

# **Mill Creek Valley Middle School & Jr. High School**

## **STUDENT HANDBOOK**

**"A Commitment to Excellence"**

**Cleion Morton, Principal**

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**Junior High School**

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**District Website: [www.usd329.com](http://www.usd329.com)**

# 2010-2011 STUDENT HANDBOOK

## TABLE OF CONTENTS

Table of Contents	2
Board Members, Superintendent, Calendar	3
Faculty and Staff	4
Sports Schedules	5
Mission Statement, Policies and Procedures, Harrassment	6
Org. Structure, School Hrs., Arrival/Depart. Times, Attendance	7
Tardies, Agenda Use, Release During School Day, Dress Code	8
Bullying, Behavior Code	9
Conduct & Discipline, Rules for Students	10
Playground Rules	11
Consequences for Breaking School Rules, Consequences, Lockers, Parent/Teacher Conferences	12
Supervised Study Hall, After School Learning Opportunity (ASLO), MTSS	13
Report Cards, Grading System , Honor Roll, Eligibility	14
Eligibility Continued, 7th & 8th Grade Cheerleaders, Field Trips	15
Field Trips Continued, Fire & Tornado Drills, School Parties	16
Lunchroom Rules, Lunch & Breakfast Policy	17
F/R Lunch & Break., Lost & Found,Electronics & Cell Ph., Cameras, Telephone	18
Transf./Withdrawal, PE, School Closing, School Visits, Textbooks, and School Property	19
Concerns in Classroom, Student Insurance, Pediculosis, Illness	20
Student Transportation & Medications	21
Permission for Medication Form	22
Model Notification of Rights Under FERPA for Elem. & Secondary Institutions	23
Title I Home/School Compact	24
Mill Creek Valley USD 329 Acceptable Use Policy	25-27
Internet & E-Mail, Board Policies-Health Assess. & Physicals, Drug Free Schools	28
Board Policies-Drug Free Schools Continued	29
Board Policies-Weapons	30
Athletic Code of Conduct	31
Junior High Athletics	32, 33

**BOARD OF EDUCATION**

Duane Hund, President  
Lisa McCue, Vice President  
David Breiner  
Linda Craghead  
Rodney Falk  
Don Frank  
Megan Russo

**SUPERINTENDENT**

Dr. Phil Mahan

**2010-2011 SCHOOL CALENDAR**

August 17	Teacher Inservice
August 18	Teacher Work Day
August 18	JH/MS Open House 4:00-6:00 pm
August 19	First Day of School-1/2 Day
September 6	<b>No School.</b> Labor Day
September 17	<b>No School-</b> Inservice
October 15	End 1 <sup>st</sup> Quarter-Full Day
October 18	<b>No School-</b> Inservice/Work Day
October 26 & 27	Parent/Teacher Conferences – 4:00-8:00 pm
October 29	<b>No School-</b> Comp Day
November 24-26	<b>No School-</b> Thanksgiving Vacation
December 17	End of 1 <sup>st</sup> Semester-1/2 Day
December 20-31	<b>No School.</b> Winter Break
January 3	School Resumes
January 17	<b>No School-</b> Inservice
February 14	<b>No School-</b> Inservice
February 21	Parent/Teacher Conferences for JH & MS 4:00-8:00 pm
March 17	End of 3 <sup>rd</sup> Quarter
March 18	<b>No School-</b> Inservice/Workday
March 21-25	<b>No School-</b> Spring Break
April 22	<b>No School</b>
May 22	<b>WHS Graduation</b>
May 23	<b>MCVJH Graduation</b>
May 25	<b>Last Day-Dismiss @ 1:00</b>
May 26	Inservice/Teacher Work Day

**2010-2011 PERSONNEL**  
**Mill Creek Valley Jr. High & Middle School**

Cleion Morton	JH/MS Principal	456-8178
Pam Bales	6 <sup>th</sup> Reading, 6 <sup>th</sup> English, 6 <sup>th</sup> Social Studies	765-3633
Tracy Capoun	6 <sup>th</sup> Science, 6 <sup>th</sup> Math, 6 <sup>th</sup> Social Studies	636-5264
Carol Cook	5 <sup>th</sup> Language Arts, 5 <sup>th</sup> Social Studies	617-0132
Danny Davis	JH FB-Head Coach	256-4010
Haley Dean	JH Social Studies	764-6251
Lydia Drennon	Assistant Cook	765-3790
Bill Flannigan	Speech Pathologist	
Annie Frank	JH/MS Social Worker	765-3547
Don Ginavan	JH Reading	765-3338
Jamie Hafenstine	JH Language Arts/JH AD/Cheerleading Sponsor	765-3331
Joseph Heersche	JH Math	(316)258-6998
Carmen Hiebert	Assistant Cook	636-5419
Melissa Huff	MS Resource Room	313-4993
Jerry Hund	JH/MS Bus Driver	636-5475
Anita Hurla	Para Educator	636-5359
Austin Lawrence	District Technology Director	260-1832
Jeanette Loughary	JH Library Media Tech	636-5241
Claudia McKinsey	JH Art	765-3803
Carol Michaelis	JH/MS Bus Driver	636-5313
Bobbi Murray	5 <sup>th</sup> Math, 5 <sup>th</sup> Science, 5 <sup>th</sup> Social Studies	765-2545
April Ogden	JH Science	765-3334
Richard Philbrook	5-12 Instrumental/Vocal Music	456-8451
Carol Purcell	JH/MS Head Cook	256-6473
Mona Roth	Assistant Cook	636-5442
Jim Schmitz	JH Custodian	765-3751
Tamzen Steege	MS Custodian	765-2488
Marc Stratton	JH Extended Learning	456-2772
Debbie Swenson	Para Educator	765-2617
Deb Thierer	JH Resource Room	765-2395
Heather Wagner	Bus Driver/JH Para	636-7588
Theresa Walters	School Psychologist	561-0470
Rosalie Wike	MS Library Media Tech	636-8993
Amy Wilson	JH/MS PE	636-5131
Cheryl Zeller	JH/MS Head Secretary	636-5456
Dawn Zeller	Para Educator	458-9063

**MILL CREEK VALLEY JR. HIGH SPORTS SCHEDULES**

**2010-2011**

**VOLLEYBALL/FOOTBALL**

September 2	St. Marys	Away	4:30/7:00 VB/FB
September 9	Rossville	Home	4:15/7:00 VB/FB
September 14	Sante Fe Trail	Away	4:00 VB
September 16	Sante Fe Trail	Home	7:00 FB
September 18	MCV Tourn	WHS	9:00 a.m. VB
September 23	Silver Lake	Away	4:30/7:00 VB/FB
September 30	Rock Creek	Home	4:15/7:00 VB/FB
October 7	Riley County	Away	4:00/4:00 VB/FB
October 9	League Tournament	St. Marys	9:00 am VB
October 14	Onaga	Away	6:30 FB

**CROSS COUNTRY**

September 2	Mission Valley	Away	4:00
September 7	Wamego	Away	4:00
September 25	Invitational	WHS	10:00 am
September 30	Rock Creek	Away	4:00
October 9	Riley County	Away	9:15 am
October 14	League	Riley County	4:00

**GIRLS BASKETBALL**

Nov. 4	Riley County	Away	5:30
Nov. 9	Rock Creek	Home	4:00
Nov. 11	Silver Lake	Away	4:30
Nov. 13	8A Sante Fe Trail	Away	9:00 a.m.
Nov. 13	7A Rossville	Away	9:00 a.m.
Nov. 16	St. Marys	Home	4:00
Nov. 18	Rossville	Away	4:30
Nov. 22	Onaga	Home	4:30
Nov. 23	Riley County	Home	4:00
Nov. 30	Rock Creek	Away	5:30
Dec. 2	Silver Lake	Home	4:00
Dec. 6	St. Marys	Away	4:30
Dec. 9	Rossville	Home	4:00
Dec. 11	League Tournament	Rock Cr	9:00
Dec. 16	League Tournament	Rock Cr	4:30

**BOYS BASKETBALL**

Jan. 10	Riley County	Away	5:30
Jan. 13	St. Xavier	Home	4:30
Jan. 20	Rock Creek	Home	4:00
Jan. 24	Silver Lake	Away	4:30
Jan. 27	St. Marys	Home	4:00
Jan. 31	Rossville	Away	4:30
Feb. 3	Riley County	Home	4:00
Feb. 5	7 <sup>th</sup> Wash. Rur.	Away	10:00
Feb. 5	8 <sup>th</sup> MCV	Home	10:00
Feb. 7	Rock Creek	Away	5:30
Feb. 10	Silver Lake	Home	4:00
Feb. 14	St. Marys	Away	4:30
Feb. 17	Rossville	Home	4:00
Feb. 19	League Tourn.	Riley	9:00
Feb. 22	League Tourn.	Riley	5:00

**TRACK**

April 7	Silver Lake	Away	3:00
April 14	St. Marys	Away	2:00
April 19	Prairie Heights	Away	10:00
April 28	Riley County	Away	10:00
May 6	MCV	Home	10:00
May 10	League	Rossville	3:30

**WRESTLING**

Nov.4	St. Marys	Away	4:30
Nov. 6	Rock Creek Invit.	Away	9:00am
Nov. 13	Silver Lake Invit.	Away	8:15am
Nov. 18	Holton Invit.	Away	5:30pm
Nov. 20	Rossville	Away	8:30am
Nov. 30	Invitational Dual	Home	4:30pm

## **MISSION STATEMENT**

The mission of Mill Creek Valley Junior High School and Mill Creek Valley Middle School is to ensure an equitable teaching and learning environment which sets optimum expectations and enables all students to reach their maximum potential. Through a joint community-wide commitment, facilitated by committed educators, our students will be encouraged to become responsible citizens who are literate, positive thinking and self motivated.

## **POLICIES AND PROCEDURES**

This handbook is for your information. We ask that each parent and student read this handbook. In order to run the school in an orderly, efficient, and legal fashion, some policies and guidelines are necessary.

If you do not understand a policy or procedure or your child is having a problem, please call the school and we will help you. If you have some ideas or suggestions of ways of improving the school, please come in and visit about them; this is your school. The most effective way to deal with issues or concerns is to use the suggested chain of command: 1<sup>st</sup>, teacher; 2<sup>nd</sup> principal; 3<sup>rd</sup> superintendent, and then the board of education. Please remember that these policies and guidelines are subject to change throughout the year.

Addendums to the handbook after approval by the Board of Education shall be enforced as part of the student handbook. Copies of these special guidelines shall be distributed to all students involved in these special activities.

With everyone's cooperation, consideration, and positive attitudes during the year, you should have a pleasant and rewarding educational experience.

USD #329 Mill Creek Valley does not discriminate on the basis of sex, race color, national origin, handicap, or age in admission to, access to, or treatment or employment in its programs or activities. Any questions regarding the district's compliance with Title VI, Title IX, ADA including information about the existence and location of services, activities, and facilities that are accessible to and usable by the disabled, or Section 504 may be directed to the Title IX Coordinator, the Superintendent of Schools, who can be reached at (785) 765-3394, Box 157, Alma, Kansas 66401, or to the Assistant Secretary for Civil Rights, U.S. Department of Education

## **HARASSMENT**

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex or race. Sexual and racial harassment will not be tolerated in the school district. Sexual or racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

A complaint procedure has been established in the district, governed by board policy KN. If a complaint cannot be resolved via an informal manner through the building principal, the complainant should follow the formal procedure outlined in board policy KN. A copy of the policy can be obtained from the USD 329 Mill Creek Valley District Office, 910 Ohio, Alma, KS 66401.

## ORGANIZATIONAL STRUCTURE

Mill Creek Valley Middle School is a 5<sup>th</sup>-6<sup>th</sup> educational facility designed for the sequential process of learning.

Mill Creek Valley Jr. High School is a 7<sup>th</sup>-8<sup>th</sup> educational facility, which is departmentalized to provide positive transitional experiences from the elementary to the high school. Students will move from class to class and will be taught by numerous teachers. Activities are planned throughout the year to enhance positive growth in social, emotional, and physical well being of students.

## SCHOOL HOURS

<u>Middle School</u>	<u>Junior High School</u>
Breakfast 8:00 am - 8:15 am	8:00 am - 8:15 am
School Day 8:15 am - 3:21 pm	8:15 am - 3:20 pm

***Parents of children not riding busses are asked not to allow them to arrive at school before 8:00 am.***

## ARRIVAL AND DEPARTURE TIMES

### Middle School-

7:35 am	Doors open-supervision in the library
8:00 am-8:15 am	Breakfast served in the cafeteria
8:05 am	Dismissed to lockers
8:10am	Classrooms open
8:15 am	Class begins
8:25 am	Second bell for breakfast eaters who ride the late bus.

**There is no playground supervision after school**

### Junior High—

7:30 am	Doors open-supervision in the cafeteria
8:00 am	Breakfast served
8:10am	Dismissal from the cafeteria to lockers
8:15am	Class begins
8:25am	Second bell for breakfast eaters who ride the late bus

## ATTENDANCE

It shall be the policy of the school to encourage regular attendance by all students. Regular attendance contributes not only to the probability of scholastic success, but also to the development of attitudes of consistent performance, which will carry over into adult life.

It is requested that parents call the school between 8:15 and 8:45 am notifying the office that their child will not be in school that day. In the event parents do not call the school, the office reserves the right to call the home to verify if the parents are aware of the absence, and the probable day of return.

## **TARDIES**

Any student arriving at school after 8:15 **will report first to the office for a tardy slip.**

### **Tardy Policy**

Students are expected to be in the classroom ready for class to begin when the bell rings. Students who arrive after the bell rings will be considered tardy unless he/she has a pass from another teacher or the office. Each class period the teacher will record unexcused tardies using Power School Teachers.

After a student has received his/her third tardy, a discipline referral form will be completed by the principal. The third tardy (or warning) will result in a conference with the principal and the parents will be notified.

Tardy #4 (or first tardy after the warning) = discipline referral, parent notification and silent lunch for three days

Tardy #5 (or second tardy after the warning) = discipline referral, parent notification and 1 hour detention after school

Subsequent tardies will result in additional consequences.

The tardy count will start over at the beginning of each nine week grading period.

### **USE OF AGENDAS/PLANNERS**

Students will be provided a school agenda/planner. Students will be expected to use this as a record of assignments, means of parent correspondence as needed and a "school pass." A replacement fee will be charged for lost or destroyed agendas/planners.

### **RELEASE OF A STUDENT DURING THE SCHOOL DAY**

In recognition of the responsibility of the school to parents for the health, welfare, and safety of students, the principal will not release a student during the school day. Students will be released to a lawful custodian whose identification is verified to the satisfaction of the principal or upon written or verbal request of a lawful custodian, which request shall be verified to the satisfaction of the principal. Parents will be expected to sign an Attendance Log when a student arrives late or is leaving early.

### **DRESS CODE**

One goal of students is to maintain a neat, clean and well-groomed appearance. The administration believes a close relationship exists between student dress and student attitudes. The administration, faculty, and students working together may make yearly changes in the dress code to conform with the times.

The following regulations will limit student dress: any wearing apparel that is, or can be construed to be, obscene, objectionable, or disruptive should not be worn, i.e., swim wear, short shorts, track wear, beach wear, etc. No T-shirts or sweatshirts with the slogans that the principal deems disruptive will be permitted. The parents will be notified, students will be asked to change into appropriate clothing, or the students will be sent home, if necessary. Groups and organizations representing the school may have more stringent requirements. Hats will not be worn in the building unless required for protection or safety of the student.

## **BULLYING**

A student is being bullied when he or she is exposed, repeatedly and over time to negative actions on the part of one or more students. This action would include hitting, kicking, shoving, spitting, taunting, teasing, racial slurs, verbal sexual harassment, threatening comments and obscene gestures. This would also include getting another person to assault someone, spreading rumors, and deliberately excluding someone from a group or activity.

Parents will be notified with the first reported incident of bullying. The counselor and/or social worker and the principal will be involved in resolving the situation. Consequences of bullying actions will be dependent on the severity and frequency of the actions. Repeated incidents will receive an increasing amount of consequences.

## **BEHAVIOR CODE**

The principal is authorized and directed to develop such rules and regulations consistent with policies, rules and regulations of the board which may be necessary to govern the conduct of the students under his/her supervision.

- A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct intentionally to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school. Neither shall s/he urge other student to engage in such conduct.
- A student shall not intentionally cause or attempt to cause damage to school property or steal or attempt to steal school property, either on the school grounds or during a school activity, function, or event off school grounds.
- A student shall not intentionally cause or attempt to cause physical injury or behave verbally in such a way that could reasonably injure another person.
- A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon, firearm, or destructive device on the school grounds or at any school activity. Possession, handling or use of any such weapon shall result in suspension or expulsion from school for a period of one year (180 school days), as per Board policy.
- A student shall not knowingly possess, sell, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any controlled substance, alcoholic beverage or intoxicant of any kind.
- Smoking and/or the possession of any tobacco product is prohibited in any attendance center, at school-sponsored events or on the school grounds.
- Violation of any provision of this behavior code may result in suspension and/or expulsion.

## CONDUCT AND DISCIPLINE

Self-discipline is a sign of maturing. It is achieved only through constant practice. To help strengthen the student's character and to develop self-discipline, students are requested and expected to observe the rules and regulations of the school and of common courtesy. Mill Creek Valley Jr. High School and Mill Creek Valley Middle School students are expected to take responsibility for their actions.

Students shall be expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching-learning situations in all classes and activities in which they participate in the sponsorship of the school.

In order to guarantee all the students at Mill Creek Valley Junior High School and Mill Creek Valley Middle School an excellent climate for learning, the staff will use the following guidelines for student conduct:

### RULES FOR STUDENTS

*Parents and students should familiarize themselves with classroom procedures and expectations which will be provided by each teacher for the student at the beginning of the school year.*

Classroom- The teacher is in complete charge and makes rules to be followed in the room.

#### Restrooms

1. Help keep them clean.
2. Use the trash cans for trash.
3. Do not sit on sinks.
4. Turn off water when finished.
5. Report any fixtures not working to the office or maintenance engineer.

#### Halls/Area Between Building

1. Keep to the right.
2. No running or pushing.
3. Noise should be kept to a minimum.
4. Keep hands to yourself
5. Help keep hallways and walkways clean.

#### Library

1. Keep quiet.
2. Check out books properly and return them on time.
3. Help keep the books from damage and in proper arrangement.

Kitchen- No students allowed in the kitchen. The kitchen employees will not microwave or heat food from a sack lunch.

Music and Band Areas- The equipment and instruments are to be left alone. Any use of these materials must be approved by the music or band teacher.

#### Office

1. Students are permitted in office for business matters only.
2. Students are not to operate machines or take supplies out of office except with permission.
3. Ask permission to use the telephone.
4. Do not congregate in the office; do your business and leave.

Custodian's Room- No students allowed in the custodian's room.

#### Gym

1. Do not play on gym floor without proper shoes.
2. Respect the property of other students in locker room.
3. Use equipment properly.
4. Go to and from the gym quickly and in an orderly fashion.

**PLAYGROUND RULES**  
**(Middle School)**

Buildings

1. Do not enter building unless you have permission of teachers on duty.
2. No one to stay in rooms unless teacher is present, or if teacher takes responsibility.

General Conduct

1. No throwing of anything but balls or Frisbees.
2. Do not interfere with others.
3. No punching, shoving, or name calling.
4. No ball throwing near building.
5. Enter building as quickly and quietly as possible.
6. No snowballs.
7. If a ball goes across the street, you must get permission from the teacher on duty to go after it.
8. No jumping off playground equipment.

Equipment

1. Everyone is responsible for whatever equipment they take outside. If you leave it lay, you may lose it.
2. Swings:
  - No Jumping out of the swings.
  - No swinging sideways.
  - One person at a time.
  - No running in front of or behind when people are swinging.
  - No climbing up the poles near swings.
  - No standing in the swings.
3. No baseballs (hard balls) on the slab.
4. Slide: No walking up.
  - Go down on your bottom with legs first.
  - Don't stand at the top.
  - Go down one person at a time.
  - Don't throw sand on the slide.
5. Monkey bars:
  - Don't stand on top.
  - Don't leap and swing from a bar far away; reach from bar to bar.

## **CONSEQUENCES FOR BREAKING SCHOOL RULES**

Each teacher will follow his or her own classroom management plan that is posted in the classroom. A copy will be given to parents in written form.

If a student is sent to the office for disciplinary purposes, parents may be notified by a discipline referral form and/or a call. The student may be required to do such things as write about the inappropriate action, develop an improvement plan for the behavior and call their parent/guardian to inform them of the incident. The principal always reserves the right to remove a student from a classroom and/or activity and imply the following consequences when he/she deems necessary.

### **CONSEQUENCES**

Minor Infractions-(offered as examples only and not intended as an all-inclusive list)-  
Running or disruptive in the hallway, swearing, obscene gestures, unexcused tardy, pushing, shoving, etc.

- Detention- (after school 3:30-4:30 or before school 7:30-8:15 (Transportation arrangements become the responsibility of the parents.)
- If detention is not served, in-school suspension may be applied during the next school day. 1/2 day in-school-suspension
- Community/school service
- Loss of lunch or recess privileges and/or loss of special activity privileges ( i.e. dances, class parties, movie times, etc)

Severe Infractions (offered as examples only and not intended as an all-inclusive list)  
Fighting, disrespectful to school staff, blatant defiance of authority, stealing, unacceptable showing of affection, destruction of property, lying, repeated or severe examples of minor infractions) Weapons violations will follow board policy.

- Multiple consequences from those listed under minor infractions
- All Day In-School Suspension
- Short-term Out Of School Suspension - 1-5 days
- Long-term Out Of School Suspension-greater than 5 days (pending hearing) Recommendation for expulsion from school (pending hearing)

### **LOCKERS**

Locks will be provided for the hallway lockers. (This will be true at the MS and at the JH.) All students will be expected to keep their locker locked when not in use. Students are not to share lockers or the combination to their lock with other students. The school administrator, or designee, shall have the right of inspection or of access to all school lockers, desks, etc., should probable cause exist for such inspection. Locker policies/procedures apply to hallway lockers, and PE lockers at the junior high.

### **PARENT-TEACHER CONFERENCES**

Communication is the key between school and home. Conferences are a valuable means of communication. Parents are encouraged to write down questions and concerns so that the short conference time can be fully utilized.

Parent/Teacher Conferences will be scheduled by each building before November 1<sup>st</sup>. MS and JH parents will also have the opportunity to attend Spring conferences.

## **(Parent-Teacher Conferences Continued)**

NOTE: Should you desire additional conferences, please contact the teacher for an appointment and it will be provided. Likewise, should we feel the need for additional conferences, we will contact you.

### **SUPERVISED STUDY HALL**

Upon recommendation from the teacher, a student may be placed in a supervised study hall during an elective, lunch or recess. Reasons for placement include, but are not limited to, behavior and poor study habits. Students are responsible for bringing study material with them. If students are consistently in such a study hall, parents will be notified in writing.

### **AFTER SCHOOL LEARNING OPPORTUNITY (ASLO)**

Students choosing to act inappropriately or observed as showing a marked lack of responsibility for attempting to meet their academic requirements in school will not be allowed to deprive their peers and classmates of their opportunity to be provided a quality educational program.

A monitored study area has been established Tuesdays and Thursdays for students who have just been described. When their behavior and/or academic irresponsibility has become excessive, they will be required to stay after school in this monitored study area from 3:30-4:30. Transportation is the responsibility of the parent. Satisfactory completion of assigned work and appropriate conduct are required or the student returns the next night. We will continue to use our present system of behavior management for lesser concerns.

The student's parents will be notified when the child needs to stay after school and 24 hours notice will be given unless the parents choose to use the service when notified that day. However, the student will stay as scheduled once the parent has been notified and parents will be expected to pick up their child promptly at 4:30 pm at the East entrance at the Middle School, West entrance at the Junior High, or they may walk home if appropriate.

### **MULTI-TIER SYSTEM OF SUPPORTS (MTSS)**

At Mill Creek Valley Junior High/Middle School, we are committed to helping all children succeed. The State of Kansas has initiated the Multi-Tier System of Supports (MTSS). MTSS allows individual districts the flexibility to develop a plan to support and promote the academic and behavioral success of all children. It is a means of organizing and more effectively utilizing strategies and/or supports that we are already using. (i.e. study hall time, small group work, ASLO, shortened assignments, work with a support staff member, etc). MTSS may also mean exploring new programs or interventions to better assist students.

The MTSS process is flexible and designed by our staff to address the needs of individual students. This is not a special education service, however, often general education teachers and special education teachers will work together to support a student who is struggling. Our MTSS process will have three tiers. Each tier provides differing levels of support.

**(MTSS Continued)**

In Tier I, all students receive high quality curriculum and instruction in the general education classroom. In Tier II, the school provides supplemental instructional support, usually in small groups, to students who need additional support to what they are receiving from the general curriculum. In Tier III, intense instructional support is provided to students with the greatest needs and progress is monitored frequently.

**REPORT CARDS**

Report cards are distributed either at Parent-Teacher Conferences, or on the Wednesday following the end of each grading period. Grade periods for the 2009-2010 school year are as follows:

- (Mid-Terms – September 15) August 19-October 15
- (Mid-Terms – November 10) October 19-December 17
- (Mid-Terms – February 9) January 3-March 10
- (Mid-Terms – April 20) March 21-May 25

**GRADING SYSTEM**

Grade cards will be issued on Wednesday following the close of a nine weeks period and on Friday during the last week of the school year.

To help establish a correlation between percentage grades, the following system will be followed by all elementary faculty members in grades 5-8:

- A 100-90 Superior Achievement
- B 89-80 Very Satisfactory, Definitely Above Average
- C 79-70 Represents Competent, Average Achievement
- D 69-60 Poor Achievement, But Is Passing On A Marginal Basis
- F 59% and Below Definitely Unsatisfactory and Failing
- INC Incomplete Work -A Grade Will Be Given When Work Is Completed According To Building Policy

**HONOR ROLL**

To be placed on the “A” Honor Roll, students must receive all A’s and S’s on their 9 weeks report card. To be placed on the “A Average” Honor Roll, students must receive all A’s and B’s, with no more than 2 B’s, and no C, D or F Grades. To be placed on the “B” Honor Roll, students must have no grade below a B.

At the end of the year, students who have been on the “A”, “A Average”, or “B” Honor Rolls will receive a special honor from the principal.

**ELIGIBILITY-JH only!**

Seventh and eighth grade students may participate on school teams in volleyball, basketball, cheerleading, track, wrestling and football.

Eligibility for athletic activities will be figured on a nine-week basis, beginning the second week of each 9-week period.

Eligibility requirements are:

## **(Eligibility Continued)**

1. Students' cumulative grades will be turned in to the office each Friday (or on the last day of the week that school is in session) at 8 am. Any student having more than one "D", or any student having an F will be ruled ineligible and may not participate in activities the following week. (Student may practice but not compete.) Eligibility will run from Monday through Saturday of each week.
2. Student athletes are expected to attend all classes on game day. If a student athlete is ill or has an unexcused absence from class for **ANY PART** of the game day, he/she will not be allowed to participate on that date.
3. Students must have a yearly physical exam signed by a physician and parent on file in the office prior to participation in a practice session, game, or contest.
4. Students must demonstrate respect toward school and faculty members, and demonstrate appropriate conduct in and out of school.
5. Students must have passed at least five subjects (math, science, social studies, English, and literature) the previous semester or in the last semester of his or her attendance.
6. Board of Education policy states that the school faculty has been instructed to bar from extra-curricular activities, which includes district dances, any student who is disrespectful of school and faculty; whose conduct in and out of school would bring reproach to the school and community; who does not follow all rules set by the staff.

### **7<sup>th</sup> & 8<sup>th</sup> GRADE CHEERLEADERS**

Eligibility requirements for try-outs include the purchase of socks, bloomers and shoes, and good academic and behavior recommendations from the school staff. Athletic eligibility criteria described in the previous section apply to cheerleaders. Cheerleaders will only cheer at home events. (This includes home events played in Alma.)

### **FIELD TRIPS**

On occasion a class may take a field trip. Sometimes the trip is just for a short time and at other times the trip may last all day. Trips start after school begins, and conclude before busses depart for home. Parents will be notified of an upcoming field trip. If you do not wish your child to go, please send a note to your child's teacher indicating such and why. A field trip is an extension of the classroom. If bus space is available, parents will be allowed to go along. All field trips will be included in the monthly calendar after approval by the building principal or the superintendent.

For those parents who wish to go as sponsors, we must ask that you not bring along any of your small, pre-school children. The reasons for this are 3-fold:

### **(Field Trips Continued)**

1. Some of our tours have group size limitations.
2. You, as a parent sponsor, are asked to help maintain an orderly structure within our group for safety reasons and for good public relations for our school. To do this, you will need to devote your full attention to the students who will be in your group.
3. This is a very special day for your child. The day needs to be reserved for you and your child, free from distraction of younger siblings.

### **FIRE AND TORNADO DRILLS**

State law requires that we have one fire drill per month and three tornado drills per year. Students are to follow the teacher's directions. Students are to go the designated area quietly and quickly.

Students will be held in their designated "Tornado" shelter during a Tornado Warning, until an "All Clear" is sounded and bus routes can be run safely, if the warning coincides with dismissal at the end of the day. Parents can pick up their children at school during a Tornado Warning (at their discretion) and (only after having a signed them out in the office).

### **SCHOOL PARTIES**

Normally, at the **Middle School**, each class has four classroom parties during the school year: Halloween, Christmas, Valentine, and Spring. Middle School students are asked contribute to the parties by paying a one time \$5 fee at the start of the school year. This covers the cost of snacks and activities for the four parties. Parents are welcome to attend any party.

Birthday parties may be observed on the day of the child's birthday or near, as is convenient for the parent and teacher. Arrangements should be made with the teacher.  
**(School Parties Continued)**

Children with summer birthdays may celebrate their "Happy un-birthday". Birthday treats for the children are permissible but are not mandatory. Normally treats will be served at the end of the day. Arrangements should be made with the classroom teacher.

**Junior High** class parties held at school will be properly supervised by certified personnel and also parents may be asked to help supervise. Dances are open to 7<sup>th</sup> & 8<sup>th</sup> grade students and the rules are as follows:

1. Once students enter they are to remain inside until the dance is over. If parents wish their child to leave early, they need to come inside and tell sponsors when they pick them up.
2. The school will not provide transportation to and from the towns.

## LUNCHROOM RULES

When the student's meal is completed, they are to clean their trays, eating area and then return to their seats. They should then wait quietly until the supervising teacher has completed his/her meal. The supervising teacher then may dismiss the students.

### LUNCH & BREAKFAST POLICY

Lunch and breakfast money is due before the student eats lunch. Any amount of money may be put in a student's account. Parents will be notified when their child has a balance of 2 lunches or less. You will receive a reminder every day until the balance is raised higher than the two lunch minimum. Each student will receive a ticket with their account number on it, which will be kept by the school office. If the student loses or damages this ticket there will be a \$2.00 charge to replace it.

We recommend that students DO NOT charge their lunch, but in the case of an unavoidable instance, where a child forgets their sack lunch or no lunch is available at home, they may eat a school lunch and/or breakfast. In this situation the meal should be paid for on that day or the following day. Any student with a balance of less than 0 will be asked to take the responsibility of phoning their parent reminding them that they need lunch money. **STUDENTS WITH A NEGATIVE LUNCH BALANCE WILL NOT BE PERMITTED TO CHARGE EXTRA SERVINGS OF THE MAIN ENTREE OR MILK FOR BOTH BREAKFAST AND LUNCH.**

Credit on accounts will not be extended beyond \$25.00. The building administration will notify parents of accounts with \$15.00 credit balances by first class mail. Failure to keep your child's lunch account funded and/or not sending a lunch or cash for lunch with the student can be considered neglect. A letter will be sent home notifying parents of a student not bringing a lunch and having a \$25.00 credit balance. If the situation is not rectified within three school days, the building principal will report the situation to the local authorities.

Our school participates in the "Offer versus Serve" lunch program. "Offer versus Serve" is a federal regulation designed to reduce food waste in the lunch program by allowing students to choose only those foods which they intend to eat. Each day the students will be offered the complete lunch which includes a serving of: (1) milk; (2) bread/bread alternate; (3) meat/meat alternate; (4) fruit; & (5) vegetable. Three servings of fruits and vegetables may be a combination of a serving of fruit and a serving of vegetables, or two different fruits, or two different vegetables.

The five food items comprise the school lunch pattern. Under the "Offer Vs. Serve" program, each student must select at least three food items. The price per meal remains the same whether the student selects the minimum three different food items or all five.

Extra milk is also available for all students, and should be considered if your child brings a sack lunch. Breakfast will be served at 8:00 am at the Middle School and the Junior High.

Checks should be made payable to Mill Creek Valley Jr. High School. *(The prices are subject to be changed by the Board)*

Lunch and Breakfast fees are set by the Board of Education each July. Fee amounts will be available at enrollment time.

### **FREE OR REDUCED LUNCHES & BREAKFAST**

Free or reduced lunches & breakfast are provided for students who are qualified under district, state, and federal rules and regulations governing this program. The necessary forms, rules, and regulations governing this program will be provided to any student and his parents at enrollment time. A conscious effort will be made by each school participating in the program to see that such qualified students are not singled out and discriminated against because they receive free or reduced lunches or breakfast. If your child is approved for meal benefits, you must tell the school when your household income increases or when your household size decreases.

### **LOST AND FOUND**

All articles found on the school premises should be turned into the office. Students should come to the office to look for missing articles. Parents can help by clearly labeling all items of personal property, including wearing apparel. This is important for even older students. Stolen or misplaced articles are more easily returned when properly labeled. **Students should not bring money or valuables to school unless there is a reason for doing so!**

### **ELECTRONICS AND CELL PHONES**

Electronics and cell phones should not be brought to school. If these items are at school, they need to be stored in a locked hall locker locker throughout the day. During the school day, no student may use electronic communication devices including, but not limited to, pagers, beepers, or cellular phones. After dismissal from the cafeteria/library in the morning, all devices are to be turned off while in the building the remainder of the day.

Students who choose not to follow this policy, will have items confiscated and receive a discipline referral. Additional offenses will result in more severe consequences.

### **CAMERA POLICY**

Students are prohibited from using cell phones or cameras to take pictures of tests, homework assignments, or in locker rooms and restrooms. Failure to abide by this policy will result in disciplinary consequences. Incidents which involve inappropriate pictures taken on school property (including school transportation) will be turned over to a law enforcement agency for investigation and possible prosecution.

### **TELEPHONE**

Parents should feel free to contact the school staff concerning any matter dealing with their children and the school. The office telephone is for conducting such school business.

**Only in case of serious need will students be allowed to use the telephone.** Many calls can be avoided if child and parent will discuss plans before leaving for school.

Should you desire to contact a teacher or your child by telephone, we would encourage you to leave a message or leave your name and number for callbacks at a convenient time. In this manner, classroom instruction will be least interrupted.

## **TRANSFER – WITHDRAWAL**

Parents of students who are transferring to another school should notify both the teacher and the school office. They should indicate a forwarding address and sign a release for transfer of records. All financial accounts must be paid before leaving. Refunds will be given on a prorated basis.

## **PHYSICAL EDUCATION**

All students will be required to go to physical education class. A statement from a parent or guardian is needed before a pupil is excused from physical education; however, prolonged absences require a doctor's excuse.

## **SCHOOL CLOSING**

When weather seems questionable, students, and parents should listen to **WIBW TV/Radio Station**. Notice will be called in before 7:30 a.m. if it is necessary to cancel school. Early emergency school closing may also be necessary for inclement weather or heat. WIBW should be monitored at these times for announcements on emergency school closings. In addition, our **SCHOOLREACH** phone notification system will be used to contact parents about school schedule changes. We will follow the directions given during enrollment or subsequent changes given by parents regarding early dismissal directions.

LATE Starting Announcements-If school starts late because of bad weather, students should not arrive until 15 minutes before the designated start time. (Example-Late start 10:00 am-Students arrive-9:45)

## **SCHOOL VISITS**

Parents are welcome to visit the school at any time. We encourage parents to visit. Please let the teacher know when you plan to visit. Also we ask that you check in the office upon your arrival for a visit.

## **TEXTBOOKS AND SCHOOL PROPERTY**

All consumable and non-consumable textbooks required by the student will be furnished by the school district. The textbook rental fee covers the use and normal wear of the textbooks. The teachers will note the condition of the textbooks when they are issued. If a pupil destroys, damages, or loses a textbook, he/she will be required to pay for the replacement of the book. (This applies to library materials also). If a desk or any school property is destroyed or damaged by a student, he will be required to pay for the repair or replacement of the property.

Book Rental fees are set by the Board of Education each July. The fee amounts will be available at enrollment time.

### **CONCERNS IN THE CLASSROOM**

It is our goal here at Mill Creek Valley Junior High School and Mill Creek Valley Middle School to provide a classroom environment that every student can learn in. If you have a question or concern in your child's classroom, please contact the classroom teacher. You can reach the teachers at school during school hours or you can contact them at their home numbers. If after talking with the classroom teacher you are not satisfied with the outcome, you can contact the principal at school. By working together we can make our school a success.

### **STUDENT INSURANCE**

The District does provide Extended Group Activity coverage for each student. This means the student is covered if injured during school time.

### **PEDICULOSIS (HEAD LICE)**

Per local BOE approval the Mill Creek Valley School's policy regarding head lice is more stringent than Kansas Regulation 28-1-6 (10).

Students in Mill Creek Valley infested with lice shall be excluded from school or child care facilities until treated with an antiparasitic drug and until all nits have been removed. Students with head lice will not be allowed to return to school until they have been checked and found to be nit free by the school nurse.

### **ILLNESS**

Parents/Guardians or emergency contact individuals will be contacted and the student sent home if they have an above normal temperature or are vomiting for any unknown or unexplainable reason. We do so in an attempt to protect other students and our staff from catching illnesses that would result in their subsequent inability to attend school.

## STUDENT TRANSPORTATION

Bus transportation will be provided to and from school for those students who qualify. Students must observe the rules and regulations adopted by the Board governing student transportation.

School Bus Regulations:

1. Students must be on time; the bus cannot wait for those who are tardy.
2. While waiting for the bus, students should never stand in the roadway. Students should wait for the bus off of the traveled portion of the road. Students are reminded to wait for the bus in an orderly manner.
3. Upon entering the bus, take your seat promptly, and do not save seats.
4. Students are never to extend their arms or head out of the bus windows.
5. Students are not to get on or off the bus or move about within the bus while it is in motion.
6. Students will not throw waste paper or other items on the floor or out the bus windows.
7. **Outside of ordinary conversation, classroom conduct is to be observed on the bus.** Any distraction to the school bus driver is always a safety hazard.
8. Always depart the bus in an orderly fashion.
9. Students are responsible for any damage done to the busses themselves.
10. When leaving the bus, students are to observe the directions of the driver. If you cross the road, do so in front of the bus after making sure the road is clear.
11. The driver is in charge of the students and the bus. Students must obey the driver promptly and cheerfully.

Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused school bus transportation but required to attend school.

## MEDICATIONS

The following guidelines and forms will be used when it is necessary for school officials to administer medication to students.

1. A written **PERMISSION FORM** from the parent shall accompany **each** prescription and over the counter medication to be administered.
2. The **PERMISSION FORM** shall be dated and shall identify the medication, dosage, time of day to be given, reason for medication, and number of days to be provided.
3. The **PERMISSION FORM** shall identify the student, date permission given, and parent signature.
4. **The original prescription container shall accompany all medication. Two containers, one for the home and one for school should be requested from the pharmacist.**
5. Only oral medication shall be administered except in emergency or unusual situations.
6. An individual record shall be kept on each medication administered.
7. Any change in type of drugs, dosage and/or time of administration shall be accompanied by a new parent permission form with proper signature and a newly labeled pharmacy container.

**SHOULD YOU HAVE ANY QUESTIONS, PLEASE CALL THE SCHOOL.**

MEDICATION FORMS ARE LOCATED IN THIS HANDBOOK AND ALSO AVAILABLE IN THE OFFICE

**PERMISSION FOR MEDICATION**

Name Of Student \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Date Medication Begin \_\_\_\_\_ Ends \_\_\_\_\_

Time of day medication is to be given \_\_\_\_\_

Reason for medication:  
\_\_\_\_\_  
\_\_\_\_\_

Physician's name, address, and phone number:  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

I hereby give my permission for \_\_\_\_\_ to take the above prescription at school as ordered. I understand that it is my responsibility to furnish this medication. I further understand that any school employee who administers any drug to my students accordance with written instructions from the physician or dentist shall not be liable for damages as a result of an adverse drug reaction suffered by the student as a result of administering such drug.

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent or Guardian)

NOTE: The medication is to be brought to school in the original container appropriately labeled by the pharmacy, or physician, stating the name of the medication, the dosage, and times to be administered.

**MODEL NOTIFICATION OF RIGHTS UNDER FERPA  
FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) 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 of the day the District receives a request for access.
  - a. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal 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.
  - a. Parents or eligible students may ask *USD 329 District* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - b. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their 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 the FERPA authorizes disclosure without consent.
  - a. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. 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 on the 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 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.
  - b. 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. (Optional) Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. 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, U.S. Department of Education  
600 Independence Avenue, SW, Washington, DC 20202-4605

**TITLE I  
HOME/SCHOOL COMPACT  
USD 329 ATTENDANCE CENTERS**

A CHILD'S SUCCESS DEPENDS UPON A STRONG COMMITTED  
PARTNERSHIP BETWEEN SCHOOL AND HOME.

**AS A PARENT/CAREGIVER, I WILL**

- \*GET MY CHILD TO SCHOOL DAILY UNLESS HE/SHE IS ILL.
- \*GET MY CHILD TO SCHOOL AND PICK MY CHILD UP ON TIME.
- \*PROVIDE CURRENT EMERGENCY PHONE NUMBERS IN CASE OF ACCIDENT/ILLNESS
- \*PROVIDE A QUIET PLACE FOR STUDY AT HOME.
- \*PROVIDE A QUIET TIME IN THE EVENING FOR STUDY AND READING.
- \*PROMOTE THE IMPORTANCE OF READING TO MY CHILD BY READING TO HIM/HER, LISTENING TO MY CHILD READ, AND PROVIDING READING MATERIALS.
- \*COMMUNICATE REGULARLY WITH MY CHILD'S TEACHER.
- \*PROVIDE MATERIALS NECESSARY FOR LEARNING.

**AS A SCHOOL, WE WILL**

- \*PROVIDE APPROPRIATE EDUCATIONAL ACTIVITIES FOR YOUR CHILD.
- \*PROVIDE A MONTHLY NEWSLETTER AND/OR CALENDAR.
- \*PROVIDE A MID-TERM PROGRESS REPORT (GRADES 5-8).
- \*PROVIDE A SAFE, CARING ENVIRONMENT FOR YOUR CHILD.
- \*PROVIDE MATERIALS APPROPRIATE FOR YOUR CHILD'S NEEDS.
- \*PROVIDE DAILY FREE READING TIME.

**AS A STUDENT, I WILL**

- \*WORK TO THE BEST OF MY ABILITY.
- \*ATTEND SCHOOL REGULARLY.
- \*COME TO SCHOOL WITH THE MATERIALS NECESSARY FOR LEARNING.
- \*COMPLETE AND RETURN HOMEWORK ASSIGNMENTS.
- \*OBSERVE REGULAR STUDY TIME OUTSIDE OF SCHOOL.
- \*FOLLOW THE RULES OF APPROPRIATE STUDENT BEHAVIOR.

**Mill Creek Valley Schools USD 329**  
**Technology Acceptable Use Policy**  
*USD 329 Board of Education Approved: 02/2009*

Technology access utilizing district resources is available to employees and students of USD 329 Schools as a privilege and not a right. USD 329 technology access and usage requires efficient, ethical, and legal utilization of district resources. USD 329 defines district technology resource usage to include access to and usage of televisions, video recorders/players, computers, peripherals (such as projectors, printers, scanners, cameras, usb drives, eInstruction units, smartboards units, etc.), the Internet, e-mail system, voice mail systems, phone systems, and copiers. If a user violates any of these provisions, his or her account or access may be terminated or limited and future access could be denied.

**I. Board/District's Desired Outcomes**

1. District technology resources would be appropriately integrated into the learning environment as an educational resource and utilized by all district students and staff. This integration and usage would promote educational development, performance, achievement, productivity, and obtain positive educational results.
2. USD 329 Schools expects the utilization of their technology resources to promote effective and efficient communication, intellectual inquiry, comprehensive information gathering, presentation and awareness of global diversity that will enhance the districts teaching and learning goals and objectives.
3. The District is responsible to inform, educate, and provide all staff training on acceptable use of district technology resources. The district teaching staff is responsible to inform, educate, and provide all students training on acceptable use of district technology resources.
4. The district administrative team shall be responsible for establishing practices that enforce this policy at the district, building, and classroom levels.

**II. General Usage Guidelines for Technology Resources**

1. USD 329 Schools views access to district provided technology resources as a privilege and not a right. As such, inherent with this privilege, are responsibilities with which USD 329 Schools expects full and complete compliance. Breach of these responsibilities may result in loss of access privileges to these technology resources.
2. The user specifically agrees not to submit, publish, retrieve or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material when using district technology resources.

USD 329 Acceptable Use Policy 02/2009 1

**III. USD 329 District Definition of Acceptable and Unacceptable Use of District**

**Technology-Internet Resources.**

Acceptable Use	Unacceptable Use
Use of technology resources that promote educational teaching and learning objectives and results.	Use of technology resources for personal use/benefit, profit, commercial, political, religious, and illegal activity
Copying of materials within The Fair Use Guidelines or written approval from the source.	Copying of materials in violation of copyright laws.
Use of school management program/data by authorized staff members in the performance of their jobs.	Access or use of school management data or program by students or non- authorized or unapproved staff.
Proper citing of reference work ideas, and findings of information.	Plagiarizing without giving credit or citing original source or author.
Proper usage of district provided applications, programs, internet web sites, and resources for educational use by district staff and students.	Attempting to degrade, disrupt or disable district technology resources or bypass or circumvent district acceptable use policies, security, or filtering programs.
Authorized downloading of productivity applications, educational programs, and data-voice files for use with assigned projects or technology related research activities. A district/building technology team member must authorize the downloading of any new program or application to Lab or commonly shared technology resources.	Unauthorized downloading of programs, applications, games, audio files and pictures onto district resources that do not promote school district educational or standardization goals or objectives including but not limited to games, applications, file sharing audio files, and pornographic/obscene/offensive jpeg or video files.
Discretionary use of district programs provided internet/e-mail/phones/voicemail programs to communicate with teaching colleagues within and outside USD 329, USD 329 students and direct family members.	Excessive or disruptive use of district provided internet/e-mail/phones/voicemail programs that limit or negatively impact the staff teaching or student learning process.
Staff users will only register or sign up for educational listserves or information referral sites that fully protect the distribution of personal information.	All users will not provide personal data or information regarding themselves, co-workers or students on any non-educational web site for any reason using district resources.

USD 329 Acceptable Use Policy 02/2009 2

**Proper Use of Equipment Guidelines:**

1. A district staff member will instruct and monitor acceptable use of all students' access to district technology resources.
2. It is the district teachers and staff's responsibility to monitor student usage of classroom/lab

software programs and to follow district usage policies and copyright laws.

3. All Internet sites used in class must be pre-screened by the teacher before using the sites in a classroom or lab setting at the elementary building level.
4. Most Internet sites should be pre-screened by the teacher before using the sites in a classroom or lab setting at the Middle, JR High, and High School levels. Additional student training at the Middle School and JR High School levels will occur so students learn to evaluate web site search results, web site data integrity, and appropriate research content.
5. Use should be consistent with the specific objectives of the curriculum or task.
6. All information stored on district technology resources (including E-Mail) can and may be reviewed and monitored by district administrative or technology support personnel.

**Copyright Policy/Guidelines**

1. The ethical and practical problems caused by software piracy shall be taught in all schools in the district.
2. District employees are obligated to adhere to the provisions of the law pertaining to the making of back-up copies of computer programs, or the copying of another's music, art, or company trademark.
3. Illegal copies of copyrighted programs cannot be made or used on district equipment and in district educational programs.
4. The Superintendent or Technology Director are designated as the only individuals who may sign lease and/or license agreements for software and programs for schools in the district.

I, (students name printed) \_\_\_\_\_, pledge to follow these rules while using all instructional technologies at school. I have or they have been read to me and I understand the consequences.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the Acceptable Use Policy and I hereby give permission for my son/daughter to use the Internet and possible e-mail provided by Mill Creek Valley School District and understand that he/she is required to follow these guidelines. I further understand that there is a potential for my son/daughter to access information on the Internet that is inappropriate for students and that every reasonable effort will be made on the part of the staff of Mill Creek Valley USD 329 to restrict access to such information, but that my son/daughter is ultimately responsible for restricting himself/herself from inappropriate information.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

USD 329 Acceptable Use Policy 02/2009 3

**INTERNET AND E-MAIL**

Students shall have not expectation of privacy when using district e-mail or computer systems. E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration.

Any e-mail or computer application or information in the district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school. See also (**Acceptable Use Policy for USD 329 Information Retrieval Systems**)

## **BOARD POLICIES**

### JGC-R-Health Assessments and Physicals

Principals shall work cooperatively with local, county and state health agencies to disseminate on or before May 15<sup>th</sup> of each year materials related to the availability of health assessments and inoculations.

Approved: March 1998

### JDDA Drug Free Schools

Maintaining drug free schools is important in establishing an appropriate learning environment for the district's students. The unlawful possession, use or distribution of illicit drugs, tobacco, and alcohol by students on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Approved: March, 1998

### JDDA-R Drug Free Schools

As a condition of continued enrollment in the district students shall abide by the terms of this policy.

Students shall not unlawfully manufacture, sell, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on school district property, or at any school activity. Any student violating the terms of this policy will be reported to the appropriate law enforcement officials, and will be subject to any one or more of the following sanctions:

1. First Offense. A first time violator will be subject to the following sanctions:
  - a. A punishment up to and including short-term suspension; or up to and including a long-term suspension; or expulsion.
  - b. Suspension from all student activities for a period of the term of the suspension or expulsion.
2. Second Offense. A Student who violates the terms of this policy for the second time, and subsequent violations, shall be subject to the following sanctions:
  - a. A punishment up to and including expulsion from school for the remainder of the school year.
  - b. Suspension from participation and attendance at all school activities for the school year.
  - c. A student who is expelled or placed on a long-term suspension from school under the terms of this policy may be readmitted during the term of the expulsion or long-term suspension only if the student has completed a drug and alcohol education and rehabilitation program at an acceptable program.

The parent or guardian of any student suspended or expelled for a violation of this policy must meet with the principal before that student is readmitted.

Students who are suspended or expelled under the terms of this policy will be afforded the due process rights obtained in board policies and Kansas statutes, K.S.A. 72 8901. et seq. Nothing in this policy is intended to diminish the ability of the district to take other disciplinary action against the student in accordance with other policies governing student discipline. Drug and alcohol counseling and rehabilitation programs are available for district students. If a student agrees to enter and complete a drug education or rehabilitation program, the cost of such program will be borne by the student and his or her parents.

A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Parents or students should contact the directors of the programs to determine the cost and length of the program.

A copy of this policy will be provided to all students, and the parents of all students. Parents of all students will be notified that compliance with this policy is mandatory.

Approved: March, 1998

#### JCDBB Weapons (See JDD, EBC and KGD)

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon at school, on school property or at a school-sponsored event. This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon.

#### Weapons and Destructive Devices

As used in this policy, the term "weapon" and/or destructive

device shall include, but shall not be limited to:

- any item being used as a weapon or destructive device;
- any facsimile of a weapon;
- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- the frame or receiver of any weapon described in the preceding example;
- any firearm muffler or firearm silencer;
- any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine or similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than ½ inch in diameter; any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
- any bludgeon, sand club, metal knuckles or throwing star;
- any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
- any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun.

#### Penalties for Possession

Possession of a firearm or other weapon shall result in expulsion from school for a period on one calendar year, except the superintendent may recommend this expulsion requirement be modified on a case-by-case basis(see JDC). Possession of a facsimile of a weapon may result in suspension or expulsion. Expulsion hearings for possession of a weapon shall be conducted by the superintendent or the superintendent's designee.

Students violating this policy shall be reported as having a felony or misdemeanor and also referred to the appropriate law enforcement agency(ies) and if a juvenile to SRS or the Commissioner of Juvenile Justice.

Approved: August 13, 2001

### **Mill Creek Valley Junior High Athletic Code of Conduct**

#### **Mill Creek Valley Junior High Student-Athletes:**

- Demonstrate exemplary behavior at all times—on the court, in their classrooms, hallways, cafeteria and on the bus.
- Demonstrate good sportsmanship and fair play in all competitive situations.

- Dress and act appropriately when representing their team, their school, and our community as a host to visiting teams or when traveling with the team to out-of-town games.
- Treat teammates, coaches, game officials, and spectators with respect and courtesy at all times.
- Place a high priority on academic achievement and understand that their ongoing athletic participation is dependent upon maintaining eligibility during their sport season.
- Understand that any disciplinary action at school directly impacts their good standing with the team and may result in additional team consequences being administered, at the discretion of the head coach.
- Attend all practices and games. When an absence is unavoidable, they communicate with the coach in an efficient manner.
- Take extreme care of school-issued equipment and return it promptly at the end of the season in good condition.
- Do not possess, use or sell alcohol, drugs, tobacco or other controlled substances.
- Avoid all illegal activities that would bring discredit to the student-athlete, team, or school (i.e., theft, harassment/ intimidation, fighting/battery, etc.)
- Know and understand that all people are different and have varied skills and abilities. They work to recognize the strengths of teammates and be an encourager to them in a way that builds up and develops the team into a more effective unit.
- Should strive to be positive leaders and role models at school.

**I understand that failure to abide by this Code of Conduct may impact participation in athletic events and/or practice.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

**MILL CREEK VALLEY  
JUNIOR HIGH ATHLETICS  
2010-2011**

## **PHILOSOPHY**

The athletics program at Mill Creek Valley Junior High is a supplement to the total school program. **The emphasis in all sports at MCV JH will be on participation.** Junior High sports are designed to meet the physical and social needs of the students by teaching basic athletic skills, good sportsmanship, and responsibility among students.

## **FORMS**

Any student athlete wishing to participate in a sport at MCV JH must have parent consent plus the following two items completed and on file **BEFORE ANY PARTICIPATION** in any sport:

1. Physical Examination Form (**prior to first practice**)
2. Parent/Student Handbook Form (**prior to first game**)
3. Athletic Code of Conduct (**Prior to first game**)

## **ELIGIBILITY**

Students failing one or more classes or having a D in two or more classes will not be permitted to participate in games/matches/meets during the week of ineligibility. The athlete **MUST** continue to attend practice. Students who need academic help to improve their grades should visit with the coach to make arrangements for after school assistance. We believe sports provide valuable learning experiences for students. The purpose of grade related eligibility requirements is to motivate students to maintain their successful efforts in the classroom.

## **EQUIPMENT**

Students are responsible for any uniforms and equipment they are issued. All uniforms and equipment must be turned in at the end of the season. An athlete must pay for any uniform or equipment that is not returned in the proper condition.

## **SCHOOL ATTENDANCE**

Student athletes are expected to attend all classes on game day. If a student athlete is ill or has an unexcused absence from class for **ANY PART** of the game day, he/she will not be allowed to participate on that date. An exception on the day of a game would be made for a doctor's appointment or funeral. Students who miss the entire day of school may not practice or play in a game on that day. The principal will make the final decision regarding participation.

## **TRANSPORTATION**

### **Athletic Practice:**

Bus students will be provided transportation home from practice on the activities bus. Students are expected to be picked up within 15 minutes of the end of a practice or the bus arriving at its destination.

### **Athletic Contest:**

It is important for the team to remain as one. We would like all athletes to ride home on the bus. We do realize that is not always possible due to the location of the games. If a student will be riding home with a parent, the parent must sign the child out when taking them home. The child should not leave until the end of the final contest. We are a team and a school, and we must support one another.

**Home Games:**

**No activity bus will run after home games.**

\*\*\*A bus will still transport the student/athlete from the volleyball match to the football game in Alma, but there will not be transportation after the football game. Parents are responsible for this transportation.

<b>LETTERING</b>
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At the end of the season, students will be evaluated by their coaches for the distinction of lettering. The following elements will be used to determine the student athlete's opportunity for lettering:

1. The student-athlete upheld the ideals and positive behaviors of the athletic Code of Conduct.
2. The student-athlete adhered to the team rules---specifically in the areas of training, attendance, attitude and conduct.
3. The student-athlete completed the season as a team member in good standing.
4. The student demonstrated responsibility in the care of school owned equipment and returned them in good condition.

To be awarded a letter at MCV JH, the following criteria must be met:

**Volleyball** – Start on the A team or substitute in for the A team 75% of the games.

**Football** – Play in ½ of the quarters of the A games.

**Basketball** – Start on the A team or substitute in for the A team 75% of the games.

**Track** - Medal/score points in a meet.

**Wrestling** – Wrestle at 80% of the meets.

**Cheerleading** - May have one unexcused absence for practice but must cheer at all home games and be wearing the appropriate uniform.

If not meeting the above requirements for lettering, a certificate of participation will be awarded for each season participated in.