



Millcreek

Family

Handbook

2022-2023

Si se puede!

Yes, we can!





Millcreek Elementary

Bell Schedule/ *Horario del Toque de Campana*

2022-2023

Arrival

Kindergarten-5th Grade

Llegada

Kindergarten todo el día-OEK-5to grado

Welcome Bell <i>Primer toque</i>	8:35
School Begins <i>Escuela empieza</i>	8:40
Tardy Bell	8:45

Dismissal

Kindergarten-5th Grade

Retirada

Kindergarten todo el día-OEK-5to grado

Monday-Thursday <i>de lunes a jueves</i>	3:20
Friday or Early Out Days <i>Viernes o días de salida temprano</i>	1:15

Lunch and Recess Schedule

Almuerzo y Recreo Horario

Kinder & 2nd Traditional	11:30-12:05
5 th Grade	11:40-12:15
1 st Grade	11:50-12:25
3 rd & 4 th DLI	12:00-12:35
2 nd Grade DLI	12:20-12:55
3 rd & 4 th Traditional	12:20-12:55

Recess Schedule

Recreo Horario

Kindergarten	10:35-10:50	1:35-1:50
1st Grade	10:15-10:30	1:20-1:35
2nd Grade	10:00-10:15	1:20-1:35
3rd Grade	10:55-11:10	1:55-2:10
4th Grade	10:55-11:10	1:55-2:10
5th Grade	10:20-10:35	2:15-2:30

AM Preschool

Monday-Thursday

de lunes a jueves

AM Schedule	8:20-11:20
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PM Preschool

Monday-Thursday

de lunes a jueves

PM Schedule	12:15-3:15
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GENERAL SCHOOL INFORMATION AND POLICIES

ATTENDANCE

Regular and consistent attendance is essential for student growth and achievement. Under Utah law, it is the responsibility of parents/guardians to ensure that their children are in attendance and punctual each school day. Please call 385-646-4912 if your child is going to be absent. Parents/guardians will be notified of absences by an automated call system.

ARRIVING AT SCHOOL

Children should not arrive at school prior to 8:45 AM. **Upon arriving at school, students will travel through designated doors directly to their classroom.** Class begins promptly at 8:40 AM. An optional breakfast is served to all students in their classrooms at the start of the school day.

BEHAVIOR and DISCIPLINE

At Mill Creek, we focus on using research-based strategies to build students' self-awareness self-management, social-awareness, relationship skills and responsible decision making through proactive education and student recognition.

Disciplinary actions may be taken with students whose conduct threatens or does harm to the school, school property, or persons associated with the school as outlined in the District's Safe School Policy

<https://cdn-59bd6cf5f911c923e82ee0ee.closte.com/legal/wp-content/uploads/sites/22/2020/03/106-Safe-Schools-Policy.pdf>

BICYCLES, SCOOTERS, etc.

Bikes, scooters, skateboards, and other riding toys are not to be ridden on campus and are not allowed in the school building. A bicycle area is provided at the school. These items, if brought to school, must be secured to the bicycle racks. We cannot assume responsibility for stolen or damaged items. (Roller blades, roller skates, and shoes with wheels, are not allowed at school.)

BUS INFORMATION

Students riding the bus to school are expected to maintain good manners and are monitored by the bus

driver. Students may receive consequences for behavior issues at the bus stop or on during bus rides, including, suspension or expulsion from the bussing services.

Families are encouraged to download the Here Comes the Bus app. This app shows the location of your child's bus in real times, provides arrival times for both home and school rounds, and with permission sends the user a notification when the bus is near.

Check here for bus eligibility

<http://www2.graniteschools.org/schoolsearch/>

CROSSWALKS/PEDESTRIAN SAFETY

Our students' safety is our primary concern. Students should follow the established walking routes. Depending on where you live, your student must cross busy streets at the designated crosswalks. It is very important that parents teach their children how to be safe pedestrians—looking both directions before crossing, staying on sidewalks, crossing at cross walks, etc.

Students riding the bus to school are expected to maintain good manners and are monitored by the bus driver. The few students whose behavior is not consistent with good manners may lose bus privileges.

CLASSROOM VISITS

Parents and guardians are asked to make an appointment with teachers to meet online or outside of school hours. If visiting a teacher in person, please check in with the office and obtain a visitor or volunteer badge. Visiting school-age relatives and friends may not attend class with your child(ren).

COMMUNICATING WITH THE SCHOOL

Families are encouraged to reach out when there are questions or concerns. You can reach our principal, Amber Clayton, via any of the following methods:

- Contact Us link on the school website
- Complete a Concern Form in the office
- Email her directly at asclayton@graniteschools.org

DISMISSAL FROM SCHOOL

School is dismissed at 3:20 PM (1:15 PM on Planning Days—the last day of school each week). Students exit the building at their designated doors. Older students caring for younger siblings after school are encouraged to pre-arrange a meeting location outside the school building,

such as the flagpole. **Please note for the safety of your student(s), it is policy that Granite Police will be notified of any student(s) not picked up within 20 minutes after the end of the school day or the end of the extended day program.**

DRESS CODE

Dress code is important in helping the school create an environment for learning. The following are NOT expected school attire:

- Bandanas
- Belt hanging down or chains
- Gang related attire including buckles, gloves, or sagging pants
- One solid color of clothing
- Clothing with gang writing or names or symbols
- Shirts displaying drugs, alcohol, or inappropriate messages
- Visible underwear, see-through clothing, midriffs, or low-cut tops
- Hats, hoods, or sunglasses (unless worn outside)
- Shorts or skirts shorter than fingertips
- Tops with straps that are less than three inches
- Slippers or pajamas
- Other times, styles, etc., deemed to be disruptive or unsafe

Students should come to school dressed appropriately for the weather, with jackets or coats, hats, gloves, boots, etc. When weather is too severe for children to be outside, an indoor or classroom recess may be held. It is recommended for student safety, that appropriate shoes are worn for walking and playing. Flip-flops and sandals frequently result in foot injuries. It is highly recommended that these types of shoes are not worn to school.

DROP OFF/PICK UP

Please do not drive into the bus loading area to drop off or pick up students. The loading/drop off area is for buses only. **The safest place to drop off or pick up students is along the front of the building in the designated lane. This is a no-parking zone.** Cars left unattended may be ticketed. Parents who drop off or pick up students must exercise extreme caution: the combination of pedestrians and private automobiles is potentially hazardous.

[English](#)

[Spanish](#)

FIELD TRIPS

Field trips provide the opportunity for students to learn, grow, and develop outside of the classroom. Permission slips for field trips will be sent home prior to each trip. Please note: Students may not participate in field trips without signed permission slips.

FIRST AID

It is our policy to try to reach parents when children are ill or injured. When unable to do so, we then reach out to the emergency contacts listed on your child's information card. (Please be sure to inform the school of any changes to your contact information.) The school is limited to minor first aid only.

GRADUATE OF GRANITE

Beginning the 2022-2023 school year, all GSD elementary schools will begin implementing *Graduate of Granite* Characteristics. Behaviors and work habits are no longer included in academic grades. Granite School District recognizes the importance of providing students and parents feedback on desired attributes, behaviors, and work habits. As a result, Granite is revising current "citizenship" requirements and expectations to provide more specific and helpful feedback.

[English](#)

[Spanish](#)

GRANITE SCHOOL DISTRICT CALENDAR

A copy of the Granite District School Year Calendar is available at <https://www.graniteschools.org/wp-content/uploads/2022/03/2022-2023-Calendar-v031022.pdf>

GRADING

The Granite School District uses a Proficiency Based Learning model for giving students and families feedback on a student's academic achievement on state standards. Parents can learn more about PBL at

[English Version](#)

[Spanish Version](#)

HOMEWORK

Homework is used to extend and expand the activities presented during the instructional day. It should be differentiated to meet individual student need. Families can expect about 10 minutes of homework per grade level. For example, 10 minutes for first grade and not more than 50 minutes for fifth grade. This includes time for reading. K-2 students should read or be read to for 20 minutes a day, while students in grades 3-6 should read 30 minutes or more per day.

LEAVING SCHOOL EARLY

We do not dismiss unattended children. Parents or designated adults must come into the building to sign students out. Parents and designated adults WILL be asked to show proof of identification before taking a student from school. Students will not be dismissed after 3:00 PM on regular school days or after 1:00 on early release days to avoid disruption of end of day routines for students and staff.

LIBRARY

Each class has a weekly scheduled library time. Students in grades K check out one book per week. Students in grades 1-5 may check out two books (one book on their reading level and one free choice book). Students are encouraged to bring books back each week on their library day and are responsible for the books they check out. Fines may be assessed for damaged or lost books.

MEDICATIONS

According to Utah Law 53A-11-601 medication (prescription or over the counter) can only be administered by school staff under the following conditions:

- Permission to Administer Medication form is on file with parent/guardian and physician signatures
- The medication is in its original container and labeled with the child's name and correct dosage is clearly labeled.

Any medication brought to school without the form will be kept in the office until it is picked up by a parent. All medications must be brought to school by an adult.

<https://schools.graniteschools.org/gts/wp-content/uploads/sites/28/2020/05/GSD-Medication-Authorization-Draft-1.pdf>

PERSONAL ELECTRONIC DEVICES, TOYS, COLLECTOR CARDS, SPORTS EQUIPMENT AND NUISANCE ITEMS

The Granite School District Board of Education has established the policy that electronic communication

devices such as cell phones have the potential of disrupting the orderly operation of the school. Mill Creek Elementary prohibits the use of all electronic devices during school hours regardless of whether the use is to send or receive messages unless specific staff approval is given. These devices should be turned off and kept in backpacks during school hours. Mill Creek Elementary and Granite School District accept no responsibility for the loss of, or damage to, any communication device.

In addition, toys, Pokemon and other collectible cards, marbles, iPods/.mp3 players, electronic games, roller blades, skateboards, RipSticks, fidget spinners, scooters, perfume, hair spray, make-up, sports equipment (including soccer balls and basket basketballs), etc., should not be brought to school.

Adult staff members may take any electronic or nuisance items and return them only to a parent or guardian. All unclaimed items will be donated to charity after July 1. The school will not investigate lost or stolen items that are not to be at the school.

RECESS

Recess is part of the school curriculum, and children are expected to participate in supervised recess activities unless there is a health care plan on file in the office or a doctor's note is provided to administration.

SCHOOL MEALS

Elementary Lunch	\$1.50
Reduced Lunch	\$0.40
Adult Lunch	\$3.35

While daily cash payments are accepted, parents/guardians are encouraged to pay for meals in advance by week, month, term or year. Information on paying online is available at <https://paypams.com/>

Families can apply for Free or Reduced lunch benefits at <https://www.myschoolapps.com/>

Guidelines and applications for Free and Reduced lunch are available at <https://www.myschoolapps.com/> (At the District web site, click on Parents & Students, and then Free & reduced meal application.)

An electronic copy of the monthly lunch menu and nutritional information is available at <https://graniteschools.nutrislice.com/menus-eula>

STAYING AFTER SCHOOL

All students are encouraged to go home directly after school, unless participating in extended day programs. Teachers or staff members do not ask or require your children to stay after school for any reason unless you are contacted, and permission is given.

STUDENT EDUCATION PLAN (SEP) CONFERENCES

Tentative conference dates:

1st SEP Conference.....
September 21-22, 2022, from 3:30-7:00 PM

2nd SEP Conference.....
February 6-7, 2022, from 3:30-7:00 PM

More information about the format for these meetings will be released prior to these dates.

STUDENT PRIVACY RIGHTS

Families can learn more about the Family Educational Privacy Act (FERPA) at

<https://www.graniteschools.org/communications/wp-content/uploads/sites/18/2016/08/Elementary-Student-Privacy-Rights.pdf>

TELEPHONE USE

Telephones are available in each classroom and the office for school use and for emergencies. Students must have teacher permission to use telephones. Please help us encourage your child(ren) to leave messages on those rare occasions when they need to reach you during the school day.

It is best to contact teachers by phone either before or after school. During the school day teachers may be unable to answer calls. Please help us keep the school day uninterrupted. If an emergency arises, contact the office personnel at 385-646-4912 or contact your student’s teacher through the Class Dojo App <https://home.classdojo.com/#/login?redirectTo=%2Fstory>.

VISITORS and VOLUNTEERS

Our school now has security doors at the front of the building. For the safety of our students and parents, **all** visitors and volunteers are required to check in at the office with ID. All non-school personnel are required to wear a visitor’s badge while in the school.