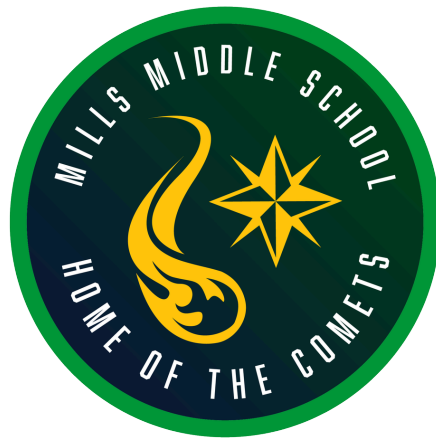


Mills Middle School



Scholar Procedures Manual

2026-2027

1205 East Dixon Road

Little Rock, AR 72206

501-490-5730 Office

501-490-5736 Fax

501-490-5700 Registrar/Scholar Records

Office Hours: 8:00am - 4:30pm

Welcome to Mills Middle School

We are looking forward to a very exciting and successful school year. At Mills Middle, we provide each of our scholars with a Scholar Procedures Manual that includes rules and regulations which govern the student body. Please read and familiarize yourself with the information inside. We ask for your support in helping to ensure that your scholar fully understands what we expect. This guide is part of a comprehensive plan to help prevent negative behavior, as well as provide incentives for positive behavior, which will result in an overall improvement in our school environment and your scholar's middle school experience. Please read this guide with your scholar, sign the ***Parent/Scholar Statement of Responsibility*** form, and return the signed form to school by Monday, August 17, 2026. Please contact us if you need additional information regarding the contents of this manual. Thank you for your cooperation and continued support!

Mission

The Mills Middle School community will meet the personalized academic and social needs of all scholars to prepare them for success.

MMS - Where differences are valued and respected.

Vision

To be a school dedicated to the success of our scholars today and in the future.

AVID - Advancement Via Individual Determination

AVID's mission is to close the ***opportunity*** gap by preparing all students for college and career readiness and success in a global society.

The Spirit of Mills Middle School

Mascot: Comet **School Colors:** Green and Gold

Administrative and Office Personnel

The main office of the school is open to all students and parents. We are here to assist you during the school day. Students are welcome to come into the office before/after school and at lunchtime, however, it is the student's responsibility to report to class on time. Scholars must have a signed pass from their teachers to be out of class during instructional time.

Principal:	Dr. E. Lisa Watson
Assistant Principal	Mr. Roy Jackson
AVID Site Coordinator/Dean of Scholars	Mr. Kwadjo Boaitey
Bookkeeper	Mrs. Rhonda Forte
General Secretary:	Ms. Bria Phillips
Attendance Clerk:	Ms. Kiersin Webb-Carrington
Math/Science Instructional Coach	Mr. Jessi Beaver
Literacy/Social Studies Instructional Coach	Mrs. Charde Wilson
Registrar:	Ms. Mechille Williams (Office is located at Mills High School)
Counselor:	Mrs. Lauren Scott, 6th/7th Grade
Counselor:	Mrs. Brittany Obi, 7th/8th Lead/AVID Counselor
Counselor/AVID Secretary	Mrs. Alicia Johnson
Interventionist/Testing Coordinator	Mrs. Anglea Smith

Visitors/Messages and Information: Because of possible interferences or distractions, scholars may not bring visitors to school without explicit permission from the principal. Parents are always welcome and encouraged to volunteer at school. **All** parents, visitors, and guests that enter the building are required to sign in and have a photo ID. You will be given a visitor's pass while on campus. Unless there is an emergency, scholars will not be called to the office for phone calls. All transportation arrangements and other personal business should be made **BEFORE** arriving at school. Messages for scholars must be submitted by parents before the final 30 minutes of the school day to ensure adequate time for delivery. Food items will be placed directly into the scholar's hand. Please bring lunch at least 10 minutes before grade level designated time. See [district handbook](#) for policy.

Identification Badges (ID) Policy (See [District Handbook](#))

In order to guarantee the safety of our scholar(s), staff members **must** be able to identify **all** scholars at **all** times. For this reason, ID badges **MUST** be clearly visible and are required for admittance into class, cafeteria, media center, extra-curricular events, field trips, buses, and any other school-related activities. If, for whatever reason, the ID is altered or defaced, the scholar will be required to purchase another ID. There is no exception to this policy.

To avoid consequences, ID's may be obtained/purchased in the attendance office daily.

Initial ID badge/ lanyard (\$8.00), Replacement ID = \$5.00 Replacement Lanyard = \$3.00

Parents will be notified to bring ID or purchase onsite.

Consequences are as follows:

1st Offense: Parent called

2nd Offense: ISS

Progressive discipline will continue with each additional violation.

Agenda Books and AVID Binder

An Agenda book and AVID binder will be provided to scholars at the beginning of the year as part of AVID and Mills Middle School's parent communication. Scholars are expected to use their Agenda book daily to record assignments/homework. Parents/Teachers will also use the agenda to communicate. If the Agenda book or AVID Binder are lost, scholars will be required to purchase another.

Cost of Replacement = Agenda Book - \$10.00 AVID Binder - \$20.00

Consequences are as follows:

1st Offense: Parent/Administrator Conference

2nd Offense: ISS

3rd Offense: ISS

Progressive discipline will continue with each additional violation.

Absences

- Please call the school when you know your scholar will be absent. Please bring a parent note or doctor statement upon their return to school. Attendance Clerk, Counselor office and Administration will monitor scholars attendance weekly.
- The attendance clerk will send a 5 and 10 day letter when absences have accumulated. **Scholars will be dropped after 10 consecutive days from the school.**

Tardiness

We do not want scholars missing any instructional time. Their education matters to us. Learning is required at Mills Middle School. Being tardy to classes will make scholars late for learning. Tardiness is not acceptable. It not only takes away from our educational instruction time, but it can also be a security issue. A scholar must be in his/her seat or other assigned location by the time the tardy bell stops ringing. **Scholars will NOT be allowed to leave the classroom for any reason during the first 15 minutes and the last 15 minutes of the class period unless it is an emergency.** **All scholars who arrive at school after the tardy bell must check in with the front office and sign in to receive an admit slip before going to class. Parent/Legal Guardians (Must be age 18 or older) are to come inside to check scholars in.**

Consequences for excessive tardies are as follow:

1st Offense: Warning

2nd Offense: Parent Contact/Administration Meeting

3rd Offense:ISS

Progressive discipline will continue with each additional violation.

Lockers: Initial \$6.00 rental fee. Scholars cannot share lockers. Every scholar must have a locker for the 2026-2027 school year. Please see the [district handbook](#) about seize and search.

Dress Code: Enforced daily during readiness check

1. No sagging
2. Pants, jeans, or shorts with tears or fraying above the knee must have clothing underneath.
3. Leggings, spandex, jeggings, tights, yoga pants, or any other similar tight-fitting

bottoms **MUST** be covered with a dress, skirt, shorts, or shirt that must not be shorter than mid-thigh.

4. Any shorts, dresses, or skirts worn with or without leggings must not be any shorter than mid-thigh.

5. Revealing clothing (transparent, midriff, holes, backless, low cut blouses, spaghetti straps, tank tops, sleeveless, and undershirts cannot be worn in isolation)

6. Sleepwear or pajamas are not permitted.

7. Shoes are required to be worn at all times. No flip flops, slides or houseshoes.

8. Students may not wear clothing, outerwear, pins, symbols, or insignia of prohibited organizations or street gangs while at school or at any school-related activity.

9. Students may not wear clothing, buttons, patches, jewelry, or any other items with words, phrases, symbols, pictures, or signs that are indecent, profane, suggestive, inflammatory or that have negative overtones that appear to be derogatory or discriminatory.

10. Spike jewelry, chains, and hair picks are not permitted.

11. Head covering cannot be worn and sunglasses must be taken off upon entering the school and left in the lockers.

Hoods and caps cannot be worn in the building. Medical exceptions require written approval from a school administrator.

12. No Glass containers or Stanley cups allowed. (Safety Issues)

13. **Mesh and a clear backpack are required. No backpacks are allowed in the classrooms.**

14. Small purses and Beats/Headphones are not allowed. Yondr Pouches will be used. If damaged (Yondr Pouches), the replacement cost is 35.00 dollars.

15. No Blankets

Scholars are required to comply with the school dress code policy during the school day.

Consequences are as follows: Parents will be notified to bring appropriate clothing or if available, school will provide clothing to students. If a student refuses to wear clothing provided he or she will automatically be assigned Saturday school. If appropriate clothing is not available scholars will be assigned ISS for the day.

1st Offense: Parent Notification & Warning (placed in ISS until parent can bring appropriate clothing or school will provide shirt until appropriate attire is attained).

2nd Offense: Parent Notification & 1 day assignment of ISS

3rd Offense: Parent notification & 2 day assignments of ISS

Progressive discipline will continue with each additional violation.

Arrival and Dismissal

Scholars may NOT arrive at school prior to 8:00a.m. Upon arrival, scholars are to go directly to the cafeteria for breakfast or remain outside until the bell rings to enter. Scholars will adhere to policies for reporting to classes. We care about you and want to ensure a safe environment. All scholars must remain on campus after arrival. (NO EXCEPTIONS!) Scholars who skip class or leave campus without being properly checked out will be reported as truant and consequences will follow. Mills Middle School does **NOT** have an open campus. Parent/Guardian must be present when checking out students. **If a scholar needs to be checked out for the afternoon, we strongly urge parents to do so prior to 3:00 p.m.** No checkout after 3:00 P.M. We cannot accept emails, notes or phone calls. Parent/Guardian or Emergency Contact must be present, have a valid ID, and be listed on the scholar(s) school information page when checking out scholar(s).

All scholars MUST be picked up by 4:30pm each day. Sheriff Dept/DHS may be contacted if scholars are still on campus after 5:00pm. (This does not include extracurricular activities) School personnel will direct students as needed.

Schedule Change Policy and Process for Schedule Change Request

Any schedule change request must meet counselor recommendations and approval from the principal. Schedule changes after the first two weeks of a semester are NOT allowed. All requests may not be honored due to schedule conflicts, seat availability, etc.

1. Scholars must pick up a Schedule Change Form from the counseling office.
2. The form must be completed and signed by the parent and returned to the counseling office.
3. Counselors will call for student as time permits
4. The principal (Dr. Watson) must approve.

**Mills Middle School
Procedures Manual
(Please sign this page and return)**

**Parent/Scholar
Statement of Responsibility**

I have read the Mills Middle School Scholar Procedural Guide and, although I may not agree with all of the regulations, I understand that the scholar must adhere to them while he/she is at school or at school sponsored activities.

The Pulaski County Special School District has made available the [Parent/Scholar Handbook](http://www.pcssd.org) online for your viewing and downloading. The Handbook is available on our website at www.pcssd.org. Once on our district website, click on Explore, under the Families section, click Parent Resources and choose Student Handbook.

I acknowledge that I have been informed that the Pulaski County Special School District Handbook is located online and available to me for viewing and downloading. I have also been informed of my right to request a hard copy of the Parent/Scholar Handbook.

Your signature below certifies that you and your student received information in regards to the Mills Middle School Procedural Manual. Please sign and return this form to school by Monday, August 17, 2026

Scholar Name (printed)

Grade

Scholar Signature

Date

Parent/Guardian Signature

Date