



Millsboro Middle School
Student and Family Handbook
2024-2025

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

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

Find us on  *Millsboro Middle School*

www.millsboromiddlesports.com

Mr. Brad Breasure

Principal

Mr. Christopher Costello

Assistant Principal

Mrs. Rebecca Hagan

Assistant Principal

September 3, 2024

Dear MMS Families,

Welcome to a brand new school year at Millsboro Middle School! I hope you had a wonderful summer and are feeling refreshed and ready for an exciting year ahead. Middle school is a time of growth, discovery, and new challenges, and I want you to know that we are here to support you every step of the way. We are committed to providing your child with a well-rounded middle school experience, working with parents, guardians, and the surrounding community as a team to support your child.

This year, we have a lot of exciting activities, opportunities, and experiences planned for our MMS family. Whether your child is joining a new club, trying out for a sports team, or diving into their studies, we encourage you to embrace every moment with enthusiasm and an open mind. Remember, it's okay to make mistakes along the way - that's how we learn and grow.

So we can ensure we are on the same page with expectations, we need you and your child to sign the required paperwork provided in this folder to their homeroom teacher as soon as possible.

Our dedicated teachers and staff are here to help you succeed and make this year memorable. Don't hesitate to reach out if you need assistance or just want to share something exciting! Let's make this school year amazing. I am excited to see all that students will achieve and the incredible things we, as an MMS family, can accomplish together.

Here's to a great year ahead!

Brad Breasure, 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 recognize that safe learning environments are necessary for students to achieve high academic standards. To that end, we will follow the 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 School works to prevent bullying 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: students, staff, and parents/guardians to report instances of bullying or suspicions of bullying, with the understanding that all 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 and exterior doors locked at all times, so please remember when you come to MMS, request entrance using our buzzer system at the front entrance, and present your ID in the main office. Any visitor unable to present ID will be asked to leave the building or be escorted out by an administrator, our school resource office, or our school safety officer. 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

Fax Number: 302-934-3215

Position	Name	Contact Information
Principal	Mr. Brad Breasure	bradford.breasure@irsd.k12.de.us
Assistant Principal & 504 Coordinator	Mr. Christopher Costello	christopher.costello@irsd.k12.de.us
Assistant Principal	Mrs. Rebecca Hagan	rebecca.hagan@irsd.k12.de.us
Counselors (Grade 6: Pride and Wildcats; Grade 7: Lions)	Mr. Matthew Eskridge (School) Ms. Savannah Conaway (Mental Health)	matthew.eskridge@irsd.k12.de.us savannah.conaway@irsd.k12.de.us
Counselors (Grade 7: Nighthawks; Grade 8: Blue Hens & Rockets)	Mrs. Monica Wheatley (School) Ms. Amanda Cordrey (Mental Health)	monica.wheatley@irsd.k12.de.us amanda.cordrey@irsd.k12.de.us
Administrative Assistant I	Mrs. Kristina Messick	kristina.messick@irsd.k12.de.us
Administrative Assistant I	Mrs. Wanda Lewis	wanda.lewis@irsd.k12.de.us
Administrative Assistant II	Mrs. Hilary Burgholzer	hilary.burgholzer@irsd.k12.de.us
Nurse Direct line: 302-934-3220	Ms. Deena King Mrs. Julia Miller	deena.king@irsd.k12.de.us julia.miller@irsd.k12.de.us
Cafeteria Manager Direct line: 302-934-3208	Mrs. Angel Wilkerson	angel.wilkerson@irsd.k12.de.us
Special Education Coordinator (6th grade: A-L; Grade 7)	Ms. Jennifer Flowers	jennifer.flowers@irsd.k12.de.us
Special Education Coordinator (Grade 6: M-Z, Grade 8)	Mr. Zachary Murphy	zachary.murphy@irsd.k12.de.us
ML Coordinator	Ms. Rachel Pham	rachel.pham@irsd.k12.de.us
School Resource Officer	Mr. John Wharton	john.wharton@irsd.k12.de.us

Daily Schedule

7:00: Early car-rider drop off

7:15: All students enter the building

7:25: Late bell

7:25 Announcements

7:35 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.

*Only students who are dropped off, walk, or ride a bike to school may enter the building before 7:15. All other students will remain on the bus until morning admissions and have the option of *grab-and-go* breakfast on the way to homeroom.

Homeroom

Attendance will be taken during homeroom. Any student arriving after 7:25 AM should report to the main office to check in. Students will be marked late after this time. Each day will begin with the *Pledge of Allegiance*, a moment of silence, and school-wide announcements.

Response to Intervention and our W.I.N Period

Teams will use universal screeners and classroom data to determine groups for WIN. WIN will be taught in context with the learning occurring during daily instruction. Groups will be adjusted each marking period based on academic needs. **WIN will begin on September 23, 2024.**

Multi-Tiered Systems of Supports (MTSS),

We are an MTSS school, previously known as PBiS. Therefore, we will give every student the opportunity to reflect upon, and change behavior prior to disciplinary action in cases where infractions are minor.

MILLSBORO Middle School		The Knight Way						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	
		Setting							
		Classroom	Café	Hallway	Bathroom	Assemblies	Bus	After School	
Expectations	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/ book bag 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 discovered with or using a cell phone or ECD during school hours, they are required to surrender the device to the staff member who requests it. The parent or guardian will then need to retrieve the device. Failure to do so will result in disciplinary action (see 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.

Cafeteria

The main purpose of being in the cafeteria is to eat in that location and all food, drinks, candy, etc...are **only** permitted in the cafeteria. Students bringing those items to school must store them in their lunch box/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** are NOT permitted. Students are responsible for keeping their area clean and returning trays to the washroom window. 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 can be provided.

Students are not permitted to order food for delivery to Millsboro Middle School for safety reasons. If a student is without lunch, we will ensure they are provided lunch from the school cafeteria.

Change of telephone number or address

Please contact Wanda Lewis (Direct Line 302-934-3200) 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.

Clubs and Organizations

Club/Organization	Staff Member	Email
Business Professionals of America	Christopher White	christopher.white@irsd.k12.de.us
Future Farmers of America	Susan Quillen	susan.quillen@irsd.k12.de.us
Heart and Sole	Susan Quillen	susan.quillen@irsd.k12.de.us

Junior Optimist International	Shelley McBride	shelley.mcbride@irsd.k12.de.us
National Junior Honor Society	Carmen Doheny	carmen.doheny@irsd.k12.de.us
Robotics Team	Taylor Howard	taylor.howard@irsd.k12.de.us
Student Council	Emily Wright	emily.wright@irsd.k12.de.us
Art Club	Toniann DeGregory	toniann.degregory@irsd.k12.de.us
Math League	Joseph Kotzur	joseph.kotzur@irsd.k12.de.us
Chess Club	Zachary Temple	zachary.temple@irsd.k12.de.us
Strength and Conditioning	John Doherty	john.doherty@irsd.k12.de.us
Yearbook Club	Sarah Betlejewski	sarah.betlejewski@irsd.k12.de.us

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.

Disciplinary Actions & Behavioral Expectations

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, Discipline Matrix, and/or the expectations found in this handbook are subject to disciplinary action.

Please note: this Discipline Matrix is **not** all-inclusive. See the Indian River School District's "Code of Conduct" and Policy JG for a complete list which were also provided in the first day folders for students.

See Middle School Discipline Matrix & Bus Discipline Matrix attached at the end of this document for further information.

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!

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. 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.**

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.

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.

Honors

The following data decides the placement of students into our honors course at Millsboro Middle School, as we believe these criteria represent an objective look at a student's abilities and potential:

- Final class average from the previous year (ELA/Math): 90% or above
 - Math and/or ELA DeSSA Scores: Proficiency (Level 3 or 4)

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.**

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.

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.**

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 in your student's first day folder, 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.

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.

I acknowledge that I have thoroughly read and reviewed the Student/Family Handbook provided by Millsboro Middle School. I understand that this handbook does not encompass all district policies, procedures, and guidelines, and I recognize the importance of adhering to them. By signing this, I confirm that I am aware of the expectations and responsibilities outlined and agree to comply with the rules and regulations described.

Student's Name (PRINT)_____

Student's Name (SIGNATURE)_____

Parent/Guardian (SIGNATURE)_____

For more information regarding district policies you may visit IRSD.net and the school district calendar.