

MILLS SCHOOL

Parent / Student Handbook Supplement

2006-2007

OUR MISSION AT MILLS SCHOOL

The staff of Mills School is committed to providing our students with the best opportunities possible to help them learn and grow to be productive citizens of our community and the world.

1. Provide a safe and orderly learning environment.
2. Increase student achievement.
3. Develop student character.

MORNING ARRIVAL

Students are asked not to arrive before 8:25 a.m. Upon entering the school grounds students should proceed to the rear of the building and lineup on their homeroom number, which is located on the blacktop near the back of the building. During times of inclement weather students will be permitted to enter the gymnasium and wait along the wall at designated areas for each grade level.

The bell schedule is as follows:

8:25 a.m. Breakfast bell, all students eating breakfast will be escorted to the cafeteria through the southeast door. They will be dismissed directly to their homerooms after finished eating.

- 8:30 a.m. Homeroom teachers will pick-up their classes on the playground. K-3 homerooms will use the northeast doors to enter the building. 4-6 homerooms will enter the building from the southeast doors near the gymnasium.
Students arriving after 8:30 a.m. should use the southeast doors of the building and go to the cafeteria if they are having breakfast. Students not eating breakfast should enter from the northeast doors and go directly to their homerooms. Parents dropping off students in the morning should use the Putnam Street side of the building.
- 8:45 a.m. The tardy bell will ring, and all students should be in their homerooms. Any student still in the hall way, or arriving after 8:45 a.m. must report to the office for a tardy notice.

AFTERNOON DISMISSAL

1. Student riding busses will be called about 2:55 p.m. for dismissal following the afternoon announcements. Fourth, fifth and sixth graders will also begin leaving at this time. Kindergarten through third graders will be dismissed immediately following the dismissal bell.
2. Parents: PLEASE do not come to the office and sign your child out early unless it is an emergency. Instruction time is valuable and we don't want your child to miss instruction, or interrupt the entire class to call for your child unless absolutely necessary.
3. The dismissal bell rings at 3:00 p.m. All students walking, or being picked-up in a vehicle will be dismissed out the northeast end of the building and should WALK down the sidewalk toward the street for dismissal.
4. Adults picking up students should make prior arrangements for a place to meet their child in that area. Upper grades will be dismissed first, and a student may wait outside for a younger sibling.
5. Once dismissed, all students are to leave the school property immediately and proceed home. Unless they are being supervised for a club activity, or detention all students should be off the school premises by 3:10 p.m.

VEHICLE TRANSPORTATION BEFORE AND AFTER SCHOOL

SAFETY is of utmost importance to our parents, staff, and students. Please be advised of the following procedures when dropping off students:

1. The front driveway should NOT be used by parents to drop off, or pick up students before or after school.
2. The driveway in front of the building should be used for busses ONLY when picking up students. Cars may use the driveway to quickly drop off students in

the morning during a hard rain, but at no time can it be used after school since we park busses in the driveway.

3. People need to follow traffic rules on the street by not parking on the yellow curbs, or blocking the flow of traffic. Busses need space to make the turns in and out of the front driveway and at the street corners.
4. Be a defensive driver. Always drive slowly and look carefully for students as they cross the street and leave the school grounds.

VISITORS

Parents and visitors are always welcome in our school. However, they must enter through the main doors in the front of the building and proceed to the office to sign in. A visitor's badge must be worn while in the building. Upon exiting, the badge must be returned to the office and the visitor must sign-out. All staff members are asked to look for this badge and to send visitors to the office who do not have one.

LUNCH WITH PARENTS

A parent or guardian may take their child out for lunch during the scheduled lunch/recess period. These times vary with each grade level. Please check with the school office to determine the time that your child eats lunch or has a recess period. If your child is being picked up for lunch you must sign them out in the office prior to leaving. Students who leave for lunch must return and sign back in prior to the end of their scheduled lunch/recess time (usually 60 minutes).

CAFETERIA RULES

1. ENTERING THE CAFETERIA: As soon as a student enters the doors to the cafeteria they are to observe QUIET TIME in line and at the tables until they are given the "all clear" signal.
2. EATING LUNCH: Each student is given a sufficient time to eat lunch and is always expected to follow proper table manners.
3. PACKED LUNCHES: Students may pack their lunch and are to sit at a specific table designated for packers. Glass bottles or containers should not be included in packed lunches. Also, the cafeteria does not provide spoons, napkins, etc. for students who pack lunch. They may purchase milk, or it will be provided for them if they are on the "free lunch" program.
4. QUIET TIME: There will be five minutes of silence before dismissal of students so that there may be an orderly dumping of trays and lining up of students who are returning to their classrooms or proceeding to the playground for recess.
5. INAPPROPRIATE BEHAVIORS: During the course of the lunch period students choosing to display continual inappropriate behaviors will be directed to sit at a

time-out area away from their peers. If persistent misbehavior continues further action will be taken.

PLAYGROUND RULES

1. All students are expected to be either outside for recess or in remediation and enrichment activities supervised by a staff member.
2. Students may not bring playground equipment/articles to school without teacher permission. No walkman radios, electronic games, trading cards, or other items not permitted in the regular Student Handbook should be used during recess.
3. Students are to keep their hands, feet and hurtful comments to themselves at all times. There is to be no pulling or grabbing of jackets or physical contact by means of a student's arms or legs.
4. No rough football or other games that require hard physical contact are permitted.
5. No profanity, name calling, or fighting.
6. Students may not leave the playground without permission from the teacher on duty.
7. Safety is the main priority and everyone must show consideration and respect for their fellow schoolmates.
8. **CONSEQUENCES:** If a student chooses to break any of the above rules, they may lose the remainder of their recess time and be asked to stand on their homeroom line or along the wall. In extreme cases of misbehavior, students may be sent to the office, or a Disciplinary Notice may be issued.

FORMS OF DISCIPLINARY ACTION / CONSEQUENCES

1. Discussion, reprimand, and warning
2. Loss of certain privileges
3. Loss of recess time (detention served in cafeteria)
4. Time out in a designated area
5. Parental contact through the mail, or by phone
6. Parent conference
7. Complete a behavior plan assignment
8. Community service in the school appropriate to the offense
9. After-school detention
10. In-school suspension
11. Emergency removal from school

- 12.Suspension from school
- 13.Juvenile Court Initiative and Intervention
- 14.File formal charges with the court for unruly behavior, etc.
- 15.Expulsion from school

SUPPLEMENTARY ACADEMIC AWARDS

B.U.G. Award:

Starting with the second grading period, a student may be eligible for the “Bringing Up Grades” certificate if the following criteria are met: At least one subject has been raised from the previous quarter, and no grades have gone down.

P.A.L. Award:

Students in grades K-3 are eligible for this award for each grading period. They are selected by their teacher and must demonstrate the following qualities: Pay attention, always tries hand, and Listens carefully.

POSITIVE PROGRAMS AND ACTIVITIES AT MILLS

Pillar Student of the Month

Student Council

Student Volunteers

Peer Tutoring program

Cafeteria helpers

Perfect Attendance Homeroom Contest

Intramurals for students in grades 4-6

Weekly drawing for students earning Top Quality Tokens

OTHER ANNUAL ACTIVITIES

Open House during the first weeks of school

Fire Prevention Week

Fall Picture Day

Canned Food Drive

Holiday Music Program in December

Black History Month activities

100th Day Activities

Ohio Proficiency Testing in March

Parent Conferences in the Fall and Spring

Olympic Day in the Spring

Educational Field Trips and Assemblies

D.A.R.E. Program
Right to Read Week Activities

BUILDING-WIDE STUDENT INCENTIVES / AND RECOGNITION

DAILY

Birthdays: Students will be called over the P.A. system on their birthday and receive a pencils and a birthday sticker to wear all day.

Individual Achievements (100 Book Club, Spelling Champ, etc.): Students will be recognized over the P.A. system.

WEEKLY

Top Quality Token Drawing: Students may earn TQ token slips during the week for Top Quality behavior. Each week names are drawn and announced during lunch. They receive pencils, erasers snacks, and other small items.

MONTHLY

Pillar Students of the Month: Homeroom teachers will select a students who has demonstrated outstanding character traits during the month. Their names will be announced over the P.A. system and on cable TV, their names and pictures will be displayed in the front hallway, and they will receive pencils or other items from the principal.

QUARTERLY

At the end of each quarter students in each grade level are assembled in the gym and recognized for outstanding academic achievement, character, and attendance. Areas of recognition are:

Achievement, Merit and Honor Awards

BUG Award

PAL Award

Perfect Attendance

Monthly Pillar Students

(Also, students with perfect attendance, or who were selected as Pillar Students will participate in a special activity or field trip at the end of each quarter.)

MILLS SCHOOL RULES

The District-wide Student Handbook contains many rules and regulations for students and parents. At Mills we want to break down the rules into a few simple things to remember. Using each of the six Pillars of Character Counts, six rules have been written that should be followed at all times

through out the building. They will be considered the “Mills School Rules” and students will see them displayed in each classroom and the hallways.

1. **BE RESPECTFUL**
I will keep my hands, feet, and hurtful words to myself.
2. **BE RESPONSIBLE**
I will follow directions and do my best to complete assignments.
3. **BE CARING**
I will be kind to everyone and help others when able.
4. **BE TRUSTWORTHY**
I will always tell the truth and leave other people’s things alone.
5. **BE FAIR**
I will follow the rules, take turns, and play fair with others.
6. **BE A GOOD CITIZEN**
I will walk quietly in the halls, and use an inside voice when permitted to talk in the school.