

Mill Creek Elementary School



Student Handbook

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*The purpose of the Student Handbook is to give Mill Creek students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school. Together with the **INFORMATION** section in the front of the **District Calendar and on-line resources at www.cbsd.org/millcreek**, we feel confident that you will have ready resources for questions about School District and School policies.*

In case of conflict between a board policy and the provisions of this handbook, the board policy most recently adopted by the board will prevail.

http://www.pdba.org/districts_policies/C/102/index.asp

Please review this information early in the school year. Should you have any questions about information found here or on any other school-related topic; we encourage you to call us at 267-893-3600.

Best wishes for a successful school year!

ATTENDANCE

The Commonwealth of Pennsylvania requires under the Compulsory Attendance Law that an absence excuse note, **signed by the parent or guardian**, be on file for every day of a student's absence. An absence not explained by an excuse note, **submitted within three days of the child's return to school**, is recorded as an illegal absence.

According to the State Law, the following excuses qualify as excused absences:

1. Religious Holiday.
2. Illness.
3. Education trips - such a trip will be **excused only with prior written approval** by the principal. **(Limited to five days per school year.)**
4. Death in the family.

MILL CREEK CONNECTION

Parent involvement in the activities of the school is essential to the success of the instructional program. **Regular flyers and calendars** will be sent home in the form of a Friday Blast listing important events of the upcoming weeks. The Home and School will post key handouts on the Friday Blast on our web site following e-mail distribution. The Mill Creek Home and School Association creates a monthly newsletter, **The Mill Creek Connection**. Information about school events and Home and School activities are featured in this monthly periodical. These publications and others are available on-line at our website.

Your comments and questions about the events described, the activities planned, or the subjects discussed are encouraged and greatly appreciated.

BIRTHDAYS

We know there are many ways to celebrate school birthdays. For a variety of reasons **we have moved away from birthday FOOD-RELATED treats**. An important reason being to coordinate and align our school practices with the mission of our district's wellness policy. In addition, we have some children with severe health restrictions that do not allow them to eat what other children bring from home.

Please work with your child's teacher when planning for a birthday and they may be of help in guiding your decision if you choose to bring a non-food treat. Unfortunately, if a food related treat is sent into school, we will not be able to send it up to the classroom.

This policy does not change the "balanced menu" approach for our school parties coordinated by our H&S/Homeroom Parents.

BUSING

The Central Bucks School District is the third largest school district in Pennsylvania. Approximately 22,000 students are transported daily to over 150 public and private schools, each having special starting and dismissal times. The District establishes school bus schedules with a fifteen (15) minute start and dismissal time variance. Each bus is scheduled to arrive within (15) minutes of their start time and pick up students using the same time frame. For example, if dismissal time is 3:15 PM buses may be scheduled to arrive at school for pick-up at 3:30 PM.

Please consider the built-in variability in the bus schedule when anticipating the arrival of your children.

CENTRAL BUCKS CALENDAR/HANDBOOK

The following topics are covered in the Central Bucks School District Calendar/Handbook distributed to all families:

Attendance Areas/Attendance Requirements	Insurance Requirements
Back To School Nights	Medication Policy
Building Directory	Opportunity School
Central Bucks Philosophy of Education	Parent Conferences
Code of Rights, Responsibilities, and Discipline	Parent Groups/Parental Involvement
Community School	Psychological/Social Work Services
District Administration	Progress Reports
Dress Regulations	School Board Members/Meetings
Drug and Alcohol Policy	School Closing Information
Enrollment Regulations	School District Policies
Guidance and Counseling Services	Smoking Policies
	Special Education
	Sports Schedules

COMPUTER USE

Proper Use of Computers and Networks

The use of computers and technology in the Central Bucks School District is designed to have a positive impact on curriculum and instruction for all students. Technology will be used:

- within the curriculum to enhance student learning and achievement
- to assist students in becoming competent in the use of technology, with an increasing degree of sophistication as they move from level to level
- as a tool to enhance creativity and encourage the completion of quality products
- to access technology-based information relevant to curriculum topics

To allow maximum use of the technology in Central Bucks, students agree to the terms outlined in this agreement.

1. Students will abide by such rules and guidelines as adopted by the Central Bucks School District, including the School Board policy on technology use.
2. Students may not introduce information, including software applications or documents, on any district computer system without first obtaining staff approval and copyright compliance.
3. Students will not connect any device to, or disconnect any device from, a computer or peripheral device, or the district's local or wide area network.
4. Students will not change or in any way alter a network device, device or peripheral name, file or folder name or network zone.
5. Students are prohibited from copying software applications, folders, or files from within or between network zones or to personal flash drives without first obtaining staff approval and copyright compliance. Copying of any of the above will only be for the purpose of curriculum related projects.
6. Passwords are assigned to each student and are for the individual use by that student. Distribution or alteration of a password is prohibited.

Use of the Internet

The Internet is a valuable educational tool used in our classroom and computer lab. Throughout the year, the students will be asked to access the Internet for various projects. Some of these projects will include:

- 📁 Researching additional information for projects
- 📁 Creating PowerPoint presentations
- 📁 Learning the most efficient ways to use search engines
- 📁 Importing royalty free clip art and images
- 📁 Taking practice quizzes covering curriculum concepts

For your child's safety on the Information Highway, we have outlined a Classroom Policy when using the Internet at school. Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on a school playground. This document is reviewed and discussed with the students and sent home for parent signatures.

DIRECTORY

A school directory is developed by the Home and School and is available to all families as part of their Home and School membership. This directory includes all students' names and grades. Student addresses, phone numbers, and parent/guardian names are listed if parent permission has been granted to publish this information. The directory also includes a complete listing of the staff, class lists, Home and School Association committees/chairpersons, and homeroom parents. The directory is located on our Mill Creek website. The Directory is also available as a hard copy for a printing charge of \$5.00.

Under no circumstances is any part of the directory to be reproduced, photocopied, entered into a database, or copied by hand or other form. The directory may not be used as the basis for telemarketing.

CREEKERS CODE

Mill Creek students receive monthly whole school lessons based on CREEKERS' Code that are engaging and motivational for students. CREEKERS' Code stands for Cooperation, Respect, Excellence, Effort, Kindness, Empathy, Responsibility, and Respect.

DISCIPLINE CODE

Mill Creek students adhere to a code of behavior as outlined through CREEKERS' Code and The Central Bucks Disciplinary Procedures & Responsibilities as outlined in the district calendar and handbook. Students will demonstrate and honor CREEKERS' Code ~ Cooperation, Respect, Excellence, Effort, Kindness, Empathy, Responsibility, and Support.

DRESS CODE

We believe...

- that there is a connection between a positive school climate and reasonable attire, and when elements of “popular” fashion are deemed inappropriate for the elementary school, it is the school’s and parents’ responsibility to establish limits.

If your child chooses his/her own clothes to wear, please remind him/her that some outfits are not appropriate for school. [Student dress should be comfortable, but not too casual.] All students are expected to demonstrate acceptable taste in their dress habits. Students are expected to avoid extreme short pants, tops with exposed mid-drifts, and any tee shirts with offensive or tobacco/alcohol-related images. Some hot weather outfits are appropriate for a 5-year old child but not appropriate for a more mature 12- or 13-year old student.

The following are guidelines for warm weather apparel for all students. If you have any questions, please contact the school:

- All clothes should be clean, neat, and in good taste.
- Flip-flops or beach footwear are not appropriate for school.
- The length of shorts is to be appropriate for school and there is to be no wording on the seat.
- Halter and crop tops are not permitted. Spaghetti straps are not permitted.
- Indecent and unsavory slogans, expressions, etc., are not to be worn on clothing.
- Muscle (sleeveless or revealing) shirts are not permitted.
- Undergarments are not to be visible.
- Any attire the administration considers to interfere with quality of education shall not be permitted.

Adherence to proper dress standards will help to insure an appropriate school image for our students and a learning environment free of unnecessary distraction. A discussion will be held with pupils who don’t maintain these standards. If needed, a phone call to parents will be made to discuss any concerns.

EMERGENCY CLOSING / EARLY DISMISSAL OF STUDENTS

If it becomes necessary for you to take your child out of school for any reason during the school day, a note to the teacher in the morning is most helpful. When you come to school to pick up your child, please report to the office. The office staff will call your child from the classroom and you will be asked to sign your child out. If your child will be returning to school on the same day, please bring your child back to the office, so that he/she can be signed back in.

Early dismissal or transportation messages must not be left as voice mail messages in the teacher's voice mailbox. Teachers do not retrieve voice mail messages until after the conclusion of the student day.

267-893-3600

If your child wishes to go home with a friend, a note is needed from both parents.

Transportation regulations prohibit the use of the bus for such visits.

EMERGENCY SCHOOL CLOSING AFTER SCHOOL IS IN SESSION

HOW IS THE PUBLIC NOTIFIED?

1. **E-MAIL BLASTS**
Sent to e-mail addresses registered in Parent Portal.
2. **TWEETS**
Follow us @CBSDInfo on Twitter.
3. **CBSD TEXT MESSAGING ALERTS**
More information coming soon!
4. **INTERNET**

[CBSD Home Page](#)

Several Internet sites post area school closing announcements and provide options for signing up for school closing alerts.

[NBC10 School Closing Information](#)

[WPVI Channel 6 School Closing Information](#)

5. TELEVISION

Many TV channels, including channels 3, 6, 10 and 29 carry scrolling lists of school closings and late starts during inclement weather.

6. CBTV (Comcast Channel 28 and Verizon Channel 40)

The district television station, CBTV, carries school closing announcements.

7. RADIO ANNOUNCEMENTS

School closing information is also carried on KYW - Philadelphia (1060 AM)

Central Bucks School Closing Number is 755

Community School Closing Number is 779

Infinite Campus email contact information is used by the Principals to alert parents to unexpected early dismissals. Parents may confirm their current email at:

<https://campus.cbsd.org/campus/portal/cbsd.jsp>

An Emergency Dismissal form is sent on our Parent Portal. We request that you fill out the format your earliest convenience.

Entry/Exit Doors

Rooms	Grade	Exterior Door
171-174	KDG	Green Door
107-112	Grade 1	Yellow Door
102-105	Grade 2	Yellow Door
202-207	Grade 3	Yellow Door
119-129	Grade 4	Yellow Door
215-222	Grade 5	Yellow Door
221-229	Grade 6	Yellow Door

FIELD TRIPS

Children are taken on field trips to provide educational experiences available only outside the school. All field trips are under the supervision of the classroom teacher with assistance from teacher selected parent chaperones. All classroom teachers rely on their Head Homeroom Parents to assist with trip planning and often use a lottery system to select among many willing field trip chaperones.

Before any trips may be taken, a permission slip must be signed by the parent and returned to the teacher. Should a student not return the permission slip, arrangements will be made for that student to remain with another class in the school.

HOME AND SCHOOL ASSOCIATION

The Mill Creek Home and School Association is very active in the life of the school. You are encouraged to become a partner with us in the education of your child. The Home and School Association (HSA) sponsors many programs and activities such as: student assemblies, book fairs, Magic Moments (after school elective program), Family Fun Nights, Spring Fair, and much, much more. Additional information about these and other activities will be provided in the *Mill Creek Connection*. E-mails announcing scheduled events and meetings will be sent home each Friday in the form of an e-mail blast.

All parents or guardians of children enrolled in Mill Creek Elementary School are members of the Home and School Association and are encouraged to take an active role in the organization.

2018-2019 Officers

Co-Presidents ~ Tanya Nghiem & Jennifer Pullman Kline

Treasurer ~ Dawn O'Connor

Assistant Treasurer ~ Erica Sobieralski

Recording Secretary ~ Stephanie Bruzas

Corresponding Secretary ~ Lorie Phillipps

HOMEWORK

The purpose of homework is to promote the growth of student knowledge and to reinforce that which is learned in the classroom. Homework is intended to help children **independently practice** what they have learned with their teacher. Homework should be used as an addition to and extension of daily instruction while emphasizing time management skills. If your child is confused by their homework and cannot do the work without substantial help from you, it is very important that the teacher be informed immediately.

The following guidelines are used in Central Bucks for assigning homework:

Grade 1	approximately 10 minutes per night
Grade 2	approximately 20 minutes per night
Grade 3	approximately 30 minutes per night
Grade 4	approximately 40 minutes per night
Grade 5	approximately 50 minutes per night
Grade 6	approximately 60 minutes per night

Homework also affords the student the opportunity to develop and practice good study skills and habits. It provides the student with relevant practice and the opportunity to apply learned concepts. An additional purpose of homework is to communicate the teacher's classroom requirements and the student's academic progress to parents. Homework is assigned Monday through Thursday. No routine weekend or holiday assignments will be made.

If your child is absent for more than one day and you wish to request homework, please call the main office at 267-893-3600 before the student lunch hour, allowing adequate time for the teacher to prepare a listing of the assignments.

ILLNESS

The school nurse provides care to students who become ill or are injured at school. If a child has symptoms of illness present, he/she should remain home in order that other children do not become infected. As a rule of thumb, a child should be without fever for 24 hours before returning to school. Sick children should never be sent to school with the expectation that the school nurse can be called upon to diagnose a medical problem.

INSTRUCTIONAL SUPPORT TEAM (IST)

Meeting the needs of students with academic or behavioral difficulties is an important responsibility for the school. Teachers and parents may refer students having difficulty to the Instructional Support Team. The Mill Creek team, consisting of the: Student Support Counselor(s), referring teacher, reading specialist, classroom teacher, and the building principal(s) meets regularly to develop instructional modifications to meet the special needs of these students. More information is available about the IST Team by contacting Mrs. Amy Brown or Mr. Fran Chapman, Student Support Counselors. 267-893-3600 #4.

INSTRUMENTAL MUSIC

All fifth and sixth grade students are invited to participate in the instrumental music program. Instructional classes meet once a week for thirty minutes, scheduled during the school day. Participation in the instrumental music program is voluntary.

String instruction is available for fourth graders and is offered outside of the students' normal instructional day. (Before school or at recess.)

INSURANCE

Student insurance is available at a nominal cost and is optional. Parents of insured children may request that claim forms be sent home when a covered accident occurs. This form must be completed by the parent and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the insurance company.

LUNCH PROGRAM

School lunches will be sold at a cost of \$2.60 per day or a student may purchase a weekly ticket for \$13.00. Milk, in one-half pint containers, will be available for \$.70. Fruit juice is available for \$.65. Bottled water is available at a cost of \$.75. Breakfast will be served from 8:10am to 8:30am. ARAMARK is the food service provider for Central Bucks School District. In an effort to 'Go Green,' the menu will be posted monthly on the website listed below: <http://www.cbsd.org/aramark/Pages/default.aspx>

LUNCH SCHEDULE

	Recess (30 minutes)	Lunch (30 minutes)	Grades
Lunch I	10:45-11:15	11:15-11:45	Grade 6
Lunch II	11:15-11:45	11:45-12:15	Grade 4
Lunch III	11:45-12:15	12:15-12:45	Grade 6
Lunch IV	12:15-12:45	12:45-1:15	Grade 5
Lunch V	12:45-1:15	1:15-1:45	Grades 1&2

MEDICATIONS

In order to protect the health and safety of our students we require students to bring **all** medications, which must be taken during the school day, to the Health Suite upon the student's arrival. Medication is to be brought in a bottle with the prescription on it indicating the name of the student, medication, amount to be taken, time to be given, and the physician's name. Non-prescription medication must also be left in the Health Suite. ***At no time should a student have any medication in his/her possession during the school day.***

No medication will be administered to any student without the proper completion of the Medical Dispensing Form. www.cbsd.org/millcreek

The form should also be used for non-prescription drugs, such as aspirin, when prescribed by a physician or dentist.

More children with serious health problems attend public schools now than ever before. Consequently, the number of medications given to students during school hours has increased ten-fold in the last five years. Add to this the number of students seen for first aid, minor illnesses and emergencies, and you can imagine how busy our health rooms have become. In order to service the students, the following are health room guidelines for parents:

- Students who are injured or become sick at school are a priority. However, schools are **not** clinics and cannot treat injuries and illnesses that don't occur at school. If your child becomes sick at home or is injured at home or at a sporting event outside of school hours, please do not ask the child to come to the school nurse for treatment.
- Please keep all emergency information up to date. When a sick child must be sent home, the telephone number of a responsible adult to contact is essential.
- Please let the school nurse know if there are any significant changes in your child's health.

Thank you for your help and support.

MISSION STATEMENT(S)

Central Bucks School District

The Central Bucks Schools will provide all students with the academic and problem solving skills essential for personal development, responsible citizenship, and life-long learning.

Mill Creek Elementary School

Mill Creek is dedicated to educating and developing the whole child within a positive learning environment that promotes Respect, Honor, and Responsibility.

Staff and students will honor the CREEKERS' Code!

C - Cooperation

R – Respect

E - Excellence

E - Effort

K - Kindness

E - Empathy

R - Responsibility

S - Support

ON-A-ROLL

The On-A-Roll Program was established to encourage and recognize individual students' efforts to improve his or her academic achievement. Any student in Grade 3-6 who, through his/her desire to improve, has successfully *raised* his or her level of performance within a given marking period, will be recognized at assemblies held after the 2nd and 4th marking periods.

PARENT CONFERENCES

Established Progress Reports conference dates coincide with the conclusion of the first and second trimester marking periods. Parents are encouraged to request a conference with the school faculty members whenever they have a concern about a student's progress.

PARTIES

There are three parties during the school year. They are Halloween, December Holidays, and End-of-the-Year. The HSA Head Homeroom Parent coordinates these parties with the classroom teacher. Supervision is coordinated by the teacher and Head Home Room Parent and limited to three (3) parents.

RECESS

Extra time is scheduled during lunch so that all children can have a recess period. The school believes that this time out-of-doors and away from the classroom atmosphere promotes learning. The school district's policy requires each child, when weather permits, to attend lunch recess, unless excused by a doctor. Your child should be dressed appropriately.

When indoor recess is necessary, the classroom teacher establishes appropriate plans. Radios, phones and gum chewing are not allowed during recess. Skateboards, in-line skates, and motor operated vehicles are also prohibited. The Mill Creek Staff provides appropriate supervision during recess.

PROGRESS REPORTS

Pupil progress is reported three times per year. Progress Reports are issued at the conclusion of the 1st, 2nd and 3rd trimester marking periods. Typically progress reports are available on the parent portal in December, March and mid - June. A comprehensive Portfolio Conference is held in the spring.

There may be questions that arise concerning your child's progress other than at regularly scheduled conferences. You are invited and encouraged to contact the teacher and make arrangements for a conference.

SCHOOL HOURS / STUDENT ARRIVAL TIME

- Students' Day.....8:35 to 3:15
- Kindergarten AM Session.....8:35 to 11:10
- Kindergarten PM Session.....12:40 to 3:15

Pupils will be admitted into the school building at 8:15 a.m. Since adequate supervision is **NOT PROVIDED** prior to 8:15 a.m., we urge you to plan for your child's home departure so that he/she will **NOT ARRIVE BEFORE** this time. In the interest of your child's safety, it is urgent that you control his/her arrival time.

SCHOOL PICTURES

School pictures are taken once a year. Parents are not required to purchase picture packages made available by the school photographer, but may do so if they wish. Advance notice is sent home. Picture retakes are available for those absent the day of picture taking. Retakes for other reasons may be arranged with the school photographer.

SPECIAL EDUCATION

The needs of exceptional students are provided for through a number of in-building and regional special education programs.

STANDARDIZED TESTING

In accordance with the recommendations of the professional staff, a district-wide testing program is conducted. It provides information about our students' learning strengths and weaknesses and the school curriculum. Standardized tests of academic achievement and aptitude will be given according to the following schedule:

Third Grade Pupils	Grade 3-Performance Assessment- Winter/Spring Central Bucks Problem Solving-Spring Pennsylvania System of School Assessment-PSSA Reading, Math – <i>April 20th – 30th</i>
Fourth Grade Pupils	Central Bucks Problem Solving-Spring Pennsylvania System of School Assessment-PSSA Reading, Math Science
Fifth Grade Pupils	Pennsylvania System of School Assessment-PSSA Reading, Math Writing
Sixth Grade Pupils	6 th Grade Performance Assessment- <i>January/February</i> Pennsylvania System of School Assessment-PSSA Reading, Math

Mill Creek Elementary School-Student Handbook

1. Informal screenings and inventories to determine reading placement, or other preliminary and tentative assessments for instructional purposes do not require parental permission and results are not normally reported to parents unless additional formal evaluations seem to be necessary.
2. Individual formal assessments for pupils not enrolled in special education programs require parental permission, and the principal generally requests this. Information that is collected in this process is confidential and is always reported to parents.
3. Your child's test results will be checked carefully and maintained in the school record as long as your child attends school in Central Bucks. No individual or agency outside of the school system will be permitted to inspect your child's school record without your written permission.

STUDENT EMERGENCY PAPERWORK

This is a very important item. Please complete on the Parent Portal promptly. Always keep your number and address up to date.

The appropriate school personnel should know custody arrangements. Should court dictated custody arrangements apply to your child, a copy of the current court order must be filed with your child's records. The school will endeavor to abide by court directives in its files. Verbal statements of custody will not be enforced.

STUDENT RECOGNITION

In addition to the On-A-Roll program covered under a separate heading in the student handbook, we attempt to acknowledge special achievements or effort. Awards are presented to the sixth grade during promotion exercises, recognizing academic achievement, citizenship, and improvement. Additional awards are presented at an Awards Assembly following our promotion exercises. Academic Awards are presented in accordance with the guidelines established by the agencies sponsoring these awards.

STUDENTS' RECORDS - ACCESS

As a parent you have the right to inspect, review, copy, and request correction of your child's school records. All requests for access to your child's education records are to be in writing and must include the following: Requester's name, correct address, and the reason for requesting access to the information.

Please note: Each parent will have access to the child's records unless the school district has received a copy of a court order, or similar legal document, which limits the access. This policy will prevail even if only one parent has custody of the child.

TARDINESS

Promptness to school is very important to us for two reasons:

1. A desirable punctuality pattern is formed.
2. Class work/assignments are often missed by students arriving late to class.

If a student is tardy, he/she must report to the office and be issued a "pass" to enter the classroom. Students are marked "late" if they report to school after 8:35 a.m. **Latenesses can accumulate to constitute an illegal absence.** (330 minutes of cumulative lateness will constitute an illegal absence).

TELEPHONES

Office and classroom phones are not available for student use except in an emergency.

Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency.

Each teacher has a direct dialed telephone number with voice mail. Teachers are prohibited from answering classroom telephones during the instructional day. Incoming calls to classrooms are automatically routed to voice mail between the hours of 8:35 and 3:30 PM.

TEXTBOOKS

The school furnishes books and other materials to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable depreciation is expected as a result of daily use. **UNREASONABLE DAMAGE TO TEXTBOOKS WILL RESULT IN A FINE.** Lost textbooks must be paid for and replaced immediately. The fines for these must be paid to the office at the time of damage or loss.

The desire to teach our children to be responsible for possessions and the high cost of textbooks necessitates that you encourage your child to take appropriate care of their school texts.

FRIDAY BLAST

Almost all notices are sent home in a Friday blast provided by the school. Please be sure to look for this e-mail weekly.

Key Friday Folder items are published on the Mill Creek web site under the heading Magic Messages, with the date, following the e-mail of the items.

TRANSPORTATION

Riding the bus is a privilege. Disruptive, defiant behavior will **not** be tolerated. Unacceptable behavior may result in the temporary suspension of bus privileges. The bus driver will report any infraction of rules to the principals. Parents will be notified in writing of such reports.

VALUABLES

Expensive toys must not be brought to school. The only exception is for special "Show N' Tell" activities. If a student brings any of these items to school they are subject to confiscation.

VISITORS

For the protection of your children, it is mandatory that **EVERY** visitor have their driver's license when coming to the school. **No parent is permitted to enter the school and walk the halls or go to a classroom without permission and a visitor pass from the office.** If you are bringing a lunch, textbook, sweater, etc., to your child, there is a table in the vestibule for you to leave the item with your child's name and classroom on it. We will e-mail the student's teacher for the purpose of the child coming down to the office at the teacher's convenience. On no occasion should a parent proceed to the classroom on his/her own. With your compliance, we will have **DIRECT** control over any adults seen in our building and will be able to better insure the safety of your child.

WEAPONS POLICY

The District will not tolerate any weapon in school, even when there is no actual or implied threat. This is the only way we can insure a safe and orderly climate for all students and staff members. Possession, use, or transfer of a firearm will result in expulsion from school.

Any knife, including Scout knives, penknives, and the other pocketknives, will be considered a weapon. In all cases, possessing a weapon in school will result in an immediate suspension for up to ten days; the police will be notified, and the student may be subject to arrest. Further disciplinary action may also include expulsion from school.

Weapon "look-alikes" are also threatening, as they are indistinguishable from the actual weapon. It follows that the same discipline procedure would be applicable.

IMPORTANT NOTE:

Occasionally, situations develop where a child is not to be released to certain persons. In all such cases, please furnish the school office and your child's teacher with a note explaining the specifics of your request.

We will respect and abide by **court** ordered instructions provided that:

1. We have a copy of it.
2. The order is issued by the court with jurisdiction.
3. The order is current.
4. The order is appropriately authorized.

More importantly, however, your child should know your instructions and with whom he or she is allowed, or not allowed, to go.