

**PARENT AND STUDENT NOTIFICATION OF RIGHTS  
UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) and District Policy 3220 affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days after the School receives a request for access. Parents or eligible students should submit to the school principal or assistant principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. Such requests should be in writing and addressed to the school principal or assistant principal. It must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. **The following information may be disclosed without consent:**

**a. Directory Information:** The following information is designated as student Directory Information: Student's name, address (to include internet address), phone number, date of birth, grade level, extracurricular participation, awards of honors, photograph, video or digital images, height and weight (if a member of an athletic team), previous school attended, and parents name. "Directory Information" may be disclosed without prior written consent. Parents or eligible students will have **two weeks from the beginning of the school year** or date a student enrolls to advise the school district, in writing of any and all items they refuse to permit the district to designate as directory information for the balance of the school year.

**b. School Officials:** School Officials with legitimate educational interests may also have access to records. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member such as a bus driver (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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.

**c. Other Schools:** The School may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the US. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office US Department of Education 600 Independence Avenue, SW Washington, DC 20202-4605.

**NOTICE OF NONDISCRIMINATION**

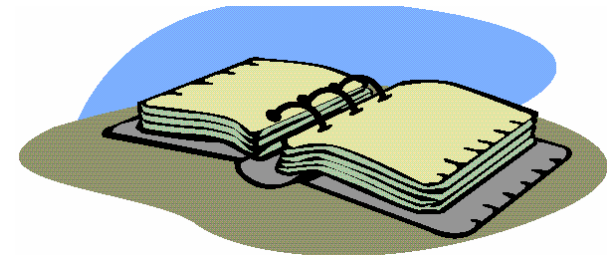
It is the policy of The Washington County School District Board of Education not to discriminate on the basis of race, color, national origin, religion, age, sex, or any other non-merit factor in its educational programs, activities and employment practices as required by section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Age Discrimination in Employment Act of 1974, and the Americans with Disabilities Act (ADA) of 1990. Equal opportunity is a priority of the Washington County Board of Education. Washington County School District is committed to coeducational course programs including physical education and other athletic opportunities for both sexes as required by Title IX of the Educational Amendment of 1972

Persons alleging discrimination or other related violation of civil rights may file a complaint with the District Civil Rights Coordinator in accordance with the grievance procedure indicated in this policy.

Craig Hammer is title nine coordinator for WCSD (435-673-3553 Ex 5166)

**2017-2018**  
**MILLCREEK HIGH SCHOOL**  
**MISSION STATEMENT**

Millcreek High School  
educates and supports the whole student



**MILLCREEK  
CODE OF ETHICS**

**Respect Yourself  
Respect Others  
Respect School  
Be on Task or  
Be Somewhere Else**

**MILLCREEK HIGH SCHOOL**  
**DESIRED RESULTS OF STUDENT LEARNING**  
**(DRSL'S)**

**As a result of learning experiences at Millcreek High School, each student will develop the skills to become....**

**A LIFE LONG LEARNER**

- \*Initiates individual learning
- \* Demonstrate critical and creative thinking, problems solving, and decision-making

**A RESPONSIBLE CITIZEN**

- \* Demonstrate individual responsibility
- \* Practice a healthy life-style
- \* Participates in civic duties and responsibility

**AN EFFECTIVE COMMUNICATOR**

- \* Utilizes arts, technology, reading, writing, math, listening, and speaking in communications
- \* Value and develops strategies for improving communication skills
- \* Participation as a peaceful problem solver

**AN EMPLOYABLE INDIVIDUAL**

- \* Explores, chooses and prepares for a career pathway

**WCSD POLICY 3510 BULLYING AND HAZING**

**Purpose**

The purpose of this policy is to eliminate all types of bullying and hazing by and against students and employees of Washington County School District. This will be accomplished through awareness efforts, training, identification, and disciplinary action (both students and employees) against those who violate this Policy. A secondary purpose is to provide clear standards and a safe and accessible reporting process for victims of bullying and hazing.

Students who believe they are subjects of sexual harassment should follow the procedures outlined in District Policy 1420 Prevention of Sexual Harassment.

Individuals who believe civil rights have been violated should follow the procedures outlined in District Policy 1710 Non-discrimination.

**Policy**

The Washington County School Board is committed to protecting its students, employees and school guest from bullying or harassment of any type, for any reason. The School Board believes that all students, employees or guest are entitled to a safe, equitable and harassment-free school experience. Bullying or harassment in any form will not be tolerated and shall be just cause for disciplinary action. Conduct that constitutes bullying or harassment as defined herein will be dealt with immediately and consistently.

It is essential that a basic and uniform prevention curriculum be in place so that every school will acquire a foundation of prevention upon which to build a culture of safety and mutual respect. Such a culture is necessary for the creation of an effective learning environment.

**Procedure**

**For definitions, prohibitions and actions required if prohibited acts are reported see full details at <http://www.washk12.org/district-policy>**

The District will act on student misconduct or violations of this policy following District Policy 2110 Safe School Policy.

## WASHINGTON COUNTY SCHOOL DISTRICT DRESS AND GROOMING STANDARDS

Students who attend the schools of Washington County are expected to come to school dressed appropriately for school work by supporting the following dress and grooming standards:

1. The attire and grooming of all students should be neat, clean, and safe.
2. Students have the responsibility to avoid apparel that is so extreme that it interrupts school decorum, or adversely affects the educational process. Extreme includes any piercing of the body with the exception of the ear. Gauging of the ear is, also, extreme.
3. Students have a responsibility to cooperate fully with clothing standards required for special classes (such as, shop, home economics, laboratories, physical education) and special school activities.
4. Hair, including beards, mustaches, and sideburns, should be groomed so that it is neat and clean. Extreme hairstyles are prohibited.
5. Printed apparel is acceptable only if it is in good taste. Any apparel displaying profanity, suggestive slogans or promoting substances illegal for consumption by a minor will not be allowed.
6. Hats **Are Not** to be worn in school buildings.
7. Clothes that are mutilated or immodest are not appropriate school wear. Any apparel revealing a bare midriff or bare shoulders or low cut under the arms, is not permissible. Tank tops without a covering garment or t-shirt underneath are not permissible. Sleeveless shirts must cover from neck to outside of shoulder.
8. Dress, shorts, skirts, shirts, and blouses should be modest in length and not revealing. Shorts should be long shorts, i.e. about four inches above the top of the knee cap in standing position.
9. Any apparel approved for school wear should be worn in accompaniment with appropriate undergarments and suitable footwear. Shoes, boots, and sandals are considered suitable footwear.
10. Clothing attachments or accessories which could be considered weapons are not allowed.

Teachers and/or Administrators in the respective schools will notify students when they do not comply with the dress standards.

The following actions may be taken:

1. Parents or guardian will be notified.
2. Students may be sent home to change clothing.
3. Suspension from school for continued disregard of the dress and/or grooming standards.
4. Wearing of gang attire may be subject to suspension and /or expulsion.

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## BELL SCHEDULE

1 <sup>st</sup> Period	8:10 – 9:00
2 <sup>nd</sup> Period	9:03 – 9:51
3 <sup>rd</sup> Period	9:54 – 10:42
4 <sup>th</sup> Period	10:45 – 11:30
5 <sup>th</sup> Period	11:33 – 12:21
Lunch	12:21 – 12:56
6 <sup>th</sup> Period	12:56 – 1:44
7 <sup>th</sup> Period	1:47 – 2:35

## CONTACT INFORMATION

**435-628-2462**

Principal	Rusty Holmes	Ex 5239
Assistant Principal/ Counselor	Jan Goodwin	Ex 5249
Counseling	Michelle Orton	Ex 5248
Registrar	Amber Raymer	Ex 5242
Attendance	Angie Hafen	Ex 5229
Finance	Kaye Winters	Ex 5237
YIC/EXCEL	Kathy Laub	Ex 5232
Focus Center	Lynn Madsen	Ex 5235
<b>Anon. Tip Line:</b>	<b>435-628-2462</b>	<b>Ex 6</b>



## WASHINGTON COUNTY SCHOOL DISTRICT ACCEPTABLE INTERNET USE POLICY

The purpose of this policy is to outline the rules for using the local area network and the Internet at Millcreek. Because of the cost and sensitivity of computer equipment and because of the unregulated nature of material found on the internet, the rules for usage must be understood by all parents and students.

All students and guardians will be required to sign a Computer Use Agreement form at the time of registration. Millcreek has computers available for student use in the computer lab, media center and some classrooms. There is to be no food or drink near the computers. The internet is only to be used for school assignments and is not for personal use.

The school will remove any material from school computers that is not conducive to the educational mission or is not good for students (i.e. objectionable material). Using a site blocker the school will limit access to Internet sights that it deems objectionable. Students will not install unauthorized software or download unauthorized files on school computers.

The computers are to be used only for schoolwork as directed by the teacher and staff. Each student is responsible for good behavior while using computers and /or the network. The same rules that apply with regard to common courtesy and respect for people and property also apply with regard to use of the school computer network and the Internet. Improper use will lead to computer privileges being taken away from the student.

The student will only use the Internet under the supervision of a teacher or staff member.

The district has the right to review (or monitor) all activities, E-mail correspondences, and material on school computers.

Misuse of computers, the network, and/or the Internet will result in a loss of computer privileges at school and may include other disciplinary actions as determined by the principal.

Other district policies can be located on the WCSD website at [www.wash.k12.ut.us](http://www.wash.k12.ut.us).

## WASHINGTON COUNTY SCHOOL DISTRICT GANG POLICY

The standard in the Washington County School District is that every school will be a safe place for each student to learn. This means that each school will have a positive learning environment free of intimidation, student's acts of violence, use or possession of a weapon, criminal behavior, or harm from gangs or anything related with gang-type appearance, dress, behavior, attitude or activity.

A "Gang" as defined in this policy means any organization, association, or group of three or more which has a unique name or identifiable signs, symbols, or marks, and whose members individually or collectively engage in criminal or violent behavior to persons or property, or who create and unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of a school.

Students are prohibited from engaging in any form of gang activity on or about school property or at any school activity, including the wearing, possessing, using, distributing, displaying, or selling of any gang attire, symbols, signs or other things which are evidence of membership in, or affiliation with, recruitment, or desire to be affiliated with, any gang.

Specific to Millcreek, listed below are several clothing brands that **will not be allowed** to be worn during school hours or school sponsored events.

1 SRH labeled clothing 2. Kotton Mouth King 3. ICP\_Insane Clown Posse. This is a silhouette of a man running carrying a large hatchet. 4. Metal Mulisha 5. G-Unit 6. Player 69 and Rolling Hard 7. LA clothing to include Los Angeles or Raiders jerseys and paraphernalia. 8. South Pole and Dickies pants and shorts will not be allowed in extreme waist sizes or with long leg lengths in shorts. Any brand of pants that are worn in a "sag" fashion will not be allowed. White socks pulled all the way up and/or a hanging belt will not be allowed. 9. The district policy is open enough to allow for additions to be made to this list based on changing trends.

To review the entire policy or any of the other policies mentioned above please see the school district web site <http://www.wash.k12.ut.us>

## MILLCREEK HIGH SCHOOL 2017-2018 4-DAY WEEK SCHOOL CALENDAR

DATE	ACTIVITY
August 10 <sup>th</sup> – 11 <sup>th</sup> (TH- F)	Teacher Prep Days
<b>August 14<sup>th</sup> (M)</b>	<b>School Begins / E1 Begins</b>
<b>August 28<sup>th</sup> (M)</b>	<b>District PLC Early Out</b>
September 4 <sup>th</sup> (M)	Labor Day (NO SCHOOL)
<b>September 14<sup>th</sup> (Th)</b>	<b>E1 Ends</b>
September 13 <sup>th</sup> & 14 <sup>th</sup> (W-Th)	CCR Conferences (SEOP)
<b>September 18<sup>th</sup> (M)</b>	<b>E2 Begins</b>
<b>September 25<sup>th</sup> (M)</b>	<b>District PLC Early Out</b>
<b>October 11<sup>th</sup> (W)</b>	<b>E2 Ends (End of 1st Quarter)</b>
October 12 <sup>th</sup> (Th)	Fall Break NO SCHOOL
<b>October 16<sup>th</sup> (M)</b>	<b>E3 Begins</b>
<b>November 16<sup>th</sup> (Th)</b>	<b>E3 Ends</b>
<b>November 20<sup>th</sup> (M)</b>	<b>E4 Begins</b>
November 22 <sup>nd</sup> & 23 <sup>rd</sup> (W-F)	Thanksgiving Vacation (NO SCHOOL)
December 11 <sup>th</sup> (M)	District PLC Early Out
<b>December 20<sup>th</sup> (W)</b>	<b>E4 Ends (End of 2nd Quarter)</b>
Dec 20 <sup>th</sup> (TH) – Jan 4 <sup>th</sup> (TH)	Christmas Vacation (NO SCHOOL)
January 3 <sup>rd</sup> (W)	Teacher Prep Day
<b>January 8<sup>th</sup> (M)</b>	<b>E5 Begins</b>
January 15 <sup>th</sup> (M)	MLK Day (NO SCHOOL)
January 29 <sup>th</sup> (M)	District PLC Early Out
February 7 <sup>th</sup> & 8 <sup>th</sup> (W – Th)	CCR Conferences (SEOP)
<b>February 8<sup>th</sup> (Th)</b>	<b>E5 Ends</b>
<b>February 12<sup>th</sup> (M)</b>	<b>E6 Begins</b>
February 19 <sup>th</sup> (M)	Presidents Day (NO SCHOOL)
<b>February 26<sup>th</sup> (M)</b>	<b>District PLC Early Out</b>
<b>March 8<sup>th</sup> (Th)</b>	<b>E6 Ends (End of 3rd Quarter)</b>
March 12 <sup>th</sup> – 16 <sup>th</sup> (M - F)	Spring Vacation (NO SCHOOL)
<b>March 19<sup>th</sup> (M)</b>	<b>E7 Begins</b>
April 2 <sup>nd</sup> (M)	School Holiday (NO SCHOOL)
<b>April 19<sup>th</sup> (Th)</b>	<b>E7 Ends</b>
<b>April 23<sup>rd</sup> (M)</b>	<b>E8 Begins</b>
<b>May 24<sup>th</sup> (TH)</b>	<b>E8 Ends, Graduation &amp; Teacher Check-out</b>

E1 Aug 14-Sept 14 (19 days)	E4 Nov 20 - Dec 20 (17 days)	E7 Mar 19 - Apr 19 (19 days)
E2 Sept 18 - Oct 11 (15 days)	E5 Jan 8– Feb 8 (19 days)	E8 Apr 23 - May 24 (20 days)
E3 Oct 16 - Nov 16 (20 days)	E6 Feb 12 - Mar 8 (15 days)	

### \*\*\*ATTENTION PARENTS\*\*\*

#### THE MILLCREEK HIGH SCHOOL COMMUNITY COUNCIL NEEDS YOU!!!

We are looking for parents to participate on our Community Council. We get together each quarter to brainstorm ideas, plan, and implement new programs. We would love to have your input. Meetings are held for approximately 1 hour. If interested, let your student's Teacher Advocate (TA) know. Or, contact Rusty Holmes ext 5239. Hope to hear from you!!

## WCSD HAZING POLICY

### ATTENDANCE EXPECTATIONS

1. Millcreek High School provides students with the opportunity for flexible scheduling. Therefore, at registration, keeping graduation goals in mind, students should register for only those classes that he/she will attend. **Students are expected to be in class on time. They are considered tardy after the bell rings to start class. Students will be marked absent if more than 10 minutes late.**
2. If a student leaves class early, he/she will be marked absent for that class period, unless prior arrangements have been made with the teacher.
3. Makeup work for classes missed will be handled in the following way: Excused or Unexcused Absence: The student will be required to make up the work he/she has missed in each class within two weeks of the absence. No makeup will be allowed on participation or bell-work points. Failure to make up course work will affect the academic grade. Truant Absence: Course work cannot be made up, which may affect the academic grade.
4. In all cases where absences have been determined excessive by the office and or Teacher Advocate (TA) the following options will be considered/taken:
  - A. Student conference/contract
  - B. Student Review Board (SRB)  
An SRB is a Teacher Advocate (TA) initiated meeting for the purpose of discussing concerns and or progress. This will always include the student and TA. The student's teachers, parent, counselor, and principal may also be included.
  - C. Reduced school schedule.
  - D. Juvenile court referral sent for truancy
  - E. Family Services referral for possible "Educational Neglect"
  - F. Request for student to be permanently released from school and finish his/her education through Southwest High School.
  - G. Teachers, parents, or students may at any time initiate a Student Review Board if problems are developing or progress in not being made.
5. Frequent absences of students from day-to-day classroom experience disrupt the instructional process. The benefits of instruction, once lost cannot be entirely regained. The entire process of education requires continuity of instruction, class participation, learning experience and study. Therefore, Millcreek will make every effort to encourage regular attendance from all students and to assist parents in their responsibility to have their student attend school.

Hazing means intentionally or knowingly committing an act that:

- Involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements.
- Involves consumption of any food, liquor, drug, or other substance.
- Involves forced or coerced actions or activities of a sexual nature.
- Involves other physical activity that endangers the physical health and safety of a school employee or student
- Involves physically obstructing a school employee's or student's freedom to move.

The District strictly prohibits students from engaging individually or collectively in any form of hazing or related initiation activity on school property, in conjunction with any school activity, or involving any person associated with the school, regardless of where it occurs. Any student who participates in hazing or related initiation activity, or conspires to engage in hazing will face immediate disciplinary action, up to and including suspension, expulsion, exclusion, and loss of participation in extracurricular activities. Suspensions and expulsions are handled as per District Safe Schools Policy. In addition, students who participate in hazing may be referred to appropriate law enforcement authorities and may face subsequent prosecution.

### WHAT IS SECTION 504?

Section 504 is the part of the Rehabilitation Act of 1973 that applies to individuals with disabilities. It is a civil rights act that protects the civil rights of persons with disabilities. Section 504 is a nondiscrimination statute, prohibiting discrimination based solely on disability.

### REQUIREMENT

Section 504 requires that no person with a disability can be excluded from or denied benefits of any program receiving federal financial assistance; this includes education.

Section 504 and special education (IDEA) are two service options for children with disabilities. Our School coordinator is Jan Goodwin. If you have any questions, please contact him, 435-628-2462 Ex 5249.



## WASHINGTON COUNTY SCHOOL DISTRICT SEXUAL HARASSMENT POLICY

### Purpose

The purpose of the policy to preserve an educational and employment environment free from unlawful sexual harassment.

### Policy

#### 2.2. Sexual Harassment:

Sexual harassment shall not be tolerated. Employee violations shall be subject to disciplinary action up to and including dismissal from employment and referral for criminal prosecution.

Student violations shall be subject to corrective action including the possible loss of privileges, community services, suspensions, expulsions, and referral for legal prosecution.

Employees or students affected by sexual harassment shall be afforded avenues for filing complaints, which are free from bias, collusion, intimidation, or reprisal.

If you feel you have been sexually harassed contact the Principal, Counselor and/or your Teacher Advocate.

You may obtain a complete copy of the Sexual harassment Policy 1420 on the district web site at [www.wash.k12.ut.us](http://www.wash.k12.ut.us)

### PROPERTY SEARCH

All persons and vehicles entering school property are subject to search.

1. Be it resolved that the Washington County Board of Education grants permission to local law enforcement officers to enforce laws related to trespass and unauthorized use of school property or school facilities in accordance with Utah Code 53A-3.503.
2. Be it resolved that in accordance with Utah Code 53A-3-504 the Washington County Board of Education grants permission to local law enforcement officers to enforce all laws and ordinances related to traffic and parking on property owned by the Washington County School District. This information is also posted on the premises.

## ATTENDANCE POLICY

**PER FERPA:** As long as the student is a dependant and as long as he/she is living at home, the parents retain all of their FERPA rights.

Students are expected to be in class at all times. The Washington County School Board strives to make every effort to be in compliance with state law as well as work together with the Fifth District Court to encourage the regular attendance of all Washington County students. The District believes this to be in the best interest of the students and the community. The Board, together with Washington County Schools, is committed to work in harmony with parents/guardian and to assist them with their responsibility to have their children in attendance at school.

### **ATTENDANCE CODES:**

#### **T = Tardy**

A tardy is reporting to class after the bell to start class has sounded. Tardy is less than 10 minutes late. A parent can excuse the first tardy Of the day when the student is arriving at school late.

#### **E = Excused Absence**

A excused absence is to be excused by a parent / guardian in a timely Manner, consistent with state law and this policy.

#### **X = Unexcused Absence**

An unexcused absence is any absence that is not excused by a parent/ Guardian, consistent with the definitions and provisions of this policy.

#### **S = Truant**

A truant absence is when a student is absent from the assigned class, Without parental or school knowledge and this absence does not meet The standard of an excused or exempt absence.

#### **M = Medical/ Chronic Illness**

#### **F = flu**

#### **H = Homebound**

#### **C = Court/ Detention**

#### **A = School Related Activity**

#### **O = Office Excused**

\*See Attendance Expectations (page 6) for important additional information.

## PARENT NOTIFICATION FOR ATTENDANCE:

1. Each day parents will be notified by phone if a student misses at least one class period.
2. Parents are encouraged to monitor their student's attendance from this notification using "Power School" or by calling the attendance secretary, Angie Hafen ( 628- 2462 Ex 5229, or email [angela.hafen@washk12.org](mailto:angela.hafen@washk12.org) ).
3. In the case of excessive absence a Student Review Board (SRB) will be called by the Teacher Advocate (TA) and will include the student, parent, teachers, counselor, and principal may also be included.

## ETS PROGRAM

The goal of ETS is to help you as a student to succeed in reaching your post-secondary educational goals. We will do this by providing personal one-on-one advisement to help create a plan for the achievement of your dreams. We will help you recognize your strengths and overcome weaknesses through workshops and activities. We will aid you in completing admissions, financial aid, scholarship, and grant applications. We will work through graduation to help you succeed!

The ETS program provides workshops, college tours, leadership opportunities, ACT testing, Pell Grant assistance, scholarship searches, and we have ETS advisors that work one on one with your student to reach the final goal of going to college or school of their choice after graduation from high school.

No cost is involved for our ETS program for students when we do activities or go on college tours. Students must meet two criteria to be considered for the ETS program at Millcreek High School. They need to fall into a low income bracket and be first generation college students (parents did not graduate from college). Please see the ETS counselor for an application.



A student **shall be** suspended or expelled from school for any of the following reasons:

1. Any serious violation affecting another student or staff member, or any serious violation occurring during school hours, including lunch/break time, in a school building, in or on school property, or in conjunction with any school activity, including:
  - a. Possession, control, or actual or threatened use of a real, look alike, or pretend weapon, explosive, or noxious or flammable material under Section 53A-3-502;
  - b. The actual or threatened use of a look alike weapon with intent to intimidate another person or to disrupt normal school activities.
  - c. The sale, control, or distribution of a drug or controlled substance as defined in Section 58-37-2;
  - d. The sale, control, or distribution of an imitation controlled substance as defined in Section 58-37b-2.
  - e. The sale, control, or distribution of drug paraphernalia as defined in Section 58-37a-3.
2. The commission of an act involving the use of force which if committed by an adult would be a felony or class A misdemeanor.
3. A student who commits a violation of section 1(a) above involving a real, look alike, or pretend firearm, explosive, or flammable material shall be expelled from school for a period of not less than one year, subject to the following:
  - a) Within 45 days after the expulsion, the student shall appear before the student's local school board superintendent or the superintendent's designee, accompanied by a parent or legal guardian; and The superintendents shall determine:
  - b) What conditions must be met by the student and the student's parent for the student to return to school;
  - c) If the student should be placed on probation in a regular or alternative school setting consistent with Section 53A-11-907, and what condition must be met by the student in order to ensure the safety of students and faculty at the school the student is placed in; and
  - d) If it would be in the best interest of both the school district and the student to modify expulsion term to less than a year, conditioned on approval by the local school board and giving highest priority to providing a safe school environment for all students.

A student may be denied admission to school on the basis of having been expelled from that or any other school during the preceding 12 months. A suspension or expulsion under this policy is not subject to the age limitations under Subsection 53A-11-102 (1).



## SAFE SCHOOL POLICY GROUNDS FOR SUSPENSION AND EXPULSION

The Board of Education of the Washington County School District recognizes that every student in the schools have the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption. To foster such an environment the following policy has been adopted and is based on the following principles:

**Policy:**

- 2.1 Each student is expected to follow accepted rules of conduct.
- 2.2 Each student is expected to show respect for other people and obey persons in authority at the school.
- 2.3 The policy applies to students while in the classroom, on school grounds, in school vehicles, and in school-related activities or events.
- 2.4 For mandatory School Reporting of Drug Use-refer to expulsion and attendance in Utah State Code referenced above.

A student **may be suspended** or expelled from school for any of the following reasons:

- 1. Frequent or flagrant willful disobedience, defiance of proper authority or disruptive behavior, including the use of foul, profane, vulgar, or abusive language;
- 2. Willful destruction or defacing of school property;
- 3. Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school, including bullying, emotional, physical, or sexual harassment. (See policy 1425 on sexual harassment.)
- 4. Possession or use of pornographic materials on school property HB-100-4-30-70
- 5. Possession, control, or use of an alcoholic beverage as defined in Section 32A-1-105 of the Utah Code;
- 6. Possession, control, or use of tobacco.
- 7. Behavior which threatens harm or does harm to the school property, to a person associated with the school, or property associated with any such person, regardless of where it occurs.
- 8. Because of identification and association with gangs, the following will not be permitted on school campuses or at school activities: bandannas or any article of clothing bearing gang symbols, names initials, insignia, or anything else that signals gang affiliation.
- 9. When a school official determines that time is needed to establish further facts of an act or series of acts of disobedience and misconduct disruptive to the learning process which may lead to suspension or expulsion from school.

## GRADUATION REQUIREMENTS

The following requirements must be met in order to obtain a Washington County School District high school diploma and participate in the graduation ceremonies:

- 1. Earn **at least** 24 academic credits. (Actual number depends on transfer school.)  

A student must satisfactorily complete one quarter's worth of work in order to receive one-quarter credit.
- 2. Complete the required courses. Unless a student's individual educational plan (IEP) calls for different arrangements, each student shall complete the following in grades 9-12.

SUBJECTS	CREDITS REQUIRED
English	4.0 credits
Math	3.0 credits
Science (1 biological, 1 physical, 1 elec)	3.0 credits
Social Studies	2.5 credits
Arts	1.5 credits
Healthy Life-Styles and Fitness	2.0 credits
Career Technology	1.0 credit
Computer Technology	0.5 credit
Financial Literacy	0.5 credit
Electives	5.50 credits
 Total Credits Required	 24.0 credits

## **STUDENT FEES**

A \$65 registration fee will be assessed to each student enrolling at Millcreek High School. This fee will allow the student to take necessary classes in the day, evening, and directed study programs. Fees are required at the time of enrollment.

## **FEE WAIVERS**

Fee waivers can be requested at the time of registration. The application must be completed yearly. Free and reduced breakfast and lunch applications must be completed and submitted for consideration. Students will be informed after a review process by the finance secretary of the outcome. See the financial secretary if you have questions.

## **CHANGE OF SCHEDULE**

Students will make and follow an educational plan in order to achieve their educational goals. Schedules may be changed in order to meet these graduation requirements. Changing a class schedule is appropriate only after completing credit

## **TELEPHONES / CELL PHONES / ELECTRONIC DEVICES AND CONTACTING STUDENTS AT SCHOOL**

Parents should contact their children at school only in cases of emergency. Persons other than parents or legal guardians should not contact students at school, nor will they be allowed to obtain release of students from school. The bottom line is that a student cannot have these items ON OR OUT DURING class time. They may use them before or after school and during class breaks. On the 1<sup>st</sup> violation the student will lose the item for one day. On the 2<sup>nd</sup> violation the parent or guardian MUST pick the item up from the office. On the 3<sup>rd</sup> violation there will be a meeting with the administration to plan the next steps and on the 4<sup>th</sup> violation the student will be suspended from school.

## **SKATEBOARD & LONG BOARD POLICY**

The use of skateboards & long boards is not allowed on Washington County School District property without permission from school administration. Individuals may be cited for trespassing for riding skateboards or long boards on school district property without administrative approval. Washington County School District is not responsible for any accident that may occur as a result of riding skateboards, long boards, and bikes on school property without proper supervision by school personnel.

# **WCSD POLICY INFORMATION**

## **DRUG, ALCOHOL, AND TOBACCO**

### Reporting and Drug Detection Devices

In order to curb the unlawful use of drugs, alcohol and tobacco by students in the public schools of Washington County and to provide a proper and safe environment for children in attendance at those schools, the following policies are adopted:

### Use of Drugs, Alcohol, or Tobacco by Students

Utah Criminal Code Sec. 76-10-105 makes it unlawful for any person under 19 years of age to possess tobacco in any form. Similarly, Utah Criminal Code Sec. 32-7-15. makes it unlawful for any person under 21 years of age to purchase, consume or possess any alcoholic beverage. Utah Criminal Code Sec. 58-37-4 makes it a serious violation to use, possess or distribute any controlled substance. Marijuana, prescription drugs and certain other known hallucinogens are controlled substances.

Therefore, any student on or adjacent to a school campus or attending or participating in any school activity or being transported or in any way directed by school personnel who is found to be in possession of or having consumed alcoholic beverages or tobacco or any controlled substance including drug paraphernalia will be subject to administrative action. Such action shall include but not be limited to:

- (1) Suspension from school;
- (2) Notification of the parent(s) or guardian as required by Utah Code 53- 22b-3\*;
- (3) Notification of the police department of the community in which the school is located.

The principal, upon receiving a report from an educator, shall immediately report that to the student's parent or legal guardian. The principal may not disclose to the student or to the student's parent or legal guardian the identity of the educator who made the initial report.

## **COUNSELING & GUIDANCE SERVICES**

Millcreek High School Counseling Department has a variety of services available to all students. These counseling services are comprehensive in nature and are an integral part of Millcreek High School's educational program.

### **WHAT IS THE COMPREHENSIVE GUIDANCE PROGRAM?**

Millcreek's Comprehensive Counseling Program provides ALL students access to developmental curriculum, as well as opportunity for individual academic and career planning and counseling.

Components of the comprehensive guidance program include:

1. Guidance Curriculum-Presented throughout the year in a classroom setting and implemented by certified school counselors, teachers, and administrators. Students will gain an understanding of themselves, confidence and life-skills by completing this curriculum.
2. Individual Planning/CCR-Every student maps an individual educational and occupational plan that will equip them with the skills they will need to succeed in life after high school.
3. All seniors will have a detailed plan to help them meet their goals.
4. Responsive Services-The counselor has an "open door" policy to meet with students on an as needed basis.

### **WHAT IS A CCR?**

A CCR is a *College Career Readiness Plan*. It is Millcreek's goal to have a meaningful CCR for each student -- which will involve personal meetings with a counselor or teacher-advocate, student, and parent. Occupational goals, curriculum, graduation requirements, and student interests will be discussed to help students plan for their future. Assessing students' interests and abilities will help them develop realistic academic and vocational goals. As part of the CCR process, each student will develop a "Plan for Success" that includes goals that will help them succeed in school and develop the skills to become a lifelong learner, a responsible citizen, an effective communicator, and an employable individual.

## **VISITOR POLICY**

Millcreek High School **DOES NOT ALLOW** any visitors to accompany students to class. Please make arrangements to visit with relatives and friends after school hours. All visitors must immediately check with the main office. It is District policy that **NO** visitors during school hours please make all arrangements for after school hours 2:40 p.m.

## **CLASSROOM BEHAVIOR**

A student is responsible to contribute positively to the learning in the classroom. If a student's behavior becomes disruptive to the class, the following steps will be taken:

1. The teacher will try to solve the problem with the student.
2. If the teacher and the student cannot arrive at a satisfactory solution to the problem, the teacher will arrange for a Student Review Board. (SRB) See page 8-4B.

## **GENERAL CONDUCT**

Students are expected to behave in a manner that will be a credit to themselves and to Millcreek High School. Whether at school or at other school sponsored activities, students should be appropriate in the way they dress, the language they use and the way they interact with others.

Of particular concern is the care of the building and grounds. Students are expected to respect the school and property and to keep both clean.

Students are subject to the authority of all staff members, administrators, teachers, and other workers, while at school or at a school activity.

## **EXTRA CURRICULAR ACTIVITIES**

There are no sports, clubs, or dances held at Millcreek High School. The focus is on developing a student's self-worth and helping them accomplish their academic goals. However, if you are interested in any of these activities, please contact the counseling office for information about participating at the specific school in whose boundaries you reside.

# **STUDENT SERVICES**

## **BUS SERVICE**

Bus service is available. Please check with the office with Angie for a schedule and any questions. Please be advised if students are riding the SunTran bus, there is no crosswalks, students are responsible to get to and from their bus stops. Young mothers, please see Angie Hafen in front office for arrangements of car seats on busses, district policy requires district car seats only on busses. It is also district policy no skateboards, long boards, or bikes on any school bus ( no exceptions ).

## **SCHOOL LUNCH AND BREAKFAST**

School breakfast is available to students each day from 7:30 - 8:30 AM. The cost is \$1.75. Lunch is available from 12:21 to 12:56. The cost is \$2.50. Rates may be reduced or waived based on completion of a free and reduced lunch application that is on line, [washk12.org](http://washk12.org). Go to [washk12.org](http://washk12.org), then to Food Service, then Meal Benefits tab, then follow instructions. Prices are subject to change based on district direction.

Students who order lunch to be delivered to school cannot be before lunch time, delivery will not go to student until 12:21 p.m.

## **LIBRARY FACILITIES**

Millcreek High School has a full service library and writing lab with assistance for all students, teachers, and parents.

## **TA GROUPS**

Each student is assigned a Teacher Advocate. (TA) Students and TA's will work closely together on a regular basis. Students are encouraged to take advantage of this service to enhance their living, communication, educational and social skills. The TA's will also make arrangements to meet with the student and parents at least twice throughout the year to review student progress. We encourage parents to contact their student's TA if they have questions regarding student progress. Students have the opportunity to earn credit for participation with their TA 1st period class. See your TA for specific details.

## **MILLCREEK HIGH HEALTH CENTER**

The Health Center is a family practice model staffed by a certified physician assistant who is supervised by the full time physician at the main clinic, a medical assistant and front office receptionist/biller. As a special service to Washington County School District, students will be charged just \$10 per office visit and uninsured will be charged \$25 per visit. Reduced price prescriptions will be available at Smith's and mental

health services will be available at the main clinic site at 168 North 100 East, Suite 101. To make an appointment please call 986-2565. , students (Parents consent) can make an appointment with Angie in front office. You can usually be seen today or tomorrow. Students who are ill can usually be seen on a walk-in basis, appointment also made by parent or Angie in front office. Clinic hours at Millcreek High Health Center will be Monday through Friday from 8:00 am – 5:00 pm throughout the year.

## **CHILDCARE SERVICES**

Millcreek High School provides quality childcare services for children of Millcreek High School students. This service is provided only to children of students. The child must be 6 weeks old and must have up-to-date immunizations. A copy of the immunization record will need to be on file before the baby will be allowed in the nursery.

All students who bring their babies to school must leave them in the day care facility provided by the school. Babies will not be allowed in class.

The Childcare Center will be open from 7:45 AM to 2:45 PM. Parents should plan to provide diapers and all other personal items for their child.

The Childcare Center is supervised by a state-certified CTE teacher and aides. Each parent is encouraged to enroll in a CTE class while their child is enrolled in the center.

## **DIRECTED STUDY**

This is an option for serious students who cannot fit all necessary classes into their day schedule. Each student must meet with the directed study teacher on a weekly basis to be tested, review work, and receive instructions for the next week. Credit will be issued upon successful completion of each course.

## **RETURN TO REGULAR HIGH SCHOOL**

A student who wishes to return to their regular high school must initiate a request to do so. They must complete the appropriate form as well as meet the following requirements:

1. Be living within the appropriate school boundaries.
2. Demonstrated earnest effort to attend school on a regular basis while at Millcreek.
3. Demonstrated appropriate academic efforts and achievement based on classroom and competency performance while at Millcreek.
4. Demonstrated appropriate behavior while at Millcreek.
5. Receive approval to return from their regular high school administration.