

Millbrooke Elementary School

2019-2020

Parent-Student Handbook

**415 Millbrooke Drive
Hopkinsville, KY 42240
Phone (270) 887-7270**

**Family Resource Center
(270) 887-7274**

Ryan Amerson - Principal

School Vision:

To become a community that cares about developing life-long learners and instilling characteristics and skills needed to be a successful, active, contributing member in society.

Our Mission:

Millbrooke Elementary will inspire ALL to be the best version of themselves in an ever-changing society

- This handbook is subject to change throughout the school year, the most up to date copy can always be found on the school website.

<http://millbrooke.christian.kyschools.us/>

Christian County Public Schools 2019-2020

July 2019				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2019				
Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

September 2019				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2019				
Mon	Tues	Wed	Thurs	Fri
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7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2019				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2019				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NINE WEEKS	
1st	August 7-October 4
2nd	October 14 -December 20
3rd	January 6 -March 6
4th	March 9 -May 20

REPORT CARD	
October 23, 2019	
January 15, 2020	
March 18, 2020	
May 21, 2020	
BREAKS	
October 7-11, 2019	
Dec 23-31, 2019, Jan 2-3	
April 6-10, 2020	
OPENING	
August 6, 2019	
May 21, 2020	
HOLIDAYS	
September 2, 2019	
November 28, 2019	
January 1, 2020	
January 20, 2020	
FLEX PD	
November 27, 2019	
February 17, 2020	
March 20, 2020	
April 3, 2020	

 	First/Last Day for Students
 	First Day Preschool
 	First/Last Day of 9 Weeks
 	K-PREP (Testing Window)
 	Report Card Dates
 	ACT All 11th Graders
 	C Closing Day
 	G Planning Day
 	H Holiday
 	N No School
 	O Opening Day
 	P Professional Day
 	M Make-up Days
 	November 5 & May 19 Elections

January 2020				
Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2020				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
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17	18	19	20	21
24	25	26	27	28

March 2020				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	ACT	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

April 2020				
Mon	Tues	Wed	Thurs	Fri
		1	2	3
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13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May 2020				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
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18	19	20	21	22
25	26	27	28	29

June 2020				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
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22	23	24	25	26
29	30			

20-Dec-18

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Family Resource Center (FRC)

MONICA ANDREWS, DIRECTOR

Center Hours and Schedule

Open Monday-Friday

7:15 a.m. – 3:15 p.m.

The Family Resource Centers have been created as part of the Kentucky Education Reform Act. The intent of the centers is to enhance students' abilities to succeed in school by assisting children and families in meeting some of their basic needs. This will be done by providing community services at the centers or by linking families to agencies in their communities. Family Resource Centers are developed by single schools or groups of schools that have at least 20% of their students eligible for the free lunch program. Centers receive a state grant based on number of students eligible for free lunch meals. However, once a center has been established, all children regardless of the income of their families will be served. Services will be especially beneficial for those students who are at risk or are not performing well in school.

Services the Millbrooke Family Resource Center can provide families:

Students

- Provide school supplies
- Provide adequate clothing, socks, and shoes
- Provide a free eye exam and glasses if needed
- Assist with obtaining a birth certificate for your child
- Assist and schedule appointments for health related reasons to medical and dental facilities
- Act as a liaison for you and your child's teacher regarding educational concerns
- If you do not have health insurance – call – us – you may qualify for a free health program for your child
- Refer your child to a community program that will assist in the well being and positive growth of your child (Big brothers/Big sisters, Boys and Girls Club, Impact)
- Referrals to after-school care and payment assistance

Parents

- Assistance with GED & TABE (Adult Ed./Family Circle)
- Help with utilities and food (referral to community agencies)
- Support for single parents
- Holiday assistance
- Support for grandparents raising grandchildren
- Information about volunteering at your child's school
- Help during a crisis
- We can help with your questions about our attendance policy
- Parental Involvement

Guidance

The counseling program at Millbrooke Elementary School is designed to assist your child in making the most of his or her educational experiences. As school counselors, Mrs. Natalie Allen and Mrs. Tiffany Gilkey are concerned about your child's emotional well-being, academic progress and personal and social development.

Activities that are offered by the counseling program may include but are not limited to: classroom lessons geared towards all students' personal growth, lunch bunch groups to aid with building positive relationships, student check-ins for various reasons, observations within various classrooms for various reasons, short-term individual counseling, and/or short-term group counseling.

Mrs. Allen and Mrs. Gilkey also work with many other aspects of the school setting which include, but are not limited to: assessments, response to intervention (RTI), special education, positive behavioral interventions and support (PBIS), English language learners (ELL), gifted and talented (GT), transitions to middle school, and individual learning plans (ILP – 6th grade only).

School counselors may contact parents to obtain assistance needed in order to help their child be successful at school as they serve as a liaison between school staff, students and parents.

If you have concerns about your child's emotional well-being, academic progress and/or personal and social development, please feel free to contact Mrs. Allen and/or Mrs. Gilkey. We also encourage you to visit the "Guidance" webpage on Millbrooke's homepage for more information and resources.

School Hours

SCHOOL HOURS ARE 7:25 A.M. UNTIL 2:20 P.M.

School Policy requires that any child leaving the school grounds during regular school hours must be signed out by a parent or guardian through the school office. Any other person must have written permission from the parent/guardian before the child will be released from school. Millbrooke School will not release a child without proper notification and will not release a child to anyone who is not on the child's emergency release card.

Attendance

PLEASE SEE THE CCPS CODE OF CONDUCT FOR FULL DETAILS

Compulsory Attendance

The state Compulsory Attendance Laws, KRS 159.010 and KRS 159.180 state that the parent/guardian is responsible for keeping his/her child in regular school attendance. In view of these statutes, the Christian County Board of Education has approved the following attendance regulations:

Notes from parents/guardians shall be accepted, and absences shall be excused for up to six (6) days ONLY for the seven (7) valid reasons listed below. Illness accompanied by a health professional's statement will not be counted as one of the six (6) days.

- a. Illness of pupil
- b. Death in family days
- c. Appointment with health professional (student only)
- d. Driver's test
- e. Court Order (A statement from the court system must be presented for the student to be excused for a reasonable amount of time.)
- f. One day for the attendance of the KY State Fair
- g. Other valid reasons as determined by the principal.

Procedures for Student Absences

1. Parent/guardian is encouraged to call the school as early as possible on the day of their child's absence/tardy. Calling does not exempt the parent from sending a note.
2. A student who is absent must bring a note signed by his/her parent/guardian or a health professional stating the reason for the absence.
3. A student who is absent must provide a note within a time period not to exceed five (5) days from the date the student returns to school or the absence will be unexcused. The parent/guardian is responsible to ensure that the note is turned in to the school attendance office. If the note is sent by the parent/guardian through the student, the parent/guardian is encouraged to follow up with the attendance clerk to verify receipt.
4. A health professional's statement will be accepted for the student's personal illness only or for a severe illness in the home.
5. Students on a school sponsored trips are counted present and are responsible for make-up work.
6. Court appearances are excused if signed by the judge or the clerk of the court for a reasonable amount of time.
7. Request for an excused absence other than that stated in this provision of the Code of Acceptable Behavior & Discipline must be made in advance to the principal.
8. When the school notifies a parent/guardian a student is sick and should be picked up, absence for the remainder of that day shall be excused without the necessity of a parent/medical note. In the event there are subsequent absences a parent/medical note will be required for those absences to be excused.

Truancy Policy

HB 72 Enforcement of Truancy Laws (3/25/05)

Identify any public school student, who has not reached his/her twenty-first birthday, who has been absent from school without a valid excuse for three (3) or more days or tardy without a valid excuse on three (3) or more days as truant; identify as a habitual truant a student who has been reported as truant two (2) or more times, hold a public school student who has attained the age of eighteen, but who has not reached his/her twenty first birthday, accountable if the student fails to comply with truancy laws, **hold the parent, guardian, custodian of a public school student who has not reached his/her eighteenth (18th) birthday accountable if the student fail to comply with school truancy laws**; hold the court-appointed guardian of a public school student who has not reached his/her twenty first (21st) birthday accountable if the student fails to comply with school truancy laws, requires school district personnel to inform students, parent, guardians, and custodians of the penalties for violating school truancy laws,; identify as a habitual truant a student who has been reported as truant two (2) or more times.

Any child who has been absent from school without a valid excuse for three (3) days, or tardy to school on three (3) or more days, is a truant. Any child who has been reported as truant two (2) or more times is a habitual truant. Being absent for less than half a school day shall be regard as being tardy. Three (3) unexcused tardies are equal to one (1) unexcused absence. An absence will be calculated on an exact percentage of the day rather than in half-day or whole-day increments. Events will be assigned when a student is absent for more than sixty (60) minutes of the school day.

PLEASE SEE THE CCPS CODE OF ACCEPTABLE BEHAVIOR FOR FULL DETAILS

Arrival Procedures

To ensure a safe and orderly start to the school day for your child, please read and adhere to the following time schedule and guidelines at Millbrooke. **Arriving at Millbrooke before 7:15 will allow you to get in and out of the school area much quicker than those arriving later. Students are not allowed to be**

dropped off at the front entrance of the school between 7:00 and 7:25. After 7:25, parents will have to park and check in students at the front office.

7:00 – 7:25 Students can be dropped off on both sides of the building. No private vehicles are allowed in front of the school until 7:25 due to bus rider drop-off traffic.

7:00 Breakfast is served in the cafeteria. **All students planning to eat need to arrive by 7:15.**

7:25 the tardy bell rings and the doors are locked at both ends of the front hallway. **All students not in the building when the 7:25 bell rings will be counted tardy and must be checked in at the front office by an adult. Instruction begins for all students at 7:20.**

See next page for Student Guidelines for Arrival

Student Guidelines

1. All students will go directly to their homeroom unless they are eating breakfast.
2. Please arrive by 7:15 am if you will be eating breakfast at school.

7:20 - INSTRUCTION BEGINS – BE ON TIME!

Bus Number

612
153
820
919
612
141
125

Driver

Sherrie Abbott
Laura Wilson
Madeline DeJager
LaShanda Moore
Amanda Crick
Christy Buckner
James Dossett

Dismissal Procedures

Millbrooke students follow a specific procedure when departing school each day. We will begin dismissing school at 2:20 p.m. Teachers will escort their students to the appropriate places for dismissal. To ensure a safe and efficient dismissal for all students, we have established the following guidelines.

1. **Any temporary change in afternoon transportation must be communicated in writing.** Changes can be communicated by a letter brought to the school. If necessary, transportation changes may be made by email. **Transportation changes cannot be excepted over the phone.** All transportation changes must be verified by office staff before any changes will be approved.
2. **Any individual picking up a student from school must be on the student's emergency release card.** If an individual is not on the card, the student will not be released to him or her, and a legal guardian of the student will be contacted to provide alternate transportation. **This is for the safety of our students, and we appreciate your support and cooperation in this matter. Millbrooke staff will also check unfamiliar individuals for proper identification.**
3. Pickup for students is on both sides of the building.
4. All parents are asked to remain in line at all times. We ask that no one leave their vehicle and enter the building during dismissal.

Releasing Students to Parents/Guardian During the School Day

No students will be released early (before students leave the room to load buses) without being properly checked out in the office. The office staff will contact the room and notify who is being signed out and by whom.

No student will be released before the end of the day without a request for early dismissal from the student's parents/guardian. In keeping with this procedure, it becomes prudent that:

- A. No student will be released from school on the basis of an invalidated telephone call.
- B. Children of estranged parents may be released to either parent unless there is a court order to the contrary.
- C. No student will be released to anyone other than the parent or guardian unless the parent or guardian has filed a written list of names, such as grandparents or baby-sitters prior to the time of early release.

If a person whom the office staff does not recognize appears at school requesting the early dismissal of a student, the person may be asked to show proper identification such as a driver's license. (Even if the person presents appropriate identification, the person's name must be on file as an authorized adult before the student may be dismissed to leave school with the adult.)

A student may be released to a person with lawful authority to take custody of the student (e.g., a police officer with a warrant). In such case, the student's parents shall be notified at the earliest opportunity.

In order to document the early release of students, we are asking anyone who signs students out or in, to fill out the following information in the office: date, time, and signature, purpose of check-in/out, child's name and relationship to child.

*Field Trips: We encourage students to ride on school buses during field trips. Parents may transport their child but not someone else's child.

Medicine

No medicine will be given to students at Millbrooke unless given to the school nurse and authorized by the student's physician. Appropriate forms must be signed before medicine will be distributed and will only be done by personnel trained to do so. Students are not allowed to transport medicine or self-medicate.

Instructional Time

In order to limit classroom disruptions, parents are always welcome to contact teachers/staff during their planning or after school, however we want to protect instructional time.

Private Parties

Millbrooke has established a guideline for issuing private party invitations within the classroom. No invitations can be distributed in the classroom unless every student is included. Due to confidentiality guidelines, the school cannot release student's names and addresses.

Homework Policy

Homework is an important part of instruction at Millbrooke reinforcing what is being taught in the classroom. Homework is defined as assignments to be completed outside the classroom to reinforce class instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide for curriculum enrichment opportunities.

Each grade at Millbrooke will have a policy regarding homework. Each child's age level, grade level standards, and individual teacher expectations will determine the amount of homework. Homework will be meaningful and in moderation.

Homework is an important part of a child's academic and social development. Parents are urged to actively involve themselves with their child's homework. Homework assignments offer an opportunity for valuable interaction between parent and child in support of learning.

Report Cards

<u>Content Area</u>	<u>Letter/Numerical Grade</u>	<u>Grade Levels</u>
Reading	Numerical	1-6
Language Arts	Numerical	3-6
	Letter (S, NI, U)	1-2
<i>including Writing (both process and handwriting; Spelling, and English)</i>		
Math	Numerical	1-6
Science	Numerical	3-6
	Letter (S, NI, U)	1-2
Social Studies	Numerical	3-6
	Letter (S, NI, U)	1-2
Arts & Humanities	Letter (S, NI, U)	1-6
<i>– twice per year 2nd & 4th nine weeks</i>		
PE (Practical Living), Art, Library and Music		
Band (optional)	Numerical	6 th only
Kindergarten will follow the district Kindergarten report card.		

Teachers shall regularly input grades; you will be able to do this at home with Infinite Campus. Parents will be able to check grades from home, and we ask that teachers not wait until the end of the grading period to post.

CODE OF ACCEPTABLE BEHAVIOR

The Christian County Public Schools Code of Acceptable Behavior will be followed by the administration at Millbrooke in making decisions concerning discipline. The Code of Acceptable Behavior will be provided to all new students and available upon request for families needing another copy. **Please note that actions such as fighting and threatening will not be tolerated at Millbrooke and can result in consequences such as an office referral or out of school suspension.**

Cell Phone and Personal Electronic Devices

Students are prohibited from bringing electronic devices or cell phones to school, and such devices will be confiscated from the students, resulting in a written office referral. Electronic devices must be picked up by parents only.

Students are prohibited from bringing toys of any kind to school. This includes fidget spinners and playground balls (footballs, basketballs, soccer balls etc.). Items will be confiscated from the student and must be picked up by parents only.

We have updated our PBIS procedures for correcting and replacing student misbehaviors, as well as rewarding students who exhibit exceptional behavior. Each homeroom will have a Daily Card System, as well as the SOARING Chart. Teachers will follow "Behavior Protocol" to ensure students have 100% classroom engagement. This protocol includes an increased number of phone calls home to parents and the use of classroom interventions for students with consistent misbehaviors. All students in K-2nd

grade will have daily behavior sheets that go home to parents, while students in 3rd-6th grade will have daily agendas that will include daily homework assignments and notes to parents regarding misbehaviors. Students will receive rewards for consistently following Millbrooke's Guidelines for Success. ***** If a student receives a write-up in aftercare, that student shall not receive the PBIS reward for the 9 weeks.**

Zero Tolerance for Bullying and Threatening

Millbrooke Elementary has a no tolerance stand pertaining to bullying. Bullying is a behavior that is intentional, hurtful, and persistent. A bully may tease, harass, reject, threaten, and assault (verbally and/or physically) other individuals. These types of actions will not be tolerated at Millbrooke Elementary, and consequences will follow the District Code of Acceptable Behavior. This is for the safety of all Millbrooke students.

Dress and Appearance

The wearing of any attire, cosmetics, presentation of extraordinary personal appearance, or any unsanitary body conditions which in the judgment of the Principal significantly disrupts school work, interrupts scholastic endeavors, or threatens the health and/or safety of other pupils is prohibited.

Students whose appearance does not conform to these rules will be asked to change clothing to meet this code.

- Leggings should be worn with shirts that come at least 2 inches above the knee.
- No spaghetti strap shirts for students in 3rd-6th Grade.
- No pajama/loungewear unless it's a specified "Pajama Day". This includes hats and sunglasses, unless it's a special day to wear these items.
- Shorts and skirts should be an appropriate length as determined by the discretion of administration.
- No Sagging
- Overall straps must be fastened and worn over the shoulder.
- Tops should never reveal undergarments, cleavage, mid-riff, or back.
- Tank tops are allowed IF undergarments are NOT shown.
- Clothing shall not display liquor logos, tobacco product advertisements, suggestive sexual content, offensive language or symbols, or obscenities.
- Pants should never have holes in them.
- This list is subject to change as trends in clothing/styles change and may be changed based on the discretion of administration.

Extra-curricular Activities

Millbrooke School has numerous activities for students to be involved including:

Academic Team - Governor's Cup - Governor's Cup is an Academic Team Competition including four areas: (1) Written Assessment in all subject areas, (2) Future Problem Solving (4th-5th Grade ONLY), (3) Quick Recall and (4) Writing. Competitions will be held at the school, district and regional levels. Practice meets may be held with other schools if time permits. There will be a cap size of 20 students.

Students desiring to participate must meet the following criteria:

1. A student in the 4th -6th grade achieving above his or her peers in an academic area
2. A strong desire to participate
3. After school transportation
4. Good sportsmanship

A Student may be disqualified from the program for the following:

1. Not following the leaders' directions
2. Being disrespectful to leaders or other students
3. Transportation arriving late 2 times
4. Test scores during practices
5. Being assigned to the safe room or out of school suspension

It is imperative that all students have strong parental support.

Student Technology Leadership Program (STLP) – This program is designed for students showing an aptitude in technology. Students will be actively involved in school, district and state competition.

Cub Scouts and Girls Scouts – Millbrooke serves two Cub Scout packs, one meets at St. John United Methodist Church on Monday Evenings at 6:00, the other meets on Fridays at First Christian Church.

Gifted/Talented – Students are identified in different areas as gifted and receive additional help and resources. Students are formally identified for GT in 4th Grade. K-3 students are identified for Primary Talent Pool.

Kentucky Youth Association (KYA)– 6th Grade students

KYA is a service club that is affiliated with the Kentucky YMCA. It is open to all 6th grade students. Students who plan to attend KYA in December are required to be members of the Student Y Club. The KYA Assembly is a 3-day experiential learning conference in which students participate directly in simulation of the Commonwealth's democratic process. Acting as senders and representatives, students write, debate, and vote on legislation that affects them. As candidates, lobbyists, or members of the media, students experience the rich spectrum of activity that constitutes our political process. KYA offers students the opportunity to learn about a wide variety of issues, develop and create thinking skills, and articulate their beliefs while engaging constructively with those who hold like and opposing views. Students are able to attend if they have good grades, no office referrals, have participated in the year-long bill-writing trainings, and follow through with all other requirements to attend KYA. There is a cost to attend.

Junior Beta Club – 5th and 6th Grade Students

Junior Beta is a national, non-profit, non-secret, leadership-service club. The purpose of this organization shall be to encourage effort and reward merit among students and to promote those qualities of character that make for good citizenship in the school community. Students who have completed the 5th grade and have made the Honor Roll, 3 of the previous 4 nine-weeks grading periods are selected for membership. Once a student is inducted into the club, he/she must maintain Honor Roll grades or he/she will be placed on probation. It is also expected that, to remain active, each member will have a minimum of 10 service hours per school year. We proudly lead by serving others.

A Student may be disqualified from Junior Beta for the following:

1. Not following the leaders' directions
2. Being disrespectful to leaders or other students
3. Transportation arriving late 2 times
4. Test scores during practices
5. Being assigned to the safe room or out of school suspension

It is imperative that all students have strong parental support.

Information/ registration regarding community programs such as HCCYBL, Basketball/Cheerleading, writing and art contests, drama opportunities, and Upward/YMCA sports will be sent home as we are notified.

Archery

Chess Club

Cafeteria

BREAKFAST/LUNCH PRICES

Millbrooke encourages appropriate table manners while ensuring all children enjoy their meal in a safe environment. Students are taught cafeteria procedures which include how to go through the serving line, proper table voice levels, how to clean the table, and how to prepare to exit the cafeteria. Students will be assigned to specific tables by cafeteria monitors. All teachers are encouraged to eat with their class the first few days of school.

Millbrooke Elementary is a Community Eligibility Option School (CEO) which means that all students can eat breakfast and lunch at **No Charge**. Outstanding balances are required to be paid. Parents can still deposit money into accounts on line through My School Bucks or through the cafeteria to pay balances and to buy ala-carte for the new school year

Ala-carte may be purchased as follows:

Breakfast:

Meat & Biscuit \$1.00

Cereal \$0.50

Pastry \$0.50

Toast \$0.25

Milk or Juice \$0.30

Water \$0.50

Adult Breakfast or extra meal \$2.50

Lunch:

Entree \$1.25

Vegetable \$0.50

Fruit \$0.50

Roll \$0.25

Milk or Juice \$0.30

Water \$0.50

Adult Lunch or extra meal is \$3.50

No food is to be bought, sold or given away as a reward until 30 minutes after the last lunch shift closes

Lunch Procedures (for visitors)

- Due to spacing, students will only eat lunch with their parent/visitor in the cafeteria at a designated table.
- Students should remain at the designated lunch table until their class lines up.
- **Outside food from a restaurant** must be in a lunch box or bag different from the restaurant bag.
- Due to privacy concerns, personally owned recording devices (cell phones/tablets) are not to be used to create video or audio recordings or to take pictures except with prior permission from the Principal and the affected individual(s).

LUNCH TIMES

Kindergarten	1 st grade	2 nd grade	3 rd grade	4 th grade	5 th grade	6 th grade
Richardson 10:00-10:25	Barbee 10:20-10:45	Watkins 10:40-11:05	Holder 11:00-11:25	S. Hollimon 11:20-11:45	Cannon 11:36-12:01	Cansler 11:52-12:17
Martin 10:05-10:30	Moore 10:25-10:50	Taylor 10:45-11:10	Milauskas 11:05-11:30	Hale 11:24-11:49	Kington 11:40-12:05	Dalziel 11:56-12:21
Hesson 10:10-10:35	Joiner 10:30-10:55	Crisp 10:50-11:15	J. Grace 11:10-11:35	Gray 11:28-11:53	A.Hollimon 11:44-12:09	Lassiter 12:00-12:25

Nichols 10:15-10:40	Lynn 10:35-11:00	Sweeney 10:55-11:20	McGehee 11:15-11:40	J. Grace 11:32-11:57	Tucker 11:48-12:13	Henderson 12:05-12:30
	A.Grace 10:37-11:02					

Parental Involvement

We are always looking for parents to be involved at Millbrooke. Please Contact Monica Andrews in the family resource center to find out more ways you can be involved. Currently we offer many opportunities for parents to be involved including on our SBDM Council, PTO and through the Watch D.O.G.S. Program.

Parent-Teacher Organization

President – Jamie Kilijian
 Vice President – Leslie Noisworthy
 Secretary – Ashley Calhoun
 Treasurer – Amy Fort

Site Based Decision Making Council

Ryan Amerson – Principal
 Robin Crosby - Teacher
 Alyssa Hollimon – Teacher
 Michelle Nichols - Teacher
 Blake Ladson - Parent
 Joey Renshaw – Parent

The Council members will be responsible for adopting policies in the following areas: curriculum, assignment of staff, assignment of students, determining schedules of school days, determining use of school space, planning and resolution of issues regarding instructional practices, determining discipline/classroom management, extracurricular programs and technology.

Our Council will only function effectively if parents, teachers and community persons are willing to serve on committees, which will develop all policies for council approval.

Title I School-Wide Program and Parent Involvement

Title I -Parent Involvement is an important part of the education process at Millbrooke. Our school-wide program gives us the opportunity to provide the best for all our students. When parents are meaningfully involved with their children's education, children achieve at a higher level and have more positive attitudes toward school.

Parent Teacher Organization - The purpose of the PTO is to solicit cooperation among parents, students, teachers and the administrators of Millbrooke Elementary School in order to provide the best possible learning environment for students attending the school, to support school programs and to promote progress according to the school goals. All parents are encouraged to join the PTO. Watch the school newsletter for PTO meeting and activities. Through our membership and volunteer services you can ensure that we meet our goals successfully.

School Visits - Parents and visitors are always welcome at Millbrooke. However, as a safety measure, we ask that all visitors first report to the school office and obtain permission for their presence in the building. You will also be asked to sign in and wear a visitor sticker if going to other areas in the school besides the office. We encourage you to visit your child at school. You may arrange for a classroom visit by

contacting your child's teacher. You may also request a parent-teacher conference. Throughout the school year, our cafeteria staff plans special days for parents to spend lunch with their children.

School Volunteers - Volunteers enable us to expand our educational programs as well as to allow for greater individual attention. Volunteers work at the school on a daily basis. Many of our volunteers work at full-time jobs and some do not have children attending Millbrooke. There are many areas in which we need volunteer help: the library, classroom projects, individual tutoring, field trips and special activities. Throughout the year you will be given the opportunity to help. Contact your child's teacher or the school office if there is something you would like to do for us. WE NEED YOU! Volunteers who supervise children by law are required to have a background check at the expense of the district.

Parent Teacher Conferences - At any time during the school year conferences are encouraged to discuss concerns and/or problem areas. To make your child's time at school profitable, parent and teachers must work together. Good home-school relations are vital. Parents should, for example, refrain from making negative remarks about a teacher or the school in the presence of their children. If your child is not making satisfactory progress or appears to be disturbed about school or homework, make an appointment for a conference with the teacher. This may be all that is necessary to resolve the problem. Our policy guarantees that the suggestion or complaint of parents will be given every consideration. Requests for conferences will receive prompt replies.

Parental Involvement Opportunities

We are always looking for parents to be involved at Millbrooke. Please Contact Monica Andrews in the family resource center to find out more ways you can be involved. Currently we offer many opportunities for parents to be involved including on our SBDM Council, PTO and through the Watch D.O.G.S. Program.

Parent-Teacher Organization

President – Jamie Kilijian
Vice President – Leslie Noisworthy
Secretary – Ashley Calhoun
Treasurer – Amy Fort

Site Based Decision Making Council

Ryan Amerson – Principal
Robin Crosby - Teacher
Alyssa Hollimon – Teacher
Michelle Nichols - Teacher
Blake Ladson - Parent
Joey Renshaw – Parent

The Council members will be responsible for adopting policies in the following areas: curriculum, assignment of staff, assignment of students, determining schedules of school days, determining use of school space, planning and resolution of issues regarding instructional practices, determining discipline/classroom management, extracurricular programs and technology.

Our Council will only function effectively if parents, teachers and community persons are willing to serve on committees, which will develop all policies for council approval.

Christian County School District's Wellness Program

Millbrooke has adopted the Christian County School District's Wellness Program. This program sets forth

nutritional guidelines on food that is eaten by students while in school. This program also promotes physical activity for all students. We encourage all parents to help us in this effort by making nutritious choices when sending food to school. Whether sending a snack or lunch to school, please try to choose a healthy option over more traditional, less healthy choices.

Nutrition: School meals will follow established policies to include breakfast, lunch (free and reduced), and summer food service program.

Beverages: Juice beverages will contain 100% juice and flavored waters must contain no carbonation and 0 calories. Milk products will be 1% milk or fat-free milk.

Food: Foods will contain no more than 30% of its calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and no more than 10% of its calories from saturated and trans fat combined and will have no more than 30% of its weight from added sugars.

Rewards/Fund-Raisers: Staff members shall follow the above guidelines for fundraisers with the exception of concession stands. Rewards other than food items should be given to students. When food items are used as rewards, the nutritional guidelines above will be followed.

Celebrations: Schools will limit celebrations that involve food during the school day to no more than one party per class per month. Each party will include no more than one food beverage that does not meet the nutrition guidelines.

Millbrooke Elementary Childcare

Director: Laurie Wharton

Our Purpose: To provide quality child care in a safe, creative and fun environment providing opportunities and experiences which stimulate the child's physical, social, intellectual, and emotional growth.

Millbrooke Elementary School offers an after school program for our students. Millbrooke Childcare serves children entering Kindergarten-6th grade. Millbrooke Elementary School Childcare is licensed by the State of Kentucky.

Children come directly from class to the designated Millbrooke Childcare Site, where our staff made up of a Director or Assistant Director and group leaders (1 for every fifteen children) welcome them daily. Children will spend time on homework, arts and crafts activities, Character Education, sports and games in a safe and nurturing environment. Children are divided up into groups of 15 and by age. Activities are planned according to children's abilities.

Childcare during Spring Break, Fall Break, Winter Break, PD Days, some holidays, and snow days will be held at Freedom Elementary School Childcare, from 6:00AM-6:00PM

Please see the Childcare Handbook for additional information concerning school closings and childcare operations.

All students must pre-register before attending childcare at Millbrooke. Students must register EVERY YEAR, even if they've attended Millbrooke childcare in the past.
First-come, First come basis!

Monday – Friday - After school (2:20 pm) until 6:00pm

Millbrooke Elementary Childcare tuition offers assistance for childcare through our local Child Care Assistance Program (C-CAP), which can be reached at (270)889-6023 for any childcare concerns.

Faculty and Staff

Leadership/Office Staff

Principal – Ryan Amerson
Assistant Principal – Renikka Owen
Assistant Principal – Michael Stinnett
Guidance Counselor – Natalie Allen
Guidance Counselor – Tiffany Gilkey
Curriculum Coach – Lisa Pinson

Kindergarten

Jeri Lynn Richardson
Elizabeth Martin
Amanda Hesson
Michelle Nichols
Ansley Grace

1st Grade

Suzanne Joiner
Tori Lynn
Tara Moore
Veronica Barbee

2nd Grade

Kristin Watkins
SheRon Taylor
Lynda Sweeney
Karson Crisp

3rd Grade

Jennifer Grace
Whitney Holder
Ben McGehee
Morgan Milauskas

4th Grade

Jessica Grace
Lindsay Gray
Brandy Hale
Scott Hollimon

5th Grade

Erica Kington
Norma Tucker
Morgan Cannon
Alyssa Hollimon

6th Grade

Brittney Cansler
Jessica Dalziel
Evan Henderson
Melissa Lassiter

Secretary – Tristy Allison
Clerical Asst. – Janie Farmer
Nurse – Brittany Ross
STA – Angela Leek
Instructor II – Jenna Gray and Steven Hendrickson
SRO – Mike Ayers

FRC

Monica Andrews, Coordinator

Cafeteria Staff

Sharon P'Pool, Manager
Julia Calvin
Tonya Allen
Abbie Aussenbaugh
Carolyn Roebuck
Kim Hobson
Blanche Scott
Jean Boyd

Special Education Dept.

Michelle Metcalf
Jeri Fowler, Speech
Nancy O'Neal
Judy Stratton
Robin Tabor

Support Staff

Lisa Anderson
Kim Baker
Jenifer Shearon
Melissa Stephenson
Jena Davis
Nancy Martin
Laurie Wharton
Kari Nenoff
Bridget Drake

Helen Marschand
Nancy Dossett
Melissa Stephenson
Lindsey Hawkins

Janitorial Staff

Anthony Arnold
Bobby Babb
Greg Babb

Specials

Cathy Ankeny, Art
David Bugg, PE

Interventionists

Mary Alice Heltsley – Reading Recovery

Robin Crosby, Library
Chelsea Tyler, STEM
Natalie Riggs, Music
Anthony Darnell, Band Director