

# **MILLIKEN MIDDLE SCHOOL**

## **STUDENT/PARENT HANDBOOK**

### **RE-5J MISSION**

*In the spirit of cooperation with our communities, the Johnstown/Milliken School District Re-5J, shall strive to provide a safe environment and dedicates itself to providing all students with challenging, meaningful learning experiences that will lead to lifelong achievement and productivity in society.*

### **WELCOME**

Welcome to Milliken Middle School and the 2011-2012 school year! The purpose of this handbook is to inform students, parents, and members of the community of the policies and operating procedures of Milliken Middle School. This handbook has been prepared to help make the school year run smoothly. The information contained in this booklet provides a general overview of the rules that govern our school. It is not possible to cover every contingency that might arise. We suggest that you take the booklet home and review it with your parents and then keep the booklet in your notebook for quick and easy reference.

Your attitude toward school will play a large role in determining how well you do in school. If your primary purpose for coming to school is to learn and participate in classroom and extracurricular activities, you will probably never encounter serious problems. We hope that each student will wish to excel and work hard to reach his/her potential. We hope that each student's experience at MMS will be a pleasant one and that each student will receive the fullest educational training possible.

To become a "Mustang" means that you become involved in as many school activities as you possibly can. You should be determined to work hard and be dedicated to your schoolwork. You should be proud of our school, protect the building and grounds, and speak positively of others and all you do at MMS.

Feel free to come to the office at any time for help in solving your problems. The administration and the faculty are here to guide you to the path of a good and useful citizen in school, in the home, and in the community.

We hope this handbook is helpful to you as a student of MMS and that you take advantage of the educational opportunities provided at Milliken Middle School. Together, we hope to help you develop all of your talents and abilities so that you will be prepared for the future as a productive citizen.

Enjoy your years as a MUSTANG!

### **MMS MISSION**

The mission of Milliken Middle School is to provide a program that will meet the needs, interests, and abilities of students in grades 6-8. In order to accomplish this mission, the following goals have been determined:

1. The middle school has a definite function in continuing instruction in the fundamentals of reading, oral and written communication and mathematics.
2. The middle school has the responsibility of developing in its students' creativity, initiative, and critical thinking.
3. The middle school emphasizes a program of general education and exploration which will provide a wide range of educational opportunities so students may discover their individual interests.
4. The middle school will work to develop good citizenship skills among its students.
5. The middle school will provide for both health and physical fitness awareness among its students.
6. The middle school will provide social activities that will allow students the opportunity to develop social skills.
7. The middle school is designed to provide a gradual transition from the primary school to the more specialized high school.
8. The middle school will provide opportunities for students to develop socially, emotionally, physically, and mentally.

### **MIDDLE SCHOOL CLIMATE**

In order to provide the best climate for learning and living, the following rules of conduct must be practiced by everyone. Know what is expected and use your own judgment in making decisions for your behavior.

1. Respecting yourself, others, and our school is basic to everything we do.
2. All Mustangs are expected to dress neatly and groom themselves in clothes that are suitable for school activities.
3. Appropriate language is required during all oral and written communication. Use of any vulgarities will result in disciplinary action.
4. Lunchroom procedures are designed to allow a relaxing time to eat and talk with friends and to provide a break from the normal routine. Violations of these procedures disrupt this atmosphere and may result in loss of lunchroom privileges.
5. Students must respect the roles of all staff members including teachers, administrators, custodians, secretaries, and food service staff. These people are in the building to provide students with a clean, well-organized school setting and to help with school related problems. They deserve your respect and compliance with any directive they issue concerning school.

## GENERAL SCHOOL RULES

No organization can function without rules. Our school is no exception. While it is expected that all of us will conduct ourselves appropriately, the following special rules are provided for your guidance and direction.

No student shall use, be under the influence of or have in his/her possession, any tobacco, alcohol, or un-prescribed drugs while on school property or while attending any school function. These items shall not be stored in any school locker or any other place on school property.

A Mustang does not bring to school, have in his/her possession or store in lockers any knife, dangerous instrument, or weapon. CD Players, i-Pods, cell phones, other electronic devices, headphones, bean/spit wad shooters (or variation of such), slingshots, water pistols, toys, or other items not necessary for the conduct of education are strongly discouraged. These types of items may disrupt school activities or present a danger to another person.

Mustangs do not fight while on school property, in the school building, on property adjacent to the school, or to and from school. Fighting can result in the suspension of those students who are involved.

Students are not to leave the school grounds after arriving at school. Permission must be obtained from the office before a student can leave the school during the regular school day.

Students will immediately accept and comply with all directives given by teachers, custodians, secretaries, food service personnel, and administrators.

Students will perform schoolwork assigned by teachers or other school officials in a complete and acceptable manner. Students will be asked to redo any unacceptable work.

Students will not deface, destroy or otherwise vandalize school property. Any student who vandalizes school property will be required to pay for the damage done, may be suspended or expelled, and may face legal charges.

Vulgar and obscene language will not be tolerated. Use of such can result in suspension.

## DANGEROUS ITEMS

Problems arise when students bring articles to school which are hazardous to the safety of others or interfere in some way with school procedures. Such items include toy or water guns of any type, bean/spit wad shooters, slingshots, pocket knives, hard balls, rubber bands, just to name a few.

## DISCOURAGED ARTICLES

Electronic devices such as i-Pods, MP3 Players, cell phones, portable stereo systems, electronic games, or other apparatus should not be brought to school and will be confiscated if they disrupt the schooling process. **Milliken Middle School will not be responsible for any lost or stolen electronic devices or any other personal items.**

When a student brings an article to school which is deemed disruptive to learning, it must be put away at all times. Any i-Pods, cell phones, electronic games, or other apparatus, etc. that are not turned off and put away in a student's locker, backpack/bag, or pocket will be impounded in the school office. Parents may pick up the article during office hours, 7:30 a.m. to 3:30 p.m. on school days.

## DRESS AND GROOMING

The Re-5J School Board expects students to be properly dressed and groomed for school. Students are not to wear shorts, dresses, skirts or other similar clothing shorter than mid-thigh or finger tip length as it is worn. No exposed skin above mid thigh when wearing pants, skirts, or shorts. Under garments are not to be visible and may not be worn as outer garments. Inappropriately sheer, tight or low-cut clothing is not to be worn. Students may not wear tank tops, shirts without sleeves, pajamas, slippers, or any garments that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, and breasts. Students must wear shoes at all times. Hats may not be worn inside the school during regular school hours except on designated spirit days. Sunglasses are not to be worn inside the building. Clothing with alcohol, drug, cigarette, sexually explicit messages or pictures, or gang related materials are not appropriate for the school setting. A copy of board policy is available upon request. Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. If a student cannot obtain appropriate attire, the school has t-shirts and sweatpants available so the student may return to class. The clothing shall be returned at the end of the day.

Repeat offenses may result in suspension.

The following policies related to clothing or gang related materials will be enforced school-wide as part of the MMS student dress code:

- 1) Clothing and personal items with pictures, messages, numbers, or symbols that reflect, promote, or support gang behavior should not be worn to school and/or school sponsored events.
- 2) Hoodies must be worn with hoods down and off the head while in the building.
- 3) Hats worn outside of the building must be worn with the bill straight forward.
- 4) Bandanas, hairnets, and skull caps are not allowed to be worn or displayed at any time on school grounds.
- 5) Jewelry: nothing excessive in size including necklaces and earrings, no mouth grills, and nothing that could be used as a weapon (i.e. spikes).
- 6) No visible tattoos, drawings on the skin, or shaved eyebrows/haircuts that include gang symbolism allowed.
- 6) Gang clothing is used in the rule of three. Any three like colored items or any of the following: web belts, gang lettered belt buckles, gang colored shoe laces (Red or Blue), gang colored shirts, or the same colored item(s) worn three days in one week.

Students who violate the policy listed above will be referred to the office for possible parent conference, in school detention, suspension or expulsion. Again, this policy is not intended to punish students, only to ensure that our school environment maintains a positive atmosphere where teachers can teach and students can learn.

### STUDENT SCHOOL HOURS

The MMS building and grounds areas are supervised by staff beginning at 7:00am every school day. Students and parents are responsible for themselves before this time and the building will not be open for students. It is strongly recommended that students should not arrive at school before 7:00 a.m. unless they are requested to do so by a teacher or their bus arrives early. School starts at 7:30 a.m. and is dismissed at 2:35 p.m. After arriving at school, students are not to leave the school grounds without permission from the office.

When weather permits, students remain outside until the first bell rings (7:25 a.m.). After the first bell rings, eighth graders are to enter the building through the north entrance between the FACS room and art room. Seventh graders enter the building at the west entrance by the main office. Sixth graders enter the building at the southwest entrance of the new addition. The tardy bell will ring at 7:30 a.m.

When the weather is determined to be poor, students are to enter the building through the front entrance and remain in the commons or old gymnasium area until the first bell rings. At that time, students are to go immediately to their lockers and first class.

All students are required to leave the school building and school grounds by 2:45pm. Exceptions to this rule are students who remain in the building for athletic practices, school clubs, or after school tutoring and POWER HOUR. Students who arrange to meet with teachers after school hours may do so with prior permission from the teacher and a written pass from the teacher. Any student who would like to return to the school as a spectator for school athletic events or scheduled programs may do so beginning at 3:45pm.

### Late Start Days

Late starts occur approximately every other Wednesday morning. This time is used for staff development. Late starts will be on the following dates:

Semester 1: 8/25, 9/8, 9/22, 10/6, 10/20, 11/3, 11/17, 12/8

Semester 2: 1/12, 1/26, 2/9, 2/23, 3/9, 4/13, 4/27, 5/11

#### Late Start Schedule 6<sup>th</sup> Grade

Period 1	9:30	-	10:04
Period 2	10:08	-	10:42
Period 3	10:46	-	11:20
Lunch	11:24	-	11:58
Period 4	12:02	-	12:36
Period 5	12:40	-	1:14
Period 6	1:18	-	1:52
Period 7	1:56	-	2:35

#### Late Start Schedule 8<sup>th</sup> Grade

Period 1	9:30-10:04
Period 2	10:08-10:42
Period 3	10:46-11:20
Period 4	11:24-11:58
Lunch	12:02-12:36
Period 5	12:40-1:14
Period 6	1:18-1:52
Period 7	1:56-2:35

#### Late Start Schedule 7<sup>th</sup> Grade

Period 1	9:30-10:04
Period 2	10:08-10:42
Period 3	10:46-11:20
Period 4	11:24-11:58
Period 5	12:02-12:36
Lunch	12:40-1:14
Period 6	1:18-1:52
Period 7	1:56-2:35

### FOOD & DRINK POLICY

Students are not to have food or beverages, except for water in a clear container with a closable lid, in the classroom during the instructional day. Special events that require food or beverage are to be cleared with the principal at least one week in advance. FACS cooking units are an exception to this policy.

### PREARRANGED ABSENCES

If a student plans to be absent from school for more than two days, a Prearranged Absence Form is required. Prearranged absences must be requested by parents. Parents may call the school office or write a note requesting that a prearranged absence be allowed. The student will then request a Prearranged Absence Form from the office, take the form to each of his/her teachers for their signatures, and return the form to the office at the end of that school day for the Principal's review of the form. If the Principal signs the form, the absence will be excused.

It is the student’s responsibility to pick up all work that is pre-assigned and to complete the work and turn it in upon returning to school unless otherwise arranged through the office. Any assignment not available to the student before he/she leaves will be covered by the make up work policy.

Prearranged absences are not automatic. Excused absences will only be granted to students who are currently passing all of their classes and have good attendance. If a student is failing one or more classes, a prearranged absence will be denied. If a prearranged absence is denied and the student does not attend school, the absence will be declared unexcused and make up work may only be submitted for half credit.

### **MMS HOMEWORK POLICY**

At Milliken Middle School we believe that homework can make an important contribution to students’ progress in all areas of their learning, at school, personally and in their engagement in activities beyond school.

All students in all grade levels are expected to do homework, with the amount required increasing with age. Therefore, in order to be effective, homework needs to be a part of the partnership between parents and the school. Through this policy we aim to clarify the roles and responsibilities for all those involved in helping your student succeed academically while attending Milliken Middle School.

#### **Goals for the Homework Policy**

- Consistent methods for assigning homework throughout the MMS staff.
- Ensure parents/guardians have a clear understanding about expectations for homework and their role in supporting their student in this aspect of learning.
- Help students develop independence and individual responsibility.
- Ensure that student needs are considered when assigning homework.

#### **Purpose of Student Homework**

- To practice and help students master specific skills taught and presented in class.
- To develop the learning and activities of a particular lesson(s).
- To prepare for future learning.
- To transfer new knowledge and learned skills to situations and/or unfamiliar contexts.

#### **Expected Time Frame for Homework Completion**

While it is understood the time it takes students to complete homework assignments may vary with each child depending on their personal academic skills, study habits, and selected courses, the times below are the general guidelines for each grade level at Milliken Middle School.

Teachers will be aware of grade specific or school-wide evening commitments for students and adjust homework accordingly. Studying for quizzes/tests and work on long-term projects will be figured into the time guidelines. **The amount of work brought home may be impacted by the student’s effort to complete assignments during class time.**

If your student is having difficulty on a consistent basis completing assignments within the time frames established below, please contact your child’s teacher(s) for assistance.

<b>General Time Frame for Daily Homework</b>	
<b>6<sup>th</sup> Grade</b>	1 Hour (60 minutes) per day.
<b>7<sup>th</sup> Grade</b>	1.5 Hours (90 minutes) per day.
<b>8<sup>th</sup> Grade</b>	2 Hours (120 minutes) per day.
<p>*Major projects such as, but not limited to, research reports, book reports, essays, and any other project designated by teachers as major projects may require students to spend homework time that exceeds the designated minutes per night.</p>	

#### **Homework Responsibilities for Administrators**

- Include this homework policy in all teacher, parent, and student handbooks.
- Require teachers to communicate homework policy to students and parents.
- Make certain that every student has a “**Milliken Middle School Student Agenda**” when they enroll as a student at Milliken Middle School.
- Make certain teachers are implementing the homework policy consistently and uniformly.
- Observe the use of homework during classroom visits.
- Schedule content area teachers to tutor and supervise POWER HOUR classrooms.

#### **Homework Responsibilities for Teachers**

- Carefully plan with grade level teacher teams and assign homework as needed in keeping with the published time frame.

- Assignments may be on a daily basis or of a long-term type such as research reports, book reports, essays, and any other project designated by teachers.
- Assign homework consistent with the needs and abilities of students (i.e. IEP, ILP, 504 and other designated learning plans).
- Reinforce and encourage students to record homework assignments in their “**Milliken Middle School Student Agenda**”.
- Make clear to students at the time of the assignment the purposes of homework, the guidelines or rules, and the basis for evaluating the work performed.
- Monitor and check for student understanding of the assignment and the skills necessary to successfully complete the homework.
- Review, acknowledge and return homework in a timely manner.
- Confer with parents regarding student concerns as they arise.

### **Homework Responsibilities for Students**

- Always do your best work!
- Record assignments for homework in your “**Milliken Middle School Student Agenda**”.
- Talk with teachers about questions or concerns you have for homework while in class.
- Take home all necessary materials to complete assignment(s).
- Schedule and organize time for homework that is compatible with family and/or after school activities.
- Talk to your parents if you are having difficulty with homework.
- Make sure assignments are completed according to instructions and are turned in on time.
- Budget time properly to work on long-term assignments.
- Make arrangements for homework and prearranged collection of homework when missing for school activities/programs (i.e. band & choir concerts, GT Seminar, athletics, etc.)
- Collect and turn in all work missed during absence(s) from school.
- Take advantage and attend POWER HOUR sessions when needed.

### **Homework Responsibilities for Parents**

- Provide encouragement for your child. Show an interest in your child’s work and encourage them to do their very best!
- Help schedule and organize time for homework that is compatible with family and/or after school activities.
- Provide a suitable working atmosphere in which your child can complete homework without distractions or interference.
- Review your child’s “**Milliken Middle School Student Agenda**” on a daily basis to ensure they have recorded all homework assignments.
- Monitor homework completion and the use of efficient time.
- Acknowledge responsible work habits!
- Take advantage of Parent Portal on Infinite Campus to monitor your child’s homework. Use of school computers for parents to review the Parent Portal on Infinite Campus may be available in the school library.
- Contact teachers regarding homework concerns.
- Help students plan & attend POWER HOUR sessions when needed.

### **Make Up Work Policy**

The purpose of school is to educate, not penalize. For this reason, students will be required to make up all work missed due to any absence. **Securing make up work and completing it shall be the responsibility of the student.** Students will have **one day for every day of an excused absence plus one additional day in which to complete and turn in make up work.** For example, if a student misses two days, he/she would have three days in which to complete and turn in all make up work. Any work that was assigned prior to the missed days (i.e. tests that had been announced before the absence) will be due on the student’s first day back at school. Work received under a prearranged absence is not covered under this policy.

### **Request for Homework due to Absence Policy**

A request for homework to be sent home should not be made until a student has been home under an excused absence for one full day. The request for homework should be made by 9:00 a.m. (day of second consecutive absence) so the office staff has the time to assemble the work. Homework requests can be picked up after 2:35 p.m. in the office.

### **Make-up work for suspensions**

During in-school suspension, all work missed during the suspension may be made up for a maximum score of 85%.

During out-of-school suspension, students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive a maximum score of 70% for makeup work.

### **Non-Completion of Homework / Late Homework Policy**

We appreciate that there can be occasional problems with the completion of homework. Where an issue arises, this should be communicated with the subject area teacher. Contact can be made by a parent/guardian either by note in the “**Milliken Middle School Student Agenda**”, telephone, or e-mail. When there is a problem with the completion of homework, students are responsible for communicating with their teacher before the lesson in order to discuss the best way to resolve the problem.

However, since MMS views homework as an essential element in a student’s progress, **repeated non-completion of homework may result in one or more of the following consequences:**

- Discussion with the student – negotiation of a new time scale to complete task.
- Message in the student’s “**Milliken Middle School Student Agenda**” to inform parents of the teacher’s concern.
- Partial credit for the assignment to be completed and turned in on later date.  
(At the discretion of the teacher or grade level policy)
- No credit for the missing assignment.  
(At the discretion of the teacher or grade level policy)
- Missed reward activity and referral to the office.  
(At the discretion of the principal)

### **Student / Parent Homework Support Programs at MMS**

Milliken Middle School offers a range of resources available to support students in their completion of homework.

**\*Milliken Middle School Student Agenda-** All MMS students are provided a student agenda/planner at the beginning of the school year free of charge. All staff members encourage students to use this planner to help them organize and record homework assignments, due dates, and any special notes designated by the teacher(s). Parents are encouraged to check their student’s planner on a regular basis and should help encourage your students to use their planner everyday.

Replacements for lost planners are available on a limited basis and cost students \$5.00.

**\*After School Teacher Availability-** All MMS teachers are on duty every school day until 3:10pm. Students may make arrangements prior to the end of the school day to meet with teachers if they have questions or concerns for homework. It is the student’s responsibility to make arrangements with the teacher and must have teacher permission to be in the building after 2:45pm.

**\*POWER HOUR-** The opportunity to have extra content area tutoring is open to any MMS student who would like to take advantage of help from their classroom teachers. Students may receive help in language arts/reading/social studies class(es) on Mondays and Wednesdays. Students may receive help in science/math class(es) on Tuesdays and Thursdays. POWER HOUR classrooms are open from 2:40pm until 3:45pm. Students attending POWER HOUR may leave the classroom early if the student determines they understand their lesson or academic objective. Transportation arrangements home from POWER HOUR is the responsibility of the student and the parent. A bus will not be provided for students.

**\*Infinite Campus-** An easy-to-use online access to your child’s grades, attendance, homework assignments, and school activities. Parents must contact the school office at 587-6300 to receive your personal login information for your student’s file.

### **MMS Attendance Policy**

In order to develop personal traits and to promote success in schoolwork, regular and punctual attendance is required of each student at Milliken Middle School. All absences and tardies are recorded on each student’s record. Any absence, regardless of its nature, will directly affect your classroom performance.

It is the responsibility of the student to know and follow attendance procedures properly. Failure to comply with this process **WILL NOT** excuse students from these procedures. Again, your attendance is part of your school record(s) that stays with you throughout your school career: make it a good record!!

Parents should notify the attendance secretary by 9:15am on the day of the absence. The attendance secretary can be contacted at 587-6302 from 7am to 3pm. Parents or guardians are responsible for contacting and informing the school of the reason for the student’s absence. Students who know of an upcoming extended absence (more than two days) should obtain a *prearranged absence* form from the secretary, have it completed by all of his/her teachers, and return it to the office at least three days prior to the absence. Failure to get a *prearranged absence* form can result in unexcused absences, and make up work will be allowed for half credit.

Any questions regarding absences should be directed to the attendance secretary or the Principal. Parents may check their child’s attendance status at anytime on [the Parent Portal](#) for the Infinite Campus system.

1. The building principal or his designated representative may grant excused absences for the following reasons:
  - a. Absences caused by illness or injury or physical, mental or emotional disability
  - b. Family emergencies or hardship
  - c. Serious illness or death in the family
  - d. Absence required by legal body
  - e. Family vacations (while discouraged, such excused should be prearranged with school principal)
  - f. Religious observances when requested by parent or guardian
2. All other absences shall be considered unexcused (Out Of School Suspension will not be counted as an unexcused absence).
3. The principal shall have the final authority as to excused or unexcused absences.
4. School activities such as sporting events, band and choir performances, field trips, and any other educational experience that is deemed appropriate by the principal will be excused as school activity and will not count as an absence from school.
5. Student attendance is primarily a student and parental responsibility. All absences not reported within 24 hours will be considered an unexcused absence, (i.e. truancy) unless unusual or extenuating circumstances exist as determined by the principal. Parent/guardian may call anytime day or night at 587-6300.

6. Any student seen on campus prior to first bell who does not check-out through the front office before leaving campus will be considered truant and an unexcused absence will be the result for all classes missed.
7. If during the school day a parent contact is made regarding a student's absence, and the parent is unable to explain the student's whereabouts, the absence will be considered unexcused regardless of the circumstances. In the event that parent contact is not possible regarding a student absence, it then becomes the responsibility of the student to provide verification of parental knowledge of the absence in order for the absence to be considered excused. This verification must be provided within a 24-hour time span following the absence.
8. The Attendance Office's automated calling machine will make daily calls to your home for absences that have not been excused.
9. Any student who accumulated an unexcused absence during the school day or misses any part of the day because of sickness or illness will not be allowed to attend or participate in any extracurricular activity for that day.
10. When the 4<sup>th</sup> unexcused absence from a class occurs, a letter will be sent home informing the parent and outlining the attendance requirements.
11. When the 5<sup>th</sup> unexcused absence occurs, the student and parent will sign an attendance agreement. The parents will be notified by phone, e-mail or mail.
12. When the 6<sup>th</sup> absence from a class occurs (whether excused or unexcused), written notification will be mailed from the Attendance Office to the parent or guardian notifying them of attendance concerns. A mandatory meeting will be arranged with the parent and school administrator(s) to review a required after school attendance program. This program (i.e. POWER HOUR) or After School Detention) will be required to remediate significant loss of learning time due to poor attendance.
13. If a student has accumulated 10 absences in a semester each subsequent absence must be approved by the principal or his/her designee or they will be considered unexcused. The school may initiate a referral to an outside agency (i.e. Juvenile Assessment Center, Department of Social Services, and/or Milliken Police Department) for parental support to the student attendance.
14. There will be one day allowed for makeup of assignments for each day of excused absences plus one additional day. (See makeup work procedures in the student handbook)

### **HALL PASSES**

Any student who is in the hall during class time must have a pass or their own "passport" which is located in their student planner agenda indicating his/her destination. Students leaving the classroom to use the restroom will utilize their designated grade level restroom and will use the most direct route. Students excused from their Encore classes to the restroom will use the restrooms located in the Encore wing. Abuse of hall pass privileges may result in the elimination of hall pass privileges for individual students. Students found without hall passes or their "passport" will be directed back to their classroom.

### **MIDDLE SCHOOL TARDINESS**

Students of Milliken Middle School are expected to arrive at school and classes on time. All students must be in their assigned classrooms prior to the start of each class period. Students who are not in their classrooms when classes begin will be considered tardy.

A tardy is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy students to uninterrupted learning, penalties shall be imposed for excessive tardiness. In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy if the teacher or administrator gives the student a pass to enter his/her next class. Teachers shall honor passes presented in accordance with this policy. However, late for any other reason will be considered tardy unexcused. Teachers or administrators only, will be able to excuse tardys during a school day.

Students are provided with a passing period at the start of the day and between each class. There is sufficient time to walk from one class to another. Students are encouraged to be organized and use their time wisely. A trip to your locker after each class period may not be necessary with good planning.

Designated staff member(s) will escort students who remain in the hall after the tardy bell into their appropriate classroom for admission and their names recorded to the principal/assistant principal's office. Parents may be contacted to discuss concerns regarding excessive tardiness and the resulting consequences.

Upon the 10<sup>th</sup> cumulative unexcused tardy in a quarter to a student's classes, the student will receive an official warning from the office and a telephone contact will be made to notify parents of their student's excessive tardiness.

When a student accumulates 11-15 unexcused cumulative tardys to their classes in a quarter, the student will be given a 30 minute after-school detention as scheduled by the office and a parent telephone contact will be made.

16-18 cumulative tardys in a quarter will result in a parent telephone contact and in-school detention will be assigned for a full school day.

Upon a student's 19<sup>th</sup> cumulative unexcused tardy to their classes, an out of school suspension will be assigned. A parent telephone contact and written notification that truancy proceedings will be filed through the Milliken Police Department will be made upon any additional unexcused tardys within the quarter.

As result of 20 cumulative unexcused tardys in a school quarter, a truancy citation will be written for attendance violation to the student and his/her parent from the Milliken Police Department.

This tardy policy is run on a quarterly basis. Each quarter, students start with a clean slate.

### **FOOD SERVICE PROGRAM**

The school breakfast and hot lunch program is provided for the benefit of all students at Milliken Middle School. The cost of a breakfast is \$1.20, and a hot lunch is \$1.85 per day. Students who qualify for reduced lunches pay 40 cents per day and 30 cents for a breakfast. Students will be expected to pay for breakfast and lunch when they receive their meals or students may pay in advance for either or both meals. Student lunch and breakfast charges are not allowed. Please contact the food service manager with any questions regarding the breakfast and hot lunch program.

### **STUDENT LOCKERS**

School lockers are the property of Weld County School District Re-5J. The administration reserves the right to open any locker at any time. Whenever possible, the student using the locker will be asked to be present when a locker is opened by a school official. Lockers will be used only by the student to whom the locker was assigned. Lockers should not be shared and combinations should not be given to any other students. The school and its personnel are not responsible for any lost or stolen property from school lockers. Students will be issued a locker at the beginning of the school year. Each student is to provide his/her own lock.

### **PHYSICAL EDUCATION**

Students are expected to dress appropriately for physical education classes. Students will be required to bring their own t-shirt or sweatshirt, shorts or sweatpants, and athletic shoes and socks for class participation. Although it is recommended, students are not required to shower after P.E. class activities. Those who elect to shower are to supply their own soap, shampoo, deodorant, and towel. Each student will be assigned a P.E. locker. Students must supply their own locks.

## Mustang “POWER” BEHAVIORS FOR MMS STUDENTS

MMS students are expected to behave appropriately in the classroom and all other areas of the school or its properties. Students at Milliken Middle School are expected to act in a manner that reflects respect for themselves, other students, staff members, and school property. All students are expected to cooperate academically and socially to help develop an environment where students can learn and teachers can teach. MMS staff and students will work together to develop a school-wide behavior support plan to teach, recognize, and reward POWER behaviors according to the matrix on the following page:

<b>MMS . . . Feel The Power!</b>	<b>All Settings</b>	<b>Classroom</b>	<b>Hallway</b>	<b>Lunchroom</b>	<b>Restroom/ Locker Room</b>	<b>Assemblies</b>	<b>Before &amp; After School Outside/ Grounds</b>	<b>After School Activities</b>	<b>Office</b>
<b>P</b> repared	Prepare to Learn. Be on time. Have necessary materials.	Planner Classroom supplies Completed homework	Have Post- post Know locker combs. Plan ahead.	Know lunch number. Pay early, saving PRIDE.	Have Post- post. Have gym clothes. Know gym locker combs.	Ready to listen. Stay with class in assigned area.	Prepare for outside/ activities. Know when you are going.	Have bus, uniforms and permission.	Have a purpose. Have books and supplies.
<b>O</b> rganized	A plan for every- thing Everything in its place.	Write assign- ments from all classes in your planner/locker. Use an orga- nizational ap- proach.	Keep your seat locker neat Go with the flow – stay to the right.	Find a Seat. Line Up Exit Up Clean Up!	Keep your PE supplies organized and labeled. Use your time wisely! Use trash/recycling bins during post-assembly.	Walk in an or- derly fashion to the gym. Sit sitting top to bottom - right to left.	Have materials and planner in Know and stay in as- signed area.	Plan ahead, have a ride.	Check in. Get permission.
<b>W</b> orking Hard	Be punctual. Follow directions. Listen. Learn.	Complete and turn in assign- ments. Be on time. Give your best effort.	Get to your destination.			Be & Listen!		Never give less than your very best!	YES – get your work done. “Get It Done!”
<b>E</b> nthusiastic	Positive Action. Positive Words. Positive Attitude.	Actively partici- pate. Try your hardest.			Get In! Get Ready! Get Down!!	Actively partici- pate. Support your peers and staff. Double clap!	Positive Flag! Positive!	Cheerful Attend extra- curricular activi- ties. Be a good listen- ing!	
<b>R</b> espectful & Responsible	Respect Learning People, Property, and Self. “Make a mistake” . . . “Make it right” “Please & Thank You”	Return materials the way you found them. Listen actively. Communicate respectfully. Wait your turn to talk.	“Health” verbs. Respect per- sonal space.	Make healthy choices. Wait for di- rection. Wait for your letter.	Keep hallways neat and clean.	Have questions on speaker. Respect every- one’s right to listen.	Keep the grounds clean.	Show good sports- manship. Make our school and community proud!	Wait your turn, be polite. Respect privacy of others. Inter-dependen- tly.

## PROCEDURE FOR RULE VIOLATIONS

### LEVEL: CLASSROOM

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Behaviors that do not require administration involvement, do not significantly violate the rights of others, do not put others at risk or harm, or are not chronic (four documented incidents that reflect same behavior). Teachers will contact parents after the third incident.

#### CLASSROOM RULE VIOLATION

- Minor inappropriate language (non-direct)
- Inappropriate display of affection
- Unprepared for instruction
- Minor inappropriate response(s)
- Name calling/put downs
- Disruptions
- Play fighting
- Unsafe/rough play
- Failure to follow classroom rules
- Running in the building or hallways

#### POSSIBLE CONSEQUENCES FOR CLASSROOM RULE VIOLATION (TEACHER DISCRETION)

- Refocus
- Verbal correction
- Apology
- Loss of classroom privileges
- Classroom seating change
- Teacher contact parent (3<sup>rd</sup> minor)
- Classroom detention
- After school detention
- Cleanup duty (minimal)

### LEVEL: OFFICE REFERRAL

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Behaviors that require administration involvement, significantly violate the rights of others, put others at risk or harm, or are chronic minor behavior violations.

#### OFFICE REFERRAL VIOLATIONS

- Chronic minor behavior (4)\*
- Physical aggression
- Physical harassment
- Cheating
- Intimidation
- Disrespect towards adults
- Repairable/cleanable vandalism
- Sexual/inappropriate touch
- Chronic attendance issues
- Directed profanity
- Verbal harassment
- Stealing
- Verbal threats
- Assault/fighting
- Bullying
- Racial/hate violations
- Dress code violations
- Visible gang support/affiliation

\*NOTE: A discipline referral form must be filled out for chronic classroom behavior to be addressed as an office referral violation.

#### POSSIBLE CONSEQUENCES FOR OFFICE REFERRAL VIOLATIONS

- After school detention
- In-school detention
- Parental escort to classes with student
- Loss of privileges
- Parental Conference
- Suspension
- Restitution
- Change of clothing/supplies

### LEVEL: OFFICE REFERRAL/IMMEDIATE ATTENTION

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These behaviors require administrative involvement. Serious behaviors that violate dignity, well being, and safety of another person, or violates the district, city, and/or state policy/laws.

#### OFFICE REFERRAL/IMMEDIATE ATTENTION VIOLATIONS

- Significant injury to another person
- Alcohol/tobacco on school property
- Bomb threat/false alarm
- Combustibles
- Illegal substance
- Destructive vandalism
- Arson
- Weapons

#### POSSIBLE CONSEQUENCES FOR OFFICE REFERRAL/IMMEDIATE ATTENTION VIOLATIONS

- Suspension from school (behavior contract)
- Parental escort to school
- Expulsion from school
- Restitution
- In-school detention

## Academic Honesty/ Honor Code for Academics

**Cheating.** Academic cheating can exist in many forms and is considered a serious offense at Milliken Middle School. Cheating may include, but is not limited to, the following:

- Assisting other students in an act of academic dishonesty. This may include, but is not limited to, behaviors such as allowing another student to copy or look at someone else's work that is considered an individual assignment or task.
- Turning in an assignment, project, test, or other academic product which is the result of copying someone else's work and which is considered an individual assignment or task.
- Being observed copying from another student during the course of an assignment, project, test or other academic product, which is considered an individual assignment or task.
- Handing in another individual's work as the student's own.
- Dividing and copying one another's work on assignments, which are intended to be individual in nature.
- Using a crib sheet, sharing answers, or otherwise seeking answers from another individual or source of information when taking a test or a quiz.

**Plagiarism.** Passing off another's work as one's own or using another's words or answers without crediting the source constitutes plagiarism. Examples of plagiarism are:

- Copying sentences, phrases, paragraphs, or pages from print medium, including internet resources, or other sources without providing documentation or credits.
- Using plots, characters, theories, opinions, concepts, designs, or other forms of print or non-print medium and presenting them as original work without properly attributing to them to the source, or providing documentation or credits.

Such forms of plagiarism may result in the reduction or loss of a grade for the academic product or other form of disciplinary action that may include a rewrite of the assignment with or without credit for the assignment. Parents or guardians will be notified by the teacher. Repeated acts of this manner may result in further disciplinary action

Consequences for an offense of academic dishonesty / cheating or plagiarism shall be a reduction in grading according to the individual classroom teacher's policy on the academic product in question. Parents or guardians shall be notified by the teacher. The appropriate building administrator and counselor shall also be notified of this action. Disciplinary consequences will also be handled in the office according to the building's office referral level for rule violations (i.e. in-school detention / out of school suspension) included in this handbook.

## DRUG AND ALCOHOL USE BY STUDENTS

Weld School District Re-5J shall promote a healthy environment for students by providing education, support and decision making skills in regard to alcohol, drugs and other controlled substances and their abuse. In order to accomplish this goal, a cooperative effort must be made among the schools, parents, community and its agencies.

It shall be a violation of Board policy and considered to be behavior which is detrimental to the welfare, safety or morale of other students or school personnel for any student to possess, use, sell, distribute or procure or to be under the influence of alcohol, drugs or other controlled substances. The unlawful possession or use of alcohol or controlled substances is wrong and harmful to students.

For purposes of this policy, controlled substances include but are not limited to narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, any other controlled substances as defined in law, or any prescription or nonprescription drug, medicine, vitamin or other chemical substances not taken in accordance with the Board policy and regulations on administering medicines to students.

This policy also includes substances that are represented by or to the student to be any such controlled substance or what the student believes to be any such substance.

This policy shall apply to any student who is on school property, in attendance at a school function, in a school vehicle or taking part in any school sponsored or sanctioned activity or whose conduct at any time or place interferes with the operations of the district or the safety or welfare of students or employees.

Students violating this policy shall be subject to disciplinary sanctions that may include suspension and/or expulsion from school and referral for prosecution. Suspension or expulsion shall be mandatory for sale or distribution of drugs or other controlled substances, in accordance with state law.

Situations in which a student seeks counseling or information from a professional staff member for the purpose of overcoming substance abuse shall be handled on an individual basis depending upon the nature and particulars of the case. When appropriate, parents shall be involved and every effort made to direct the substance abuser to sources of help.

The Board, in recognition that drug and alcohol abuse is a community problem, shall cooperate actively with law enforcement, social services or other agencies and organizations, parents and any other recognized community resources committed to reducing the incidents of illegal use of drugs and alcohol by school-aged youths.

Whenever possible in dealing with student problems associated with drug and alcohol abuse, school personnel shall provide parents and students with information concerning education and rehabilitation programs that are available. Information provided to students and/or parents about community substance abuse treatment programs or a disclaimer to clarify that the school district assumes no financial responsibility for the expense of drug or alcohol assessment or treatment provided by other agencies or groups unless otherwise required shall accompany other resources.

The district shall provide all students and parents with a copy of this policy and its accompanying procedures on an annual basis.

The Board shall conduct a biennial review of its drug prevention program or determine its effectiveness, to implement any required changes and to insure that the disciplinary sanctions required are consistently enforced.

In accordance with the accompanying policy, the following procedures are established for disciplining students for alcohol or drug related misconduct.

### **USE**

When a student is suspected of use, that student under suspicion should be notified by the principal or his/her designee and will include reasons for such suspicion (observed use, unusual behavior, etc.). The principal or his/her designee will conduct a check of the suspected student and collect data. This action must comply with the Board policy on interrogations and searches.

- a. If information is not sufficient to warrant further action, the principal or his/her designee may have a personal conference with the student expressing awareness and concern.
- b. If information warrants, the parent/guardian will be requested to attend a conference at school. The conference may include sharing the data collected, explaining consequences of involvement with drugs/alcohol, developing a plan of action, and offering the parent or guardian general information and resources related to substance abuse.

When necessary, emergency health and safety care will be provided and any procedural or disciplinary issues postponed until the students immediate needs are treated. While waiting for the parent/guardian or further medical aid, the student will not be left alone but placed in a quiet situation where he/she will remain under observation.

### **POSSESSION**

Students who use and/or are in possession of drugs, alcohol, other controlled substances or drug paraphernalia are in direct violation of School Board policy and will be handled in the following manner:

1. A staff member who comes in contact with evidence and/or contraband must notify the principal or his/her designee immediately.
2. A staff member who has reasonable cause to believe that a student possesses alcohol, any controlled substance or drug-containing paraphernalia in violation of Board policy will request that the student accompany him/her to the principal or his/her designee. If the student refuses, the staff member will notify the principal or his/her designee immediately.
3. The principal or his/her designee will attempt to obtain evidence by requesting it directly from the student or through search procedures as outlined in Board policy.
4. The principal or his/her designee will place any evidence in an envelope or alternative container as necessary which will be sealed, dated and initialed by the individual who originally obtained the materials and by principal or his/her designee. The evidence then will be secured.
5. The principal or his/her designee will call appropriate law enforcement officials in each instance of possession or sale of controlled substances by a student. A mutual decision will be made as to retention of the contraband by the school or testing by the authorities.

### **FIRST OFFENSE FOR USE AND/OR POSSESSION**

1. Parents will be notified.
2. The student will be suspended for ten (10) student contact days. If the student participates in and completes drug and/or alcohol counseling or takes and completes a class approved by a school counselor then the suspension will be reduced to 5 days. Parents are responsible for all costs incurred in this process.
3. Information concerning drug and alcohol counseling and rehabilitation and re-entry programs will be given to students and parents.
4. The student will receive his/her schoolwork to complete but will not receive credit for the work in his/her classes and will be recorded as a zero. The work is provided so the student will not fall behind his/her peers in curriculum.
5. Upon return to the regular school environment, the student will lose all activity privileges for a period of thirty (30) student contact days\*. At the end of the thirty (30) student contact days, if the student is passing all classes and has not had any additional discipline referrals, the student will be given the opportunity to participate again in all school activities. If the student participates in and completes drug and/or alcohol counseling or takes and completes a class approved by a school counselor then the activities suspension will be reduced to 15 days. If the student is not passing all classes and/or has been referred to the office for other discipline matters, the loss of activity privileges will be extended an additional thirty (30) student contact days. This process will continue until the conditions to participate in activities are met.
6. Additional suspension or expulsion proceedings may be initiated in serious cases, as determined at the discretion of the District administration.
7. Violation of federal or state law will be grounds for referral to law enforcement authorities.

\*Student contact day: A student contact day is defined as a day in which students attend regular classes at school. Vacation days, in-service days, holidays, parent/teacher conference times and weekend days are not counted as student contact days.

### **SECOND OR SUBSEQUENT OFFENSE FOR USE AND/OR POSSESSION**

1. A recommendation for expulsion according to district policy will result upon second and subsequent offenses within any four (4) year period unless circumstances are such that the Board elects to impose lesser punishment.
2. Violation of federal or state law will be grounds for referral to law enforcement authorities.

### **DISTRIBUTION**

Students who sell, give or exchange alcohol, drugs, or other controlled substances of drug-containing paraphernalia in violation of Board policy will be handled in the following manner:

1. If an employee witnesses an act in which alcohol, drugs, or other controlled substances or drug-containing paraphernalia are being transferred from one student to another, the staff member will immediately attempt to detain the student and request that

the student accompany him/her to the principal or his/her designee. If the student refuses, the staff member will notify the principal or his/her designee immediately.

2. The principal or his/her designee will attempt to obtain evidence by requesting it directly from the student or through search procedures in accordance with Board policy.
3. Any student who distributes, trades, exchanges or sells controlled substances will be suspended and recommended for expulsion for one (1) student contact school year (172 school contact days).
4. Violation of federal or state law will be grounds for referral to law enforcement authorities.

### **STUDENT ATHLETIC & SCHOOL ACTIVITY ELIGIBILITY**

Each week every teacher turns in a list containing the name(s) of any student athlete/manager who currently has a “D” or “F” and/or has a conduct problem (B = Bad) in class. The eligibility requirements for athletics may also be designated for all students for any extracurricular activity (i.e. school socials, etc.) determined by the principal. Students will receive official notice of these requirements in advance of the designated activity.

Teachers are asked to use their own discretion in regard to students/athletes/managers who are working up to their abilities but are unable to make a “C” grade. However, there should be no leeway in regard to student athletes/managers who exhibit bad conduct.

1. Academic Requirement: A cumulative grade average of “C” as updated in the weekly eligibility report.
2. Conduct Requirement: Conduct is part of eligibility and can count as one point against a student athlete/manager for inappropriate behavior in class.
3. Excessive bad conduct will not be tolerated and will result in a loss of privileges for participation. Any student who has 3 or more behavior points assessed against him/her during an eligibility period will be declared ineligible for the week regardless of grades.
4. In order to be eligible, a student athlete/manager must not have more than four (4) points assessed against him/her during an eligibility period (one week; Monday thru Friday). A “D” or “F” grade constitutes three points, while a bad conduct constitutes one (1) point.
5. Being ineligible will cause a student athlete/manager to miss the athletic event(s) scheduled for the following week (Monday thru Sunday). The student athlete/manager is still expected to attend practices while upgrading his/her work and/or conduct in order to become eligible the following week.
5. Ineligible student athletes/managers will not be allowed to suit up or sit on the bench at home or away contests and will not be allowed to travel with the team to away contests.
6. Required attendance to POWER HOUR takes precedence over all other after-school activities or athletics. Students will not be allowed to participate in away contests if they are required to attend POWER HOUR for that date.
7. Suspensions: Any student athlete/manager who has been suspended from school will not be eligible to compete in any athletic event(s) for a period of seven (7) calendar days. The first day of being eligible begins with the first day of suspension. In the event that the season ends (last competition event) before the end of this seven (7) day period, the count will continue with the first competitive event of the next season that the student athlete/manager competes in. Being ineligible for seven (7) calendar days is the minimum penalty for a suspension. Any student athlete/manager who has been suspended during an athletic season may be removed from that sport. Any student recommended for expulsion is ineligible until the conclusion of the expulsion process.
8. Playing time for student athletes/managers may be affected by missing a scheduled practice(s).
9. All student athlete/manager must be present at school all day on any game day to participate. Emergency situations must be approved by the Principal or Athletic Director.
10. Nine team practices are required of each student athlete before he/she may participate in athletic season.
11. All paperwork is due before student may practice.
12. Any student in the 7<sup>th</sup> grade who turns fourteen (14) before August 1<sup>st</sup> of the school year in which he/she wishes to participate, will not be eligible to participate at that level. Any student in the 8<sup>th</sup> grade who turns fifteen (15) before August 1<sup>st</sup> of the school year in which he/she wishes to participate, will not be eligible to participate at that level.
13. The Principal has final authority on eligibility questions.

### **NOTICE TO PARENTS REGARDING SEX OFFENDER REGISTRY**

Information regarding the procedures by which community members may obtain law enforcement information collected pursuant to the Colorado Sex Offender Registration Act is available at:

[http://dcj.state.co.us/odvsom/Sex\\_Offender/SO\\_Pdfs/schoolresourceguideregistration.pdf](http://dcj.state.co.us/odvsom/Sex_Offender/SO_Pdfs/schoolresourceguideregistration.pdf). or

[http://www.cde.state.co.us/cdeprevention/download/pdf/School\\_Sex\\_Offender\\_Guide.pdf](http://www.cde.state.co.us/cdeprevention/download/pdf/School_Sex_Offender_Guide.pdf).

In addition, copies of this guide are available upon request at the Weld County School District Administration office located at 110 South Centennial Drive, Suite A, Milliken, Colorado 80543.

### **SCHOOL PHONE**

Office phones are for school business and should not be used by students for personal calls. In emergencies, the secretaries will make calls for students. The secretaries will determine what constitutes an emergency situation. Homework left at home, forgotten uniforms, and arranging to go to a friend’s house after school are examples of situations that are not emergencies.

For personal calls, students may use the pay phones in the commons area and outside the front entrance. Pay phones may only be used before school, after school and during lunch. Students may not use pay phones during class time.

### **EMERGENCY DRILLS**

Fire evacuation and tornado safety plans are posted in each classroom. Students should become familiar with these plans. Fire, tornado, and lockdown drills will be held periodically to assure that students and staff are prepared in the event of an actual emergency.

When a drill begins, students, directed by the teacher, will immediately move to the designated area in an orderly fashion. Running out of a classroom is not safe and can lead to injury. Students are to walk quietly with the teacher. Students are asked to refrain from talking during drills.

During a fire drill, students are to remain at least 50 feet away from the building until the signal is given to reenter the building. The Principal will give a signal when it is time to return to the classroom.

### **STUDENT LIBRARY USAGE**

Students are encouraged to use the library. The library is open from 7:30 a.m. to 3:10 p.m. on school days. Students are asked to follow these guidelines:

1. Students may check out only three (3) books at a time.
2. Books are checked out for a three (3) week period.
3. Books are expected to be returned on time.
4. Students are required to pay for any book(s) they have checked out and lost.
5. Students with overdue books will not be allowed to check out materials from the library until the books are returned or paid for.

### **ELECTIVE COURSE FEES**

All sixth grade students are required to pay a \$20.00 fee for elective courses. This fee helps cover the cost of supplies for all elective courses you will be enrolled in throughout the school year. Seventh and eighth grade students will pay a \$7.00 fee per semester for some elective courses and additional fees may be required for Shop and FACS classes depending on selected projects.

### **HEALTH SERVICES**

If a student becomes ill, he/she will be sent to the nurse's office. A decision will be made as to whether the student can go back to class or should be sent home. Students will go home only after parental contact is made.

School officials will administer medication only if the medication is provided by the parents or legal guardians along with written and signed directions as outlined in the medication policy.

### **MEDICATION POLICY**

The following procedure is school board policy and will be followed at all times during the school term:

Parents must obtain and submit a physician's order for prescription on a *Permission for Medication Form* or equivalent signed by the physician. Parents must also sign this form before the student can receive the medication.

Prescription bottles must be labeled with the child's name and contain only enough medication to be given during school hours for the length of time specified.

Only prescription medication will be dispensed by a school personnel, providing the Medication Policy has been followed by parent and student. Over-the-counter medication (aspirin, cough syrup, etc.) will not be dispensed unless accompanied by a physician's written recommendation.

### **VISITORS**

Parents are welcome visitors at Milliken Middle School. It is recommended that parents schedule an appointment by phone with the party they wish to see prior to visiting the school. All visitors must go directly to the office, sign in, and obtain a visitor's name tag. Visitors will be directed to the classroom or school official with whom they wish to visit. Students or friends from other schools will not be allowed to attend as guests of Milliken Middle School students.

### **TITLE IX NOTICE**

Weld County School District RE-5J is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact Dr. Martin Foster, Superintendent, Johnstown, CO, (970) 587-6050, or the Office for Civil Rights, U.S.

### **CIVIL EMERGENCIES**

What parents can do in an emergency:

1. Keep school telephone lines open for emergency calls. Do not phone the school.
2. Keep civilian cars out of the area. Keep streets clear for emergency vehicles (police, ambulance, fire department, etc.).
3. Tune your radio or television to emergency broadcast stations.

### **CLOSINGS AND DISMISSALS**

1. Administrative decisions will be made regarding closings and/or delays by 6:00 a.m.
2. The media will be contacted and an announcement will be made to the public as soon after 6:00 a.m. as possible.

3. The following media will carry announcements of school closings of dismissals: Denver Channel 9, Denver Channel 4, and radio stations K 99/TRI 102.5, KFKA 1310 and KOA 850.

### STUDENT CONDUCT ON BUSES

The privilege of riding a school bus is contingent upon a student's good behavior and observance of the student code of conduct and established regulations for student conduct both at bus stops and on board buses.

If any student violates the established rules of bus conduct, the student may lose the privilege of riding the school bus. The student may also be denied admission to school, suspended or expelled, in accordance with established school district policies.

### TEXT BOOKS

Every MMS student will receive a set of textbooks for their classes that they are to use according to their academic program as assigned by the classroom teachers. These books must be turned into the school at the end of the school year and it is the responsibility of the student to keep their text in appropriate condition. Lost or damaged texts may result in a fine or reimbursement for the cost of a replacement text.

### MAKING THE GRADE

You will receive a report card four times during the year to inform you and your parents of your progress and accomplishments in your classes. Each semester is divided into two nine-week quarters. Your quarter period report card will indicate the grade status for each class. Your semester report card will indicate your final grade for mid-year and end of the year status. In the middle of each quarter, teachers will fill out progress reports on all students to keep parents informed of student progress.

Weekly grade checks may be instituted within Milliken Middle School's POWER Hour Tutoring Program. If a student is receiving an "F" in any class, the parents will be notified, and the student may be assigned to an additional hour (2:40-3:45pm) of school for tutoring and extra instructional assistance on Monday-Thursday as approved by the Weld Re-5J Board of Education.

All grades will be calculated using the percentages and then converted to letter grades based on the following scale:

Percentage	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

### INCOMPLETE GRADES & REPORT CARDS

Incomplete grades for report cards will need to be made up within a reasonable amount of time, as determined by the principal and the teacher. All incomplete grades must be made up within two weeks of the end of the quarter as arranged by the principal; otherwise, the incomplete grade will become a failing grade. Appeals or extenuating circumstances may be taken to the principal for review.

### HONOR ROLL

Students who excel in the classroom have the opportunity to be named to the Milliken Middle School Honor Roll.

To be placed on the "A" Honor Roll, a student must have a grade point average (GPA) between 4.000 and 3.500 and not have any D or F grades for that grading period. Any student who has earned a 4.000 GPA will be placed on the All "A" Honor Roll.

To be placed on the "B" Honor Roll, a student must have a GPA between 3.499 and 3.000 and not have any D or F grades for that grading period.

### MUSTANG POWER HOUR

Beginning in the fall of the 2008-09 school year, students are responsible for their own attendance to POWER HOUR classes on a voluntary basis. As a middle school student preparing to attend high school, it is necessary to take initiative and responsibility for monitoring your own academic progress and need for extra academic assistance. Middle school staff will partnership with parents and students in these responsibilities by offering a weekly notice to students and parents of a child's *failing* grade status through a written notice and a parent telephone contact. Staff will also offer daily tutoring for content area instruction according to the schedule listed below from the hours of 2:40 to 3:45pm.

The 2010-11 POWER HOUR schedule for academic tutoring is as follows:

- 1) **Language arts/reading/social studies class(es)** will be held on **Mondays and Wednesdays** only from **2:40pm until 3:45pm**.
- 2) **Science/math class(es)** will be held on **Tuesdays and Thursdays** only from **2:40pm until 3:45pm**.

- 3) Students with poor/failing ENCORE class grades are responsible to meet with the encore teacher(s) and make arrangements to work with the teacher.
- 4) Students attending POWER HOUR may leave the classroom early if the student determines they understand their lesson or academic objective.
- 5) Transportation arrangements home from POWER HOUR is the responsibility of the student and the parent. A bus will not be provided for students.

We believe all students are all capable of completing their school work and that they understand what an “acceptable effort” is. Staff members at MMS would encourage students and parents to stay in contact and updated with your student’s progress and their effort in the classroom. The opportunity to attend the POWER HOUR program will help us all support your child’s success at Milliken Middle School. It should be noted that students do not have to be failing a class in order to attend POWER HOUR sessions. The opportunity to have extra content area tutoring is open to any MMS student who would like to take advantage of help from their classroom teachers.

In addition, we would like to remind all students and parents that POWER HOUR can help your child maintain the status of eligibility for extracurricular activities as determined by the school eligibility policy. Please keep in mind attendance to school sponsored events such as games, programs, concerts, and school dances are all extracurricular events. We would encourage parents and students to use the POWER HOUR program as a way to ensure academic success and put themselves in a position in which they can enjoy the school year’s extracurricular events.

Please understand the intention and goals for the POWER HOUR program is to add a program of intervention and teacher/parent partnership to help your student to maintain passing grades and additional time to ensure student understanding of the necessary academic standards. Parents and students are encouraged to take advantage of this program to ensure a positive academic experience while attending MMS. We know that together, parents, students and staff, can work as a team to lead MMS students to terrific accomplishments!

Thank you for helping support your child’s education at Milliken Middle School.

### **Academic Requirements for Milliken Middle School**

Students will be required to take five core classes for each of their three years of attendance at Milliken Middle School. Two semesters of Reading, Language Arts, Science, Math, and Social Studies (10 semesters total) will be required for all students each year. For middle school students, the passing of six academic semesters in the academic classes is required. At the end of each grade, if a student has not met the requirement for passing six semesters of academic classes, a mandatory summer session must be attended. If the student makes sufficient progress in the summer school program, as determined by the teacher(s) and principal, and attends classes for the entire session with three or less absences, the student will be promoted to the next grade level without consequences. If the student does not make sufficient progress as indicated by the teacher and principal and/or is absent from classes three or more times in a summer school session, the student and their parents will be required to attend a meeting to discuss and review the student’s status for the next school year. This review may include consideration for the following options: a required student behavior plan, mandatory tutoring classes, and possible retention to complete their grade level for another school year.

## **MILLIKEN MIDDLE SCHOOL SUMMER SCHOOL RULES AND REGULATIONS**

### **ADMISSION**

Students will be admitted to Summer School on a priority basis as follows:

1. MMS students who have previously failed 5 semesters of required academic courses.
2. MMS students who have previously received a grade of an F in a required academic course.

### **TUITION**

Tuition is \$50.00 per student. Tuition must be paid in full at the time of registration or the student will not be enrolled in the class. There will be no reimbursement of tuition after the Summer School session begins for students who enroll and then drop a class. **Tuition assistance is available on a limited basis. Please talk to the principal concerning this matter.**

### **ABSENCE/TARDY POLICY**

Because the Summer School session is condensed, the attendance policy differs from Milliken Middle School’s regular school year’s attendance policy and will be strictly enforced as follows.

1. **Students will lose credit on their second absence. No tuition refunded.**
2. If a student is not in class at the starting time, he/she will be considered tardy. If a student is not in class after 10 minutes into the class he/she will be marked absent.
3. Three tardies equal one absence. Because of long class periods, students may get a break near the middle of the class period. If a student comes back late from break, this will be considered a separate tardy/absence.

### **STUDENT CONDUCT AND DISCIPLINE**

Because Summer School is an extension of the regular school year, the Weld County School District Re-5J and Milliken Middle School Code of Conduct and Board of Education Policies are in effect concerning appropriate behavior, dress code, smoking, etc. **Students will lose credit on their second discipline referral to the principal. No tuition refunded.** Please refer to the District Code of Conduct and Board of Education Policies for more information concerning student conduct.

**PARENTAL INVOLVEMENT IN YOUR CHILD'S SUCCESS**

If your child is having difficulty in an academic class, please work closely with your child's teachers to establish the strongest program of support for increased assistance. Proactive parents and teacher interventions such as POWER HOUR, can help benefit your student and prevent low academic grades. Your support with homework and academic activities at home will be a very important part of your child's progress and success.