

MILLIKEN MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK

2018-2019

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.

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.

To become a “Mustang” means that you strive to succeed at the highest academic levels and be actively involved in school activities. 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!**

MILLIKEN MIDDLE SCHOOL OUR MISSION

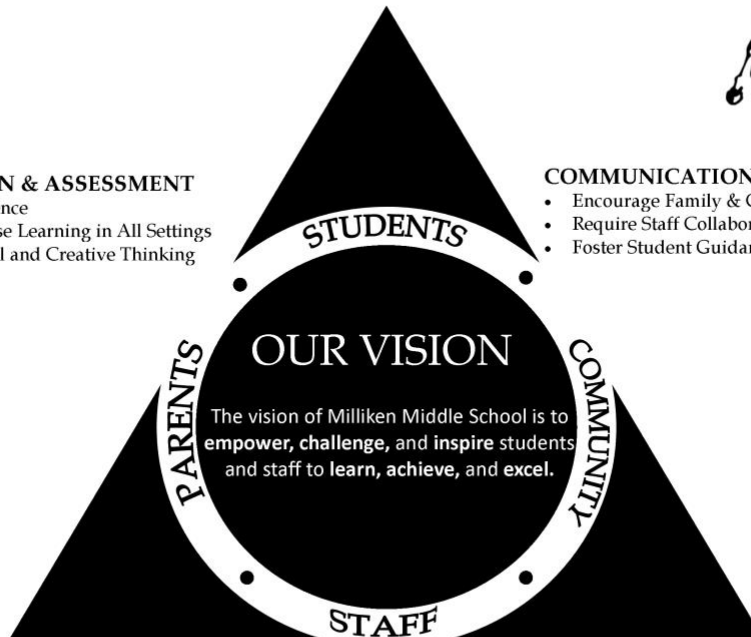


INSTRUCTION & ASSESSMENT

- Expect Excellence
- Further Diverse Learning in All Settings
- Inspire Critical and Creative Thinking

COMMUNICATION & SUPPORT

- Encourage Family & Community Partnerships
- Require Staff Collaboration
- Foster Student Guidance



SCHOOL ENVIRONMENT

- Emphasize Positive Leadership & Citizenship
- Promote a Safe Climate
- Provide Enrichment & Extracurricular Opportunities



MILLIKEN MIDDLE SCHOOL

M U S T A N G S

COMMITMENTS

STAFF: Expecting ALL students to succeed at high levels, and supporting students to achieve the high levels through quality instruction using best practices.

MILLIKEN MIDDLE SCHOOL STAFF IS COMMITTED TO THE FOLLOWING BEST PRACTICES:

- ◆ Gradual Release of Responsibility
 - ◆ Classroom Workshop
 - ◆ Strategic Thinking
 - ◆ Collaborative Activities
 - ◆ Integrative Units
 - ◆ Representing to Learn
- ◆ Formative-Reflective Assessment

STUDENTS: Students' conduct, character and achievement reflect the effectiveness of the school. Milliken Middle School students commit to:

Being	Prepared
Staying	Organized
Always	Working Hard
Remaining	Enthusiastic
Demonstrating	Respect & Responsibility

PARENTS AND GUARDIANS: Milliken Middle School recognizes the importance of establishing effective partnerships with parents and community members. Parents commit to:

- Participating and taking an active interest in student's academic and social success.
- Communicating with the school and teachers on a consistent basis by:
 - Checking Infinite Campus , communicating with student, then teacher and finally administration as it pertains to classroom progress.
- Support student's extended learning by:
 - ◆ Establishing a consistent schedule for completing work.
 - ◆ Setting up a consistent, organized place for work to be completed.
 - ◆ Encouraging, motivating and prompting the student to complete his or her work on time.
 - ◆ Helping to prioritize and monitor student's activities and providing appropriate focus on school work.

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. 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 west 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: 8/29, 9/12, 9/26, 10/10, 10/24, 11/7, 11/28, 12/12 Semester 2: 1/16, 1/30, 2/13, 2/27, 3/13, 4/3, 4/24, 5/8

LATE START SCHEDULE

8TH			7TH			6TH		
PRIDE	9:30	9:38	PRIDE	9:30	9:38	PRIDE	9:30	9:38
1	9:41	10:15	1	9:41	10:15	1	9:41	10:15
2	10:19	10:54	2	10:19	10:54	2	10:19	10:54
3	10:58	11:33	3	10:58	11:33	3	10:58	11:33
L	11:33	12:03	4	11:37	12:10	4	11:37	12:10
4	12:07	12:40	L	12:10	12:40	5	12:14	12:49
5	12:44	1:19	5	12:44	1:19	L	12:49	1:19
6	1:23	1:57	6	1:23	1:57	6	1:23	1:57
7	2:01	2:35	7	2:01	2:35	7	2:01	2:35

MIDDLE SCHOOL CLIMATE

Milliken Middle School is an academic institute. Therefore, we have high expectations for student learning and behavior. In order to provide the best climate for learning, 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.

- Respecting yourself, others, and our school is basic to everything we do.
- Students are expected to attend to learning in every classroom and to complete all assessments/assignments on time.
- All Mustangs are expected to dress neatly and groom themselves in clothes that are suitable for school activities.
- Appropriate language is required during all oral and written communication. Use of any vulgarities will result in disciplinary action.
- Procedures are designed to allow a safe and productive school environment.
- 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.

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, out progress reports will be sent out to all students to keep parents informed of student progress.

Weekly, email/auto-dialer messages will be sent to parents of students with one or more “F” grades. in any class, and the student may attend and hour (2:40-3:45pm) of school for tutoring and extra instructional assistance on Tuesday & Thursday.

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

<u>Grading Scale (grades round up)</u>		<u>Other Symbols</u>		
100-90	A	Turned in/not graded yet)	T	(Not figured into grade)
89-79	B	Missing	M	(Worth 0%)
78-69	C	Exempt	X	(Not figured into grade)
68-59	D	Absent	AB	(Absent student must complete)
58-50	F			
0	M			

INCOMPLETE GRADES & REPORT CARDS

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.

GRADING PROCEDURES

The focus of grading is measuring student mastery of the learning standards for a given subject or content. There are two components to the grade book in each class: ASSESSMENT: SUMMATIVE/FORMATIVE (70% of the overall grade) and CLASSWORK/HOMEWORK/WORK HABITS (30% of the overall grade). The Assessment component is a measurement of knowledge, understanding and skill in the subject area. This may include tests, final papers, projects and quizzes, among others. Teachers will have a minimum of 6-8 formative and two summative assessments each quarter. The Classwork/Homework/Work Habits component measures effort, work completion, participation and other non-academic areas.

Late Work

All work is expected to be turned in by the due date determined by the teacher. A deduction in a score for late work will be reflected in the Classwork/Homework/Work Habits category at the discretion of the teacher. Teachers' policies regarding late work will be specified in their syllabi. A student who wants to make up missing assignments for the purpose of retesting may do so if the assignments are **instructionally current** (regardless of score).

Redo Policy

Students have the option of redoing assessments if they have not demonstrated mastery. However, there are parameters that must be followed in order to redo assessments.

1. Classwork/Homework/Work Habits grades may not be redone. Summative Assessment grades may be redone. Formative Assessments may be redone at the discretion of the teacher. The teacher will include this in the course syllabus and remain consistent with their policy.
2. Students have one week to turn in or redo an assessment. The one-week time period begins the day that the score is entered in the grade book for the class. Teachers will enter the redo deadline date in the grade book under comments.
3. In order to redo an assessment, the student must have all homework/assignments relevant to that assessment turned in. (e.g. – in order to redo a test on Unit 3 Ratios, all homework/ assignments/ formative assessments in Unit 3 must be turned in.)
4. Students have the option of redoing an assessment if they receive a score less than 90%. However, the final score of the redo will not be higher than 90%.
5. A relearning session must be done as assigned by the teacher. The teacher will inform students of the requirements, date, and times for relearning. The relearning session or activity may be long or short depending on the instructional needs.
6. The redo *may* not be the same test as the first and is often more extensive the second time to ensure that a student has mastered the material.
7. Assessments may not be redone once the semester has ended.

Student Responsibilities

Students must make school work a high priority. They should discuss school work with teachers, attend tutoring sessions, such as Power Hour, give their best effort the first time, study, and prepare for each day of school. However, not everyone masters concepts the first time, which is why we provide the opportunity to redo assessments if needed. Students and parents/guardians should monitor grades and progress through Infinite Campus to ensure that assignments are turned in and low scores are being redone for mastery. Once the one-week deadline (from when the grade is entered in the grade book) has passed, students will not have the opportunity to redo assessments or turn in missing work for credit, so it is essential to keep track of schoolwork. As always, we understand that family and health issues arise, so please contact the classroom teacher with any extenuating circumstances.

Communication between students, parent/guardians, and teachers is crucial to student success. Please contact classroom teachers with any questions or concerns, and we will work together to ensure a quality learning environment.

HONOR ROLL

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

- Any student who has earned a 4.000 GPA will be placed on the All "A" 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.
- 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

Power Hour is a study hall offered Tuesday and Thursday from the hours of 2:45 to 3:45pm. Students are responsible for their own attendance to POWER HOUR, which is offered 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 partner with parents and students in these responsibilities by offering a weekly notice to students and parents of a child's *failing* grade status through email/auto-dialer.

The POWER HOUR procedure for academic tutoring is as follows:

- Students in attendance must be working on classroom activities and homework.
- Attendance will be kept. Parents can check attendance by contacting the main office.
- Students must come prepared with all needed supplies by 2:45 pm.
- Students attending POWER HOUR may leave the classroom early if the student determines they understand their lesson or academic objective. The student must sign-out and leave the building immediately.
- Transportation arrangements home from POWER HOUR are the responsibility of the student and the parent. A bus will not be provided for students to select bus stops.

We believe all students are all capable of completing their school work. Staff members at MMS encourages 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 is open to any MMS student who would like to take advantage of help from their classroom teachers (if available), or just extra structured time after school.

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 encourage 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 POWER HOUR are to add an intervention and teacher-parent partnership to help your student maintain passing grades and provide additional time to ensure 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 conclusion of each quarter students who have failed a course may retake that course using the online learning program. There may be a fee to take this course. Coursework will be completed outside of school hours and examinations will be taken on Saturday at the middle school. Students must complete three (3) hours of orientation, 30 hours of on-line instruction and pass all assessments with a 70% or higher to receive credit for the course. Completion of the course with a passing grade will substitute for the failing class when determining if academic requirements were met. At the end of the school year, if a student has not met the requirement for passing six semesters of academic classes, 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.

Absence Make Up Work Policy

The purpose of school is to educate. 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 or 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 make-up work 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 100%. 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 100% for makeup work.

Student / Parent - Student Work Support Programs at MMS

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

Student Agenda (on iPad) – We encourage students to adopt an agenda/planner on their school issued iPad that works best for them. All staff members encourage students to use this planner to help them organize and record assignments, due dates, assessment dates, and any special notes designated by the teacher(s). We encourage parents to check their student's planner on a regular basis and should help encourage your students to use their planner everyday.

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

POWER HOUR - The opportunity to use study hall is open to any MMS student who would like to take advantage of help from their classroom teachers. Please see the POWER HOUR section of the Student Handbook for more information.

Relearning Center – An assessment center is provided to students who need make-up or re-take assessments. The Relearning Center will be open two days a week from 2:30-3:30 pm. The Assessment Center will also be available Tuesday through Thursday during the lunch periods.

Infinite Campus – Take advantage of online access to your child's grades, attendance, homework assignments, and school activities. Just contact the school office at 970-587-6300 to receive your personal login information for your student's file. Keep email addresses updated on Infinite Campus, because most correspondence is sent via email.

STUDENT ATHLETIC & SCHOOL ACTIVITY ELIGIBILITY

Eligibility requirements are for athletics, extracurricular activities (i.e. school socials, etc.), all groups that represents Milliken Middle School, or other groups as determined by the principal. Students will receive official notice of these requirements in advance of the designated activity. Grades and conduct points will be collect each Friday by 12pm.

Teachers are asked to use their own discretion regarding students, athletes, and managers that are working up to their abilities but are unable to make a "C" grade. However, there should be no such leeway regarding students, athletes, and managers who exhibit bad behavioral 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, or manager for inappropriate behavior in class.
3. Excessive poor conduct will not be tolerated and will result in the loss of privileges for participation. Any student who has three (3) or more behavior points assessed against him or her during an eligibility period will be declared ineligible for the week regardless of grades.
4. To be eligible, a student, athlete, or manager must not have more than four (4) points assessed against him or her during an eligibility period (one week: Monday-Friday). This report is updated weekly at noon.

Grade/Conduct Point System

F	3 points
D	2 points
Poor Conduct	1 point

5. Ineligibility will cause a student, athlete, or manager to miss the athletic event(s) scheduled for the following week (Monday through Sunday). The student, athlete, or 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 eligibility 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 7th grade who turns fourteen (14) before August 1st of the school year in which he/she wishes to participate, will not be eligible to participate at that level. Any student in the 8th grade who turns fifteen (15) before August 1st 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.

BEHAVIOR EXPECTATIONS

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 below:

MMS FEEL THE POWER!	ALL SETTINGS	CLASSROOM	IPAD	HALLWAY	LUNCHROOM	RESTROOM/ LOCKER ROOM	ASSEMBLIES	BEFORE & AFTER SCHOOL OUTSIDE/ GROUNDS	AFTER SCHOOL ACTIVITIES	OFFICE
P repared	Prepare to Learn. Be on time. Have necessary materials.	Planner Classroom supplies Completed homework	Bring your iPad to school each day fully charged Place cover on iPad anytime not in use. Update and download required apps in a timely matter Know the rules	Have Pass Know locker combo. Plan ahead.	Know lunch number. Pay early, during PRIDE.	Have Pass Have gym clothes. Know gym locker combo.	Ready to listen. Stay with class in assigned area.	Prepare for weather/activities. Know where you are going.	Have fees, uniforms and permission.	Have a purpose. Have books and supplies.
O rganized	A place for everything. Everything in its place.	Write assignments from all classes in your planner hourly. Use an organizational system.	Know where your iPad is at all times Organize screens and folders by subject Remember logins and passwords	Keep your locker neat. Go with the flow – stay to the right.	Find a Seat. Line Up Eat Up Clean Up!	Keep your PE supplies organized and locked. Use your time wisely! Use grade level restroom during passing period.	Walk in an orderly fashion to the gym. Sit filling top to bottom - right to left.	Have materials and planners. Know and stay in assigned area.	Plan ahead, have a ride.	Check in. Get permission.
W orking Hard	Be productive. Follow directions. Listen. Learn.	Complete and turn in assignments. Be on task. Give your best effort.	Use the iPad appropriately, for academic purposes, while at school Use iPad efficiently to complete work in a timely manner Using the iPad for social networking or gaming while at school is never allowed	Get to your destination.			Sit & Listen!		Never give less than your very best!	ISS – get your work done. “Get It Done!”
E nthusiastic	Positive Action. Positive Words. Positive Attitude.	Actively participate. Try your hardest.	Have a willing attitude toward learning new ways of working Be willing to teach others how to accomplish tasks you already know how to do Be patient and positive with others who may still be learning			Get In! Get Ready! Get Dressed!	Actively participate. Support your peers and staff. Double clap!	Praise! Play! Protect!	Cheer on! Attend extra-curricular activities. Be a proud Mustang!	
R 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.	Take care of the privilege you have been given Follow the classroom and school rules at all times Report missing and damaged iPad immediately Use the iPad for its intended educational use	“Inside” voices. Respect personal space.	Make healthy choices. Wait for dismissal. Wait for your letter.	Keep facilities neat and clean.	Have eyes/ears on speaker. Respect everyone’s right to listen.	Keep the grounds clean.	Show good sportsmanship. Make our school and community proud!	Wait your turn, be polite. Respect privacy of others. Enter appropriately.

GENERAL SCHOOL RULES

No organization can function without rules. Milliken Middle 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.

- A Mustang shall not 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, bean/spit wad shooters (or variation of such), slingshots, water pistols, toys, or other items not necessary for the conduct of education. These types of items may disrupt school activities or present a danger to another person.
- A Mustang does not bring electronic devices or nuisance items to school unless authorized by a teacher for instructional purposes. When a student brings an article to school which is deemed disruptive to learning, it must be put away at all times. Any **iPod, cell phone, electronic game, or other apparatus that are not turned off and put away in a student's locker or backpack/bag, 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.
- 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.
- Mustangs 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.
- Mustangs will immediately accept and comply with all directives given by teachers, custodians, secretaries, food service personnel, and administrators.
- Mustangs 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.
- Mustangs 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.

The Re-5J School Board expects students to be properly dressed and groomed for school. 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:

- Students are not to wear shorts, dresses, skirts or other similar clothing shorter than mid-thigh as it is worn. No exposed skin above mid-thigh.
- 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, or any garments that bare or expose traditionally private parts of the body including, but not limited to, the stomach, buttocks, back, and breasts.
- 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.
- Clothing with alcohol, drug, cigarette, sexually explicit messages or pictures is prohibited.
- Students must wear shoes at all times. Slippers are not allowed.
- Hoodies must be worn with hoods down and off the head while in the building.
- 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.
- Hats worn outside of the building must be worn with the bill straight forward.
- Bandanas, hairnets, and skull caps are not allowed to be worn or displayed at any time on school grounds.
- Students may not wear jewelry that is excessive in size including necklaces and earrings, no mouth grills, and nothing that could be used as a weapon (i.e. spikes).
- No visible tattoos, drawings on the skin, or shaved eyebrows/haircuts that include gang symbolism allowed.
- 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.

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 require 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 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.

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 student 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, student 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.

Any questions regarding absences should be directed to the attendance secretary or the Principal. Parents may check their child's attendance status at any time on the Parent Portal for the Infinite Campus system.

1. The building principal or designee may grant excused absences for the following reasons:
 - a. Absences caused by illness, injury or physical, mental or emotional disability. (An excuse from a doctor may be required)
 - b. Family emergencies or hardship
 - c. Serious illness or death in the family (documentation may be required)
 - d. Legal issues (documentation may be required)
 - e. Pre- approved family vacations
 - f. Religious observances
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. 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)

The building administrator will follow the following procedures in regards to absences:

- After 5 absences, excused or unexcused, an administrator will send a letter home reminding parents the importance of being at school and attendance requirements. Administration will also make contact with the student.
- At 10 absences, excused or unexcused, a building attendance contract meeting will be scheduled. Specific requirements and school based interventions will be assigned. **All further absences will be deemed unexcused without notice from a Doctor or prior approval from the Principal.** The contract will clearly state that further attendance infractions will result in a ticket from law enforcement.

- At 10 **unexcused absences** the school will recommend to law enforcement that a ticket be issued to the family for attendance infractions.

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 considered an unexcused absence.

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, sitting in their assigned seats, prior to the late bell. Students who are not in their seats when classes begin will be considered tardy.

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 a tardy during a school day. Parents may be contacted to discuss concerns regarding excessive tardiness and the resulting consequences. 3 tardies will equal 1 unexcused absence.

PROCEDURE FOR RULE VIOLATIONS

LEVEL: CLASSROOM

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 (3rd minor)
- Classroom detention
- After school detention
- Cleanup duty (minimal)

LEVEL: OFFICE REFERRAL

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
- Dress Code violations
- Directed profanity
- Verbal harassment
- Stealing
- Verbal threats
- Assault/fighting
- Bullying
- Racial/hate violations
- Technology Agreement 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

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

INAPPROPRIATE IPAD USE

iPads are for school use. We do allow students to install personal apps to be used outside of school if they are responsible. When students use non-school apps during school hours, the following consequences are assigned.

1st offense: Students are issued a warning

2nd offense: All non-school apps are removed from the iPad and the App Store is blocked

3rd offense: Student loses iPad use privileges (length of time is determined by administrator/parents)

FEES

6th Grade

Art	\$5
FACS	\$5
Robotics	\$5
STEM	\$5
Shop	\$10

7th & 8th Grade

Art Foundations	\$10
Digital Photography	\$10
FACS-Child Development	\$10
FACS-Advanced Nutrition and Foods	\$20
FACS-Nutrition and Foods	\$20
FACS-Sewing and Interior Design	\$15
Film	\$5
Guitar	\$5
Advanced Robotics	\$5
Robotics	\$5
Shop	\$15
Shop-Mass Production	\$10
Shop	\$15
STEM	\$5

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.

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 \$1.70, and a hot lunch is \$2.50 per day. A single carton of milk is \$.55. Students who qualify for reduced lunches pay 40 cents per day and 30 cents for a breakfast. Students must pay in advance for breakfast and lunch. 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.

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., Monday – Thursday. 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 have 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, show a government issued identification, 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.

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 , or
- 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, and Colorado 80543.