

Mill School & Technology Academy 2019-2020 Parent Handbook



Distinguished School

WHITTIER CITY SCHOOL DISTRICT
Mill School & Technology Academy
Staff Directory
2019-20

	Grade	Room #	Ext.	Email Address
Mr. Tony Garcia, Principal	—	—	x3192	tgarcia@whittiercity.net
Mrs. Gabriela Rodriguez, Secretary	—	—	x3192	grodriguez@whittiercity.net
Miss Janette Vargas, Clerk/Tech Aide	—	—	x3194	jvargas@whittiercity.net
Mrs. Linda Hiltz, Health Clerk	—	—	x3193	lhiltz@whittiercity.net
Mrs. Lydia Ibañez, Community Liaison	—	—	x3196	libanez@whittiercity.net
Mr. Mike Sierra, Day Custodian	—	—	x3190	msierra@whittiercity.net
Mr. Fredrick Viramontes, Night Custodian	—	—	x3190	fviramontes@whittiercity.net
Mrs. Juanita Martinez, Library Aide	—	—	x7430	jumartinez@whittiercity.net
Mrs. Vanessa Bañuelos	K	K	x7420	vbanuelos@whittiercity.net
Mrs. Virginia Franco	K	7	x7407	vfranco@whittiercity.net
Miss Olga Muñoz	1	1	x7401	mmunoz@whittiercity.net
Mrs. Yvette Ramos-Cordova	1	4	x7404	yramoscordova@whittiercity.net
Mrs. Maria Hernandez	2	2	x7402	mhernandez@whittiercity.net
Mrs. Kathy Monarrez	2	5	x7405	kmonarrez@whittiercity.net
Mrs. Mary Dishigrikyan	2	3	x7403	mdishigrikyan@whittiercity.net
Mrs. Veronica Garcia	3	6	x7406	vgarcia@whittiercity.net
Ms. Vanessa Saldivar	3	15	x7415	vsaldivar@whittiercity.net
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Mr. Anthony Gutierrez	4	10	x7410	angutierrez@whittiercity.net
Mrs. Marine Bogosian	4	14	x7414	mbogosian@whittiercity.net
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Mr. Clayton Mark	5	11	x7411	cmark@whittiercity.net
Mr. Tim Kung	5	12	x7412	tkung@whittiercity.net
Ms. Celia Amaya	5	13	x7413	camaya@whittiercity.net
Mrs. Denise Rizo	SW	9	x7409	drizo@whittiercity.net
Ms. Ashley Anaya	RSP	9	x7429	aanaya@whittiercity.net
Mrs. Crystal Burnett	Speech	9	x7409	cburnett@whittiercity.net
Mrs. Yvonne Sandoval	Psyc	9	x7409	ysandoval@whittiercity.net
Ms. Sarah Bottomley	Coach	9	x7409	sbottomley@whittiercity.net

2019-20 Calendar

Regular School hours on Monday, Wednesday, Thursday and Friday are:

Kindergarten-3rd Grades	8:00a.m.-2:15p.m.
4th and 5th Grades	8:00a.m.-2:25p.m.
*** <i>Kindergarten August 14th-September 3rd 8:00a.m.-12:30p.m.</i> ***	

All Tuesdays are Minimum Days

Kindergarten-3rd Grades	8:00a.m.-12:30p.m.
4th and 5th Grades	8:00a.m.-12:40p.m.

These are ADDITIONAL minimum Days for ALL STUDENTS K-5

August 14th First Day of School
August 28th for Back to School Night
Oct. 7th-11th for Parent Conferences
Nov. 22nd for Thanksgiving Break
Dec. 13th for Winter Break
March 3rd-6th for Parent Conferences
March 18th for Open House
June 5th for the Last Day of School

2019-20 School Holidays and Non-School Days

September 2	Labor Day
November 1	Non Student Day
November 11	Veterans' Day
November 25-29	Thanksgiving Break
December 16-January 3	Winter Break
January 20	Martin Luther King, Jr. Day
February 10	Lincoln's Birthday
February 17	Washington's Birthday
March 23-27	Spring Break
April 13	Non Student Day
May 25	Memorial Day

Please visit our school website's online calendar at <http://msta.whittiercity.net/> to keep up to date with school-wide events. Please be sure to connect to MST A via the Sangha app for our live up to date calendar. The weekly newsletter, "MSTA Weekly Update", posted at the beginning of each week includes reminders along with dates and times for school-wide events. You may also keep up with us by following us on Twitter or liking us on Facebook.

Thank you!

Mill School & Technology Academy

School Information for the 2019-20 School Year!

SCHOOL SAFETY

Prior to 7:30 a.m., please do not leave your children at school. Also, please be sure to pick up your child after school on time. Supervision is provided for 15 minutes after school.

Mill School & Technology Academy (MSTA) campus is a “closed campus”. Parents **must** enter through the office. Visitors and volunteers **must** sign-in and wear the appropriate pass at all times. Students leaving the campus early **must** be signed out in the office and the adult needs to present identification. Students will only be allowed to leave the campus through the front office.

BUS SERVICE/STUDENT DROP OFF AND PICK-UP

The majority of the MSTA students are bused to and from school. The Whittier City School District has a contract with Whittier Union High School District to provide this service to your youngsters. All buses load and unload in the designated loading area in front of the school. **PARENTS MAY NOT STOP OR PARK IN THE BUS LOADING AREA (CURB PAINTED RED AREA) BEFORE OR AFTER SCHOOL.**

Please follow this procedure for student drop off: Enter through the southeast gate marked ENTER. Please do not drop your student off in front of the school. Proceed to the west side of the school paralleling Workman Mill Rd. Please be patient and wait your turn. **Have your child prepared to quickly exit the car on the grass side of your car.** Your child should proceed immediately to the handicapped crosswalk and walk up to the school building. **Do not wait to watch your child walk up the ramp. Do not make a U-turn.** Proceed out the gate onto Workman Mill Rd. and turn right. A U-turn is permissible at the Rose Hills Memorial Park signal.

Parents who will be transporting their children to and from school, and want to walk their child to the gate, are asked to please park on Mission Mill. Wednesday is street sweeping. Students should always cross the street at the traffic signal. Parents should help the school to reinforce this safety rule. Please be respectful to our volunteer traffic monitors.

TRAFFIC FLOW

Due to our corner location, traffic and parking is an ongoing problem at MSTA. All adults need to help this situation by following the designated guidelines and working together to ensure the safety of all MSTA students. When dropping off or picking up your child from school, please help us keep each child safe by remembering the following:

- **Plan to arrive to school by 7:45a.m.** This gives your child plenty of time to get to his/her line.
- There are two lanes in the drop off zone. In the mornings, please pay attention to the Traffic Aide. He/She will direct you to either proceed to the lanes or have your child exit the car. **Please DO NOT load or unload students until you arrive to the front of the lane.** Remember to stay in your car when picking or dropping off your child in the NO PARKING ZONE. **Do not have your child run between cars when picking them up as this creates a very dangerous situation.** Be patient.
- Parking is only allowed in designated areas. The ROUND CURB is for EMERGENCY VEHICLES, BUSES & WCSD VEHICLES ONLY. If you would like to walk your child to class, or pick him/her up, and there are no parking spaces available in the parking lot, please park on the street. **Street sweeping on Mission Mill Road takes place on Wednesday's beginning at 9a.m.**
- When walking, please stay on the sidewalks and use the designated crosswalk at all times. Buses and cars are constantly moving, making this area extremely dangerous. Do not run between cars with your child.
- Most importantly, drive slowly through the parking lot and on the street whenever children are present. Remember, it is illegal to drive while holding a cell phone.
- Kindergarten parents are encouraged to park along Workman Mill Road when picking up their students. **DO NOT leave your car unattended in the drop off/pick up lanes.**

STUDENT BREAKFAST AND LUNCH PROGRAMS

Students at MSTA are welcome to purchase a school breakfast and/or lunch or may bring a lunch from home. **It is important that ALL parents complete the lunch application** promptly and accurately which is now available on-line at www.schoolcafe.com. Parents will be notified if and when they qualify for the school lunch program. Some students will receive a free or reduced school breakfast and lunch based on their application.

A student breakfast costs \$2.00. A student lunch costs \$3.00. Milk is provided with the school lunch, and separately costs \$0.50 cents. Breakfast and lunch can be prepaid at www.schoolcafe.com. You will need your child's student ID number, which you may obtain from the office. Your cooperation is appreciated in making sure your child comes to school with either a lunch or his/her lunch money. **We strongly discourage parents from dropping off lunches/money during the school day. Instruction will not be interrupted for forgotten lunches or money.** In the case that lunches or money have been dropped off, students will come to the office at lunchtime to pick them up. If your child's lunch is not here by lunchtime,

they will not be allowed to call and remind you to bring it to them. They will be provided with an alternative lunch.

In addition, Uber Eats or any other food delivery services **will not be accepted** for student lunches.

Parents are not allowed in the breakfast or lunch areas during the time that meals are served and students are eating. We make an allowance only in the morning for our new Kindergarten parents on the 1st week of school.

We ask that all parents say good-bye to their child as they enter the school grounds. This will help the teacher to facilitate getting the children quickly into the classroom. Students can independently get out their required materials and hang up their own backpacks. Your cooperation will be greatly appreciated.

If your child brings a snack for mid-morning recess, **please send only a healthy snack** such as fruit, vegetables, yogurt, trail mix, or a granola bar. Foods that are not considered healthy are candy, chips, hot cheetos, and cookies. These **unhealthy foods will not be allowed at the morning recess.** Childhood obesity is on the rise and it is our responsibility to help our children to make healthy choices.

STUDENT ATTENDANCE

School attendance is very important to maximize daily instruction. You can help your child to be at school everyday by scheduling appointments for any afternoon, but especially after 1:00 p.m. on our Tuesday minimum day. Also, help your child to eat healthy, get exercise, and get a good night's sleep.

Students will be recognized for perfect attendance every month with a small incentive. To be eligible for the monthly perfect attendance, students must be at school everyday and have no more than 3 tardies.

Students miss important activities and instruction when they are absent. We understand that children occasionally become ill. At such times, it is necessary that the student stays at home and rests. **Please call the school office, (562) 789-3190, and press 2 to report your child's absence. It is also necessary to send a note with your child upon his/her return to school.** If your child will be out for an extended period of time, work may be prepared for him/her to do at home.

All students who arrive after the beginning school bell are marked tardy.

Students arriving late to school miss important instructional minutes. When a child enters the classroom late, instruction is disrupted and the other students are distracted. Please develop a plan with your child to be at school before the bell rings. **A student who has 3 or more tardies a month will not be considered for monthly perfect attendance recognition.** A student with 8 annual tardies will not be considered for end-of-the-year perfect attendance recognition. **Children arriving later than 5 minutes after the morning bell rings need to check in at the school office to receive a Tardy Pass before going to class.**

When a child returns to school from a doctor's appointment, the child must have a return-to-school notice from the doctor. This is the only way that the tardy will be excused. Please read the Tardy Policy included in the opening packet of information and sign and return the signature page.

ILLNESSES OR ACCIDENTS

If a child becomes ill at school, he/she is taken to the health office. If he/she is too ill to return to class, the parent is notified. Please instruct your child that if he/she is sick or hurt, to be sure to tell a teacher or the yard duty supervisor.

In case of emergency, the paramedics are called. It is very important that we have **ALL** phone numbers where parents can be reached in case of an emergency. We therefore, require Emergency Cards be filled out completely, including cell phone numbers. We must also have the names and phone numbers of people we may contact if you cannot be reached. **IF ANY OF THE INFORMATION CHANGES DURING THE YEAR, PLEASE NOTIFY COME TO THE SCHOOL OFFICE TO UPDATE THE INFORMATION. THIS WILL HELP US GUARANTEE THE SAFETY OF YOUR CHILD.**

When medication must be taken at school, your child's physician must complete special forms from our office. Any medication sent to school will be held in the office until forms are properly completed. Medication must come to school in the original pharmacy container and must be marked with the student's name and classroom number. Vitamins, cough drops, and other medication that may be taken outside of school hours cannot be administered.

DOCTOR AND DENTAL APPOINTMENTS

It is requested that all dental and doctor appointments be made outside of school hours. If this cannot be avoided, we ask that a note to the teacher (giving the reason and time) be sent with your child. Parents then need to come to the office and sign their child out whenever leaving before regular dismissal. Please make every effort to avoid picking up your child(ren) early from school. It is intrusive to the classroom environment and students often miss vital homework information as classes are usually preparing for dismissal.

ACADEMIC ACHIEVEMENT

The goal at MSTA is to continually increase student achievement. What we do on a daily basis is focused on this goal. **Each instructional minute is very important to reach this goal.** We ask that you not detain the teacher after 7:55 a.m. Appointments can be made ahead of time to meet with the teacher before or after school.

Also, **the office will not interrupt the classroom during the instructional day.** Messages will be delivered during recess and lunchtime. In addition, parents can leave messages for the teacher through the school's voicemail, Sangha app and/or email system.

STUDENT RECOGNITION AND PARTIES

Students at MSTA are recognized regularly for following “The Mustang Way” Behavior Matrix expectations. In addition, each classroom will select two students per month to receive the MSTA “Student of the Month” yard sign for demonstrating that month’s behavioral focus. Each month students will be recognized for perfect attendance.

Teachers are encouraged to give students certificates and other awards for excellent classroom behavior and academic progress throughout the school year. Special recognition enhances self-concept and acknowledges children for their school behavior and progress.

Each child will have the opportunity to participate in many celebrations throughout the year. Teachers will work with designated Room Parents to coordinate classroom parties. **We ask that you PLEASE DO NOT send ANY FOOD/CANDY to school for birthday celebrations. Food items of any kind are not permitted for birthdays.** Celebrating each child’s birthday can be time consuming and takes away from the instructional program. At least 24 hours before your child’s birthday, you may make arrangements with the teacher to bring in a fun school supply to pass out (pencils, erasers, notebooks, etc). Items will be distributed the last 5 minutes of the school day. One suggestion is to purchase your child’s favorite picture book to have the teacher read to the class! Again, this must be approved by the teacher at least 24 hours in advance. Classroom instruction will not be interrupted to obtain permission from the teacher.

ITEMS BROUGHT FROM HOME

Bicycles, skateboards, and scooters are not permitted at MSTA, since there is no supervision to ensure student safety. Students are sometimes very eager to share personal or family objects with their peers. However, since the safety of these items cannot be assured, we request that parents not send valuable items to school. Also, we would appreciate it if children did not bring toys or games to school, unless they receive permission from the classroom teacher. Toy guns are not allowed at school and will be cause for expulsion from the District. Laser pens/pointers are not allowed at school and are a suspendable offense. We also encourage parents to not allow their child to bring a cell phone to school. Each classroom has a phone for emergencies and a message from home can always be left with the school secretary. If a child brings a cell phone to school, it must be turned off during school hours. Your cooperation is sincerely appreciated.

SCHOOL TO HOME COMMUNICATION

MSTA is making efforts to be paperless in its school to home communication. Weekly updates will be sent home via Sangha every Sunday evening. It is imperative that ALL families listen/read to the information. News about upcoming events will be shared through the weekly Sangha App, Facebook, Twitter, Marquee, the MSTA Website and the MSTA Display Case. On the

Signature Page, please indicate your preferred method(s) for receiving school-wide information.

In addition, students will take home their Mustang Folders every Wednesday with fliers and information from our District and community organizations.

Please sign the folder EVERY Wednesday evening, review the fliers that are for you to keep and RETURN the folder every Thursday morning.

PARENT-SCHOOL COOPERATION/COMMUNICATION

Parent-Teacher conferences are held twice yearly at MSTA: October 7-11, 2019; and March 3-6, 2020. These are Minimum Days. You will receive a notice indicating the date and time of your child's individual conference. Another time may be arranged if the first time is not convenient for you. This conference allows you and the classroom teacher the opportunity to discuss your child's school behavior and academic progress. Please share any concerns or questions with the teacher at this time. Parents are welcome to arrange a parent conference at any other time during the year if they desire information regarding their child's education. Appointments may be made directly with the classroom teacher. Regular communication with your child's classroom teacher is strongly encouraged.

Parent support is critical to the success of each student. These are some ways you can help your child succeed and help us meet our goals of success for all students:

- Parent attendance at school functions
- Parent enforcement of homework and discipline policies
- Student attendance and punctuality
- Participation in parent/teacher conferences

If contact needs to be made with a child during school hours, it needs to be made through the office. Classrooms cannot be interrupted during instructional time except in emergency cases. A conference with a particular teacher may be arranged at a mutually convenient time by calling the office or by sending a note/email to the teacher. Parents are encouraged to contact their child's classroom teacher for both positive comments and concerns or questions.

In the event there is a concern that directly affects your child, the following steps should be utilized to clarify or address the issue:

- STEP 1** Phone call/conference with the classroom teacher
STEP 2 If the issue is not resolved, please contact the office to set up an appointment with the Principal.

PARENT PARTICIPATION & VOLUNTEER HOURS

Whittier City School District's mission is to partner with students, parents, and the community to ensure learning so every student reaches his/her optimum potential. Parents and community members who volunteer their time and talents are

essential to helping our students meet our school's academic goals and advancing our district's mission.

In order to have a highly successful school experience for all children, help is needed from all parents. Research shows that children with involved parents get better grades, have better social skills, are more positive about school, and are more likely to graduate high school and go to college. It doesn't matter how you are able to contribute, every involved parent makes a difference.

We ask parents of Mill School & Technology Academy to contribute 10 – 20 hours of volunteer time to our school each year. Whether you are able to attend a meeting or school event, help to organize an activity, volunteer during the school day, help at home, attend a field trip, or work a shift at a PTC event, **your contribution is valued.** Please complete the **MSTA Parent Participation Form** at the end of this packet to indicate how you would like to volunteer your time.

In order to help ensure the safety of students, staff, and volunteers, our school district has established procedures to be followed at all sites. All volunteers, regardless of school or assignment, will be required to check into the office and wear an identification badge.

Parents are encouraged to attend all school functions. This has a positive effect on your child's academic success and shows your support and interest in the educational program. Attendance at the following functions is extremely important:

Back-To-School Night (fall)
Parent -Teacher Conferences (fall and spring)
Open House (spring)

In addition, we will offer **Family Nights** designed to offer families a fun way to experience learning activities with your children while acquiring some new educational strategies to use at home. Food and beverages are normally sold at these events.

RESOURCE SPECIALIST PROGRAM, PSYCHOLOGIST, SOCIAL WORKER AND SPEECH TEACHER

MSTA has a Special Education teacher who organizes and teaches the Resource Specialist Program (RSP). This program is state funded and has very specific guidelines. The purpose of the program is to provide individual assistance to students who demonstrate an identified learning disability. Identified students remain in their regular classrooms for the majority of the day. They may go to the resource room for 1 or 2 periods for academic assistance in their area of need, or the RSP teacher may push-in to the classroom to provide assistance.

The School Psychologist is on campus one day per week. The psychologist tests children for special programs such as RSP and counsels with students and parents.

MSTA has a part time Social Worker, who, like our school psychologists, will provide services to students to enhance their emotional well-being and improve academic performance. Additionally, our social workers will conduct bio-psychosocial assessments of students in need of Tier 3 support and will assist with the linkage between school-home-community resources.

MSTA has a part time Speech Teacher who is on campus several times a week as needed for students needing Speech services.

RTI/FLEX TIME ROTATION

Whittier City School District employs a Response to Intervention (RTI) model for helping students achieve adequate yearly progress in their education. All students are given an assessment at their grade level to help identify those who need extra support. Students can receive 3 Levels or Tiers of support. Tier 1 is general classroom instruction with occasional small group or individualized attention. Tier 2 is focused small group instruction that takes place outside regular class time 4-5 days a week over the course of several weeks. Tier 3 is for students who require more individualized support than is available in Tier 2. Tier 2 and 3 students are “at risk” for not meeting grade level standards. This is extra help for students who need it.

At MSTA we serve students during ***Flex Time*** rotation. Our support will provide reading strategies that will assist your child as he or she moves along the reading continuum. This small group setting will give your child the opportunity to make reading progress with targeted, individualized instruction. With assistance, many children can become successful readers and no longer need support. It is important for you to be aware of how your child is progressing and to be informed about your child’s reading improvement. Early monitoring of student progress in reading is important for their future academic success.

CATEGORICAL PROGRAMS

MSTA is fortunate to receive state funds to be used to provide additional academic assistance to students learning English (ELL) and students scoring low in their standardized achievement tests. The MSTA School Plan, listing the school’s goals and objectives, is located in the school office and may be checked out by the parents. The MSTA Staff appreciates the input and assistance of parents in developing this school plan that greatly benefits the MSTA students.

Parents are encouraged to become involved in the School Site Council (SSC) and English Learners Advisory Committee (ELAC) meetings that are held regularly at MSTA. These meetings are identified on the monthly school calendar and open to all parents.

Tardy Policy

We feel that it is extremely important for your child to be on time for school every day. Generally, the first two and a half hours of each day is designated for language arts when your child receives instruction in reading and writing. When your child is late, he or she misses the introduction to the day's lesson. Arriving late also disrupts the instructional program. Please help your child to be at school before the 8:00 am bell rings. Additionally, **children should arrive no EARLIER than 7:30 a.m.**

Remember, ***school begins when the bell rings***. Anyone arriving after the bell rings is marked tardy. Admittance after 8:05 a.m. will be permitted after the child has checked into the office and received a Tardy Slip to go to class. Students arriving after 30 minutes are marked TRUANT by State law. If your child is tardy due to a medical appointment, **verification from the doctor's office is required.**

Also, a child who has been tardy 3 or more times in a month will not be considered for a monthly perfect attendance award. A student tardy 8 or more times annually will not be considered for an end of the year perfect attendance recognition.

The following progressive plan was developed to encourage parents to make sure that their children receive a full day of instruction:

- 3 Tardies child misses 1st recess
- 4 Tardies child misses 1st recess
 Teacher calls parents
- 5 Tardies child misses 1st recess
 child misses lunch recess
 Principal calls parents
- 6 Tardies attendance letter regarding excessive tardies is sent to parents
- 7 Tardies principal requests a conference with the parents and child
- 8 Tardies parent/student will sign in on a daily basis in the school office.

Homework Policy

The Whittier City School District requires that each student in grades K - 3 to read or to be read to for 20 minutes each day. The requirement is 30 minutes for 4th and 5th grade students.

Each teacher will also assign additional daily homework that will reinforce the learning from the school day. This additional homework should adhere to the following time guidelines for the average child:

Kindergarten: 10 minutes + 20 minutes for reading = 30 minutes

First Grade: 10 minutes + 20 minutes for reading = 30 minutes

Second Grade: 15 minutes + 20 minutes for reading = 35 minutes

Third Grade: 20 minutes + 20 minutes for reading = 40 minutes

Fourth Grade: 20 - 30 minutes + 30 minutes for reading = 50 - 60 minutes

Fifth Grade: 20 - 30 minutes + 30 minutes for reading = 50 - 60 minutes

We have developed our homework policy based on the research of Robert Marzano. The assigned homework is important to support your child's learning experience, yet allow time for kids to be kids and for quality family time.

At most grade levels, homework is corrected on a daily basis, thereby providing meaningful feedback to the student and the teacher.

Trimester awards will be given for 100% completed homework turned in on time. Please help your child to be a successful learner at school and at home.

Mill School & Technology Academy
School Uniform Policy

The Whittier City School District Board of Education adopted a mandatory uniform policy for all students attending any school in the Whittier City School District.

Mill School & Technology Academy's students wear a school uniform. MSTA takes great pride in the appearance and reputation of our school. The goal of the school uniform is to have students coming to school dressed and ready to focus on learning. The Uniform Policy has changed to be more flexible and will be strictly enforced at MSTA, during the 2019-20 school year. Students will be expected to dress professionally and appropriately for school. All students are expected to adhere to the following dress standards:

Uniform Top

- Collared Shirts or Solid T-Shirts – white, navy blue, light blue, grey & yellow
- T-shirts – “MSTA Spirit Wear” only & College t-shirts on Tuesdays

Uniform Bottoms

- Pants – khaki, navy blue, black & well kept denim
- Shorts -- khaki, navy blue, black & well kept denim
- Skirts/Skorts/Jumpers -- khaki, navy blue, black, navy plaid pattern

****Reminder – must not be shorter than 2 inches above the knee****

Please plan accordingly when shopping for school clothes this summer!

Uniforms attire may be purchased from any retail store. We encourage families to purchase a variety of “MSTA Spirit Wear” from our PTC. We have also partnered with the school uniform company, French Toast, who supports our students by providing a 5% donation of all purchases to our school. If purchasing from French Toast, please use the MSTA code: **QS46PR6**. This year, we are also partnering with Land's End, who will donate 2% of purchases to our school. If you make any purchases through Land's End or Sears, please use the MSTA code: **900175605**

Spandex clothing is **NOT** approved for the school's uniform dress policy. Jeans with holes, shredded or fringed hems are **NOT** approved.

The current Whittier City School District dress code requiring that all clothes fit the student properly will continue to be enforced. Clothing cannot be overly large or short-short. Shirts should be buttoned, tucked in, or if appropriate, not hang down below the fingertips, and shorts should not be shorter than the fingertips.

All children are expected to wear the school uniform on the first day of school, **Wednesday, August 14, 2019**. “College t-shirt” day is every Tuesday and “MSTA Spirit Wear” day is EVERY Friday. The last Friday of the month will be a Student Council chosen “Themed Spirit” day. “Free Dress” days and passes will be awarded periodically throughout the school year.

If parents wish to ‘apply’ for a waiver, they may do so in the main office prior to the start of the school year. Waivers must be filled out in person. They will not be faxed, emailed or mailed. The application process will include an application form, written rationale, and interview with the principal. All waivers must be approved by August 9, 2019. Waivers will not be granted after this date.

“The Mustang Way”

Positive Behavior Interventions and Supports (PBIS) Plan

All staff, students and parents are expected to behave **“The Mustang Way”** by **M**aking good choices, **S**peaking kindly to others, **T**reating others with respect and **A**iming for success! To insure the safety of all students at Mill School & Technology Academy, the staff has developed a “The Mustang Way” Behavior Matrix for the year 2019-20. The students are taught each part of the matrix regularly throughout the school year. All staff members regularly praise and recognize students for behaving “The Mustang Way”. The MSTA Office Data Referral is used to identify and record minor/major undesirable student behaviors. All ODRs will be sent home with students for a parent signature.

Example of Minor Offenses

Not following directions	Out of area
Pushing/shoving/play fighting	Playing, running drinking after the bell
Inappropriate behavior at lunch tables	Playing tag
Inappropriate behavior while waiting for bus	Running on equipment
Inappropriate use of equipment	Throwing inappropriate objects/toys out on the playground
Jumping/standing on block wall	
Misbehavior in the bathroom	
Unkindness to others (verbal/physical)	

Consequences for a Minor Offenses

Office Discipline Referral (ODR)

Examples of Major Offenses

Possession of firearms, knives, firecrackers, caps, or any dangerous objects
Rock or dirt throwing that is a danger to others
Fighting and/or injury to another child
Smoking or possession of tobacco or drugs
Extreme disrespect toward any adult
Defiance
Extortion
Stealing
Harassment

Consequences for a Major Offense

Informal suspension (in school)
Formal suspension (out of school)

When a student makes the choice to behave “The Mustang Way”, these are the rewards:

Daily – Positive Verbal Recognition; “The Mustang Way” ticket
Weekly – Office Raffle; Incentive purchases with tickets
Monthly — Mustang Meet-Up Raffle for “special activity”
Trimester — Movie, Playground Picnic, and other opportunities