



Millsboro Middle School

Student and Family Handbook

2023-2024

302 East State Street * Millsboro, DE 19966 * 302-934-3200

<http://mm.irsd.net/>

Find us on  *Millsboro Middle School*

Mr. Brad Breasure

Principal

Mr. Christopher Costello

Assistant Principal

Our Knight Mission

At Millsboro Middle School our mission is to encourage, engage, and assist all students in developing their highest potential in a safe and respectful learning environment.

Millsboro Middle is a Safe School

All students have the right to feel safe so they can thrive and be successful in school.

Millsboro Middle School and the Indian River School District (IRSD) recognize that safe learning environments are necessary for students to learn and achieve high academic standards. To that end, we will follow regulations and procedures outlined in Delaware Code, 14 Del. C. §4112D, and in IRSD Policy JG.1, *School Bully and Cyberbullying Prevention Policy*.

Millsboro Middle works to prevent bullying through our PBS and will respond to all reports of bullying. Bullying is unacceptable and a culture of openness is the best way to counter such behavior. It is the responsibility of each member of the school community: pupils, staff and parents/guardians to report instances of bullying or suspicions of bullying, with the understanding that all such reports will be listened to and taken seriously. Reports of bullying can be made in person, in writing, on our district's website, by calling the State of Delaware hotline at 800-220-5414, and/or anonymously in writing through our school's "Bully Box," which is located outside of our guidance office.

Additionally, we keep all classroom doors locked at all times as well as all exterior doors; so please remember when you come to MMS, request entrance using our buzzer system at the front entrance (side entrance for handicap access) and present your ID in the main office. Any visitor unable to present ID will be asked to leave the building or will be escorted by an administrator, SRO Wharton or our School Safety Officer, Mr. MacMicking. No visitor will be granted access to areas of the building beyond the main office without an appointment, or with prior approval of an administrator.

Suicide Prevention

Millsboro Middle School with the Indian River School District is committed to protecting the health, safety, and welfare of its students and school community. This policy supports federal, state, and local efforts to provide education on youth suicide awareness prevention; establish methods of prevention, intervention, response to suicide or suicide attempt, and reporting procedures. In accordance with 14 DEL §4124, the Indian River School District will adhere to procedures set forth in the administrative regulation JG.4.

Contact Your MMS Support Staff Team

Phone Number: 302-934-3200 Main Office

Fax Number: 302-934-3215

Secretary: Mrs. Kristina Messick kristina.messick@irsd.k12.de.us

Position	Name	Contact Information
Principal	Mr. Brad Breasure	bradford.breasure@irsd.k12.de.us
Assistant Principal	Mr. Christopher Costello	christopher.costello@irsd.k12.de.us
Counselor – 8th Grade – Teams Blue Hens and Rockets	Mr. Matthew Eskridge	Matthew.eskridge@irsd.k12.de.us
Counselor – 6th Grade – Teams Wildcats and Pride	Mr. James Nelson	James.nelson@irsd.k12.de.us
Counselor – 7th Grade – Teams Lions and Nighthawks	Mrs. Monica Wheatley	Monica.wheatley@irsd.k12.de.us
Secretary for Assistant Principal/Special Education/ Guidance Direct Line 302-934-3210	Mrs. Wanda Lewis	wanda.lewis@irsd.k12.de.us
Clinical Counselor	Ms. Amanda Cordrey	amanda.cordrey@irsd.k12.de.us

Special Education Coordinator	Mrs. Jennifer Flowers Mr. Zach Murphy	jennifer.flowers@irsd.k12.de.us zachary.murphy@irsd.k12.de.us
Nurse Direct Line 302-934-3220	Ms. Deena King	deena.king@irsd.k12.de.us
Cafeteria Manager Direct Line 302-934-3208	Mrs. Angel Wilkerson	angel.wilkerson@irsd.k12.de.us
ML Coordinator/Teacher	Ms. Rachel Pham	rachel.pham@irsd.k12.de.us
504 Coordinator	Mr. James Nelson	james.nelson@irsd.k12.de.us
Financial Secretary/Bills and Obligations	Mrs. Hilary Burgholzer	hilary.burgholzer@irsd.k12.de.us
School Resource Officer	Mr. John Wharton	

Our MMS School Day

Beginning of the Day

7:00 Breakfast/(early drop off)

7:14 (6th Grade) Release into Building to Team area(s)

7:15 (7th Grade) Release into Building to Team area(s)

7:16 (8th Grade) Release into Building to Team area(s)

7:25 Late Bell

7:25 Announcements

7:37 Classes Begin

2:15 Student Dismissal

Student Drop-Off and Pick-Up

All vehicles will enter the school property via the entrance to the staff parking lot on East State Street and travel straight to the back of the school (parent drop off lanes) and follow *behind* the bus loading zone. Students who are dropped off and/or picked up will walk through the bus loading zone area to enter and exit the building. Upon direction of a staff member, vehicles will exit onto Wilson Highway.

Beginning of the Day

ONLY those students who ride the bus and eat breakfast, as well as those being dropped off and walking will be permitted in the building at 7:00 a.m. Those students who walk, or are transported to school, should plan on arriving no later than 7:15 a.m.

Homeroom

Attendance will be taken during homeroom. Any student arriving after 7:25 AM should report to the Main Office to check in. Late students will be marked late and will be subject to disciplinary action as outlined in the discipline matrix in this handbook. Each day will begin with the *Pledge of Allegiance*, a moment of silence, and school-wide announcements.

STUDENT ATTENDANCE PROCEDURES

The policy is posted on the the school districts website, under policies, policy J (students), policy JE student attendance

Response to Intervention and our W.I.N Period

Teams will use universal screeners and classroom data to determine groups for WIN. WIN should be taught in context of the learning occurring in tier 1 instruction. This means time should be spent previewing vocabulary, key concepts, graphic organizers, relevant strategies, etc. that will support student success in their core classes. Groups will be adjusted each marking period, but students can be moved sooner if the data supports it. If a student is in the TISS process, they must stay in the same WIN for a continuous 6 weeks. **First screening will be conducted and groups ready for Sept. 25, 2023.**

Multi-tiered Systems of Supports (MTSS)

We are a **MTSS school, previously known as PBIS**. Therefore, we will give every student the opportunity to reflect on, and change behavior prior to disciplinary action in cases where the infractions are minor. We refer to our Discipline QRG developed through with “The Knight Way” in mind for minor to serious concerns:

The Knight Way

		<h1>The Knight Way</h1>						Golden Knight's Golden Rules: Respect - Be tolerant of differences Responsible - Treat others the way you want to be treated Ready - Manage emotions in all settings	
		<h2>Setting</h2>							
<h2>Expectations</h2>		<i>Classroom</i>	<i>Café</i>	<i>Hallway</i>	<i>Bathroom</i>	<i>Assemblies</i>	<i>Bus</i>	<i>After School</i>	
		Respectful	<ul style="list-style-type: none"> •Listen carefully •Follow all directions •Be polite to staff and peers •Take care of equipment •If you have nothing to nice to say, say nothing 	<ul style="list-style-type: none"> •Speak quietly •Wait your turn •Be polite to all staff •Help staff when requested •Use kind words 	<ul style="list-style-type: none"> •Be mindful of personal space •Keep your hands to yourself •Take care of school property •Be proactive in keeping the school clean •Greet staff and peers 	<ul style="list-style-type: none"> •Honor privacy •Be mindful of others space •Care for school property 	<ul style="list-style-type: none"> •Listen carefully •Follow all directions •Be polite •Have a positive attitude •Applaud appropriately 	<ul style="list-style-type: none"> •Be mindful of everyone's space •Take care of bus property •Speak quietly 	<ul style="list-style-type: none"> •Be polite to the officials •Show sportsmanship to opposing players •Applaud and celebrate appropriately
		Responsible	<ul style="list-style-type: none"> •Be a role model •Complete all work •Treat others well •Be accountable for your actions, both academically and behaviorally •Follow dress code •Cell Phone is put in your locker 	<ul style="list-style-type: none"> •Use appropriate language •Be mindful of others personal space •Keep food in the café 	<ul style="list-style-type: none"> •Walk quietly •Use appropriate language •Be courteous •Pick up trash •Show consideration •Stay to the right side in a single file •Follow dress code •Cell Phone is stowed away 	<ul style="list-style-type: none"> •Speak quietly •Wait your turn •Flush the toilet •Clean up after yourself 	<ul style="list-style-type: none"> •Be a role model •Treat others well •Participate when asked 	<ul style="list-style-type: none"> •Follow bus drivers requests •Use appropriate language •Follow the bus rules •Be mindful of others personal space 	<ul style="list-style-type: none"> •Be mindful of others personal space •Alert staff of dangerous conditions •Be courteous to other spectators
Ready	<ul style="list-style-type: none"> •Eyes on teacher •Mouth is quiet •Be prepared •Try your best •Participate •Have a positive attitude 	<ul style="list-style-type: none"> •Clean your own area •Return tray •Use all objects correctly •Be prompt 	<ul style="list-style-type: none"> •Arrive on time •Keep your locker neat and organized 	<ul style="list-style-type: none"> •Report spills and accidents •Wash hands •Put trash in trash can 	<ul style="list-style-type: none"> •Focus on the speaker •Stay seated •Enter and exit quietly 	<ul style="list-style-type: none"> •Be on time •Keep the bus clean •Stay in your seat •Arrive to school with an open mindset 	<ul style="list-style-type: none"> •Stay in designated areas •Watch the event •Honor participants 		

Cell Phones

Students are not permitted to have cell phones or electronic communication devices (ECD) on during the school day. **If a student brings a cellphone or ECD to school it must be powered off and stowed away in his/her/locker until dismissal.** In the event of an emergency, a school administrator or the school nurse will contact you. If your child needs to reach you for anything during the school day, we provide access to phone use in our main office with minimal disruption to their education. If a student is found in possession of, or is using, a cell phone or ECD during the school day, it must be turned over to the requesting staff member. Failure to do so will result in disciplinary action (“Discipline Matrix”).

We feel it also necessary to address the role mobile devices and social media are playing in the lives of our middle school students. While we, as a school, have no authority over a student’s use of devices or social media at home, we want to ask that you remind your child that if problems are caused IN school because of social media, we will have to address it in order to maintain a safe learning environment, free of distractions. In some cases it can result in disciplinary action or contact with our School Resource Officer, Jonathan Zubrowski.

Dress Code

We adhere to the policies set forth by our Board of Education, and one of them is specific to how students should dress for school. Please take the time to review this policy (found in the provided district calendar and on the district website) and ensure your child is dressed accordingly for school.

The best way we can help our students succeed, is to be proactive about behaviors that inhibit success. We will meet with all students on the first few days of school, and again mid-year, to discuss our expectations and procedures in efforts to encourage positive behaviors and kindness. Please help us by discussing not only the two concerns above, but our district and school expectations discussed in the remaining pages and in our district calendar. Together, we can help your child have the best school year yet!

Behavioral Expectations and Disciplinary Actions

The school day begins when students board their school bus, or are dropped off at school; and ends when they depart their school bus, or are picked up by a parent/guardian, at the end of the school day. During that time, students are responsible for their behavior. A successful school encourages positive, productive behavior in its students, faculty, and administration. Many of the factors that make up the overall climate of a school are under the control of the professional staff. Therefore, in order to provide a positive school environment, staff members must maintain positive expectations for student performance and behavior.

When any behavior occurs that is detrimental to the positive climate of a school it is necessary that disciplinary measures be available to modify or change this behavior. It is important that the unacceptable behavior be identified and quickly revealed to those individuals responsible.

The Indian River School District has official, written policies and procedures that identify and provide legal and detailed descriptions and definitions of specific offenses and acts of misconduct. **You can find these written policies, procedures, descriptions, and definitions in the Indian River School District Code of Conduct and in the Indian River School District Policy JG. These documents can be found on the district website at www.irsd.net, and/or in our district calendar.**

Students found in violation of District Policies, the IRSD Code of Conduct, and/or the expectations found in this handbook are subject to disciplinary action. For the purpose of being transparent and consistent in dealing with student discipline, MMS administration will adhere to the *Discipline Matrix* following this explanation and list of “Expellable Offenses.” Please note: this Discipline Matrix is **not** all-inclusive. See the Indian River School District’s “Code of Conduct” for a complete list.

Discipline Matrix School

See Attachment

EXPULSION Policy

For all violations of this policy, an expulsion is a separation from the school district as recommended by the hearing officer and determined by the Board of Education not to exceed 180 school days. The Board of Education will use hearing officers to engage in the fact-finding process with respect to student disciplinary cases. The board will retain its authority and responsibility to make the final decision in such matters, but will make its decision based upon a review of the record of a hearing conducted by a hearing officer. Such an approach preserves the board's role of making the policy decision, but eliminates the board's involvement in lengthy hearings aimed at gathering the facts. Thus, for example, in the case of a student expulsion, the hearing officer gathers the facts, prepares proposed findings of fact, and makes a recommendation to the board. The board reviews the record to assure that the proposed findings are supported by substantial evidence, and the board makes the policy decision as to whether the conduct of the student should result in expulsion. Expulsions are for very serious and/or continuing violations of school regulations or public laws dealing with school operations. Expulsion is authorized only by the Board of Education after receiving a recommendation for such action from the building administrator and Superintendent or designee of the district.

Any student who is expelled at any time during a school year will not receive any credit for that school year unless the work for the credit has been completed prior to the expulsion or the student successfully completes a term of referral at an alternative school, as directed by the Board of Education. An expulsion shall commence with the day on which the violation occurred; this will be the last day the student is in school.

A student who is expelled or in an alternative placement setting is banned from school property and may not attend any school function during the period of the expulsion. If a student is scheduled for an expulsion hearing and withdraws prior to the hearing, the student will be banned from school property

and not allowed to attend any school functions for 180 school days from the date of the withdrawal or until the expulsion has been formally completed. If the student withdraws after the expulsion hearing, but prior to board review of the hearing officer's recommendations, the student will be banned from school property and not allowed to attend any school functions for 180 school days from the date of the withdrawal.

Students expelled and referred to the Sussex County Opportunity Program in Education (SCOPE) must successfully meet that school's daily requirement for acceptable behavior for the full term of the expulsion.

Students who have successfully met a minimum of 50% of their assigned time at the alternative school may apply to that school's staff for early release. Such application shall be based upon exemplary accomplishments in regular attendance, earned grades, appropriate behaviors with peers and staff, and adherence to rules. JG (also JFCH, JFCI, JFI, JGA, JGD, JGE)

If the staff at the alternative school approves the student's request, an application for re-admittance to the student's regular school will be considered.

The administrators and staff of the sending school shall convene and consider the request.

If approved, a Behavior Contract shall be signed by the student, parent(s), and building Administrator, specifying the conditions of the early release.

Under normal circumstances, the matter shall be handled by appropriate district personnel and will neither require nor entitle the pupil to another formal hearing. However, the Board of Education shall be informed of each case which results in an early release. Once informed of the early release and based upon the recommendation of the building administrative staff, the board will have the option of ending the student's expulsion.

Expellable Offenses The following is a list of expellable offenses. The list is not all inclusive of expellable offenses; therefore, other offenses may also warrant expulsion.

- a. A student who physically or verbally abuses a teacher, administrator, or any other school district employee may be liable for expulsion and prosecution by law.
- b. A student who violates the narcotics, alcoholic/palcoholic beverages, and stimulant drugs section of this policy shall be expelled except that for certain violations the expulsion can be waived.
- c. A student who engages in a criminal sexual offense (i.e., sexual contact, sexual penetration, sexual intercourse) while under the jurisdiction of the Indian River School District may be liable for expulsion and prosecution by law. A student who engages in a non-criminal sexual offense for the first time (i.e., sexual contact, sexual penetration, sexual intercourse) while under the jurisdiction of the Indian River School District will be suspended out of school for up to three (3) school days and required to successfully complete five (5) days at CAMP.

d. A student who recklessly or intentionally causes physical injury to another person while under the jurisdiction of the Indian River School District may be liable for expulsion and prosecution by law.

e. A student who has been suspended out of school on three or more occasions during a school year may be expelled by the Board of Education.

f. A student who uses, attempts to use, or threatens to use a dangerous/deadly weapon, tool or instrument to inflict harm to another individual while under the jurisdiction the Indian River School District may be expelled by the Board of Education.

g. A student who is in possession of a "firearm" on school property, a school bus or at a bus stop, or at any school-sponsored event or activity shall result in expulsion for a period of not less than 180 days. The Superintendent shall modify such expulsion requirement to the extent a modification is required by Federal/State law or State Board regulation. For purposes of this appendix, "firearm" is defined in Section 921 of Title 18, United States code (see attached definition of "firearm"). Special exceptions to this policy may be considered to JG (also JFCH, JFCI, JFI, JGA, JGD, JGE) allow the Superintendent to modify each recommendation for expulsion on a case-by-case basis. Considerations respective of age and/or special needs of the student will be weighed.

h. A student who communicates the possession of a bomb or other incendiary device, or has communicated or facilitated the communication of a bomb threat against any facility, school property, school bus, or at a school bus stop or at any school-sponsored event or activity within the Indian River School District or under the jurisdiction of the Indian River School District may be liable for expulsion and prosecution by law.

i. Once an Attorney General's Report (Juvenile/Adult Warrant and Complaint) is received by the district in support of student out-of- school criminal conduct, regardless of the jurisdiction, which shows disregard for the health, safety and welfare of others, including, but not limited to acts of violence, sexual offenses, weapons offenses and drug offenses, the district may take appropriate action including expulsion.

MMS Expectations and Procedures

Academic Dishonesty

It is expected that all Millsboro Middle students model high standards of academic work ethic. Therefore any student caught plagiarizing, copying work, colluding (allowing someone else to copy your work), or academically cheating in any other way will be subject to disciplinary action.

Bus Conduct

Bus Matrix (See Attachment)

Riding a school bus is a privilege and NOT a right. While in transport, all school rules are in effect and apply to all students. It should be noted that food or drinks of any kind are not permitted on the buses.

The bus driver is the authority during this time and students need to show the respect for this position. Failure to adhere to the standards set will result in the loss of bus privileges.

Behavior expected of Millsboro Middle School students while on a school bus:

Bus Rules

The Driver is in charge of the bus

No abusive or profane language.

No eating or drinking on the bus.

Keep the bus clean.

Keep the aisle clear.

Do not damage or deface any part of the bus. Students and or parents must pay the cost of repairing or replacing any damage made to the bus, or the students will be prosecuted.

The use or possession of tobacco products is prohibited.

Stay in your assigned seat; stay facing forward.

Do not extend any objects or part of the body out of the bus window at any time.

USE OF CELL PHONES ON BUSES Cell phone and ECD use by students while riding to and from school on the bus, or on the bus during school sponsored activities, shall be at the discretion of the bus driver and/or staff supervising students on the bus. If approval is granted, students must ensure acceptable use that is not in violation of this, or any other, IRSD policy

If at any time a student's behavior endangers the safety and welfare of the other people on the bus, appropriate action will be taken. The reasons will not be limited to the above list.

School Bus Discipline (Policy JG)

SCHOOL BUS DISCIPLINE:

Recognizing that pupil safety and welfare on school buses depend, to some degree on the conduct of pupils themselves, and that misbehavior which distracts a school bus driver is a serious hazard to the safety of all passengers, the Indian River School Board, herewith established the following as a means of uniformly dealing with school bus discipline problems:

“School bus transportation is a privilege extended to all pupils who qualify for same under state law. This privilege may be suspended temporarily or for the remainder of the year for violations of ‘School Bus Safety Regulations.’ The ‘Student Code of Conduct’ of the Indian River School District shall be in effect on every school bus transporting Indian River School District students or at any designated Indian River School District school bus stop.

Violations of the ‘Bus Safety Regulations’ are to be submitted by the bus driver on a discipline report form to the appropriate principal or assistant principal as soon as practical. Administrators alone have authority to invoke school bus suspensions. When suspensions from school bus transportation are invoked, parents or guardians will be responsible for providing transportation to and from school.”

Cafeteria

The main purpose of being in the cafeteria is to eat and all food, drinks, candy, etc...are **only** permitted in the cafeteria. Students bringing those items to school must store them in their locker or book bag until permitted to take them to the cafeteria.

For lunch, students may bring their own or purchase a platter from the cafeteria. For those students bringing their own lunch, **cans and juice boxes** are acceptable; however, **glass containers, metal containers (canteens)** and **Energy Drinks** are **NOT permitted**. If a student wishes to bring their own container it must be clear. Students are responsible for keeping their area clean and returning trays to the washroom window. During morning admissions we have noticed in the past students with energy drinks or coffee/caffeinated beverages, we are asking for your support that your child does not bring these types of beverages to school as they will be asked to throw them away when entering the building.

Parents/Guardians are not permitted to eat lunch with their child in the cafeteria, but if a request within a reasonable time is made an alternative location could be provided.

While in the cafeteria, students are expected to:

Respect others by staying in line and not cutting ahead.

Raise hands to request permission to use the restroom or dispose of trash.

Remain seated at all times unless permission is granted by a staff member on duty.

Talk in conversational tones to the people closest to them; at the same table only.

Be responsible for cleaning up their area of the lunch room.

Listen closely for dismissal directions.

If a student fails to observe these expectations while in the cafeteria, s/he will face disciplinary action such as an assigned seat, clean up duties, detention, parent conference, or suspension.

Change of telephone number or address

Please contact Wanda Lewis (Direct Line 302-934-3210) in the office if you have a change in your home address, telephone number, or emergency phone numbers. Student addresses will not be changed unless notification comes from the custodial parent or legal guardian. For your child's safety, we need to be made aware of any of these types of changes in case of an emergency.

Classroom Expectations

One of our main objectives at MMS is to provide a school and classroom environment that is conducive to learning. Therefore, it is imperative that students follow all district and school policies to help promote a positive classroom atmosphere that best meets the needs of all students. To help support students in the classroom, staff have developed Team Guidelines that will outline the specific expectations in the classroom relating to Respectful, Responsible, and Ready.

Clubs/Organizations

Business Professionals of America	Chris White
Future Farmers of America (FFA)	Susan Quillen
Heart and Sole	Susan Quillen
Junior Optimist International	Shelley McBride
National Junior Honor Society (NJHS)	Carmen Doheny
Robotics Team	Taylor Howard
Student Council	Emily Wright
Art Club	Toniann DeGregory

Communications

It is our practice to return a call, or reply to an email, within 24 hours of receipt. The teacher cannot leave his/her class unsupervised to talk with you during class time. This also applies to students as well, as they may not leave class to take a phone call other than an emergency.

Conferences

Millsboro Middle School believes the relationship between the home, the student, and the school is key to student success; therefore, we sponsor Parent-conferences, which put the parent/guardian and the student at the heart of the conversation. Our conferences are scheduled at various times throughout the school

year in-person and via Zoom. Please check the district calendar for specific dates *(10/12/23, 1/8/24 and 3/14/24). However, if you would like to have a conference with your child's teacher at another time, please call the school or write the teacher a note/email. If at any time during the school year you have a concern regarding your child's education we ask that you contact the teacher first to remedy the situation sooner rather than later.

Early Dismissal and Late Arrivals

Students must submit early dismissal notes to the main office secretary at the start of the day. Early dismissal notes **must include the date, student's name, I.D. Number, grade level, homeroom teacher's name and room number, the time of dismissal, and a telephone number where a parent can be reached.** These notes may be checked for authenticity and therefore, parental contact may be made to confirm information. Upon approval, an early dismissal note will be given to the student who must present it to the classroom teacher upon dismissal time. Before a child will be permitted to leave the building, the parent/guardian must check in at the Main Office, **produce a photo ID or driver's license,** and sign his/her child out. **Under no circumstances do we dismiss a child to a non-guardian (i.e., brother, sister, aunt, grandparent) unless the parental note indicates otherwise AND can be confirmed.**

Policy JEDB

1. A child may be picked up from school either by the parent/guardian/relative caregiver in person, or with a note signed by the parent/guardian/relative caregiver, authorizing another adult listed on the child's emergency card, which should be updated annually.
2. In order for a child to be released to someone other than an authorized adult on the emergency card, a note on the day of release signed by the parent or guardian must specify to whom the child is to be released. Photo identification must be presented upon request. If questions arise, the parent/guardian may be contacted before the child is released.
3. Parents/authorized adults are required to report to the office in person and identify themselves to pick up a child; this right will not be denied a parent unless there is a legal document of non-visitation within the child's folder. A written request of denial from one parent against another will not be honored unless a legal custody document is on file detailing visitation and custody.
4. In cases where the principal has sound reason to believe that the child may be placed in some imminent danger or that such a release may not be in the child's best interest, he/she may deny the release until the matter is resolved.
5. As we have no way of knowing who is calling, a child will not be released by a phone call. Exceptions to this will be at the discretion of a building administrator or his/her designee.

6. Children will not be released from the bus at any time until arrival at their regular stop. Any release from school or bus must be initiated in the office of the school, with the parent, guardian, or authorized adult making the request.

7. Students who have reached the age of 18 can, according to law, release themselves from school. While 18 year old students are of legal age to sign themselves out, they are subject to prosecution for truancy for failure to attend school as long as they are enrolled, 14 Del C. § 2730(a).

Any student who arrives late to school must be accompanied by an adult who will sign them in at the Main office and present a note or other professional documentation to show the cause of their tardiness.

Please note that tardiness to school will result in disciplinary action if appropriate documentation (doctor's note, etc.) is not provided.

Emergency Drills

Bus Evacuation Drill

Bus evacuation drills are held periodically through the year. Students and staff will be notified in advance of each drill. Teachers will be assigned to assist with these drills as necessary.

Fire Drills

The schools are required by law to hold monthly fire drills during the school year. The teacher will instruct the children of the evacuation routines and procedures during the first few days of school. Please emphasize to your child the seriousness of these drills.

School-Wide Safety Drills

Our main objective is to keep our students safe while providing the best education we can. Therefore, we will periodically practice lock-downs and other drills aimed at preparing students and staff members for emergency situations. It is the intent of these drills to instill habits without creating panic or alarm so students and staff members can maintain safety in the event of real danger.

Field Trips

Field trips are viewed as an extension of the classroom and are rewards for those students who have exhibited positive and cooperative behavior(s) during the regular school day. Therefore, it is our hope that your child will attend and participate in all planned activities. If you have a financial circumstance, which may prevent your child from participating, please contact the main office for assistance. The privilege of participating in a field trip may be revoked for disciplinary reasons.

Grades

The Indian River School District's grading system is designed to evaluate a student's academic progress and to effectively convey this information to students, parents, and other appropriate parties. Grades are

to be used to measure the progress of a student in relation to instructional objectives and other requirements of a course or area study. Progress reports will be provided for each student and these dates appear on the student data trackers in this handbook and are sent home at the beginning of the year.

The grading scale for all students shall be as follows:

95 - 100 = A+	75-79= C+
90 - 94 = A	70-74= C
85 - 89 = B+	65-69= D
80 – 84 = B	64 or lower = Failure

Report Card grades reflect a student's level of mastering state content area standards and include scores from formative assessments such as homework and class work, and summative assessments such as unit tests and major projects. At MMS, formative assessments comprise 30% of a student's report card grade and summative assessments comprise the other 70%. Specific information regarding formative and summative classroom assessments is provided by individual teachers.

Guidance

We understand that all students need support in dealing with academic and personal problems. For that reason, we have counselors on staff who are specially trained to help students in solving problems. The counselors are eager to talk with students; however, due to our large student population, it is necessary for students to make an appointment to see one of our counselors. Students can request an appointment through the guidance department. Parents may also request appointments for their student(s). Please contact the Guidance Office to do so.

Homework

Homework shall be for practice and reinforcement of classroom instruction. Independent practice is a key to success, and students are expected to complete the assignments designed to strengthen their acquired skills. No new concepts or objectives shall be introduced as homework. Homework assignments need to be turned in on time and will be evaluated in order to provide the student with corrective feedback. Specific information regarding homework assignments and expectations will be sent home by individual teachers during the first week of school. MMS teachers establish their grading policies using the following guidelines:

Students should be given homework that reinforces specific needs.

Homework assignments may be overnight or long-term; however, not all homework grades combined can account for more than 10% of a student's overall average.

Zeros will be given for missing homework.

As a parent/guardian we ask that you take an active role in your child's education. One way you can do this is by taking an active interest in their homework. Set a regular, uninterrupted time at home for your child to complete homework and/or study.

Here at MMS we feel reading is an essential component to student success in school. Therefore, we also encourage you to promote reading at home as a daily experience. Please contact your child's team if you would like ideas for independent reading at home.

Insurance

The Indian River School District provides neither accident insurance nor does it provide insurance covering deductibles for students. However, the district makes available the opportunity for parents to purchase student accident insurance. This insurance covers students against accidents which may occur while traveling directly to and from school, while in attendance in school, or while participating in school-sponsored activities, including most interscholastic athletic contests. Information about this insurance is available on our district's website at www.irsd.net, and all questions should be directed to our Nurse's Office.

Make up work

Upon returning from an absence, students have two school days to make up for the work missed, or as many school days that he/she has been absent up to five school days. Students who are absent more than five (5) days must schedule deadlines with each teacher immediately upon return. Deadlines not met or arrangements not made will result in a zero for the assignment(s).

*Once a student has completed a summative assessment they will not be allowed to retake or complete formative assessments correlated with that summative assessment.

Nurse

Student safety is a priority at Millsboro Middle School and for that reason we employ a full-time registered nurse. Students who become ill during the day are to secure a pass from their teacher giving them permission to visit the nurse's office. No student will be admitted without a pass. If the nurse determines that a student is too ill to be in school, she will make parental/family contact to arrange student pick-up. In order for our nurse to effectively manage your child's well-being, it is extremely important that your child return the Emergency Card (sent home in the "First Day Folder") indicating emergency contact information and necessary medications. This form must be updated each year.

If your child needs to take an over-the-counter medication on a regular basis, please provide the medication in the original container. Please provide a signed parent/guardian note with explicit instructions on when and how the medication is to be taken. Controlled medications like Adderall and

Focalin and similar meds must be brought in by a parent/guardian along with the appropriate request/permission medication form. **Please DO NOT send any medications to school with your child.**

Planned Absences

If you have justifiable cause for a planned absence, you may secure a special form from the office. This form will be completed and signed by your parents and then presented to your teachers for their signature. This request for approved absence should be made at least ten days before the absence takes place. Completed forms are to be returned to the main office. If the number of planned school days missed exceeds ten, special permission from the superintendent is necessary. **Furthermore, all planned absences during state testing will be denied.**

Physical Education

Our school nurse can give a one day excuse for temporary conditions that may prevent a student from participating in strenuous activity. Therefore, those students unable to participate in physical education for an extended period must obtain a doctor's note and present it to our school nurse who will inform the student's teacher.

It is expected that physical education students come prepared to dress for class each day and participate in the scheduled activities. Due to the increased risk of injury, students will not be permitted to participate in physical education activities while wearing jewelry of any kind. Your child's physical education teacher will contact you to discuss the consequences if your child repeatedly refuses to remove his or her jewelry.

Progress Reports

While student grades can be viewed at any time in **Home Access Center (HAC)**, detailed progress reports will be published in **HAC** once a marking period, prior to finalizing report card grades. Please ensure you have an active HAC account (see the *Home Access Center* description in this handbook for further information) so you can access progress reports on the following dates:

10/4/23

12/12/23

2/23/24

5/8/24

If you are unable to access HAC from home, we have computer internet access set up for our families in our main office, or you may use internet access at the local library.

Restrooms

Students will utilize the Smartpass with the following bathrooms allocated per grade/team at these times. Please note the labeling of the bathrooms in *italics* for SmartPass

Pride: Girls will use the upstairs bathroom during Team classes only (*Pride Girls BR*), front/main hallway during exploratory (*MainHall Girls*), except for Band and PE (*Café Girls BR*). Boys will use the downstairs bathroom in the exploratory hallway during team classes and exploratory (*Exp. Boys BR*), except for Band and PE they will use the cafeteria bathroom (*Café Boys BR*).

Wildcats: Both the girls (*WC Girls BR*) and boys (*WC Boys BR*) will use their bathrooms upstairs in their hallway only during Team classes. During Exploratory classes the boys will use the downstairs bathroom in the Exploratory hallway (*Exp. Boys BR*), and the girls will use the front/main hallway bathroom (*MainHall Girls*), except for Band and PE they will use the cafeteria bathroom (*Café Girls BR*) or (*Café Boys BR*).

Lions/Nighthawks: Both the girls (*7th Girls BR*) and boys (*7th Boys BR*) will use the bathrooms located in the 7th grade hallway upstairs during Team classes only. During Exploratory classes the boys will use the downstairs bathroom in the Exploratory hallway (*Exp. Boys BR*), and the girls will use the front/main hallway bathroom (*MainHall Girls*), except for Band and PE they will use the cafeteria bathroom (*Café Girls BR*) or (*Café Boys BR*).

Blue Hens/Rockets: Both the girls (*MainHall Girls*), and boys (*MainHall Boys*) will use the bathrooms located in the front/main hallway during Team classes only. During Exploratory classes the boys will use the bathroom in the Exploratory hallway (*Exp. Boys BR*), and the girls will use the front/main hallway bathroom (*MainHall Girls*), except for Band and PE they will use the cafeteria bathroom (*Café Girls BR*) or (*Café Boys BR*).

Lunch: all students will use the cafeteria bathroom unless otherwise permitted to use the Nurse's bathroom (*Nurse's BR*) (certain situations) (*Café Girls BR*) or (*Café Boys BR*).

Transitions: During transitions students are not to use the bathroom, they must report to their next class and then complete a Smartpass with the permission of the teacher.

*The first ten minutes and last ten minutes of the class the bathrooms are closed to minimize hallway traffic and focus on our instructional activities (teachers take into account emergencies).

*If there is a concern utilizing a specific bathroom the parent/guardian/student should communicate with their grade level counselor so we can accommodate appropriately.

Text Responsibility/Care of School Property

The Indian River Board of Education recognizes its responsibility to provide textbooks, supplementary books, instructional computer software, Chromebooks, and other school property related to instruction in the classes for which he/she is enrolled. Such items are the property of the Indian River School District and the State of Delaware. Therefore, the student and his/her parent(s) or guardian(s) are responsible for returning all subject materials in reusable condition at such time as staff requests their return. The responsible person(s) entrusted with such school property shall be required to pay the school district the replacement cost of lost or destroyed subject matter materials.

Technology

Each student at Millsboro Middle School will be loaned a Chromebook/Electronic Device for the duration of their educational placement at the middle school. Please refer to the district policy below, online and the agreement when signing into the electronic device.

Policy EHAA

The purpose of this policy is to establish acceptable and unacceptable use of the Covered Electronic Resources provided by Indian River School District (“IRSD”) and the State of Delaware (collectively with IRSD, the “District”), to Covered Users. Electronic Resources are provided for a limited education purpose for students and to facilitate employees’ work productivity. This policy serves to ensure that actual use conforms to this intended purpose.

Please sign below to acknowledge receipt of the Student/Family Handbook

Student Date

Parent/Guardian Date

Please return this sheet to your homeroom teacher by 9/8/23 and you will receive PBS points for your profile.