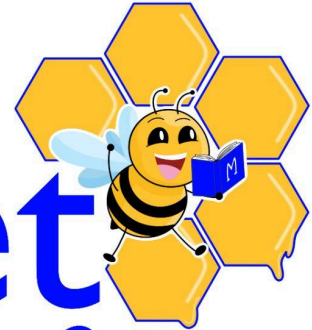




MILL STREET SCHOOL
2025/2026

Mill Street
H O N E Y B E E S



835 Second Street
Orland, California 95963
Phone: (530) 865-1240
FAX: (530) 865-1129

Tyler Rutledge, Principal

ORLAND UNIFIED SCHOOL DISTRICT
903 South Street
Orland, CA 95963
(530) 865-1200

District Superintendent, Victor Perry

BOARD OF TRUSTEES

Nate Monck
Coreen DeLeon
Shannon Ovard
Dustin Coughlin
Becky Brummet

Mill Street School Staff for 2024/2025

<u>Office Staff</u>	<u>Title</u>
Tyler Rutledge	Principal
Kristin Martins	Secretary
Cristina Morales	Bilingual Services Aide
Maria Chavez	Attendance Clerk
Kelly Stofle	Library Clerk
Amanda Rolfs	Health Clerk/Yard Supervisor
<u>Certificated Staff</u>	<u>Grade Level</u>
Allison Ward	Discovery Room
Natalie Gomes	UPK
Emily Blevins	UPK
Jill Blevins	TK
Lori Raygoza	TK
Carolina Valdovinos	K - DI
NA	K
Cristal Rodriguez	K
Lisa Vlach	K
Rosio Zamora	K-DI
Franchaska Coletti	K
Susana Llamas	1st-DI
Maize Langan	1st
Kaylee Thompson	1st
Julia Cruz	1st-DI
Katie Boles	1st
Dana Collins	1st
Sara Valtierra	2nd-DI
NA	2nd
Robin Greeley	2nd
Rebecca Johnson	2nd
Maria Martinez	2nd
Tara Payano	2nd-DI
Julianna Jackson	Education Specialist
Mallory Newman	Education Specialist
Becky Martin	Education Specialist
Juana Diaz/Alejandra Magana	Intervention Specialist
Alfredo Chavez Hernandez	ELD Coordinator
Cara Langan	SEL Coach
<u>Shared Staff</u>	<u>Title</u>

Leslie Jurado	Speech Specialist
Anne Marie Halsey	School Psychologist
Christina Mesker	District Social Worker
Michelle Dobbs	District Nurse
Lindsay Reimers	P.E. Teacher
Hailey Thomas	Music Teacher
Kaylee Thompson	Tech Coach
Ann Pettit	Math Coach
<u>Classified Staff</u>	<u>Title</u>
Amanda Hardin Terra	SEL Instructional Aide
Mary Hernandez	UPK Instructional Aide
Esmeralda Avila	UPK Instructional Aide
Flor Flores	TK Instructional Aide
Kristina Miller	TK Instructional Aide
Imelda Alvarez	Instructional Aide
Claudia Nunez	Instructional Aide
Lidia Gonzalez	Instructional Aide
Maria (Lupe) Raygoza	Instructional Aide
Ivana Posvances	Instructional Aide
Soledad Mojica	Instructional Aide
Magali Chavez	Instructional Aide
Martin Cloyd	Instructional Aide
Lacey Atkin	Instructional Aide
Rachel Montoya	Instructional Aide
Nancy Orozco Lopez	Instructional Aide (SPED)
NA	Instructional Aide (SPED)
Lupe Pozvance	Instructional Aide (DOP)
Sam Alvarez	Instructional Aide (SPED)
Jazmin Bautista	Instructional Aide (SPED)
NA	Instructional Aide (SPED)
Madison Murillo	Instructional Aide (SPED)
Elaine Gutierrez	Yard Supervisor
Stephany Aguilar	Yard Supervisor
Vanessa Leon	Yard Supervisor
Alondra Pompa	Yard Supervisor/SPARK
Kristy Ross	Bus Supervisor
Matt McCullough	Day Custodian
Yesenia Leon	Night Custodian
<u>Cafeteria Staff</u>	<u>Title</u>
Linda Wright	Cook

Maria Hernandez	Cafeteria Worker II
Rosa Raygoza	Cafeteria Worker I
<u>SPARK</u>	<u>Title</u>
Cecelia Silva	Site Coordinator
Alexis (Lexi) Landeros	Instructional Aide (SPARK)
Magali Chavez	Instructional Aide (SPARK)
Soledad Mojica	Instructional Aide (SPARK)
Alondra Pompa	(SPARK)
Mia Santana-Vargas	(SPARK)
Amelia Martinez	(SPARK)
Eva	(SPARK)

Mission & Vision

Mission	Mill Street's mission is to seek excellence in academics and social/emotional learning through high expectations and lasting relationships with students, families, and the community.
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Vision	Action Plan
Provide a Safe Space for Students to Thrive	Administration, teachers, and staff will provide a safe space where students can focus on academic excellence, citizenship, and collaboration through a commitment to continuous growth and training.
Promote Academic Excellence	Administration, teachers, and staff will hold students to high academic expectations through the use of state-adopted curriculum (Go Math!, Benchmark Advance/Adelante, iReady) that are aligned with common core state standards.
Nurture the Talents and Abilities of Each Student	Students will demonstrate their learning, talents, and abilities through Writers' Showcase, Winter Showcase, Dr. Seuss/Literacy Week, Open House, and Glenn County Fair Day.
Develop Responsible Citizens and Foster Respect for Others	Students will develop citizenship skills through the use of Positive Behaviors Interventions and Supports (PBIS), following the Mill Street pledge to be <i>kind, safe, responsible, and a problem solver</i> as well as a commitment to social and emotional learning.
Function as a Culture of Collaboration	Stakeholders participate in professional development, staff meetings, PLCs, leadership meetings, SSC meetings, ELAC, and Parent Club.
All Students will be on the Path to College and Career Readiness by being Academically Ready for Next Grade Level	Student progress will be measured through formative and summative assessments with trimester benchmark goals in BPST, Rigby, iReady

	(ELA and Math), fluency, comprehension, and writing (TK-2).
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Regular and Modified Day Lunch Schedule

11:20 – 12:05 Transitional Kindergarten (Transition 11:40)

11:30 – 12:15 Kindergarten (Transition 11:50)

12:00 – 12:45 First Grade (Transition 12:20)

12:30 – 1:15 Second Grade (Transition 12:50)

*All recess times remain the same during modified day

Minimum Day Lunch Schedule

10:40 – 11:25 Transitional Kindergarten (Transition 11:00)

10:45 – 11:30 Kindergarten (Transition 11:05)

11:15 – 12:00 First Grade (Transition 11:35)

11:45 – 12:30 Second Grade (Transition 12:05)

*All recess times will be modified to fit the minimum day schedule:

- Kinder Recess: 9:40-10:00
- 1st-grade recess: 10:05-10:20
- 2nd-grade recess: 10:25-10:40

Rainy Day Lunch Schedule

- Rainy day schedule will be called by 11:15
- All students follow the same lunch schedule as above, if a rainy day schedule is called, recess will be in the media center. Teachers will pick up students from lunch lines or the media center as scheduled.

ARRIVAL / DISMISSAL

For the safety of your child please do not drop-off any students before 7:30 AM. Remember to drive safely through the drop-off/pick-up in the drive-through when dropping off and picking up your student. Please be mindful of all parking laws and do not double-park or park next to the red curbs when dropping off your child. Orland Police Department will be supporting all schools during the course of the school year.

Parents/guardians must sign students out in the office if they need to leave early. Please note that it is a distraction to teachers and student learning if the parents request an early leave close to the scheduled dismissal time. We will kindly ask that if a request is made within 10 minutes of the dismissal bell that you patiently wait to receive your child until after the bell.

When students are dismissed, students shall report to the bus area immediately if they ride the bus home or leave campus in other means immediately after school is out unless involved in a school-sponsored activity, i.e. SPARK, etc.

ATTENDANCE and ABSENTEEISM

All students are required to attend school daily according to state law. The only legal exceptions for absence from school are personal illness, medical necessity, court appearance, and funeral services for a member of the immediate family.

All absences must be verified by a note or phone call from the parent or guardian. To excuse an absence, please call our absence line, 530-865-1240 extension 2301 or send a note to the office with your child upon his/her return to school stating the reason for the absence. An absence must be cleared within 3 days upon a student's return, or it becomes unexcused.

Absence Policy: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three days in one school year or tardy or checked out from school without a valid excuse in excess of 30 minutes on each of more than three days in one school year, is a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

TARDINESS

Students who are late **MUST** check in at the office before going to their classroom. **We ask your support in helping students arrive on time.** Tardy students miss out on directions and valuable learning time. It also disrupts other students' learning time.

MILL STREET SCHOOL ATTENDANCE INCENTIVE PROGRAM:

	Mill Street School (MS)
Definition of "Perfect Attendance"	" <u>Perfect Attendance</u> " means the student has been in attendance each day for the entire school year. (Tardies and early checkouts will not count against the student's eligibility for perfect attendance recognition at this age level).
Weekly Incentive	The classroom with the highest ADA will receive recognition over the intercom and host the "Mickey Award." (This is a giant Mickey Mouse piñata that is delivered to the classroom by the principal, kids love it).
Monthly Incentive	The classroom with the highest ADA from each grade level for the month will receive recognition over the intercom and host the "Bumblebee" Trophy.
Monthly Incentive	Each student who had "Perfect Attendance" for the month will be recognized in a newsletter that will be posted on social media and our Aeries messaging.
Monthly Incentive	Family Recognition: The parents of a selected student who had "Perfect Attendance" for the month will be recognized by coming to the office and receiving a gift and recognition on our social media and office picture wall.

Each Trimester x 3	At the end of each trimester, students who did not miss a day will receive the "Perfect Attendance" certificate and recognition at Mill Street's ADA Assemblies.
Yearly	Students who did not miss a day will receive the "Perfect Attendance" certificate and recognition at Mill Street's End of the Year Assembly.

ATTENDANCE IMPROVEMENT PROGRAM:

Students are required by law to attend school regularly (California Education Code Section 48200. Students who attend school on a regular basis tend to do better in school than those who don't. Even if students are out for valid reasons as set forth in Ca. Ed. Code (Section 48205) and Title V (Section 420) (i.e., illness, doctor appointments, family funerals etc.), they are missing valuable information that cannot always be obtained through the homework process. We, along with the student and parent, must ensure that all efforts are made to achieve perfect attendance. When students have three unexcused absences or when the student's parent excused 'illness' absences reach 10 (ten), a notification will be sent to the parent. If this attendance pattern does not improve, students may be referred to the Attendance Improvement Program requesting their assistance.

The AIP may take any of the following actions:

- a. Place the parents on a formal district attendance improvement contract.
- b. Refer the matter to the District Attorney's office for adjudication.

SHORT-TERM INDEPENDENT STUDY

The Orland Unified School District has implemented a policy regarding short-term absences from school for such things as family vacations, family emergencies, or trips out of the country (AR 5113c). If you plan on taking your child out of school for anywhere from five to ten consecutive days, please contact your school office and obtain a Short-term Independent Study Agreement and coursework for your student.

The following important details should be noted:

1. This policy applies only to absences of not less than five but not more than ten consecutive school days. Students planning an absence in excess of ten days are not eligible for Short-term Independent Study Agreements. On the eleventh consecutive day your child misses school they will be dropped from our rolls.
2. The Orland Unified School District will provide all the work and materials needed for your student to be successful.
3. The parent must notify the school five to ten days prior to leaving for a short-term absence, except in case of emergency.
4. Failure to make the proper notification of pending absence to school officials or failure to arrange for a short-term independent study agreement will result in all absences being unexcused.
5. Unexcused absences will be referred to the District Truant Officer.

If you have any questions please do not hesitate to contact the school office.

CAMPUS VISITORS

In order to ensure the safety of students at Mill Street, all visitors must sign in at the office and get a visitor's pass before proceeding to their destinations on campus. All visits to classrooms, hallways, and playground areas must be pre-arranged with the principal and/or teachers.

STUDENT VISITORS

Student visitors are not allowed at school unless previously approved by the administration. The school's liability insurance will not cover students who are not enrolled in our school. The only exception is for extended visits (at least two weeks) in which case a student may be officially enrolled in school.

FIELD TRIPS

A good program of instruction includes field trips that take children from the school premises to a place where they can see, in action or on location, some of the things about which they have been studying in the classroom. The Orland Unified School District will, when the opportunities arise, schedule field trips for the enrichment of a child's education.

If you and the parent are volunteering on a field trip with your child and want to sign your child out while away on the field trip, you will need to have the Principal's approval 2 days prior to the field trip. If you will be taking pictures of your child, great, but we do ask you to refrain from taking pictures of other children in order to protect their privacy.

Walking field trips or field trips within the Orland city limits will not require a permission slip to be signed. However, field trips outside of the Orland city limits will need permission slips to be signed by the parent/guardian.

PARENT INVOLVEMENT

Parent Involvement:

Mill Street School offers many opportunities for parents to become educated and involved in the educational process. During the summer you will receive a notification through the Aeries Parent Portal outlining the various opportunities for parent involvement. Listed here are the various options: Parent Club, Room Parent, School Site Council, English Learner Advisory Committee, and volunteering in the classrooms and field trips and for various events throughout the year. In addition, our school offers parent training opportunities through the SFRC Student Family Resource Center 530-865-7685. In order to be a parent volunteer, you must have passed a fingerprint screening with the Glenn County Office of Education (530-934-6575 ext. 0).

Our Parent Involvement Policy is developed with input from our parent community. This document, in addition to our School Accountability Report Card, is available both on our website and upon request in our school office.

REPORTING STUDENT PROGRESS

Reporting Student Progress:

Report cards and progress reports are issued three times per year and a minimum of one parent-teacher conference. As you know, it is very important to take an interest in your child's progress and to come to the conferences. You are welcome and encouraged to meet with your child's teacher at any time.

Mill Street teachers assess students in an ongoing evaluation process throughout the year. Several times per year a district assessment is given to all students to monitor growth toward proficiency on academic standards. The data is analyzed and used to provide academic interventions to struggling students, and possible enrichment for high achieving students.

SCHOOL HEALTH

School Health:

We have a school nurse on site several times per week. While the nurse is visiting other school sites, the office staff and/or health clerk are able to assist students with minor first aid needs. If you have concerns about your child's health, vision, or hearing, please contact the school nurse. In order for medications to be administered at school, all medications need to be accompanied by an "Authorization for Medication to be given at School" form signed by a physician. If your child must take medication during school hours, an adult must bring it to the office in the original container.

Please notify the school nurse of any medical or physical problems that might affect your child's normal daily routine. Students whose parents wish them to stay inside or be exempt from physical education because of illness or injury must bring a note which can only excuse them for up to two days. A doctor's note is required for more than two days.

Tobacco-Free:

On behalf of the Orland Unified School District Board of Education, the administration wants to inform all parents and patrons attending any school activity that Orland Unified School District is a 24/7 Tobacco-Free Campus School District. The Orland Unified School District Board of Education voted to prohibit the use of tobacco products of any kind on, in, or upon any school property at all times including non-school hours and non-school days of the week. Please visit Orland USD's website for more information: www.orlandusd.org.

Health and Nutrition:

Students are encouraged to bring healthy snacks and lunch foods to school. All classrooms at Mill Street School work to provide a healthy environment for students to learn and grow. This extends to snack time and lunchtime. Although sweet foods and drinks have their place in small amounts, students can learn, focus, and enjoy themselves best when they eat healthy foods that provide nutrition and energy.

No unhealthy snacks.

No carbonated, caffeinated or energy drinks.

No candy or gum.

Healthy School Snacks	Examples of Unhealthy Snacks:
Fruit	Candy/Desserts
Pretzels	Chips (Hot Cheetos, and similar chips)
Cheese (Dairy)	Soda (High Sugar Drinks)
Crackers	Sports Drinks (High Sugar Drinks)
Sandwich (protein, vegetable, grain)	Granola Bars (High Sugar)
Raw Vegetables	Juice Boxes (High Sugar)
Muffins (Low Sugar)	Energy Drinks (High Sugar)
Yogurt (Low Sugar)	Foods with Red Dye
Nuts	
Cereal (Low Sugar)	
Bottled Water	
Granola Bars (Low Sugar)	
Dairy	

Students with unhealthy snacks will be reminded the first time. The second time it will be taken from the student.

Class Parties, Student Celebrations:

We love celebrating students and special holidays. Please remember to coordinate any student or class celebration with the classroom teacher. Details of individual student celebrations, like a birthday, must be organized with the teacher to avoid loss of instructional time. ***If celebration food items are considered, the options must be healthy snacks in nature. In accordance with our school compact, cupcakes, candy, and sugary treats will not be accepted.*** Please drop these items off at the front office for delivery. Also, we discourage balloons because they are not allowed on any buses and will be kept in the office until the end of the day.

Cafeteria Breakfast/Lunch Program:

Breakfast and lunch (and an after-school snack if applicable) will be served to all students at no charge. The cafeteria serves breakfast from 7:30 am to 8:15 am for all grades and lunch falls between 11:20 am and 1 pm depending on grade level. If the students would like an additional meal, juice, or milk, the students will be charged the appropriate amount. If you choose to place money on your student's account you can pay with cash or check (or online with a check-in account or credit card, details are on our website) place the money in a sealed envelope with your student's name and the teacher's name written on the outside of the envelope. Money is accepted in the cafeteria or can be turned into the main office.

Check out our Nutrition web page at www.orlandusd.net ---> Departments ---> Student Nutrition to find information about our program. If you have any questions regarding the Nutrition Program please contact the Student Nutrition Manager by phone at 530-865-1291 or by email at ccunningham@orlandusd.net.

Please be sure to complete a School Funding Data Collection form if applicable this year. This form will not directly impact the Nutrition Program. The information completed on the School Funding Data Collection form will be kept confidential and will be used by the state to determine our school district's basic funding needs from pencils and books to facilities and modernization. We appreciate you taking the brief moment to complete this form as this little form has a large impact. If you have any questions regarding the cafeteria breakfast/lunch programs or cafeteria procedures, please call the food service director at 530-865-1206 or leave a message at the District Office by calling 530-865-1200.

EMERGENCY CONTACT

Emergency Contact Information:

Upon initial enrollment, you will complete an emergency contact card through the Aeries Parent Portal. Please be sure to keep the information on this parent portal current, and be sure the contacts listed in the parent portal are able to pick your child up from school if the need arises. We will always try to contact parents first, and then others noted on the emergency contact card. We cannot release students to anyone who is not listed on the emergency contact card without prior communication from the parent/guardian.

TRANSPORTATION

Personal Transportation Safety (Bike, Scooter, Skateboard)

Students riding their bicycles to school are required to wear a bike helmet. Students arriving at

school without a helmet will have their bicycle impounded until parents come to pick up the bicycle or bring a bike helmet.

Bus Transportation Safety:

For more information on bus transportation, please call 530-865-1207 (MOT Director Mark Smith)
Notify the Mill Street front office immediately when:

1. There is a change of address.
2. Your child is going to a different location. A note must be provided and include the desired address and parent's signature or the child will have to go home on his regular bus. Please have the note at the office 90 minutes before departure time.

All students in the Orland Unified School District who ride a bus to school are subject to regulations until they get off at their school or the bus stop near their home. Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including to school activities.

1. Riders shall follow the **instructions and directions of the bus driver at all times**.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers.
6. Because serious safety hazards can result from noise or behavior that distracts the driver, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to the suspension of riding privileges.
7. No part of the body, hands, arms or head should be put out of the window.
8. Riders shall keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
9. No animals shall be allowed on the bus without express permission from the principal or designee.
10. Riders should be alert for traffic when leaving the bus.

Riders who fail to comply with the above rules shall be reported to the school principal, who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent/guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year. **Examples of possible consequences:** First offense will result in two days off the bus, the second offense will result in 5 days off the bus, the third offense will result in one month off the bus, 4th offense could result in the remainder of the school year.

Parking Lot Safety:

1. Students cannot wait in front of the school to be picked up.
2. There is no supervision available until 7:30 a.m. No students will be accepted before 7:30 a.m.
3. When picking up and dropping off your students, keep them and any other children safe by staying together and holding hands if you cross the street.
4. Use the crosswalk when crossing the street.

5. Please follow all road safety and legal protocols when picking up or dropping off. It is not lawful to drop off or pick up children in the middle of the road. Please find an appropriate parking space to ensure everyone's safety.

DRESS CODE (OUSD)

Pursuant to Education Code Section 35183, if such a dress code exists

Students are expected to come to school in appropriate school clothes, which do not in any way distract other students from the educational process. All students shall be required to show proper attention to personal cleanliness, hygiene, and modesty while at school. The student's general appearance while at school should not attract undue attention nor cause embarrassment to either the wearer or others. If a pupil's appearance or dress causes any type of disruption or distraction, they may be asked to remedy the problem. California courts support reasonable, clear school regulations governing the appearance of students. (see CAC, Title 5, section 302 for further details). Additionally, the district recognizes the importance of appropriate dress and grooming as a career skill since most jobs require appropriate dress.

GANG ATTIRE/CLOTHING ETC.

No gang-related colors, symbols, or paraphernalia may be worn. Such items include, but are not limited to, long belts, bandannas, and beanie hats. Clothing with specific numbers, symbols, pictures deemed inappropriate by the administration is not permitted on campus. Bandannas of any color may not be worn or displayed at any time.

GANG AFFILIATION AND ACTIVITY

The Governing Board finds that street gangs, which initiate or advocate activities, which threaten the safety, and well-being of persons or property are harmful to the educational process. Students participating in any type of gang display or activity are directly creating an unsafe environment for other students who must come to school according to California State law. Throwing signs, using hand signals, gang-style clothes (i.e.: smile now cry later), displayed numbers, jewelry, accessories, books, shoestrings, buttons, belts/buckles, or manner of grooming which implies membership in a gang creates a danger to other students and is prohibited on campus. Any incidents involving initiations, hazing, intimidations, or gang-related activities of such group affiliations would be investigated, and appropriate disciplinary action (including arrest) will be taken. Any student wearing, carrying, writing, or displaying gang paraphernalia, numbers, bandannas, etc., or making gestures that symbolize gang membership, or causing an incident that affects another student's attendance or school work shall be referred to police for gang documentation. Repeat or first-time offenses are subject to disciplinary action, up to and including suspension, expulsion, and/or involuntary transfer to an alternative campus

DRESS CODE

Students are expected to come to school in appropriate school clothes, which do not in any way distract other students from the educational process. All students shall be required to show proper attention to personal cleanliness, and modesty while at school. The student's general appearance while at school must not attract undue attention nor cause embarrassment to either the wearer or others. If a pupil's appearance or dress causes any type of disruption or distraction, they may be asked to remedy the problem. California courts support reasonable, clear school regulations governing the appearance of students, (see CAC, Title 5, section 302 for further details). Additionally, the district recognizes the importance of appropriate dress and grooming as a career skill since most jobs require appropriate dress. The dress code will be in effect for all school-related activities including but not limited to: riding the bus, attendance at sporting events, plays or concerts, field trips, careers with children, dances, prom, graduation, etc.

GENERAL DRESS CODE RULES

The following applies to all clothing articles: No clothing or jewelry that depicts or promotes drugs, alcohol, tobacco, or conveys the inference of drug use or illegal activity is permitted. No clothing decorated with inappropriate words, pictures, or slogans is allowed. No clothing with pictures, words, or symbols referring to weapons, violence, gangs, nudity, sex, or sexual innuendo is allowed. Fishnet clothing is not permitted, including on top of other garments. The final decision upon the appropriateness of attire lies with the school administration. School site administration may exercise discretion related to items not specifically listed below.

HATS/HOODS

Hats with any type of bill or visor must be worn with the visor/bill facing forward.

Hoods must be worn down while in class.

No inappropriate words, pictures, or signs are allowed on hats.

Bandannas of any color are not permitted.

TOPS

All garments must fit properly. Tops must have two shoulder straps that are part of the top.

Tops should be of a modest cut and must not reveal cleavage or undergarments.

The stomach/midriff/cleavage area may not be exposed when walking or sitting.

Any top that causes a distraction to students or staff may result in action to remedy the problem.

BOTTOM CLOTHING

Should not be excessively torn, frayed, or overly short.

Should not be so overly large or overly tight as to draw undue attention.

Must be worn above the hips and be able to stay at hip level while walking, even if covered.

Pants and shorts must stay pulled up to where underwear is not visible.

Pajama pants or other "bedtime" clothing are not to be worn to school.

Shorts, skirts, and dresses must be of reasonable length and not too tight or short.

Shorts must have a minimum 2-3 inch inseam or must be longer than student arm length.

"Leggings," "Jeggings" Yoga and tight pants must not draw undue attention.

SHOES/FOOTWEAR

Appropriate and safe shoes must be worn at all times.

Pajama slippers are not to be worn at school.

Closed-toed shoes must be worn in PE, shop classes, and during science labs.

UNDERGARMENTS

No undergarments may be showing at any time. See-through or fishnet fabrics, halter-tops, strapless tops, bareback, off the shoulder, low-cut, blouses or tops that bare the midriff at any time.

Any article of clothing that is deemed to be too revealing by the administration. Clothes shall be sufficient to conceal undergarments at all times. Jewelry or chains which could distract or disrupt the educational process or which could be a safety or health issue are not acceptable. Spiked jewelry and wallet chains are not allowed. No gang-related colors, symbols, or paraphernalia may be worn.

DRESS-UP DAYS

For certain events, limited exceptions deemed acceptable by the administration may be made to the dress code. This exception does not apply to undergarments, which must not show. However, if at any time the dress causes excessive distraction to students, staff, or the learning environment, the dress must be remedied.

Note: If available, a student may change into appropriate clothing provided by the school. If clothing is not available, the student may call home for assistance, but may not leave school during class time to change. If the clothing violation cannot be resolved, the student will remain in the office for the remainder of the day and must do all assigned classwork. Time away from class due to a student's decision to violate the dress code can be recorded as an unexcused absence for the time missed.

MILL STREET DRESS CODE

The Board of Education has adopted a policy that states that students should attend school dressed and groomed in a manner that is conducive to learning and in good taste. We believe that a student's appearance reflects a personal sense of identity and affects daily behavior, the purpose of being in school, and productivity.

Mill Street's policy is consistent with both Fairview Elementary and C.K. Price's in an effort to prepare students for the upper grades and minimize confusion for parents and students. It is the parents' responsibility to see that children come to school dressed appropriately for elementary school activities:

- Clothing should provide adequate coverage of the body. Dresses, shorts, and skirts should fall past the child's fingertips when standing with arms hanging at the sides. Bathing suits, halter-tops, undershirts, bare midriff, or sheer garments are not appropriate for school.
- Appropriate and safe shoes should be worn at all times and allow for students to actively participate in physical education and recess activities. Sandals that have a sturdy back-strap may be worn. Flip-flops, slippers, shoes with any type of rolling wheel or device, or any shoes with heels may not be worn at school.
- Clothing, shoes, accessories, hair, and jewelry should be in good taste and not distract the student or classmates.
- Make-up is not allowed at Mill Street.
- All apparel should be free of language, pictures, colors, and symbols that refer to drugs, alcohol, violence, gangs, sex, and/or discrimination.
- Hats and hoods may be worn to school for warmth/sun protection.
- To help adults identify students by sight, hats and hoods will be requested to be removed while indoors.

Students violating the dress code will be sent to the office for parent/guardian communication and support. Once dress code violation has been identified the following steps will be taken to ensure the student falls within the guidelines:

- The student may change into appropriate clothing available at school.
- If clothing is not available, the student may call home for assistance.
- Parent/guardian and communication about the Mill Street dress code as needed.

LIBRARY

Media Center (Library):

The media center library is available to all students during their scheduled class time and children are encouraged to check out books to read at home. It is the student's responsibility to return library books when they are due. If books are not returned, or if they are damaged, they must be paid for by the child's parent/guardian. Students are also encouraged to visit the library before school starts.

TEXTBOOKS

Care of textbooks and other school materials are the responsibility of each student. Torn or abused books and materials will have to be paid for by the student. It is recommended that books be kept covered throughout the school year.

At the end of the school year, report cards are withheld until damaged or lost textbooks are paid for or returned.

STUDENT POSITIVE BEHAVIOR (PBIS) EXPECTATIONS

BE KIND - BE SAFE - BE RESPONSIBLE - BE A PROBLEM SOLVER

At Mill Street School we believe all children can learn. Every student is entitled to a kind, safe, and responsible learning environment. We believe that all our students are responsible and can hold themselves in an appropriate manner at school and that each student will be supported in the development of their social and emotional learning needs. In order to ensure a quality learning experience for all children at Mill Street School, the following conduct plan has been developed. The purpose of these learning expectations is to ensure a kind, safe, and responsible learning environment for everyone at Mill Street School.

Please review the following with your Mill Street Miracle:

General Expectations:

1. Be Kind
2. Be Safe
3. Be Responsible
4. Be a Problem Solver

General Rules:

1. Be kind: Use kind words with adults and students while on campus and in your personal life.
2. Be safe while walking on the sidewalks and in the corridors.
3. Be patient while waiting in lines during transitions and dismissal.
4. Be safe while on school grounds and do not leave without permission from the office.
5. Be safe during dismissal to ensure that you get home quickly and safely.
6. Be responsible with your own personal items.
7. Be responsible by helping to keep Mill Street clean.
8. Be safe while exiting campus by following all safety and traffic laws while walking or riding to and from school.
9. Be responsible while out at recess and PE by staying in supervised areas.

Cafeteria Rules:

1. Parents entering the cafeteria have a pick-up students must have a visitor's pass from the office. Please refrain from waiting inside the cafeteria for your student.
2. Be responsible: No trays will be taken outside the cafeteria by students, except when escorted by your teacher for a minimum day, lunch bunch, or special classroom event.
3. Be responsible: Students shall not share food from their trays with other students or adults.
4. Students shall remain safe by not running in the cafeteria.
5. Be responsible: A doctor's note for food allergies must be given to the school nurse and the cafeteria director.

Playground and Equipment Rules:

1. Be responsible: When recess bell rings, students should safely stop playing and freeze. When yard duty excuses you, walk directly to your classroom line assignments--please no stopping at drinking fountains, bathrooms, etc.
2. Be safe: No climbing on the outside of the play structures, trees, backstops, fencing, tetherball poles, or drain pipes.
3. Be safe: No physical contact games, (i.e. tackling, wrestling, play fighting, pushing, playing tag, tripping, pinching, or poking.)
4. Be safe: No throwing gravel, sticks, or other objects (not including sports equipment.)
5. Be kind: No inappropriate language, name-calling, teasing, or abusive remarks.
6. Be safe: Rubber balls are not to be kicked. Soccer balls and kick balls are only to be kicked when on the grass. Balls are not to be bounced or kicked against the walls.
7. Be safe: No inappropriate use of playground equipment.

Swings:

1. Be responsible: To count someone off a piece of equipment you must count to 20 by ones and you must say each number clearly saying, "one and two and three and . . ."
2. Be safe: No climbing on the swing set.
3. Be safe: Swing only when seated.
4. Be responsible: One person per swing.
5. Be safe: Swing front to back only.
6. Be safe: Please do not push others on the swings.

Slide:

1. Be safe: Walk up the steps.
2. Be safe: Sit and slide down feet first.
3. Be responsible: One student at a time.
4. Be responsible: No other activities are allowed on the slide.

Bars:

1. Be safe: No standing on the bars.
2. Be responsible: No tying clothing to equipment.

Tetherballs:

1. Be safe: Do not swing on the rope or hang on the ball.
2. Be safe: Do not climb up the poles

Snacks:

Students are encouraged to bring healthy snacks and lunch foods to school. All classrooms at Mill Street School work to provide a healthy environment for students to learn and grow. This extends to snack time and lunchtime. Although sweet foods and drinks have their place in small amounts, students can learn, focus, and enjoy themselves best when they eat healthy foods that provide nutrition and energy.

Snacks, food items, or drinks deemed as unhealthy as outlined in our Parent Handbook will not be allowed.

Positive Behavior Intervention System (PBIS and SEL Overview)

Positive Discipline as an Ongoing Process:

Everyone connected with the school must understand that discipline is a process, not a product.

This policy will not ensure school discipline, but will only help facilitate the process. Staff must work

together with families to achieve as much consistency as possible, and must be prepared to revise and adapt the procedures when they are ineffective. There will be yearly revision of the written policies and procedures.

Positive Behavior Intervention System

1. Positive Behavior Intervention System is positive rather than negative in nature.
2. Positive Behavior Intervention System is fair, consistent, dignified, and in good temper.
3. Conferences with teachers, principals, and parents should bring about acceptable classroom behavior.

Classroom: Positive Behavior Intervention System

1. Each teacher will develop their own classroom Positive Behavior Intervention System plan and a set of rules along with the school rules and positive reinforcements.
2. Positive reinforcement methods are used to acknowledge and encourage desired behavior. The main advantage of this approach is the fact that each student is aware of the expectations and the consequences, is responsible for his or her own behavior, and is rewarded when the desired behavior is exhibited. Also, each day starts with a clean slate.

Positive Reinforcement Examples:

- Caught Ya Being Good ticket
- Free-time activities (games, art, crafts)
- Special assignments
- Positive phone call home from the principal
- Notes of praise (complimentary reports, notes home, etc.)
- Special privileges

Positive Behavior Interventions and Supports (PBIS)

PBIS: A General Overview:

Our school-wide program is based on the Positive Behavior Interventions and Supports (PBIS) framework. Staff, parents, students, administrators and board members have worked closely together to support and advocate for PBIS in all Orland Unified School District schools. This handbook was developed, so its contents match the principles of PBIS in a way that fits the goals, mission and culture of Mill Street School.

School-wide PBIS is a research-based framework that has been proven to improve school climate, reduce adverse behavior, and increase academic instructional time in schools (for additional information go to www.pbis.org). Two primary areas of emphasis in PBIS are prevention and instruction of social behavior. PBIS is based on the idea that when students are taught clearly defined behavioral expectations and provided with predictable responses to their behavior, both positive and corrective, all students are more likely to meet those expectations.

Collaboratively, our staff and students have developed school-wide procedures to accomplish the following:

1. Define Behavior Expectations. Four clearly defined behavioral expectations are defined in positive and simple rules. At Mill Street all students will: Be Kind, Be Safe, Be Responsible, & Be a Problem Solver. These expectations are defined across school settings in the expectations matrix included in this handbook.
2. Teach Behavior Expectations. The behavioral expectations and school procedures are taught to all students, and are taught in real contexts. Behavioral expectations are taught using the same teaching formats applied to academic instruction. The rationale for the rules and behavioral expectations are presented for each setting, then staff demonstrate examples of

what the expected behavior looks like in the setting.

These PBIS traits will be explicitly taught in the classrooms and reinforced through assemblies throughout the year. For a complete list of assemblies, SEL and PBIS classroom lessons please see the section(s) below:

Teachers Will Use:

1. Common scenarios in the setting to demonstrate the expected behavior, but may also demonstrate examples of the 'wrong way' to do it – it is also important for students to learn what is not acceptable behavior, but there should be more focus on the desired behavior. Next, students are given the opportunity to practice the “right way” until they demonstrate fluent performance. Lesson plans for each setting have been created, taught and some are included in this handbook.
2. Acknowledge Appropriate Behaviors. Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis. Giving regular positive feedback when students use behaviors they have been taught is a critical step to teaching and maintaining desired behavior. Mill Street has developed an acknowledgment system to encourage regular recognition of desired behavior in the school. Positive or negative environments for students and staff are the result of the accumulation of individual positive or negative interactions. Research suggests that a 5:1 positive to negative ratio fosters the most positive and productive school environments. Positive interactions can occur in many meaningful ways (pats on the back, smiles, high fives, fist bumps, verbal praise), but the goal of an acknowledgment system is to provide a regular reminder to all staff members to catch kids doing the right thing. Negative interactions are any time we give attention to students for problematic behavior (e.g. “Mike, please keep your hands and feet to yourself”, “Remember class, all eyes on the teacher.”, “Kristen, that’s a beautiful drawing, but it’s time to start math.”) As a school we will strive to achieve and maintain a 5:1 ratio for all students.

Teachers Will Define:

Responding to Adverse Behavior. Despite our efforts to proactively set students up for behavioral success and to prevent problem behavior, there will still be incidents of problem behavior. When it comes to responding to problem behavior we have three primary goals:

- a) Make sure to keep everyone safe
- b) Minimize the loss of instructional time for all students (including the student who engaged in the problematic behavior)
- c) Teach students the appropriate behavior to use instead of the problem behavior

Every occurrence of adverse behavior is an important opportunity to teach the appropriate, desired behavior to the student. In developing this program, it is our responsibility to provide fair and consistent consequences for problem behavior that focus first on teaching our students the appropriate behavior and then get them re-engaged in academic instruction as quickly and safely as possible. Our team has developed a progressive discipline model that will be utilized in the school. It focuses on teaching and preventing future occurrences of behavior. When students violate the behavioral expectations they will be informed that their behavior was not acceptable and how it relates to the school-wide behavior expectations.

Consistent and fair consequences will be given for students violating the school rules and communication from home to school will be completed in a systemized and timely manner.

PBIS Learning Assemblies and Celebrations:

PBIS and SEL Assembly Traits
PBIS Character Trait Assembly (Kind)
PBIS Character Trait Assembly (Safe)
PBIS Character Trait Assembly (Responsible)
PBIS Character Trait Assembly (Problem Solver)

Social and Emotional Learning Supports:

Social and Emotional Learning Overview:

Our mission at Mill Street School is to use Social Emotional Learning strategies including crucial life skills for all students. Also to empower the students' school experience and purpose including their self-awareness, management, social awareness, relationship skills, and responsible decision making. Our school-wide goal is to implement the skills of self-awareness, self-management, social awareness, responsible decision making and relationship skills to improve the lives of our students and families. Mill Street will reach these goals through continued learning, professional development, and a full-time Social and Emotional Learning Coach.

SEL Coach Supports:

- *Develop teacher SEL procedures and strategies in the classroom
 - *Develop teacher to student-one on one, small group
 - *Develop student-to-student SEL
 - *Develop SEL continuum-strategies
- Schoolwide Implementation

August: "Our Brain, Our Feelings"

September: PBIS Character Trait Lesson (Kind)

October: "Being a Bucket Filler"

November: PBIS Character Trait Lesson (Safe)

December: "Community Building Through Game Play"

January: PBIS Character Trait Lesson (Responsible)

February/March: "Teaching Empathy Through Role Play"

March/April: PBIS Character Trait: Lesson (Problem Solver)

April/May: "Encourage Expression/Feelings/Emotions Through Art"

Mill Street - PBIS School Rules

Area/ setting	Kind	Safe	Responsible	Problem solvers
Hallways	*Travel quietly. *Leave others' belongings alone. *Respect others' property.	*Keep your hands to yourself. *Walk facing forward. *Stay on trail.	*Stay out of the courtyard before and after school. *Quiet Voice. *Keep hall pass with you. *Put your backpack where it goes.	*Use your words to remind others of rules. *Be a good example.
Cafeteria	*Use manners. *Say "please" and "thank you". *Use inside voices. *Keep your place in line.	*Hands to yourself. *Walk. *Sit on your pockets. *Face forward. *Eat your own food. *Maintain your personal space. *Use utensils properly.	*Get permission before leaving the table. *Clean up your area. *Eat your own food. *Try all food. *Eat healthy food. *Stack trays nicely. *Keep food on the tray.	*Help others next to you. *Remember your lunch box. *Report spills to an adult.
Classrooms	*Use friendly words and voice. *Help others.	*Keep your hands and feet to yourself. *Walk facing forward. *Use equipment and materials appropriately.	*Be an active listener. *Follow directions and game rules. *Clean up after yourself. *Be honest.	*Talk it out. *Perseverance- keep trying! *Effort-do your best.
Bus Lines	*Use friendly words to others (peers, bus duty, bus drivers). *Be fair.	*Hands and feet to yourself. *Walk. *Wear your backpack.	*Go to the bus line and sit down. *Raise hand to be excused. *Keep belongings in your backpack.	*Help other students find their bus line. *Talk it out. Reporting vs. tattling

Mill Street - PBIS School Rules

Area/ setting	Kind	Safe	Responsible	Problem solvers
Playground	*Include everyone. *Use friendly words to others. *Share equipment and take turns.	*Stay in boundaries unless you have a pass. *Walk on play structure. *Run on blacktop and grass. *Hands and feet to yourself except for tags on the grass. *Play safe games only. *Go down slide on pockets. *Sit at picnic tables.	*Use and return equipment properly. *Freeze when the bell rings and return to class after the teacher blows the whistle. *Walk on sidewalk *Count to 20 on the swings. *Eat your own healthy snack.	*Talk it out. Reporting vs. tattling. *Peer mediators.
Bathrooms	*Give privacy. *Use polite quiet voice. *Role model for younger students.	*Keep your hands to yourself. *Water stays where it belongs. *Feet stay on floor. *Sit, stand, and walk.	*Use the bathroom at recess. *Flush the toilet once. *Wash hands. *Throw away garbage in the trash. *Stick to your bathroom business.	*Report problems to adults.
Office	*Use your inside voice *Sit quietly while waiting.	*Walk. *Keep your hands and feet to yourself.	*Present your office note.	*Know your name, teacher, and room number.

Library	* Use your inside voices. *Be an active listener. *Respect the feelings of adults and peers.	*Stay in boundaries. *Walk at all times.	*Return your library book on time and in good condition. *Treat your book nicely. *Respect library times.	*Have fun choosing a book and share quietly with your friends. *Report problems to adults.
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Be Kind

Be Safe

Be Responsible

Be A Problem Solver