

The Mill Creek School

111 North 49th Street
Philadelphia, PA 19139
215- 471-4900
Fax 215-471-9639
www.millcreekschool.org

Student Handbook
2018-2019

TABLE OF CONTENTS

Introduction.....	1
Admissions.....	3
Expectations of Student	3
Treatment Participation.....	4
Attendance	4
Lateness.....	5
Homework Statement.....	6
Rules	6
Violation of Rules	8
Policies.....	9
Substance Abuse Policy	9
Medication Policy	10
Smoking Policy.....	12
Anti-Bullying Policy.....	13
Weapons Policy	14
Terroristic Threats.....	15
Risk Assessment Policy	16
Use of Technology Policy.....	17
Internet, Cell Phones, Computer Policy.....	18
Dress Code	19
Disciplinary Action.....	20
Restricted Status.....	20
Merit Status.....	20
Suspension and Expulsion	22
Other	23
Guests/Visitors.....	23
Student Dating	23
Expectations of Parents.....	24
Role of Advisor.....	24
Additional Academic Information and Offerings	25
PSAT & SAT	25
Report Cards, Grading, G.P.A	25

Special Events	26
School Trips	26
Early Dismissal	27
General Information	
Transportation	27
Lockers.....	28
Lunch	28
School Schedule.....	29
Snow Emergency Days	29
Staff Contact Information	30

I. INTRODUCTION

Purpose of Handbook: The purpose of this Mill Creek School Student Handbook (“Handbook”) is: (i) to provide an overview of the program available at the Mill Creek School, (ii) to provide an outline of Mill Creek’s expectations of its students, and (iii) to provide notice to the students and the students’ parents/guardians of Mill Creek School’s policies and guidelines.

Mill Creek School’s Policies and Guidelines: Mill Creek has certain policies and procedures, which must be followed by Mill Creek’s students and the students’ parents/guardians. All such policies and procedures are included in the Handbook. Mill Creek also has policies and procedures which govern the administration, faculty, and staff at Mill Creek. These policies and procedures are not part of the Handbook, but they can be made available to students as well as the students’ parents/guardians upon written request.

Mill Creek’s Mission Statement: The mission of The Mill Creek School is to provide an educational program to adolescents that encourages social, emotional, and academic growth in a supportive, safe setting. Mill Creek is committed to offering opportunities that enable our students to become resilient learners moving on as individuals prepared to contribute to the communities in which they live.

The School: An Overview: The Mill Creek School is a secondary educational program offering a comprehensive academic curriculum for high school students. It is fully licensed by the Commonwealth of Pennsylvania and the State of New Jersey. Academic credits earned at Mill Creek are honored by the school districts from which our students come and the schools they leave us to attend. The Mill Creek School has a strong academic program, offering courses that lead to a high school diploma.

The Mill Creek School is designed to enable adolescents who are struggling with personal, behavioral, and/or educational difficulties to continue their studies and to improve their ability to be successful in school. The school itself is a setting where academic achievement and personal growth can take place together in a warm and caring environment.

Mill Creek is a place where students are expected to fulfill their academic requirements, manage their behavior responsibly and address personal concerns that have been problematic in previous school settings. While Mill Creek is not designed to provide one on one care for individual students, the staff of the school is available throughout the day to offer the student assistance with meeting these expectations.

The school offers a full academic schedule of classes in which each student has an individualized program worked out with his/her Mill Creek advisor. Our approach is one in which we offer a personalized and supportive experience. Students are encouraged to

engage actively and openly around educational and personal concerns.

II. ADMISSIONS

Referrals are usually initiated by the student's home school district. In order to institute a referral, documentation about the student is sent to the Director of the Mill Creek School. When the materials have been reviewed and the applicant appears to be a potential candidate for placement, the student and family are invited for an interview and tour of the Mill Creek School. If at this point the applicant seems appropriate, the Director will ask the student to visit the school for a few days (if school is in session). The student will be assigned a temporary advisor and will be asked to attend classes and activities. At the end of the visit, Mill Creek will make a decision about acceptance, and the student, the family and the school district will be informed.

For private referrals, families should contact the director of the school. The intake process is the same, but details of financial arrangements must be agreed upon before a student may begin.

III. EXPECTATIONS OF STUDENTS

Students accepted into the program at the Mill Creek School are expected to focus on their academic needs while working to address the social, behavioral, and educational issues that may have been problematic for them. Each student comes to us with some past experiences which have interfered with the ability to

function up to his or her potential at school. We maintain a safe and supportive atmosphere in which students are able to begin addressing those problematic behaviors and experiences. The expectations that follow are designed to help foster such an atmosphere.

Participation in Treatment

Students who enter Mill Creek are expected to address any behavioral issues, healthcare concerns, as well as other matters that have been problematic in previous school settings. To help them do so, it is recommended they be active participants in counseling outside of school. This component is to be arranged and supported by the parents or guardians of the student.

Attendance

It is expected that all students will be punctual in arriving at school and for classes. Students are expected to be in assigned classrooms at the beginning of the class period. 100% attendance should be the goal for students and good attendance is necessary for high achievement in any subject area. If a student's attendance is less than 80%, the student becomes ineligible for credit. If the Mill Creek staff has determined that there are extenuating circumstances, the student may be given an Incomplete. Details about completion of credit must be worked out with the advisor and teacher.

When it is known in advance that a student needs to miss all or part of a day, the parent/guardian should call and/or email the main office and student advisor. In addition, the student should speak to his/her advisor and teachers to make arrangements for completion of all missed assignments. **If a student is absent from school for 3 or more consecutive days we must receive a note from a physician stating the dates of absence and the reason.** Absences are considered excused/unexcused.

Excused absences:

1. Religious holiday or obligation
2. Death in the family
3. Medical leave confirmed by physician's note with approved return date.
4. College visitations

All other absences are considered unexcused.

If the student is ill or will not be attending for any reason, the parent/guardian should call the school office by 9:00 that morning (215) 471-4900, extension 100. The reason for the absence should be specified.

Lateness

If a significant problem occurs which makes punctuality a problem on a given day, the parent/guardian should make sure to call the school office **(215-471-4900, extension 100)** that morning. The reason for lateness and expected arrival time

should be specified. Students arriving late must sign in, inform the main office of their arrival, and then go directly to their scheduled class.

Homework

The Mill Creek School has a strong academic program, offering courses that lead to a high school diploma. As such, students will be expected to complete work outside of school, or homework, for the purpose of reinforcing skills learned during class. Although homework is meant to be completed outside of the school day, Mill Creek wants to provide its students with every possible opportunity to succeed. This is why Mill Creek has designated certain times for homework completion during the school day. While homework policies may vary from one class to another, all of the teachers expect that assigned homework will be completed.

IV. RULES

Acknowledgment of Rules

Before students are accepted to The Mill Creek School, they are told of the school's expectations both through the provision of this Handbook and through orientation at Mill Creek. Students and parents are asked to read and sign an acknowledgment form, stating that both the students and the parent/guardian have read and understood the

contents of this Handbook. If either the student or the parent/guardian have questions or do not understand anything in this Handbook, they may reach out to Mill Creek's Director for assistance and explanation.

Key Rules and Obligations at Mill Creek

No person may participate in Mill Creek's program without absolute adherence to Mill Creek's rules and policies described in Section V. The following rules must be adhered to for students to remain in the program:

- A) Mill Creek has a zero tolerance policy for the use of drugs and other intoxicating substances. As stated in Mill Creek's Substance Abuse Policy, students may not use, abuse, or possess drugs or alcohol on the grounds of the school or during any school-sponsored activity. This includes misuse of any prescription or over the counter medications, or failure to adhere to Mill Creek's Medication Policy.
- B) No sexual acting out or violent behavior at any time.
- C) As stated in Mill Creek's Weapons policy, no weapons may be carried onto the grounds of the Mill Creek School, by students or parents/guardians – or by any administrators, faculty, or staff at Mill Creek.
- D) Plagiarism, which involves the practice of taking someone else's work or ideas and

passing them off as one's own, is not permitted at Mill Creek. While plagiarism policies may vary slightly from one class to another, plagiarism will not be tolerated at Mill Creek and one attempt at plagiarism could result in both failure of the assignment and failure of an entire course.

- E) Students are expected to treat teachers, other students in the community and their property with respect. There can be no rude, abusive, intimidating, or destructive behavior. Students are expected to refrain from provoking one another, speaking to one another in a way that is designed to be hurtful, insulting others, or making another student's experience here difficult and unpleasant. If there are disagreements with staff or peers, it is expected that these will be addressed in a civil, respectful manner.

Violation of Rules

A violation of these rules, and the policies listed below in Section V, may result in disciplinary action, up to and including the immediate dismissal of the student from the school, depending on the severity and the nature of the violation and the degree to which the violation affects the safety, the well-being, and the educational environment of Mill Creek. Disciplinary Actions are more specifically covered in Section VI of this Handbook.

In the event a student is dismissed or expelled from Mill Creek, the sending school district will be responsible for offering alternate placement.

V. POLICIES

No person may participate in Mill Creek's academic program without absolute adherence to Mill Creek's rules noted above and the policies described in this Section V. The following policies must be adhered to for students to remain in the program:

Substance Abuse Policy

It is Mill Creek's position that use of any drugs or intoxicating substance is incompatible with the physical and mental health, any treatment process, personal growth, and education advancement of students. Students may not carry, possess, or distribute drugs or any intoxicating substance onto school premises, during any school trips, and/or any school-sponsored activity. Mill Creek reserves the right to subject students to random drug screens and to search students, student's belongings, and student's lockers if staff have reasonable suspicion to believe that: (i) drugs and intoxicating substances are being carried, possessed, used, or abused by students.

In the event it is found that a student is in violation of this Substance Abuse Policy the consequences will depend on the results of an investigation by staff.

Depending on the severity of the violation, Mill Creek community and its students, Mill Creek will decide on the most appropriate course of action.

Medication Policy

Students who need to take prescription medications during the day are not allowed to carry them on their person at any time once they enter school. **The parent/guardian must bring in the medication, in its original bottle, to school, where the medication will be stored in a locked cabinet.** All prescription medication must be taken under the supervision of a staff member. This is also required for students who need to take medication on an “as needed” basis.

In addition, students are not allowed to carry any over-the-counter medications once they enter school. These must also be brought to the main office and stored in a locked cabinet. All over-the-counter medication must be taken under the supervision of a staff member.

For a student to be able to take a prescription or over-the-counter medication during the school day, whether on a daily or “as needed” basis, the parent/guardian must send in the following:

Delivery of Medications

A parent/guardian or a responsible adult designated by the parent/guardian should deliver all medications to the school. The medication must be in the original pharmacy labeled container. The label must contain:

- Name, address, telephone and federal DEA (Drug Enforcement Administration) number of the pharmacy;
- Patient name;
- Directions for use (dosage, frequency and time of administration, route, special instructions);
- Name and registration number of the licensed prescriber;
- Prescription serial number;
- Date originally filled;
- Name of medication and amount dispensed;
- Controlled substance statement, if applicable.

Medications in plastic bags or containers other than their original pharmacy container are NOT acceptable.

Over-the-Counter Medications

Over-the-counter medications must be treated as prescribed medications requiring both a physician's note and consent from a parent/guardian. Students must bring in their own over the counter medication.

A completed Mill Creek School Emergency Contact and Medical Information for a Child form must be filled out prior to the start of school. Permission from parent/guardian as designated on this form will last for the length of the school year.

Parents/guardians are also required to notify the school of any changes in medications, including types of medications and/or changes in the prescribed routines and dosages. These must also be accompanied by written orders from the prescribing physician.

Students cannot take any medications at Mill Creek without the above-referenced documents.

Questions or concerns about medication should be brought to the Director's attention.

If a student brings medication onto Mill Creek's premises and does not comply with this Medication Policy, Mill Creek will regard the student as carrying and possessing drugs onto Mill Creek's premises. As a result, such behavior will be deemed to be a violation of Mill Creek's Drug and Alcohol Policy and the student will be disciplined in accordance with that Policy.

Smoking Policy

Smoking or the use or distribution of any tobacco products, including e-cigarettes and related vapor products, is not allowed at any time during the school day, including the ride to and from school. This includes school trips or any school sponsored activity. Violation of the smoking policy will result in disciplinary consequences. Repeated violations will put a student's placement at Mill Creek in jeopardy. Smoking in the building is a fire code violation.

Anti-Bullying Policy

Mill Creek School is committed to creating and maintaining a safe, caring, and respectful learning environment for all students. Bullying of students occurring in school is strictly prohibited and will not be tolerated. For the purposes of the policy, “school” includes the school building, school grounds, and school-sponsored social events, or trips. This policy also applies to cyber bullying, which can be defined as bullying through using technology and need not occur in person. Some examples of cyber bullying include bullying through social networking sites, email, instant messaging, chat room exchanges, internet posts, or text messages or images.

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal. If a student is found to be engaging in bullying behavior at school or engaging in cyber bullying, the consequences will depend on both the results of an investigation by Mill Creek and the severity of the behavior and the effect the behavior has on the Mill Creek community and its students. If the behavior has resulted in substantially interfering with another student’s educational opportunities, creating an uncomfortable or threatening school environment, or disrupting the orderly operation of the school, consequences may

include but are not limited to mediation, a parent conference, counseling, suspension, or expulsion.

Weapons Policy

The Mill Creek School prohibits students from possessing and bringing weapons and replicas of weapons into any school district buildings, onto school property, to any school sponsored activity, and onto any public vehicle providing transportation to school or a school-sponsored activity.

For the purpose of the Weapons Policy, the term “weapon” shall mean any object, device, or instrument designed as a weapon or capable of threatening or inflicting bodily harm or which may be used to inflict self-injury including, but not limited to: any firearm, shotgun, or rifle, taser, whether loaded or unloaded; any knife, cutting instrument, or cutting tool; any nunchaku or other type of martial arts weapon; any chemical agents such as pepper spray or mace; laser pointers; stun gun; incendiary device; any other tool, instrument or object used or intended to be used to inflict bodily harm to another. The term weapon shall also include any simulated, replica, toy, or look-alike weapon.

A student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; or under the student's control while on school property, on property being used by the school, at any school function or activity, at any

school event held away from the school, or while the student is coming to or from school.

In addition, on school grounds, Mill Creek reserves the right to conduct searches of students, students' personal belongings, and students' lockers, if Mill Creek has a reasonable suspicion that there is a weapon on Mill Creek's school grounds.

The discovery of any weapon prohibited by this policy shall be reported promptly to the student's parents/guardians and to local law enforcement officials.

Acts of violence or possession of a weapon in violation of Mill Creek School policy shall be reported to the Office of Safe Schools as required by law and regulations.

Terroristic Threats

The Mill Creek School prohibits any student from communicating terroristic threats or acts in any form (verbal, social media, email, text) towards students, employees, or school building.

Students shall be responsible for informing Mill Creek staff regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

Risk Assessment Policy

In the event it is believed that a threatening or risky situation has presented itself at Mill Creek, Mill Creek may require an external risk assessment be completed. Threatening or risk situations are situations that could adversely affect the safety and welfare of Mill Creek's students. Threatening or risky situations might include: threats made directly against oneself or others; threats made indirectly by telephone, in writing, over the Internet or through interpersonal contacts; communications or behaviors suggesting a student's intent to mount an attack at school; allegations of bomb-making or that a student possesses a firearm; suicidal ideation; claims of past self-harm; etc.

If a risky situation presents itself, Mill Creek may require an external risk assessment be completed. In the event Mill Creek requires an external risk assessment, Mill Creek will contact the parent/guardian and require that the student be immediately picked up from school and that student be immediately evaluated for potential risk of harm to themselves or others. The student will be permitted to return to school once the parent/guardian obtains, at their own expense, a risk assessment in writing from a licensed mental health professional, stating that the student is safe to return to Mill Creek.

Use of Technology: Internet Policy

Internet access is provided to allow for a broad

array of resources and information that can enhance and supplement the curriculum. Students are forbidden from accessing and using the Internet without receiving permission from Mill Creek staff. When on the Internet students are responsible for their actions. Students may use the Internet for educational purposes only. Below is a non-exclusive list of non-permissible uses of the Internet:

- posting or distribution of information that is harmful or prejudicial to students, fosters disruptiveness among the students so as to interfere with the learning environment in the school, threatens immediate harm to the welfare of the school community;
- illegal activity; including the violation of copyright laws;
- to access or obtain pornographic materials;
- to send material that has been determined to be offensive or objectionable;
- to intentionally cause damage to hardware, software or data, or attempt to alter programs;
- to gain or attempt to gain access to restricted material or systems;
- for gambling, cyber bullying, and social media;

- to use in violation of any of Mill Creek’s rules or policies, whether or not included in this Handbook.

Failure to adhere to these guidelines may result in the loss of computer system privileges, disciplinary action at Mill Creek and/or appropriate legal action. Primary responsibility for behaviors related to Internet use outside of school rests with parents/guardians.

Use of Technology: Personal Computers Policy

Students may use, as a privilege, their personal computers or organizers with staff permission and under direct supervision of Mill Creek staff for school related, educational purposes (i.e., related to school projects and assignments) only. They are not to be used to access video games or for social or entertainment purposes, or for any non-permissible purpose in the Internet Policy. Use of personal devices (laptops, organizers, etc.) will be denied to any student who refuses to adhere to this Personal Computers Policy. Mill Creek staff cannot take responsibility for lost or damaged electronic equipment belonging to students.

Use of Technology:

Cell Phone/Smart Watch/Devices with Internet Capacity Policy

Students are permitted to bring cell phones to the Mill Creek School, but the cell phones must be turned off

during school hours and placed in their lockers or school bags. Students will have access to staff telephones as needed, if this is deemed appropriate. We ask that family members respect and support this Cell Phone Policy. Parents/guardians, please refrain from calling or texting your child during school hours. If you need to reach your student, please contact the main office. Violations may result in the loss of privileges, as well as other disciplinary action deemed to be appropriate by the Mill Creek School.

Dress Code Policy

Students are expected to wear clothing that is viewed by staff as appropriate for a school setting. If a student comes to school wearing clothing that is deemed inappropriate, parents will be notified. Students are not to wear anything that is pro-drug/alcohol/intoxicating substance, represents violence, or is considered sexually provocative in any way. Students should not wear tops with spaghetti straps nor should they wear “belly shirts”, crop tops, off the shoulder strapless or halter tops that cannot be tucked in. Tops should not be overly revealing and undergarments should not be exposed, this applies to males and females. Students are welcome to wear shorts or skirts, but they should be of a reasonable length. Students are not to wear jewelry that contains spikes or any object that suggests violence or aggression. We expect parents to support our efforts in maintaining a safe and positive learning environment.

VI. DISCIPLINARY ACTION AT MILL CREEK

Restricted Status:

When a student violates Mill Creek's guidelines, rules, and policies described in this Handbook, that student may be placed on Restricted Status for a period of time deemed necessary.

When a student is placed on Restricted Status a member of the school staff will call to inform parents and a letter will be sent home. Students who have been placed on restricted status may be ineligible for upcoming trips and events

Suspension and Expulsion Definitions

Expulsion: The exclusion of a student from the Mill Creek School for a period exceeding 10 school days. Expulsions may be permanent or may be for a specified period of time. A student may only be expelled by a majority vote of the Mill Creek Disciplinary Committee.

Parent Conference: An informal conference held by the Mill Creek Disciplinary Committee to review and consider the reasons for a student's suspension and/or expulsion with the student's parent and/or guardian.

Suspension: The exclusion of a student from school for a period of 10 or fewer school days. This may

take place in or out of school. In-school suspension requires the student to remain in a designated area for all or part of the day with all work and reading materials in the room. Students must have lunch in the designated area. Out of school suspension means that a student is not allowed to return to school until a meeting is held to respond to the student's situation.

Suspension

The Mill Creek School may suspend any student whose misconduct, disobedience, and/or violation of the Handbook is serious enough to warrant such a sanction. If a student does not follow the guidelines, policies and procedures of Mill Creek or manage the requirements and expectations of the Mill Creek's program, that student may be suspended from school.

When a student is suspended, the student and family are informed for the reason of the suspension and the disciplinary consequences. A conference must be held with a parent or guardian before the student is able to be reinstated.

Expulsion

Mill Creek may expel any student whose misconduct, disobedience, and/or violation of the Handbook is serious enough to warrant such a sanction.

Prior to a final decision to expel the student, a conference with the student and their family shall immediately take place to inform the student of the reasons for the expulsion. This conference will take place either in person or over the phone, depending

on the severity of the violation and/or the potential risk to the safety of the Mill Creek community.

VII. OTHER

Merit Status:

If a student is in good standing academically, is meeting all program expectations, and is considered to be responsible, trustworthy, and able to deal with daily events in a non-disruptive way, he/she may earn Merit Status. To be eligible for Merit Status: (i) the student must be in good academic standing academically, (ii) the student's work must be up to date, the student must maintain almost perfect attendance, (iii) the student must be following the guidelines of this Handbook, (iv) the student must not have been on Restricted Status for the past two weeks, (v) the faculty and staff must believe that the student is capable of acting in a mature and responsible manner while unsupervised, and (vi) the student must be regarded as responsible, trustworthy, and able to deal with daily events in a non-disruptive way. Students on Merit Status are expected to model appropriate school behavior and are encouraged to assume a leadership role within the Mill Creek community.

In order to be placed on Merit Status, the student makes a request to their advisor, who in turn presents the student's request to the faculty, who will consider

whether the student meets the criteria necessary to be awarded Merit Status. If approved, the student remains in Merit Status unless Merit Status is placed on hold for the welfare of the student, or unless a student violates one of the requirements. If the Merit Status is placed on hold, it can be restored at the discretion of the faculty and staff. If this privilege is lost, the student can reapply through the advisor after a period of two weeks.

The additional features of Merit Status include the following:

- a) Student may have lunch in the garden area.
- b) Special recognition will be offered to any student who maintains Merit Status for an entire quarter.
- c) A letter of commendation is sent home, and statement made in the quarterly newsletter, recognizing the student's achievement.

Guests/Visitors: Due to issues of confidentiality and our desire to preserve a nurturing and safe environment, students are not allowed to bring any guests into the school. All visits must not interfere with classes or scheduled activities.

Student Dating: Mill Creek discourages students from dating other Mill Creek students while enrolled in the program. Exclusive relationships

can limit a student's ability to focus on their own personal issues and also may limit social opportunities. When problems arise in exclusive relationships, overall student performance is often affected limiting the student's ability to function at school. While Mill Creek cannot forbid such relationships, it is our expectation that parents will set limits as needed.

VIII. EXPECTATIONS OF PARENTS

Mill Creek expects parents to work cooperatively with staff in our efforts to assist students as they confront the concerns that have been problematic, and have interfered with academic and/or social emotional growth. It is extremely important that parents be available to participate in planning conferences and crisis meetings if necessary.

IX. ROLE OF THE ADVISOR

A key role of each staff member is to serve as an advisor to a group of students. This includes scheduling, overseeing the IEP, providing supportive

interventions, communicating with parents and school districts.

Regular faculty meetings are held to review the progress of each student, and to modify planning. The advisor is the advocate for his/her students in this setting. Transition planning for the student is also part of the responsibility of the advisor.

ADDITIONAL ACADEMIC INFORMATION AND OFFERINGS

PSAT and SAT Offerings:

Each year Mill Creek offers the opportunity to take the PSAT's. These tests are practice tests for the SAT's.

Mill Creek is not an official test site for the SAT's. However SAT's are administered at Mill Creek throughout the school year. In order to take the SAT's at Mill Creek School students must apply for and be approved for specific accommodations with College Board.

Report Cards and Student Progress:

The Mill Creek school year is split into four quarters. Within each of the quarters staff collaborate on

student progress and multiple reports are created and communicated with parents and school districts. Each quarter culminates with a report card in which credits, grades, and staff narratives are shown.

A student can receive "**Credit**," "**Incomplete**," or "**No Credit**" for a course at Mill Creek. An "Incomplete" means that the student did not complete the work required and/or did not demonstrate adequate mastery of the skills taught. Students are given the opportunity to change their mark of "Incomplete" to "Credit." The advisor and the teacher of the subject in question determine a deadline by which the student must have the work completed in order to receive credit. Receiving "No Credit" means that the student is unable to receive credit and must repeat that particular quarter of work.

Number grades represent the following letter grades:

90 – 100	=	A
80 - 89	=	B
70 - 79	=	C
65 - 69	=	D
64 & Below	=	F

For Grade Point Average (G.P.A.)

95 – 100	=	4.0
90 - 94	=	3.5
85 - 89	=	3.0
80 - 84	=	2.5
75 – 79	=	2.0

70 – 74	=	1.5
65- 69	=	1.0

X. SPECIAL EVENTS

School Trips: A number of special events are planned during the year for both educational and social/recreational purposes. These events and trips include visits to museums, outdoor activities, community service offerings, educational trips, and cultural activities either at school or in the local community. These events provide those students with an opportunity to interact with peers and staff in settings that are less formal and more social.

Early Dismissal: Several days during the school year are designated as early dismissal days. After coming to school at the regular time, students will be dismissed at 12:00 P.M. The school districts are aware of these special days and provide transportation for students. Lunch is not available to students on early dismissal days.

XI. GENERAL INFORMATION

Transportation: The Mill Creek School does not provide transportation to and from school. During the admission process, this matter is discussed with the sending school district and parents.

If transportation is provided by the sending school district, students will be expected to arrive on and return home on the vehicle provided by that school district. Students are not allowed to ride to or from school on a bus from another district. Students are expected to abide by the Mill Creek School rules and safety policies when riding their bus.

Parents/guardians may drive students to or from school. If a student misses the bus in the morning and a parent/guardian decides to send their child to school on public transportation, or by any other form of transportation, they must accept full responsibility. Mill Creek School cannot accept liability for any event that may occur under these circumstances.

If a student has an on-going commitment after school (e.g. medical or work related), parents/guardians must request, in writing, that their child be allowed to use an alternate form of transportation. Due to potential liability concerns, the sending school district must also be willing to agree to these alternate arrangements. Parents/guardians must accept full responsibility for the safety of the student once he/she leaves school.

If there is a need for alternate transportation for a specific day parents are asked to notify the school as early as possible.

Lockers: Every student is provided with locker. Mill Creek is not responsible for personal belongings left unattended by students, even if those belongings are lost or stolen. Specifically, Mill Creek is not

responsible for belongings left unattended by students in unlocked lockers, even if those belongings are lost or stolen. If the need arises, the staff reserves the right to open a student's locker for any reason, including locker searches.

Lunch: Students may bring lunch from home or they can purchase lunch from Kirkbride Dietary Services. There are microwave ovens and a refrigerator in the student pantry on the 1st floor. To purchase lunch students will need approximately \$3.00 to \$5.00.

School Schedule and Snow Emergency Days:

A calendar for the school year is distributed to all students upon admission and/or the beginning of each school year. While our school dates will not coincide with the local school district of each student, all Mill Creek students will be expected to be in school when we are in session. We have a minimum of 180 days of school during the regular school.

Mill Creek will close for inclement weather when the Philadelphia School District is closed or dismisses early. When a student's home district is closed due to weather or the district is not providing transportation, the student will be excused from attending on that day. Any work missed is the student's responsibility and must be made up subsequently.

STAFF CONTACT INFORMATION

Main Office:..... 215-471-4900

Fax Number... 215-471-9639

School Secretary:

Diane Hill..... Extension 100

Diane.hill@uphs.upenn.edu

Director:

Christina Kelly..... Extension 103

Christina.Kelly@uphs.upenn.edu

Education Coordinator:

Trevor Risk..... Extension 101

Trevor.risk@uphs.upenn.edu

School Social Worker:

Traci Pescatore..... Extension 106

Traci.pescatore@uphs.upenn.edu

School Social Worker:

Robert Reed..... Extension 107

Robert.reed@uphs.upenn.edu

School Guidance Counselor:

Erica Miller..... Extension 126

Erica.Miller@uphs.upenn.edu

Teachers:

Michael Bell..... Extension 104

Michael.bell@uphs.upenn.edu

Heather Coyle..... Extension 114
Heather.coyle@uphs.upenn.edu

Janet Drake..... Extension 105
Janet.drake@uphs.upenn.edu

Christina Hasselmo – Kauder Extension 108
Christina.hasselmo@uphs.upenn.edu

Jamie Leader-Schnur..... Extension 110
Jamie.lead-schnur@uphs.upenn.edu

Jon Lucas Extension 102
Jonathan.Lucas@uphs.upenn.edu

Carmen Martinez..... Extension 112
Carmen.martinez@uphs.upenn.edu

Lisa Rosenberger..... Extension 113
Lisa.rosenberger@uphs.upenn.edu

(as of 9/20/18)