

## LEADING THE CHARGE OF LIFELONG LEARNING

---

Amanda Riedl, Principal  
Stacy Stackhouse, Assistant Principal  
Jacqueline Ottosen, Assistant Principal

August 2019



Dear Mill Creek Friends and Families,

Welcome to Mill Creek Academy, where students and staff are “Leading the CHARGE of Lifelong Learning.” Mill Creek faculty and staff have committed themselves to learning for ALL. Our belief that all students MUST and WILL learn is reflective in the learning goals our students continue to reach year after year.

Each year brings new traditions to our community, but regardless of the change, our theme this year, “Built to Last,” identifies our relentless commitment to excellence! With our 6<sup>th</sup> graders now 7<sup>th</sup> graders and our 5<sup>th</sup> graders now 6<sup>th</sup> graders, our middle school continues to grow and thrive! We are very excited to open our new facility and the newly renovated Front Office, Media Center, and Café. It is a memory that will last a lifetime with our students and families!

As we embark on our journey this year, our goal is to become greater in our practices and learning! This year we will focus on providing a consistent way to teach and reinforce excellence in behavior and learning! Through a common language and tracking system, MCA will use a positive behavior system (PBS) to provide consistency in our learning structures and behavior expectations. The details are shared in subsequent pages of this document. We are excited to work on school-wide goals that promote a healthy culture as a Mustang Family. We continue to challenge the status quo at Mill Creek and this year will be no different. Please join our Mill Creek Academy faculty and staff as we commit to another great year of learning and growing together.

With our commitment to student learning, a strong partnership between family and school is the essential element that binds success in school to success in life. We look forward to your commitment to be involved in the school and create a seamless avenue of learning – from school to home.

The Student/Parent Handbook provides information directly related to Mill Creek programs, PBS, building practices, policies, general information and beyond. I encourage you to review both handbooks and use it as a reference guide throughout the school year.

Looking forward to continuing learning excellence in the 2019 – 2020 school year!

Sincerely,

Amanda L. Riedl, Learning Leader

“Every Need, Every Student, Every Day!”

---

3750 International Golf Pkwy  
St. Augustine, FL 32092  
(904) 547-3720  
[www-mca.stjohns.k12.fl.us](http://www-mca.stjohns.k12.fl.us)

The Learning Community of Mill Creek will ensure that ALL achieve their fullest potential through challenging, purposeful learning opportunities where lifelong learning becomes a passion!

# **2019-2020 Positive Behavior System Handbook & 2019-2020 Student/Parent Handbook**



**Leading the Charge in Lifelong Learning!**

Principal: Amanda Riedl  
Assistant Principal: Stacy Stackhouse  
Assistant Principal: Jacqueline Ottosen

3750 International Golf Parkway, St. Augustine, FL 32092  
Main Office: 904-547-3720  
Fax: 904-547-3730

# 2019-2020 Mill Creek Academy Positive Behavior System Handbook

## Mill Creek Academy - "Leading the Charge in Behavior Excellence"

Positive Behavior Support (PBS) is a systematic approach to preventing or reducing challenging behaviors, and, eventually, to enhancing quality of life for individuals and support providers. The staff of Mill Creek Academy believe that a positive school atmosphere will result in a more effective and meaningful learning environment. We are committed to providing opportunities for students to learn concepts, practice skills, display good citizenship and experience academic success. Academic success and good self-discipline are keys to being successful throughout life.

We believe that it is important for students to make responsible choices; choices which are the result of teacher input and guidance; and choices which are based on the knowledge of the consequences. We also believe that students demonstrate marked improvement when they are recognized using positive reinforcement for behavior and classroom successes.

As a result, we implemented a framework for our discipline and school-wide expectations based on PBS (Positive Behavioral Supports). PBS emphasizes school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a POSITIVE school environment and establish consistency throughout classrooms and in common areas at MCA.

In the past, school-wide discipline focused mainly on reacting to student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and acknowledging students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBS is to establish a climate in which a common-language infiltrates classrooms, provides predictability for students, and celebrates appropriate behavior as the norm.

Another important component of PBS is celebrating successes! We make a concerted effort to acknowledge students as they make good choices and showing PRIDE behaviors:

**Positive** – Be Nice, **Responsible**, **Integrity** – trustworthy, **Discipline** – Owning their actions, **Effort** – working hard

What does MCA PBS look like and sound like? Mill Creek will utilize a school wide point system. This is a positive reward system for when students are making good choices, doing the right thing, finishing work, and following our school wide expectations of showing PRIDE – positive, responsible, integrity, disciplined, and best effort. As teachers and staff members see students making good choices, they earn points.

### KINDERGARTEN – 5<sup>TH</sup> GRADE - REWARDING SUCCESS!

**Individual Success** - Students may exchange their points for a variety of rewards, including lunch bunch, special classroom privileges, such as sitting in the teacher's chair all day or volunteering in a classroom of their choice!

**Classroom Success** – Each classroom throughout the building will have the words – Mill Creek Compliments -\_when classes are given a compliment from other staff members throughout the building one (1) letter will be marked off in the classroom. When a class marks off ALL letters in their classroom, they will reveal part of the **secret** "school-wide" celebration. In addition, classes will have the option to have a class celebration such as a "popping with success party, movie celebration, PJ day, etc." These celebrations will not be disruptive to the learning environment. The class will then begin a new compliment chain.

**School-wide Success** – "working together to build a positive culture and climate" – When classes mark off all the letters of "Mill Creek Compliments" the class will remove one(1) sticky note that covers the "secret" school-wide celebration. The class will then start over with marking off letters in the compliment chain.

When the last sticky is removed and the school-wide celebration is revealed, the school-wide celebration will be planned within a week! This is a school effort; classes will all be working towards a common goal! Let's get working!

## 6<sup>TH</sup> – 8<sup>TH</sup> GRADE – REWARDING SUCCESS

**PBIS Rewards** – Through PBIS Rewards students will be able to receive points each day for demonstrating Character Counts traits: Fairness, Responsibility, Citizenship, Respect, Caring, Trustworthy

**Students will have the opportunity to gain 1 points per class for:**

**Coming to class prepared!** – Have all supplies needed for class, homework completed, and any other materials needed to be successful in class.

**Stay on task and complete daily class assignments requested by teacher.**

Teachers will model and practice the appropriate behaviors with students to ensure all students have the opportunity for success!

**Unacceptable Behaviors** - Each student at Mill Creek Academy has the right to feel safe at school and to have the opportunity to learn to his/her potential. The following is a partial list of behaviors that are considered unacceptable for our students: fighting, stealing, the use of profanity and obscenities, disrespect for authority, bringing weapons to school, harassment and disrespect of other students. As we strive to communicate to our students the lifelong skill of conflict resolution, we continually stress the following three acceptable means to resolving conflict: ignore and/or walk away, discuss the situation in a calm manner with the other person, or request adult intervention. Furthermore, we explain that by becoming physically aggressive with another individual, the situation is only more complicated and dangerous, not resolved.

If your student is struggling with making good choices at school, you can expect communication from his/her teacher.

## KINDERGARTEN – 5<sup>TH</sup> GRADE - UNACCEPTABLE BEHAVIORS

Occasionally a student might be asked to go to a safe seat in order to give him/her space and time to get back on track. The safe seat is a simply a place in the classroom that is away from distractions. Students may also request to go to the safe seat if they would like a moment to pull themselves back together in order to feel more productive with their class responsibilities.

Students may also be asked to go to a Buddy Room to complete assignments or for a quick change of scenery to get back on track. A Buddy Room is usually a classroom right next door and the student should be there no longer than 15 minutes.

If these classroom interventions do not work at assisting a student to get back on track, they may then need to visit with administration for further guidance.

Our goal is to equip our students with the necessary tools to be successful individuals throughout their life. Modeling, teaching, and giving students the adequate training and practice to manage their actions will ensure that they understand how they can manage the outcomes of their decisions.

## 6<sup>TH</sup> – 8<sup>TH</sup> GRADE – UNACCEPTABLE BEHAVIORS

See pages 4 and 5 in Student/Parent Handbook for further information.

## LEVELED BEHAVIOR SYSTEM

*(SJCS Student Code of Conduct will serve as the guide with documented behaviors listed below and for any behaviors not listed below)*

### LEVELS OF BEHAVIOR - LEVEL 1

*These offenses are relatively minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, or extracurricular activity.*

#### Types of Negative Behavior: (Incident code in ESP)

- **Classroom/Lunchroom Disruption** (Class Disruption)
  - Disrupting or attempting to disrupt the normal operations of a classroom or distracting the learning of classmates.
  - Disrupting the lunchroom.
  - Examples: talking, getting out of seat without permission, whistling, passing notes, calling out, audible noises that interfere with learning, etc.
- **Disruptive Classroom Transition** (Class Disruption)
  - Delaying progression from one activity to another by not following directions quickly or completely.
  - Examples: talking out, delaying next activity, walking around without permission, not prepared for next activity, needing more than one prompt to complete task and prepare for next activity, etc.
- **Disruptive Transition between settings** (Violation of school rules)
  - Loud or inappropriate movement while moving from one location to another.
  - Examples: getting out of line, talking while in line, playing in the bathroom, stomping feet, squeaking shoes, disturbing others, touching items on the walls, leaving area unclean or in disarray (i.e. bathroom/cafe), etc.
- **Inappropriate Items at school** (Violation of school rules)
  - Student having possession of items that have been designated as inappropriate at school.
  - Examples: toys, trading cards, electronics, candy, gum, video games, etc.
- **Inappropriate talk about/or to others** (Defiance/Disrespect)
  - Making negative comments or encouraging others to speak negatively about another person.
  - Examples: put downs, gossiping, name calling (i.e. stupid/dummy), talking about relatives, clothes/appearance, academic competence, teasing, etc.
- **Inappropriate Playful Behavior** (Inappropriate Conduct)
  - Engaging in rowdy/playful behavior without the intent of causing harm.
  - Examples: pushing, tripping, throwing objects, chasing, hitting, etc.
- **Non-directed Inappropriate Language** (Profanity)
  - Using a curse word or inappropriate language that is not directed at another person.
  - Examples: cursing after dropping something or stubbing toe, etc., mumbling after being given directions (eg. "this sucks", "freakin", "crap", etc.)
- **Inappropriate Physical Contact** (Inappropriate Conduct)
  - Intentional inappropriate physical contact.
  - Examples: pulling, shoving, pulling clothes, hand holding, hugging, invading personal space, etc.

- **Eating or Drinking without permission** (Violation of school rules)
  - Eating or drinking without permission of the teacher.
  - Examples: chewing gum, eating candy, sneaking snacks during instruction or work sessions, drinking, etc.
- **Uncooperative Behavior / Not Following Directions** (Defiance/Disrespect)
  - Passive non-compliance with the request of the teacher.
  - Examples: not following directions, not doing work as asked (includes homework), not answering when spoken to, not responding to directions or prompts, etc.

#### **Level 1 Consequences**

- *Behavior will be documented by school personnel.*
- *IN-class consequences designated by classroom management plan.*
- *Parent contact after two(2) documented incidents.*

#### **LEVELS OF BEHAVIOR - LEVEL 2**

*These offenses are acts of misconduct that are more serious or disruptive than offenses in Level 1. They include repeated acts of Level 1 misconduct and acts directed against people or property that do not seriously endanger the health or safety of others.*

#### **Types of Negative Behavior:** (Incident code in ESP)

- **Continued Level I behaviors** (Use Level 1 incident codes)
  - When three documented classroom incidents occur, and a parent conference has been held for at least one of those incidents, repeated Level 1 episodes result in a referral to administration. Parent conference should include all those who witnessed actions.
  - Examples: See Level 1 behaviors.
- **Altercation** (Inappropriate Conduct)
  - Intentional inappropriate physical contact between two students, which is harmful or disruptive.
  - Examples: pulling, shoving, pushing, tripping.
- **Teasing** (Defiance/Disrespect)
  - Intending to mock or make fun of another person, either name calling or physical gestures.
  - Examples: using derogatory language, or playfully teasing on matters of appearance, weight, behavior, abilities, etc.
- **Rude/Confrontation/Disrespectful Language** (Defiance/Disrespect)
  - Use of inappropriate language that is directed at another person.
  - Examples: Argumentative, yelling shut-up, etc.
- **Rude/Confrontation/Disrespectful Actions** (Inappropriate Conduct)
  - This is different from Altercation in that it involves only one student
  - Using disrespectful actions that are directed at another student or teacher.
  - Examples: openly defiant, slamming doors/chairs, pulling, shoving, pushing, tripping, spitting on someone, pulling hair, scratching/pinching, etc.
- **Cheating** (Cheating)
  - The act of lying, deception, fraud to create an unfair advantage in sports or academics.
  - Examples: copying off someone's paper, cheating using notes, sharing answers, plagiarism, forging signatures, etc.

- **Cell Phones** (Cell Phone)
  - **Elementary Students:** Using a cell phone or wireless device without permission
  - **Middle School Students:** Using a cell phone or wireless devices without permission or during UNDESIGNATED TIMES(e.g. - during class without teacher direction, in between classes/transitions)

#### **Level 2 Consequences**

- *Behavior will be documented by school personnel as a referral.*
- *Administration will contact parents regarding consequences.*

#### **LEVELS OF BEHAVIOR - LEVEL 3/LEVEL 4**

*These infractions are major acts of misconduct which the School Board has determined constitute a serious breach of conduct. They include repeated misconduct acts from Level 2, serious disruptions of school order and threats to the health, safety, and property of others.*

#### **Types of Negative Behavior:** (Incident code in ESP)

- **Chronic Level 2** (Use Level 1 or 2 incident codes)
  - Student receives consequence for previous referral, Level 2 behavior occurs afterwards and documentation as a classroom incident and a parent conference is held, then the second incident becomes another referral.
  - Examples: Any Level 2 behavior (including chronic Level 1).
- **Discrimination** (Disrespect)
  - Actions or statements intended to be offensive of one's race, gender, religion, heritage, color, perceived sexual orientation, and/or disability.
  - Examples: slurs that are written or spoken.
- **Stealing** (Violation of school rules)
  - The removing of someone else's property from their personal area or being in possession of something found that does not belong to you.
  - Examples: Taking another student's snack or personal possession from their desk/bookbag/etc., taking school property without permission.
- **Targeted Bullying/Harassment** (Inappropriate Conduct)
  - Repeated intentional tormenting of a student through verbal, written, or physical harassment or other more subtle methods or coercion like using inappropriate/demeaning language, causing the victim to feel threatened or unsafe.
  - Examples : calling someone hurtful names on a regular basis (2 or more times), convincing a student to give money or valuables away, cyber-bullying, convincing classmates to isolate or pick on another student.
- **Possession of Weapons/Illegal Substances** (Violation of school rules)
  - Having possession or being under the influence of tobacco, drugs, or alcohol, or having an instrument of any kind or a look alike weapon, with or without the intent to use.
  - Examples: having knives, fireworks, poppers, lighters, box cutter or any realistic look-a-like weapon.
- **Assault of Another Student/Fighting** (Physical Altercation)
  - A student making intentional physically aggressive contact upon another with or without injury.
  - Examples: fistfights, shoving match, continuous kicking, spitting on another person.
- **Pulling a False Fire Alarm** (Inappropriate Conduct)

- Intentionally pulling the fire alarm.
- Examples: pulling the fire alarm.
- **Intimidation/Use of Profanity or Obscene Gestures Toward Adults and/or Students** (Inappropriate Conduct)
  - Student delivers a message (verbalized, written, drawn, or gestured) towards another that conveys an act of intended injury or harm, cursing, gang paraphernalia.
  - Examples: cursing directed at another student or adult, passing along threats, gestures at another student, threatening to beat someone up, calling an adult names, saying "shut-up" to an adult, flipping off, grabbing own body parts, profanity.
- **Assault on School Personnel** (Inappropriate Conduct)
  - When a student shows aggression towards school personnel.
  - Examples: throwing things at an adult, hitting, kicking, spitting, biting.
- **Vandalism** (Inappropriate Conduct)
  - Participating in an activity that results in destruction of property.
  - Examples: ripping books, writing on bathroom stalls or walls, coloring on floors, desks or walls, damaging fixtures in the bathroom or classroom, misuse of toilet paper, paper towels or teacher belongings.

#### **Level 3/4 Consequences**

- *Behavior will be documented by school personnel as a referral.*
- *Administration will contact parents regarding consequences.*
- *Quarterly "Leading the Charge" celebration will be lost.*

### **TEAMWORK APPROACH TO IMPROVE STUDENT ACHIEVEMENT**

The purpose of this paper is to summarize the actions that each of us can take to make this school year a successful one. Effective schools are the result of teamwork between school staff, students, and their families. We want our school to be a safe and caring place where children are able to achieve academically and grow to be independent, respectful, creative, and concerned citizens. We urge you to read this agreement and sign-on to the team, agreeing to do all that you can do to help.

#### **Staff Responsibilities**

**As Mill Creek Academy School staff member, I will work to:**

- Reinforce with all students the importance of PRIDE behavior!
- Create a safe school environment that supports the mission.
- Ensure that every child knows he/she is valued and respected.
- Provide strategies and tools to help students be successful in school.
- Give timely and useful feedback to children and their families about student progress.
- Respond timely and in positive ways to student and family concerns/questions.
- Seek the cooperation of parents to work as partners in the school.
- Provide materials for daily reading.



# 2019-2020 Mill Creek Academy Student/Parent Handbook

<b>GENERAL SCHOOL INFORMATION .....</b>	<b>1</b>	<b>STUDENT SERVICES &amp; INFORMATION .....</b>	<b>7</b>
ST. JOHNS COUNTY DISTRICT MISSION .....	1	CAFETERIA .....	7
ST. JOHNS COUNTY DISTRICT VISION .....	1	LIBRARY/MEDIA CENTER .....	8
MILL CREEK ACADEMY MISSION .....	1	STUDENT HANDBOOK/PLANNER (MIDDLE SCHOOL ONLY).....	8
MILL CREEK ACADEMY VISION .....	1	GUIDANCE & COUNSELING .....	8
MILL CREEK ACADEMY FACTS.....	1	PHYSICAL EDUCATION .....	8
2019 – 2020 PTA OFFICERS .....	1	LOCKERS (MIDDLE SCHOOL ONLY) .....	9
MILL CREEK DISCIPLINE PHILOSOPHY .....	1	LOST AND FOUND .....	9
MILL CREEK ACADEMY: THE “ONE” RULE.....	1	TEXTBOOKS .....	9
ADDRESS, TELEPHONE NUMBER AND EMAIL CHANGES ...	1	TRANSPORTATION.....	9
SIGNING STUDENTS IN AND OUT .....	1	TRANSPORTATION CHANGES .....	9
BIRTHDAYS and CELEBRATIONS .....	2	FIELD TRIPS & EXTRA CURRICULAR .....	10
VISITORS/VOLUNTEERS .....	2	SCHOOL NURSE & CLINIC GUIDELINES .....	10
MIDDLE SCHOOL BELL SCHEDULES.....	2	<b>STUDENT ACADEMIC ACCOUNTABILITY .....</b>	<b>10</b>
EMERGENCY DRILLS.....	2	ACADEMIC INTEGRITY (HONOR CODE) .....	10
<b>MASTER CALENDAR .....</b>	<b>2</b>	CHEATING .....	10
<b>ATTENDANCE.....</b>	<b>3</b>	GRADING (MIDDLE SCHOOL ONLY) .....	11
ATTENDANCE MATTERS .....	3	SCHOOL OLOGY (MIDDLE SCHOOL ONLY) .....	11
ATTENDANCE INCENTIVES (MIDDLE SCHOOL ONLY).....	3	EXTRA CURRICULAR ELIGIBILITY (MIDDLE SCHOOL ONLY).....	11
TARDINESS.....	3	FORGOTTEN PROJECTS/HOMEWORK .....	11
TRUANCY .....	4	MAKE UP ASSIGNMENTS.....	11
<b>SCHOOL CLIMATE .....</b>	<b>4</b>	<b>STUDENT AWARDS, RECOGNITION &amp; ACHIEVEMENT PROGRAMS (MIDDLE SCHOOL ONLY) .....</b>	<b>11</b>
STUDENT CONDUCT .....	4	Student Government Association (SGA) .....	11
BEHAVIOR OF EXCELLENCE.....	4	NATIONAL JUNIOR HONOR SOCIETY .....	11
SJCSD STUDENT CODE OF CONDUCT .....	4	<b>PARENT AND COMMUNITY INVOLVEMENT .....</b>	<b>11</b>
BEHAVIOR EXPECTATIONS.....	4	PARENT/TEACHER CONFERENCES.....	11
BULLYING / INTIMIDATION / HARASSMENT.....	5	PARENT/ TEACHER ASSOCIATION (PTA).....	12
CHARACTER COUNTS! .....	5	COMMUNICATION .....	12
DRESS CODE.....	6	<b>RENAISSANCE PROGRAM .....</b>	<b>13</b>
BACKPACK/BOOK BAGS .....	6		
ELECTRONIC DEVICES/CELL PHONES .....	6		
PROFANITY/ABUSIVE LANGUAGE/MATERIALS.....	7		
PUBLIC DISPLAY OF AFFECTION (PDA).....	7		
PUPIL DETENTION, SEARCH, AND SEIZURE.....	7		
SUSPENSION (OUT OF SCHOOL) .....	7		
RESPONSIBILITY ROOM/IN SCHOOL SUSPENSION .....	7		

## GENERAL SCHOOL INFORMATION

### **ST. JOHNS COUNTY DISTRICT MISSION**

The St. Johns County School District will inspire good character and a passion for lifelong learning in all students, creating educated and caring contributors to the world.

### **ST. JOHNS COUNTY DISTRICT VISION**

All students will choose a learning path that leads to a well-rounded graduate who demonstrates good character and leadership.

### **MILL CREEK ACADEMY MISSION**

Mill Creek Academy will inspire our students to become life-long learners with integrity.

### **MILL CREEK ACADEMY VISION**

The Learning Community of Mill Creek will ensure that ALL achieve their fullest potential through challenging, purposeful learning opportunities where lifelong learning becomes a passion!

### **MILL CREEK ACADEMY FACTS**

School Information:	Originally Established 1879
Mill Creek Academy:	Established 2018
School Hours:	Mon./Tues./Thurs./Fri. 8:25 am – 2:45 pm Wed. 8:25 am – 1:45 pm
School Mascot:	Mustangs
Colors:	Blue and Yellow

### **2019 – 2020 PTA OFFICERS**

President:	Leah Sullivan
Vice President Elementary School:	Sondra Hisrich
Vice President Middle School:	Nery De Los Santos
Treasurer:	Amanda Dykeman
Secretary:	Mary Craig
Communications Coordinator:	Britta White
Parliamentarian:	Justine Larson

### **MILL CREEK DISCIPLINE PHILOSOPHY**

At Mill Creek Academy, learning and using life skills are critical to the success of all students. As a lifelong learner, students should develop life skills that represent the Character Counts Pillars and **MUSTANG PRIDE!**

#### **Mustang PRIDE:**

1. Politeness (Fairness & Caring)
2. Respect
3. Integrity (Trustworthiness)
4. Discipline (Responsibility)
5. Effort (Citizenship)

We encourage parents to join us in our commitment to teach, model and practice these essential life skills. It is the responsibility of the staff and parents to provide a safe and appropriate learning environment.

### **MILL CREEK ACADEMY: THE “ONE” RULE**

In the Mill Creek community, students need to remember that only one rule is necessary for all of us:

***Treat others the way they want to be treated.***

This rule applies to the way adults treat children as well as the way children treat adults. This rule is also applicable and worth remembering when we talk about adult-to-adult interactions. We encourage all adults to teach and model this to students as they learn to interact with their peers.

### **NOTE TO PARENTS – WE ARE HERE TO HELP!**

We want you to know that you can reach us to discuss your child or get information in many different ways. We have progress reports, parent-teacher conferences, student planners, newsletters, voicemail, email, Home Access Center (HAC), and Schoology (Middle School). We will work to keep you updated and should you need to discuss something in detail, contact your child’s homeroom teacher or an administrator.

### **ADDRESS, TELEPHONE NUMBER AND EMAIL CHANGES**

Please notify our office immediately if there is a change in your address, telephone number, email, or your emergency contacts. This information is very important in case your child becomes ill or injured. **Students will not be released to anyone who is not listed on the emergency contact list.** If you would like neighbors or friends to be eligible to pick up your child from school, please list them on your emergency contact list. Please make sure this information is updated whenever necessary. Proofs of residency must be provided to change an address.

### **SIGNING STUDENTS IN AND OUT**

Students reporting late to school must have a parent/guardian sign them in at the office before going to class. Students leaving during the scheduled school day must have a parent/guardian sign them out at the office before leaving. For student safety, picture identification is required when signing a student in or out. Parents need

to send a note to the teacher in advance of a student signing out early.

### ***BIRTHDAYS AND CELEBRATIONS***

Snacks/treats are allowed only with permission and under the direction of the classroom teacher (**critical due to medical complications caused from various food sources**). Balloons, flowers, or gifts received at the school will remain in the front office until the end of the day. Only pre-packaged store-bought treats with food ingredient labels are approved. No homemade items are permitted. For middle school students, parents/guardians must contact the homeroom teacher for permission to send in items to the classroom.

### ***VISITORS/VOLUNTEERS***

All visitors are **required** to report directly to the office and sign in through SCHOOL ACCESS, SHOW ID and receive a School Access Badge. The School Access Badge must be worn while on the school campus. Parents are invited to visit the school regularly and become involved in all school activities. Students from other locations are not allowed to visit during the school day or during school functions after school.

- Parents or guardians interested in visiting DURING SCHOOL HOURS, INCLUDING LUNCH, NEED to complete an online volunteer/school access application. The application is available on the school website under Parent Information/School Access. Once you have been approved, your application is good for three years. Please understand the approval process may take several weeks.
- While volunteering in our school, chaperoning a field trip, assisting a teacher, or coordinating classroom activities and celebrations, it is important that you not be accompanied by younger children. This is for the safety of the young child and to ensure the volunteer is able to focus on the important task of assisting in the educational setting.
- Parents with younger children will still have an opportunity to volunteer through the PTA program, "Helping Hands." Please check the PTA website for dates and times.
- In order to maintain the learning environment, we ask that volunteers stay no longer than 3 hours per classroom.

### ***MIDDLE SCHOOL BELL SCHEDULES***

Monday, Tuesday, Thursday and Friday

HR	1st	2nd	3rd	4th	5th	6th	7th
8:25-8:35	8:38-9:23	9:26-10:11	10:15-11:00	11:03-11:48	11:51-1:09 *	1:12-1:57	2:00-2:45

\*A lunch 11:51-12:21, B lunch 12:24-1:09

Wednesday (Early Release)

HR	1st	2nd	3rd	4th	5th	6th	7th
8:25-8:35	8:38-9:14	9:17-9:53	9:56-10:32	10:35-11:11	11:14-11:48	11:51-1:09*	1:00-1:45

\*A lunch 11:51-12:21, B lunch 12:24-1:09

### ***EMERGENCY DRILLS***

Three types of emergency drills are held at Mill Creek Academy: fire, tornado and shelter-in-place drills. Teachers will give complete instructions about these drills and the method of notification used by the office. Detailed instructions about each type of drill are posted in each classroom. Students are expected to be quiet, listen and follow adult directions to ensure the safety of all.

## **MASTER CALENDAR**

Sometimes due to unforeseen conditions, dates or times for activities can be changed. Parents would be notified if changes are made, however please check with students, check the MCA calendar website or call the school office at 904-547-3720 should you have questions at any time about calendar dates.

### **All Schools will be dismissed 1 hour early on December 20, 2019 and May 27, 2020**

August 1, 2019	Optional Teacher Planning Day
August 2, 2019	Teacher Inservice/Planning Day (DOE Restart Grant adjustment)
August 5, 7, 8, 9, 2019	Teacher Pre-Planning
August 6, 2019	Teacher Inservice Day
August 12, 2019	Students Report to Class
September 2, 2019	Labor Day- Student/Teacher Holiday ✓
October 11, 2019	First Quarter Ends
October 14, 2019	Teacher Planning Day - Student Holiday ✓
November 11, 2019	Veteran's Day - Student/Teacher Holiday ✓
November 27-29, 2019	Thanksgiving Break - Student/Teacher Holiday ✓
December 20, 2019	Second Quarter/First Semester Ends *
Dec. 23, 2019-Jan. 2, 2020	Winter Break - Student/Teacher Holiday
January 3, 2020	Teacher Planning Day-Student Holiday ✓
January 6, 2020	Classes Resume for Students/Second Semester Begins
January 20, 2020	Martin Luther King Day - Student/Teacher Holiday ✓
January 31, 2020	Teacher Inservice Day - Student Holiday ✓
February 17, 2020	Presidents Day - Student/Teacher Holiday ✓
March 12, 2020	Third Quarter Ends
March 13, 2020	Teacher Planning Day-Student Holiday
March 16-20, 2020	Spring Break - Student/Teacher Holiday
March 23, 2020	Classes Resume for Students
April 1-14, 2020	ELA Reading (Gr 3) and ELA Writing (Grades 4-10)
April 10 & 13, 2020	Holiday - Student/Teacher Holiday
April 15-30, 2020	District Exams
May 1-26, 2020	FSA Testing (Reading, Math & Science)
May 1-26, 2020	EOCs, AP, IB
May 25, 2020	Memorial Day - Student/Teacher Holiday
May 27, 2020	Last Day for Students*Fourth Quarter Ends
May 28, 2020	Last Day for Teachers - Teacher Planning Day
May - TBA	Graduations (Schools/Locations TBD)

## ATTENDANCE

### ATTENDANCE MATTERS

Communication between parents/guardians and school officials must be made when students are absent from or tardy to school. **Any student who has been absent from school for an entire day or any part of a day is to submit the MCA Absentee Form the day the student returns to school. MIDDLE SCHOOL STUDENTS SHOULD SUBMIT AN ANSENTEE FORM WHEN THEY MISS ANY PERIOD.**

The MCA Absentee form is available in two different formats. Absentee forms can be submitted digitally by using the link [MCA Digital Absentee Form](#) found on our website under Parent Information. You can attach a doctor's note using the upload feature. You will receive email confirmation of your submission.

Absentee forms are also available in printable form on the Attendance tab under Parent Information. The form can be completed and sent in with your student. If you have a note from a doctor, please send it in with the Absentee form. Reminder, if your student has been out 3 (three) or more days, you will need to provide a note from a physician.

The absentee form will be required upon returning to school. Automated phone calls and emails will still be sent out on the day of the students absent to alert parents.

**Excused absences include:** Personal illness, family emergency, death in the family, religious holidays of the student's established religious faith, required court or law agency appearances, public functions, state competitions, scheduled doctor or dentist appointments.

**Unexcused absences include:** shopping trips, pleasure trips, suspension from school, appointments without prior approval except in case of emergency.

**For a complete list of excused and unexcused absences, students and parents should refer to the *Student Code of Conduct*.**

It is extremely difficult to be highly successful in management of class work if attendance is irregular. Students having 5 unexcused absences within a calendar month or 10 unexcused absences within a 90 calendar-day period shall be reported to the principal/designee to

secure and determine rationale for such absences. If a student is absent more than fifteen days, it is the responsibility of the parent or guardian to provide a doctor's note.

**Excused Make-up work:** If your child is ill and absent for two days, contact the classroom teacher or front office to arrange for the schoolwork your child has missed. Middle School students will check Schoology first. It is the responsibility of the middle school student to make his/her own arrangements with the teacher to make up the missed work.

Students with an extended illness may qualify for the Hospital Homebound program. For other extended absences, please notify the principal, in writing, prior to the absence.

**We encourage medical appointments to be made after school hours or during early release hours whenever possible to reduce the amount of instructional time lost.**

### ATTENDANCE INCENTIVES (MIDDLE SCHOOL ONLY)

Students will be celebrated quarterly for maintaining a 95% or higher attendance rate.

### TARDINESS

Tardies to school negatively affect a student's overall attendance percentage and academic progress. The parent/guardian needs to provide an appropriate excuse for their child's tardy to school. **ALL** tardies to school are unexcused, unless a note is issued by a Professional Care Provider (**notes must be received on the day of the tardy prior to the student's lunch period**).

**School starts at 8:25 AM.** If a student arrives at school after the school day begins, he/she must report to the office and receive a pass before going to class. A parent/guardian contact is necessary to verify the reason for the late arrival. Personally accompanying the student to the receptionist is required.

The **following consequences** will apply quarterly for **any** tardy.

- 3<sup>rd</sup> unexcused tardy – warning/parent contact
- 4<sup>th</sup> – 9<sup>th</sup> unexcused tardy – alternative lunch location
- 10<sup>th</sup> tardy - 1-Day In-School Suspension and parent conference

## **Procedures**

- Parents must escort their child to the main office when tardy for school.
- Students are considered tardy any time they are not in their classroom ready to learn at 8:25 a.m.
- Parents will receive a notification via the School Messenger system when a student is tardy to school.
- Students will receive a tardy notice upon late entry.
- Students will eat lunch in an alternative location within one week of their tardy date.

### **TARDY TO CLASS (MIDDLE SCHOOL ONLY)**

During the school day, middle school students are permitted 3 minutes to move from one class to another. **Tardies to class** will be handled by the class teachers. The following procedures and consequences will apply quarterly.

- 3<sup>rd</sup> tardy to class -parent notification
- Additional tardies to class – alternative lunch location

### ***TRUANCY***

Truancy is defined as an absence from school without the parent's or guardian's knowledge or consent. In some instances, a student may be considered truant because of a parent's or guardian's negligence. Habitual truancy is defined as 15 or more days of unexcused absences in a 90-calendar-day period. Truancy steps that may take place:

- Administration shall report such absence to the Director of Student Services.
- Student Services personnel shall give written notice, either in person or by registered mail, to the parent when no valid reason is found for child's absence from school, requiring enrollment or attendance within three (3) days from the date of notice.
- If such required notice is ignored, the Student Services Office shall report the case to the Superintendent and take steps necessary to bring criminal prosecution against the parent, guardian, or other responsible persons.

## **SCHOOL CLIMATE**

### ***STUDENT CONDUCT***

Mill Creek Academy is guided by the **MCA Positive Behavior Systems Handbook** and believes in a pro-active approach to student safety and well-being involving parents and all associated with the activities of the school day and school events. Students are responsible for following all school rules and regulations anytime students are involved in activities associated with the school. This includes from the time students leave their homes, throughout the school day, until they arrive at home after the school day or school activities. Student responsibility applies to any school district property, school field trips, school sponsored activities, walking to and from the school or when participating in school transportation. School transportation includes between home and the bus stop, while at the bus stop and when riding on the school bus.

We are constantly seeking ways to reward positive behavior and help students develop positive self-esteem through our incentives and Positive Behavioral Supports. With continued cooperation and communication among parents, teachers, and students, we can continue the high standards for academic success. We want Mill Creek to continue to be a safe and secure place for every individual. If a student is referred to the office for a serious problem, a parent will be contacted by phone.

### ***BEHAVIOR OF EXCELLENCE***

Students that are going "above and beyond" showing PBIS behaviors will be recognized.

### ***SJCSD STUDENT CODE OF CONDUCT***

Students are responsible for the choices they make. All Mill Creek students and parents are required to read the online Code of Conduct, which supports our goal of excellence in behavior. All parents and students are required to read, sign and return the acknowledgement page that is part of the online registration and returning student verification process. A copy is also available on the St. Johns County Website: **[www.stjohns.k12.fl.us/rules/conduct](http://www.stjohns.k12.fl.us/rules/conduct)**.

### ***BEHAVIOR EXPECTATIONS***

Showing our MUSTANG PRIDE is considered **behavior excellence** within the Mill Creek learning community. Presenting with EXCELLENCE holds all stakeholders responsible for their own behaviors. We are EXPECTED

to meet the PRIDE expectations of EXCELLENCE in EVERYTHING we do.

### **PRIDE**

**Politeness** – Use positive words and good manners

**Respect** – Treat others with kindness

**Integrity** – Take responsibility for your own actions

**Discipline** – Be in control of yourself/Be prepared

**Effort** – Be an ACTIVE LEARNER every day!

Throughout the school year, each teacher will model, expect, and reinforce what Mustang PRIDE behaviors look and sound like in the classroom. These expectations are also specific in the hallway, cafeteria, media center, and other common areas.

For students who do not meet PRIDE excellence, the following corrective measures may be taken:

#### **The Mustang PRIDE Progression Plan**

1. Redirection of Behavior
2. In-class Consequence
3. Check
4. Referral

#### **Redirection of Behavior**

- 1<sup>st</sup> step - A VERBAL WARNING will be given to the student. Example: "John, please sit in your seat and work on your assignment. This is your warning."

#### **In Class Consequence**

- Possible disciplinary consequences may include, but not limited to:
  - Conference after class
  - Reflection Sheet
  - New seating opportunity

#### **Check**

- 1<sup>st</sup> check will result in warning - teacher contact will be via email and reflection form brought home by student. Reflection should be returned the following day with parent/student signature. Check will be documented by teacher in PBIS system.
- **Subsequent checks** will be document in student PBIS account for documentation. Students have access to their own PBIS page.
- 3<sup>rd</sup> check and beyond – Referred to Administration. Administration will contact parents regarding consequence. SJCS Student Code of Conduct will be a guideline when determining consequences.

#### **Referral – Violation of Student Code of Conduct**

- A referral may be issued immediately for any level 2 offense or higher.
- Consequences are aligned to the St. John's County Code of Conduct.
- **Refer to PBS Section on detailed information on "Meeting PRIDE Expectations"**

#### ***BULLYING / INTIMIDATION / HARASSMENT***

"Bullying" means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, oral, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus.

Should a student experience any of these behaviors they **MUST** tell a teacher, a counselor, or an administrator **immediately**. Always tell your parent/guardian. Everyone at Mill Creek has the right to feel safe physically and emotionally.

The Guidance Counselor will provide bullying education throughout the year to guide conversations and provide support throughout their school years.

#### ***CHARACTER COUNTS!***

The St. Johns County School District, along with area businesses, youth organizations and civic groups, selected the national character educational program of CHARACTER COUNTS! as a countywide initiative to instill positive character traits in our young people. As adults, we are responsible for modeling appropriate behaviors, which has been proven as the best way to teach character in others.

MCA provides character education based on core ethical values, in particular, the Six Pillars of Character. These pillars are TRUSTWORTHINESS, CARING, RESPECT, RESPONSIBILITY, CITIZENSHIP, and FAIRNESS. Teachers identify students who exemplify monthly pillars and students are recognized monthly as Character Counts Students!

### ***DRESS CODE***

It is our expectation that the learning environment at Mill Creek Academy remains focused on academic excellence. Dressing appropriately for school will help students remain focused on high achievement. Students should be proud of the way they dress. Cleanliness, good grooming, neatness and modesty are important standards of appearance. The administration has the discretion to determine what is appropriate and inappropriate any time during the school year. **Please review the dress code before planning a shopping trip for school clothes. Dress code applies to ALL SCHOOL SPONSORED ACTIVITIES.**

- Leggings, Jeggings, tights and 100% spandex garments must be covered by an approved outer garment **no shorter than 4" above the top of the knee**
- All dresses, skirts, and shorts must be no shorter than 4" above the top of the knee
- No muscle shirts
- No tank tops, midriff, sheer or revealing clothing
- Cold-shoulder shirts must have a 3" strap
- No clothes with holes, rips, tears or frays or see-through with skin showing 4" from the top of the knee
- No dog collars or sunglasses
- No cleavage, strapless tops or strapless dresses
- No spaghetti strap tops or confederate flag apparel
- No underwear worn as outer apparel
- No pajamas worn as clothing or breakaway sports clothing
- No bandanas, gloves, or heavy chains
- No flip-flops, house slippers or backless shoes
- No steel-toed boots, platform shoes, or roller-skate shoes
- No facial piercing
- No markings to include ink or marker
- Belts, overall and suspender straps must be fastened and worn appropriately at all times
- Shirts do not have to be tucked in, unless the shirt is determined to be a hazard or a distraction by the administration
- Hats, caps, visors or other headgear worn to school may not be worn in school. These items must be placed in lockers/designated areas and may not be removed until students are dismissed to go home

- No shirts with profanity or inappropriate slogans or advertising alcohol, drugs, sex, weapons, racial and/or ethnic slurs, sadistic or violent themes
- No rings with sharp points or rings that cover more than one finger
- Students are not to write, apply glitter or place stickers on their bodies
- Pants must be appropriate length and not touch the floor
- ALL pants must be worn on the waist
- No pants with words or slogans printed on the seat
- ANYTHING not mentioned above that is considered a distraction to the learning environment by the administration

#### **Dress Code Violation Procedures:**

1. The parent will be asked to bring a change of clothing to school if the student does not have an appropriate change of clothes.
2. The student will wait in the Responsibility Room until the appropriate change of clothing arrives.
3. If a parent is unavailable, student will be given school attire to wear for the remainder of the day.

**When in doubt, don't wear it to school.**

### ***BACKPACK/BOOK BAGS***

Students may use backpacks to transfer materials from class to class and from school to home. Each middle school student is provided a locker and encouraged to use this storage system to prevent overloading the backpack. NO ROLLING BACKPACKS are allowed without documented medical need, which must be approved by administration.

### ***ELECTRONIC DEVICES/CELL PHONES***

Technology is prevalent within our society. However, at MCA we will work to develop responsible boundaries with technology.

We recognize that parents may want their student to have a cell phone for safety reasons and at Mill Creek, we recognize that cell phones can be used as a learning device. However, should a student choose to bring their device to school, honoring the technology agreement will be strictly enforced.

The cell phone will be the student's and parent/guardian's responsibility at all times. The school

is not responsible for investigating lost, damaged, or stolen cell phones.

#### APPROPRIATE DEVICE USAGE:

- Before warning bell (8:20 AM)
- When invited by teachers to use device for learning or other educational purposes
- After dismissal bell

#### INAPPROPRIATE DEVICE USAGE

- Pictures and videos are STRICTLY PROHIBITED during the school hours.
- During class time UNLESS given permission by the classroom teacher
- Between passing periods

We believe our students will work to honor the technology agreement. However, should a student need to be reminded of appropriate usage, a verbal reminder will be given to the student. Thereafter, if a student must be reminded of appropriate usage, a parent will be notified and MUST come to the school and receive the phone.

**EXCEPTION- If a student is found recording or taking pictures, the device will be taken immediately, and parents will be contacted.**

Due to teaching and practicing responsible boundaries, we BELIEVE that all students will be respectful and work to encourage one another to ensure the success of the technology agreement.

#### ***PROFANITY/ABUSIVE LANGUAGE/MATERIALS***

Profanity, including racial slurs, is not permitted at Mill Creek Academy. Also prohibited is the use of words, gestures, pictures, or objects that are otherwise not acceptable at school and/or upset the normal day or any school activity. The use of profanity will result in disciplinary action.

#### ***PUBLIC DISPLAY OF AFFECTION (PDA)***

PDA is not allowed while students are on school campus or during any school sponsored events. PDA includes, but is not limited to, hugging, kissing, hand-holding, etc. Engaging in acts of PDA will result in disciplinary action.

#### ***PUPIL DETENTION, SEARCH, AND SEIZURE***

The principal, teacher, or any other member of the staff is authorized to detain temporarily and question a

student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of law or a regulation of the school board.

- If at any time reasonable suspicion arises that the student is unlawfully concealing any stolen or illegal property, including but not limited to an alcoholic beverage, illegal drugs, cell phones, or any weapon as prohibited in school board regulations, a member of the instructional staff may search for the presence of the items without a parent/guardian being present.
- If a search of a student or his/her locker or other property reveals stolen or illegal items as prohibited by law or school board regulations, such item(s) may be seized, and such action taken as provided for by law or school board regulations.

#### ***SUSPENSION (OUT OF SCHOOL)***

The principal or his designated representative may suspend a student from school for misconduct in accordance with the SJCS D Student Conduct Code. The suspension shall be reported immediately to the parent/guardian of the student. Suspended students are not allowed on campus during this time unless approved by administration. Additionally, students may not attend or participate in school activities on or off campus while suspended.

#### ***RESPONSIBILITY ROOM/IN SCHOOL SUSPENSION***

The principal or his designee may place a student in the Responsibility Room for misconduct in accordance with the SJCS D Student Conduct Code. The placement in the Responsibility Room shall be reported immediately to a parent/guardian. Each student will receive his/her class work/homework assignments for the time spent in the Responsibility Room and he/she is expected to work on given assignments while there.

### **STUDENT SERVICES & INFORMATION**

#### ***CAFETERIA***

All students who make purchases in the cafeteria need to memorize their six-digit student ID number. Parents may check their child's account as to the remaining balance or food purchased by calling the Food Service Manager or using SchoolPay.

The basic rules, which govern Mill Creek lunch periods, are:



- Students may bring lunch and/or **unopened** drink containers from home.
- Students line up in the service line upon reporting to the cafeteria with their teacher.
- Students are not allowed to use the accounts of other students. Borrowing money from other students is prohibited.
- After eating, students return all soiled dishes and waste paper to the soiled dish window and trash/recycling receptacles.
- Students remain seated at their table throughout lunch. Students are not allowed to move to other tables or go to other parts of the building during their lunch period without special permission.
- **Neither food nor drinks can leave the Café or be consumed in the hall or stored in the lockers.**
- **Parents may eat/bring lunch for their child only.** Friends are not allowed to visit or eat lunch with students.
- Students may possess a water bottle only. The bottles must only contain water.

Breakfast and lunch meals are served each day. Lunch times depend on the schedule of the student. Students who are eligible for free lunches are also eligible for free breakfast.

Free/reduced meal applications need to be turned into the cafeteria as soon as possible when school begins. Registration packets may be obtained from the Front Office or found on the St Johns County School District website. Students are responsible for paying for all meals until their free/reduced application has been approved.

### ***LIBRARY/MEDIA CENTER***

Materials are checked out of the Media Center in accordance with Media Center policy. Failure to return items will result in loss of Media Center privileges, including checking out additional books, and may result in suspension from participation in extra-curricular activities until received. In addition, students who have purchased a yearbook will not receive this item until Media Center obligations are met. Instead, the money may be used to offset the cost of the missing book. The Media Center is open from 8:00 A.M. until 2:30 P.M. You must have a pass from your teacher to come to the Media Center.

### ***STUDENT HANDBOOK/PLANNER (MIDDLE SCHOOL ONLY)***

We issue a Student Handbook/Planner to 6<sup>th</sup> grade middle school students. The Student Handbook/Planner is designed to help students manage time, plan their day and take an active part in controlling their academic achievement. As with all other school issued materials, if a student loses the planner, he/she will be required to pay \$5.00 for a new one.

Planners will be used in the following ways:

- When homework is assigned, teachers will expect students to record the nature of the assignment in the planner.
- The planner contains student hall passes which must be signed by an adult and carried by the student when out of the classroom.
- The planner may also be used to relay messages/assignments between home and school.
- A Responsibility Log will be used in the back of the planner for students to document when a check is given.

### ***GUIDANCE & COUNSELING***

The purpose of the counseling and guidance program is to help students develop interpersonal relationships, make informed decisions, and develop the ability to explore and plan for careers. Terms to describe school counseling are preventive, situational, supportive, and temporary crisis. In general, school counselors are not involved in long-term therapeutic counseling of the type one would seek in private counseling.

The counselors are available for individual sessions with students who wish to make an appointment. Teachers, parents, the nurse, and administrators may also make student referrals.

Counselors also help coordinate class scheduling, teacher conferences, the exceptional student referral process, and testing procedures.

### ***PHYSICAL EDUCATION***

All students enrolled in physical education classes will dress appropriately and participate in activities unless they have medical excuses. Excuses for a day's absence will be honored with a note from the parent, but if more than 5 days are missed, a doctor's note/excuse will be required. Failure to dress out in middle school will result in a lower grade in the class as PE requires participation.

### **LOCKERS (MIDDLE SCHOOL ONLY)**

Students will be assigned lockers and combination locks during Meet and Greet at the beginning of the school year. Lockers are the property of Mill Creek Academy and are subject to inspections by authorized school personnel. The school is not responsible for lost, damaged or stolen items. Let an adult know if you need help opening your locker. We discourage decorating the interior/exterior of lockers.

- Always close your locker door and turn the dial to make sure it is locked.
- Keep your locker area neat and clean.
- Keep your locker combination secret.
- Students are not to place any adhesive products on or in their lockers.
- Students are not allowed to move lockers without consent from an administrator. Consequences will be assigned for students housing themselves in a non- assigned locker and for allowing a student to use an unassigned locker.
- Students are to use only his/her assigned locker.

If a student chooses to abuse his/her locker by slamming the door, kicking it, or pulling it open without using the combination, appropriate disciplinary action will be taken.

### **LOST AND FOUND**

Students who find items that have been left unattended should turn them in to a staff member or the office. All items brought to school should display the student's name, clearly written in permanent ink. **Do not bring valuable clothing, watches, purses, electronic devices etc., to school.** Clearly mark all personal items with your name so the item can be returned, if lost.

Lost and Found is in the front office. Students who lose personal belongings should check the Lost and Found. **After 30 days, unclaimed items will be donated to charity.**

### **TEXTBOOKS**

Students will be required to replace textbooks that are lost or damaged at the replacement cost.

### **TRANSPORTATION**

Transportation is provided free for students living more than two miles from their school. Riding the bus is a privilege that is earned by obeying safety and behavioral rules. Bus routes comply with state guidelines. Our first

concern is safety. We provide supervision during loading and unloading of buses. The bus driver provides supervision while students are on the bus. Drivers must watch traffic and road conditions while driving. Therefore, drivers must rely on the cooperation of students in order to maintain a safe and orderly situation on the bus. Students must practice responsible self-discipline while riding the bus. A student, who chooses not to do so, cannot be allowed to jeopardize the safety of others and will be required to arrange other transportation with their parent/guardian to and from school.

Students riding the bus to and from school will ride an assigned bus each day. **Students will not be issued bus passes to ride another bus or change bus stops unless approved by transportation (see below).** We regret any inconvenience but recognize safety as our top priority. Bus drivers are authorized to issue referrals for rule infractions that could result in disciplinary action, including bus suspension. Parent requests or complaints regarding bus service should be directed to the director of transportation at 547-7810.

### **PROVISIONAL TRANSPORTATION WAIVER**

Provisional Transportation Services are afforded to students enrolled in St Johns County School District schools on a space available basis for a specified period of time due to extenuating circumstances. Provisional Transportation Services are afforded to students on existing bus routes and bus stops at scheduled times only. Students afforded Provisional Transportation Services are subject to the student code of conduct while aboard buses. If you have multiple students for whom you are requesting a waiver, please fill out this form once for each child, separately. Waiver requests for multiple students cannot be accepted. For more information, please visit:

<http://www.stjohns.k12.fl.us/transportation/ptwaiver>

### **TRANSPORTATION CHANGES**

Transportation changes for ELEMENTARY students (Bus, Parent Pick-Up, Extended Day, etc.) must be received, in writing. No courtesy bus rides will be allowed. Please send a note to your student's teacher before 8 AM on the day the transportation change is needed. If there is a situation during the day and a change in normal dismissal is needed, a guardian will need to email [mcatransportation@stjohns.k12.fl.us](mailto:mcatransportation@stjohns.k12.fl.us) BEFORE 2 PM (1 PM on Wednesdays). Include your elementary child's name,

grade, teacher and how they need to get home. We do not accept phone calls for transportation changes.

#### **FIELD TRIPS & EXTRA CURRICULAR**

Reward field trip eligibility is determined based upon **academics, behavior and attendance**. Administration reserves the right to revoke privileges. If a student loses this privilege after paying, a refund will not be provided past the deadline date. This policy also applies to the eighth-grade trip to Washington, D.C. as well as Gradventure.

#### **SCHOOL NURSE & CLINIC GUIDELINES**

We make a special effort to help students establish good health habits and stay healthy. The success of our efforts, however, depends on parental follow-through at home.

**Students should not come to school when they are ill and have an elevated temperature of 100 degrees or higher or a suspected contagious condition.** Students should **stay at home until symptom free, including fever and or vomiting, for 24 hours.** This is for your own protection as well as for others in the classroom. A registered nurse is on duty each day in the clinic.

##### **Medication Guidelines:**

- **SJCSD requires parents to bring in and pick up medications, prescriptions, over-the-counter inhalers, and topical ointments with current expiration dates on them. All medications, over-the-counter and prescribed, must be kept in the nurse's office.**
- All non-prescription over-the-counter medication must be kept in the nurse's office and sent in the original container marked with the student's name and accompanied by a parent's authorization to administer. Only the instructions on the container will be followed unless the physician provides alternative instructions. If a question would arise, the school nurse will have the right to refuse administration of the medication until further clarification is received and documented from the physician.
- Any change in the time or dosage of medication must be accompanied by a written request from the physician.
- In middle school, it is the student's responsibility to come to the health room for assistance in taking medication.

## **STUDENT ACADEMIC ACCOUNTABILITY**

### **ACADEMIC INTEGRITY (HONOR CODE)**

Mill Creek Academy is an institution in which intentional, purposeful learning takes place on a daily basis. Useful and lasting learning does not occur unless the process students go through to learn is an honest process, which reflects their true abilities as measured by their own efforts. Progress, which is based on unsound learning, as in the case with cheating or copying another's work, is not a genuine process. Cheating prepares a student for failure, not success. In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school.

By establishing the honor code, the faculty and administration of MCA indicate their commitment to work to eliminate such acts as cheating and to deal with offenses in a firm and decisive manner.

### **CHEATING**

#### **Cheating involves one or more of the following:**

- Using the work of another person as your own.
- Copying from (or providing your answers for) another student's assignments, homework, test answers, reports projects, or writing assignments.
- Preparing for cheating in advance. Such action involves:
  - Having in your possession a copy of a test to be given or that has been given by a teacher before you take it.
  - Having in your possession and using previously prepared answers to a test or quiz (this includes information written directly upon your person).
  - Unauthorized use of text or notes during a test or examination.
  - Asking another student for test information or providing such information to another student during the test, quiz, or examination.

**Plagiarism** is a form of cheating and is defined as using another person's ideas, expressions or work without giving the original author credit.

**Forging** is a form of cheating and is defined as writing a note with the intent of misleading a staff member. Signing or allowing others to sign your parent's name to a school paper is also forging.

**Cheating/Plagiarism/Forgery** are Level II offenses according to the SJCSD Student Code of Conduct and consequences will be issued by Administration.

### **GRADING (MIDDLE SCHOOL ONLY)**

Student grades are calculated taking into consideration both academic grades such as tests, quizzes, and class projects and investment grades such as homework. The value of academic grades is 75% summative and 25% formative. Mastery of objectives is our priority, and this is why we have structured grading in this manner.

### **SCHOOLOLOGY (MIDDLE SCHOOL ONLY)**

Schoology will be used as the main communication tool for students and parents/guardians. Students will receive access information at the beginning of the school year and will be required to use the tool as a learning tool throughout the school year.

### **EXTRA CURRICULAR ELIGIBILITY (MIDDLE SCHOOL ONLY)**

Mill Creek Academy's eligibility expectations have been established to help students be successful and responsible for their academic expectations. It is to be used in a positive educational manner. Students earning an F in any subject have a one-week grace period to raise their grade to a D- or higher. Any student with multiple F's on the most recent reports are not eligible to try out for the current seasonal sport. Eligibility reports will be run the morning of every activity or event to determine if students have regained their eligibility.

Students, while on the non-eligible list, will not be eligible to participate in or attend any school functions outside of the school day including reward or incentive fieldtrips during the school day. In the event that a student is assigned to ISS/Responsibility Room or OSS, the student would be considered ineligible to attend. This would include all district athletic and PTA sponsored events.

### **FORGOTTEN PROJECTS/HOMEWORK**

In helping students gain responsibility, we will monitor the frequency of items brought to the front office once the school day has started. At any time, should administration observe this practice becoming disruptive to the environment or student, other actions will be taken to prevent disrupting the learning environment.

### **MAKE UP ASSIGNMENTS**

When a student is absent from school, all assignments are to be made up. Generally, one day is given to complete the work for each day of absence. If the child has been ill or will be absent for a period of **two or more days**, a request for assignments can be made by calling

the school office or emailing a teacher on the team. For absences of fewer than two days, the student is responsible for getting the make-up assignments from the teachers upon returning to school or from a friend. Parents should call before 9:00 A.M. to request homework.

## **STUDENT AWARDS, RECOGNITION & ACHIEVEMENT PROGRAMS (MIDDLE SCHOOL ONLY)**

In order to promote a positive student climate, it is a priority at MCA that students be recognized for being contributing citizens in the decision-making process. As a contributing member of the student body, students remain engaged and excited about learning, both academically and socially. Currently, MCA recognizes student leadership in the following ways:

### **STUDENT GOVERNMENT ASSOCIATION (SGA)**

SGA is a student organization that represents the student body to help improve Mill Creek Academy in grades 6 – 8. A small group of students will be selected by their peers to represent their class in the decision-making process regarding specific practices at MCA. To serve on the SGA, student must meet all the requirements, which include 3.0 GPA, no disciplinary infractions or bus referrals.

### **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society is an organization of student who excel in the areas of scholarships, service, leadership, character, and citizenship. Students with a 3.75 GPA and rank at or above the 85% on the teacher evaluation scale. Character and citizenship are the main criteria in the teacher evaluation scale. Students are invited to be part of the NJHS in 7th grade.

## **PARENT AND COMMUNITY INVOLVEMENT**

### **PARENT/TEACHER CONFERENCES**

A conference can be arranged with an administrator, counselor, individual teacher, or a team of teachers. To protect instructional time and the learning environment, we ask that parents prearrange to meet with staff members. Parents can call and leave a message, send a teacher email, or send a note to the teacher to request a

conference. Teachers will have conferences with all parents in the month of October.

### ***PARENT/ TEACHER ASSOICATION (PTA)***

PTA is an integral part of our school. PTA supports students, staff and administration financially and through many hours of volunteer work. PTA sponsors family nights and dances and other fun opportunities for students to come together. In addition, they sale spirit wear and help fund community service projects. We encourage all families to join PTA. Membership packets are available at Meet and Greet and in the front office.

### ***COMMUNICATION***

**E-Mail**- All staff at Mill Creek Academy can be reached by e-mail, with a reply within 48 hours. For most staff (example: John.Doe@stjohns.k12.fl.us). Check with your student's teacher for any exceptions or visit our website and select the appropriate link.

**Home Access Center**- This is a web-based application that allows parents to view their child's educational information (i.e. grades, attendance, report cards). Parents will need to register for their username and password using the HAC link on the school website. Instructions and further information can be retrieved from the district website [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us) under the heading For Families. Additional information can be found on our school's website under Home Access Center (HAC) or call Mrs. Diana Mink at (904) 547-3727.

**Schoology (MIDDLE SCHOOL ONLY)** - Schoology will be used as the main communication tool for students and parents/guardians. Parents will receive communication from the school at the beginning of the year with access directions. At Curriculum Chat night in the Fall, parents will be given further instructions on how to use the system throughout the school year.

**School Closings**- Local radio and television stations will carry all school closing announcements due to inclement weather or other emergencies by 6:30 a.m. whenever possible. In addition, you can log on to the St. Johns County website ([www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us)) to view announcements.

**Teacher Newsletters/Websites**- Teachers are responsible for communicating the learning goals for students via newsletter or website. Teacher newsletters

are sent weekly or bi-weekly and websites are updated weekly.

**Visiting Classrooms**- Parents may visit classrooms **only** with the prearranged permission of the teachers and must be prescheduled 24 hours in advance. "Drop-ins" are not allowed. All visitors are required to sign in at the front office. For the safety of all students, parents and visitors are not allowed to go directly to any area in the building without permission. **Siblings are not permitted to accompany parents while visiting a classroom.** Because our staff has required duties and meetings, we are unable to accommodate parents who do not have a scheduled appointment. We are unable to allow unannounced classroom visitations prior to the beginning of the school day. Parents may not walk students to their classrooms after August 24, 2019.

**Website**- Communication is the key to a successful school/home partnership. Our school website provides information about upcoming events: **<http://www-mca.stjohns.k12.fl.us/>**

## RENAISSANCE PROGRAM

Founded by Jostens and educators in 1988, Renaissance inspires the acceptance and excitement for academics that's traditionally reserved for athletics. Through Renaissance, Jostens aims to increase student performance and teacher enthusiasm, and to raise the level of community participation in schools. Renaissance also encourages the involvement of parents and local businesses.

- Renaissance focuses on and promotes: **Grades, Attendance, & Citizenship (Character Counts)**
- There are **3 qualifying levels to Renaissance** (Gold, Silver, and Blue)
- Students that make Renaissance **each quarter** are celebrated.
- Students who qualify for Renaissance all 4 quarters attend **end of the year celebration**.

PBIS Rewards System – Through PBIS, students will be able to receive points each day for demonstrating Character Counts traits: Fairness, Responsibility, Citizenship, Respect, Caring, Trustworthiness. Students will have the opportunity to gain 2 points per class for in-class practices including:

- Coming to class prepared! Having all supplies needed for class, homework completed and any other materials needed to be successful in class.
- Staying on task and completing daily class assignments requested by the teacher.

Teachers will model and practice the appropriate behaviors with students to ensure all students have the opportunity for success!

### Gold Level

Academic Requirement: Student achieves a GPA of 3.51 - 4.0 for the quarter (w/ no C's, D's or F's).

Attendance Requirement: Student must maintain 95% attendance for the quarter. (2.5 days per quarter. A doctor's note must be provided if a student exceeds 2.5 days per quarter.)

Citizenship Requirement: Students will have the opportunity to earn a minimum of 250 points each quarter to meet the citizenship requirement based on the **in-class practices**. Students will have the opportunity to receive additional points by demonstrating Character Counts traits. The PBIS Rewards System will be used for documenting points.

**Students must have no office referrals, ISS, OSS, bus referrals, or bus suspensions for the grading period.**

(**One** office referral, resulting in a detention (lunch or missed class time), can be made up with Community Service per year.)

### Silver Level

Academic Requirement: Student achieves a GPA of 3.0 – 3.5 for the quarter - (w/ no D's or F's)

Attendance Requirement: Student must maintain 95% attendance for the quarter (2.5 days per quarter). A doctor's note must be provided if a student exceeds 2.5 days per quarter.

Citizenship Requirement: Students will have the opportunity to earn a minimum of 250 points each quarter to meet the citizenship requirement based on the **in-class practices**. Students will have the opportunity to receive additional points by demonstrating Character Counts traits. The PBIS Rewards System will be used for documenting points.

**Students must have no office referrals, ISS, OSS, bus referrals or bus suspensions for the grading period.**

(**One** office referral, resulting in a detention (lunch or missed class time), can be made up with Community Service once per year.)

## Blue Level

Academic Requirement: Student achieves a GPA of 2.5 – 2.99 for the quarter. (w/ no F's)

Attendance Requirement: Student must maintain 95% attendance for the quarter (2.5 days per quarter). A doctor's note **must be** provided if a student exceeds 2.5 days per quarter.

**Citizenship Requirement:** Students will have the opportunity to earn a minimum of 250 points each quarter to meet the citizenship requirement based on the **in-class practices**. Students will have the opportunity to receive additional points by demonstrating Character Counts traits. The PBIS Rewards System will be used for documenting points.

**Students must have no office referrals, ISS, OSS, bus referrals or bus suspensions for the grading period.**

(One office referral, resulting in a detention (lunch or missed class time), can be made up with Community Service once per year.)

## Incentives

- 1<sup>st</sup> Quarter-Leading the Charge Renaissance T-shirt! (A complimentary Renaissance t-shirt will be provided to qualifying students within any given school year.)
- 2<sup>nd</sup> Quarter- Two (2) tickets to the IMAX Theatre
- 3<sup>rd</sup> Quarter- Ice Cream Social at lunch
- End of the Year Celebration for students to make Renaissance all 4 quarters! (Activity to be determined by the student committee.)
- Renaissance Certificate – each student meeting criteria will be given a certificate with qualifying level

## Renaissance End of the Year Celebration Requirements

Academic Requirements:

- Students must make Gold, Silver, or Blue, the first 3 grading periods and the 4<sup>th</sup> quarter mid-term report.

Attendance Requirement

- Students must have two or fewer absent days per quarter for Gold, Silver, and/or Blue levels unless student provides a doctor's note.
- Four hours of community service are required to make up for each day missed. (A total of 8 hours for the year for the year.)
- Community Service for an absence is due at the end of the quarter in which it occurred.

Citizenship Requirements:

Students must have fulfilled the citizenship requirement demonstrating outstanding character in every trait that is focused on throughout the year.

- Students must meet the criteria of receiving a minimum of 250 points each quarter.
- One office or bus referral, resulting in a detention, may be "worked off" with 6 hours of community service for the year.
- Community service for the detention is due on the last day of the quarter the detention was received.
- ISS, OSS, and bus suspensions CANNOT be made up with Community Service at any time.

General Guidelines:

- Community Service forms are located outside the Counselor's office.
- Any ISS, OSS, or bus suspension throughout the year will invalidate End of the Year Celebration privileges.
- Students must either make Gold, Silver, Blue, or White EACH of the three grading periods and the 4<sup>th</sup> quarter progress report.

Grading Periods: 1<sup>st</sup> Quarter Ending: October 11, 2019; 2<sup>nd</sup> Quarter Ending: December 20, 2019; 3<sup>rd</sup> Quarter Ending: March 12, 2020, 4<sup>th</sup> Quarter Ending: April 21, 2020

### **RENAISSANCE PROGRAM COMMUNITY SERVICE**

What is Community Service: An unpaid service that is performed by an individual or organization to benefit MCA and the surrounding community.

Examples of Community Service you can do:

- Animal Shelter
- Goodwill
- Local Churches
- YMCA
- Teacher's Aide (before/after school)
- PTA Sponsored Events: Fall Festival, Family Bingo, etc.
- Tutor
- Volunteer at an elementary school
- Elementary functions (i.e. school carnival, dances)

For questions, please see Guidance Counselor or Dean.





# MCA RENAISSANCE PROGRAM

## COMMUNITY SERVICE FORM

Name: \_\_\_\_\_ Team: \_\_\_\_\_

Quarter: ☐1<sup>st</sup> ☐2<sup>nd</sup> ☐3<sup>rd</sup> ☐4<sup>th</sup> Date Submitted: \_\_\_\_\_

☐Absent \_\_\_\_\_ days (4 hours per day, 2 days maximum)

\*An absence is one hour away from school, excused or unexcused. A maximum of two days may be made up once a year,

☐Office Referral/Detention (6 Hours, 1 Office/Bus Maximum)

☐Bus Referral/Detention (6 Hours, 1 Office/Bus Maximum)

To be filled out by the Community Service Supervisor/Sponsor:

Date and Description of Community Service: \_\_\_\_\_

Service Sponsor/Supervisor Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Hours Worked: \_\_\_\_\_

The service listed above was completed & the information is accurate.

Student Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_