

Mountain Creek Middle School

Student Handbook

(Code of Conduct)

2021–2022



5325 W. Bingham Rim Rd.
South Jordan, UT 84009

Main office: (801) 412-1000	Attendance office: (801) 412-1010	Student services/counseling: (801) 412-1020
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Website: mountaincreek.jordandistrict.org
School Colors: navy blue, ivory, and copper
Follow us on Instagram and Facebook.

Mike Glenn, Principal
Wendy Harmon, Asst. Principal (last names
A-K)
Tim Brooks, Asst. Principal (last names L-Z)



We are Moose Nation!



Welcome to Mountain Creek Middle School

We welcome you to Mountain Creek Middle School, proud home of the Moose. MCMS is a great school. We are excited to have you attend, and hope that you will enjoy getting a great education and making great friends. Our outstanding teachers and staff are committed to helping you learn as much as you can. We invite you to take advantage of the opportunities available here, and do all you can to make MCMS safe and educational.

This student handbook gives you an overview of our school rules and expectations. Please read it carefully. If you have any questions, please ask.

Our mission statement:
“Preparing students to succeed”

Focus on learning

We want you to learn here at MCMS, because we know how crucial education is in preparing you to succeed. We want to prepare you for the next steps of high school, graduation, college, training for a career, and a successful, happy, healthy life.

Our teachers keep your grades updated on Skyward and Canvas. On top of regular class time learning, we also offer Tracks Time, lunch school, and teacher consultation time before school, after school, and on Fridays.

What is Tracks Time?

Tracks Time is regularly scheduled time during TA (see the bell schedule) to receive additional academic help for any class. During this time, your teacher can reteach you, give you missing work, go over specific concepts you might not understand, or retest you. Your teacher may request you for Tracks Time, or you may sign up ahead of time.

What is lunch school?

You can work on schoolwork while eating lunch in a classroom. Teachers and adult aides will be available to help you. You can ask any of your teachers to refer you to lunch school whenever you need extra help. It can be for just one day, a week, or as long as you need.

Student Recognition

We want you to work hard at MCMS, and we want to recognize you for that hard work. Here are some of the ways we recognize our students:

- **Tracks Tender cards** - Tracks Tender is our school “money,” which teachers give to students who are exhibiting the Tracks Traits. Use Tracks Tender to buy fun stuff from the Moose Stash (our school store).
- **Parent contact.** When students do well in class, teachers may reach out to students with a positive phone call, a note home, or an email.
- **Marvelous Moose reports.** Teachers may recognize their students who show great effort or improvement in academics, behavior, attitude, etc., with a Marvelous Moose report.

- **Moose of the Day.** Each day, a faculty member, counselor, or administrator will recognize two students for this award. They will be featured on the morning announcements and receive prizes.
- **Moose of the Month.** Each month, students will nominate a peer to recognize based on a specific character trait. Two students from each grade will be recognized during a breakfast with administration.
- **Moose of the Quarter.** Each quarter, the faculty nominates eight students from each grade to be honored in an assembly as the students who exemplify positive student behavior.
- **Quarterly Tracks Tender drawings.** We give prizes to students whose names are drawn.
- **Honor roll.** Students who earn a 3.5 GPA or higher receive a certificate each quarter.
- **No-tardy party.** Students with no tardies for the quarter will receive a prize.
- **End-of-year Awards Assembly.** Grade-level awards assemblies are held to recognize students for their success in multiple areas throughout the year. It is a totally awesome celebration of all your hard work!

The Tracks Traits

We strive to live the Tracks Traits, because they prepare you to succeed. Each letter of “Tracks” stands for a trait:

- Teachable:** You are open to learn from your teachers and others.
You learn from the knowledge and example of others.
You observe, listen, and think.
- Resilient:** You can do hard things.
You recover from failure, and don’t let it keep you down.
You have a positive attitude!
- Ambitious:** You are hungry to succeed.
You work hard to achieve your goals and dreams.
You show tremendous effort.
- Creative:** You imagine possibilities and solutions.
You share your ideas with others.
You try to see situations from different perspectives.
- Kind:** You are nice to others.
You include others.
You consider the feelings and well-being of others.
- Safe:** You show respect to other people’s feelings and thoughts.
You show respect to other people’s bodies and property.
You show respect to your own feelings, thoughts, body, and property.

Get involved!

We want you to get involved in the numerous programs that MCMS has to offer, so that you can learn more, make friends, and feel connected:

- After-school activities
- Art Fair
- Band concerts
- Book group
- Choir concerts
- “Choose Kind”
- Computer programming
- Dance performances
- Geography Bee
- Jazz band
- National Junior Honor Society (NJHS)
- Open gym
- Orchestra concerts
- PTSA / memory book
- Reflections
- School play
- Stage crew
- Student government
- Talent show
- Other programs

General Information

(in alphabetical order)

Assemblies

We want you to behave respectfully and appropriately during assemblies so that we can enjoy the performance or presentation. Follow your teacher in single file to the auditorium, and sit with your teacher. Follow teacher directions. Show respect to the performance by participating appropriately. This includes:

- Electronic devices and earbuds put away
- Feet and hands to self
- No food, drink, gum, etc.
- Not distracting others

You may be removed for inappropriate behavior and receive additional consequences.

Attendance

We want you in school so that you can learn. Utah law requires that you attend school every day, every period, except when a parent excuses an absence for a legitimate reason. We begin truancy tracking procedures if you miss 5+ school days or 35+ class periods. A legitimate excuse from school must be in the form of a note from a doctor, dentist, orthodontist, or other medical professional. Parents are encouraged to send a note or email, or to call the school in order to acknowledge that they are aware of the absence. You must make up missed work according to the school's make-up policy.

Checking in:

- If you arrive less than 15 minutes late to school, go directly to class where you will be marked tardy. If you have a note, drop it off in the attendance office on your way to class.
- If you arrive more than 15 minutes late to school, check in at the attendance office with a parent note/phone call. Otherwise, your check-in will be considered unexcused.

Checking out:

- Have a parent/guardian (or emergency contact) **call the school (801-412-1010)** to have you called down to be checked out. Guardian information will be verified on Skyward. (Parents, please make sure your Skyward contact information is current.)
- To limit public access to the building, we ask that parents/guardians **wait outside** the building.
- **Sign out** in the attendance office and meet your parents outside.

Educational Leave: You may apply for up to 10 days of educational leave per school year. Your parents should **contact the attendance office at least three school days before** taking leave, and fill out an Educational Leave Form at the attendance office before leaving on vacation. It is your responsibility to make up work missed.

Home and Hospital: If a doctor writes an order for you to be out of school for an extended time (usually more than 10 school days), this means a teacher may come to your home a couple of times a week to work with you on your classwork. To arrange for home-and-hospital services, your parents need to **contact student services** and get a form for your doctor to fill out. We must have the form before home-and-hospital instruction can begin.

Illness: If you feel sick, let your teacher know and come down to the attendance office. We have a sick room where you can get some basic help and lie down. You may remain in the sick room for up to 15 minutes, at which time you will either need to return to class or have a parent come pick you up.

Tardiness: We want you **in class and ready to work when the bell rings** for every period so that you can learn and not distract others from learning, otherwise you may be marked tardy. If you are tardy multiple times, you may receive unpleasant consequences. Please note: repeated tardiness also negatively affects your citizenship. If you are 10+ minutes late to class, you may be marked “W” (way late), which counts as an absence.

Truancy: We want you in your assigned classes so that you can learn. Otherwise, you may be marked truant (“sluffing”) and receive negative consequences. Truancy can mean any of the following:

- You are not in your assigned class/location at the assigned time
- You leave school without checking out through the attendance office
- You stay home without parents’ knowledge
- You leave class without permission

Withdrawal from school: If you move outside our school boundaries, you need to withdraw through the attendance office. They will give you a withdrawal sheet, and you will need to receive clearance from each teacher, return all textbooks and Chromebook, clean out your lockers, and pay any fines. Failure to complete all of these steps may result in delay or denial of credit.

Bell Schedule

Mon.-Wed. Schedule				Thu. Schedule				Fri. Schedule			
Period	Start	End	Minutes	Period	Start	End	Minutes	Period	Start	End	Minutes
1	8:00	8:46	46	1	8:00	9:15	75	PLC/Prep	7:30	9:30	120
TA	8:51	9:20	29	TA	9:20	9:50	30	Announcements 5	10:00	11:20	80
Announcements 2	9:25	10:15	50	Announcements 2	9:55	11:15	80	A Lunch	11:20	11:50	30
3	10:20	11:06	46	A Lunch	11:15	11:45	30	6	11:55	1:10	75
A Lunch	11:06	11:36	30	3	11:50	1:05	75	6	11:25	12:40	75
4	11:41	12:27	46	3	11:20	12:35	75	B Lunch	12:40	1:10	30
4	11:11	11:57	46	B Lunch	12:35	1:05	30	7	1:15	2:30	75
B Lunch	11:57	12:27	30	TA (SEL)	1:10	1:40	30	BUS PICK-UP			
5	12:32	1:18	46	4	1:45	3:00	75	Ind. Learning	2:30	3:30	60
6	1:23	2:09	46	Your lunch is based on your 3rd period teacher.				Your lunch is based on your 6th period teacher.			
7	2:14	3:00	46								
Your lunch is based on your 4th period teacher.											

Teachers’ lunch schedules are posted in the halls.

Bullying

We want you to feel safe at school so that you can learn. When someone says or does something intentionally hurtful and they keep doing it -- even when you tell them to stop or show them that you are upset -- that is bullying. It can be physical, verbal, emotional, or cyber. It can involve: telling offensive jokes; derogatory statements about a person's ethnicity, race, gender, beliefs, etc.; inappropriate touching; gestures or actions that are crude and offensive in a sexual way (lewdness); threatening language or behavior; sexual comments; unwelcome taunting; or similar behaviors.

What should you do if you are feeling bullied?

1. Tell them to stop. Look them in the eye without emotion or fear and command them to stop.
2. If that doesn't work, tell an assistant principal or school resource officer, or report it on the Safe UT app. If you remain in silence, nobody will know and you will continue to suffer at the hands of the bully.

Consequences for those who bully can include in-school suspension, out-of-school suspension, and police involvement.

What if you see somebody else getting bullied?

1. Speak up. Use your voice. You don't have to get physical with the bully.
2. If that doesn't work, tell an assistant principal, the school resource officer, or report it on the Safe UT app. If you remain in silence, nobody will know and the victim will continue to suffer at the hands of the bully.

Bus Transportation

You qualify for bus transportation if you live two miles or more from the school and within our school boundaries. The district has identified what areas qualify for busing. Students eligible for busing will receive a bus pass. This pass must be shown to board the bus. Follow the bus driver's directions. Misbehavior on the bus or at a bus stop may lead to school consequences, including loss of riding privileges. Students who do not qualify to ride the bus may be allowed to ride if there is space available and the district approves a bus request for that student. Bus request forms are available in the attendance office.

Cafeteria

We want you to eat healthy food, because it helps you think, feel, and perform better in school. Nutritional, low-cost lunches are free this year. If you buy a second lunch on the same day, you will be charged \$3.30. Side foods also cost extra money. You will be issued a card with your lunch number on it, which you will use each time you go through a line. Keep this number confidential. If you need to make a deposit to your lunch account, you may do so in the main office before school (drop-off box) or your parents may deposit money on Skyward. If you bring a check, it needs to be written to Mountain Creek Middle School. Vending machines are also available, but you use them at your own risk. There will be no refunds.

Cafeteria procedures:

- Go only to your designated lunch.
- Walk to the cafeteria.
- Wait at the tan tiles. When there are fewer than five (5) students, proceed to the counter.
- Wait your turn. Cutting in line is unfair and rude.
- Treat the lunch workers respectfully. Say "thank you" after they have served you.

- You may either stay seated or go to a designated area (for example, outside, the library, or lunch school). If you go outside, we need to be able to see you at all times.
- Clean up after yourself.
- **Sit for the last five minutes** of lunch (if you are in the cafeteria) in order to make sure the cafeteria is clean and orderly. An assistant principal or hall monitor will then dismiss you.

NEW: Parents, you may drop off lunch to your own student but **please do not bring food to share**. We do not allow the delivery of food orders from outside restaurants/ food establishments.

Cell Phones and Electronic Devices

We want you to use cell phones and electronic devices responsibly and effectively. We know that technology is a marvelous tool to help you learn, which is why we offer Chromebooks and other technology for our students to use. However, we know that technology also has the potential to distract your focus away from learning. We want technology to enhance your education, not distract from it. Distractions can include (but are not limited to) texting, social media, off-topic searches, video games, and listening to music when you need to be listening to instruction.

As a result, **the use of cell phones, headphones, and other personal electronic devices is not allowed during the school day, except during hall breaks and lunchtime** (your own lunch). There may be times when an individual teacher allows you to use a device in his or her classroom for educational purposes, but that is the exception -- not the rule. We recommend that students silence and turn off notifications on their cell phones during school hours, so that they can stay focused on learning. Also, please note: electronic device use is never allowed in locker rooms or restrooms, and you are not allowed to film or photograph people without their consent.

If you use an electronic device at inappropriate times or for inappropriate reasons, it may be confiscated and turned over to the administration, as follows:

- **1st confiscation:**
 - Parent is contacted
 - Student may pick up the device at the end of day in the main office
- **2nd (or more) confiscation:**
 - Parent is contacted
 - Parent may be required to pick up the device in the main office
 - Possibly more consequences

Please note: Illegal situations (sexting, pornography, etc.) may result in the electronic device being confiscated to the police.

Parents, please do not call or text your child during school time. If you need to contact your child, call the attendance office (801-412-1010).

Cheating and Plagiarism

We want you to be honest in your school work, so that it accurately shows your mastery of the learning. Therefore, cheating in any form is unacceptable. If a student cheats on an assignment/assessment, the teacher will contact the parent to notify them that their student will be receiving a zero until the student works out an alternate

assessment with the teacher. Individual teachers will determine how you can redo the work. In addition, the student may receive a deduction in their citizenship grade.

We want you to complete your own work and properly cite any works used in your assignments or assessments. Plagiarism (taking someone else's work or ideas and claiming them as your own) is cheating. Students who plagiarize may receive a deduction in citizenship. Individual teachers will determine how you can redo the work.

Citizenship Grading Rubric

We want you to earn excellent citizenship grades (Hs and Ss) by behaving respectfully and responsibly in class so that you and others around you can learn, as well as develop good habits for your future success. Earning a good citizenship grade is just as important as earning good grades. Your citizenship grade is determined as follows:

Citizenship Grading Rubric				
Behavior Standard	4 (Honorable)	3 (Satisfactory)	2 (Needs Improvement)	1 (Unsatisfactory)
Respect	I always treat others, including guest teachers, with respect. This can include: <ul style="list-style-type: none"> • helping others when asked by the teacher • working well with others • contributing in group activities • using appropriate language. 	I usually treat others, including guest teachers, with respect. This can include: <ul style="list-style-type: none"> • helping others when asked by the teacher • working well with others • contributing in group activities • using appropriate language. 	I sometimes treat others, including guest teachers, with respect. This can include: <ul style="list-style-type: none"> • helping others when asked by the teacher • working well with others • contributing in group activities • using appropriate language. 	I rarely treat others, including guest teachers, with respect. This can include: <ul style="list-style-type: none"> • helping others when asked by the teacher • working well with others • contributing in group activities • using appropriate language.
Participation	I always <ul style="list-style-type: none"> • contribute appropriately • listen respectfully • encourage participation from others in classroom activities.	I usually <ul style="list-style-type: none"> • contribute appropriately • listen respectfully • encourage participation from others in classroom activities.	I sometimes <ul style="list-style-type: none"> • contribute appropriately • listen respectfully • encourage participation from others in classroom activities. I sometimes prevent others from learning.	I rarely <ul style="list-style-type: none"> • contribute appropriately • listen respectfully • encourage participation from others in classroom activities. I often prevent others from learning, and the teacher from teaching.
Following Rules	I always follow classroom rules and procedures without being reminded, and I help others follow rules.	I usually follow classroom rules and procedures, but occasionally have to be reminded.	I sometimes follow classroom rules and procedures, but need frequent reminders and redirection to do so.	I rarely follow classroom rules and procedures. *Any behavioral referral results in an automatic score of 1.
Late Work	I have 0-2 late or missing assignments /assessments.	I have 3-4 late or missing assignments/ assessments.	I have 5-6 late or missing assignments/ assessments.	I have 7 or more late or missing assignments/ assessments.
Tardiness	I have 0-2 tardies.	I have 3-4 tardies.	I have 5-6 tardies.	I have 7 or more tardies.

If you wish to improve your citizenship grade, do so well before the end of the quarter as follows:

- Discuss your behavior with the teacher.
- You and a parent may be asked to sign a behavior improvement contract with the teacher.
- Demonstrate exemplary behavior for an agreed-upon number of consecutive school days.

Please note: Citizenship may be deducted for late work. Low citizenship grades (Ns or Us) may limit your eligibility to participate in school activities and extracurricular activities.

Closed Campus

We want to keep you safe and focused on learning. As a result, MCMS is a closed campus, meaning you may not leave the campus during the school day without following proper checkout procedures. Student visitors are not allowed at school. Adult visitors must obtain a visitor pass from the main office. Parents wishing to attend a class must obtain the permission of the principal and the teacher prior to their visit.

Collaboration Fridays

Our teachers want to help you maximize your learning. Teachers meet every Friday morning to collaborate on planning lessons and units, creating goals, developing common assessments, analyzing test data, and numerous other activities -- all with the goal to help your learning improve.

NEW: Teachers are available to help you from 2:30 - 3:30 pm on Fridays, both in person and virtually.

Consequences for Misbehavior

We want you to behave so that you and others can safely learn. Consequences for misbehavior include:

- Meet with administration
- Mediation (restorative practice)
- Parent meeting
- Teacher meeting
- Refer to counselor
- Loss of privileges to attend school activities
- Restitution (replace, fix, or pay for what you may have damaged, taken, or broken)
- Apology
- Lunch detention: The student sits in a designated area to eat his/her lunch, and helps clean the cafeteria.
- After-school cleaning: The student will help the custodial staff with cleaning responsibilities.
- In-school suspension: The student sits in a timeout area to work quietly on homework.
- Class schedule change
- Out-of-school suspension: The student is sent home for one or more days. If you are suspended, you are not allowed on any Jordan District school grounds, nor are you allowed to participate in any activities during the period of the suspension, such as field trips and evening performances. A student who is suspended from school may not be penalized academically for non-attendance during days of suspension. Make-up work will be provided for suspended students upon their return to school, and must be completed within the time requirements of the individual teacher.
- District-level hearing: The student is sent to Jordan School District authorities to determine if he/she will be allowed to continue attending MCMS, attend a different school, or receive additional interventions.
- Police involvement

Dangerous Items Are Not Allowed

We want you to behave safely at school, so that you and others can learn. As a result, dangerous items are not allowed at school. In fact, it is against the law to bring or have dangerous items at school. Dangerous items include but are not limited to anything that physically harms people, such as:

- Things that cut, stab, or puncture, like a knife, pin, etc.
- Things that shoot objects, like a gun, firearm, slingshot, airsoft gun, etc.
- Things that explode, like fireworks, poppers, snaps, etc.
- Things that burn, like a cigarette lighter, matches, candles, sparklers, pepper spray, laser, etc.

Consequences for having dangerous items at school include suspension and police involvement.

If you bring a facsimile (fake, look-alike, or replica) of a dangerous item, the consequences may be the same.

If you suspect another student has brought or plans to bring a dangerous item to school, **tell an administrator or the school resource officer immediately**. If you bring a weapon to school on accident (for instance, you had a knife in your backpack from a camping trip), tell an administrator or the school resource officer immediately.

Digital Citizenship

We want you to be careful and wise with what you do on electronic devices. Anything you text or post online -- words, pictures, or videos -- can be viewed by anybody. Only post or send comments/pictures that you would be comfortable showing your parents. Cyber bullying is illegal and may result in school and police consequences.

It is illegal for you to bring, possess, participate in, share, or show **sexting or pornography** while at school or on a school-owned device -- whether in printed matter, on an electronic device, on social media, or on the cloud. Consequences for doing so include parent contact, suspension, confiscation of phone, wiping of phone, change of school, and police involvement.

Disclosure Statements

We want you to know what each teacher expects of you so that you can learn. Therefore, each of your teachers will give you a disclosure statement, which tells you about classwork expectations, grading requirements, homework policies, citizenship responsibilities, etc. This should be signed by your parents and returned.

Discrimination is Not Allowed

We want all of our students to feel welcome and safe at school. MCMS does not discriminate on the basis of race, color, beliefs, national origin, gender, disability, sexual orientation, or gender identity.

Disrespect and Insubordination

We want you to show respect to all of your teachers. Refusing to follow a reasonable directive by a teacher, administrator, or other school personnel is considered insubordination and not allowed. Such behavior is grounds for consequences (see "Consequences for Misbehavior" section).

Distracting Items Are Not Allowed

We want you to stay focused on learning. As a result, any items that distract or disrupt (like toys, games, etc.) are not allowed at school and may be confiscated to a parent pick-up.

Dress Code

We want you to follow the dress code. Jordan School District policy explains that, “Students shall dress in a manner that shows respect for the educational environment and is befitting the day’s activities.” If you wish to view Jordan School District’s full dress code, it can be found here: <https://policy.jordandistrict.org/aa419/>.

Please pay attention to a few important guidelines:

1. Items that disrupt the educational mission shall not be allowed. Personal items such as clothing, paraphernalia, jewelry, backpacks, fanny packs, gym bags, water bottles, etc., shall be free of writing, pictures, or any other insignias, which are crude, vulgar, profane, violent, or sexually suggestive.
2. Items which bear advertising, promotions and likeness of tobacco, alcohol, or drugs or which are contrary to the educational mission, shall not be allowed.
3. Students shall not wear clothes that are mutilated above mid thigh, cut off, or immodest. This includes:
 - short shorts,
 - mini skirts,
 - bare midriffs,
 - halter-tops,
 - spaghetti straps,
 - tank shirts, or similar clothing
4. Clothing shall cover the midriff (the front of the body between the chest and the waist), underwear, backs, and cleavage at all times. Skirts, dresses, and shorts must be at least **mid-thigh length or longer** when seated.
5. Hats of any kind are not allowed within the building except as part of an approved activity, or for religious, or medical purposes.
6. School officials may require students to wear certain types of clothing for health or safety reasons in connection with certain specialized activities.
7. Gang-related clothing, colors, and paraphernalia (including bandannas) shall not be allowed in schools or activities. School administration will determine what constitutes “gang” clothing, colors, and paraphernalia after consultation with law enforcement agencies as needed.
8. Shoes shall be worn at all times that ensure personal safety and hygiene.

As styles and fashion trends change over time, the administration may modify certain aspects of the dress code and inform you and your parents about it. **The administration reserves the right to determine what is a dress code violation.** If you are not in compliance with the dress code, you will need to change into appropriate clothes before returning to class. Your parents may be contacted, and you may receive additional consequences.

Emergency Drills and Actual Emergencies

We want you to know what to do in an emergency so that you stay safe, so we hold emergency drills. Whether for a drill or an actual emergency, students and teachers must follow incident command procedures.

Fake threats of violence or disruption, bomb threats, emergency calls, pushing emergency call buttons in classrooms, etc. are considered false emergencies and not allowed. These types of actions may involve school consequences and police involvement.

Fee Waivers

We want you to be able to participate fully in school activities so that you can learn. Fee waiver forms may be picked up in the main office, or printed from online registration materials. Whether on fee waivers or not, everyone has the opportunity to participate in class- and school-sponsored activities.

Fighting

Fighting is not allowed at school. If you throw a punch, first or second, you will be suspended. You may also face police involvement. Injuries, damages, and medical costs associated with fighting are the responsibility of the involved students and their parents.

Instead, we want you to learn peaceful conflict-resolution skills so that you and others stay safe. If you are in a conflict (or know someone who is) that you fear will lead to a fight, tell an assistant principal or the school resource officer. They can help you peacefully resolve the conflict so that you don't feel like you have to fight.

Food and Drink

We want you to help keep the school clean, orderly, and free of damage. Therefore, food and drink are not allowed in the classrooms, halls, gym, auditorium, or locker rooms. Put away or discard food and drink as school begins, and as you leave the cafeteria after lunch. Gum is never allowed in the gym or computer labs.

Gangs

We want you to avoid gang activity. Therefore, anything related to gangs (clothing, gestures, symbols, markings, items, etc.) is not allowed. The administration works with the school resource officer to determine what constitutes gang activity, and we will work with individual students with any concerns.

Hall Passes

We want you in class as much as possible, so that you can participate and learn. As a result, **hall passes should be used only when needed**. During class time, you are permitted to use a hall pass (one student per hall pass) when you have teacher permission. **NEW:** You may not use a hall pass during the first/last 10 minutes of class.

Homework Requests

We want you to keep up on your school work and learning. If you miss three or more days of school because of illness, your parents may request homework by contacting the student services center at 801-412-1020. Please allow 24 hours between the time the request is made and the time the homework is picked up.

Illegal Drugs, Alcohol, and Tobacco

We want you to develop lifelong habits of good health and obeying the law. It is against the law for you to use, possess, share, sell, or distribute illegal drugs (including but not limited to marijuana in any form including edibles), alcohol, or tobacco (including e-cigarettes, vapes, etc.) and related paraphernalia -- especially at school. Consequences include parent contact, police involvement, a drug offenders class, suspension, or even removal from school. For more information, see [district policy AS90](#).

Knowledge of an Illegal Activity

You have a responsibility to inform the police, administration, or the Safe UT app about dangerous or illegal activity so that we can keep our school safe. Dangerous or illegal activity includes fighting, drugs, weapons, pornography, threats, gang activity, etc. If you do not report it, you face school consequences and police involvement. If you film, record, or attend an illegal activity -- even if you don't participate -- you also face school consequences and police involvement. This applies to activities that occur during school hours, on the way to/from school, or a district-sponsored activity (like a field trip, an evening performance, etc.).

Library Media Center (LMC)

We want you to use the library often so that you can increase your ability to read and think well. The library has a variety of books, reference materials, and magazines. They are open daily from 7:30 am (9:30 am on Fridays) to 3:30 pm. You may go there before school, during passing periods, during lunch, and after school. If you want to visit the library during class, your teacher must issue you a library pass. If you want to visit the library during your lunch period, first obtain a library lunch pass from the librarian. Books may be checked out for a period of 15 school days, and two renewals are allowed. A fine of 10¢ per school day is charged on all overdue books. You will be required to pay for lost books. Food and drinks are not allowed.

Lockers

We want you to use your locker responsibly. Locker guidelines:

- Use only your own locker.
- **Keep your combination to yourself.** Don't run the risk of getting something stolen or damaged, or having somebody put something in your locker that could get you in trouble.
- Keep your locker clean and free of damage. **NEW:** Stickers and vinyl lettering are not allowed in/on lockers.
- Leave valuable items at home, such as large sums of money, expensive electronic devices, etc.
- Please note: Lockers (including lockers in the locker rooms) are school property and can be searched at any time, even without your knowledge.

How to open your [locker](#):

1. Turn the dial to the **RIGHT** (clockwise) several times to clear the tumblers. Stop on the 1st number.
2. Turn the dial to the **LEFT**. Go past the 2nd number once and then stop on it the second time around.
3. Turn the dial to the **RIGHT**. Go directly to the 3rd number, where you will feel some resistance. Pull the dial to open the door.

Loss of Personal Property

We want you to be responsible with your personal property, and recommend that you do not bring valuable items to school. If you choose to bring personal items to school, you bring them to school at your own risk. It is a good idea to put your name on your items. If you lose an item, other than those that are discouraged at school: retrace your steps, then check the lost-and-found in the office. If you still can't find the item, fill out an incident report, and the administration will assist you. MCMS is not responsible for the loss of personal items.

Medication at School

We want you to follow [district policy](#) when it comes to medication, so that you and others are safe. Rules for medication at school:

- You may have up to an **eight-hour dosage** of prescription (must be your own) or over-the-counter medication in school.
- **Do not share your medication** with anybody at school -- even over-the-counter medication. If you have more than an eight-hour dosage on your person, or share the medication with other students, you will receive consequences.
- If you need to store your prescription medication at school, get a form from the attendance office. (It will require a note signed by your doctor, indicating dosage, method, and schedule, and a note from a parent/guardian requesting that the medication be administered during school hours). These medications will be stored in a secure location for you.
- You may have your asthma inhaler or epipen with you.

Parent Teacher Student Association (PTSA)

The PTSA contributes to student success by providing and supporting enriching school activities. Membership dues are \$7.00 a person per year, which funds school activities, counseling programs, teacher appreciation activities, and school needs. The PTSA encourages each parent and student to be a member of the organization.

The PTSA invites students to join so that they can participate in creating the **memory book**. The cost of the memory book (\$28) includes a PTSA membership and serves as the yearly fundraiser. After March, the cost will no longer include a PTSA membership. Pre-ordering is the only way to guarantee that you will receive a memory book.

Public Display of Affection (PDA)

We want you to behave appropriately for a middle school environment. As a result, public displays of affection are not allowed.

Report Cards and Other Notices

We want you to keep track of your academic progress. Report cards are given to students after each quarter, and fourth quarter report cards are mailed home. Midterm progress reports are given to students at the middle of each quarter and taken home to parents. Failing notices are mailed home before the end of each quarter to parents of students who have any Ds or Fs. If you would like an official transcript/report card at the end of a quarter, you may request one from the student services center.

Schedule Changes

MCMS recognizes that under some circumstances a schedule change may be required, but these are rare. At the beginning of each semester, students will have the opportunity to request a schedule change until the deadline. Scheduling deadlines will be posted on the school's website, on the public calendar and at the Student Services Center. After the deadline has passed, an administrator must approve all student-requested class changes by completing the schedule change request form.

School Hours

School hours are found on the bell schedule. Teachers will be available Monday through Thursday starting at 7:30 am (9:30 am on Fridays). Unless you are working with a teacher, you must leave the building and be off campus by 3:10 pm. MCMS cannot provide adult supervision after these times.

Skateboards, Bikes, and Scooters

We want you to be safe with your skateboards, bikes, and scooters. Once you are on school property, **walk or carry** these items. Otherwise, the item may be confiscated and your parents may be contacted. **NEW:** Students may not drive any motorized vehicles to/on school (such as cars, golf carts, electric scooters/bikes, etc.)

Skyward information

We want you to know about your current grades, missing assignments, attendance information, lunch money balance, etc. Both you and your parents will receive a Skyward log-in ID and password in order to access this information. Your ID and password will be mailed to you at the beginning of the school year. You can find log-in access to Skyward by calling us at 801-412-1000.

In order to ensure that we can reach parents in an emergency, make sure you update any changes of address or phone numbers on Skyward or at the attendance office.

Student Government

We want you to have opportunities to lead and serve your peers. Student government officers are elected each year to serve and represent the entire student body in student activity decisions. Officers are elected in the spring for the following school year. To be eligible for office, students must:

- Maintain a 3.0 minimum cumulative GPA, and a 3.0 GPA for the entire school year.
- Show exemplary behavior at all times.
- Meet citizenship requirements, with no N's or U's during the quarter preceding the election or while in office.

Any student who does not meet these requirements may be subject to probation or removal. More information concerning elections will be available at election time.

Student Services Center

We want you to know and be comfortable working with your counselor or psychologist. The Student Services Center can help you with educational or personal needs. If you need an appointment, contact the registrar. Students are assigned to a school counselor according to the first letter of their last name, as follows:

- Mr. Flores (last names A-D)
- Ms. Hayner (last names E-K)
- Ms. Hunsaker (last names L-Q)
- Mr. Parker (last names R-Z)
- Ms. Bartels (school counselor intern)
- Mrs. Hegburg (psychologist)
- Ms. Painter (social worker)

Moose Stomp!
Stomp, snap, clap
Stomp, snap
Stomp, clap
(repeat 3x, then yell, “Moose!”)

Technology Use

We want you to use school-owned technology responsibly, respectfully, and only for classwork. If you damage, break, or lose your Chromebook (or somebody else’s), you are responsible for the cost of repair or replacement. If you use technology inappropriately, you face school consequences, which may include losing your privilege of using school-owned technology, police involvement, and other consequences. Each student must sign a technology user agreement.

Theft

We want you to respect other people’s property. Taking anything that doesn’t belong to you is considered theft and is against the law. Stealing someone else’s property will result in school consequences and police involvement.

Vandalism

We want you to respect the school’s and other people’s property. If you damage or break someone’s property, that is vandalism, and you will be held responsible for it. You may also receive school consequences and police involvement.

Vulgar or Profane Language, Pictures, Videos, and Gestures

Any vulgar or profane language, pictures, videos, gestures, or associated actions are inappropriate for any school environment and not allowed. This includes sexting and pornography, whether stored on an electronic device or in the cloud. If you do any of this, you may receive school consequences and police involvement.