



# Mill Creek Elementary Parent Handbook 2017-2018

[www-mce.stjohns.k12.fl.us](http://www-mce.stjohns.k12.fl.us)  
3750 International Golf Parkway  
St. Augustine, FL 32092  
904-547-3720

# Administrative Staff

Principal

Assistant Principal

Guidance Counselor (K-5)

Secretary/Bookkeeper

Literacy Coach

Front Office Clerk

Front Office Clerk

Facilities Coordinator

Registrar

Nurse

Extended Day Coordinator

Cafeteria Manager

Amanda Riedl

Todd Watson

Virginia Berges

Kathleen Richards

Denise Shely

Kathleen Tompkins

Tina Larson

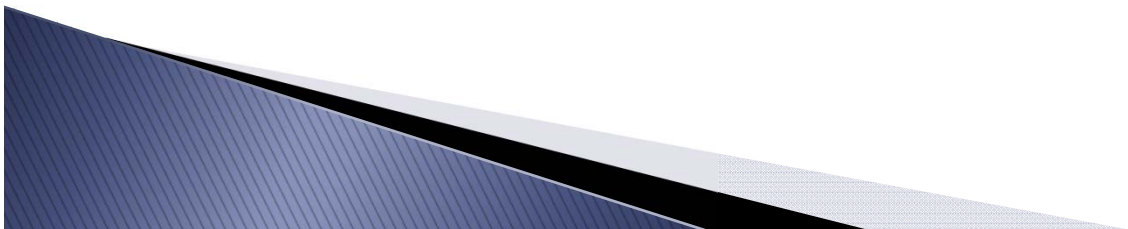
Robert Davis

Diana Mink

Dana Persson

Art Thomas

Caroline Russ



# Bell Schedule

- ▶ 8:05 am Student drop off begins.
- ▶ 8:10am For the safety of our students, children are not allowed in the building prior to 8:10 am. (Students in morning care are to be accompanied to the program by an adult.)
- ▶ 8:30am Learning begins. Students arriving after this time are considered tardy and must obtain a tardy slip from the front office.
- ▶ 2:50pm School dismissal: Mon/Tues/Thurs/Fri
- ▶ 1:50 pm Wednesday dismissal
- ▶ 4:00pm The front door is secured.

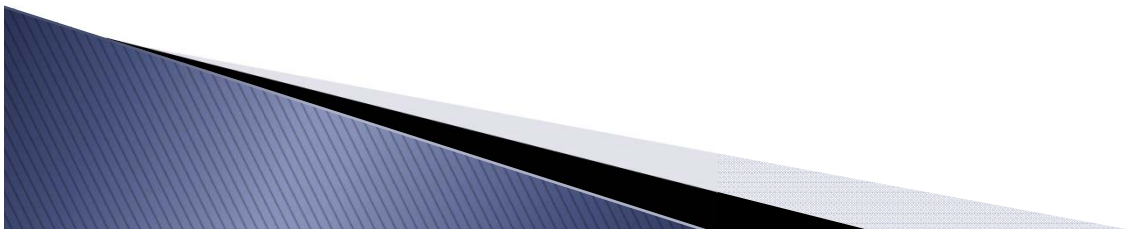


# Attendance Information

- ▶ Regular attendance is important for your child's success in school. The county's attendance policy in its entirety can be found @

<http://www.stjohns.k12.fl.us/depts/student/attendance>

- ▶ Please call our attendance line at 547-3737 to report each absence. Calling the attendance line does not excuse the absence.
- ▶ The “Blackboard Connect” Rapid Notification system will be used to make calls to report student absences to parents.



# Attendance Information

- ▶ Any student who has been absent from school is required to bring a note from the student's parent/guardian/physician within 48 hours of their return stating the cause of the absence. Should you choose to email the excuse: This note should come directly to Diana Mink: [diana.mink@stjohns.k12.fl.us](mailto:diana.mink@stjohns.k12.fl.us)
- ▶ After 15 days of absence per school year, whether excused or unexcused, a student must have a doctor's verification for all subsequent absences.
- ▶ The following constitutes an excused absence: personal illness, illness of an immediate family member, death in the family, doctor's appointment, dentist appointment, religious holidays of the student's established religious faith, special events (when approved by the Principal).
- ▶ Students having a communicable disease or infection that can be transmitted to others are to be excluded from school and are not allowed to return until they are no longer infectious. (Florida Statute 1003.22).



# Attendance Information

- ▶ Tardies & Early Checkouts

If your child is tardy, for their safety please park in the visitor parking lot and walk your child to the front office to receive a tardy slip prior to going to class. Students are required to have a tardy slip to be admitted to class.

To ensure your child has a full day of learning please keep early checkouts to a minimum.



# Transportation Changes



- ▶ Bus Changes:
  - Only the Transportation Department can approve waivers from applicants
  - “Bus passes” are no longer authorized districtwide effective
  - The term “Courtesy Rider” is no longer a recognized term
  - Emergency waivers are temporary and conditional, valid for up to two (2) school days pending formal application for the waiver by parents/guardians or principals
- ▶ All SJCS D children are eligible for waivers based on space availability, extenuating circumstances, and established criteria
- ▶ Parents, guardians, and principals must submit waiver applications using the PTWP link at [www.stjohns.k12.fl.us/transportation](http://www.stjohns.k12.fl.us/transportation)
- ▶ Parents, please make sure **ALL** transportation changes are submitted to [mcestransportation@stjohns.k12.fl.us](mailto:mcestransportation@stjohns.k12.fl.us).

- ▶ Parent Pickup—**please remain in your car during PPU to ensure the safety of all students. We cannot release children to parents walking up. Thank you for your continued adherence to these policies to ensure the safety of all our students.**



# Requests for Early Dismissal

- ▶ In order to maintain instructional momentum we request that appointments are made after school hours. Should you need to schedule an appointment during the school day, please provide a note from the doctor upon your child's return to school.
- ▶ If your child is leaving early please send in a note to your child's teacher stating the need and reason for the early checkout request. To assist our front office please pick up your child before 2:15pm Monday, Tuesday, Thursday and Friday and by 1:15pm on Wednesdays.
- ▶ Please park in the visitors parking lot and come to the front office to sign your child out of school.





# Communication



Information about your child is important to the teacher. At the beginning of the school year, your child's teacher will inform you of their preferred method of contact (telephone message, email, voicemail).

- ▶ Please be aware that while teachers do have telephones in their classrooms and internet access, they may not have an opportunity to check their voicemail/email until the end of the school day. Therefore, allow a reasonable response time for the teacher to contact you (generally 24 hours).
  
- ▶ Instructional time is vital and we do our best to keep disruptions to a minimum. Parents wishing to visit a classroom during the school day need to pre-arrange the time with the teacher.
  - *Beyond volunteering in classrooms, parents should request permission 24 hours prior to a requested observation of the classroom through administration. This helps ensure the privacy of all students. Direct classroom observations will be kept to a maximum of 30 minutes.*
  
- ▶ If your child needs an item, you may drop it off at the front office. We will make sure your child receives it.




# Conferencing with Your Child's Teacher

- ▶ It is important for you and your child's teacher to meet and discuss an opportunity or an educational concern. In order to set up a conference with the teacher, leave a message or send a note or email requesting a conference.



# Response to Intervention: Educational Referral Process

- ▶ The Response to Intervention (RTI) team consists of the school's Administration, Instructional Literacy Coach, School Counselor, School Psychologist, and the classroom teacher.
  - ▶ RTI is a process which integrates assessment and intervention within a multi-level prevention system to maximize student achievement and ensure a positive educational experience.
  - ▶ Although our current practice is to constantly monitor the learning of every child, there are times, where some students require a more intensive approach. Through RTI, schools monitor student progress frequently, provide researched-based interventions and adjust the intensity and nature of those interventions depending on the student's responsiveness.
  - ▶ Should a student not respond to the interventions that are provided, the RTI team will evaluate the data to determine if a referral for further evaluation of a learning disability is appropriate.
- 

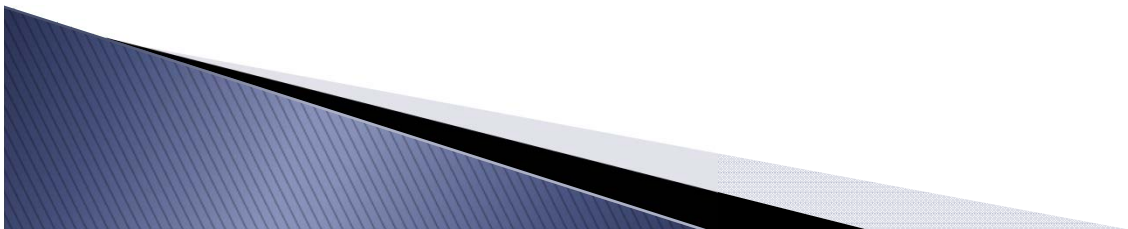
# Gifted Program

To determine if a child qualifies for gifted services the following occurs:

- An Intelligence screening is administered by a school guidance.
- Students who meet screening criterion are referred for further evaluation.
- Guidance gathers information about student's history and academic performance.
- A behavior characteristics checklist of superior students is completed by teacher.
- An intelligence test is administered by a licensed school psychologist.

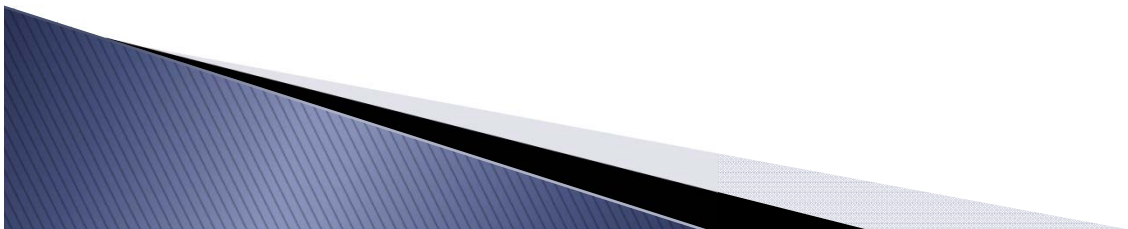
After the evaluation is completed, an eligibility staffing will be held. A team of educational professionals reviews the referral packet to determine if the evaluation data indicates the child is eligible for ESE gifted services. A child is only eligible when he or she meets the criteria listed in the STATE BOARD OF EDUCATION RULES. Students must meet the eligibility criteria in order to receive ESE services.

The St. Johns County School District screens all 2nd grade students each year to identify those who may be eligible for gifted services.



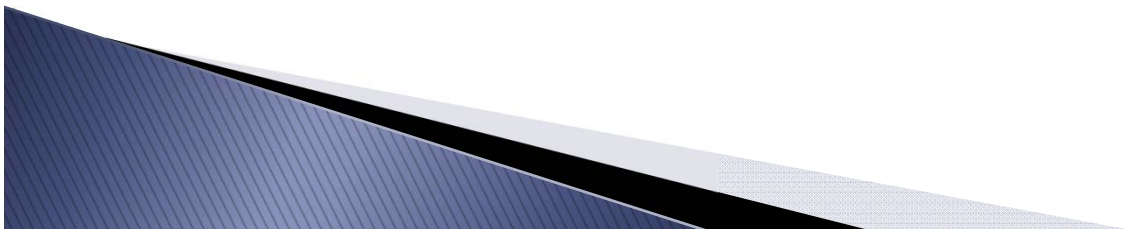
# Standardized Tests

- The Florida Standards Assessments (FSA) in English language arts and math are given to 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students in the spring.
  - This year the assessment will also have extended written response for 5<sup>th</sup> grade students.
- Fifth grade students are administered the science FCAT in the spring as well.
- The FSA ELA writing component is administered to all fourth and fifth grade students in the state of Florida in spring.
- All kindergarten through 5<sup>th</sup> grade students are assessed and monitored through the school year with a variety of diagnostic tools.



# School Access

- ▶ Parents or guardians interested in visiting (including for lunch) the school need to complete an online volunteer / school access application. The application is available on the school website under ***School Access Information***. Once you have been approved, your application is good for three years. Please understand the approval process may take several weeks.
- ▶ Parents and volunteers are always welcome at Mill Creek. Everyone is required to sign in using the computer in the front office, show a photo ID, and receive their school access badge.
- ▶ While volunteering in our school, chaperoning a field trip, providing assistance to a teacher, or coordinating classroom activities and celebrations, it is important that you not be accompanied by younger children. This is for the safety of the young child and to ensure the volunteer is able to focus on the important task of assisting in the educational setting. In order to maintain the learning environment, we ask that volunteers stay no longer than 3 hours per classroom.
- ▶ Parents with younger children will still have an opportunity to volunteer through the PTA program, "Helping Hands". Please check the Mustang Messenger or PTA website for dates and times.
- ▶ We ask that parents do not come to eat lunch with their child **the first two weeks** of school. It is important that we establish routines with our students in the CAFÉ and we need time to ensure our students understand these. We truly appreciate your support this.



# Safety First!

- ▶ We at Mill Creek are committed to the safety of all of our students, staff and visitors. For this reason, everyone who enters the building is required to present a photo ID and sign in at the front office. Thank you for helping to keep everyone safe by remembering to always sign in and check out before leaving the building.
- ▶ **CELEBRATIONS:** All celebration treats brought into the building **MUST** have an ingredients label and **MUST** be checked before going beyond the front office. **NO HOMEMADE treats** will be allowed on campus. Reminder: we are a nut awareness school. Thank you for your continued support.
- ▶ To respect the learning time of all Mill Creek students, please refrain from using your cell phone while on campus.
- ▶ **ALL ST. JOHNS COUNTY SITES ARE TOBACCO FREE AND DRUG FREE.** There is no smoking on campus at any time, including while waiting in your vehicle during parent pick-up and during special events. Thank you for following this policy.





# Field Trip Policy

- ▶ Parents, grandparents, and/or guardians who wish to chaperone a field trip are required to have an approved school access application on file. Younger siblings, relatives, or friends may not attend school sponsored field trips.
- ▶ A friendly reminder: we have a student dress code and ask parents and other volunteers to use this code as a guideline for their own dress while on campus or on field trips. Your cooperation is greatly appreciated.
- ▶ All chaperones must ride the school bus on all field trips. Please note this is a district policy.

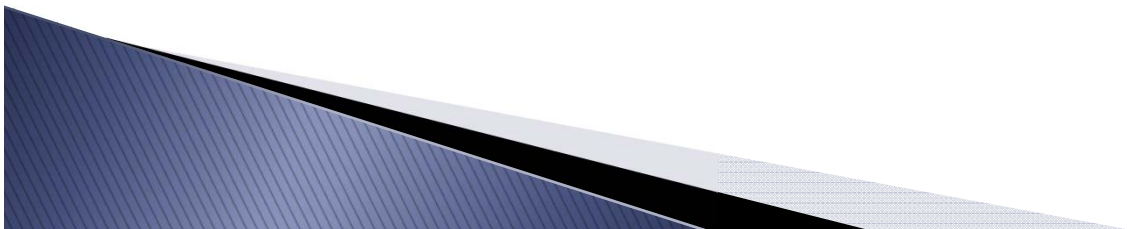


# Dress Code and Safety Policies:

Students perform better in school when dressed appropriately. Specific information on the school district's dress code can be found at

[Http://www.stjohns.k12.fl.us/parents/dresscode](http://www.stjohns.k12.fl.us/parents/dresscode)

We encourage students to wear tennis shoes each day as these provide students with the most protection when participating in outside activities such as recess or physical education. At the minimum students are required to wear shoes with backs. Flip-Flops and "Crocs" are not permissible.



# Notes from the Nurse



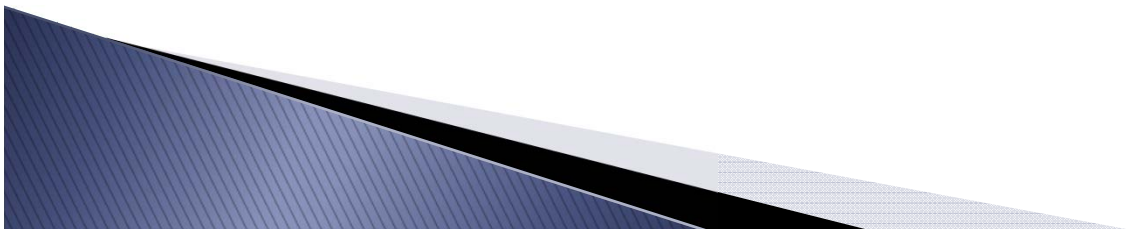
## Administration of Medication

Each school designates trained personnel to administer medications.

All medications\* must be delivered (by the parent or guardian) to the school in the original container with the following provided:

- ▶ 1. Name and purpose of medication
- ▶ 2. Time the medication is to be given
- ▶ 3. Specific instructions on the administration of the medication.
- ▶ 4. Approximate duration of medication
- ▶ 5. Administration of Medication form must signed by the prescribing physician. This form can be found on the school web site.

\*This includes over the counter seasonal allergy and pain medication.



# Cafe



▶ Student Lunch	\$2.80	Student Breakfast	\$1.25
▶ Adult Lunch	\$3.75	Adult Breakfast	\$1.60
▶ Milk	\$0.60		

A complete list of items is available on the school web site.

- ▶ Snacks are available daily. They are priced between \$0.50 and \$1.00.
- ▶ Tuesday & Friday: Ice Cream \$1.00
- ▶ If your child was on the Free/Reduced lunch program during the 2016–17 school year, they will temporarily be put on the program for 30 days. You will need to fill out a new form for the 2017–18 and submit it to the cafeteria. You can also complete an application online at <http://www.stjohns.k12.fl.us/food/free/>
- ▶ If you would like to place limits on your child’s lunch account, please do so in writing to Caroline Russ.
- ▶ If you have any questions regarding your child’s lunch account, please call Caroline Russ, Cafeteria Manager at 547–3733 or [caroline.russ@stjohns.k12.fl.us](mailto:caroline.russ@stjohns.k12.fl.us)
- ▶ It is encouraged that parents keep their child’s lunch balance positive. Should your child have a negative balance, Mrs. Russ or Administration will send you an email with the overdue amount.

# Extended Day



The Mill Creek Extended Day Program is available to Mill Creek Elementary students, kindergarten through fifth grade. This fee based program, is available before and/or after any regular school day.

Time will be provided each day for supervised free play, snack, and homework as well as a variety of activities within the daily program.

The Extended Day Program is closed on holidays, teacher planning days, and teacher in-service days.

Daily Extended Day Care Hours:	Monday–Friday	6:30 AM – 8:10 am
	Mon./Tues./Thur./Fri.	2:50pm–6:00pm
	Wednesday	1:50pm–6:00 pm

Morning extended day parents can access Extended Day by parking in the front loop until 7:45AM. Beyond 7:45AM, parents must park in the parking lot and walk their child to the cafeteria. After school, extended day parents may park near the basketball court.

**PARENTS ARE NOT ALLOWED TO PARK IN THE REAR OF THE BUILDING WHEN DROPPING OFF OR PICKING UP STUDENTS THIS YEAR. This is a directive from the district. Thank you.**

Please contact Arthur Thomas, Extended Day Coordinator, if you have any questions about the program: 547-3720 or [Arthur.Thomas@stjohns.k12.fl.us](mailto:Arthur.Thomas@stjohns.k12.fl.us)



# Returned Check Policy

- ▶ The St. Johns County School District has a contract with Check–Redi to pursue all of its returned checks. Banks will now redirect all returned checks with Check–Redi. Parents who write a check that is returned will be contacted through Check–Redi. Mill Creek will not be allowed to collect any fees associated with a returned check. This includes all checks written to the school, including the cafeteria and extended day.

Check–Redi may be reached at: [customerservice@checkredi.com](mailto:customerservice@checkredi.com) or 1–800–239–1222

After 3 returned checks the district requires all further payments be made via cash or money order.



We are anticipating an exciting year of learning at Mill Creek Elementary.

Should you have any questions regarding your child's education, please contact your child's teacher or administration.

We look forward to serving our Mill Creek families this year!

