

MILL STREET SCHOOL 2019-2020



***835 Second Street
Orland, California 95963
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Samuel Hess, Principal

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

***District Superintendent
(Interim 2019/2020)***

***BOARD OF TRUSTEES
Jeff Aguiar
Michelle Allen
Shannon Ovard
Ed Changus
Suzi Kochems***

MILL STREET SCHOOL STAFF

Samuel M. Hess	Principal		
Barbra Crain	Secretary		
Maria Chavez	Attendance Clerk		
Sue Anderson	School Nurse		
Amanda Rolfs	Health Aide		
Cristina Morales	Bilingual Services Specialist		
Vicci Wackerman	Library Technician		
(TBD)	Psychologist		
Molly Fiorella	Speech		
Therese Frankenberg	Music	Room 1	
Lori Raygoza	Transitional Kindergarten - DI	Room 23	
Tammie Stanley	Transitional Kindergarten	Room 6	
Kristin Gage	Kindergarten	Room 8	
Amy Alves	Kindergarten	Room 18	
Rosio Zamora	Kindergarten – DI	Room 10	
Melissa Raburn	Kindergarten	Room 2	
Cristal Rodriguez	Kindergarten	Room 5	
Elora Texara	Kindergarten	Room 3	
Iziar Villicana	Kindergarten – DI	Room 19	
Juana Diaz	1 st Grade - DI	Room 12	
Karly Holt	1 st Grade	Room 17	
Cathy Howie	1 st Grade	Room 4	
Cara Langan	1 st Grade	Room 7	
Michelle Lohse	1 st Grade	Room 11	
Briana Huber	1 st Grade – DI	Room 9	
Guille Alfaro	2 nd Grade	Room 16	
Katie Boles	2 nd Grade	Room 26	
Robin Greeley	2 nd Grade	Room 22	
Johana Castaneda	2 nd Grade - DI	Room 24	
Becky Johnson	2 nd Grade	Room 25	
Maria Martinez	2 nd Grade	Room 15	
Donalea Faver	SPED	Room 14	
Mallory Barr	SPED	Room 28	
Jaymee Vue	Interventions	Room 20	
Linnzi Walsh	ELD	Room 21	
Angela Avila	Instructional Aide	Lidia Gonzalez	Yard Supervisor
Melissa Henriguez	Instructional Aide	Elaine Gutierrez	Yard Supervisor
Regina Logan	Instructional Aide	Kristina Ross	Yard Supervisor
Christina Shannon	Instructional Aide	Norma Olivar	Yard Supervisor
Natalie Martinez Cuin	Instructional Aide	Jeremy Crandall	Yard Supervisor
Claudia Nunes	Instructional Aide	Valerie Logan	Cook
Cindy Smith	Instructional Aide	Imelda Alvarez	Cafeteria
Kelly Stofle	Instructional Aide	Yesenia Leon	Cafeteria
Ulises Trevino	Instructional Aide	(TBD)	Custodian
		Mark Jacobson	Custodian

SCHOOL CALENDAR

August 12th	First Day of School
September 2rd	Labor Day (Holiday)
Sep/Oct 30th – 4th	Fall Break – No School
November 11th	Veteran's Day (Holiday)
November 18th – 22nd	Minimum Days, K – 5 Parent/Teacher Conferences
November 25th – 29th	Thanksgiving Break – No School
December 20th	Minimum Day
December 23rd – Jan 3rd	Winter Break – No School
February 17th – 21st	President's Recess – No School
April 10th	Minimum Day
Apr 13th – 17th	Spring Break – No School
May 14th & 15th	Minimum Days
May 25th	Memorial Day (Holiday)
June 4th	Last Day of School – Minimum Day

***ALL Wednesday's are Modified Days (Release at 1:20)**

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.

Vision: Our vision includes providing a safe space for students to thrive, promoting academic excellence through standards-based instruction, nurturing the talents and abilities of each student, developing responsible citizens, functioning as a culture of collaboration with all students on the path to college and career readiness by being academically and socially ready for the next grade level. Mill Street School will continue to develop our English/Spanish, Two-Way Immersion Instructional Program. By the 2019/2020 school year, the Two-Way Immersion program will be fully implemented with two classes in each grade level, K-2. We are committed to providing an academically challenging, standards-based instructional program to ensure that students will become bilingual, biliterate, and bicultural with advanced levels of communication in both languages.

DAILY SCHEDULE

Regular School Day	All Grades	8:20 - 2:20	Lunch	TK	11:30 – 12:15
				Kindergarten	11:20 – 12:05
				1 st Grade	12:05 – 12:50
				2 nd Grade	12:35 - 1:20
Modified Day	All Grades	8:20 - 1:20	Lunch	TK	11:30 – 12:15
				Kindergarten	11:20 – 12:05
				1 st Grade	12:05 12:50
				2 nd Grade	12:35 - 1:20
Minimum Day	All Grades	8:20 - 12:30	Lunch	TK	10:45 - 11:25
				Kindergarten	10:40 - 11:20
				1 st Grade	11:15 – 11:55
				2 nd Grade	11:45 - 12:25

ARRIVAL / DISMISSAL

Please do NOT drop your child off before 7:30 AM. Remember to drive safely when dropping off and picking up our student. Please do not double-park or park next to the red curbs when dropping off your child. Orland Police Department will be patrolling all schools during the course of the school year.

Parents/guardians must sign students out in the office if they need to leave early.

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.

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.

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, 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.

OUSD ATTENDANCE INCENTIVE PROGRAM:

*In order for a student to receive recognition for “**perfect attendance**”, he/she must be present every school day on time (not be late for any reason) and stay the whole school day (not be checked out early for any reason).*

	Mill Street School (MS)
Definition of “ perfect ” attendance	“ Perfect ” attendance means the student has never missed a day, never checked out early, never tardy for any reason.
Excellent attendance	“ Excellent ” attendance means the student has been tardy to school or checked out early no more than 3 times in a year .
Monthly reward	Traveling Ironman trophies for the classrooms with winning attendance percentages. Monthly “perfect” winners entered into year-end raffle.
Each Trimester x 3	-Certificates for “ perfect ” and “ excellent ” trimester winners. -For “ perfect ” only: a pencil from Horace Mann Recognition at Mill Street’s ADA Assemblies
Yearly	“Perfect”: Certificate and Trophy Recognition at Mill Street’s End of the Year Assembly
For all 3 years at Mill Street School	Certificate Trophy T-shirt from the next school (FV) Recognition at Mill Street’s End of the Year Assembly
Monthly/Yearly	Each month any student who has had perfect attendance for that month is eligible to have his/her name go in to a drawing to win a bike at the end of the school year. If your child has had perfect attendance all year, he/she can potentially be in the drawing to win a bike ten times.

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 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 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.

FIELD TRIPS

A good program of instruction includes field trips which 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 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 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 a permission slips to be signed by the parent/guardian.

LIBRARY

Each student will be checking out books or magazines from the school library weekly. Students are responsible for the materials that they check out. Books are to be returned promptly and in good condition. If a book is lost or damaged, it needs to be paid for before a student can check out more materials. If your child owes books at the end of a trimester, their report card will be held until the book is returned or paid for. Students with any overdue books at the end of the year will also not be allowed to participate in Activity Day. The library is open for all students starting at 7:30, Monday

through Friday. Occasionally during the year the library will be closed to students. A closed sign will be posted.

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.

CAFETERIA SERVICES

Meal Prices (Tentative)

Full Price Breakfast: \$1.00

Reduced Price Breakfast: \$0.30

Full Price Lunch: \$1.50

Reduced Price Lunch: \$0.40

Milk is included with a cafeteria meal. Milk may be purchased to accompany a lunch from home. Students are to pay charges and purchase extra days on their ticket before or after school or at morning recess, but not during lunch. Only two charges are allowed before a sack lunch is given. A sack lunch includes 4 packs of saltine crackers, 2 slices cheese, 1 pkg. 1.6 oz. carrots, 1 apple, and 1 carton milk.

Free or reduced price meals are available. Contact the school office for information and forms or call the Food Services Director at 865-1291.

Please notify the office and provide a doctor's note if your child has specific food allergies requiring food substitutions.

When in the cafeteria students are to stay in their seats and talk in normal voices.

No food is to be taken out of the cafeteria.

Students must clean up after themselves.

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 prearranged with the principal and/or teachers.

STUDENT VISITORS

Student visitors are not allowed at school. 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.

TELEPHONE

Cell phones are not allowed on campus. Any student caught not following this rule will have their cell phone confiscated and a parent will be required to pick up the phone at the school office. A warning will be issued on the first offense and citation on the second offense. The school is not liable for these types of items. If your child has a watch with access to making calls, please note that it needs to be turned off between the hours of 8:00 and 2:20. Any phone call that needs to be made, can be made by the teacher or the office.

EMERGENCIES

In case of illness or injury to a student at school, every effort is made to contact the parent by telephone. It is important for the school to have on file an emergency contact card indicating your phone numbers. Please notify the school immediately of any change in this information.

MEDICINE AT SCHOOL

No one at the school may diagnose an illness or injury; nor may any medicines, including aspirin, be administered without an official authorization from a doctor. Forms to allow the school to administer medication are available in the nurse's office. Students cannot bring over-the-counter medications to school.

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.

BICYCLE /SCOOTER/SKATEBOARD SAFETY

Students riding their bicycles to school are required to wear a bike helmets. 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

If you are having any problems with bus transportation, please call 865-1207.

Notify the 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.

DRESS CODE

Students are expected to come to school in appropriate school clothes. All pupils shall be required to show proper attention to personal cleanliness, neatness, modesty and standards of dress and appearance while at school. The student's general appearance should not attract undue attention nor cause embarrassment to either the wearer or others. If a pupil's appearance or dress distracts from the general instructional atmosphere, creates disturbance, or is in violation of the District Dress Code or the State Dress Code of Health and Decency, he or she is inappropriately dressed. All decisions concerning appropriateness of dress remain with the administration. California courts support reasonable, clear school regulations governing the appearance of students. (CAC, Title 5, section 302)

Additionally, the District recognizes the importance of appropriate dress and grooming as a career skill since most jobs require appropriate dress.

HATS - Hats may be worn on school sites and school buses under the following conditions:

1. Sun protective clothing will be permitted outdoors during the school day.
2. Hats can only be worn as sun-protection or cold weather clothing.
3. Hats with bills must be worn forward.
4. There will be no inappropriate words, pictures, or signs.
5. Hats may not be worn indoors during the school day. Violation of this rule will be confiscation of the hat and it will be stored in the office and may be returned at the end of the school day.
6. Within their classrooms, teachers have the right to determine rules regarding the care and safekeeping of hats.

ACCESSORIES -Make-up is not allowed. Jewelry and other accessories should be kept to a minimum and appropriate to the grade level.

JACKETS

1. No jackets with insignias denoting gang affiliation may be worn.
2. Windbreakers, coats, or jackets may have hoods; however, hoods may only be worn outside in inclement weather.
3. Outer garments must fit properly – no more than one size too large or one size too small.

TOPS

1. Must have shoulder straps (must be wider than one inch); properly worn, even if the student is

wearing a sweater or jacket over the top.

2. No half-shirts, half-blouses, tank tops, halter tops, tube tops, fishnet shirts, or any type of low-cut blouses are allowed. "Low cut" is generally defined as more than three inches below the collarbone.
3. No clothing decorated with inappropriate language, including any words, pictures or signs referring to drugs, alcohol, violence, gangs, discrimination, or sexual content will be allowed.
4. The stomach/midriff/back area may not be exposed when walking or sitting.

PANTS

1. Pants must not drag the ground and may not be more than one size larger than normal.
2. Pants must not be so overly large or overly tight as to draw undue attention. Administration will determine appropriateness.
3. Pants must be worn above the hips and able to stay at hip level while walking, even if covered.
4. Pants with cutouts are not allowed.
5. Pants must not be frayed, tattered or torn anywhere
6. Tongues of belts must be tucked into belt loops.

SHORTS/SKIRTS/DRESSES

1. Shorts, skirts, and dresses with slits may be worn but must be of reasonable length that shall be defined as no shorter than the fingers when the arm of the student is held straight down. On dresses with slits, the top of the slits must also conform to the length rule.
2. All shorts must be hemmed and not so tight as to draw undue attention to the student.

SHOES

1. Appropriate and safe shoes must be worn at all times with shoelaces in all holes, tongues in, and all buckles used. Shoes must be appropriate for playground activity or P.E.
2. Sandals with a back strap may be worn with or without socks.
3. Slippers and flip-flops are not allowed.

UNDERGARMENTS – No undergarments may be shown at any time

GANG ISSUES – No gang-related colors, symbols, or paraphernalia may be worn. Such items may include, but are not limited to, long belts, hairnets, bandanas, and beanie hats. Also, wallet chains are not permitted on campus.

Students violating the dress code will be sent to the office. The student may change into appropriate clothing available at school. If clothing is not available, the student may call home for assistance, but may not leave school to change. If the clothing violation cannot be resolved, the student will remain in an area designated by the site administrator for the remainder of the day and must do assigned schoolwork. Time away from class regarding this matter will be recorded as an unexcused absence for the period(s) of the day missed. Repeat offenders will be considered to be in defiance of authority and penalties shall be imposed.

RIGHTS

Students and staff have the right to:

- ❖ pursue education without interference to the learning process;
- ❖ be treated with dignity and respect at school;
- ❖ attend school in a physically and emotionally safe environment.

STANDARDS OF STUDENT BEHAVIOR

ATTENDANCE

Students are expected to attend school regularly. School district policy and state law require daily school attendance for young people between the ages of 6 and 18.

CITIZENSHIP

Students are expected to be good citizens. They are expected to:

- ✓ Follow all rules and regulations.
- ✓ Respect authority, property, and the rights of others.
- ✓ Treat others as they would like to be treated.

SCHOOL RULES

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

We are very proud of the students at our school. We believe every child has the right to feel safe at school, and every child has the right to learn. In order to provide a safe learning environment, we expect appropriate behavior from all students.

RULES

1. Obey all adults at the school.
2. Follow directions the first time given.
3. Don't make rude remarks or talk back to adults.
4. No gum at school. No candy or soda pop is allowed at school except as part of lunch.
5. No electronic toys or toy weapons; or any other toys at school. The school is not liable for these types of items. (Some teachers may allow toys and such items as part of their class sharing time. If so, items must be kept in the classroom).
6. No compact discs, mp3 players, iPod technology, etc., shall be brought to school by students except as needed for classroom presentations. Cell phones should be turned off during school hours. The school is not liable for these types of items.
7. No selling of personal property or bartering.
8. Stay in your assigned area.
 - a. Obtain a pass before going to the office.
 - b. Playing in or around the bathrooms, drinking fountains, bike rack, quads, and next to the classrooms is not allowed.
 - c. No loitering in the hallways.
 - d. When the bell rings, go to class
 - e. Stay on the school grounds. Stay away from fences.
9. All students must FREEZE upon hearing the "freeze bell". The bell rings 1 minute before the children are to return from the playground recesses.
10. Be safe and be courteous.
 - a. No running in quads or hallways.
 - b. Do not throw rocks, sand, or other objects.
 - c. Keep hands and feet to yourself.
 - d. Body contact such as kicking, hitting, pushing, play fighting, tripping, rough play, or wrestling is not allowed.
 - e. Throwing balls at others is not allowed, except in organized games such as Dodge ball.
 - f. No spitting.
 - g. No profanity or obscene gestures.
 - h. Rude and/or hurtful words to others are not allowed.

PLAYGROUND EQUIPMENT RULES

General rules for all equipment:

1. Use good manners and good sense.
2. To count someone off a piece of equipment you must count to 30 by ones and you must say each number clearly saying, "one and two and three and..."
3. Put your garbage in the trash.
4. Tag on the field.

SLIDE

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

4. Swing front to back only.

5. NO PUSHING.

TETHERBALLS

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

Game rules are posted on the playground.

SWINGS

1. No climbing on swing set.
2. Swing only when seated.
3. One person per swing.

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 snacktime 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	None of these please
Fresh or dried fruit, raisins	Top Ramen
Pretzels	Potato chips, Hot Cheetos, and similar chips
Cheese	Pop tarts
Crackers (whole grain is better)	Items needing refrigeration
Sandwich half	Desserts
Raw vegetables	High sugar, high fat foods
Muffins (low fat)	
Yogurt	
Juice boxes (100% juice)	
Popcorn (no butter)	
Nuts	
Unsweetened cereal	
Bottled water	
Granola Bars	
String cheese, cheese sticks	

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

Positive Discipline Plan

Philosophy:

Two realities exist in teaching. First, teaching students to be responsible is not easy. Second, irresponsible student behavior blocks teacher's instructional effectiveness and disrupts the educational environment for all the other students. Unfortunately, some students exhibit irresponsible behavior habitually. They don't bring materials to class. They break rules, disturb classmates, do not make effective use of time, give excuses, and spend a lot of time blaming others. Yet, a close look will reveal that irresponsible students aren't secure or happy—even though it appears they are. These students have usually given up trying to get attention and then act in inappropriate ways because they don't believe they have the ability.

A teacher cannot ignore irresponsible behavior because it affects other students and is contagious. When students behave irresponsibly, an excessive amount of teacher time, effort, and emotion is required to manage a classroom. Classroom activities are slowed down. In the process, classroom enthusiasm is lost when time is spent overcoming the student's failure to meet common obligations and commitments. Worse, peers can become resentful and the teacher's credibility is undermined. That's why we must act.

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 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.

Discipline Principles:

1. Good Discipline is usually positive rather than negative in nature
2. Good discipline is fair, consistent, dignified, and in good temper
3. Conferences with teachers, principals, and parents should bring about acceptable classroom behavior

Classroom Discipline

All students can behave appropriately when it is expected of them and when standards of conduct are clearly communicated to them. Teachers at Mill Street Elementary School follow an assertive approach to discipline and classroom control.

1. Each teacher will develop their own classroom discipline plan and a set of rules along with the school rules and positive reinforcements. These will be reviewed by the principal with a copy sent to all parents.
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 is started with a clean slate.

Positive Reinforcement Examples:

Free-time activities (games, art, crafts)
Special assignments
Notes of praise (complimentary reports, notes home, etc.)
Special privileges

3. A child is sent to the office for disciplinary action only after the classroom teacher has tried a number of interventions or the behavior is of a violent or serious nature. Therefore, referrals to the office will be handled

very sternly.

Classroom Progressive Discipline Example:

- Counsel with student
- Time-out inside or outside the classroom
- Parents contacted
- Classroom consequence ('recess reset', sentences, apology letter, work detail, etc.)
- Citation written
- Class suspension (2 day max per referral, requires teacher to notify parents)
- Administrative referral

Positive Reinforcements

Caught You Being Good – when students are caught doing something right, the adult will give the student a CYBG. Every Friday, there is a “CYBG recess” for an additional 10 minutes of free time. Also, students are eligible for the drawing that two students per grade are given a prize.

PBIS Assemblies – Four times throughout the year Mill Street hosts PBIS assemblies where students are recognized for being kind, safe, responsible, or a problem solver.

Positive Office Referral and Call Home – students can be sent to the office for doing something great and the principal will call home and share the news with the parents.

Discipline Offenses and Consequences

Minor Offenses:

- Defiance
- Disrespect
- Physical Contact/Rough Play- no intent to harm
- Inappropriate Language
- Disruption
- Lying/Cheating
- Repeated Incidental Violations

Consequence Options:

- Discuss importance of appropriate behavior
- Recess Reset
- Work detail
- Alternative consequences
- Time-out
- ***3 minor offenses in a week result in a major referral

Major Suspendable Offenses:

- Harassment/Abusive Language
- Fighting/Physical Aggression (intentional)
- Major Vandalism (expensive to repair)
- Stealing (major/repeated)
- Weapon

Consequence Options:

- Recess Reset
- Loss of Privilege
- Alternative Placement
- In-School Suspension (1-3 days)

Home Suspension (1-5 days)

***IMPORTANT** Administration may impose different degrees of accountability depending upon circumstances. Example: Defacing Property

- o Writing on desk 1st offense, teacher may make student clean desk
- o Carving into desk 1st offense, In School Suspension and pay for damages
- o Entering school grounds during off hours and spray painting walls etc., expulsion hearing, charges filed.

Discipline Practices

Recess Reset: 15 minute “reset” during recess time

Work Detail: Student completes a work duty around the classroom or school. Ex.-trash pick-up, washing tables,

Citation: A written referral to document the inappropriate behavior and it requires a parent signature and is to be returned to school the following day. Citations are cumulative and the consequence for getting a citation gets progressively more severe. Each trimester, students start over with zero citations.

Alternative consequences: other consequences that is reasonable for the offense committed and effective for an individual student. Ex.-A student completes a profanity essay instead of getting a citation for using profanity.

Time-out: A student is away from a classroom or activity for a specific period of time so the student can think and “cool down” before returning. Time-outs are less than 2 hours. If a time-out is longer than 2 hours, it is considered a class suspension.

Class Suspension: A teacher has the right to suspend a student from their classroom for up to 2 days. The teacher is responsible to call the parents, fill out appropriate paperwork, set up a classroom for the student to go to, and put the student’s work together for the suspension period.

In-School Suspension: A suspension by the principal for 1-5 days that the student goes to an alternative classroom for the suspension instead of being sent home. The parents are still required to attend a conference with the principal and sign suspension paperwork. Teachers will provide the student work.

Home Suspension: Student will be sent home for 1-5 days. Grade level school work will be assigned. The parents are required to attend a conference with the principal and sign suspension paperwork. Teachers will give students work for the suspension period.

Loss of Privilege: Due to frequent misbehavior, a student may lose the privilege of playing on the playground, or attending a reward-based field trip, per staff discretion.

Expulsion: Is a formal hearing for specific education code violations or repeated offenses of education code to determine if the student will be removed from the school for up to one school year. The Board of Education conducts the hearing and makes the final decision on any recommendation for expulsion.

Bullying- Bullying is defined as a pattern of deliberate, negative, hurtful, aggressive acts that works to shift the balance of physical, emotional, or social power. Behavior motivated by bias or hate is similar to intimidations, harassment, bigoted slurs or epithets, force or threat of force or vandalism. Hateful or biased behavior is motivated in part or in whole by hostility toward a person’s real or perceived race, nationality, religion, disability, gender, or sexual orientation.

TOBACCO

Use of tobacco on the premises is not allowed. Administration wants to inform all students, parents and patrons attending any school activity that Orland Unified School District is a 24/7 Tobacco Free Campus.

The Orland Unified School District Board of Education voted to prohibit 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. Tobacco is defined as cigarettes, cigars, pipe tobacco, snuff/smokeless/chewing tobacco and all other kinds and forms of tobacco use.

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 Fairview School.

School-wide PBIS is a research-based framework that has been proven to improve school climate, reduce problem 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.** Three clearly defined behavioral expectations are defined in positive and simple rules. At Mill Street School all students will be: **KIND, SAFE, RESPONSIBLE, and 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. Teachers will use 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.
3. **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. Fairview 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.

Caught You Being Good awards are given to students caught being **KIND, SAFE, RESPONSIBLE, and A PROBLEM SOLVER**. This gives them 10 minutes of extra recess on Fridays and their name in a weekly drawing for the treasure box. Two students per grade are drawn each Friday.

4. **Responding to Problem 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 problem 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 which 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 rules.

Consistent and fair consequences will be given for students violating the school rules. Staff members will complete a behavior referral and submit it to the principal when both minor and major problem behaviors occur at school. The behavior referral describes the problem behavior and actions taken by the staff member.

Mill Street - PBIS School Rules

Area/ setting	Kind	Safe	Responsible	Problem solvers
Hallways	<ul style="list-style-type: none"> *Travel quietly. *Leave others' belongings alone. *Respect other's property. 	<ul style="list-style-type: none"> *Keep hands to yourself. *Walk facing forward. *Stay on trail. 	<ul style="list-style-type: none"> *Stay out of courtyard before and after school. *Quiet Voice. *Keep hall pass with you. *Put your backpack where it goes. 	<ul style="list-style-type: none"> *Use your words to remind others of rules. *Be a good example.
Cafeteria	<ul style="list-style-type: none"> *Use manners. *Say "please" and "thank you". *Use inside voices. *Keep your place in line. 	<ul style="list-style-type: none"> *Hands to yourself. *Walk. *Sit on your pockets. *Face forward. *Eat your own food. *Maintain your personal space. *Use utensils properly. 	<ul style="list-style-type: none"> *Get permission before leaving table. *Clean up your area. *Eat your own food. *Try all food. *Eat healthy food. *Stack trays nicely. *Keep food on tray. 	<ul style="list-style-type: none"> *Help others next to you. *Remember your lunch box. *Report spills to an adult.
Classrooms	<ul style="list-style-type: none"> *Use friendly words and voice. *Help others. 	<ul style="list-style-type: none"> *Keep your hands and feet to yourself. *Walk facing forward. *Use equipment and materials appropriately. 	<ul style="list-style-type: none"> *Be an active listener. *Follow directions and game rules. *Clean up after yourself. *Be honest. 	<ul style="list-style-type: none"> *Talk it out. *Perseverance- keep trying! *Effort-do your best.
Bus Lines	<ul style="list-style-type: none"> *Use friendly words to others (peers, bus duty, bus drivers). *Be fair. 	<ul style="list-style-type: none"> *Hands and feet to yourself. *Walk. *Wear your backpack. 	<ul style="list-style-type: none"> *Go to bus line and sit down. *Raise hand to be excused. *Keep belongings in backpack. 	<ul style="list-style-type: none"> *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	<ul style="list-style-type: none"> *Include everyone. *Use friendly words to others. *Share equipment and take turns. 	<ul style="list-style-type: none"> *Stay in boundaries unless you have a pass. *Walk on play structure. *Run on blacktop and grass. *Hands and feet to yourself except for tag on the grass. *Play safe games only. *Go down slide on pockets. *Sit at picnic tables. 	<ul style="list-style-type: none"> *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. 	<ul style="list-style-type: none"> *Talk it out. Reporting vs. tattling. *Peer mediators.
Bathrooms	<ul style="list-style-type: none"> *Give privacy. *Use polite quiet voice. *Role model for younger students. 	<ul style="list-style-type: none"> *Keep hands to yourself. *Water stays where it belongs. *Feet stay on floor. *Sit, stand, and walk. 	<ul style="list-style-type: none"> *Use the bathroom at recess. *Flush toilet once. *Wash hands. *Throw away garbage in trash. *Stick to your bathroom business. 	<ul style="list-style-type: none"> *Report problems to adults.
Office	<ul style="list-style-type: none"> *Use your inside voice *Sit quietly while waiting. 	<ul style="list-style-type: none"> *Walk. *Keep your hands and feet to yourself. 	<ul style="list-style-type: none"> *Present your office note. 	<ul style="list-style-type: none"> *Know your name, teacher, and room number.
Library	<ul style="list-style-type: none"> * Use your inside voices. *Be an active listener. *Respect the feelings of adults and peers. 	<ul style="list-style-type: none"> *Stay in boundaries. *Walk at all times. 	<ul style="list-style-type: none"> *Return your library book on time and in good condition. *Treat your book nicely. *Respect library times. 	<ul style="list-style-type: none"> *Have fun choosing a book and share quietly with your friends. *Report problems to adults.

SECOND STEP

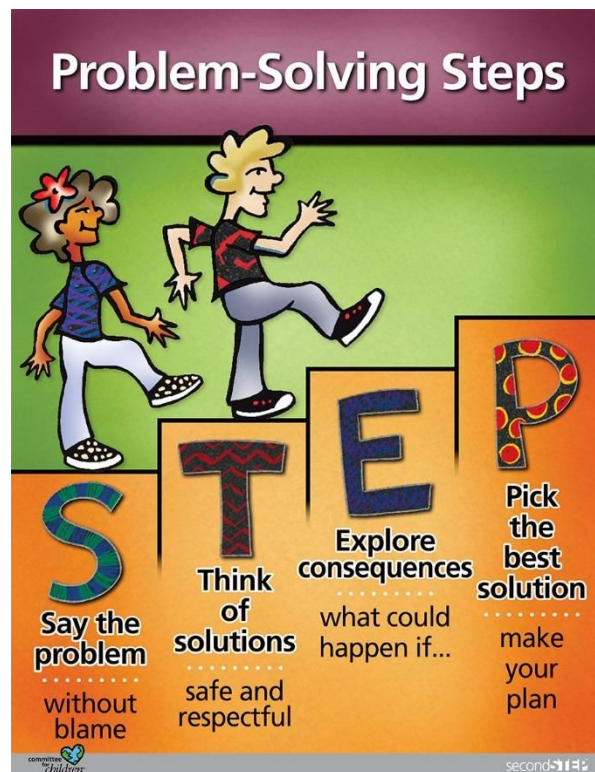
TK classes will be learning **Second Step**® at Mill Street Elementary. The **Second Step**® program is a universal, classroom based curriculum that teaches foundational social-emotional and self-regulation skills to all students. Please practice this with your child.

S = Say the problem without blame

T = Think of solutions

E = Explore consequences

P = Pick the best solution



PLAYGROUND RULES

Tetherball Rules

1. The server is the first person in line or the winner of the previous game.
2. The winner is only allowed to stay in for one additional game. (2 games total)
3. The server asks the challenger which side of the circle they wish to stand on and which way they want to hit the ball.
4. The server hits the ball and then **waits** until the challenger touches the ball.
5. The following are **not allowed** during the game: stopping or holding the ball, touching the rope with any part of your body, touching the pole with any part of your body, or stepping over the line that bisects the circle.
6. There are no double hits or pushing the ball. **When any of these occur the player who breaks the rule is out of the game.**
7. The winner is the one who wraps the ball tightly around the pole without breaking any of the rules of play.

Dodgeball Rules

1. All students who stand on the outside of the circle may not step into the circle when throwing the ball. If they do the throw will not count and they will not get a re-do.
2. No throws shall be higher than waist high. If someone throws a ball and hits a student in the head, the thrower is automatically out of the game.
3. No more than 8 players may be in the center of the circle at one time. (Unless it is an elimination game played while an adult supervises.)
4. Once the game begins, players on the outside must stay put and may not move around the circle for better vantage points. Players that try to move will be given only one warning and if they do it again they will be asked to leave the game.
5. No one on the outside of the circle is allowed to step between, around or in front of another player to get a ball. Wait for the ball to cross the out of bounds line and the person closest to the ball gets to take the next throw. If the ball comes to someone who doesn't catch the ball before it rolls past them or if it hits them and bounces off, the ball is still theirs to retrieve and throw.
6. Once a player is hit inside the circle the thrower will trade places with them and the player that was hit will get the ball.

Four Square Rules

The object of the game of four square is to eliminate players in the highest ranked squares so that you can advance to the highest square yourself. The highest ranked square is square #1 with the lowest ranked square being #4. The court is a large square quartered into four smaller squares. The "Outside Lines" are those that go around the outermost edges of the entire court. The "Inside Lines" are the ones that divide the court into four square and that cross in the center of the court.

1. Players may only use their hands to hit the ball.
2. The player in square #1 is the highest ranked player and therefore the "Server". The ball is started from this square at the beginning of every game. The Server will start the game by dropping the ball into their own square before hitting it to another player's square.
3. Each time the ball bounces in a square, the owner of that square **must** hit the ball into another square.
4. Once the ball touches down in a square, **ONLY** the owner of that square can touch the ball next. If they don't touch the ball before it goes into another square, they are out. If another player hits the ball before the owner does, then the other player is out.
5. The ball must bounce one time, and **ONLY** one time in a player's square before being hit to another square. If the ball bounces more than once in a player's square, then the player is out.
6. If a player hits a ball and it lands **on** an "**Inside Line**" the player is out.

7. If a ball is hit and lands **behind** an “**Outside Line**” the ball is out of bounds and the player that hit it is out.
8. If the ball lands **on** an “**Outside Line**” the ball is still in play.
9. If a player hits the ball with a part of the body other than the hands they are out.

Rules for the Play Structure and Swings

2. Students may only walk when on the play structures.
3. Tag, chase, keep away, grabbing, holding and/or pushing are not allowed in the Green Padded Area..
4. Students are not allowed to climb on the outsides of the play structures, slides or railings.
5. **You may not jump off of any of the Swings, Structures or Slides.**
6. Steps and rock walls are to be used correctly.
7. Only 1 person may come down the slide at a time. They must sit on their bottom with their feet out in front of them, and be facing forward.
10. Those who swing may not swing sideways, twist the swings in circles, stand on or straddle the seat.
11. You may count someone off of a swing by counting to 30. You count each completed swing (forward and back) so that everyone gets a fair turn.
12. You may not count on someone if there is another available swing.

Is it Bullying?

When 2 friends are saying or doing something *unintentionally* hurtful to each other, and both people find it funny, that's

TEASING.

When someone says or does something *unintentionally* hurtful and they do it once, that's

RUDE.

When someone says or does something *intentionally* hurtful and they do it once, that's

MEAN.

When someone says or does something *intentionally* hurtful and they *keep doing it* even when you tell them to stop or show them that you're upset – that's

BULLYING.

Be Kind

Be Safe

Be Responsible

Be A Problem Solver