved for staff** (title is written on the ground in front of the parking space)
- When walking to school, you are required to use the crosswalks.
- Millbrook participates in the City of San Jose's Walk and Roll program. More information will be shared in our school newsletter.

Student Drop-Off and Pick-up

- In the morning, students are to be dropped off or arrive at school between 7:55 a.m. and 8:05 a.m. There is no adult supervision before 7:55 a.m.
- 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, when possible.
- Due to safety reasons, parents are strongly discouraged from dropping off and picking up students from the front of the "Millbrook" wall at the corner of Millbrook and Yancy Drive.
- **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.

Student Release Procedures

When it is necessary for a student to leave prior to the end of the school day, the student must be checked out in the front office. The person checking out the student must be listed on the student's emergency contacts. **Please be sure all daycare persons are listed in the 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 contacts.

Field Trips

Throughout the school year, your child will have the opportunity to attend field trips. Teachers will be sending home specific information regarding the field trip their class will attend. Under age minors are not permitted to accompany chaperones. In order for a child to attend a field trip, they will need to turn in a signed field trip permission slip. If a signed permission slip is not turned in to their teacher, they will not be able to attend the field trip. **Verbal permission or e-mail permission will not be accepted.**

Cell Phone Guidelines

If it is necessary for a student to have a cell phone, it must remain off and in his/her backpack during school hours. **The school is not responsible for lost or stolen cell phones.** A telephone is available for student use in the office. For the safety and protection of our students, we encourage ALL students to know at least one telephone number of an adult listed as an emergency contact.

Parent / Visitor Campus Security Regulations

During school hours, NO student is permitted to leave the school grounds unless he/she is checked out by someone listed as an emergency contact. 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.** Volunteers should be respectful of the teachers' time. Children are not allowed in the staff room at any time. This includes before, during and after school hours. Cell phones should not be used by volunteers in classrooms since it disrupts 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.**

Use of Photos

To protect the privacy rights of our students, at no time should pictures or video of children 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.

Back to School and Open House Nights

At the beginning of the school year, all are invited to our annual Back to School Night. Back to School Night is an opportunity for parents and guardians to meet their child's teacher and learn about the curriculum for the school year. This year the event is on September 7th.

During the spring, you are invited to our annual Open House Night. During Open House, we open our doors for you to be amazed by the incredible work your child has done over the school year.

Walk-N-Roll

Millbrook Elementary participates in the Walk-N-Roll program, sponsored by the City of San Jose. Through this program, we encourage students to walk to school. Of course, younger students are encouraged to walk, accompanied by adults. Students 4th grade and above may ride bikes to school as long as they wear helmets and can properly secure their bikes in the racks provided. Every Wednesday is Walk-N-Roll Wednesday and students may earn tickets for participating and wearing their special t-shirts on those days. Walk-N-Roll t-shirts are available for purchase for \$5.00 from our P.T.A. in the front office.

Birthday Celebrations

We implement a birthday celebration policy that will continue for the 2017-2018 school year. Food items or balloons **ARE NOT** permitted for birthday celebrations in the classroom. **No celebrations involving food or drinks will be permitted.** If parents wish to recognize their child's birthday at school they may provide decorative pencils, bookmarks, erasers, or stickers. You also have the choice of donating a book directly to the classroom. Talk to your child's teacher about what book might help the classroom collection. Teachers may elect to honor students as they see fit by giving special recognition, singing of songs, special classroom duties, etc. In addition, birthday party invitations need to be handed out outside of school hours.

We have decided to implement this new policy because of several concerns:

- * Conflicts with our local wellness policy regarding childhood obesity
- * Conflicts with the guidelines of the district's Child Nutrition Service
- * Concerns over students who have food allergies
- * The negative impact these food items have on our office and custodial staff
- * Loss of instructional time

Honor Roll Guidelines

Principal's List Qualification

1. A's in the five curriculum areas
2. S- and above in the "Responsibility for Learning" areas (work habits/behavior)

Honor Roll Qualification

1. A's and B's in the five curriculum areas
2. S- and above in the "Responsibility for Learning" areas (work habits, behavior, effort)

Additional Considerations

Any teacher may consider individual exceptions to the Honor Roll Qualifications. Exceptions may include, but not limited to: a student with an IEP, or a student with physical or emotional limitations. These students must show that they are achieving above and beyond their ability. Modified programs can be identified on the report card.

Certificates of academic achievement are provided to students who meet honor roll guidelines. These are given at the end of each trimester.

President's Education Awards Program

The Principal will award the President's Education Awards Program certificate at an End of the Year Academic Assembly to the 6th grade students who have earned all A's in the 4th, 5th, and 6th grade.

Lunch Information

Students Eligible for Free Meals	No Charge
Students Eligible for Reduced Lunch Meals	\$0.40
Students Paying Full Price Meals	\$3.50

Eligible students may receive their lunch at no cost or a reduced price. Child Nutrition Services (CNS) operates under the regulations and guidance of the National School Lunch Program. It is a federal and state assisted program that provides nutritious and well-balanced meals at low or no cost to children each school day. The school meal program is a self-sufficient operation with revenue sources coming from USDA reimbursement, USDA commodities, student and adult meals, and a la carte sales. Applications for these programs are available in the school office. Applications must be renewed each year and all information remains confidential. Questions regarding this program should be directed to CNS at (408) 223-4500.

If a student forgets or loses their lunch money, the student will be allowed to charge their meal. Students are only allowed to charge twice, or carry a negative balance of \$5.00. CNS accepts cash, check or an online payment.

Lunch Drop Off

Student lunches from home should either be brought with them to school. We kindly request that parents do not deliver lunch to their children at school except in the case of the occasional forgotten lunch. Our front office does not have the capacity or space available for lunches to be dropped off regularly. Also, we cannot interrupt valuable instructional time for this detail.

Lunchtime Expectations

1. Enter and exit the lunch room in an orderly fashion.
2. All students must remain seated during lunch and must request permission to leave their seats.
3. Food should be eaten in a polite and courteous way.
4. Students should speak in a quiet voice.
5. When finished with lunch students should place trash in the garbage can and stack trays.
6. Tables and surrounding areas are to be left free of food and trash.
7. Students will be dismissed by the noon duty supervisors and should walk to the playground.



Discipline

School Expectations:

A positive behavior system can be observed at Millbrook School. Our school has high academic and behavioral expectations based on the belief that all students can and will be successful learners. All classrooms have effective management procedures that include clearly defined rules, appropriate consequences, and recognition for positive behavior. Discipline is handled with sensitivity to the dignity of the child. The rules and policies concerning behavior at Millbrook are intended to ensure the safety of students as well as promote a positive place for learning.

Should a student choose not to follow school expectations, he or she may receive a written reminder for a serious infraction or an office referral form for a major infraction.

Behavior Intervention

Possible consequences for students who choose to disregard school expectations:

- Time out of recess
- Exclusion from special events or activities
- Principal, student, parent, teacher conference
- Detention
- In-school suspension
- Out of school suspension

CA Ed. Code References

1. That every student shall attend school punctually and regularly, follow school rules, obey all directions of the teacher and others in authority, study diligently, behave appropriately, and respect those in authority (CA Administrative Code 300).
2. Those students who continue to defy school authority by word or act, or who commit an obscene act or engage in habitual profanity, are subject to disciplinary action (Ed. Code 48900).
3. That students who possess, sell or otherwise furnish any firearm, knife, explosive, or other dangerous object, shall be subject to suspension and expulsion from school and the items will be confiscated (CA Administrative Code 300, Penal Code 653k, 62610).
4. That there shall be no smoking or possession of tobacco on school grounds or during any school activity (Ed. Code 48900).
5. That the use, possession or being under the influence of any controlled substance, intoxicant, or alcoholic beverage on school grounds or any school sponsored activity is strictly prohibited. Violators will be suspended from school and subject to referral to the appropriate law enforcement agency (Ed. Code 48900, Administrative Code 301).
6. That any student who destroys or in any way, injures public or private property, including: books, lockers, buildings, buses, or other equipment, is liable for suspension or expulsion, and the parent or guardian of any such minor shall be held financially liable.
7. That any student who steals, or attempts to steal school or personal property, or commits any unlawful act on school buses or grounds, shall be subject to suspension with referral to the appropriate law enforcement agency.

Dress Guidelines

At Millbrook Elementary School we assume that the business at hand is education, and as such students should be modestly dressed. Listed below are dress or attire guidelines.

- No halter tops, backless tops, spaghetti straps or tops that expose the belly.
- No slippers such as corduroy, house slippers, or flip-flops. Shoes must be closed-toe.
- Hats are allowed outdoors if worn correctly.
- No inappropriate logos are allowed.
- Shorts and skirts must be appropriate length (fingertip).
- Pants must be worn at the waist.
- The administration, working together with the staff, reserves the right to use discretion to deem other items inappropriate or disruptive to the learning process since fashion trends change with such regularity.
- Students inappropriately dressed for school will be asked to telephone a parent/guardian to bring a change of clothes. If parent/guardian contact cannot be made, the student will stay in the office during recess times. Please label clothes with your child's name.

Playground 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 court.
- 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 safely exit the playground and report directly to their 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 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 on 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 sport equipment privilege for a specific length of time.
- Student is sent to the principal for repeated playground violations.
- Millbrook reminder.

School Cleanliness

Millbrook School students learn to take pride in their environment by helping to maintain the grounds and keeping it free of debris. Students, staff and visitors are asked to help maintain our clean campus by utilizing the trash cans placed throughout the campus. In order to maintain our school property and cleanliness on campus, gum chewing is not allowed. Eating of lunch and snacks outdoors is only permitted on the lunch tables since those have trash cans nearby. Also, respectful, appropriate use of our restrooms is appreciated.

Concerns

If you have a question about your child's class, please contact your child's teacher first. He/she is most likely to be acquainted with the situation and possible ways of handling it. The teacher may be having the same concerns, and a discussion may help to clear up any questions.

If an acceptable solution cannot be reached, the teacher or parent may contact the principal to arrange a time when the situation can be presented and other solutions offered.

Safety Drills and Procedures

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

Distractive Articles

Since our focus is on learning, video games, toys or other items that are distracting are not allowed at school or at school-sponsored functions. These items will be confiscated and must be picked up by the student, or parent, from the office.

Outside Sales and Fundraisers

Students are not allowed to sell any unauthorized items on campus. This includes fundraisers for other schools and organizations.

Dangerous Items

Since certain items pose obvious safety hazards and aid in vandalism: matches, lighters, fireworks, laser pointers, permanent markers, glass containers, spray bottle and spray cans are not allowed at school. Items will be confiscated and returned only to parents. Consequences will be enforced.

Fighting

All forms of fighting (including "play fighting") or conspiracies to fight are strictly prohibited and consequences will be enforced.

Bullying

Bullying behavior which includes, but is not limited to physical, written, verbal, electronic, or other means, with the intent to harass, threaten, intimidate, cyberbully, cause bodily or psychological harm is not allowed. If you are a student, parent/guardian, close relative, teacher or other staff member and wish to report an incident of alleged bullying, complete the on-line form located on the district website or obtain a hard copy in the front office.

Bullying=A desire to hurt + a hurtful action + a power imbalance + repetition (typically) + an unjust use of power + evident enjoyment of the aggressor + a sense of being oppressed on the part of the target.

Social Media

Any item published on social media having negative impact on our school climate will be handled by school administrators and outside agencies if necessary.

Health Services

Millbrook Elementary believes that healthy, well-nourished children can focus on learning and good behavior. Efforts are made to create an environment to support a healthy student who will be better prepared to have academic success in the classroom.

Children at Millbrook Elementary who become ill, sustain an injury during school hours, or have medications prescribed by their health care provider for administration at school, are cared for by our school's Health Aide. Health Aides have received training in CPR and First Aid and are under the supervision of the District's Credentialed School Nurse.

Every student is required to have up-to-date information in Parent Portal, Evergreen School District's online repository. If you need help updating your Parent Portal account, please stop by the office for assistance. Information requested includes parent and emergency contacts and pertinent health information: allergies, medications, specific health concerns. It is critical to keep your child's information up-to-date and to communicate changes to the office as soon as possible.

Families in need of assistance obtaining health insurance coverage for their children can obtain application forms for medical, Healthy Families and Healthy Kids insurance from the school office. Please contact office personnel for assistance.

- The California Ed Code mandates students have their vision and hearing screened at specific intervals during their school experience. Vision is tested in grades 1, 3, and 6 and hearing is screened in grades 1, 2, 5, and 8. If students fail the screening process, they are referred to their health care provider for a formal evaluation.
- It is the requirement of the Evergreen School District that students remain at home, symptom-free: no fever (oral temperature less than 100.0), vomiting, or diarrhea, without medication for 24 hours before returning to school when ill. It is a best practice to limit the spread of illness and allow the student to fully recover from their illness.
- In general, medication should be given at home. If your child's condition requires that medication be taken during school hours, the following steps must be taken:
 - All medications required to be taken at school must have a school medication form signed by the physician and parent. This includes over-the-counter (OTC) medications.
 - All medications must be sent to school in a prescription container or the original labeled container. No medication will be accepted in an unlabeled/hand labeled container. You may want the pharmacist to label two containers; one for the school and one to keep at home.
 - All medication must be brought in by the parent and kept in the office where the health aide, as directed by the physician, will administer it.
 - Medications should be picked up on the last day of the school year. Any medication that is not picked up will be discarded the day after school closure. A new medication authorization form must be completed for each school year.

Evergreen School District Policies

- Student Use of Technology Policy: The district recognizes technology and on-line resources as support to instructional programs and it shall be used to further student learning. Regulations prohibit access to harmful matter on the Internet. Student and parent must sign an Acceptable Use Agreement, outlining responsibilities and obligations, before using the district on-line resources.

- Student Non-Discrimination / Harassment Policy: District programs and activities shall be free from discrimination, including harassment, with respect to the actual or perceived ethnic group, religion, gender, color, race, ancestry, national origin, and physical or mental disability, age or sexual orientation. The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities.
- Student Sexual Harassment Policy: The Governing Board is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy. Any student who engages in sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action.
- Uniform Complaint Procedure Policy: The district shall investigate and seek to resolve complaints at the local level. This district follows uniform procedures when addressing complaints alleging unlawful discrimination or failure to comply with state or federal law in programs for consolidated categorical aid, migrant education, child nutrition, special education, adult basic education, vocational education and child care and development. Contact the Superintendent or Assistant Superintendent for Educational Services if you have a question concerning noncompliance on any of the above listed programs. After receiving the district's decision regarding a complaint, appeal procedures to the California Department of Education are available. Complaints may use any civil law remedies that are available.

The Evergreen School District now provides a parent handbook; available in three languages (English, Spanish and Vietnamese) that includes the aforementioned policies and more. Please refer to that handbook for more information.



Volunteers

Parents and community members are welcomed and encouraged to actively participate in their child's educational process at Millbrook School. Opportunities for involvement include helping the classroom teacher within the classroom, as a field trip chaperone, a Project Cornerstone reader and many other possibilities.

Classroom Volunteer and Visitation Reminders:

To ensure the safety of students and minimize interruption of the instructional program, visits during school hours must be prearranged with the principal.

Volunteering in your child's classroom is encouraged and welcomed. Please be sure to prearrange these opportunities with your child's teacher. The office staff will contact the teacher to verify he or she is expecting you. When visiting or volunteering, please remember to:

- Stop by the front office and register in the Volunteer/Visitor's binder
- Obtain and wear your visitor's badge
- Remember to stop by the office to sign out before leaving campus



Parent Teacher Association (PTA)

The Millbrook PTA is actively committed to supporting the teachers, staff and students of Millbrook Elementary School. There are multiple opportunities for volunteer involvement throughout the year with many activities planned. Parents are encouraged to attend PTA meetings, which are held each month. Parent help is needed for fundraising and planning events. Additional information regarding the PTA may be obtained in the office.

Millbrook Elementary School

Student and Parent Agreement Statement

Students, please review this information with your parents. It is very important to ensure your success. It provides ongoing guidelines for a positive school year. Our goal is to help you stay focused and knowledgeable.

Please fill out the agreement statement below and return it to your child's teacher.

Student's Last Name

First Name

Grade

Teacher

Parent's Last Name

First Name

We have read the Millbrook Elementary School Student Handbook. We understand the rules of the school and my responsibilities as a Millbrook student.

Parent's Signature

Student's Signature