

Important Start-of-School Information

Mary E. Silveira Elementary School, 2022-2023

Parent/ Student Handbook

Mary E. Silveira Elementary School, 2022 -2023

Derek Lecy, Principal

Mary E. Silveira CONTACTS	
Office Phone	415-492-3741
Absence Line	415-492-3741
San Rafael Child Care	415-485-3190
Recreation Reimagined	415-798-6243

AERIES PARENT PORTAL: It is critical that you provide and maintain up-to-date contact information on your child by creating and updating your Aeries Parent Portal. In addition, this platform will be used to share testing and report cards with families.

PARENT SQUARE

ABSENCES: If your child is absent from school for any reason, call the absence hotline 415-492-3741 by 9:00 a.m. This is a 24-hour, seven days a week answering machine. Teachers in grades TK-5 will take daily attendance in Aeries. When a student is absent from participation, the school will contact the family. Daily attendance will be monitored by the school secretary.

VACATIONS: Please plan your vacations to coincide with the scheduled school vacations. It is very difficult for your student to re-enter class after missing one or two weeks even if they have had an independent study contract. It also creates more work for the teachers to develop independent contracts and takes time away from planning the regular curriculum. *There must be a minimum of two weeks notice for all Independent Study contracts to allow the teacher and office time to process the request.* Check the school calendar and plan your trips now to take advantage of vacations.

INSTRUCTIONAL MATERIALS/ CHROMEBOOKS: Students are provided with the necessary materials for a successful school year. Chromebooks (grades 1-5) and iPads (K) are available to check out for all students during remote learning. It is not necessary for a family to share a device. Please contact your classroom teacher if you would like your student to check out a device. Textbooks/library books are issued free, on an on-loan basis. Reasonable and prudent care is expected of all school equipment and supplies.

VISITORS: All approved campus visitors are required to sign-in at the front office to receive a volunteer badge before going to the classroom. Visitors/volunteers should return afterwards to sign out.

CLASS PLACEMENT: Your child is placed with great care using collaborative input from

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parents, the child's previous teacher, parent survey responses, specialists, and support staff. We attempt to provide the best educational setting possible for All children and well-balanced classes are integral to a successful year. Once class lists are established they will be changed for exceptional needs only. The Principal retains the option to make changes if problems occur during the school year.

FAMILY CONFERENCES, PROGRESS MONITORING & REPORT CARDS: Three reports cards are sent home each year. Progress Reports are sent home as needed. Other conferences can be set up by either parent or teacher, as needed.

COMMUNICATION: Mary Silveira uses several ways to communicate with parents, most in digital form through email, the website, and Parent Square. You will receive email communications from your teacher, from the principal, from Can Do! (our district schools' foundation), and from our Home and School grade level and room parent volunteers. Additionally, MESHSA and the site DEI committee will send monthly communications. It is essential that we have your most recent email addresses in our data system. Please create an Aeries Parent Portal and keep all contact and health information current.

Email: Teachers will check their email daily, once in the morning and once before they leave for the day. Every attempt will be made to respond to messages within 24-48 hours during the school week. Any messages received after on-site time requirements will be dealt with during the next workday. Teachers are not obligated or encouraged to return email after working hours (evenings), on weekends or while they are teaching.

Phone Messages: Any phone messages for teachers should come through the school office (415 492-3741) and will be routed to the teacher's mailbox. Teachers will attempt to respond with the same 24-hour protocol expected of email messages.

NOTICES: Notices and information from the district office and flyers from our community will be linked to the principal newsletter. The principal's newsletter will be sent out electronically and can be viewed on our website: marysilveiraes.org, on Fridays. We will print hard copies on request for those who do not have electronic access. Please be sure to read these notices when you receive them, as many times there are things that will need your immediate attention.

WEBSITES: Mary Silveira has a public website at marysilveiraes.org that contains up-to-date school contact and calendar info.

INTERNET: The Internet is used at Mary Silveira as an educational tool. Parents and students are asked to read and sign an Internet Use Agreement at the start of the school year when setting up their Aeries Parent Portal. The agreement must be completed before your student may use the internet or be issued a Chromebook.

BULLYING OR HARASSMENT: Mary Silveira works to create a community where all students feel safe and are celebrated. It is the policy of the District to provide an educational environment free of bullying or harassment. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate,

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cyberbully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyberbullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Harassment based on perceived sexual orientation, gender expression, race, ethnicity, nationality, gender, disability or religion is never allowed.

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. Students may submit a verbal or written complaint, although a written summary of events is preferred. Complaints will be investigated and resolved using the steps outlined in the Miller Creek School District Administrative Regulation #5145.7.

CONCERNS OR COMPLAINTS: When someone has a concern or complaint, he or she is expected to first contact the person against whom the complaint is lodged. Parents are encouraged to attempt to resolve concerns directly with the staff member involved. Most often problems are reconciled at this level. If a problem is not reconciled after the conference with the staff member, a parent may request a meeting with the principal. The principal will try to reconcile the issue on an informal level between both parties. If the parent continues to feel that the issue is unresolved, the principal can assist the parent in following a formal complaint process.

CUMULATIVE FILES: Records are maintained on each child at Mary Silveira. These records contain a history of testing, report cards, and other information considered educationally valuable. Parents have the right to review their children's records by appointment and can request copies of record contents. All other access to these records is controlled by law.

CHILD ABUSE: School personnel are required to report all suspected cases of child abuse. The school cannot deny a police officer or social worker access to a suspected child abuse victim. The school may be required to delay contacting a parent, and/or the principal may be required to provide information related to suspected abuse to the authorities without parent consent.

MEGAN'S LAW: Miller Creek School District has an ongoing relationship with local law enforcement to coordinate information about registered sex offenders who live or work within the District boundaries. When local law enforcement reasonably suspects that children may be at risk from a registered sex offender, the District will be notified. By law, the District may only disseminate information about registered sex offenders to staff and/or parents in the manner and to the extent authorized by the law enforcement agency. We strongly recommend that families regularly check the Megan's Law website for information about registered sex offenders living in our community <http://www.meganslaw.ca.gov>.

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INSURANCE: To purchase accidental insurance for your student, please visit the K-12 Voluntary Student Accident website at, <https://www.kandkinsurance.com/sites/K12Voluntary/Pages/Home.aspx>

MES HOME & SCHOOL CLUB (MESHSA): The purpose of Mary Silveira’s Home and School Club (MESHSA) is to promote the development of our children in school and in the community as well as to establish a closer relationship between home and school. To achieve these goals, MESHSA organizes and supports the following activities through its HSC budget: Family events that encourage parents, students and staff to work together, teacher stipends for classroom supplies, stage performances and assemblies, scholarships for outdoor education and field trips, school garden needs, student council, green team, and energy team activities, parent education, library book purchases, and staff appreciation.

All parents are automatically members of the Home and School Club and are encouraged to attend monthly HSC meetings, participate and volunteer in order to enhance the Mary Silveira school community.

Can Do!: “Can Do!” is an educational foundation for the purpose of raising funds to support educational programs at all four schools in the Miller Creek School District. “Can Do!” supports technology and physical education, as well as other special programs including art, Music, Environmental Science, Social-Emotional Learning, and Drama. “Can Do!” solicits funds from parents, the local business community and sponsors an annual golf tournament. “Can Do!” is run by an Executive Board that includes representatives from each of the four district schools. Information comes home from the “Can Do!” committee in Friday Folders and via email throughout the year.

DAYCARE:

Mary Silveira has two after school daycare programs on site:

City of San Rafael Aftercare: Call 415 485-3103 for registration.

Recreation Reimagined: <https://www.recreationreimagined.com/after-school-programs>

EQUITY, DIVERSITY & INCLUSION: The Miller Creek School District believes diversity is an asset, values every student, and is committed to building communities where students thrive. In order to do so, we must recognize systemic disparities in opportunities and outcomes and dedicate resources to address those disparities. Parents and teachers from our community meet on a regular basis to discuss issues around equity, diversity, and inclusion and plan events to support equity instruction in the classroom.

NEW PERSPECTIVES COUNSELING SERVICES: New Perspectives provides the following services to the Miller Creek School District:

- Student services – individual and group counseling for students
- Family services – parent consultation, crisis management and family therapy
- School/community services – in-service training, classroom education, teacher consultation, participation in school planning and events, and outreach activities directed towards

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parents.

The goal of New Perspectives is to promote the development of young people and to prevent and stop alcohol and other drug-related problems. Over the last several years, the agency has used case managers to increase services to students and their families and to develop school-based services with other community resources. Families who need long term support will be referred to an outside agency.

NURSE/ CAMPUS HEALTH SPECIALISTS: The Miller Creek School District provides a school nurse for specific, state-mandated services. This job includes vision and hearing screening, and immunization review, as required by the California Education Code. The nurse also acts as a resource for health education. In addition, there is a dedicated Health Specialist on campus to support our school during both remote and phase-in hybrid instruction.

PSYCHOLOGICAL SERVICES: The school psychologist screens and assesses students referred for possible special education placement. She spends one day per week at each of the four district schools where she spends the majority of her time supporting the Resource Specialist students and program.

SECTION 504: A student with disabilities under Section 504 is defined as any student who has a physical or mental impairment that substantially limits one or more major life activities such as breathing, walking, seeing, hearing, working and learning, and who has a record of such an impairment. Students protected by Section 504 include those who are not eligible to receive special education and those students who meet the eligibility criteria under the Individual with Disabilities Education Act (IDEA). An example of a student who is protected by Section 504 is one with a health impairment, such as a respiratory disorder, that is not adversely affecting their educational performance, and thus the student is not eligible for special education. Other examples are students with AIDS Related Complex (ARC), Attention Deficit Hyperactive Disorders (ADHD) or emotional/behavioral difficulties. These students may be provided with accommodations and/or special services necessary through regular education.

The District has established written policies and procedures for the implementation of Section 504. Contact the principal for more information.

SPEECH & LANGUAGE: The Speech and Language Specialist is hired by the District to provide therapy for students with language, articulation and fluency disorders. Students must be tested and meet specific state requirements to qualify for this program. Students are ordinarily referred to the therapist by teachers or other school personnel. However, parents may initiate the screening process by contacting the school. The Speech and Language Specialist will contact parents to arrange for services during remote learning.

STUDENT STUDY TEAMS (SST): Student Study Teams (SST) assist teachers and parents in understanding and meeting the needs of students who are experiencing problems in the classroom. In a caring and supportive atmosphere, teachers, school staff, and parents discuss student strengths and academic/ behavioral concerns. They brainstorm strategies and formulate an action plan for student success. An SST includes a teacher, the resource

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specialist, the principal, the child's parents, and, if needed, the psychologist. Please notify your teacher or the school office if you have questions about the SST process for your child.

RESOURCE SPECIALIST: The Resource Specialist serves children with special learning needs. Students must meet specific State requirements to be eligible for this program. After extensive testing, a team of professionals (e.g., the principal, resource specialist, psychologist and classroom teacher) designs an educational program specific to the individual student's needs. To monitor progress, periodic meetings are held with the student's family, specialists and other school personnel. Children who are identified for this service are served in a resource room and/or in their regular classroom. If you think your child has a learning disability, please discuss your concerns with his/her teacher.

Personnel

All staff emails are first initial, last name @millercreeksd.org

Principal	Derek Lecy
Secretary	Amanda Morales
Office Assistant	Michele Malaret
Librarian	Linda Jaquez-Fissori
Custodians	Hugo Pineda Freddy Pena Leon

Teachers	Grade	Room
Theresa Lum	Transitional Kinder	9
Lara Franklin	Kindergarten	8
Lisa Hooper	Kindergarten	11
Ashley Readell	Kindergarten	10
Samantha Moore	First	3
Cristina Rossini	First	13
Susan Ritscher	First	12
Katrina Thomas	Second	1
Vicki Van Deusen	Second	24
Gisele Clark	Second	15
Darcie Case	Third	16
Sarah Hu	Third	17
Jennifer Carrade	Third	19
Kevin Barisonek	Fourth	5
Todd Ritola	Fourth	2
Edward Malaret	Fourth/Fifth	7
Alison Hutchens	Fifth	6
Kerrie Nichols	Fifth	4

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Support Staff

Julia Ries
Cathleen Amann
Katrina Villena & Stephen Layton
Adelena Rodriguez
Stacy Nii

Resource teacher
Speech/Language
School Counselors
Health Specialist
Intervention Specialist

Specialists

Coach Mark
Mercedes Castro
Sherry Vakharia
Samantha Nickel

PE (TK-5)
Band
Orchestra
Music

Support Staff

Marian Prevatali
Milena Gomes
Miriam Garza
Sandy Taylor
Cynthia Oregon
Lucia Wahl
Michele Malaret
Lily Vazquez
Katrina Aronovsky
Ricardo Lucas

Miller Creek School District Staff

Dr. Rebecca Rosales
Marie Henrio
Kristy Treewater
Phillipa Rosenblatt
David Gehman

Superintendent
Chief Business Officer
Deputy Superintendent
Director of Special Education
Director/Maintenance

Miller Creek School District Board of Trustees

Brad Honsberger - Vice President
Brooks Nguyen - President
Megan Hutchinson
Alyssa Chacko
Franco Ruggeri

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