

Millcreek Junior High
2022-2023



"Focus on Learning"

Millcreek Junior High Contact Information

Administration

Principal	Brad Chapple
Assistant Principal	Claire Cassity
Assistant Principal	Trent Brown

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: 7:45 A.M.—3:15 P.M.

School Phone Numbers

Main Office:	(801) 402-6200
Attendance:	(801) 402-6206
Counseling Office:	(801) 402-6207
Fax:(801)	(801) 402-6201

Website and School Calendar

www.davis.k12.ut.us/411

Internet Grade Check & Student Information System

Access on the school's website or through the [myDSD](#)

**Millcreek Junior High
Bell Schedule**

Mon-Tues / Thu-Fri		
Period	Begins	Ends
1/5	8:10	9:30
2/6	9:35	10:55
3/7-1st Lunch		
Lunch	10:55	11:25
Class	11:30	12:50
3/7-2nd Lunch		
Class	11:00	12:20
Lunch	12:20	12:50
4/8	12:55	2:15
RAP	2:20	2:55

Wednesday		
Period	Begins	Ends
1/5	9:55	11:01
2/6	11:06	12:09
1st Lunch	12:09	12:39
3/7	12:44	1:47
3/7	12:14	1:17
2nd lunch	1:17	1:47
4/8	1:52	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 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 a student is absent, a parent or guardian must contact the school in person, by note, or by phone (402-6206) to clear the absence within two school days of when the absence occurred. The district messaging system will notify parents and guardians of the absence.

Long Term Absence

If a student anticipates being absent from school for more than five days, please pick up an "Excused Extended Absence Application" from the office and have it completed prior to their 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.

Late Arrival

If a student arrives at school after the doors are locked, they must check-in at the attendance window. When a student misses more than 20 minutes of class time, it will be considered an absence, rather than a tardy, and the student will need to have their 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 will either use the iPad in the vestibule to logon to their *my.DSD* guardian account or come into the office to show identification before students will be allowed to leave. The school cannot 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 a student checks-out and returns, they must check-in with the office. The student will be given an admittance form to show to their teacher. Parent signatures are not needed upon returning.

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.

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 "Tools" and then select "Bus/Transportation Information." Busing information should be available within a week prior to the beginning of the school year. Students who are not bus eligible will not receive a bus pass.

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, 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 *Snap Chat*, *TikTok*, 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 includes, but is not limited to, racial name-calling, use of racial slurs, taunting, and wearing or displaying racially offensive symbols or messages.

Sexual Harassment means unwelcome touching, unsolicited sexual advances, requests for sexual favors, requests for sexually explicit images or materials, any inappropriate physical or verbal communication of a sexual nature, and any gender-based, gender identity or sexual orientation 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 inappropriate touching
- Sexually suggestive dancing
- Sexually suggestive or degrading name-calling or gestures
- Profanity or language that is sexually suggestive, degrading, or based on stereotypes or preference
- Offensive comments, threats or harassment related to gender identity or sexual orientation
- Clothing with sexually obscene or explicit slogans or messages
- Possession or distribution of pornography (including sexually explicit Internet sites) of any kind
- Harassment through phones, social media sites, or email (*see cyber-bullying above*)
- Requests for sexually explicit images or materials

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 accusers have the right to be free from retaliation of any kind. Retaliation will result in disciplinary action and may result in referral to our School Police Resource Officer.

Cheating & Plagiarism

Cheating and/or plagiarism 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 or a U in citizenship.

Citizenship Policy

Citizenship grades are based on attendance, punctuality, attitude, and behavior. Teachers issue one citizenship grade per class period per term. In addition, the administration may issue students one citizenship grade each term to cover the school period before, during and after school, and all school-sponsored activities. Students who receive an unsatisfactory citizenship grade (U) from a teacher or an administrator will need to make-up the U by the end of year. Having a U may result in loss of athletic and/or extracurricular privileges. Citizenship

make-up credit is available through classes, community service, or programs that have been preapproved by school administration. There is a \$5.00 administrative fee required to support the supervision of the make-up efforts. Students can pick up the necessary forms to make up their U in the ISS room or the main office.

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. Checking out at lunch time is discouraged because often students return late to school. No food deliveries from anyone other than a parent or family member. School will not accept deliveries from food delivery services such as Uber Eats and Door Dash, etc.

Computer Agreement

In order to maintain the integrity of our online learning community, we have established some basic rules and guidelines that must be followed. Students are responsible to make themselves aware of all guidelines before they are issued a laptop computer or connect to a personal device on school property. 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

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.

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.

Progressive Discipline Action Plan

1. Verbal and/or written warning
2. Sidebar with student
3. Parent/guardian contact
4. Intervention (i.e. contract, tracker, etc.)
5. Assistant Principal referral
6. Discipline Points issued
7. Principal Conference with parent/guardian, teacher, and/or student

8. Local Case Management referral
9. District Case Management referral

Discipline Points:

Teachers, as well as other supervisors, may refer students to the office for any behaviors or actions that threaten the safe and orderly operation of school. Students who are referred to the office may receive discipline points. The number of points assessed increases with the severity and frequency of the infraction and may be doubled for any referrals from substitute teachers.

The rule violations and corresponding disciplinary points include, but are not limited to, the following:

- 10-20 pts. Tardies, dress code, littering, hall violations, bringing inappropriate items to school.
- 20-30 pts. School disruption (doubled for a substitute or repeated misbehavior), locker violation, swearing, public display of affection, lunchroom violation, loitering in the building without teacher supervision after 3:15 PM.
- 30-50 pts. Defiance of authority, truancy, cheating or plagiarism, harassment, threatening, pushing, tripping, rough play, snowballing.
- 50 pts. 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 are cumulative up to 50 points, at which time additional consequences will be assessed (e.g. lunch detention, ISS, suspension, safe schools district referral, etc.) Completing the assigned disciplinary consequence will result in a total point reduction. Not getting any additional discipline points for a period of one month will result in a 50% total point reduction.

Students will not be allowed to participate in school related activities until their points have been reduced below 50 points. 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 activities of 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.

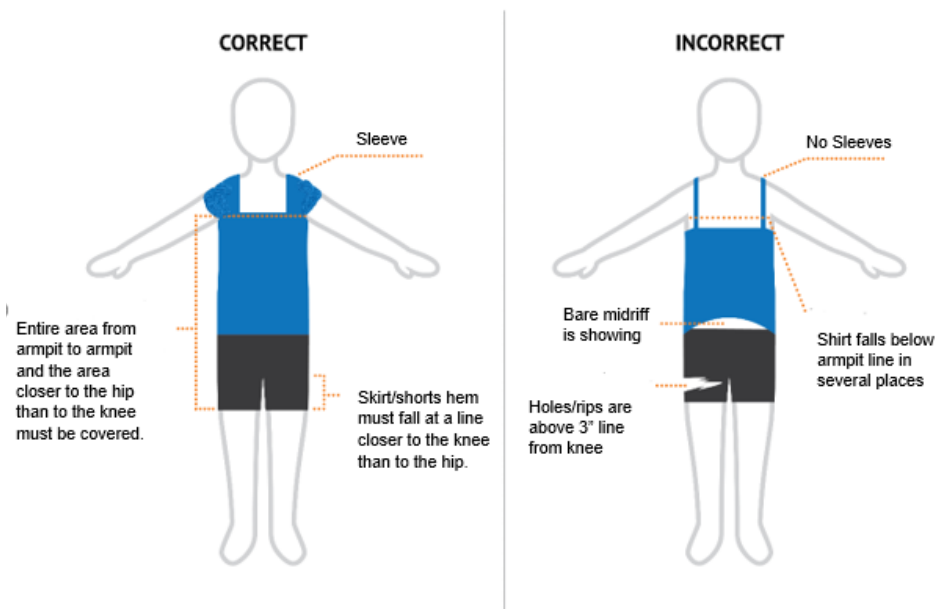
The following dress items will not be permitted at school:

- extreme or slovenly clothing, including, but not limited to, baggy or sagging pants, excessively oversized jackets or coats, tight, or revealing clothing;
- all shorts and skirt hems must be closer to the top of the knee than the hip. The same rule applies to skin showing through shorts, pants, or skirts.
- bare or stocking feet;
- clothing which displays obscene, vulgar, lewd, or sexually explicit words, messages, or pictures;
- clothing attachments or accessories which could be considered weapons, including, but not limited to, spikes on boots, bracelets or chokers; chains on wallets or belts, etc.;

- exaggerated cosmetics and face and body paint;
- exaggerated body piercing;
- clothing that exposes bare midriffs, buttocks, or undergarments; see diagram on page 10
- shirts or tops that do not have sleeves; see diagram on page 10
- clothing that advertises a substance a student cannot legally possess or use, (i.e., tobacco, alcohol, illegal drugs);
- any clothing or apparel that conveys a specific message that has caused, or imminently will cause disruption of classwork, or interference with the work of the school;
- any extreme hair or clothing style that disrupts the learning environment.
- sunglasses, costumes or capes, unless specifically authorized;

School appropriate hats and head gear may be worn on Fridays. Hoodies are allowed on campus, but the hood must be down and not on the student's head.

Consequences: Students who violate dress code may call home for appropriate clothes, be given alternative clothing, or be placed in In School Suspension until corrected. Students who repeat dress code violations will be administered office discipline points.



Electronic Devices/Cellular Phone Policy

Electronic devices 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 that are not under the direction of a teacher 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.

Downloading apps on your school computer will result in further computer restrictions. Also accessing and or playing games on your school computer or phone during class time will result in further restrictions.

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 at the end of the school day

2nd Violation: Student may retrieve the device after school in the main office. Student will receive 10 discipline points.

3rd Violation: Parent/guardian must retrieve device from an administrator. Student will receive 25 discipline points.

4th or More Violation: Parent/student/administrator meeting required before device returned. Additional consequences determined at that time.

Eligibility Requirements for Athletics, Cheerleading, and Student Officers

Eligibility of Athletes

1. Students participating in athletic activities must have a minimum grade point average (GPA) of 2.0 in the preceding grading period. If a sport extends through two terms, the academic standards must be maintained for both terms.
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 in the preceding grading period. Any U must be remediated before being eligible to participate.
4. Determination of eligibility shall be made no later than the 10th school day following the last day of the grading period. Academic or citizenship grade changes after that time cannot restore lost eligibility.
5. Students receiving two or more U's in a grading period will be eliminated from extracurricular activities immediately.
6. 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.

7. 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, no more than one U. Students should have 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.

Any appeals of eligibility requirements should be referred 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. Any person who sends false information which causes an emergency drill will face school, district and police consequences.

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), if 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.

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 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. 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:

- 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.
- 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.
- Soliciting others for membership in a gang.
- Requesting any person to pay for “protection” or otherwise intimidating, retaliating against, threatening, hazing, or harassing any person.
- Possessing a weapon, controlled substances, drug paraphernalia, or other contraband.
- Committing any illegal act.
- 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. 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.

If a parent and/or student has questions concerning a grade, he/she is to contact the teacher. The office personnel do 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 will make every effort to contact parents when concerns with students arise. Parents are also encouraged to monitor their student's education.

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), may 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 a student has 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, classrooms or carpeted areas. All food must be consumed in authorized areas of the school.

Homebound/Home Hospital 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 monitor and assist in coordination of schoolwork.

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 website under Junior High Programs. If you have any further questions, please contact a counselor.

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 document 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 7:45 am to 3:15 pm. Students may check out up to five books for two 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 ten 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

During the 2022-2023 school year, lockers will be optional.

- 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.
- The school is not responsible for lost or stolen Valuables left in lockers.
- 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.

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.

Lunchroom Procedures 2022-2023 school year

Lunch prices are as follows (subject to change):

Junior High Students Lunch	\$2.45
Junior High Students Breakfast	\$1.60
Adult Lunches	\$3.50
Adult Breakfast	\$2.10
Extra milk (1/2 pint)	\$.50

Lunches are paid for by cash/check each day or by depositing money into a student’s account in advance from which they can draw for lunches. Payments can be made on your student’s *my.DSD* account. Students access their account by using their student ID number. Credit cannot be extended to students without money.

Lunchroom Rules

1. Hand sanitize stations will be available in each line and students should clean their hands before picking up their lunch.
2. Students are not to save places in line for others or allow them to “cut in”.
3. Students should place their trash in the garbage cans.
4. Students are not permitted to charge their lunches.
5. Students are to maintain themselves in an orderly and courteous manner.
6. No running, pushing, or shoving.
7. 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 an 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 online or in the main office during the first week of each semester. The lockers in the dressing room must be locked. Students are responsible to secure their belongings.

Reading and Academic Progress (RAP)

RAP is used for silent sustained reading, homework, mentoring, checking on academic progress, remediation, and individual support as approved by the classroom teacher. All students are required to bring a reading book to their RAP class. RAP is a scheduled class and all students are required to follow all school rules in regards to school attendance and behavior policy.

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 7:30 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. Wednesday school start time is 9:55 a.m. to 2:55 p.m. 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

If a student feels sick at any time during school hours, he/she must report to the office where they will receive a temperature check and an assessment of their symptoms. Students will wait in the health room until a parent or emergency contact can pick them up. Students and parents must ensure that telephone numbers listed in the student's emergency contacts are kept current. 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.

Skateboards

Skateboards, scooters, and inline skates, etc. are not to be ridden on school grounds at any time. 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. For your convenience, a *my.DSD* app is also available for tablets and phones through the district website or in an app store.

1. Go to the Davis District Web site: www.davis.k12.ut.us.
2. On the upper taskbar, in the right corner click *my.DSD*.
3. Log in using your Username and Password OR create a new account by clicking the "Create an account now." You will need to know your students' ID # and students' Pin #.
4. If you do not 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.
7. For questions regarding *my.DSD*, you may call the help desk at the DSD call center, 801-402-5600.

Tardy Policy

Millcreek students are expected to be on time to their classes. Tardys will affect the student's citizenship grade.

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 is defined as when a student is absent for at least half of the school day without a valid excuse or any student who leaves class or the school grounds without permission during school hours may be considered truant. The first truancy citation will be a warning, the second citation will have a \$10 fine, and each successive truancy will result in a fine up to a maximum of \$25. In addition to the fine, an administrative U may be issued.

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 damaged ceiling tiles, 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, no refunds will be given.

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 of, 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.

Davis School District Statement of Non-Discrimination

Davis School District and **Millcreek Junior High** are committed to creating an environment free from harassment and discrimination, including addressing and correcting incidents of harassment and discrimination when they occur, ensuring that discipline is free from discrimination, and ensuring nondiscriminatory access to student groups. Students and employees may not be discriminated against on the basis of race, color, national origin religion, sex (including sexual orientation and gender identity), age, disability, veteran status, or any other characteristic protected by law, in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups. Policy 111R-100 prohibits harassment and discrimination against students on the basis of race, color, national origin, religion, sex, or disability (“Protected Class”).

Complaints of harassment or discrimination against students on the basis of a Protected Class should be directed to the Office of Equal Opportunity.

Ken Auld, Director of the Office of Equal Opportunity
Davis School District
45 East State Street, P.O. Box 588
Farmington, Utah 84025
tel: (801) 402-8701
kauld@dsdmail.net

Further information regarding student-on-student or staff-on-student harassment will be provided in a separate Notice of Non-Discrimination.

Employee requests for accommodations or complaints of harassment or discrimination against an employee should be directed to the Office of Human Resources at:

Steven Baker, Associate Director Human Resources
ADA (Employment Issues) Compliance Officer
Davis School District
45 East State Street, P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-5315
Email: sbaker@dsdmail.net

Information regarding accommodations for disabilities should be directed to:

Midori Clough, Section 504 Coordinator, Educational Equity Department
Disability Compliance Officer
Davis School District
70 East 100 North, P.O. Box 588
Farmington, Utah 84025
Tel: (801) 402-5180
Email: mclough@dsdmail.net

Information or complaints about discrimination on the basis of sex in athletic programs may be directed to:

Tim Best, Healthy Lifestyles Coordinator
Title IX Athletic Compliance Coordinator
Sex Based Discrimination in Athletic Programs

Davis School District
20 North Main Street, P.O. Box 588
Farmington, Utah 84025
tel: (801) 402-7850
tbest@dsdmail.net

Information or complaints about discrimination on the basis of a disability in access to facilities may be directed to:

Scott Zigich, Director of Risk Management
Physical Facilities Compliance Coordinator

Davis School District
20 North Main Street, P.O. Box 588
Farmington, Utah 84025
tel: (801) 402-5307
szigich@dsdmail.net

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** will provide reasonable accommodations to qualified individuals with disabilities. Students, parents, or employees needing accommodation should contact their school ADA/504 Coordinator **Trent Brown @ 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 Section 504 Coordinator, Midori Clough (402-5180) for student accommodations.

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, or District disciplinary action as determined by the District Case Management Team. Criminal acts that are a class B misdemeanor or above (including but not limited to drug possession or physical assault) may also be referred to law enforcement. 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 records.

WEAPONS AND EXPLOSIVES – UP TO ONE YEAR EXPULSION (Utah Code 53G-8-205)

Any student who in a school building, in a school vehicle, on District property, or in conjunction with any school activity, possesses, controls, sales, arranges for the sale of, 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 weapon 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 District Case Management Team determines, on a case-by-case basis, that a lesser consequence would be more appropriate. The terms "weapon," "explosive," and "noxious or flammable material" includes 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, or electronic cigarette substance or product), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on 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.

SAFE SCHOOL VIOLATIONS

Any student 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 person associated with the school, or property associated with that person, regardless of where the conduct occurs; 2) committing any criminal act, including but not limited to: assault, hazing, rape, trespass, arson, theft, vandalism, possession or use of pornographic materials 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

Any student may be suspended, transferred to an alternative placement, or expelled 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. Conduct that is a class B misdemeanor may also be referred to law enforcement. Conduct, which is a class C misdemeanor, an infraction, a status offense on school property, or an offense that is truancy may not be referred to law enforcement or a prosecuting attorney.

NONDISCRIMINATION IN DISCIPLINE

The District will ensure that students are not discriminated against in the administration of discipline, including the duration and type of consequence, and in referrals to law enforcement.

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 that 1) this student has been suspended; 2) grounds for the suspension; 3) the period of time for which the student is suspended; and 4) the time and place for the parent to meet a designated school official to review the suspension.

AUTHORITY TO SUSPEND OR EXPEL

The school administration 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 expelling a student, the school administrator shall make a referral to the District's Case Management Team.

BULLYING/CYBER-BULLYING/HAZING/RETALIATION/ABUSIVE CONDUCT

A student may be suspended, transferred to an alternative placement, expelled, referred for police investigation, and/or prosecuted for engaging in any written, physical, or verbal aggression, intimidation, discrimination, or abusive conduct of any school employee or student at school or a school-related activities regardless of location or circumstance, including but not limited to bullying, cyber-bullying, hazing, or retaliation.

District policy may be found at [5S-100 Conduct and Discipline](#). Millcreek Junior High policy may be found at <https://millcreekjr.davis.k12.ut.us/school-information/policies> <https://millcreekjr.davis.k12.ut.us/school-information/policies> or a copy may be obtained in the school office. For incidents of harassment (unwelcome conduct based on a protected class) and discrimination, please refer to [11IR-100](#).

SEARCH AND 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 reasonable grounds to believe that the search will turn up evidence that the student has violated or is violating a particular law or school rule. 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 may be conducted by school authorities randomly without notice, without student consent, and without a search warrant. Searches will be conducted in such a way as to be short in duration and not disrupt educational activities.

EXTRACURRICULAR ACTIVITIES

The District will ensure that students have an equal opportunity to participate in, create, and maintain student groups without regard to their race, sex, disability, or other protected classification. However, students who are suspended, transferred to an alternative placement, or expelled, may lose the privilege of participation in all extracurricular activities, such as interscholastic athletics, cheerleading, student government, student clubs, graduation ceremonies, and other extracurricular activities, during the period of discipline and will not be afforded separate due process procedures to challenge the denial of participation in an extracurricular activity.

COMPULSORY EDUCATION REQUIREMENT

A parent 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. Parents 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 student's education records. These rights are:

1. **Inspect and review** all their student's education records maintained by the school within 45 days of a request for access.
2. **Request** that a school correct education 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 (PPI) 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] individuals who need to know in cases of health and safety emergencies;
 - [e] official in the juvenile justice system to improve education outcomes;
 - [f] a State agency or organization that is legally responsible for the care and protection of the student, including the responsibility to investigate a report of educational neglect;
 - [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.

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 numbers of their students.

The Davis School District has designated the following information as directory information:

- 1) student's name, address, and telephone number;
- 2) student's date and place of birth;
- 3) grade level and enrollment status;
- 4) student's District email address;
- 5) student's ID number that is displayed on a student ID badge;
- 6) parent email address;
- 7) participation in officially recognized activities and sports;
- 8) weight and height of members of athletic teams;
- 9) dates of attendance;
- 10) degrees, honors, and awards received;
- 11) most recent educational institution attended by the student;
- 12) student's digital image.

The following shall be considered limited use directory information that may be disclosed only to other students enrolled in the same course (regardless of whether such students are enrolled in the same class

section) that has been audio or video recorded by the District, for instructional and educational purposes only: 1) name to the extent it is referenced or captured during the audio or video recordings; 2) any photograph or image of the student captured during the audio or video recording; 3) any audio or video recording of the student participating in the course; and 4) any online chats or other recorded communications among participants in the course captured during the audio or video recording.

To protect the privacy of other students, parents/students are not permitted to make their own recordings of class sessions or to share or distribute District recordings of class sessions.

If you, as a parent do not want **Millcreek Junior High** to disclose limited directory information of your child without your prior written consent, you must notify the school in writing annually.

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

Student Privacy Policy Office (SPPO)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

(202) 260-3887

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

[For additional information please visit the SPPO website at the following address:](https://studentprivacy.ed.gov/)

<https://studentprivacy.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.

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.

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:

Student Privacy Policy Office (SPPO)

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-5920

(202) 260-3887

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

[For additional information please visit the SPPO website at the following address:](#)

<https://studentprivacy.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.

PARENTAL RIGHTS IN PUBLIC EDUCATION

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

- Written request to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or the student's social, emotional, or physical maturity.
- Written request, prior to scheduled event, to excuse the student from attendance for a family event or a scheduled proactive visit to a health care provider. *(Student agrees to make up course work for school days missed for the scheduled absence).*
- Written request to place a student in a specialized class, a specialized program, or an advance course. *(In determining whether placement is reasonable, the District shall consider multiple academic data points).*
- Request to excuse the student from taking an assessment that is federally mandated, is mandated by the state, or requires the use of a state assessment system or software that is provided or paid for by the state.
- Initial selection of a teacher or request for a change of teacher.
- Request to visit and 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 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 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; the educational needs of other students; the academic and behaviorally 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 from the public education system.

MEAL CHARGES IN SCHOOLS

The purpose of these procedures is to establish consistent meal charging and collection procedures districtwide. The District's goals are:

- To maintain a positive experience for students during meal service.
- To treat all students with dignity and respect.
- To establish practices which are age appropriate.
- To minimize meal charges and encourage parents to pre-pay for all meals.
- To promote parents' responsibility for meal payment and self-responsibility of the student.

Meal Accounts: Payment in advance for meals enables the District to achieve these goals. Personal checks and cash deposits are accepted daily at the schools. For convenience, deposits may also be made by credit/debit card through a parent's myDSD account.

Emergency Meal Service: The Board of Education acknowledges that on occasion, students may forget or lose meal money. In such cases, the student's statement of need shall be accepted, and a meal will be made available. School lunch employees shall not, withhold a meal, provide an alternate meal, pull a student from the line, ask the student to call his parent or friend, stamp the student's hand, or otherwise call attention to the student who has forgotten or lost meal money. A school lunch employee may remind a student **attending a secondary school** that his account is in the negative. **The cost of the unpaid meal will be charged to the student's account.**

Evaluate Individual Circumstances: When a student repeatedly comes to school without a meal from home or money to participate in the school meal program, school administrators should consider if circumstances in the home warrant contacting social workers or Child Protective Services. Frequent requests may indicate the family's need for free- or reduced-price meals. School administrators may work with the family to apply for school meal benefits. **All meals eaten before a free- or reduced-price meal application is processed and approved are the responsibility of the parent and must be paid for.**

Repayment for Meal Charges and Bad Checks: Federal guidelines prohibit the Food and Nutrition operation from writing off bad debts as a result of charged meals. Every effort will be made to collect for unpaid meals. Unpaid meal charges may result in the following:

- An automated telephone call to the parent.
- An email sent to the parent.
- A verbal reminder to student attending a secondary school.
- School lunch manager contact parents by phone or notes in teacher mailboxes.
- In case of significant delinquent payments, a letter will be sent home from the Food and Nutrition Department.

Parents are responsible to pay all their student's meal charges. All unpaid charges will be added to the list of any outstanding fees or unpaid fines at the end of the school year. Uncollected meal charges shall be handled the same as other school debt.