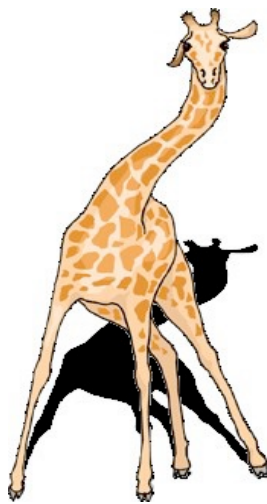


Student Handbook

MILL STREAM ELEMENTARY SCHOOL

Sticking our Necks Out



For Kids

Terry Atwood, Principal
MILL STREAM ELEMENTARY SCHOOL
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Mill Stream Elementary School

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Terry Atwood, Principal

For Parents and Students 2017-2018

MSES Vision Statement

The students, staff and administrators are responsible, respectful engaged life-long learners who support each other in a collaborative effort. Community members are welcomed participants in our learning environment.

Sticking Our Necks Out For Kids

The staff at Mill Stream Elementary School welcomes all of our returning and new students to our school. We hold high expectations and standards for all students. We promise to explore every avenue so that all students will experience success and achievement academically, socially, and emotionally in a safe and secure environment. Kids will always come first at Mill Stream Elementary School, and we are committed to "Sticking Our Necks Out For Kids."

Terry Atwood, Principal

MSAD #54 Philosophies

We, the Board of Directors of MSAD #54, believe that the education of our children is the responsibility of parents, teachers, and community. We believe that the purpose of education is to encourage the educational growth of each child to achieve his/her social, cultural, physical, and intellectual potential now and in the future. It is our aim to encourage all children to learn by example, direct teaching, and participation so that they will develop the self-respect and confidence that a good education brings.

We support the practices of democratic tradition in our schools in order to acquire an awareness and appreciation for the rights and privileges of all citizens guaranteed by our form of government. We believe that principles of this philosophy should begin at an early age so that each child can be helped to meet the needs of his/her individual growth.

OUR BELIEFS

As a team of professionals “Sticking Our Necks Out For Kids”, the Mill Stream Elementary School staff believes that...

- All students will read at grade level by the end of grade 3.
- All students will learn to their full potential but not always at the same rate or in the same way.
- Learning something well is more important than the amount of time needed to learn it.
- Success builds character and self-respect, and this success contributes to further success.
- Students can learn to take responsibility for their own actions and learning and can make good decisions.
- Every student has worth and deserves respect.
- Educators should be reflective, life-long learners.
- We should all work cooperatively and collaboratively toward student proficiency of the Common Core State Standards.
- We honor one another as professionals and respect individuality.
- It is the responsibility of all staff members to educate each and all students.
- Clear standards and high expectations are important for all students and staff.
- Children learn best when parents and educators work together to meet each child’s needs.
- Communication and a supportive relationship between educators and parents are important.
- Information parents provide about their child is vital and helpful.
- It is the responsibility of the entire community to educate a child.
- Our schools and community share the responsibility for the conditions that ensure student success.
- Open and accurate community-wide communication is critical to effective education.
- Our schools benefit from the diverse human resources that emerge within the school and community.

RIGHTS & RESPONSIBILITIES

Parental Responsibilities

- 1) Parents are encouraged to initiate contact with their child’s teacher(s) with any concerns that may arise.
- 2) Parents are urged to share with us any information that will enable us to offer your child the best education possible.
- 3) Parents can be supportive of their children’s formal education by showing interest in their child’s school day. Talk to them about what they did in school, go over any papers they bring home, ask them about their writing and what books they are reading at school.
- 4) Parents should help students be responsible for all books and equipment they use. The parent or child will be expected to pay for any lost or damaged books or equipment.
- 5) Please help us with the safety of your child coming and going from school.
- 6) **Please provide any change of address, phone number, guardianship or other pertinent information in a timely fashion to the school office.**
- 7) **Call the office in the morning if your child is going to be absent. Write a note if your child is changing their normal going home plans.**

AFFIRMATIVE ACTION

It is the policy of the school district to insure equal employment and educational opportunities regardless of race, sex, color, national origin, marital status, religion, age, or handicap in accordance with federal and state legislation relative to discrimination. The United States Department of Education Office for Civil Rights contact information is:

33 Arch Street, Suite 900 Boston, MA 02110-1491 617-289-0111

ATTENDANCE AND ABSENCES

A child must be five years old on or before October 15 to be eligible for Kindergarten. The State of Maine requires that school be in session for at least 175 student days. Please call the school office (634-3121) in the morning if your child is going to be absent or arriving late. Attendance is taken daily and notices of unexcused absences are sent via the automated alert system. (Unexcused absences are absences which take place with no explanation from parent/guardian.) Letters from the school will be sent out to any student who has unexcused absences or excessive tardiness or absences in general. Copies of these letters are kept in student cumulative file. Questions or concerns regarding these letters should be directed to the principal of Mill Stream Elementary School. Please contact the school regarding absences or tardiness.

BEHAVIOR

School behavior rules are set for two reasons; safety for all and to insure an environment conducive to learning. We cannot permit anyone to interfere with these two basic rights. Students should be well-behaved in school and comply with all policies and regulations. They should respect and obey all persons in authority and be ready to accept the consequences for their own actions. When breaches of discipline occur, professional personnel are authorized to use reasonable and appropriate means to correct it. As a last resort, suspension may be administered by the building principal. The student is accorded all due process rights when an act necessitates suspension. At Mill Stream we have adopted *The Mill Stream Elementary School Ways* to guide our children and promote pro-social social behaviors that our school community lives by. Mill Stream Elementary School students:

- Are respectful of people and property
- Practice courtesy at all times
- Come to class on time and prepared to learn
- Solve conflicts appropriately

Please review the Mill Stream Elementary Ways on our school website or when they come home with the first day papers.

BICYCLES

Students should park their bicycles in the racks provided as soon as they arrive at school. Bikes should be locked at all times when parked at the school. The school cannot assume responsibility for bicycles. No bicycle riding is permitted after your child arrives at school until school is dismissed at the close of the school day. Students are not to ride their bicycles on the walkers' path on the playground or in the bus circle at the rear of the building. Safe riding rules for bicycles should be followed at all times

BOMB THREAT PROCEDURES

Adopted: July 1, 2004 MSAD #54 policy File: EBCC

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action. In the event of a school evacuation, district school buses will transport all students to the high school in Skowhegan to continue with the educational process.

BOOK CLUBS

The handling of cash at school poses a number of problems. In order to avoid these problems, we do not accept cash as a means of payment for book clubs. Money orders and checks are acceptable if they are made payable **DIRECTLY** to the book company and not to the school. Thank you for your cooperation and understanding.

BUSING/TRANSPORTATION

Transportation is provided to all students **except for students in grades 2 – 12 if living within a mile from the school**. Bus routes are determined by the Business Administrator. Any change from the child's normal destination requires a written note or phone call from the parent and may be possible only if the bus travels that route and there is room on the bus. Students must have one basic pick-up and drop-off location.

For parents who provide transportation, students should not arrive at school until **7:50 am** and should be picked up no later than 2:15 pm. If your child requires an early release, please be mindful that the end of the school day is hectic and an extremely difficult time to get kids out of class. Please call at least one-hour prior to the early release time. **We cannot make changes after 1:30 pm.**

CUSTODY/PARENT RIGHTS

Both parents have the right to review the educational records of the child, regardless of custody, unless there is a court document which specifically denies this or parental rights altogether. Both parents may pick up the child from school, visit the classroom, etc. unless there is a court document which bans access by one parent or gives one parent full custody. Thus, the school may not honor the request of one parent to block access of the other unless there is a supporting court document.

A copy of the applicable section of the court document, which limits access to one parent or awards full custody, should be kept in the child's school record file. If a parent can document that he/she has full custody, the school will honor his/her wishes regarding the non-custodial parent's access to the child. It is the responsibility of the non-custodial parent to inform the school of his/her name, address, and phone number if he/she wishes to be consulted regarding the student through a mailing list. A court order can negate this right.

DETENTION

Students who require after-school detention can only be detained when the parent/guardian has been notified, either by phone or by note. A phone call allows for detention on the day of the unacceptable occurrence. A note, signed by the parent, and returned the next day, allows the student to do detention on the day after the incident occurred. The parent or guardian is responsible for transportation home after the detention. This is also a perfect opportunity to speak with the teacher.

DRESSING FOR SCHOOL

It is expected that students, with their parents'/guardians' guidance, will use good judgment when dressing for school. Students' attire should be appropriate and functional. Clothing deemed inappropriate includes, but is not limited to the following items:

- Cut-off shorts
- **Shorts (must reach the end of the child's finger tips when he/she rests their hands on their upper leg) and sandals may be worn prior to November 1st and after April vacation.**
- Hats, head scarves, hoods and bandanas **may not** be worn in-doors.
- Open sided tank tops or open back garments
- Tops with thin ("spaghetti") straps or tops that show the belly
- Heavy chains worn around the neck or on wallets
- Spike necklaces
- Tees, tops, or other articles which contain references to alcoholic beverages, drugs, tobacco products, or contain suggestive or offensive language.
- Pajamas are not to be worn to MSES (except for teacher planned pajama days)
- Skirts may be worn with the same rule for shorts. The hem must fall at fingertips when students' arms are extended downward at their sides.
- **No student should have any part of their undergarments in view at any time.**

Students will be required to replace an inappropriate shirt or turn the shirt inside out if it is worn. Parents or guardians may be called. During the winter months, parents should make certain that their children are dressed properly since they are expected to be outside during recess. Students are outside if the temperature is at least 10degrees ABOVE zero including factors such as the, wind chill, The condition of the playground is also considered before a decision for outside recess is made. We recommend that the students be dressed to cope with the elements. **Any child not dressed well enough to go out to recess should remain at home unless we have a communication from the child's physician recommending that he/she remain inside.**

ELECTRONIC DEVICES

MP3s, I-Pods and other electronic devices to include gaming must remain at home. They do not serve an educational purpose and may interrupt the flow of a classroom's direction and learning. **Cell phones may be left, disabled, in backpacks for use off of school property. Cell phones will be confiscated and held in the office for parental/guardian pick up authorization. We will call home for authorization. This includes texting to/from any individual. All communication for students must go through the office 634-3121. This way we are aware of all instructions from you regarding your child.**

If the classroom teacher allows, I-Pads or Kindle's may be used as reading material. They are allowed for that purpose only. They are not to be used outside of the instructional period as directed by the teacher.

EXCUSED FROM SCHOOL ACTIVITIES

If your child is to be excused for medical reasons from any class activity, including physical education, the school requires a written statement from a doctor. When your child is physically able to resume class activities, a similar statement is required. Students must have a doctor's note clearing them for activity BEFORE they return to normal activities.

FIRE, LOCKDOWN & EVACUATION DRILLS

Fire Drills are held periodically during the year (at least ten) to insure speed and efficiency in getting your child to his/her assigned place of safety. Lockdown and Evacuation Drills will take place periodically at the discretion of the school principal according to district regulations. All students are briefed on what these drills are and how to do them properly.

FOOD PROGRAM

We offer free nutritious meals in compliance with federal guidelines. **The lunch and breakfast for ALL students is FREE!** Extra milks or students purchasing milks to go with lunch will pay an a la carte price of \$0.60. All meals include (1) one milk. Additional milks 60 cents. If your child prefers cold lunch and wants a milk free of cost, they must choose a milk, a fruit and one other item. The GREEN form provided regarding lunch MUST be completed this year in order to receive the free lunch benefit for our school.

Money is collected daily or weekly and placed in each student's account. Students have photo ID cards which are used for charging milks. All ID's look the same. When a student has a delinquent account of \$6.00 or higher, you will be notified by the central office and the child will be served a sandwich and milk until you can make arrangement for payment.

****Milks for cold lunch will be considered al-a-carte at 60 cents per milk.**

GUM

Students must not bring gum to school. We cannot allow students to chew gum. The careless disposal of gum in drinking fountains, on furniture, floors, and on school supplies presents sanitation and cleaning issues as well as costly repair bills. During NECAP or other standardized testing our school will provide and monitor chewing gum. Otherwise, students are restricted from chewing gum.

HARASSMENT OF STUDENTS

Harassments of students because of race, color, sex, religion, ancestry or national origin, or disability is prohibited. Such conduct is a violation of Board policy and may constitute illegal discrimination under state and federal laws.

Harassment includes, but is not limited to, verbal abuse based on race, color, sex, religion, ancestry or national origin, or disability. Harassment that rises to the level of physical assault, battery and/or abuse is also addressed in the Board policy JICIA- Weapons, Violence and School Safety.

HARASSMENT (SEXUAL)

Sexual Harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors or pressure to engage in sexual activity, physical contact of a sexual nature, gestures, comments, or other physical, written or verbal conduct that is gender-based. School employees, fellow students, volunteers and visitors to the school, and other persons with whom students may interact in order to pursue school activities are required to refrain from such conduct.

HOMELESS EDUCATION RIGHTS

MCKINNEY-VENTO HOMELESS EDUCATIONAL RIGHTS

IF YOU AND YOUR FAMILY LIVE IN ANY OF THE FOLLOWING SITUATIONS:

- In a Shelter
- In a motel or campground due to the lack of an alternative adequate accommodation
- In a car, park abandoned building or bus train station
- Doubled up with other people due to the loss of housing or economic hardship

You may qualify for certain rights and protections under the federal McKinney-Vento Act.

Eligible students have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference and is feasible.
 - If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to the students' needs.

If you believe you may be eligible, contact the local liaison to find out what services and supports may be available.

If you need further assistance with your educational needs, contact:

Local Liaison(s):

- Dan Hylan – Skowhegan Area High School 474-5511
- Ann Belanger or Erica Thompson – Special Services Dept. 474-7424

IMMUNIZATION REQUIREMENTS

All students attending schools, grades K-12, must meet minimum immunization standards as required by state law or be covered by exemptions. Immunization dates should be presented at time of registration or parents/guardians should arrange to have this information faxed to the school prior to registration, marked "attention school nurse". Our fax number is 634-4294

Minimum requirements as stipulated by Maine State Law:

5 doses DPT	diphtheria, pertussis, tetanus
4 doses DPT	if fourth dose administered on or after 4th birthday
4 doses IPV	polio vaccine
3 doses IPV	if third dose administered on or after 4th birthday
2 doses MMR	measles, mumps, rubella for all students grades K-8
1 dose Varicella	required for all children. A booster shot is required if the original vaccine was administered after age 12.

INVITATIONS (Student Party)

If your son or daughter is having a birthday party or some other social gathering, please do not have the child issue invitations at school unless everyone in the class is to be invited. At this age, children can be so easily hurt if they feel "left out". Invitations given to only a few students should be issued from home, **not at school**.

LANGUAGE & GESTURES

Profanity and/or obscene gestures used to cause a disturbance or offensive to those within sight or hearing range or clearly disrespectful to other students, teacher, administrators, or school employees, will not be allowed. With repeated offenders, the principal will arrange for a conference that will include the student offender, the offended party, and the administrator. After determining the nature of the incident, the administration will take the disciplinary action deemed necessary. We expect **respect** of others from all staff and students.

LUNCH & RECESS TIMES:

	<u>Kindergarten</u>	<u>Grades 1-2</u>	<u>Grade 3-4</u>	<u>Grades 5-6</u>
<u>Lunch</u>	10:50-11:15	11:25-11:50	12:00-12:25	12:25-12:50
<u>Recess</u>	11:15-11:40	11:50-12:15	12:25-12:50	12:50-1:25

MEDICATION

Medications will be given at school only when it is absolutely necessary and meets all of the following criteria:

1. Medication is part of a Doctor-established medical plan of care. This applies to aspirin and cough syrups.
2. It has been determined that there is no other way to give medication.
3. The need is based on an acute/long term health problem.
4. The medication must be taken on a schedule that cannot be adjusted to outside school hours. (i.e., three times a day medications can be given before school, after school, and at bedtime.)

Medication is only to be given by school personnel with written permission from the parent **and** a written order from the licensed physician. A medication must always be properly labeled to include student's name, name of drug, and dosage. No other medication will be accepted in any container but the original prescription bottle. The parent will be notified if the medication cannot be given. Prescription Medications should be delivered to school by parents/guardians whenever possible; however, if this is not possible, parents need to send medications in a properly labeled bottle with student's name, name of drug to be given, and dosage. No more than a five (5) day supply of medication may be transported by a student. Controlled substances (i.e., Tylenol with codeine, Ritalin, etc...) must be delivered to school by a parent/guardian.

ANY over the counter medication including cough drops MUST be accompanied by a doctor's note and be labelled with child's name, dosage, and name of drug and be in its original container

NURSE

Our school nurse is exceptionally busy. During some of her time, she conducts hearing and vision screenings and rechecks. When the determination has been made that there is a concern, parents are notified. A school nurse is on staff 2 days per week. Mondays and Thursdays the nurse will be on duty. Our capable office staff performs routine medical duties on the other 3 days of the week.

PARENTAL CONCERNS

From time to time parents may have concerns that require attention. The following procedure should be followed:

- 1- Meet with your child's teacher and to discuss your concern.
- 2- If your concern has not been resolved to your satisfaction, make an appointment to discuss it with the principal.

PARKING

When dropping off or picking up your child, please use the traffic circle to do the following:

- ...pull up, stop and student(s) ONLY exit(s) the vehicle and enters the playground or building
- ...drive away from the traffic circle either via the exit or into the visitor parking area.
- ...pull up, stop and student enters the vehicle
- ...pull away and exit the traffic circle after picking up your child, carefully avoiding other pedestrians.

****NO PARKING is allowed for ANY period of time in the traffic circle.** No vehicle except emergency vehicles may be left unattended for any period of time. We have designated parking for visitors in the main parking lot right next to the traffic circle. Please park your vehicle in that area when escorting your child to or from school.

****PARKING SAFETY CONCERNS** include vehicles parked in the traffic circle on BOTH SIDES at any time. Vision is obscured making it unsafe for students, staff or visitors to cross into the parking lot or to a waiting vehicle. We MUST insist that everyone follow this rule. We understand this means you may be forced to park on the street. At Mill Stream Elementary, STUDENT/STAFF SAFETY comes first. Please help make sure everyone is safe by following these rules.

PLACEMENT, CLASSROOM

The placement of students in classrooms is an incredibly time-consuming and complex process involving classroom teachers, specialists, parents, and the principal. Parents are invited to share information on specific needs (such as learning style) which will guide us in completing this process. **Please do not request specific teachers and please remember that the best classrooms are heterogeneously mixed.** We must continue to find a balance between individual needs and the whole classroom makeup. With this in mind, we will try diligently to place your child in the appropriate classroom setting to assure his/her learning.

The time frame for all placement is during the month of April **ONLY**. We cannot honor requests after that time.

RESPONSE TO INTERVENTION TEAM (RTI)

The Response to Intervention Team (RTI) is designed to help students who are experiencing academic, social, or emotional difficulties. The RTI can involve the parent(s) or guardian(s), classroom teachers, school counselor, nurse, special education teachers, special intervention services and principal or designee. Referrals are accepted from staff members and parents. The team reviews the student's situation and brainstorms intervention strategies. Support for the student and staff members continues until the situation is resolved or special education referrals commence. The RTI sometimes serves as a prelude to a Special Education referral.

SCHOOL COUNSELOR

The school counselor services in MSAD 54 are for all students. This program recognizes each student as a unique individual with particular needs. The focus is on assisting students in dealing with human relations, societal values, decision-making skills, and personal development. The elementary Guidance Counselor gives assistance to students and to classroom teachers by providing the following services:

1. Consultation with teachers, parents, and administrators regarding an individual student's program.
2. Small group counseling to assist students in functioning their best in the school environment.
3. Classroom presentations focusing on social, emotional, and academic development.

SCHOOL CLOSINGS

For school cancellations or delays, an announcement will be made on the following radio and television stations. Radio Stations are: WTOS, WQMR, WSKW-Skowhegan, 92 Moose, WABK-Gardiner, WKTJ- Farmington. The following Television Stations are: Bangor channels 2 and 5, Portland channels 6, 8, and 13. Unscheduled closings due to equipment failure or the like may also occur. Your help in listening for those announcements (rather than calling the school office) will be deeply appreciated. **Any extra-curricular events which have been scheduled on these days will automatically be cancelled.**

SCHOOL DELAYS

The procedure for announcing one hour or two hour delays would be the same as for closing school for the day or an early dismissal. Announcements are made on the same TV and Radio Stations as usual. Buses and start times will be one hour or two hours later than normal. We believe that this approach will be helpful in causing less disruption for parents than an all day closing on days where the extra time will allow for safe transport to school. Decisions to hold school or not are made for safety reasons. We realize that weather and road conditions vary widely around the district. You, as parents or guardians, are the best decision-makers regarding road conditions where you live.

SCHOOL SCHEDULE, DAILY

Classes are in session from 8:15 AM to 2:15 PM. Breakfast is served in classrooms at 8:00 a.m. Students enter the building at 8:00 a.m.

Supervision starts at 7:35 AM for **bus students**; all other students should arrive no earlier than 7:50 AM. Breakfast will be delivered to classrooms at 8:00 a.m. free of charge. Students are released at 2:15 PM and should be picked up at that time. For bus students, supervision ends when students board the bus.

SECTION 504

A person is disabled under Section 504 if the person has a physical or mental impairment that substantially limits one or more major life activities; including learning, walking, talking, seeing, hearing, and other such functions. Although similar in ways to a special education identification protocol, the status of a student as qualifying for Section 504 services are determined through an evaluation process that can involve parents, classroom teachers, special services, school counselor, school nurse, and the school principal or designee. Parent concerns regarding Section 504 eligibility, compliance and review should be directed to the principal.

SECURITY

The school discourages students from bringing expensive items to school. The school cannot assume responsibility for damage or the loss of such items. Students who do bring expensive items to school do so at their own risk. Students are not allowed to sell their personal items in school, on school grounds, or on the bus.

Our schools are always locked. You must press the call button on the pad on the brick wall to the **LEFT** of the entry doors at the front of the building. The **FIRST** door will unlock after identifying yourself to the office staff. The doors have been marked for reference. Once inside, please proceed immediately to the office located to your right. You must get a visitors' badge to enter the building. All staff and students are trained to stop and re-direct anyone without a badge to the office.

Thank you in advance for your cooperation and assistance in making our school as safe as possible.

SPECIAL EDUCATION

Special education is defined by federal law as a program of specially designed instruction which meets the unique needs of a child with a disability. This may include instruction in a self-contained resource room or in a regular classroom. Children who qualify for special education are also eligible for related services (speech-language pathology, audiology, physical and occupational therapy, and adaptive physical education) that are considered necessary for the child to benefit from special education. Special education is designed to ensure that all children with disabilities have access to a free, appropriate education, have an individualized education program (IEP), receive services in the least restrictive environment, and be afforded due process.

STUDENT RECORDS (FERPA)

The school attempts to maintain accurate, updated records on all students. As a parent, you have the right to:

1. Receive, upon request educational records kept on your child.
2. Inspect and review any of your child's records.
3. Receive copies of the records for a minimal duplication cost.
4. Have someone in your child's school explain or interpret any item in your child's record that you do not understand.
5. Have a person of your choosing inspect and review the records in your presence.
6. Ask for an amendment of any record on the grounds that it is inaccurate, misleading, or violates privacy acts.
7. Request an administrative review on the issue if the school refuses to make an amendment.

TELEPHONE (SCHOOL)

Due to the limited phone lines, we cannot allow students to call for homework, books, gym equipment, musical instruments, after school sports events or equipment or to make social arrangements with friends. With 350+ students, our lines will be tied up for school business, emergencies or for receiving important calls. Cell phone use is prohibited while at the school and on buses. (This includes texting.)

Arrangements to have your child go to a different location after school should be made in advance. (Preferably by writing a note and sending it with your child to school in the a.m.) We can only allow your child to go elsewhere with a signed note or phone call made by the parent(s) or guardian. To preserve the sanctity of classroom instruction, staff phone calls cannot always be transferred, but we will gladly take messages. E-mailing is always an option. Go to our website... www.msad54.org/millstream and click on the directory and then click on your child's teacher e-mail to send a message. If you do this the night before, messages are often received efficiently.

Remember, your child's security depends on our ability to KNOW where they should be during their school day which includes busing and rides to and from school. Our information is only as good as what you provide to us via notes, e-mails or telephone calls.

TRANSPORTATION/SAFETY

The safety of your child on the way to and from school is a concern to all of us. Parents/guardians who drive their children to and from school should reduce speed when entering the school grounds. Regulations pertaining to local traffic and parking patterns should always be observed. **If you must leave your car for any reason, please do not park around the drop-off circle. We have reserved parking spaces in the parking lot for such occasions.**

Please do not offer to drive the neighbor's children home when you are picking up your own child. It is a very friendly and neighborly gesture, but it conflicts with our responsibilities and is not allowed without a note from parent/guardian. You are requested to inform your child of the route you wish them to walk to and from school and to urge them to observe pedestrian and traffic safety precautions.

VISITORS

Parent/guardian and other adults need to report to the office to sign in and obtain a visitors pass before visiting classes or talking to any child. Please stop and sign out upon departure and leave your badge with the office staff.

VOLUNTEERS

Volunteers are an important part of our school. A letter is sent home asking people to sign up as classroom helpers, to help with clerical work, to share a special talent, or interest, etc. If you are interested in volunteering, please contact your child's teacher. We need your help in offering the best programs we can to our students. Volunteers must complete a yearly background check form authorizing us to do a background check. Once you have expressed interest, you will receive a form to complete and return to the School Office. We hope that you will participate! Volunteers are much needed and greatly appreciated here at Mill Stream Elementary School.

WEAPONS, VIOLENCE & SCHOOL SAFETY

The School Board believes that students and staff are entitled to learn and work in a school environment free of violence, threats, and disruptive behavior. Students are expected to conduct themselves with respect for others and in accordance with Board Policies, school rules, reasonable unwritten behavior expectations, and applicable state and federal laws.

Use of any object, although not necessarily designed to be a weapon, that can inflict bodily harm and/or to threaten, intimidate, coerce, or harass another person is prohibited. Examples of such articles include, but are not limited to, bats, metal belts or chains, picks, objects capable of ignition (e.g., matches, lighter), files, tools of any sort and replicas of weapons (including toys).

School staff members are required to immediately report incidents of prohibited conduct by students to the building administrator for investigation and appropriate action.