

MILLCREEK JUNIOR HIGH
2016 – 2017



This is the property of:

Name: _____

Phone #: _____

Millcreek Junior High Contact Information

Administration

Principal	Brock Jackman
Assistant Principal	Doug Hammerschmidt
Assistant Principal	Shelly Wright

Counselors

Counselor (A-K)	Amberly Cox
Counselor (L-Z)	Emily Smith

Millcreek Junior High Main Office

245 East 1000 South
Bountiful UT, 84010
Office Hours: 7:30 A.M.—3:15 P.M.

School Phone Numbers

Main Office:	(801) 402-6200
Attendance:	(801) 402-6206
Counseling Office:	(801) 402-6207

Website and School Calendar

www.davis.k12.ut.us/411

myDSD Internet Grade Check & Student Information System

Access on the school's website or through the myDSD app

Davis School District 2016-2017 Secondary Traditional School Calendar

First Term Begins

Labor Day (No School)
Junior High Parent/Teacher Conference
Fall Recess (No School)
First Term Ends
Professional Day (No School)

Monday, Aug. 24

Monday, Sep. 5
Wed. & Thurs., Sep. 28-29
Thursday & Friday, Oct. 20-21
Thursday, Oct. 28
Friday, Oct. 31

Second Term Begins

Teacher Comp Day (No School)
Thanksgiving Recess (No School)
Junior High Parent/Teacher Conference
Winter Recess (No School)
School Reconvenes
Second Term Ends
Martin Luther King Jr. Holiday (No School)
Professional Day (No School)

Monday, Nov. 1

Wednesday, Nov. 23
Thursday—Friday, Nov. 24-25
Thursday, Dec. 8
Thurs., Dec. 22 – Fri., Jan. 1
Monday, Jan. 3
Friday, Jan. 13
Monday, Jan. 16
Tuesday, Jan. 17

Third Term Begins

Washington & Lincoln Day (No School)
Junior High Parent/Teacher Conference
Third Term Ends
Professional Day (No School)

Wednesday, Jan. 18

Monday, Feb. 20
Thursday, Mar. 2
Friday, Mar. 24
Monday, Mar. 27

Fourth Term Begins

Spring Recess (No School)
Teacher Comp Day (No School)
Memorial Day (No School)
Fourth Term Ends

Tuesday, March 28

Mon, Apr. 3—Thurs. Apr. 6
Friday, April 7
Monday, May 29
Friday, June 2

(School closes 2 hours earlier than regular day schedule on the last day of school)

Millcreek Junior High Bell Schedule

Monday—Thursday

Period	Begins	Ends
1st	8:10	8:55
2nd	8:59	9:44
3rd	9:48	10:33
4th	10:37	11:22
5th—1st Lunch		
Lunch	11:22	11:52
Class	11:56	12:41
5th—2nd Lunch		
Class	11:26	12:11
Lunch	12:11	12:41
6th	12:45	1:30
RAP	1:34	2:06
7th	2:10	2:55

Friday

Period	Begins	Ends
1st	8:10	8:53
2nd	8:57	9:39
3rd	9:43	10:25
4th	10:29	11:11
5th—1st Lunch		
Lunch	11:11	11:41
Class	11:45	12:27
5th—2nd Lunch		
Class	11:15	11:57
Lunch	11:57	12:27
6th	12:31	1:13
7th	1:17	2:00

PM Assembly

Period	Begins	Ends
1st	8:10	8:51
2nd	8:55	9:36
3rd	9:41	10:22
4th	10:26	11:07
5th—1st Lunch		
Lunch	11:07	11:37
Class	11:41	12:22
5th—2nd Lunch		
Class	11:11	11:52
Lunch	11:52	12:22
6th	12:26	1:07
7th	1:11	1:52
PM Assembly	1:52	2:55

Mini PM Assembly

Period	Begins	Ends
1st	8:10	8:55
2nd	8:59	9:44
3rd	9:48	10:33
4th	10:37	11:22
5th—1st Lunch		
Lunch	11:22	11:52
Class	11:56	12:41
5th—2nd Lunch		
Class	11:26	12:11
Lunch	12:11	12:41
6th	12:45	1:30
7th	1:34	2:19
Mini Assembly	2:19	2:55

Policies, Rules, and Procedures

Millcreek Junior High School is governed by the policies, rules, and regulations of the Davis County School District. This handbook is not designed to be all inclusive in relation to these policies, but is designed to provide an overview for parents and students and to answer some of the most asked questions relating to the school. Please keep this book available for future reference.

Accidents & Illnesses

All accidents and illnesses which occur on campus are to be reported to the office, where immediate care will be arranged. Students injured at school are not to leave school without proper authorization of the administration. An effort will be made to call parents, guardians, or other family representatives listed on the Student Demographic Form. Paramedics will be called in cases of emergency.

Assemblies

Assemblies are planned for their educational value. It is expected that students will be orderly in entering the gym and in taking their seats. Proper applause will let those participating know that their efforts are appreciated. Stomping, yelling, booing, whistling, etc., are not in good taste.

Attendance and participation in assemblies and other activities are considered privileges, reserved for those students who have maintained satisfactory citizenship and behavior. Students with 50 discipline points or more may not be allowed to participate in these activities.

Assembly Procedures:

- Classes will be called to the assembly by the administration.
- Students will sit with their class as directed by their teacher.
- Following the assembly, students will remain seated to receive instruction on returning to class.
- Students required to leave an assembly because of misconduct will receive points and miss assemblies for the remainder of the term.
- A second offense will result in being denied the privilege of attending assemblies for the remainder of the school year.

Attendance Policies

Attendance according to Utah Code Ann. §53A-11-101.5, clearly states, "Every parent, guardian, or another person having control of any minor between six and eighteen years of age, shall be required to send such a minor to a public or regularly established private school during the regular established school year." In compliance with these laws, students are to be in attendance unless they are excused due to illness, injury, family emergency, or extenuating circumstances.

Attendance Procedure

When you are absent, a parent or guardian must contact the school in person, by note, or by phone (402-6206) to clear the absence. The district messaging system will notify you of the absence.

Long Term Absence

If you anticipate being absent from school for more than three days, please pick up an "Excused Extended Absence Application" from the office and have it completed prior to your absence. It is always helpful to give teachers a few days notice before a long term absence. The purpose of this form is to guarantee credit for completed assignments once the student returns to school.

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Late Arrival

If you arrive at school more than five minutes late, you must check-in at the attendance window. If you miss more than 20 minutes of class time it will be considered an absence, rather than a tardy, and you will need to have the absence cleared by a parent or guardian.

Check-out

A Student must officially checkout in the office if he or she is going to leave school before the end of the school day. **For student safety parents or guardians must show identification when checking out their students.** The school can not release students from school to anyone but the legal guardian or adult designated by the guardian on the Student Demographic Form. No student will be allowed to leave school without the proper clearance from a parent or guardian. To speed up the check-out process a note may be given to the student's teacher indicating what time the student should go to the check-out window to meet their parent or guardian.

Check-in

If you check-out and return, you must check-in with the office. You will be given an admittance form to show to your teacher. Parent signatures are not needed upon returning.

Exceptions

Lunch at home: A student must have a pre-signed pass, which can be obtained in the office, to go home for lunch. The administration will validate the pass and keep it on file in the main office. The student must check-out and check-in upon return. This privilege may be revoked if misused.

Backpacks

For safety and health reasons, backpacks, book bags, large purses, musical instruments and any other satchels (briefcases, gym bags, boxes, or any item with handles) are to be kept in lockers during school hours. Backpacks and satchels are to be used only to transport materials to and from school. All such bags are subject to search.

Bicycles

Bicycles should be locked to the bicycle rack. The school is not responsible for loss or damage. The bicycle rack is off limits during school hours, including lunch.

Book Fines

Books are the property of the school. When students register, they pay for the right to use books during the school year. Students who lose, damage, or have a book stolen will pay a book fine based on the current value of the book.

Busing

Conduct: To ensure safe transportation, students must act responsibly when riding the school bus. All students being transported are under the authority of the bus driver and must obey his/her requests. All school policies apply to conduct on the buses, including a prohibition of smoking, drinking, and drug use, profane language, harassment of the driver or students, and any other inappropriate behavior. Failure to follow such rules may result in disciplinary action and/or the suspension of bus riding privileges.

Bus Eligibility: To find out if a student is eligible for busing, please log on to your **my.DSD** account and log-in as the guardian. Select Reports and then select Transportation Information. Busing information should be available within a week prior to the beginning of the school year. Note: buses are equipped with video cameras and students may be subject to video monitoring.

Bullying, Harassment, & Hazing

Types of Bullying and Harassment

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, initiation, or discrimination of any school employee or student at school or school-related activity regardless of location or circumstance, including but not limited to bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment.

Cyber-Bullying is the use of cell phones, instant messaging, e-mail, chat rooms or social networking sites such as *Facebook* and *Twitter* to harass, threaten, or intimidate someone. The *National Crime Prevention Council* defines cyber-bullying as “the process of using the internet, cell phones, or other devices to send or post text or images intended to hurt or embarrass another person.”

Racial & Ethnic Harassment “Racial and Ethnic Harassment” includes, but is not limited to: racial name-calling, use of racial slurs, taunting, and wearing or displaying racially offensive symbols or messages.

Inappropriate Conduct of a Sexual Nature and Sexual Harassment “Sexual Harassment” means unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, and any other gender-based harassment, whether initiated by students, school employees, or visitors. Examples of sexual harassment include, but are not limited to the following:

- Sexual displays of affection;
- Sexually explicit jokes, notes, pictures, “ratings lists,” rumors, and graffiti;
- Catcalls and whistles;
- Unwelcome and offensive touching;
- Sexually suggestive dancing;
- Sexually suggestive or degrading name-calling or gestures;
- Profanity that is sexually suggestive, degrading, or based on stereotypes or preference;
- Clothing with sexually obscene or explicit slogans or messages;
- Possession or distribution of pornography (including sexually explicit Internet sites) of any kind; and
- Harassment through phones, computers or email (see *cyber-bullying* above.)

No form of sexual harassment by students, school employees, or visitors shall be tolerated. If this happens, immediately tell the person that their behavior is unwelcome and to stop. Victims of sexual harassment and persons with knowledge of sexual harassment are required to report the harassment immediately. Any criminal violation will be reported to the proper legal authorities. All complainants have the right to be free from retaliation of any kind. Retaliation will result in referral to our School Police Resource Officer.

Response to Bullying and Harassment

Do not ignore harassment to you or others! If you feel you or someone else is being harassed or bullied, take charge by saying, “I do not like it when you are harassing me and I want you to stop.” If they harass/bully you again, explain that you will report it to a teacher or an administrator and tell a teacher or administrator.

Cheating & Plagiarism

Cheating and/or plagiarism or the appearance of either will not be tolerated. Cheating/plagiarism may include, but is not limited to: using someone else's work as your own, incorrect scoring of papers, or assisting others to complete assignments without doing the work. The consequences are left in the hands of the individual teachers, but may include severe academic and citizenship penalties such as a zero on the assignment, a U in citizenship, and discipline points.

Citizenship Policy

A citizenship grade is earned based on the Citizenship Evaluation Form each period. All students who receive a U from a teacher or an administrator will need to make-up the U by the end of year. Students who do not make-up their U's will not receive a yearbook on time. Students can pick up the necessary forms to make up their U in the ISS room or the main office. Students will need to perform 4 hours of community service at the school or with an approved organization or business, and pay a \$5 processing fine.

Class Schedule Change

Class changes are made with a counselor and cost \$10.00. There is no charge for class changes resulting from errors on the school's part. Teacher changes will only be made through application and administrative approval.

Closed Campus

Millcreek maintains a closed campus, which means that students are to remain on school grounds during school hours, including lunch time. Students may not check-out at lunch time unless a parent comes into the school to check them out, or prior permission has been given through an administrator. Students must return in time for their next class. If this procedure is not followed, students will be considered truant, and a citation issued. Students will not be allowed to use the phone to make arrangements to leave campus for lunch. Checking-out at lunch time is discouraged because often students return late to school.

Computer Agreement

In order to maintain the integrity of our computer labs, we have established some basic rules and guidelines that need to be followed. Students are responsible to make themselves aware of all guidelines before they use computer equipment. Misuse of computers, accessing files that are not the student's, or any violation of the Acceptable Use Agreement will result in disciplinary action, which may include the loss of computer use in the building for the remainder of the school year. The Acceptable Use Agreement must be authorized before any student has access to a computer.

Counseling Center

Counselors fill a variety of roles in our school, including helping students with personal problems, career guidance, schedule planning, and when necessary schedule changes. If you need to visit with a counselor for any reason, please make an appointment or see the counselors before or after school. Unless you have an appointment slip signed by a counselor, please do not wait outside the counselors' offices; to do so and be late for class will result in an unexcused tardy.

Custody and Guardianship

The school is to be notified of any changes in custody or guardianship. The school reports any change, which results from either the student or the guardian living outside the school boundaries, to the Davis County School District Department of Student Services, which determines whether the student may continue attending. Parents and guardians are responsible for providing the school with the correct address and phone number of their students. Any change needs to be reported to the office immediately.

Discipline

Discipline policies are established to help all students achieve self-discipline and ensure a safe and efficient environment in which to learn. All rules cannot be written and similar offenses will warrant similar consequences. Chronic offenders will receive more severe consequences. The systematic approach to maintain a strong learning environment may include the following:

1. Conference with student.
2. Parent/guardian contact is made.
3. Intervention: contract is made.
4. School counselor is involved (optional).
5. Student is referred to Administrator.

In cases involving severe situations, the above steps may be overridden and students may be referred directly to the administration. These include, but are not restricted to, vandalism, open defiance, or threat of a physical nature. A conference with parent/guardian, teacher, student, and administrator may be scheduled with severe situations or habitual problems.

Discipline Points:

Students who are referred for misbehavior receive discipline points. The number of points increases with the severity of the infraction. Points also increase for chronic behaviors. Possible infractions and corresponding disciplinary points include, but are not limited to the following.

- 10 Tardies, littering, hall violations, bringing inappropriate items to school.
- 20 School disruption (doubled for a substitute or repeated misbehavior), locker violation, dress code, swearing, public display of affection, lunchroom violation, loitering in the building without teacher supervision after 3:15 PM.
- 30 Defiance of authority, truancy, cheating or plagiarism, harassment, threatening, pushing, tripping, rough play, snowballing.
- 50 The following will result in suspension from school and or police referral as deemed appropriate by the administration: fighting, possession/distribution/use of illegal substances, weapons, theft, vandalism (restitution required), exposure, harassment, or any serious violation and or disruption to the school environment.

Discipline points will only be issued by an administrator. Teachers, as well as other supervisors, may refer students for behaviors that result in discipline points being assessed. Points may be doubled for referral by a substitute teacher.

Points are reduced by completing an assigned administrative consequence (removal of 50 points) or through appropriate behavior. No additional discipline points for a period of one month will result in a 50 percent reduction. No additional discipline points for a period of two months will result in a total point reduction.

Discipline Point Consequences

- 30 Parent or guardian contacted
- 50 Parent or guardian contacted plus Out-of-School Suspension, In-School Suspension, or five days of Lunch Detention.

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Students will not be allowed to participate in school related activities until their points have been reduced below fifty. Any student that has 50 or more discipline points within the last two weeks of school may forfeit the opportunity to be at school or participate in the last week.

Dress and Grooming Standards

The Davis County School District recognizes that dress and grooming affect the behavior of students. Millcreek Junior High's dress and grooming standards identifies the importance of coming to school dressed appropriately for learning. All students are expected to comply with the dress and grooming standards. Non-compliance will result in disciplinary action. Millcreek Junior High has adopted the following expectations for dress and grooming policies:

- Students should wear their clothing and hair in a clean and well-groomed manner
- Extreme hair, clothing, make up, piercings, or accessories are not allowed as determined by the administration
- All pants must fit at the waistline
- All shorts and skirts must be no shorter than three inches above the knee cap
- No skin should be showing through shorts, pants, or skirts three inches above the knee or higher.
- Shirts shall cover the student's entire upper torso. All shirts, tops and dresses are required to have sleeves. Bare midriffs, sheer fabrics, visible cleavage, and bare backs or shoulders are not allowed.
- Under clothing must be covered at all times.
- Clothing which displays obscene, sexually explicit, violent (i.e. weapons), or illegal substances are not allowed.
- Wearing of gang apparel as defined by District, police, or school policy is prohibited.
- Exaggerated cosmetics, body paint, and body writing are unacceptable.
- Hats and bandanas will not be worn in the building
- Sunglasses and gloves may not be worn in the building
- Shoes must be worn at all times. Slippers are prohibited
- No costumes, unless specifically authorized

Electronic Devices/Cellular Phone Policy

Electronic devices, though common, have the potential of disrupting the orderly operation of the school. The school has created this policy to govern the possession and use of electronic devices on premises during school hours. For purposes of this policy, "Electronic Device" means a device that is used for audio, video, communication, or any other type of computer or computer-like function. The definition includes, but is not limited to cell phones, iPods, tablets, or hand-held gaming devices.

- Students may only use electronic devices before school, after school, in-between classes, and at lunch, unless under the direction of a teacher.
- Electronic devices must be turned off and kept out of sight during class time.
- At no time may electronic devices be used in restrooms or locker rooms.
- Electronic devices used to violate safe school policy may be confiscated for up to 30 days.

Electronic devices shall not be used in a way that threatens, humiliates, harasses, intimidates others, or violates local, state or federal law. If a student violates this policy, the electronic device will be confiscated and the student may lose the privilege of bringing an electronic device to school.

- 1st Violation: Student may retrieve the device after school in the main office.
2nd Violation: Student may retrieve the device after school in the main office. 10 points
3rd+ Violation(s): Parent or guardian must retrieve the device from an administrator.
25 points

Eligibility Requirements for Athletics, Cheerleading, and Student Office

Eligibility of Athletes

1. Students participating in or trying out for athletic activities must have a minimum grade point average (GPA) of 2.0 in the preceding grading period. This standard must be maintained throughout the playing period in order to participate.
2. No student shall be eligible to represent his or her school if he or she has academically failed more than one subject in the preceding grading period. Incompletes are considered failures until made up.
3. A student may participate if he or she has had no more than one U the preceding grading period. Any U must be remediated before being eligible to try out or participate.
4. Students receiving two or more U's in a grading period will be eliminated from extracurricular activities immediately and for the succeeding term.
5. If, at any time during the enrollment and participation on a team, a student does not meet academic or citizenship requirements that student will be placed on probation or will be subject to removal from the team, pending a hearing by the Standards Committee.
6. Students will not be able to participate in athletic events if they have excessive discipline points (50). Excessive discipline points may also result in a referral to the Standards Committee.

Eligibility of Cheerleaders & Officers

1. Students must have a grade point average (GPA) of at least 3.0 during each term of the current school year prior to elections.
2. Students should have no F's, U's, and no more than one N during each term of the current school year prior to elections. Incompletes are considered failures until made up.
3. Determination of eligibility shall be made no later than the fifth school day following the last day of the grading period. Academic or citizenship grade changes after that time cannot restore lost eligibility.
4. If, at any time during a given term, a student receives an F, U, more than one N, and/or their GPA falls below 3.0, that student will be placed on probation or will be subject to removal from office, pending a hearing by the Standards Committee.
5. Students will not be able to participate in school events if they have excessive discipline points (50). Excessive discipline points may also result in a referral to the Standards Committee.

Emergency Drills

Fire, lock-down, and earthquake drills will be conducted on a regular basis. Any student who pulls an alarm station without a valid or compelling reason, such as a fire or other endangering situation, will face police referral.

Extracurricular Activities

Millcreek Junior High does not discriminate against students with disabilities in sports and other competitive or extracurricular activities. All students should have an equal opportunity to tryout and participate based on skill level. Section 504 and the Americans with Disabilities Act allows for reasonable accommodations as needed to students with disabilities (during the tryout and if they make the team or group), as long as those accommodations do not fundamentally alter the nature of the program. Students may discuss these needs with the coach or advisor prior to any tryouts.

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The Davis School District does not promote or encourage participation by 9th grade students in athletic programs at the high school level. However, 9th grade student athletes may try out for and participate at the high school level by agreeing to comply with the following policies. See section 5S-201 on the Davis School District's policy manual.

Fees & Fines

Students and parents are responsible to pay all applicable school fees and fines. Students who owe fines or fees, which include citizenship fines, at the end of the school year will not receive their year-book until all fines have been paid. All unpaid fines will be turned over to a collection agency.

Gang Activity

A "gang" as defined in this policy means any organization, association, or group of three or more individuals which has a unique name or identifiable signs, symbol, or marks, and whose members individually or collectively engage in criminal or violent behavior to persons or property, or who create an unreasonable and substantial disruption of a class, activity, program, or other function of a school. District policy prohibits students from engaging in any form of gang activity on or about school property, or at any school activity. Students will be investigated and subject to discipline and/or prosecution for engaging in the following activities:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, apparel, emblems, badges, tattoos, manner of grooming, accessories, symbols, signs, or other thing which is evidence of membership in or affiliation with any gang.
2. Committing any act or using any speech, either verbal or non-verbal (flashing signs, gestures, handshakes, etc.) that demonstrates membership in or affiliation with a gang.
3. Soliciting others for membership in a gang.
4. Requesting any person to pay for "protection" or otherwise intimidating, retaliating against, threatening, hazing, or harassing any person.
5. Possessing a weapon, controlled substances, drug paraphernalia, or other contraband.
6. Committing any illegal act.
7. Encouraging or inciting another person to act with physical violence upon any other person or causing damage to property.

Grades, Grading Periods, Mid-Term Reports

Because each student's academic progress is extremely important, the school will communicate student progress in several ways:

Mid-Term Reports:

Mid-Term reports will be available on my.DSD. It is important to note that mid-term notices are not grades but indicators of student progress by the middle of the term. If a student is failing at mid-term, this notice is considered as legal notification of such.

Report cards: Report Cards will be available on my.DSD. Each term's grades will appear on the student's permanent record. Grades will be computed each term. Honor students will be identified by grade point average (GPA). The school will post the names of these students each term as follows:

High Honor Roll	3.75 - 4.00
Honor Roll	3.50 - 3.74

If a parent and/or student has questions concerning a grade, he/she is to contact the teacher immediately. The office personnel does not have the teacher's records and therefore cannot indicate reasons for student grades.

It is important to remember that **ninth grade credit counts** toward high school graduation. Teachers are encouraged to make every effort to contact parents when concerns with students arise. Parents are also encouraged to make every effort to monitor their student's education. With so many students assigned to a given teacher, it is critical that parents become the primary monitors of student progress.

Grading Scale

A 100-93%	A- 92-90%	B+ 89-87%	B 86-83%
B- 82-80%	C+ 79-77%	C 76-73%	C- 72-70%
D 69-60%	F/I 59-0%		

If you perceive an error in a grade, please notify the teacher within one week after report cards are available. Also, contact the teacher when you have questions regarding school work via email and/or calling the school at 801-402-6200.

Grade Remediation

Any student receiving a grade of "F" in English, Mathematics, science, or social studies may be required to take a remediation class in their failed subject. A fee, as approved in the School Fees Policy (6F-101), will be charged for each remediation program.

Graffiti

Students involved in graffiti are in violation of District Safe School Policy and will be subject to safe-school consequences.

Halls

Upper halls are closed until 7:55 a.m. unless you have an appointment with a teacher. Upper halls are closed during lunches. Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from a teacher. Students should not request a hall pass unless it is an emergency situation. A hall pass may only be used by one student at a time. Student behavior in the halls needs to be appropriate including no running or rough play. No food or drinks, except for water with a screw tight lid, are allowed in the halls or classrooms. All food must be consumed in the cafeteria.

Homebound Services

Students who, due to illness, are absent over an extended period of time (2 weeks or more) and who are under a doctor's care, may contact their counselor or an administrator as soon as the condition is present and verified by a physician and they may be assigned a teacher to visit them at home.

Honors Courses

Honors classes are offered in 7th, 8th, and 9th grade English, social studies, science, and math. For Davis County School District "Junior High Honors Indicators for Student Success" please visit the Enhanced Education Program web-site under Junior High Programs. If you have any further questions please contact a counselor.

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Immunizations

The state of Utah has legislated (Utah Statutory Code 53A-11-301) that all children enrolled in a public, private, charter or parochial school **MUST** have an immunization record that documents all required vaccines received. Immunizations must be given by a licensed physician or representative of the County Health Department. Students will not be allowed to register until legal immunization requirements have been met. Students will be excluded from school if they do not have their immunizations up-to-date. A school **cannot** conditionally admit students if they are missing vaccines that do not meet the definition for conditional admission (i.e. Tdap).

Library/ Media Center

Library hours are from 7:40 am to 3:15 pm. Students may check out up to five books for three weeks at any one time. Fines on overdue books will be assessed, after a grace period of one week, following the due date. Fines are fifteen cents per day, per overdue book. Weekends and school holidays are not included. The fine for a lost book will be the replacement cost of the book. If an overdue fine has accrued and the book is returned, the student is still responsible for the assessed fine.

Lockers

- **No outside locker decorations allowed.**
- Lockers will be assigned at registration.
- Once locker assignments have been made a locker change can only be made with an administrator's approval and paying a \$5 locker change fee.
- Lockers permit you to store books and coats.
- It is very important to keep lockers locked at all times and to keep combinations private.
- Valuables left in locker are done at your own risk.
- For your own protection, you should keep your locker combinations confidential at all times. Combination changes may be arranged through the office for a \$5.00 fee.
- Jammed lockers are not as important as class attendance. You are to report to class on time and receive permission from your teacher before seeking help for jammed lockers. Most often, lockers become jammed because heavy items, jackets or bags, become wedged in the door. The office will not issue "excused tardy" slips but will contact someone to assist with the locker problems.
- You do not have the right to privacy in the matter of lockers. This means that administrators may search your locker at any time and without reason. Contraband, illegal substances, stolen property, obscene or offensive pictures or writing, and any type of defacement and decoration that creates a fire hazard are prohibited.
- You must keep your locker clean and protected from dents, scratches, stickers, marks and/or any action that prevents the locker from functioning properly. Fines may be assessed for damages.
- When you violate your locker privileges, you will lose them.
- A second locker may be rented for \$5.00 for students that are involved in extracurricular school activities. Please check in the main office for availability.

Lost and Found

The Lost and Found is located in the main office. Items not claimed at the end of each quarter will be donated to charity.

Lunch Room Procedures

Lunch prices are as follows (subject to change):

Junior High Students Lunch	\$2.25
Junior High Students Breakfast	\$1.40
Adult Lunches	\$3.10
Adult Breakfast	\$1.70
Extra milk (1/2 pint)	.40

Lunches are paid for by cash/check each day or by depositing money into a student's account in advance. Students may deposit money in an account and draw upon that account for lunches. Students access their account by using their student number. Credit cannot be extended to students without money.

Lunch Room Rules

1. Students are not to save places in line for others or allow them to "cut in".
2. Students should place their trash in the garbage cans.
3. Students are not permitted to charge their lunches.
4. Students are to maintain themselves in an orderly and courteous manner.
5. No running, pushing, or shoving.
6. No throwing food.

Because some students will be in class when others go to lunch, students should proceed in a quiet, orderly manner through the halls. Once the tardy bell has sounded, the upper halls are off limits. Violation of these rules may result in the loss of cafeteria privileges.

Medications

If it becomes necessary for a student to take a prescription medication at school, it can be handled in two ways. First, a one day dose may be carried by and administered by the student if the maturity level is deemed such that he/she can appropriately administer the medication on his/her own. Any misuse of such medication by the student may be subject to disciplinary action. Second, a parent/guardian can bring the current prescription medication in a original pharmaceutical container into the office along with the statement of release form "Authorization of School Personnel to Administer Medications" (available in the office) signed by both the licensed medical provider prescribing the medication and by the parent/guardian. It is to be understood that medication of any kind is not given to any student by any school employee without the signed released form.

P.E. Requirements

A two piece gym uniform consisting of a gray/white shirt, black pair of regular gym trunks, and white socks and gym shoes are acceptable. This clothing (with the exception of the gym shoes) should not be worn as part of a student's regular school dress. Multi-colored shorts, short shorts, and cut-offs as well as tank tops and sweatshirts may not be worn as part of the P.E. clothing uniform.

For your convenience and savings, a school P.E. uniform (shirts and shorts) can be purchased in the P.E. class during the first week of each semester. The lockers in the dressing room must be locked. Students are responsible to secure their belongings.

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STUDENT PLANNER

Reading and Academic Progress (RAP)

RAP is used for silent sustained reading, checking on academic progress, and remediation. All students are required to bring a reading book for RAP.

Reading Log Guidelines

- Due on Tuesdays for full credit.
- May be turned in Wednesday, Thursday, or Friday of the week they are originally due, for 60% credit only.
- No credit if turned in after Friday of the week they are due.
- Reading Logs must be signed by a parent/guardian to receive any credit.
- Extra reading may not be done for extra credit.
- All traditional English students will read 200 minutes (includes reading during RAP).
- All Honors English students will read 250 minutes (includes reading during RAP).

Recognitions and Honors

Presidential Academic Fitness Award

Ninth graders will be awarded this honor based upon:

- An overall 3.5 GPA for all terms of junior high including the first 3 terms of their 9th grade year.
- An overall battery score of 85th percentile or higher on a standardized achievement test from the current or preceding academic year.

Departmental Awards

Each academic department will present an award to outstanding 9th grade students based upon criteria determined by the faculty members in those departments.

Honor Rolls

Academic honor roll is awarded when a student earns a 3.50 term Grade Point Average (GPA); high honor roll requires a 3.75 term GPA. Citizenship honor roll is awarded when a student earns a 3.50 term Citizenship Point Average (CPA).

Released Time

Students must be off the Millcreek JH campus during their released time or a trespassing citation may be issued.

School Hours

School hours are from 8:10 a.m. until 2:55p.m. Students should not be in the building before 7:00 a.m. and should be out of the building by 3:15 p.m., unless they are under the direct supervision of a teacher or parent. After school hours, a student will not be allowed in the building unless accompanied by a parent. Custodians are not allowed to open a teacher's room or any other secured area of the building at a student's or parent's request.

Sickness

Sickness needs immediate attention. If a student feels sick at any time during school hours, he/she must report to the office for assistance, or the illness must be reported to the office immediately. Students and parents must make sure that telephone numbers listed on the student's emergency card are kept current, along with the names of responsible adults the school can contact in case of an emergency. Any student who needs to be excused from his/her Physical Education class must have a note from his/her doctor. A parent note will be accepted for one day only.

Sickness: Homework for Sick Students

Students or their parents can call to request homework through the office if the student has been absent due to illness for 3 or more consecutive days.

Sick Bed

Students will be allowed to check-in to the sick bed for twenty minutes if they are not feeling well. If students are unable to return to class after 20 minutes, their parent will be called.

Skateboards

Skateboards, scooters, and inline-skates, etc. are not to be ridden on school grounds at anytime. Skateboards are to be stored on the skateboard rack only. The school is not responsible for any lost or damaged items.

Student Information System

Follow the steps listed below to access the student information system on-line. For your convenience a "myDSD" app is also available for tablets and phones through the district website.

1. Go to the Davis District Web site: www.davis.k12.ut.us.
2. In the upper right corner hit "my.DSD" next to the green raindrop.
3. Log in using your Username and Password OR create a new account by hitting the "Request a New Account" line. You will need to know your students' ID # and students' Pin #.
4. If you don't know the Pin #, you can request your students' Pin # as part of creating a new account and entering the requested information.
5. To see individual scores click on the class grade.
6. It is also possible to view your child's attendance, homework, transcripts, lunch accounts, and much more.

Tardy Policy

A student is considered tardy when they are not in their seat when the tardy bell rings.

1st Tardy	G in citizenship grade
2nd Tardy	S in citizenship
3rd Tardy	N in citizenship grade and guardian is notified.
4th Tardy	U in citizenship grade and guardian is notified. Student will receive 10 discipline points. Ten discipline points will be issued for each additional tardy.

Telephones

There is a student phone available at the office check-in window for students to use during the school day in cases of sickness or emergency.

Textbooks

Students who lose or damage a book will be assessed a fine which is expected to be paid as soon as possible. Textbooks issued to students become their responsibility.

Truancy

A truancy falls under one of two situations:

1. When a student skips class for one or more periods.
2. When a student is at school but is not where he or she is supposed to be.

Each successive truancy will result in a fine until a maximum of \$25. An administrative U may be issued along with the truancy once the \$25 fine has been repeated.

Vandalism

Vandalism is against the law and will not be tolerated. Consequences will include some or all of the following: restitution, disciplinary points, suspension, police referral and safe school referral. This includes, but is not limited to, broken windows, damaged equipment, writing on walls, lockers and other such acts.

Vending Machines

Vending machines may be used before school, after school, and during lunches. The school does not own or operate the vending machines. As a result it will not refund money if lost in the vending machines.

Visitors

All visitors must check in at the office. No high school students, students on home study or expulsion, or students from other schools are allowed on campus unless they have received special permission from the administration (see closed campus). Due to the high number of students attending the school, we are unable to accommodate out-of-town visitors.

Weapons

Possession, use or concealment of any weapon or facsimile of a weapon is a violation of the District Safe School Policy. Violators will be dealt with accordingly.

Yearbooks

Yearbooks will only be distributed on the last day of school. Yearbooks will be held at the end of the school year if fees and fines are not paid in full.

Davis School District Statement of Non-Discrimination

Davis School District and Millcreek Junior High School do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or veteran status in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

Inquires or complaints regarding the non-discrimination policies may be directed to an individual's principal or supervisor and/or the District Compliance Officer:

Steven Baker, Associate Director Human Resources

ADA (Employment Issues) Coordinator

Davis School District
45 East State Street
P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-5315

Adam King, District 504 Coordinator

504 (Student Issues) Coordinator

Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
Tel: (801) 402-5180

Jackie Thompson, Director of Equity

Title IX Compliance Coordinator

Race, Color, National Origin, Religion, or Gender in other than Athletic Programs

Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
Tel: (801) 402-5319

Jay Welk, Health Lifestyles Coordinator

Title IX Compliance Coordinator

Gender Based Discrimination in Athletic Programming

Davis School District
P.O. Box 588
70 East 100 North
Farmington, Utah 84025
Tel: (801) 402-5113

Scott Zigich, Director of Risk Management

Physical Facilities Compliance Coordinator

P.O. Box 588
20 North Main Street
Farmington, UT 84025
Tel: (801) 402-5307
TDD (hearing impaired): 801-492-5358

MILLCREEK MUSTANGS STUDENT PLANNER

Accommodations for Individuals with Disabilities

In compliance with Section 504 of the Rehabilitation Act (504) and the Americans with Disabilities Act (ADA), the Davis School District and Millcreek Junior High School will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodations should contact their school ADA/504 Coordinator Mr. Hammerschmidt (801-402-6200), their principal or supervisor. Or you may contact the District ADA Coordinator, Steve Baker (402-5315), for parent or employee accommodations; or 504 Coordinator, Adam King (402-5180) for student accommodations. (TDD hearing impaired 801-402-5358)

Safe & Orderly Schools

It is the policy of the Davis School District and Millcreek Junior High to promote a safe and orderly school environment for all students and employees. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action as determined by school administrators, District disciplinary action as determined by the Department of Student Services Case Management Team, police referral, and/or prosecution. In determining appropriate discipline, school officials will consider the totality of the circumstances, including the severity of the offense, as well as the individual's age, disability status, intent, academic status, and prior disciplinary record.

Weapons and Explosives—Automatic One Year Suspension

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, uses or threatens use of a real weapon, explosive, noxious or flammable material, or actually uses or threatens to use a look-alike or pretend weapons with the intent to intimidate another person or to disrupt normal school activities, shall be expelled from all District schools, programs, and activities for a period of not less than one calendar year; unless the Case Management Team determines on a case-by-case basis, that a lesser penalty would be more appropriate. The terms “weapon,” “explosive,” and “noxious or flammable material” include but are not limited to: guns, starter pistols, cap guns, knives, martial arts accessories, bombs, bullets and ammunition, fireworks, gasoline or other flammable liquids, matches, and lighters.

Drugs & Controlled Substances

Any student, who possesses, controls, uses, distributes, sells, or arranges the sale of an illegal drug or controlled substance, (which includes alcohol, tobacco in any form, and electronic cigarettes), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, or District property, or in conjunction with any school activity, may be suspended, transferred to an alternative placement, tested for drugs, expelled, referred for police investigation, and/or prosecuted.

Serious Violations

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for committing any of the following school-related serious violations: 1) threatening or causing harm to the school, school property, or persons associated with the school, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, harassment, hazing, rape, trespass, arson, theft and vandalism, possession or use of pornographic material on school property; 3) engaging in any gang activity, including but not limited to: flashing gang signs, displaying or spraying gang graffiti, wearing or displaying gang-related clothing or apparel, or soliciting others for membership in a gang.

Disruption of School Operations

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for any conduct that creates an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, including but not limited to: frequent, flagrant, or willful disobedience; defiance of school authority; criminal activity; fighting; noncompliance with school dress code; possession of contraband (i.e., drug paraphernalia, pornography, mace, pepper spray, laser pen, chains, needles, razor blades, bats and clubs); or the use of foul, profane vulgar, harassing or abusive language.

Due Process

When a student is suspected of violating Millcreek Junior High or District policy the school administrator must meet with and inform him/her of the allegations and provide the student the opportunity to give his/her version of the incident. If the school administrator determines sufficient evidence exists to impose discipline the school administrator shall notify the parent or guardian that 1) the student has been suspended; 2) the grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent or guardian to meet with a designated school official to review the suspension.

Authority to Suspend or Expel

The school administrator has the authority to suspend a student for up to ten school days per incident. If the school administrator desires or contemplates suspending for longer than ten school days, or desires to expel a student, the school administrator shall make a referral to the District's Case Management Team.

Bullying/Cyber-Bullying/Harassment/Hazing

Students may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any physical or verbal aggression, intimidation, or discrimination of any school employee or student at school or school-related activity regardless of location or circumstance, including but not limited to bullying, hazing, or sexual, racial, ethnic, religious, or disability-related harassment. Millcreek Junior High's policy may be found on their website or a copy may be obtained in the school office.

Search & Seizure

School officials have the authority to search a student's person, personal property, or vehicle while located on school property or at a school sponsored activity, when they have reason to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule.

Students have no right or expectation of privacy in school lockers, desks, or other storage areas provided for student use. School lockers, desks or other storage areas are the sole property of the Davis School District and Millcreek Junior High. Periodic general inspections of school lockers, including the use of drug detecting canines, may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

Extracurricular Activities

Participation in interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities during the period of discipline and will not be afforded due process procedures to challenge the denial of participation.

Compulsory Education Requirement

A parent or legal guardian having custody over a school-age minor is required under State law to enroll and send a school-age minor to a public or established private school during the school year in the district in which the minor resides. The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Parents/guardians are encouraged to work with the school in promoting regular attendance of all students.

Family Educational Rights and Privacy Act

Student Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's education records. FERPA gives parents certain rights with respect to their children's education records. These rights are:

- 1) **Inspect and review** all of their student's education records maintained by the school within 45 days of a request for access and,
- 2) **Request** that a school correct records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents who wish to ask the school to amend a record should write the principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

- 3) **Provide consent** before the school discloses personally identifiable information (PII) from a student's record, except to the extent that FERPA authorizes disclosure without consent. Such exceptions include, but are not limited to:
 - a. school officials with legitimate educational interests;
 - b. other schools to which a student is transferring;
 - c. individuals who have obtained court orders or subpoenas;
 - d. persons who need to know in cases of health and safety emergencies;
 - e. juvenile justice system;
 - f. a State agency or organization that is legally responsible for the care and protection of the student;
 - g. specified officials for audit or evaluation purposes; or
 - h. organizations conducting studies for or on behalf of the District.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving as a volunteer; a person serving on the District School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist), or to whom the District has outsourced institutional services or functions. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Parental Rights in Public Education

The Davis School District and Millcreek Junior High School shall reasonably accommodate** a parent's or guardian's:

- written request to retain a student on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- written request to excuse the student from attendance for a family event or visit to a health care provider, without obtaining a note from the provider. (An excuse does not diminish expectations for the student's academic performance).
- written request to place a student in a specialized class or an advanced course. (In determining whether placement is reasonable, the District shall consider multiple academic data points).
- request to excuse the student from taking a test that is administered statewide or the National Assessment of Education Progress.
- initial selection of a teacher or request for a change of teacher.
- request to visit observe any class the student attends.
- request to meet with a teacher at a mutually agreeable time if unable to attend a regularly scheduled parent teacher conference.

Each accommodation shall be considered on an individual basis and no student shall be considered to a greater or lesser degree than any other student.

**Reasonably accommodate for purposes of this section means the District or school shall make its best effort to enable a parent or guardian to exercise a parental right specified here without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; while balancing: the parental rights of parents or guardians; the educational needs of other students; the academic and behavioral impact to a classroom; a teacher's workload; and the assurance of the safe and efficient operation of a school.

The parental rights specified here do not include all the rights or accommodations available to parents or guardians from the public education system.

Rights Under the Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding the use of surveys or other school activities which may involve the collection or use of protected information.

These include the right to:

Consent before students are required to participate in any survey, analysis, or evaluation that reveals information, whether personally identifiable or not, concerning the student's or any family member's:

- a) Political affiliations or beliefs;
- b) Mental or psychological problems;
- c) Sexual behavior, orientation or attitudes;
- d) Illegal, anti-social, self-incriminating, or demeaning behavior;
- e) Critical appraisals of others with whom the student or family have close family relationships;
- f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- g) Religious practices, affiliations, or beliefs; or
- h) Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of activities involving collection, disclosure, or use of personal information obtained from students regarding any of the protected information areas.

Inspect, upon request and before administration or use of:

- [a] Protected information surveys designed to be administered to students; and
- [b] Instructional material used as part of the educational curriculum.

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Davis School District has policies in place to protect student privacy as required by both State and Federal law. Millcreek Junior High will directly notify you of the specific or approximate dates of activities which involve the collection or use of protected information, and provide an opportunity to opt your student out of participating in such activities.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington D.C. 20202-5920
1-800-872-5327

Informal inquires may be sent to FPCO via the following email address: PPRA@ED.Gov

Pledge of Allegiance

The Pledge of Allegiance to the Flag shall be recited by students at the beginning of each school day in each public school classroom in the State, led by a student in the classroom, as assigned by the classroom teacher on a rotating basis. Participation in the Pledge is voluntary and not compulsory.

Religious Expression in Public Schools

In compliance with existing federal and State law regarding religion and religious expression in public schools, the District or school may neither advance nor inhibit religion. It is the District's policy to : 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and 2) maintain the schools' official neutrality regarding sectarian religious issues according to the constitutional principle of separation between church and state.

Student Directory Information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may be released at the discretion of school officials, without consent, for appropriate reasons such as, school publications, newspaper articles, and to outside education related organizations. In addition, two federal laws require secondary schools to provide military recruiters, upon request, the names, addresses and telephone listings of their students.

The Davis School District has designated the following information as directory information: 1) student's name, 2) student's address, 3) student's telephone number, 4) date of birth, 5) parent email address, 6) participation in officially recognized activities and sports, 7) weight and height of members of athletic teams, 8) degrees and awards received, 9) photograph, and 10) most recent educational institution attended by the student.

If you, as a parent, do not want Millcreek Junior High School to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing annually. Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.

Parents who believe their rights have been violated may contact the school's administration or file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
1-800-872-5327

Informal inquires may be sent to FPCO via the following email address: FERPA@ED.Gov . Complaints should be reported as soon as possible, but not later than 180 days from the date you learned of the circumstances of the alleged violation.