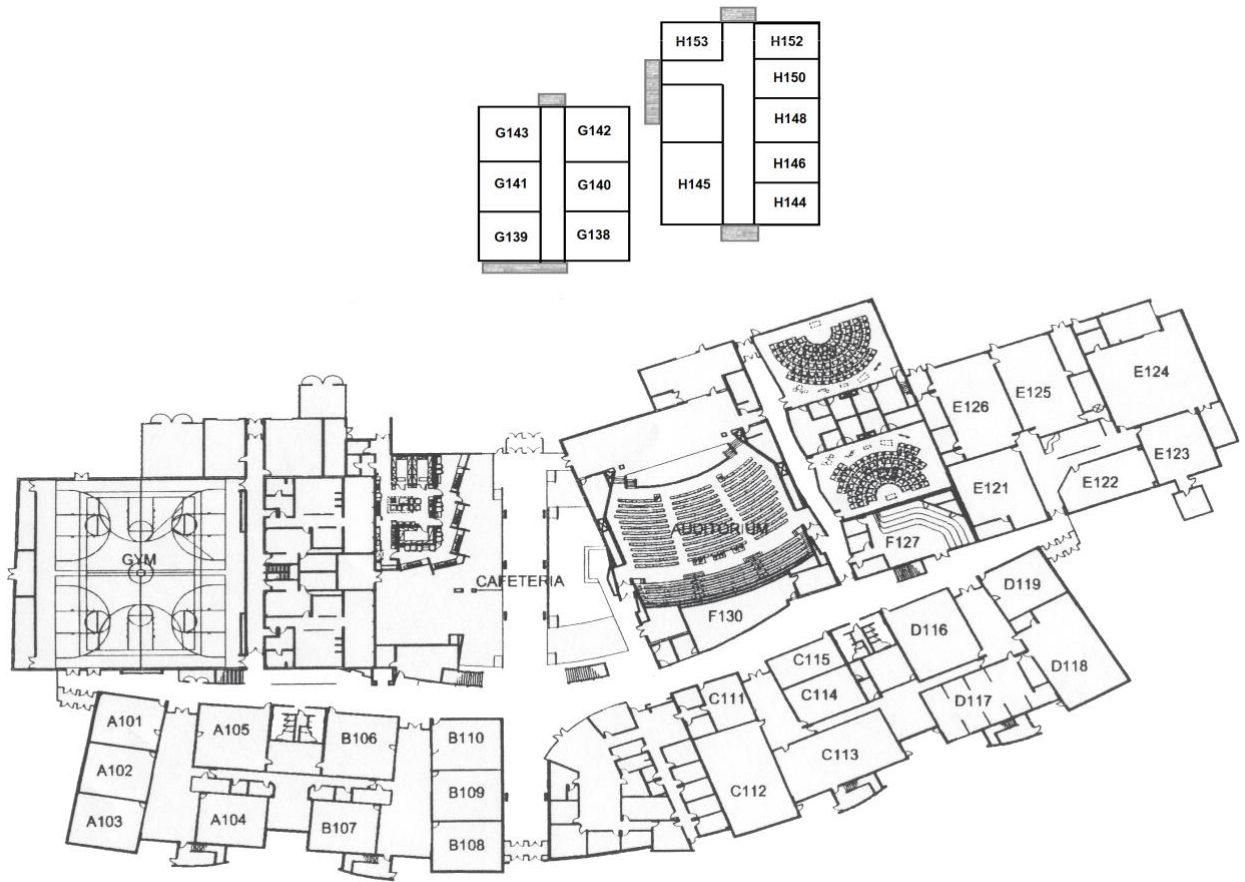
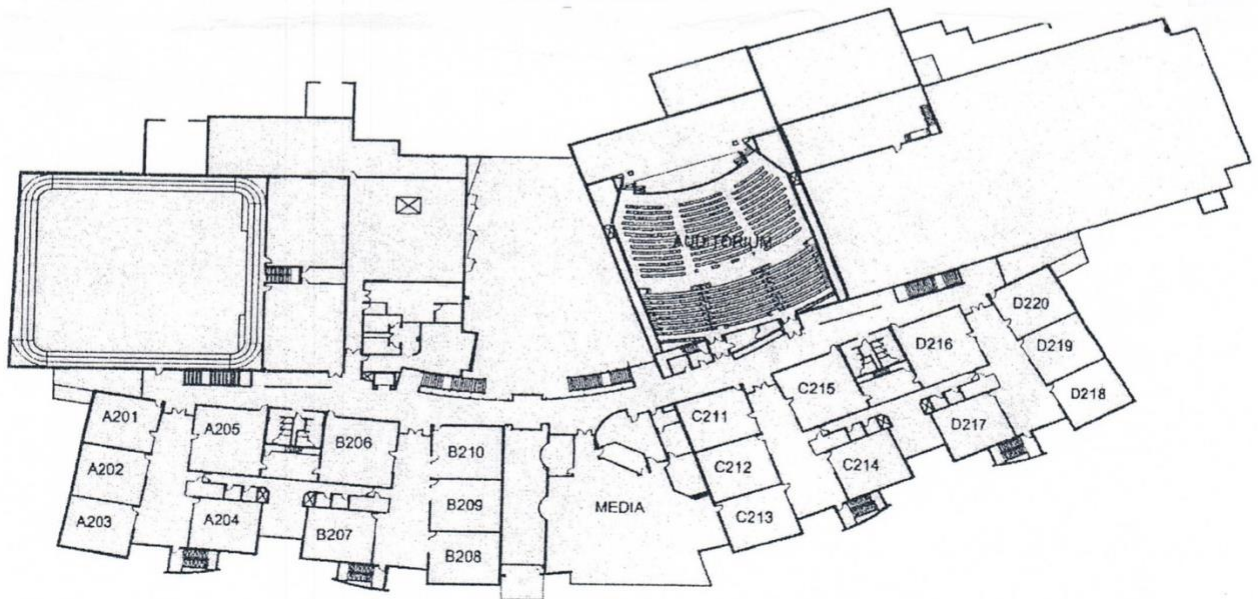


Willowcreek Middle School

Main Floor



Second Floor



Willowcreek Middle School

Bell Schedules

1st Lunch

Regular Schedule (Tue, Wed, Thu, Fri)

A1 or B5	8:15-9:30	75 min.
Announcements	9:30-9:35	5 min.
Pride Time	9:40-10:15	35 min.
A2 or B6	10:20-11:35	75 min.
Lunch	11:35-12:05	30 min.
A3 or B7	12:10-1:25	75 min.
A4 or B8	1:30-2:45	75 min.

2nd Lunch

Regular Schedule (Tue, Wed, Thu, Fri)

A1 or B5	8:20-9:35	75 min.
Announcements	9:30-9:35	5 min.
Pride Time	9:40-10:15	35 min.
A2 or B6	10:20-11:35	75 min.
A3 or B7	11:40-12:55	75 min.
Lunch	12:55-1:25	30 min.
A4 or B8	1:30-2:45	75 min.

1st Lunch

Monday Early-out

A1 or B5	8:20-9:35	75 min.
Announcements	9:25-9:30	5 min.
A2 or B6	9:35-10:45	70 min.
Lunch	10:45-11:15	30 min.
A3 or B7	11:20-12:30	70 min.
A4 or B8	12:35-1:45	70 min.

2nd Lunch

Monday Early-out

A1 or B5	8:20-9:35	75 min.
Announcements	9:25-9:30	5 min.
A2 or B6	9:35-10:45	70 min.
A3 or B7	10:50-12:00	70 min.
Lunch	12:00-12:30	30 min.
A4 or B8	12:35-1:45	70 min.



Assembly Schedule

1st Lunch

Warning Bell	8:10 a.m	
A1 or B5	8:15-9:27	72 min.
1st Assembly	9:32-10:24	52 min.
A2 or B6	10:29-11:41	72 min.
1 st Lunch	11:41-12:11	30 min.
A3 or B7	12:16-1:28	72 min.
A-4 or B8	1:33-2:45	72 min.

2nd Lunch

Warning Bell	8:10 a.m.	
A1 or B5	8:15-9:27	72 min.
1ST Assembly	9:32-10:44	52 min.
A2 or B6	10:49-11:41	72 min.
A3 or B7	11:46-12:58	72 min.
2 ND Lunch	12:58-1:28	30 min.
A4 or B8	1:33-2:45	72 min.

2nd Assembly

1st Lunch

Warning Bell	8:10 a.m.	
A1 or B5	8:15-9:27	72 min.
A2 or B6	9:32-10:44	72 min.
2nd Assembly	10:49-11:41	52 min.
1 st Lunch	11:41-12:11	30 min.
A3 or B7	12:16-1:28	72 min.
A4 or B8	1:33-2:45	72 min.

2nd Lunch

Warning Bell	8:10 a.m.	
A1 or B5	8:15-9:27	72 min.
A2 or B6	9:32-10:44	72 min.
2nd Assembly	10:49-11:41	52 min.
A3 or B7	11:46-12:58	72 min.
2 nd Lunch	12:58-1:28	30 min.
A4 or B8	1:33-2:45	72 min.

Days School Will Be Closed

2018-2019

<u>Date</u>	<u>Reason</u>
Monday, September 3	Labor Day
Thursday, October 18	Fall Break
Friday, October 19	Fall Break
Monday, October 22	Professional Development
Wednesday, November 21	Teacher Comp. Day
Thursday, November 22	Thanksgiving Break
Friday, November 23	Thanksgiving Break
Wednesday, December 19 (1/2 Day)	Christmas Break
Thursday, December 20-January 2	Christmas Break
Monday, January 21	Martin Luther King, Jr. Day
Monday, February 18	Washington-Lincoln Day
Monday, March 4	Professional Development
Monday, April 1	Snow Make-up Day
Tuesday, April 2	Teacher Comp. Day
Wednesday, April 3-5	Spring Break
Monday, May 27	Memorial Day
Thursday, May 30	Last Day of School

Dates of Parent-Teacher Conferences

First Term	Thursday, September 13, 2017	3:30 – 7:30
Third Term	Thursday, February 12, 2018	3:30 – 7:30



ADMINISTRATIVE RESPONSIBILITIES 2018-2019

Mr. Barth	Mr. Broadhead	Mr. Felix	Mr. Peterson	Mr. Assmus
	A-GU	GR-N	O-Z	PLC Coach
Counseling Dept.	Science Dept.	English Dept.	Math Dept.	Accreditation
Office Staff	Special Ed. Dept.	Foreign Language Dept.	Visual Arts Dept.	Data Specialist
Performing Arts Dept.	CTE Dept.	Social Studies Dept.	PE/Health Dept.	PBIS Committee
Custodial	7 th Grade House	8 th Grade House	9 th Grade House	PLC Committee
Media Center	Academic Coaches	504's	Accreditation	POI Committee
Budgets	Aides	Accreditation	Credit Recovery	Professional Development /CTLS
Cluster Representative	Athletics	Announcements	Faculty Handbook	Mentor Teachers
Conferences	Building Rentals	District Hearings	Fundraiser	
Evaluations	District Hearings	ELL	GT Committee/NJHS	
Faculty Meetings	Guided Studies	Inventory	Honor Roll Activities	
Fee Waivers	Keys	PBIS Committee	Parent Communication	
Land Trust Plan	Lockers	Pride Time	POI Committee	
Leadership Team	Photography	Professional Development/CTLS	Professional Development/CTLS	
Master Schedule	PLC Committee	Skyward	Relicensure	
Out of Area	Professional Development/CTLS	Stakeholder Report	Safety Committee	
Principal's Academy	School Calendar	Student Council	School Safety Plan	
Professional Development/CTLS	Student Handbook	Textbooks	Testing	
PTSA	Technology	Transportation/Busing		
Public Relations		Testing		
SCC				
Student Teachers				

ADMINISTRATION/COUNSELING DIRECTORY 2017-2018

<u>Name</u>	<u>Position</u>	<u>Room</u>	<u>Email Address</u>
Barth, Aaron	Principal	Main Office	abarth@alpinedistrict.org
Felix, Mike	Assistant Principal	Main Office	mjfelix@alpinedistrict.org
Broadhead, John	Assistant Principal	Main Office	johnbroadhead@alpinedistrict.org
Peterson, Matt	Assistant Principal	Main Office	mvpeterson@alpinedistrict.org
Assmus, Kenny	PLC Coach	Main Office	kassmus@alpinedistrict.org
Betts, Jennifer	Lead Secretary	Main Office	jbetts@alpinedistrict.org
Hunsaker, DaraLyn	Attendance Secretary	Attendance Office	dhunsaker@alpinedistrict.org
Broadhead, Jill	Financial Secretary	Finance Office	jbroadhead@alpinedistrict.org
Makin, Jody	Registrar	Counseling Office	jmakin@alpinedistrict.org
Larsen, Deanne	Counselor A-Co	Counseling	deannelarsen@alpinedistrict.org
Ben Mallett	Counselor Cr-Hi	Counseling	bmallett@alpinedistrict.org
Davis, Tyler	Counselor Ho-Me	Counseling	tylerdavis@alpinedistrict.org
Powell, LuAnn	Counselor Mi-Sa	Counseling	lpowell@alpinedistrict.org
Rawson, Ray	Counselor Sc-Z	Counseling	rrawson@alpinedistrict.org
Brailsford, Shelly	Media Center Coordinator	Media Center	sbrailsford@alpinedistrict.org

SCHOOL INFORMATION

School Address:	2275 West 300 North Lehi, UT 84043
Telephone Number:	(801)610-8766
Fax Number:	(801)766-5168
Main Office Hours: (School Year)	7:30 a.m. - 3:30 p.m.
Approximate Enrollment:	1800 Students
School Mascot:	Wolverine
School Colors:	Maroon, Black, and Gray

GENERAL GUIDELINES

- A. All personal music devices, and/or cellular phones must be turned off and put away (in pocket, backpack, etc.) while in class. These items may be taken away if the policy is not followed. –See Electronic Device Policy
- B. Do not bring nuisance items and/or toys to school. This includes, but is not limited to: toys, balloons, yo-yos, laser pens or pets of any kind. They may be taken away at any time. **The school is not responsible if these items are stolen, lost, or damaged.**
- C. Students may **NOT** sell merchandise at school or on school property.
- D. Students not enrolled at WMS may not attend school as guests.
- E. Energy drinks may not be allowed on campus.
- F. The school administration and/or student council may establish additional rules and guidelines for the benefit of all.
- G. Lost and found items can be found in the office. All lost items will be donated to a charity if not claimed by the end of each term.
- H. All deliveries to students must be made through the main office.

AMERICANS WITH DISABILITIES ACT

No student, classified as disabled under the provisions of the Individuals With Disabilities Education Act (IDEA), or Section 504 of the Rehabilitation Act of 1973, shall be suspended or expelled repeatedly or for any extended period of time under this policy where the misconduct is a manifestation of that student's disability. If you need appropriate accommodations, please contact the principal or the district office.

ASSEMBLY BEHAVIOR

Student behavior while attending assemblies should be similar to the behavior required while in class. Please follow these assembly rules:

1. Move quickly to your seat. Move toward the center of the aisle. Do not save seats. Keep feet off of seats and railing.
2. Be courteous and respectful of those performing. Applaud politely and appropriately.
3. Turn off all cell phones and personal music devices.
4. Do not whistle, shout, cat call or in any other way disrupt the performance.
5. Stay seated until dismissed by the person in charge.
6. No pop, candy, or food of any kind is allowed in the auditorium.

Students who misbehave or do not follow these rules may be escorted out and may lose the privilege to attend future assemblies.

ATTENDANCE POLICY

Absence

An unexcused absence is recorded when a student is not present during an entire day or class period. Notification and/or documentation outlining why a student did not attend is required to excuse an absence. Parents/Guardians are requested to call the attendance secretary before 10:00 a.m. if their student is going to be absent. They should be specific when stating the excused reason: illness, doctor, dentist, court, etc. Parent/Guardians are encouraged to pre-excuse absences due to foreseen needs (graduations, vacations, funerals, etc.). All absences must be cleared within 10 days from the day of the absence. A student will be considered truant if he/she is absent from any class without proper permission. Truancy will be considered an unexcused absence.

4th Unexcused Absences—Students with more than three unexcused absences (12 periods) will be identified by the attendance secretary. Student will meet with an attendance secretary. Parents/Guardians notified and absences are excused as appropriate within the last 10 days. Attendance contract is signed by the student.

5th Unexcused Absence—Students that accrue five unexcused absences (20 periods) will receive attendance letter #1. Parents/Guardians are notified. Attendance contract is signed by student, parent/guardian, academic coach, and administrator. Subsequent unexcused absences will result in detention and/or additional consequences.

6th Unexcused Absence (24 periods)—Parent/Guardian is contacted. Student is assigned 30 minutes after-school detention or lunch detention.

7th Unexcused Absence (28 periods)—Parent/Guardian is contacted. Student is assigned 45 minutes after-school detention or two lunch detentions.

8th & 9th Unexcused Absences (32 & 36 periods)—Student, Parent/Guardian, and Administration meeting. Student is assigned 60 minutes after-school detention or three lunch detentions.

10th Unexcused Absence—Students that accrue 10 Unexcused Absences (40 periods) will receive Truancy Citation #2 and will be assigned to attend District Truancy School. Failure of the student and parent/guardian to attend truancy school will result in immediate referral to the Fourth District Court on charges of Habitual Truancy.

11th, 12th, 13th, and 14th Unexcused Absences (44-56 periods)— Student, Parent/Guardian, and Administration meeting. Student is assigned to In-School Suspension (ISS). Team will determine additional interventions such as, but not limited to adjusting class schedule, requiring additional attendance tracking, escorted transportation to school, home visits, formal school hearing, etc.

15th Unexcused Absence—Students that accrue 15 Unexcused Absences (60 periods) will receive Truancy Citation #3 as a referral to the Fourth District Court on charges of Habitual Truancy. Student, Parent/Guardian, and Administrator may also convene a District Hearing to discuss alternate placement and schooling options.

***As per legislation the consequences are subject to change**

Tardy

Students must be inside their assigned classroom before the tardy bell rings. Students who are tardy will report to the attendance office for an entry slip.

1st Tardy—Student is warned.

2nd Tardy—Attendance contract is signed by student.

3rd Tardy—Parent/Guardian is contacted by the attendance secretary. Attendance contract is sent home to be signed by parent/guardian.

4th, 5th & 6th Tardy—Parent/Guardian is contacted. Student is assigned lunch detention.

7th & 8th Tardy—Student is assigned two lunch detentions.

9th Tardy—Parent/Guardian is contacted. Student is assigned detention(s) until student, parent/guardian, and administration meet to create an attendance plan.

10 or more Tardies—Parent/Guardian is contacted. Appropriate consequences may result in but not limited to: In-school suspensions, out-of-school suspension or Saturday school.

Late Check-in

Students who come to school late must report to the attendance office. Students must have a written excuse or a telephone call from their parent/guardian to be considered a late check-in. The student will receive an entry slip from the attendance office.

Checking Out

Students who need to leave school during school hours must check out through the attendance office or front office. A parent or guardian must enter the building and sign out the student. **Please expect a delay in checking out your students during**

Pride Time (9:40-10:15-Tue, Wed, Thu, Fri).

Truancy (Sluff)

A student will be considered truant if he/she is absent from any class without proper permission. Possible consequences may include lunch detention or suspension. Attendance contract is signed by student, parent/guardian, academic coach, and administrator.

Homework

If a student is absent for at least three consecutive days, you may request homework by calling the main office (801-610-8766). Current grades and assignments can also be monitored by checking Skyward and communicating with individual teachers.

BUS REGULATIONS

Bus drivers will instruct students concerning bus rules. Generally they are the same as those we expect while students are in school classrooms. Students must be careful to line up orderly behind the sidewalk while waiting to load buses after school. Never approach a moving bus or run along the side of buses as they enter or leave the parking lot. Riding the school bus is a privilege. Improper behavior may result in the privilege being denied.

CAFETERIA PRIVILEGES

Students should be on their best behavior while in the cafeteria. Those who misbehave, litter, leave trays, cut in line, or annoy others will be asked to clean the cafeteria and/or lose lunchroom privileges.

CHEATING

Students are expected to establish a pattern of individual effort to develop the skills and information necessary to be successful. Students are encouraged to ask for help from teachers, family members, and peers. However, all classwork, homework, projects, tests, and quizzes are to represent individual learning. Cheating or any form of dishonesty in regards to schoolwork can result in complete loss of credit, suspension, and/or required additional work. Parents will be notified anytime dishonesty is apparent.

CLASS SCHEDULING CHANGE

Class changes are strongly discouraged. In the event a class change is necessary, you may request a class change through the counseling webpage. There is a \$5 class-scheduling fee. The completed form (including parent signature) and the \$5 fee will need to be turned in at the time of the class change. Class changes will only be made upon availability. School fees must be paid before a class change will be made. Class changes may only occur within the first two weeks of each term.

CLOSED CAMPUS POLICY

Willowcreek is a closed-campus school. For a student to leave campus, he/she must be checked out in the office by a parent or guardian.

DRESS CODE

As fads and extremes of dress and appearance tend to attract improper attention to the individual and sometimes interfere with the educational process, the Alpine School District Board of Education requires all of its students to conform to standards that avoid extremes and that exemplify personal cleanliness. Any personal appearance in either clothing style or personal grooming is prohibited if:

1. It begins to cause a material and substantial disruption of the educational process in the school.
2. It endangers the health, safety, or welfare of the individual or other students.
3. It does not conform to generally accepted school standards or calls undue attention to the anatomical details of the individual.
4. It does not conform to the requirements of a special class or activity approved by the principal, which requires special dress or grooming in which the student expects to participate.
5. It appears as an obvious attempt to challenge the intent and scope of the policy of the authority of the school in its reasonable interpretation and enforcement.

This policy applies to all school-related functions, except those special activities approved by the administration. Nothing in this policy is intended to intrude on the constitutional or statutory rights of any student, as long as, in an exercise of these rights, students do not create a threat to the good order of the school or cause the disruption of any recognized school function. The exercise of such rights by students must be consistent with the public purpose for which public schools have been established.

Personal Hygiene

- Students should be clean and well groomed.

Clothing

- All students are required to wear footwear to school. Slippers are not acceptable footwear for students at school.
- Skirts and shorts must be closer to the knee than the hip.
- Hats and other head coverings may not be worn in the building during school hours unless worn along with an approved school activity.
- Sunglasses can not be worn inside the school.
- Halters, tank tops, and bare midriffs are not acceptable.
- Vulgar words, profane or obscene slogans, pictures or advertisements of alcohol, tobacco, and/or drugs, or those that promote violence or sexual harassment on clothing are not acceptable.
- Bandanas, dangling belts, florescent tape, chains, and other marking mimicking groups/gangs are prohibited.
- Jeans, shorts, and pants must be above the hip covering all underclothing. Jeans and pants may not be worn that have holes above the thigh midline.
- Shirts and blouses must have sleeves that cover shoulders, under arms, all undergarments, and cleavage even through mesh or sheer fabric.

Adherence to these dress and grooming standards is the responsibility of the student and his/her parent or guardian. Failure to conform may involve sending students home to change, wear alternative clothing provided by the school, dismissal from school, or restriction from participation in a school activity.

DISCIPLINE POLICY

We are proud of the students who attend our school. It is our goal to promote a positive educational experience for all our students. We believe in giving students the freedom to make choices, but the consequences for their choices are determined by school policy. We reward good behavior.

ELECTRONIC DEVICE POLICY

Alpine School District Policy No. 5250 states, “in some instances the possession and use of electronic communication devices may be appropriate; however, often these devices or objects have the effect of distracting, disrupting and intimidating others in a school setting.” Students may carry electronic communication devices (cell phones). However teachers reserve the right to create and manage classroom electronic device policies. “The use of an interfering device or electronic communication device to threaten, intimidate or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft or academic dishonesty, will result in suspension.”

- If any electronic device becomes distracting, disruptive or is used to intimidate others at our school, it will be confiscated and the student will be subject to school discipline.
- If any electronic device is confiscated and brought to the office, the following steps can be taken but are left to administrative discretion according to the offense and the severity of use;
1st Offense—phone call home, item returned at the end of the day to the student
2nd Offense—Electronic device non-use contract signed, item released to a parent/guardian
3rd Offense—student subject to school discipline, item confiscated until an administrative conference is held with the parent(s)/guardian(s), student, and teacher when applicable.
- The school shall not assume responsibility for theft, loss, or damage of a cell phone, I-pod, or any other electronic communication or interfering device or unauthorized calls made on a cell phone while it is in the student’s possession (person, locker, backpack, etc).

EMERGENCY PROCEDURES

Fire

Fire alarms will sound and the students will evacuate the building according to the established plan rehearsed in each classroom. If students are at lunch or on a class break, they should report to their A-1 teacher evacuation location

Earthquake

- A. Students will “drop” and assume the “duck and cover” position under a desk or table, if possible, to enhance protection.
- B. Students should move away from any windows and out from under any heavy light fixtures.
- C. Students will evacuate the building with their teacher when the appropriate alarm sounds. When the situation is safe, and teachers and students are directed to do so, the bell will sound for teachers and students to re-enter the building.

Intruder

- A. Each teacher will lock down his/her room with students inside and against the wall out of the view of windows.
- B. Students in the halls at the time of intrusion will go to the nearest room and follow directions; students in the bathroom will stay there and be quiet.

FIRST AID

We are only authorized to administer first aid of a very simple type at school. We are not permitted to change any dressing on existing injuries, wrap sprains, or administer medication of any kind. Tylenol® or Acetaminophen is available only after a phone call from a parent or guardian. All medication may only be distributed through the school nurse and the main office.

HELP AT SCHOOL

Trouble in a Class

Students need speak with a teacher first. Find a time when the teacher is not busy (before or after school, between classes). If parents would like to meet with a teacher, they can call the main office and make an appointment. Group meetings can be arranged before or after school with enough notice.

Sickness

Ask your teacher for a pass to the office. Explain your condition and call for a parent or guardian to come and check you out.

LOCKERS

Each student may purchase a locker. At that point, the student is assigned a school locker for which he/she is responsible. 7th and 8th grade students may be assigned a locker partner if needed. The combinations are strictly private information and should not be shared with anyone. The lockers are property of the school and may be searched at any time for any reason. It is suggested that all valuables be left at home and not stored in lockers.

Locker Guidelines

1. **Do not give out your locker combination to anyone.**
2. Do not write on the inside or outside of the lockers.
3. Profanity, pictures not in good taste, or advertisements of alcohol, tobacco, or drugs are not permitted on the inside or outside of lockers.
4. Lockers that do not function properly or are defaced should be reported to the office immediately.
5. Lockers should never be left unlocked.
6. Do not to bring valuables to school. Money should not be left in lockers.

LUNCHES

You can purchase breakfast/lunch online at www.mealpayPlus.com or use cash or check to purchase a meal plan before school in the cafeteria.

PLAGIARISM

Our school values academic integrity and does not condone any form of dishonesty, deception, or plagiarism of any kind, including academic dishonesty – when individuals or groups take credit for work that is not completely theirs. Plagiarism of someone else’s work violates class and school integrity. Plagiarism includes ANY copying of someone else’s work, not only written assignments, problems, research papers, books, articles, websites, captions, textbooks, speeches, handouts, charts, and diagrams, but also art, graphics, computer programs, music and videos/DVD material.

Unfortunately, it is common to disguise academic dishonesty, using terms such as copying, sharing, and borrowing to dismiss the seriousness of this offense. Passing off someone else's work as your own is a form of stealing. Students are expected to do their own work at all times.

REPORT CARDS

Report cards and other grade updates can be found by logging in to your Skyward account.

Academic Grades

A - Excellent work or outstanding accomplishments

B - Good work, above average

C - Fair or average work, achieving on par with most

D - Poor work, not as successful as most

F - Failing and loss of credit

I – In Progress/Incomplete, one or more Walk Away(s) not yet completed.

Citizenship Grade

O - Outstanding

S - Satisfactory

N - Needs improvement

U - Unsatisfactory

SAFE SCHOOL POLICY

The Alpine School District Safe Schools Policy prohibits disruptive acts, dangerous weapons, hazing/harassment, abetting, gangs, secret societies and hate groups, and other prohibitive acts defined and described in the following rules and regulations:

Disruptive Acts

Acts that disrupt the daily operation of the school include, but are not limited to: physical or sexual assault, intimidation, aggression, possessing or displaying a dangerous weapon.

Dangerous Weapons

Any item capable of causing serious injury or death to individuals or groups. Any facsimile or representation of a dangerous item. Dangerous weapons include, but are not limited to: firearms, knives, incendiary devices, metal knuckles, straight razors, explosives, poisons, drugs, and noxious, irritating or poisonous gases.

Hazing/Harassment/Bullying/Teasing

Intimidation, in any variety, of a student or staff member is not acceptable. Also, any act that injures, degrades, or disgraces another individual or group will not be tolerated.

Abetting

The act of supporting, encouraging, and/or assisting activities that violate the safe school policy.

Gambling

Gambling, games of risk, etc., are not permitted on school property.

Gangs/Secret Societies/Hate Groups

A group of two or more people who form an allegiance and engage in a range of disruptive behaviors that may include violent or unlawful activity or which advocate hatred or discrimination on the basis of race, religion, sex, national origin or disability.

Students may not:

1. Solicit others to membership of a gang, group or secret society.
2. Request persons to pay for protection or otherwise intimidate or threaten another person.
3. Commit illegal acts or other violations of school district policies.
4. Incite other students to act with physical violence upon another person.
5. Deface school property (i.e., books, lockers, walls, etc.)

SEXUAL HARASSMENT POLICY

District policy prohibits sexual harassment of any nature. This includes adult to student, student to adult, and student-to-student.

Sexual harassment is defined as unwanted conduct or communication of a sexual nature that adversely affects a person's educational opportunities, relationships or environment.

Inappropriate behavior would include, but is not limited to:

1. Sex role stereotyping that is demeaning and involves unequal treatment of an individual on the basis of that person's gender.
2. Gender abuse, either verbal or visual. This includes the display of demeaning posters, cartoons, nudity, or offensive sexual jokes about gender.
3. Visual or verbal expressions about an individual or name calling that are sexual in nature.
4. Criminal touching or actions not involving touching that are offensive to the extent that they visually or emotionally shock the conscience of a reasonable person.
5. Any unwelcome sexual behavior initiated by an employee, student, a volunteer, or a non-employee.
6. Clothing that shows profanity, vulgarity, or anything of a sexual nature is unacceptable.

Students who have been sexually harassed by an adult or another student should file a complaint with a school counselor or administrator.

SKYWARD

Parent(s) and/or Guardian(s) are encouraged to use Skyward during the school year to keep you informed of your student(s) progress. Skyward can be accessed by internet from the school website:

www.willowcreek.alpinedistrict.org. You will need to know your student's ID and password. You can access updated assignments, attendance and grades.

SNOW POLICY

Snowball throwing is **NOT** allowed anywhere on school campus.

Do not bring snow into the building.

STUDENT COMPUTER USE AGREEMENT

Computer use will be a valuable resource while at Willowcreek Middle School. However, computers can also be hazardous if used improperly. Student computer use will be available at school as long as the privilege is used appropriately. Students should be very careful not to disclose any personal information while on the internet or using school e-mail accounts. Students should not attempt to enter any system, program, or computer without proper authorization. Also, students should not plagiarize works or violate copyright or trademark laws. Students should not use the school computer system to access material that is obscene, pornographic, sexually explicit, sexually suggestive, harmful, or inappropriate in any way. If a student inadvertently accesses inappropriate sites or information, quickly report the incident to the teacher. At the beginning of each school year, students and their parents/guardians will sign an Alpine School District Student Computer Use Agreement.

SUSPENSION AND EXPULSION

Students will be held responsible for their actions and will conduct themselves according to the rules of the school, showing regard for established authority and the rights and welfare of others. Any unlawful act taking place on school property not only makes the student subject to the penalties that the court prescribes, but also may result in the suspension or expulsion from school. Students may be suspended or referred to a district hearing for possible expulsion by the administration. The following are possible, but not limited to, causes for suspension or expulsion:

1. Willful gross misconduct.
2. Writing or using profane and obscene language or possessing obscene materials on or around school property or at school sponsored activities.
3. The use or possession of tobacco, alcohol, or other narcotics on the school premises or at school-sponsored activities. The students involved will be referred to the police.
4. Truancy (absence from school or a class without appropriate school permission).
5. Vandalism: Anyone found responsible for destroying or damaging school property are required to reimburse the school for the cost of replacing or repairing the damages. Vandalism is a crime. Students will be referred to the police.
6. Any violation of the Safe-School Policy.
7. Fighting (both parties involved).

8. Theft.

9. Violation of Sexual Harassment policy.

10. Public displays of affection (PDA). Excessive physical contact between two students.

The student who was suspended will be responsible for obtaining and making up all assignments missed during the suspension. Teachers will make available all make-up work following a suspension.

TOBACCO, ALCOHOL, AND DRUG POLICY

Alpine School District prohibits any unauthorized student use, possession, sale or distribution of alcohol, controlled substances, imitation controlled substances, and/or other similarly harmful substances, or drug paraphernalia. These actions are prohibited in any school building, or on any other property owned or operated by the Board of Education, or at any school-sponsored activity, or in any vehicle dispatched by the District to transport students to or from a school-sponsored activity.

Willowcreek Middle School is a “Drug-Free Zone.” This means that these rules not only apply to the school campus, but that they are enforced up to 1,000 feet off campus as well. These rules will also apply whether or not the actions occur during regular school hours. Any student violation of the Drug and Alcohol Policy shall be subject to the following actions:

- Suspension from school for up to 10 days
- Referral to local police department
- Referral to Alpine School District PRI Program

A second or subsequent offense will involve a referral to an administrative hearing panel for possible expulsion. Additionally, students distributing or selling drugs or alcohol will appear at an administrative hearing panel for the first offense for possible expulsion. Any disciplinary action will follow the Alpine School District’s due process procedures for students.

****As per legislation and board of education this rule may change****

TELEPHONE

Students may use the telephone provided in the main office before or after school, during lunch, or with a hall pass from their teacher

WILLOWCREEK MIDDLE SCHOOL PRIDE

Besides involvement in academics, athletics, school activities and school government, there are several ways by which students’ success and accomplishments will be recognized at Willowcreek:

1. Student of the Week.
2. Honor Roll and Honor Roll Activities
3. Department Awards for outstanding students.

