



Parent Handbook

Mill Creek Elementary

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Motivating Learners Creating Excellence

Whether your child is returning to Mill Creek, entering kindergarten, or transferring from another school, we are sure you will have many questions. We hope this handbook will take some of the mystery out of your involvement with Mill Creek Elementary School. General information about school policies, procedures, and programs is provided. A separate publication with information about curriculum, instruction, and classroom policies/procedures is distributed at Back-to-School Night each fall. Staff members and parents on the School Site Council participated in the process of providing input for and editing this handbook.

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ABOUT MILL CREEK

Mill Creek Elementary first opened its doors in the fall of 1978 and was named by a student who used the Mill Creek Streamway as a basis for her idea. Our school motto, Learning Today, Leading Tomorrow, has proved a lasting tribute for all who have attended Mill Creek. Our school mission is: Motivating Learners; Creating Excellence

A neighborhood school serving students from the cities of Lenexa and Shawnee, Mill Creek is located in a residential area. The parents of our students come from a variety of vocational areas and many tend to be in the areas of management, sales, professional and blue collar.

Mill Creek is special because of its dedicated staff, parents and students all working toward a common goal: quality education. The school colors are red and blue. We have a school song, a school chant, and a school flag. Our mascot is the mustang. Spirit days are planned and announced by the Mill Creek Student Council.

The school's general enrollment is between 350 and 400 students, including kindergarten through 6th grade.

The Mill Creek staff, parents and students are proud of the following special recognitions the school has received. Mill Creek was recognized as a No Child Left Behind Blue Ribbon School in 2003. Also in 2005, the school received a grant from the Mockingbird Foundation to purchase and implement a guitar program. In October 2006, Mill Creek received the *Parent Involvement Schools of Excellence Award*. Because of the outstanding parent involvement, we were honored by the National PTA to receive this special award. In 2009, 5th Grade teacher Crystal Williamson received the FOX 4 Chrystal Apple Award. Our students have continued to perform at the highest level on the state assessments in math and reading. Mill Creek has received the Standard of Excellence in each tested area 21 consecutive times.

AFTER SCHOOL CHILD CARE PROGRAM

An after-school child care program run by the Johnson County Parks and Recreation District is located in the Mill Creek Cafeteria. Please use the front circle drive for drop-off. They serve Mill Creek students in grades K - 6, 7:00 a.m. - 8:00 a.m. and 3:00 p.m. until 6:00 p.m. If you have questions about this program, call Connie Lawson at Johnson County Parks and Recreation District at 913-236-1219 or the program director at Mill Creek at 599-5785.

ANIMALS ON SCHOOL PROPERTY

Teachers are encouraged to pursue the study of life sciences through the possession and observation of living organisms, but precautions must be taken to protect children from animals that bite or scratch and to protect children who have allergic reactions to animals. Parents are requested to consult with the teacher before bringing animals to the classroom. If the teacher approves of the animal in the classroom, students are to have the animals caged or on a leash, and they should be accompanied by a parent who can take the animals home immediately after sharing.

During Drop-off and Pick-up, we ask that you leave any animals at home or in your car.

ART

Each student receives art instruction with the art teacher one hour each week. The art curriculum focuses on four domains of the visual arts which include art history, art criticism, aesthetics, and art production.

Student artwork is on display in the Art Room, in the hallway by the art room, and in the display cases adjacent to the office. Art also is displayed throughout the building during the Open House and Arts Festival each spring.

ATTENDANCE

Please be aware of the new attendance guidelines put in place by the district.

All students enrolled in the Shawnee Mission School District shall be required to attend school on a regular basis to provide students the opportunity to be successful. Daily attendance records shall be maintained for each student. Absences are at times unavoidable due to illness or family concerns. The Shawnee Mission K-12 guidelines represent an effort to be fair in dealing with absences and to encourage good attendance.

Building principals are responsible for enforcing Kansas State Statutes and district attendance guidelines.

The Shawnee Mission School Board has approved six (6) reasons for students to be excused from school. The reasons are as follows:

- Personal illness. (Doctor/Dental/Medical appointments) The school may, with notice to the parent, require verification from a physician of absences due to reasons of health.
- Serious illness or death of a member of the family.
- Obligatory religious observances of the student's own faith.
- Emergency situation requiring immediate action.
- Participation in a Kansas State High School Activities Association activity, a district-approved function, or a school-sponsored activity.
- An absence that has been requested in writing and approved in advance by the building administration.

Elementary attendance will be monitored from 8:10 until 3:10. Students are expected to attend school daily and arrive on time.

- Students will be counted tardy AM if they arrive between 8:10 and 8:45.
- Students will be counted tardy PM if they leave between 2:15 and 3:10.
- **At the elementary school level, ten tardies will be counted as 1 unexcused absence.** Excessive tardies will be combined with other unexcused absences for truancy purposes.
- If a student arrives late or leaves early for up to three hours, or is gone for three hours during the day for an appointment described above it will be counted as a half-day excused absence. We encourage students to return to school as soon as possible from appointments during the school day.

Middle school is in session for 7 hours daily, from 8:45 to 3:45. High school is in attendance for 7 hours daily, from 7:40-2:40. Students are expected to attend school daily and arrive on time.

Shawnee Mission K-12 Attendance Guidelines

- At the secondary level any student arriving within the first ten minutes of a class period will be considered tardy. Arrival after that time will be recorded as an absence.

Absence Policies:

K-12 Reporting and Recording of Absences

- An **unexcused absence** is one that has been classified as such by the building administration. An absence will be classified unexcused if it does not fit one of the board's six stated reasons for excusable absence or if the parent or legal guardian does not follow the building attendance procedure.
- Parents or legal guardians are expected to call the building's attendance line to report daily absences, late arrivals, or early dismissals. If a call is not received, school personnel will attempt to contact the parent. If no contact is made within 48 hours, the absence will be counted as unexcused.
- Absences by parent request for family and personal reasons are acceptable provided arrangements are made through the building principal in advance of the absence. These absences will count toward total absences. Students are responsible to complete all make-up work. Students are encouraged to complete work prior to absences when possible.
- Students with excessive absences are at risk of losing credit and/or not mastering grade level standards.
- When a student has reached **7 absences** during the school year, the parents will be sent a reminder letter. After **10 absences**, documentation will be required for all future absences. It is required for each subsequent absence/tardy for illness and appointments the student bring a doctor's note documenting the reason for the absence.
- Per state truancy laws and the Shawnee Mission School District truancy policy, if a student has three (3) unexcused absences in a row, five (5) in a semester, or seven (7) in a year, a truancy report will be filed with the Johnson County District Attorney's office and the parents will be notified. If the student is under the age of seven (7), a report will also be made with the Department of Children and Families (DCF).
- At any time a student's school attendance is a concern, the building administration may require a meeting with the parent or legal guardian to address the issue.

BICYCLES, SKATEBOARDS, ROLLER BLADES, and SCOOTERS

Please exercise parental discretion about letting your children ride their bicycles to school. Children in **grades 3-6** may ride bicycles to school, but carefully consider if your children are mature enough to exercise good judgment and if they have the physical skills needed to handle a bicycle safely. Do not hesitate to tell your children that they may not ride a bicycle to school if you question their ability to assume this responsibility. It is highly recommended that helmets be worn by all students riding their

bicycles to school. Locks are strongly recommended to secure the bicycles while at school.

If your children will be riding their bicycles, take the time to help them understand the hazards of riding on city streets. Children need to understand that they cannot count on the good judgment of others to protect them. Students who live west of Mill Creek on the south side of 79th Street may park their bicycles in the bike rack behind the school. All other children are requested to park their bicycles in the bike rack in front of the school. Skateboards, roller blades, and scooters may be ridden to school but not on school property.

BIRTHDAYS

Birthdays are celebrated within the classroom teachers' guidelines. Ask your child's teacher for details. Avoid sending or delivering elaborate gifts (i.e. balloons, flowers, cookie bouquets, etc.) during the instructional day; they are not allowed in the classroom. It is requested that children not distribute invitations to personal birthday parties at school unless every student in the class receives an invitation.

NEW HEALTH GUIDELINES: Please read carefully the new health guidelines and flier posted below with regard to birthday treats at school for the 2018-2019 school-year. This change will put us in compliance with the district wellness policy and guidelines for wellness. Classroom teachers will communicate changes and plans for celebrating birthdays during their back-to-school presentations in August. Please note that if birthday treats are sent in with the students, they will not be passed out and will return home with your child. This change is district-wide and is not limited to Mill Creek only. I wanted to make sure this was communicated early to the community. Please read the attached documents below:

BUS SERVICE

The school district will provide free transportation to and from school for those students who attend the school serving the area of the student's residence and who reside more than two and one-half (2-1/2) miles from the school. Since most Mill Creek students living in the attendance area are within 1.2 miles of the school, this service is not available.

The bus company also contracts for service to students who live less than two and one-half miles from the school if there is sufficient interest in this service to make it profitable for the bus company. However, bus service is not provided at Mill Creek because all families reside within 1.2 miles of the school and there is insufficient parent interest in contracted bus service.

The only exception is bus service provided by some daycares serving the school. Call the secretary if you need the names and telephone numbers of the agencies and/or companies currently providing day care and bus service at Mill Creek.

COMMUNICATION BETWEEN HOME AND SCHOOL

The foundation of effective communication between parents and teachers is based on keeping one another informed about issues and concerns at all times and working together to address needs as they occur.

Back-to-School Night is scheduled before school officially starts. It provides an opportunity for parents and teachers to meet. Information is provided about curriculum and instruction and the PTA. The faculty shares information about goals and how they will work to achieve them. The program is for parents and teachers only for grades 1-4 and students are encouraged to attend with their parents for grades 5-6. Family programs are scheduled later in the year.

When a parent needs to speak with a teacher by telephone or to schedule a conference, please call the teacher's direct line. During the school day teacher's telephone lines transfer to voicemail. If you need to get a message to a teacher immediately, simply call the office at 993-3700.

If during the school year you make changes to your address, phone number(s) or email address, please inform the school office to update our records or please update them on your Skyward Family Access page.

Report cards are issued four (4) times a year. Grading symbols are defined on the report cards. In most academic disciplines, in grades four through six, students receive letter grades (A, B, C, D, F). In primary grades (K-3), students receive S (Satisfactory), I (Improving), N (Needs Improvement), and U (Unsatisfactory).

The classroom teacher will request a fall and spring conference with every parent. Additional conferences will be arranged whenever the parent or the teacher perceives the need. If a child needs help, teachers will not wait for grade cards or conferences to communicate with parents.

Parents are encouraged to visit the classroom. Observation in the classroom gives parents an opportunity to evaluate their child's participation, and it provides greater insight into curriculum, teacher expectations, and classroom procedures. Please check with the teacher before visiting. In setting up an observation, please allow for a 24 hour prior notice.

For security reasons, it is important that elementary school personnel be knowledgeable about every adult who enters the school. When visiting the school, come to the school office prior to going to a classroom. Parents and other visitors need to sign-in with the front office using Raptor and will be given an identification badge to wear while in the building. Please bring your ID if you have not been scanned with Raptor at the school.

The Communications Office of the Shawnee Mission School District maintains an up to date website at www.smsd.org where patrons can receive information about school closings, the sports calendar, fine arts activities, and the school lunch menu. You may

also sign-up for immediate updates to your cell phone. Visit the district web site and click on Shawnee Mission Alert.

Board of Education meetings are generally held on the second and fourth Mondays of each month at 7:00 p.m. at the Center for Academic Achievement. The board is a seven-member body of citizens elected by the voters of the school district and charged with ensuring the district meets the best interests of the students and school system. One member is elected from each of the district's five member district areas (North, East, South, West, and Northwest), and two members are elected at large. Contact the district office or visit the district website for information about Board of Education meetings. All regular meetings of the board and the special community forums are open to the public.

State law requires a School Site Council at each school in Kansas to provide school and community input. The council is composed of the principal, teachers and other school personnel, parents of students attending the school, a business community representative, and other community members. Quarterly School Site Council meetings are scheduled by the principal. All meetings are held at the school and members are encouraged to provide input.

IPADS FOR STUDENT USE

The Shawnee Mission Board of Education unanimously approved recommendations in 2014 related to technology that are having an exciting impact on students and classrooms districtwide. As a result of the recommendations, a technological device has been placed in the hand of each child in Shawnee Mission.

The plan is providing more resources in the classroom and is opening up more options for students to learn. Teachers continue to lead instruction; however the district has updated and changed the tools available. Students and teachers are actively learning together. The technology offers tremendous opportunity to personalize learning for students and encourage collaboration with a project-based focus. Please click on the links below to read the acceptable and responsible use policies.

Acceptable Use Policy:

<http://www.boarddocs.com/ks/smsd/Board.nsf/goto?open&id=9NNMSN58FACD>

Responsible Use Policy:

[http://repository.smsd.org/docs/Public/TechInit/JS0GIAYWIU/responsible-use-policy-for-elementary-\(en\)-2015-16.pdf](http://repository.smsd.org/docs/Public/TechInit/JS0GIAYWIU/responsible-use-policy-for-elementary-(en)-2015-16.pdf)

SMDS Digital Learning Initiative Homepage:

<http://www.smsd.org/digitallearning/Pages/default.aspx>

CRISIS PLAN

A crisis plan is in place. All visitors, volunteers, parents and patrons must sign in at the office immediately upon entering the building. After signing in, each person must wear a visitor's badge during his or her stay in the building. When leaving, each person is to return to the office and sign out and remove the identification badge. The staff will immediately report any stranger in the building or on school grounds who is not wearing the appropriate identification badges provided by the office. If a potentially dangerous situation should occur, an emergency plan designed to keep children out of "harm's way" will be immediately implemented and the police will be called.

CURRICULUM

In this handbook some limited information is provided about school programs including Art, English Language Learners, Enhanced Learning, Learning Center, Library/Media Center, Music, Physical Education, Reading, Speech and Language and Summer School. You can also go to <https://www.smsd.org/academics/curriculum-instruction> to get more information. At Back-to-School Night more comprehensive written information will be shared with parents about classroom programs (reading, language arts, mathematics, science, social studies, health and computers) and the programs briefly covered in this handbook.

The Shawnee Mission School District has established a cycle for curriculum development which ensures that school programs are updated on a regular basis. Ask a teacher or the principal for information about curriculum and/or curriculum development cycles in Shawnee Mission.

DISCIPLINE

At Mill Creek the approach to discipline using positive behavior supports and the BIST model. Copies of the books Positive Discipline and Raising Self-Reliant Children in a Self-Indulgent World are available in the library for parents to check out. The Mill Creek approach to discipline is patterned after the writings of Jane Nelsen, Stephen Glenn, and William Glasser.

Self-discipline must be learned. The foundation of self-discipline is learning to value the relationship between rights and responsibilities. The behavior of self-disciplined individuals is socially appropriate, is more internally than externally controlled, and reflects respect and concern for others. When students develop respect and consideration for others, they learn to make decisions about their behaviors based on both their needs and the needs of others. Each Mill Creek teacher develops, with the input of students, a list of classroom rights and responsibilities which is to be posted in the classroom at all times. The list of rights and responsibilities are to be used as the foundation of classroom discipline.

Good discipline is a part of the daily responsibility of all school personnel. To achieve good discipline and an academically productive environment, wholesome interpersonal relationships must be developed and maintained. Learning activities which teach self-control, encourage self-determination, and develop a sense of direction compatible

with the needs of the individual and society are provided. Students are taught that reasonable rules and regulations are necessary to ensure the welfare of the individual student and the total school population.

To the extent possible, teachers will use logical consequences which are related, respectful, and reasonable rather than punishment. Corporal punishment is never used at Mill Creek and is against district policy. If a child needs to be kept after school for disciplinary reasons, the teacher will contact a parent in advance and obtain parent consent.

The rights of students to an atmosphere conducive to learning will be protected from disruption. The classroom teacher will not tolerate disruptive behavior and has the authority to send a disruptive student to the office or to have the principal come to the classroom and remove a disruptive student. The teacher will meet later with the principal and the student to determine appropriate consequences. There will always be a consequence when a student assaults another student physically by punching, kicking, etc. Verbal intimidation is also unacceptable and will not be tolerated. A clear line will be drawn so children receive a clear, consistent message that it is never acceptable to physically attack or to verbally intimidate another person.

Mill Creek is a safe environment where children usually treat one another with dignity and respect. It is a simple reality that, in any social circumstance, children sometimes need adult guidance and support to help them learn how to appropriately interact with others. Don't hesitate to call your child's teacher or the principal if there is an issue of safety, physical or emotional, which impacts your child.

DISMISSAL OF STUDENTS DURING THE SCHOOL DAY

All students dismissed during the school day will be dismissed through the office. Adults coming for the students will check in with the secretary to determine eligibility to take a student and to sign out the student. Any unauthorized person will be asked to wait and/or to leave until parent contact or permission can be obtained. The student will be called to the office and dismissed from there. **No student will be dismissed to the parent from classrooms, playground, lunchroom, etc. The office is the only dismissal location during the school day.**

Student Drop Off/Pick-Up Procedures: Mill Creek Dismissal System

It's all in the CARDS!

Careful And Rapid Dismissal System

Family number tags:

- Each family has been given a set of four number tags. Cars picking up children should display these on your passenger side visor.

- Carpools- please display the family numbers for all children you are picking up (You may need to trim the tags to fit multiple tags on your visor).
- School staff will use a walkie talkie to call the numbers to the gym to get your child(ren).

Car pickup:

- All car pickups will be on the lower level playground. THERE WILL BE NO CAR PICK-UP IN THE FRONT OF THE SCHOOL.
- Cars will enter the pick-up line as they turn into the lower playground.
- Cars from the west and the east should alternate turns when entering the pickup line.
- All car riders will be held in the gym until called.
- There will be a designated loading zone. Students will ONLY be loaded into cars inside this zone.
- Drivers should not pull around a car that is waiting.
- Cars should pull up toward the front of the zone as cars within the loading zone exit.

Please note:

- Do NOT exit your car in the pickup line. Staff will assist students as needed.
- Do NOT park your car and come to the gym to pick-up your child.
- Do not pass other cars after picking up your child. If a student is delayed there is a plan in place to keep the line moving. Staff will direct the driver of the waiting car so that the flow of traffic is not interrupted.
- There will be no parking areas-if you are driving to pick-up your child, you will need to be in the pick-up line.

Walkers:

- Students who walk west of the school/soccer fields will walk out of the gym and be escorted to the sidewalk.
- Students who walk east of the school will exit the front doors and will be escorted to the sidewalk.
- If you are walking from your home to pick up your child, you may wait outside at either of these locations.
- There will be no parking and walking up to pick-up your child.

Daycare Vans and Buses:

- Vans and buses will be loaded in the front circle drive.

DRESS CODE AND CLOTHING NEEDS

The general atmosphere of the school must be conducive to learning. Cleanliness and decency are the general criteria used to evaluate the appropriateness of a student's

dress and personal appearance. Please do not send children to school wearing clothing that has inappropriate pictures or language (i.e., any image or wording that is profane, vulgar, ethnically derogatory), or advertises/promotes alcohol, drugs, or gangs. It is also requested that hats not be worn in the building except on STUCO "hat days". If clothing violates these guidelines or a student's appearance attracts undue attention to the extent that it becomes a disruptive factor in the school, the principal or teacher will ask the student to make the necessary changes. A good rule of thumb is for shorts and skirts to extend past a child's fingertips when their hands are at their sides. Please do not send your child to school in a top that has straps less than 1 inch wide. A parent will be contacted if dress or appearance is a problem.

Please see that your child is prepared for abrupt weather changes at times of the year when the weather may take a sudden turn for the worse. For safety reasons, we ask that each child wear gym shoes during physical education classes and that students wear appropriate shoes that would not cause them to stumble during the regular school day (i.e. high-heeled sandals, sandals without backs or flip flops).

The Shawnee Mission PTA Area Council operates a clothing center. If a child should need clothing that the family is unable to provide, contact the principal.

DRILLS: FIRE, CIVIL DEFENSE AND LOCKDOWN

Fire drills are conducted monthly. Code Red (a practice drill to safeguard children when a threat to the building is present) and severe weather drills are also conducted throughout the school year. The civil defense warning system informs school personnel about severe weather. During a tornado warning all children are taken to the designated storm shelter area and kept there until an "all clear" is sounded. The media center, which is constructed of poured, reinforced concrete, serves as a storm shelter. Students may be released only to their parents or to an authorized adult during a severe weather warning. In the event of a warning which extends beyond the school day, children will be kept at school until the "all clear" sounds or they are picked up by a parent or authorized adult.

ELECTRONIC DEVICES / CELL PHONES

To insure the best academic atmosphere, we ask that all students put all electronic devices / cell phones away during the school day. If a student disrupts the learning environment with an electronic device / cell phone, the item may be confiscated and a discipline consequence may be applied.

EMERGENCY DISMISSAL PROCEDURE

In the event that school must be dismissed early for any reason, the following procedures may be implemented along with the emergency dismissal instructions filed by parents:

- If early dismissal is announced for a specified time, a normal dismissal will be conducted through the front doors as done each day. We ask that adults remain outside.
- In the event that the dismissal is not at a specified time and parents are asked to come as soon as possible, a "will call" pick-up with adults arriving at various

times and calling students to the office for dismissal will be the designated procedure.

- In the event students must be evacuated to a new site, parents will be notified of the pick-up site through a calling tree.

ENGLISH AS A SECOND LANGUAGE

There is a program for children who are not native speakers of English. Children are evaluated as they enroll, and support services are provided according to individual needs.

ENHANCED LEARNING

This program serves students who are identified based on very high scores on individual aptitude and achievement tests. The students attend classes one day each week at Rosehill Elementary. Classes focus on enrichment and extension of the curriculum. The Enhanced Learning teacher is responsible for planning Individual Educational Programs (IEP's), facilitating the Enhanced Learning class, providing services for classroom teachers, making referrals, and attending screenings.

FIELD TRIPS

Field trips are educational experiences that relate to the curriculum and require travel from the building to take part in an experience not available within the school. These trips are usually made by bus and are normally in the Greater Kansas City area. Parent permission is required before a student may participate in a field trip.

Parents will receive written information as to the purpose, time, cost, and location of each trip. If the cost of a field trip should be a problem, please contact the principal.

Some of our yearly field trips include: Kansas City Zoo; Kansas Museum of Natural History; Ernie Miller Nature Center; Kauffman Stadium, Kansas City Ballet; Theatre for Young America; SM Environmental Lab; Science City; Kalediscope at Crown Center; Paul Messner Puppets; Friends of Avin Ailey and Plaza Walking Tour and many more.

HARASSMENT

Sexual harassment, bullying, and other forms of intimidating, threatening behavior are against school policy and against the law. Please inform the principal and/or teacher if such behaviors are occurring in a school environment. These behaviors will not be tolerated.

HEALTH

A registered nurse is staffed in the health room. The responsibilities of the school nurse include screening vision, hearing, height and weight, and scoliosis; maintaining health records; providing first aid; assessing illnesses; notifying parents of communicable diseases; monitoring daily attendance; administering medications as ordered by physicians; and planning with the staff to provide a safe environment for students. The nurse provides resource materials which relate to health and safety, and she teaches special units in the classroom. She also participates in planning programs for exceptional children and serves as a health consultant to students, parents, and teachers.

The school nurse will administer prescribed and over-the-counter medication that is sent to school in the original container and accompanied by a note from parent/guardian. Prescribed medication needs to have a current pharmacy label or a written medication order. If medication is sent to school in the original container showing a current prescription with the child's name and dosage, this prescription may serve in lieu of a written order from the physician if accompanied by a signed note from the parent. Medication should be delivered to the nurse's office immediately upon arrival at school. Students may not keep any medicine in their possession while at school.

Students who have a cast, sutures, or incapacitating injury should bring a doctor's note detailing any limitations in school activities.

If a student has a significant injury or illness at school, parents will be notified immediately by the nurse. Shawnee Mission Health Policies require that children must be excluded from school with the following symptoms:

- Temperature of 99.6 degrees or markedly below normal with symptoms of illness
- Severe colds, sneezing, and cough (non-allergic)
- Red or discharging eyes (non-allergic)
- Upset stomach, vomiting, and/or diarrhea
- Undiagnosed rash, skin lesions, or suspicion of contagion

Students should be symptom-free for 24 hours before returning to school.

All children are given individual hearing and vision tests by the school nurse. Parents are notified if the child needs further examination by a healthcare professional. The district provides an audiologist to examine hearing at no charge when a student is referred by the school nurse.

Health education is taught by the classroom teacher. The four key concepts in the curriculum include physical health and safety, mental health, chemical substance use and abuse, and growth and development.

Kansas law requires that a Kansas Certificate of Immunization Form be completed for all students. A completed Health Assessment Form is required at the time of initial enrollment and again at the beginning of the fourth grade. A physical examination is required for students age eight or younger enrolling in a Kansas school for the first time. A dental check-up is recommended but not required.

Parents are encouraged to make appointments for medical and dental services after school hours or on Saturday. The school recognizes that this is not always possible. Students will be excused for appointments during school hours if a note from the parent is presented to the teacher who will then forward it to the nurse. Parents must pick up the student from the school office. Students will not be marked late if the lateness is caused by a medical or dental appointment. However, a student who is gone more than two hours (excluding lunch and recess) because of an appointment will be marked absent one-half day.

HOMEWORK

Homework appropriate to a student's age and maturity helps a student develop responsible patterns of behavior and retain what has been learned. Teachers provide specific information regarding homework at Back-to-School Night each September. A general guideline for homework is that daily homework should not exceed ten minutes for each year in school (Example: The fifth grade maximum would be 50 minutes daily).

HONOR ROLL

Students at Mill Creek are honored quarterly for their achievement both academically and in social growth areas. These Honor Roll lists are posted a bulletin board the hallway each quarter and are listed in the Mill Creek Newsletter after grade cards are sent home.

HOURS

Office hours: 7:30 a.m.-4:00 p.m.

All Day Kindergarten - 6th grade hours: 8:10 a.m.-3:10 p.m.

Early Dismissal 8:10 a.m.-12:30 p.m.

It is requested that students arrive no earlier than 7:55 a.m. or after if possible. They need to be in their classroom and seated by 8:10 when the bell rings. The cafeteria is open and supervised beginning at 7:55 a.m., but not prior to this time. Parents are requested not to send students before 8:00 a.m. We cannot have students unsupervised before 7:55 as this is a liability issue. They cannot be dropped off before this time unless they are enrolled in JCPRD, eating breakfast, or here for a club. Students dropped off prior to 7:55 will need to wait outside as the doors will be locked. Only those eating breakfast will be able to enter the building at 7:40. The back door will also be locked until 7:55 each day.

Please refer to the **LUNCH** section for lunch and noon recess schedules.

INSURANCE

The school district makes arrangements with a private insurance company each year to provide parents with an opportunity to carry school insurance on their children for a nominal fee. This insurance provides coverage for children while the insured is on school premises during school hours, while the insured is traveling directly to and from school, or while the insured is on any school-sponsored activity. Coverage is optional. Information regarding the insurance is distributed during the first week of school.

LEARNING CENTER

The Learning Center teacher provides direct service to students who have learning problems. The support of the Learning Center teacher enables a student to participate in the regular class program and to receive academic support from a special education teacher. They also provide service to classroom teachers by aiding in curriculum

modification and behavior management programs, by providing materials, and by observing students in their classrooms.

Prior to Learning Center support, parent contact is made by the classroom teacher and permission for testing is obtained. This ensures parent awareness, participation, and consent in all phases of referral, screening, and service. Parent permission is required before a student may be served in the Learning Center. Any parent who has questions or concerns about his/her child's academic functioning, learning ability, or social development should contact the classroom teacher or the Learning Center teacher.

LIBRARY/MEDIA CENTER

The Library/Media Center at Mill Creek is a vital link in the total curriculum. Students are scheduled to visit the library at least once a week, but they may come any time during the school day with the permission of their teacher. The librarian encourages and enriches pleasure reading, supplements classroom teaching materials, and teaches reference and research skills. The goal is to develop reading and research habits that will last a lifetime. A Library Club service organization is available to sixth graders who have completed an application. Club members work before school and meet once a quarter during the lunch period.

LOST AND FOUND

A large container is located by the office. Please have your child check there for lost items and feel free to check yourself. Small valuables are kept in a box in the office. An amazing quantity of clothing is unclaimed at the end of the school year. Unclaimed items are donated to charity.

LUNCH

Students may bring their lunch or buy a school lunch. Students are no longer allowed to leave the building just to go out to lunch with an adult. If parents would like to eat lunch with their child, they will need to eat with them on school property.

IMPORTANT: Students are NOT allowed to leave the building just to go OUT to lunch with an adult. If parents would like to eat lunch with their child, they will need to eat with them on school property. Recess is no longer connected to lunch.

Grab-A-Bag lunches (sack lunches) are an option provided by the Food Service Department for classes going on field trips which extend through the lunch hour. The Grab-A-Bag lunch consists of a sandwich, fresh vegetable sticks, fresh fruit, cookie, and milk. The price is the same as a regular lunch, and the lunch may be purchased with either cash or a meal ticket. Milk and sandwiches will be transported in coolers. Please send a note with the Field Trip Permission Form if you wish to order a sack lunch for a field trip.

Free and reduced lunches are available for limited income families. Information about free and reduced lunches is sent home on the first day of school each year. If at any time during the year family income should decline, check with the principal to determine if your family qualifies for free or reduced lunches. Inquiries will be kept confidential.

The lunchroom is located on the right as you enter the building at the front entrance. Hot lunches (which include one carton of milk) may be purchased by students. Students bringing their lunch but wishing to buy milk may purchase milk by the carton. Checks are payable to Mill Creek School and can be purchased in any amount.

Students who violate lunchroom rules may be temporarily removed from the lunchroom and asked to eat in the office conference room or the principal's office.

Students enjoy having their parents eat lunch with them at school. Parents are welcome to join their child for lunch during the scheduled lunch time. If you want to join your child for lunch, adult lunches must be ordered by 8:30 a.m. (993-3700). For adults, there is a daily choice of two hot lunch entrees, a large salad, or a fruit plate. If you are bringing food in, please only share with your child. Please remember to check in at the office before visiting the lunchroom.

PRICES:



**SHAWNEE
MISSION**
SCHOOL DISTRICT

**Elementary School
Food Service Prices
2019-2020**

Breakfast

Student Breakfast - Full Price	\$1.45
Student Breakfast - Reduced	\$0.30
Student Breakfast - Free	\$0.00
Adult Breakfast	\$2.25
Visitor Breakfast	\$2.45

Lunch

Student Lunch - Full Price	\$2.70
Student lunch - Reduced	\$0.40
Student Lunch - Free	\$0.00
Adult Lunch	\$3.75
Visitor Lunch	\$4.10

Ala Carte

Cereal in a bowl	\$0.85
Entrée - Breakfast (unless specified)	\$1.50
Entrée - Lunch (unless specified)	\$2.10
Fruits & Fresh Fruit	\$0.60
Garlic Toast	\$0.50
Muffin	\$0.85
Snacks - Animal Crackers, Bug Bites, Cheez-it, Cookie, Goldfish, Giant Goldfish, Elf Grahams, Mini Chortles, Mini Rice Krispies, Scooby Grahams	\$0.50
Snacks - Bunnies, Cheetos, Fruit Snacks Frozen Fruit Cup, Popcorn Pretzels, Scoops	\$0.85
Vegetables including potatoes	\$0.60
Yogurt 4oz	\$0.85

Beverages

Juice - 100%	
4 oz carton	\$0.50
6 oz Juicy Juice, Capri Sun	\$0.85
Milk - 8 oz	\$0.55
Water - 10 oz	\$0.55

Available for purchase by adults only

Chocolate Cake, Cinnamon Roll	\$0.85
Cheese Stick	\$0.60

LUNCH SCHEDULE **-Please note the time changes this year**

Regular Lunch Schedule

Kindergarten	10:45 - 11:15
1 st Grade	10:55 - 11:25
2 nd Grade	11:15 - 11:45
4 th Grade	11:30 - 12:00
5 th Grade	11:50 - 12:20
3 rd Grade	12:00 - 12:30
6 th Grade / EL	12:30 - 1:00

12:30 Dismissal Lunch Schedule

Kindergarten	10:15 - 10:45
1 st Grade	10:25 - 10:55
2 nd Grade	10:45 - 11:15
4 th Grade	11:00 - 11:30
5 th Grade	11:20 - 11:50
3 rd Grade	11:30 - 12:00
6 th Grade / EL	12:00 - 12:30

Parents may NOT take their children out of school for lunch.

MISSION STATEMENT

□ **M**otivating Learners; **C**reating Excellence

MUSIC

All students at Mill Creek will learn about and experience music through singing, movement or dance and through the playing of various instruments including recorders, guitars and keyboards. Students will learn the language and concepts of music and listen to a broad spectrum of music, including masterworks of western civilization. Music is a performance art and performance quality will be emphasized as the students participate and find their own expression in music.

In addition to the regular music classroom curriculum, students in fourth grade have the opportunity to participate in beginning string instrument instruction. These students may continue into advanced string instruction in grades five and six. Fifth graders have the opportunity to begin band instrument instruction and may continue into an advanced band group in the sixth grade. Fifth and sixth graders also have the opportunity to sing in the Mill Creek Choir.

NEWSLETTER

The Mill Creek PTA Newsletter is sent out via email to all parents registered and paid as a PTA member once a month. It will also be uploaded on the school website and Facebook page. It contains announcements, information from the principal, and other information about PTA and school activities.

Mrs. Lord sends out a Parent Information Letter every other week via the Skylert Messenger.

OUTSIDE ORGANIZATIONS--CHEERLEADING, SCOUTS, AND SPORTS

Scouts

Adventure Guides is for boys (K-5) and their parents. Both programs are sponsored by the Johnson County YMCA. Call 642-6800 or visit their website www.ymca-kc.org for more information.

Boy Scouts and Cub Scouts: Boys may join Tiger Cubs in first grade, Cub Scouts in second grade, and Boy Scouts at age 11. Call the Heart of America Council Boy Scouts of America at 816.942.9333 or visit their website www.hoac-bsa.org for more information.

Brownies, Daisies and Girls Scouts: Daisy troops at Mill Creek are formed for kindergarteners. Brownie troops at Mill Creek are usually formed in first grade and girls "fly up" at the end of second grade. Call the Mid-Continent Council of Girl Scouts at 816.358.8750 or visit www.girlscoutsmcc.org for more information.

Sports

The City of Lenexa, City of Shawnee and Johnson County Parks and Recreation District all offer a variety of sports for Mill Creek children. Brochures are available at public libraries and online. To find out more contact:

- City of Lenexa, KS - www.ci.lenexa.ks.us/parks or 541-8592
- City of Shawnee, KS - www.cityofshawnee.org/parks or 631-5200
- Johnson County Parks & Recreation District - www.jcprd.com and click on Activities and Sports or 831-3355

Some of the programs not affiliated with the city or county programs are listed below. Other local clubs are listed in the phone book.

Baseball: 3 & 2 Baseball League (888-8055) or www.3and2baseball.com

Basketball: Great American Basketball League (642-6218) or www.gabl.net

Cheerleading: Football and Cheerleading Club of Johnson County (831-6000) or <http://www.fccjc.org/>

Football: Football and Cheerleading Club of Johnson County (831-6000) or <http://www.fccjc.org/>

Ice Skating: Heartland Skating School. Contact King Louie Ice Chateau (648-0129) or www.amficechateau.com

Lacrosse: ESB Lacrosse. Contact Eric Olson at 816-522-5567 <http://www.esblax.com/>

Soccer: Shawnee Soccer Club (432-2250) or www.shawneesoccer.org; Southwest United Soccer Club (631-7054) or www.swusoccer.org; British Soccer Camps

(599-4884) or www.challengersports.com; Kansas Youth Soccer (782-6434) or www.kansasyouthsoccer.org

Swim Team: Kansas City Blazers (362-2127) or www.kcblazers.com

PARKING

Please do not park or leave your car unattended in the loading zone in front of the school. This area is marked with yellow curbing and signs which identify it as a "loading zone." When cars are parked in this area, it is difficult to pick up children at the curb and traffic flow is impeded. Please use the parking lot to the southeast of the school off of the front circle drive. During major events additional parking will be open on the back playground. When all parking spaces are taken, parents are encouraged to park on the north side of 79th Street adjacent to the soccer fields.

PHYSICAL EDUCATION

Grades 1 - 6 have physical education twice a week for thirty minutes. Kindergarten physical education is scheduled twice a week for twenty minutes. In the primary grades, gross and fine motor skills are developed in game situations. The intermediate grades begin working on skills and rules needed for team sports and lifetime activities. Student need to wear tennis shoes on the day they have PE.

A component of the physical education curriculum emphasizes wellness concepts and practices. The objectives of the program provide students a broad range of information pertaining to health and fitness. To promote a habit of fitness, students spend approximately fifteen minutes exercising each day in physical education class or with their classroom.

Intramurals, which are an extension of the activities in physical education classes, are offered to fifth and sixth graders. This program which focuses on team sports is provided before school by the physical education teacher. The teacher will explain the program to students and send home information about the program including permission slips.

Grades K - 3 have a Walk-Run 50 Mile Club. Grades 4 - 6 have a Walk-Run 100 Mile Club. Most students participate in this program at home with their parents and other family members. The main goal of the Walk-Run Program is to develop habits that will benefit students when they become adults.

Field Day is held in May for grades K - 5. One-half day is assigned to each grade level. All students earn stickers in class and individual events such as races, Frisbee throw, broad jump, t-ball, kickball, etc. The focus of field day is cooperative rather than competitive. Students earn stickers based on established criteria rather than how they do against others. These activities are planned and coordinated by our physical education teacher. Sixth graders aid the children and operate the events. Parents are welcome to come and watch the fun! Sixth grade students participate in the District Olympic Festival which is a special field day activity just for them.

PLAYGROUND EQUIPMENT

Students are not to bring privately owned play equipment to school. Any items brought to school will be confiscated and returned only at the parent's request.

Since the playground is unsupervised before and after school, children are not to be on the playground before school or use the playground before 4:00 p.m. on school days.

PROGRAMS

These are a few of Mill Creek's programs in coordination with the PTA.

- Back-to-School Night
- DARE
- Kindergarten Donuts with Dads and Muffins with Moms
- Open House
- Pre-School Pals (program for in-coming kindergarteners)
- Watch D.O.G.S.
- 5th grade American Heroes Program

These are a few of our extra-curricular activities: Student Council; Band/Strings; Chat 'n Chew; Mathletics; Safety Patrol; Choir, STEM, SMART ART and Library Club.

PROMOTION, RETENTION, AND ACCELERATION

The rate of a child's progress through the school program is based on each child's unique needs. The decision to promote, to retain, or to accelerate students is based on consideration of all facets of child development. Parents are always involved and must give their consent when retention or acceleration of students is considered.

PSYCHOLOGIST/LEARNING SPECIALIST/SOCIAL WORKER (DIAGNOSTIC TEAM)

The school psychologist, learning specialist, and social worker are members of a diagnostic team which provides diagnostic services for all students and support services for students who are in special education programs. Each team serves several schools.

PTA

OBJECTIVES

The Mill Creek Parent Teacher Association is a local PTA unit organized under the authority of the Kansas Congress of Parents and Teachers, a branch of the National Congress of Parents and Teachers. The objectives are:

1. To promote the welfare of children and youth in home, school, community and place of worship.
2. To raise the standards of home life.
3. To secure adequate laws for the care and protection of children and youth.

4. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
5. To develop between educators and the general public such unified efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

Here is a list of the different committees you can get involved in. Their descriptions are below.

Administrative Committee:

Correspondence	Membership	SM Education Foundation
Legislative	NW Board Representative	SMAC
Volunteers		

Communication Committee:

Artwork	Historian	Publicity
Directory	Newsletter	Technology

Hospitality Committee:

Family Dinner	Staff Appreciation
Ice Cream Social	Welcome

Fundraising Committee:

Book Fair	Carnival	Auction
Box Tops	Family Skating	Spirit Wear

Program Committee:

Drug Free Club	Preschool Pals	
Block Parents	Emergency Calling	Room Parents
Chat 'n Chew	Family Math Night	Watch D.O.G.S.
Citizenship/Reflections	Family Read Night	Yearbook
Cultural Arts	Health and Safety	6th Grade Activities

Awards:

Kansas State Life Membership Award	Mill Creek Spirit Award
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Meetings:

Back to School Night	Open House	Monthly Board Meetings
PTA Meetings		

ACTIVITIES AND FUNCTIONS

Artwork Committee assists other PTA committees throughout the year with any artwork needs they may have.

Author and Illustrator's Workshop Committee coordinates the workshop held second semester by scheduling authors and artists to work with the classes for one morning.

Back-to-School Night is held in the fall and is the first PTA unit meeting of the school year. This is an occasion for parents to come to school, meet their child's teacher(s),

and receive general information about the teachers' policies and goals. It is not a time for individual conferences. This program is for adults only.

Block Parent program invites parents to display signs in their homes that indicate a safe haven for children. Applicants are screened through the PTA and the KBI, and the fee is paid by PTA.

Book Fair Committee organizes a book sale for the students and parents as a fundraiser for PTA which is held during fall conferences.

Box Tops Committee collects and mails in box tops for the Box Tops for Education program throughout the school year.

Chat 'n Chew is a kindergarten through fifth grade activity. This program selects interesting children's books and sets up a discussion group book club for students. Parent moderators guide the discussion over lunch in the library for grades 2-5. The first grade program is called "A Taste of Chat 'n Chew". Kindergarten students will enjoy "Muffins With Mom" and "Donuts With Dad" during the year.

Citizenship and Reflections Committee encourages students to submit entries to these PTA sponsored contests and contacts judges for the contests.

Correspondence Committee sends appropriate correspondence to teachers, staff and parents throughout the year.

Cultural Arts programs are scheduled throughout the year for the benefit of all children. Events are announced in the school newsletter and through flyers sent home from school. Parents are always welcome to attend.

Directory Committee annually publishes and sells a directory each fall which includes student names, addresses, phone numbers and parent names. It also includes class rosters.

Emergency Calling Committee sets up an emergency calling network for Mill Creek parents.

Executive Board takes action on matters that require attention between meetings of the local membership. The Executive Board consists of the President, Vice President, Secretary and Treasurer.

Fall Carnival and Silent Auction is PTA's largest fundraiser and a Mill Creek tradition. The carnival features games, food and a lot of fun for the whole family. Don't miss it!

Family Dinner Committee coordinates the fun family dinner evening held in the spring.

Fine Arts Open House is held in the spring and begins with a PTA unit meeting in the gym to elect new PTA officers. The families may walk through the school to view student artwork adorning the walls and ceilings. Plan to experience this art event.

Fund-Raising Committees are in charge of raising funds for PTA operations. Included are skating parties, carnival, clothing sales, family dinner, Book Fair, summer movies, and Worlds of Fun tickets. We do not permit door-to-door sales.

Health and Safety Committee is responsible for setting up programs and providing information on physical and emotional health and safety for the child and his or her family. Programs in the past have dealt with growing up, parenting, bike safety, babysitting, etc.

Ice Cream Social is held in August. It's a great way to celebrate the beginning of the school year with students, families and teachers.

Kansas State Life Membership Award is given in recognition of contributions to the welfare of children and youth. Life memberships have a special meaning as a symbol of outstanding service. Funds from life memberships are used in a scholarship program administered by the State PTA. Life memberships may be awarded to any individual voted on by the PTA Board. Nominations for recipients are made and voted on at the March PTA Board meeting. Awards are presented in April. This is the highest PTA honor.

Legislative Committee keeps the membership committee informed of state and local legislative activities.

Membership Committee works early in the school year to recruit all families and teachers at Mill Creek to become PTA members. We need the support of everyone at Mill Creek to make our PTA successful in every way.

The Mill Creek Spirit Award was established in order to honor as many outstanding volunteers as possible who exemplify outstanding Mill Creek spirit. The selection committee consists of the executive PTA officers, principal and teacher representative. The committee meets after the life membership recipients have been selected and before the spring unit meeting. Spirit Awards are given to no more than five recipients. Selection is based on service to the school (community) on behalf of our children. Recipients may be from the school (parent, teacher, or student) or community.

Northwest Board Representative attends the monthly meetings of the Board and reports on those meetings at Mill Creek PTA Board meetings.

Preschool Pals is a program designed for incoming Mill Creek kindergarten students to familiarize them with the school. Activities are planned by the Principal and the PTA several times during the year.

Publicity is provided by three committees.

1. *Historian* prepares a scrapbook relating to all PTA activities for the school year and includes pictures and flyers relating to the theme chosen for that year.
2. *Communications* is in charge of copying and distributing PTA communications as needed by various committees.
3. *Publicity* notifies the media of events held at Mill Creek.

Room Parties are handled by volunteer parents who serve as liaisons between the PTA, parents and teachers.

Shawnee Mission Area Council Representative attends the Shawnee Mission Area Council meetings and reports at Mill Creek PTA Board meetings.

Sixth Grade Activities Committee plans the graduation activities and other special events for the sixth grade classes.

Skating Parties are held throughout the year at Skateland Center for grades K-6. Funds raised at these and other projects have enabled PTA to provide programs and experiences for the benefit of all children.

SMAC Clothing Center is sponsored by the Shawnee Mission Area Council of PTA (SMAC). The clothing center provides clothing to children in need within the Shawnee Mission school district. Each PTA unit volunteers help staff the clothing center one day a year.

Spirit Wear is available for purchase and/or order the first few weeks of school.

Staff Appreciation Committee provides surprises for the staff throughout the year, and a Teacher Appreciation Week Luncheon.

Technology Committee works with the students and staff on maintaining the Website, working with a student computer club and any other areas of assisting Mill Creek in its endeavor to stay at the cutting edge of technology. The technology committee schedules an informational meeting on child safety each year.

Volunteer Committee - Mill Creek is blessed with a wealth of volunteers who give cheerfully of their time to a variety of activities and reap the rewards of becoming more involved members of the Mill Creek community. If you move to Mill Creek during the school year and want to become active, please contact the Volunteer Chairman listed in the directory. Mothers and fathers are encouraged to participate.

Watch D.O.G.S. focuses on prevention of violence in our children's schools by using the positive influence of fathers and father-figures for a two-fold purpose: to provide an unobtrusive presence in the schools and to be a positive and active role model for children at their school.

Welcome Committee welcomes all new families to Mill Creek and acquaints them with the PTA and its various functions. This committee assists with kindergarten enrollment in the spring and provides refreshments for various functions held at Mill Creek.

Yearbook - The PTA publishes a yearbook which students may purchase at cost each spring.

RECESS GUIDELINES

All students are expected to participate in recess unless they stay in because of a teacher or parent request. If parents wish their child to stay in at recess, a note should be sent to the child's teacher indicating the reason for the request. If a child is to be kept in for four consecutive days, a note from the child's doctor is requested. Generally, if a child is too sick to go outside for recess, s/he is too sick to be in school. There are exceptions to this rule, but it is a reasonable guideline.

There will not be outdoor recess when:

- The temperature is 15 degrees F. (-13 C.) or below.
- The wind chill index is 0 (-18 C.) or below.
- There is significant falling moisture.

Teachers may take their classes out briefly for fresh air at their discretion.

RECORDS

Student records are kept for each child. All important information is incorporated into each student's cumulative record folder and is for school use only. Records include academic work, level of achievement, grades, attendance data, scores on standardized aptitude and achievement tests, health data, family information, teacher/counselor ratings or observations, and verified reports of serious or recurrent learning or behavior problems. Student's records are confidential. Only the student's parents or guardians and designated school officials shall have access to them.

Parents who plan to move are requested to contact the building principal or the secretary at least one week before an anticipated move so withdraw procedures can be initiated. Parents may request a copy of school records for the receiving school, but the cumulative folders must be mailed to the receiving school rather than sent with parents. Please encourage the receiving school to call the office if they need information before records arrive. The receiving school must provide Mill Creek with a release form which has been signed by the parent before records will be sent.

ROOM PARTIES

Three room parties are planned and given by room parents with teacher support. Parties run from 2:00-2:45. Parent volunteers will be allowed to set-up starting at 1:45. The first party is held in the fall, the second before the winter holiday and the final party is on Valentine's Day.

The fall party is a Halloween party held at the end of October. Costumes may be worn by students who choose to wear them. Some children and/or their families are frightened by or sensitive to costumes which are violent, occult, macabre or anti-religious. Since the school wants to teach children to cooperate, to resolve conflicts and to be sensitive to all points of view, costumes are not to focus on violent or frightening themes which include weapons, blood, and gore. This will require more thought and planning, but it should result in more original, creative, and fun costumes.

Students will change into costumes a few minutes before the party. Costumes are to be kept simple so children can put on their own costumes without parent or teacher assistance, go to the bathroom, sit, see and eat in them. Children should be able to put their costumes on over their clothing, so the children can change into them in their classrooms with teacher supervision. Kindergarten and first grade students will parade around the school to share their costumes with other students prior to the room party.

Winter holiday parties do not include a gift exchange. Instead, students are encouraged to participate in STUCO charities to learn about the importance of giving and sharing. Valentine's Day is celebrated with the exchange of valentines. Please see that valentines are provided for every student in the class rather than for closest friends only.

SAFETY

GENERAL INFORMATION

Health and safety instruction is a part of the curriculum and is usually taught twice weekly. Written policies and procedures for supervision and discipline detail each teacher's responsibility to provide a school environment that is well supervised, orderly, and safe.

Occasionally, parents express concern about their children when they believe they are being harassed or intimidated by other children. It is absolutely essential that school be an environment that is both emotionally and physically safe. From time to time, children are unkind to one another and need adult help in resolving problems.

Mill Creek is a safe environment where, for the most part, children treat one another with dignity and respect. It is a simple reality that in any social circumstance, children sometimes need adult guidance and support to help them learn how to appropriately interact with others. Don't hesitate to call your child's teacher or the principal if there is an issue of safety, either physically or emotionally, which is affecting your child.

DELIVERING AND PICKING UP CHILDREN

Please do not park in the loading zones which are marked in both the front and back driveways adjacent to the curb. These areas are marked by signs and the curb has been painted yellow. Parents who live west of the school are encouraged to pick up their children in the back driveway rather than the front driveway.

Model appropriate pedestrian behavior for your children. When parents get out of their cars and walk across the driveway rather than use the sidewalk, children observe them and are tempted to do the same. Most children cannot understand that it is O.K. for

parents to cross the driveway but not for them, so please use the sidewalk to model what we expect of the children.

When driving, try to imagine that each child who comes in the vicinity of your car is your own child. This perspective will increase your level of concern dramatically.

Discuss pick-up procedures with students who ride with you. Teach them to make eye contact with a driver before walking in front of or behind a car. Make a plan for circumstances which might delay you. Children need to know exactly what to do when they walk outside and you have not yet arrived or are not visible.

Encourage your children to walk to and from school. When walking to school, children are to walk on sidewalks. Crossing guards are stationed at 79th and Pflumm and on 79th Street at the west driveway.

Safety and Security: To enter the building, you will need to go to door number 4 at the front entrance. There will be an intercom system on the brick wall by the door. Please push the white button labeled “push here”. This button will call the office and an office staff member will ask you to verify the child you are here for, your name, and what you are coming to the building. After verification, office staff will buzz you in to the front entrance and the entrance to the main office. Thank you for your patience with this.

If your child attends JCPRD, they may be dropped off at door 4 (Front Entrance). The numbers are located on yellow signs above the doors.

A reminder that breakfast begins at 7:40. If your child is not eating breakfast, they cannot enter the building until 7:55. Students may not be dropped off before this time. If they are, they will have to wait outside until the doors are unlocked at 7:55. At 7:55, students can be dropped off at the front or back entrance like we have done in the past at Mill Creek. Adult supervision will be at both locations.

Restricted access is only for the time school is in session. Mill Creek will go to a restricted access protocol when classes begin and stand down from that protocol at the end of all classes. This means, talent show, classroom parties or any other activity held during school hours will be restricted to entry at the front entrance only.

Activities that are held after school hours can be entered from different locations. If there is a music concert in the evening, we will enter from the lower level. I will send a school messenger this year to inform you where access will be located for events during the evening hours.

Before school functions and after school functions including the Y program and JCPRD program are not covered by the restricted access protocol. Those programs will be

responsible to let children in and let children out at the beginning and end of their program.

For Dismissal, Mill Creek staff will escort the students out of the gym to their assigned vehicle.

Walkers: Everyone who lives west and north of 79th of Mill Creek will leave by the back entrance, exiting the gym and lead by a Mill Creek employee and have the crossing guard walk them across 79th street.

Those who live east and south of Mill Creek, will leave by the front entrance, walk around the front circle and then up 79th street. They will not be allowed to walk across traffic.

Please remember the soccer fields across the street are off school property. Our crossing guard is to cross back and forth 79th street only. She is not to detour from her assigned post. If your child has to cross the side street to the soccer fields, please be right there to greet them and cross them safely again to the park after being walked across 79th street. If you do not feel safe with this, I encourage you to pick-up your child at either the front or back entrance of the school.

There are several changes, but all for the safety and security of your children. We appreciate your patience as Mill Creek continues to train and learn the new system.

Thank you for your patience with the new security upgrade and for supporting Mill Creek!

Carpool with your neighbors as much as possible.

Be patient and keep cool. Don't schedule anything near dismissal time that you will need to rush.

Be understanding and supportive of the adult supervisors and the Mill Creek Safety Patrol who are trying to make the driveway safer for children. At times we ask drivers to move forward. We do this because we are concerned about the safety of Mill Creek students and we feel a responsibility to keep traffic flowing smoothly.

SAFETY PATROL

The Mill Creek Safety Patrol is staffed by sixth grade students who are responsible students. The patrol is supervised by a faculty sponsor. Patrol members supervise various locations in the building and on the grounds. Patrol members do not direct traffic or assist students in and out of automobiles for safety and liability reasons.

SPECIAL EDUCATION

The state mandates a broad range of special education services and programs for children with special needs. They range from indirect support of children with minor health needs to services for children whose needs are severe because of physical and mental disorders. If a parent believes a child has special needs which may require special education services, please contact the teacher or the principal.

SPEECH AND LANGUAGE

The speech and language teacher provides direct instructional services to help students develop maximum competence in communications. Other services include early identification, diagnosis, consultation, referral, instruction and evaluation for students with special communication needs and disorders.

STUDENT COUNCIL (STUCO)

The Student Council is a very active group at Mill Creek. Officers are elected by grades three through five each spring. Four officers are elected from the fifth grade: President, 1st Vice President, Secretary, and Treasurer. Two officers, 2nd Vice President and Sergeant-at-Arms are elected from the fourth grade. All officers must carry a "B" average and be recommended by teachers, parents, and students. A primary election is held and two candidates for each office advance to the general election.

Each classroom elects one representative and one alternate to represent them at meetings for the fall semester and another representative and alternate for the spring semester. An annual project for STUCO is the Johnson County Christmas Bureau. The Student Council sponsors a variety of activities each year and operates a student store that is open two mornings a week.

SUSPENSION AND EXPULSION POLICY--SHAWNEE MISSION SCHOOLS

Students may be suspended or expelled for one or more of these reasons:

- Willful violation of any published regulations for student conduct adopted or approved by the Board of Education
- Conduct which substantially disrupts, impedes, or interferes with the operation of any public school
- Conduct which substantially impinges upon or invades the rights of others
- Conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States, or
- Disobedience of an order of a teacher, peace officer, school security officer or other school authority when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

TELEPHONE

School telephones may be used by students with the approval of a teacher, but we request that they not be used to make after-school play arrangements. It is essential for the office to have current telephone numbers so parents can be notified in the event of an emergency. Please notify the school office if any telephone numbers change; home, work, cell or emergency.

TESTING

Measures of Academic Progress (MAP) assessments are achievement tests in Mathematics, Reading and Language Usage that are taken on a computer. The MAP assessments are given to grades 3-6 in the fall and spring. Some students take the MAP an additional time in the winter. The results are shared with parents at the fall conferences and sent home with the end of the year report cards.

Kansas State Assessments are given to students in grades 3-6. These math and reading assessments are given in the spring. The KS Science Assessment is given to the fourth graders. The results of these tests are available the following school year.

Dynamic Indicators of Basic Early Literacy Skills (DIBELS) are a set of standardized, individually administered measures of early literacy development. They are designed to be short (one minute) fluency measures used to regularly monitor the development of pre-reading and early reading skills. DIBELS is given to grades K-2. The indicators are administered in the fall, winter, and spring. A group meeting is held in the fall for parents that would like to learn how to interpret the results of the DIBELS tests. Parents may request a meeting with their classroom teacher to discuss the results of the tests at any time.

TRANSFER POLICY

It is the policy of the Board of Education to allow student transfers among the various buildings within the school district to better serve the individual needs of students. Student transfers are approved if sufficient space is available in the receiving school. Applications for transfer are handled at the district level. To apply for a transfer, please visit the district website at: <https://www.smsd.org/families/transfer-procedures>

VISITOR INFORMATION

Information about visiting the school is listed under various headings including Communication Between Home and School, Health, Lunch, and Safety.

All visitors to the school are required to sign in at the office via the Raptor system and obtain an ID visitor's badge. Guests are not allowed to go to any classroom without signing in first and with permission from the teacher. This is primarily necessary for security but also helps minimize classroom disruptions. If you are planning to visit the classroom, please arrange it with the teacher prior to the school day. We welcome parents at school. If you would like to observe in the classroom, please call the office to make arrangements. Parents/visitors should set-up a time to meet with the teacher if needed. Parents dropping off items for students should leave them in the office. The office can deliver items brought to

school by a parent in a timely manner without classroom interruption. Our goal is to keep classroom interruptions to a minimum and for the teacher to be focused on instruction during student contact time.

WEAPONS GUIDELINES POLICY - SHAWNEE MISSION SCHOOLS

No student or visitor to any Shawnee Mission School District campus, property, or school-sponsored function regardless where held, may possess, transport, display, offer for sale, barter, use, threaten to use, or exchange any gun, bomb, knife, other dangerous weapon, or any object that might have a reasonable “look-alike” resemblance to a dangerous weapon. A dangerous weapon may be defined as “any object which may cause a serious injury or fatal wound.” This policy is in effect during all times on school property including evenings and weekends.

In the event a student of the District or a visitor is found to be in violation of this guideline, the school administration shall notify the police department. The school administration shall also suspend the student(s) involved and recommend expulsion in accordance with the Board of Education policies and laws of the State of Kansas.

WEATHER RELATED SCHOOL DISMISSALS

The communications office of the Shawnee Mission School District provides an updated website at www.smsd.org that will provide information regarding school closings. Or you may sign up to have this information sent to your cell phone as a text message. Go to the district website and click on Shawnee Mission Alert.

Heat Days: The Shawnee Mission School District discontinued the process of providing early dismissal on hot days in air-conditioned schools.

Severe Weather Plan: With roughly 500+ students attending Mill Creek, our telephone lines sometimes cannot handle all incoming and outgoing calls when weather conditions are severe. Consequently, a parent might not be able to call the office to make special arrangements until after school has been dismissed. Please take the time to establish a plan with your children regarding what they should do in case of rainy or snowy weather. If your children usually walk and you want them to ride, please carefully plan who will pick them up and where.

Snow Days: When school is canceled because of hazardous driving conditions, announcements are made on local radio and TV stations after 6:00 a.m. If weather conditions deteriorate during a school day to the extent that school is dismissed early, the school will activate the emergency calling list and will attempt to contact all parents.