

MILROY ELEMENTARY SCHOOL

Mission Statement

The Mission of Milroy Elementary is to provide a safe, caring, and cooperative environment, inspiring a lifetime love of learning and discovery.

Milroy Phone-765-629-2323 School Colors-Red & White School Mascot-Cardinal

This book is prepared as a reference and study help for parents and students throughout this year. Our monthly newsletter will include additional information, breakfast and lunch menus, and an updated event calendar.

Principal's Comments:

All of the staff at Milroy Elementary are committed to providing your child with the best possible education based on the Indiana Academic Standards.

The support of parents is one of the many factors which makes Milroy the best school it can be! You will have numerous chances to get involved in the school community. I hope you'll consider being a part of the Parent/Teacher Organization and the many volunteer opportunities available.

Throughout the school year, you will be kept informed of our events via newsletters, emails, phone calls, and social media. We will also keep you well informed of your child's progress and growth throughout the year.

I welcome questions, concerns, and suggestions from all of our stakeholders. Together, we can make your child's experience at Milroy Elementary extremely rewarding!

Mrs. Lisa Wilson

School Policies at Milroy Elementary

Bicycle and Car Traffic

Students who arrive by car will enter or exit through the south doors by the gym. Parents delivering or picking up students are asked to pull up to the curb in the designated area and let students off or pick up on the passenger's side. Due to supervision issues, parents are discouraged from dropping students off before 8:00.

Students in grades 3-6 may ride bikes to school. The parent must sign a permission slip from the office before a student is allowed to ride a bike to school. Students who ride their bikes in a manner that interferes with school buses or other traffic will lose this privilege.

Bus Transportation

The bus students will enter and exit the building through the front doors of the school. Buses will leave approximately at 3:10. All students will be sent home according to the instructions parents provide at registration unless there is written or phone communication from the parent or guardian.

Cafeteria

Both lunch and breakfast are served daily in the cafeteria. Breakfast is served from 8:00 a.m. until 8:20 a.m. An application for free and reduced lunches is available from the school office and online. Parents are encouraged to submit applications if they are unable to pay for student meals. Sack lunches may be brought from home. Soda pop and candy may not be brought to school. **Fast Food from local establishments may not be brought in for individual students.**

Students are expected to pay for meals on a weekly basis whenever possible. Lunchroom charges will not be allowed to exceed \$15.00 per student.

Changes in Transportation Plans

Students will not be allowed to go home with another student, stay after school, or ride a different bus without direct communication from the parent. Please call, or send a note **before 2:00**, if dismissal plans change during the day. We can not guarantee messages received after 2:00 will be delivered due to special classes and field trips. Otherwise, students will be sent home on their regularly assigned buses.

Custody Changes

In cases of which parents do not share custody, a copy of the legal custody agreement must be on file in the school office. Please list the names of all families involved in custodial care on enrollment forms. In the event of a change in legal custody or guardianship during the school year, an updated copy of the legal document must be on file in the school office.

Gym Shoes

Students are to provide gym shoes (other than those worn outside) for use during physical education classes and recess in the gym. Shoes worn outside will often pick up sand and gravel which will damage the gym floor.

Holiday and Special Days

Delivery of balloon bouquets and floral arrangements to students is discouraged as they cannot be sent home on buses. Please arrange for holiday deliveries to be sent to students' homes or arrange to pick them up at school. Snacks and treats for classrooms are to be commercially prepared and packaged.

Medication

Both prescription medicine and nonprescription medicine to be taken at school must be taken to the school nurse. A note from the parent, giving directions for administering the medicine, is required for over-the-counter medicines. For students who require

medication on a daily basis, a form is available from the school nurse. This must be on file before medication can be administered.

Personal Property

Students may bring personal property, such as toys and game cards, to school only with prior permission from the classroom teacher. Any electronic devices (i.e. iPods, Gameboys, DS, phones, Smart watches, etc.) should not be in use during school hours or after school events. The school is not responsible for lost, stolen, or damaged personal property.

Students will be permitted to have clear water bottles in the classroom. These must contain only water, and be taken home and cleaned on a weekly basis. Teachers may limit the use of a water bottle if inappropriately used by students.

School Hours

Our hours are 8:20 a.m.-3:10 p.m. Students who arrive after 8:20 a.m. are tardy and must report to the office for a tardy slip. Parents who bring children late or pick them up early must sign them in or out at the office. All doors, except the front doors, will remain locked during the school day. Students will not be allowed back in the building to retrieve forgotten items after school hours.

Student Absences

Please call to report absences before 11:00 a.m. At this time, you may request homework to be picked up after 3:20 p.m. Students will be counted tardy if they arrive after 8:20 a.m. Any student who leaves before 11:30 a.m. will be counted absent in the p.m. A student who leaves early, but is present part of the afternoon, will be counted as an early departure. Parents are asked to sign students in and out at the office if they arrive late or leave early.

Student Expectations

- Students are expected to be respectful to each other and to adults at all times.
- Hats must be removed by both boys and girls when entering the building.
- Students are to walk to and from the building on the sidewalk.
- School restrooms are to be used for the purpose for which they were intended; not as a play area.
- Students should not arrive on school grounds before 8:00 a.m.
- Students must obtain permission, from the principal, to sell products other than group fundraisers at Milroy Elementary.
- Students who stay after school for extra-curricular activities are to remain in supervised areas of the building.
- Students should not share or trade food.

At Milroy Elementary, efforts are initiated by our staff to encourage positive behaviors. Positive reinforcements will be put in place to reward this type of behavior. These positive behaviors are the foundations for **Milroy Cardinal PRIDE**:

P - *Personal Best* = Do the best YOU can do at all times.

R - *Respect* = Treat others the way you want to be treated.

I - *Integrity* = Be honest and trustworthy (even when nobody's looking).

D - *Determination* = No matter how difficult a task is, don't give up.

E - *Engagement* = Be actively involved in your learning.

Student Dress:

Information about student dress is located in the Rush County Elementary Handbook.

Telephones:

Classroom telephones are for adult use only. Incoming calls will be transferred to voicemail during class times. Students will not be allowed to call home for forgotten items or permission to stay after school. Students are allowed to have cell phones for after school use. However, they must remain off and in book bags during the school day and on the bus. Failure to comply with cell phone policies will result in the phone being confiscated and the parent being required to come to school to pick it up.