

**2022-2023**

**MILLCREEK HIGH SCHOOL**

**MISSION STATEMENT**

Millcreek High School  
educates and supports the whole student



**Committed to Success**

Dear Millcreek Students,

I am thrilled to welcome you to Millcreek High School and to a positive educational experience that you will always remember. Each faculty and staff member is dedicated and committed to helping you achieve your full potential as you develop realistic plans for your future.

I encourage you to consider carefully the importance of your education and to take advantage of the many opportunities that are available to you.

Our Code of Ethics is very important. Following its basic principles will not only help you be successful at Millcreek, but also throughout your life.

Each student at Millcreek is important! You will be provided every opportunity to succeed; however, only you can determine your success while you are here. My door is always open and you have my commitment to help you achieve your potential. Welcome to Millcreek. Let's have a great year!

Sincerely,

Russell C. Holmes  
Principal

# MILLCREEK HIGH SCHOOL 2022-2023

## 4-DAY WEEK SCHOOL CALENDAR

### BELL SCHEDULE

1 <sup>st</sup> Period	8:15 – 9:05
2 <sup>nd</sup> Period	9:08 – 9:54
3 <sup>rd</sup> Period	9:57 – 10:43
4 <sup>th</sup> Period	10:46 – 11:32
5 <sup>th</sup> Period	11:35 – 12:21
Lunch	12:21 – 12:58
6 <sup>th</sup> Period	1:01 – 1:47
7 <sup>th</sup> Period	1:50 – 2:35

### CONTACT INFORMATION

**435-628-2462**

Principal	Rusty Holmes	Ex 5239
Vice Principal	Troy Coil	Ex 5249
Counselor	Jerry Beck	Ex 5248
Registrar	Amber Raymer	Ex 5242
Attendance	Brinlee Morris	Ex 5229
Finance	Kaye Winters	Ex 5237
YIC/EXCEL	Jill Baker	Ex 5232
Focus Center	Sandee Probst	Ex 5245

Date	Activity
August 8 <sup>th</sup> -10 <sup>th</sup> (M-W)	Teacher Prep Days (NO SCHOOL)
August 11 <sup>th</sup> (Th)	School Begins/E1 Begins
September 5 <sup>th</sup> (M)	Labor Day (NO SCHOOL)
September 7 <sup>th</sup> & 8 <sup>th</sup> (W-Th)	CCR Conferences
September 8 <sup>th</sup> (Th)	E1 Ends
September 12 <sup>th</sup> (M)	E2 Begins
October 12 <sup>th</sup> (W)	E2 Ends (End of 1 <sup>st</sup> Quarter)
October 13 <sup>th</sup> & 14 <sup>th</sup> (Th-F)	Fall Break (NO SCHOOL)
October 17 <sup>th</sup> (M)	Teacher Prep Day (NO SCHOOL)
October 18 <sup>th</sup> (T)	E3 Begins
November 17 <sup>th</sup> (Th)	E3 Ends
November 21 <sup>st</sup> (M)	E4 Begins
November 23 <sup>rd</sup> & 24 <sup>th</sup> (W-Th)	Thanksgiving Break (NO SCHOOL)
November 28 <sup>th</sup> (M)	Teacher Prep Day (NO SCHOOL)
December 21 <sup>st</sup> (W)	E4 Ends (End of 2 <sup>nd</sup> Quarter)
December 22 <sup>nd</sup> - Jan 3 <sup>rd</sup> (Th-T)	Winter Break (NO SCHOOL)
January 4 <sup>th</sup> (W)	Teacher Prep Day (NO SCHOOL)
January 5 <sup>th</sup> (Th)	E5 Begins
January 16 <sup>th</sup> (M)	MLK Day (NO SCHOOL)
February 1 <sup>st</sup> & 2 <sup>nd</sup> (W-Th)	CCR Conferences
February 2 <sup>nd</sup> (Th)	E5 Ends
February 6 <sup>th</sup> (M)	E6 Begins
February 20 <sup>th</sup> (M)	President's Day (NO SCHOOL)
March 9 <sup>th</sup> (Th)	E6 Ends (End of 3 <sup>rd</sup> Quarter)
March 13 <sup>th</sup> -17 <sup>th</sup> (M-F)	Spring Break (NO SCHOOL)
March 20 <sup>th</sup> (M)	Teacher Prep Day (NO SCHOOL)
March 21 <sup>st</sup> (T)	E7 Begins
April 10 <sup>th</sup> (M)	Spring Recess (NO SCHOOL)
April 20 <sup>th</sup> (Th)	E7 Ends
April 24 <sup>th</sup> (M)	E8 Begins
May 22 <sup>nd</sup> (M)	Graduation

E1 Aug 11-Sep 8 (16 days)

E2 Sep 12-Oct 12 (19 days)

E3 Oct 18-Nov 17 (19 days)

E4 Nov 21-Dec 21 (16 days)

E5 Jan 5-Feb 2 (16 days)

E6 Feb 6-Mar 9 (19 days)

E7 Mar 21-Apr 20 (18 days)

E8 Apr 24-May 25 (20 days)

## GRADUATION REQUIREMENTS

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

1. Earn **at least** 24 academic credits. (Actual number depends on transfer school.)  
A student must satisfactorily complete one quarter's worth of work in order to receive one-quarter credit.
2. Complete the required courses. Unless a student's individual educational plan (IEP) calls for different arrangements, each student shall complete the following in grades 9-12.

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

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

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

We are looking for parents to participate on our Community Council. We get together each quarter to brainstorm ideas, plan, and implement new programs. We would love to have your input. Meetings are held for approximately 1 hour. If interested let your student's Teacher Advocate (TA) know, or contact Rusty Holmes 435-628-2462 Ex 5239. Hope to hear from you!!

## COUNSELING & GUIDANCE SERVICES

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

### WHAT IS THE COMPREHENSIVE GUIDANCE PROGRAM?

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

Components of the comprehensive guidance program include:

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

### WHAT IS A CCR?

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

# **STUDENT SERVICES**

## **BUS SERVICE**

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

## **SCHOOL BREAKFAST AND LUNCH**

School breakfast is available to students each day from 7:30 - 8:30 AM. The cost is \$1.75. Lunch is available from 12:21 to 12:58. The cost is \$2.60. Rates may be reduced or waived based on completion of a free and reduced lunch application that is online. Go to [washk12.org](http://washk12.org), then to Food Service, then Meal Benefits tab, and follow instructions. Prices are subject to change based on district direction.

Students who order lunch to be delivered to school will receive the delivery during lunch time only. Please schedule deliveries accordingly.

## **LIBRARY FACILITIES**

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

## **TA GROUPS**

Each student is assigned a Teacher Advocate. (TA) Students and TA's will work closely together on a regular basis. Students are encouraged to take advantage of this service to enhance their living, communication, educational and social skills. The TA's will also make arrangements to meet with the student and parents at least twice throughout the year to review student progress. We encourage parents to contact their student's TA if they have questions regarding student progress. Students have the opportunity to earn credit for participation with their TA class, 4th period class. See your TA for specific details.

## **FAMILY HEALTHCARE CLINIC**

The Family Healthcare Clinic is located in the building west of Millcreek, services include medical, dental, behavioral, and pharmacy. As a special service to Washington County School District, students will be charged just \$10 for co-pay. Reduced price prescriptions are also available at Smith's. To make an appointment please call 986-2565. Students (with parents' consent) can make an appointment with Brinlee in the front office. Students who are ill can usually be seen on a walk-in basis with signed paperwork on file. Clinic hours at Family Healthcare will be Monday through Friday from 8am – 8pm and Saturday from 8am – 12pm.

## **CHILDCARE SERVICES**

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

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

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

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

## **DIRECTED STUDY**

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

## **EXTRA CURRICULAR ACTIVITIES**

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

## RETURN TO REGULAR HIGH SCHOOL

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

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

## STUDENT FEES

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

## FEE WAIVERS

Fee waivers can be requested at the time of registration. The application must be completed yearly. Free and reduced breakfast and lunch applications must be completed and submitted for consideration. Students will be informed after a review process by the finance secretary of the outcome. See the financial secretary if you have questions.  
Kaye Winters 628-2462 Ex 5237

## CHANGE OF SCHEDULE

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

## VISITOR POLICY

Millcreek High School **DOES NOT ALLOW** any visitors to accompany students to class. Please make arrangements to visit with relatives and friends after school hours. All visitors must immediately check with the main office. It is District policy that there are to be **NO** visitors during school hours please make all arrangements for after school hours 2:35 p.m.

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

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

## GENERAL CONDUCT

Students are expected to behave in a manner that will be a credit to themselves and to Millcreek High School. Whether at school or at other school sponsored activities, students should be appropriate in the way they dress, the language they use and the way they interact with others. Of particular concern is the care of the building and grounds. Students are expected to respect the school and property and to keep both clean. Students are subject to the authority of all staff members, administrators, teachers, and other workers, while at school or at a school activity.

## CLASSROOM BEHAVIOR

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

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

## SKATEBOARD, LONGBOARD & SCOOTERS POLICY

The use of skateboards, longboards & scooters are not allowed on WCSD property without permission from school administration. Individuals may be cited for trespassing for riding on school district property without administrative approval. WCSD is not responsible for any accident that may occur as a result of riding skateboards, longboards, bikes, and scooters on school property without proper supervision by school personnel.

## ATTENDANCE

“Chronic absenteeism is one of our most urgent problems, but we are seeing encouraging strategies and solutions in schools throughout Utah. Creating a schoolwide culture of good attendance, and personalizing outreach and support will help increase attendance rates and improve individual student outcomes.”

To publicize these efforts, Gov. Gary Herbert issued a declaration calling for increased public awareness on the importance of regular school attendance.

### Declaration of School Attendance

Whereas, regular school attendance is essential to successful student achievement and graduation because teaching and learning are hindered when the student is not present in the classroom;

Whereas, chronic absenteeism-defined as being absent more than ten percent of school days-frequently indicates the student’s increased potential to struggle academically and drop out of school;

Whereas, chronic absenteeism can be significantly reduced when schools, guardians, and communities work together to monitor and promote regular school attendance and address barriers or issues that contribute to the problem; and

Whereas, the state of Utah encourages efforts to increase public awareness of the importance of students’ regular school attendance throughout grades K-12 in order to ensure that all children have the opportunity to succeed academically

Governor

Gary R. Herbert

Attendance at Millcreek High School is important. Excellent attendance offers students a chance to change their behaviors in a way that will allow them to thrive and earn the credit needed to finish their graduation requirements. Chronic absenteeism is detrimental to graduation, future employment and other students’ academic success.

**Ten percent absenteeism is considered chronic absenteeism. Eight absences per quarter (Four absences per mini) are considered chronic absenteeism at Millcreek.**

## ATTENDANCE POLICY

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

Students are expected to be in class at all times. The Washington County School Board strives to make every effort to be in compliance with state laws and to encourage the regular attendance of all Washington County students. The District believes this to be in the best interest of the students and the community. The Board, together with Washington County Schools, is committed to work in harmony with parents/guardian and to assist them with their responsibility to have their children in attendance at school. If a student’s attendance becomes chronic, the student will be granted a change of opportunity to see if they can figure out a way to thrive and attend school more consistently at Millcreek High School. For more information see [Policy 2900](#) or ask your students TA or the attendance secretary, Brinlee Morris at 628-2462 Ex 5229.

### **ATTENDANCE CODES:**

#### **T = Tardy**

A tardy is reporting to class after the bell to start class has sounded.

**Tardy is less than 5 minutes late.** A parent can excuse the first tardy of the day when the student is arriving at school late.

**(4) tardies = 1 unexcused absent**

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

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

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

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

#### **M = Medical/ Chronic Illness (Doctor’s Note)**

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

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

#### **C = Covid Positive**

#### **N = Quarantine**

#### **R = Court**

#### **D = Detention**

#### **W = Way Late +20 minutes**

#### **L = Late Excused**

#### **S = Truant**

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

#### **I = In School Suspension**

#### **Z = Suspension**

## PARENT NOTIFICATION FOR ATTENDANCE:

1. Each day parents will be notified by phone if a student misses at least one class period.
2. Parents are encouraged to monitor their student's attendance using Power School or by calling the attendance secretary, Brinlee Morris 435-628-2462 Ex 5229 or by email [brinlee.morris@washk12.org](mailto:brinlee.morris@washk12.org)  
**Brinlee can also assist you in setting up your Power School account.**
3. In the case of excessive absence a Student Review Board (SRB) will be called by the Teacher Advocate (TA) and will include the student, parent, teachers, counselor, and principal may also be included, and the student will be granted a change of opportunity.

The District's full Attendance Policy can be found here:

<https://procedure.washk12.org/policy/2000/2900>

## SECTION 504

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

## REQUIREMENT

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

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

## DRUG, ALCOHOL, AND TOBACCO

### Reporting and Drug Detection Devices

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

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

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

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

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

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

### **PROPERTY SEARCH (Policy [1500](#), [5220](#))**

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

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

**WASHINGTON COUNTY SCHOOL DISTRICT**  
**STUDENT DRESS CODE POLICY 2200**

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

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

Teachers and/or Administrators in the respective schools will notify students when they do not comply with the dress standards.  
The following actions may be taken:

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

**WASHINGTON COUNTY SCHOOL DISTRICT**  
**SAFE SCHOOL POLICY 2110**

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

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

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

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

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

To review the entire policy please see

<https://procedure.washk12.org/policy/2000/2110>



## **SAFE SCHOOL POLICY GROUNDS FOR SUSPENSION AND EXPULSION**

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

### **Policy 2110**

- 2.1 Each student is expected to follow accepted rules of conduct.
- 2.2 Each student is expected to show respect for other people and obey persons in authority at the school.
- 2.3 The policy applies to students while in the classroom, on school grounds, in school vehicles, and in school-related activities or events regardless of location.

A student may be subject to a TDT, suspended or expelled for any of the following reasons:

- 4.2.1.2. Illegal behavior, frequent or flagrant willful disobedience, defiance of proper authority or disruptive behavior; including the use of foul, profane, vulgar, or abusive language.
- 4.2.1.3. Student participation in any form of criminal street gang activity as defined in Policy, on school property, or at any school-sponsored activity, or on school-provided transportation, and including: using, distributing, displaying, or selling of gang attire.
- 4.2.1.4. Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school, including: hazing, bullying, emotionally demeaning or assaultive behavior, physical violence, physical or sexual harassment. Conduct described in this paragraph is subject to discipline if it occurs on any social media platform where the conduct creates a substantial disruption. See WCSD Policy 2116 Sexual Harassment; 2115 Non-Discrimination and Prevention of Harassment; Policy 3510 Bullying and Hazing.
- 4.2.1.5. Possession or use of pornographic material on school property, which includes nude or semi-nude images on personal electronic devices, sent or received by students (“sexting”).
- 4.2.1.6. Possession, control, or use of an alcoholic beverage as defined in Utah Code 32B-1-102.
- 4.2.1.7. Possession, control, use of cigar, electronic cigarette, or tobacco. See WCSD Policy 1401 Tobacco-Free School Policy.
- 4.2.1.8. Willful destruction or defacing of school property; behavior which threatens harm or does harm to the school or school property, to a person associated with the school, or property associated with any such person, regardless of where it occurs.

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

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

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

## WCSD SEXUAL HARASSMENT POLICY 2116

### 1. Purpose

The Washington County School District is dedicated to cultivating an educational environment in which all individuals are treated with respect and dignity. No person on the basis of sex, shall be subjected to discrimination or sexual harassment under any education program or activity receiving Federal financial assistance.

### 2. Policy

Sexual harassment is prohibited by Title IX of the Education Amendments of 1972 and by this Policy in all of the District's educational programs including academics, extracurricular activities, and athletics. Allegations that originate off-campus which impact the victim's ability to effectively access and continue their educational program **may** be addressed under this Policy at the discretion of the Designated District Title IX Coordinator. This may include allegations of sexual harassment through the internet, electronic mobile devices and/or social media.

**2.1** This Policy applies to all students, staff members, administrators, or third parties. The Board is resolute in its determination to enforce this Policy by investigating complaints and taking appropriate action when violations are identified.

**2.1.1.** All Designated District Title IX Coordinators, as well as Investigator(s), Decision-Maker(s), or any person designated to facilitate an Informal Resolution Process shall not have a conflict of interest or bias for or against Complainants or Respondents generally, or an individual Complainant or Respondent.

### 2.2. Inquiries

Students, parents, guardians, or citizens who have inquiries; or are alleging violations of this Policy may contact the designated school representative and/or the Designated District Title IX Coordinator as follows:

**Employees:** Director of Human Resources

**Students:** Director of Student Services

**Athletics:** Director of Secondary Education

Washington County School District

121 W Tabernacle St.

St. George, UT 84770

(435) 673-3553 Ext: 5164

Email: [ocr\\_coordinator@washk12.org](mailto:ocr_coordinator@washk12.org)

The full policy can be viewed at

<https://procedure.washk12.org/policy/2000/2116>

## BULLYING AND HAZING POLICY 3510

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

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

3.1.1. "Abusive conduct" means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. A single act does not constitute abusive conduct.

3.1.2. "Bullying" means a school employee or student intentionally committing a written, verbal, or physical act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:

- (a) causing physical or emotional harm to the school employee or student;
- (b) causing damage to the school employee's or student's property;
- (c) placing the school employee or student in reasonable fear of:
  - (i) harm to the school employee's or student's physical or emotional well-being;
  - (ii) damage to the school employee's or student's property;
- (d) creating a hostile, threatening, humiliating, or abusive educational environment due to:
  - (i) the pervasiveness, persistence, or severity of the actions; or
  - (ii) a power differential between the bully and the target; or
- (e) substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

3.1.3. "Communication" means the conveyance of a message, whether verbal, written, or electronic.

3.1.4. "Cyber-bullying" means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

3.1.5. "Hazing" means a school employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student

The full policy can viewed at <https://procedure.washk12.org/policy/3000/3510>

**WASHINGTON COUNTY SCHOOL DISTRICT**  
**TECHNOLOGY ACCEPTABLE USE**  
**POLICY 3700**

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

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

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

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

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

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

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

The full policy can be viewed at <https://procedure.washk12.org/policy/3000/3700>

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

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

1. The right to inspect and review the student's education records within 45 days after the School receives a request for access. Parents or eligible students should submit to the school principal or assistant principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. Such requests should be in writing and addressed to the school principal or assistant principal. It must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

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

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

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

4. The right to file a complaint with the US. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office US Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605.

**NOTICE OF NONDISCRIMINATION**

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

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

## Handling Students with Lice

### Upon Discovery:

If a student is found to have a head lice parent(s) must to be notified as soon as possible, but no later than by the end of the school day.

The student may go home at the end of the school day; there is no urgency or need to send the student home early from school. However, upon communication with the parent(s) it may be agreed that the student be released early.

It is recommended that when one or more cases of lice are present in the classroom(s), that the parents of other students within the same classroom(s) be notified that cases of head lice are present. It is a violation of the privacy rights as per FERPA/HIPPA to release information specific to any student with lice.

### Return to School:

The parent must report to the school when the initial treatment has been completed; upon return the student will be checked. The student may return to school after the *appropriate* initial treatment. The initial treatment should have killed all live lice within 8-12 hrs. If not, the parent may be advised to talk with a healthcare professional who may prescribe an alternative treatment. It is not necessary to exclude a student from school who has nits.

A daily routine (as per the educational materials provided) should be followed and the student must receive follow up treatment 7-10 days after the initial treatment. This should kill nits that have hatched that were not killed during the initial treatment. The parent shall report to the school when the treatment has been completed. The student will be checked again at 7 to 10 days to make sure that all of the lice are gone.

The student(s) will be allowed full opportunity to make up work missed; however, it is the responsibility of the parent/student to contact teacher(s) to obtain missed assignments, tests, etc.

### Failure to Comply:

If the parent does not follow through with the proper treatment, and the student continues to be affected by a lice infestation, he/she will be excluded from attending school until proper treatment has been completed.

If the student(s) does not return to school within a timely manner after exclusion, the school and/or school nurse will contact the parent to inquire about the reason for the absences and to offer support to the family.

If the student(s) do not return to school after supportive efforts are provided, and/or continues to have lice infestations, the school nurse and school principal may determine it necessary to involve Child Protective Services/Division of Child and Family Services.

The full procedure for cases of lice can be found at  
<https://procedure.washk12.org/letters/Admin/A140>

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### ADULTS

Close and lock the door  
Account for students and adults  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### ADULTS

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door

### ADULTS

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## EVACUATE! (A location may be specified)

### STUDENTS

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### ADULTS

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

#### Hazard

Tornado  
Hazard  
Earthquake  
Tsunami

#### Safety Strategy

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### ADULTS

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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## PPRA Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

• **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.

• **Receive notice and an opportunity to opt a student out of –**

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

• **Inspect**, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with:  
Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## Annual Notice to Parents

The Washington County School District has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Washington County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Washington County School District will also directly notify parents using email, school handbooks, or other means about their students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Washington County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

This notice can be viewed at <https://procedure.washk12.org/letters/Notices/N002>

## Washington County School District Civil Rights Disclosure

The Washington County Board of Education ensures an equal educational opportunity in accordance with several Federal Civil Rights Laws.

The Washington County School District does not discriminate on the basis of race, color, national origin, sex, disability, gender identity, sexual orientation, religious affiliation, age, pregnancy, parental or marital status in its programs or activities.

## Civil Rights Contacts

Those who have inquiries, or are alleging violations regarding discrimination or sexual harassment as per Title II of the Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act 1964, or the Age Discrimination Act of 1975 may contact the designated school representative and/or District designee as follows:

Students, parents, guardians, or citizens:  
Director of Student Services - Karen Bess  
121 W Tabernacle St.  
St. George, UT 84770  
(435) 673-3553 ex. 5164  
Email: [ocr\\_coordinator@washk12.org](mailto:ocr_coordinator@washk12.org)

The full Civil Rights Disclosure can be found at  
<https://procedure.washk12.org/letters/Notices/N003>

