

LOST AND FOUND ITEMS

All lost and found items will be kept in the front office. All items unclaimed at the end of each semester will be donated to the PTA clothing room.

LUNCH

3rd grade —11:20

4th grade—12:00

5th grade —12:40



PARENT VOLUNTEERS

We welcome you to join the MCI PTO.

PERSONAL PROPERTY/

TOYS

Students are discouraged from bringing personal property, cellphones, and toys to school. Everything brought to school is brought at the student's own risk.

The school is not responsible for lost, stolen or damaged items.

CELLPHONE USAGE

MCI cellphone usage policy is an off and away policy. Students are discouraged from bringing cellphones to school. If they are brought, they must be turned off and left in their lockers. All cellphones brought will be at the student's own risk. If a student has a cellphone out during the school day, the administration will ask a parent to come pick it up.

Stay informed:

- Check your child's planner daily
- Look for school info posted on Schoology & Class Dojo
- Check Schoology
- View the MCI website
- Email your child's teacher
- Join Class Dojo
- Sign up for NTouch messages
- Join MCI on Twitter
@MCI_Cardinals & FaceBook

*An investment in
knowledge pays the
best interest*

—Benjamin Franklin

WEBSITE ACCESSIBILITY

The Berkeley County School District is committed to making our content accessible to all members of the public, including those with disabilities. This includes parents, students, employees and all others associated with our district.



NONDISCRIMINATION STATEMENT

The Berkeley County public school district does not discriminate on the basis of race, color, creed, ancestry, familial status, religion, national origin, gender, sexual orientation, age, disability or other legally protected classification in its programs, activities or employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies:
Ron Stephens, Assistant Superintendent
401 South Queen Street
Martinsburg, WV 25401
(304)267-3500

Mill Creek Intermediate School

8785 Winchester Ave.
Bunker Hill, WV 25413
Phone (304)-229-4570
Fax (304) 229 4793



Mission:

We will provide a school-wide system of education that ensures that all students are prepared for the next school year.

Core Beliefs:

We are Cardinals that CARE. We believe we are Compassionate, have positive Attitudes, are Responsible, and Expect Excellence. We also believe we are Accountable, show Integrity, and show Respect for self, others and the school.

School Procedural Information for 2020 Re-Entry

ARRIVAL AND

DISMISSAL

Buses Arrive: 8:50



Parent Drop Off: South

End Lot 9-9:20. Please do not drop students off until a staff member is on duty.

Students Tardy: 9:30 (***Students arriving after 9:30 must be signed in by an adult in the office using the QR code)

Dismissal Begins: 2:40 for buses / 3:00 for Parent Pick Up

Parent Pick Up: All regular parent pick-up students will fill out the pick-up form. Parents park in the south end lot and come to the music room door to sign student out. Please be prepared to show ID everyday.

Students Leaving Early: If it is necessary to sign your child out before 2:45 please report to the front office and be prepared to show your ID. Please call ahead.

ATTENDANCE

All absences require a note from the parent or doctor within 48 hours of absence.

All school work will be posted on Schoology for missed assignments.

Leave of Educational Value forms are available **prior** to the activity or trip.

DISMISSAL PROCEDURES

If you need to change the way your student normally goes home, please send in a note to your child's teacher. We discourage you from calling the office to change information at the last minute.

If your child is riding home on a bus with another student, BOTH students must have notes.

CHAPERONES

At this time, we will not be scheduling field trips and will not need chaperones.

CLASS DOJO

All classrooms will use Class Dojo to communicate student information for our PBIS program and school activities. All parents are asked to create a free account.

SCHOOLGY

All student grades and assignments will be posted on Schoology. All parents and students will have Schoology accounts. This website is a **vital connection** to checking your child's grades, viewing assignments and communicating with the teacher.

DISCIPLINE

The staff of MCI takes a positive, proactive approach to discipline and student behavior. We believe in a safe and orderly school environment. All discipline referrals are handled according to WV Policy 4373.

EMERGENCY CARDS

Please keep your child's Emergency Card up to date. THIS INFORMATION IS CRITICAL.

E-MAIL ACCOUNTS

All students will be given Office 365 e-mail accounts. These accounts are for educational purposes only.

UPDATED INFORMATION

We are in a time where information is changing daily. Please watch the Berkeley County Website for updated information.