

## 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

All students and visitors must follow the lunchroom rules. Please call the school to reserve a school lunch. No outside restaurant food is allowed in the cafeteria.

3rd grade —11:10

4th grade—11:45

5th grade —12:20



## PARENT VOLUNTEERS

We welcome you to join the MCI PTA and to volunteer in our school. We look forward to working with you!

## SCHOOL PARTIES

We will host 2 school-wide parties a year. Please do not send in party supplies for individual student birthdays.

## PERSONAL PROPERTY/ TOYS

Students are discouraged from bringing personal property 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.

## Stay informed:

- Check your child's planner daily
- Look for our monthly Mill Creek Messenger
- Check Engrade
- View the MCI website
- Email your child's teacher
- Sign up for NTouch messages

*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.

We are in the process of updating our website to bring it into full compliance of the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA and Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0. If you find problems with our website and would like to provide feedback or report a concern, please contact us via email ([webmaster.berkeley@k12.wv.us](mailto:webmaster.berkeley@k12.wv.us)) or at 304.267-3500.



### 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.

***By the Book...***

## ARRIVAL AND

### DISMISSAL

Buses Arrive: 8:20



Parent Drop Off: South

End Lot 8:20-8:40. Do not drop students off until a staff member is on duty.

Students Tardy: 8:45 (\*\*\*)Students arriving after 8:40 must be signed in by an adult in the office)

Dismissal Begins: 3:20

Parent Pick Up: All regular parent pick-up students must fill out the pick-up form.

Parents must park in the south end lot and come to the music room door to sign student out. Please be prepared to show ID.

Students Leaving Early: If it is necessary to sign your child out before 3:20, please report to the front office and be prepared to show your ID.

## ATTENDANCE

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

Please call the school after 9am if you would like to pick up work for your student.

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

A student is tardy if they arrive between 8:45am-10:30am or if they leave between 2:30-3:20.

## CHANGE IN 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

All field trip chaperones must be BCS board approved Level 1 Chaperones through the Secure Volunteer website. Please see the school website for more information.

## E-MAIL ACCOUNTS

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

## ENGRADE

All student grades will be posted on Engrade. All parents and students will have Engrade accounts. This website is a vital connection to checking your child's grades 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. To learn about our Cardinals C.A.R.E program, please refer to the MCI website. All discipline referrals are handled according to WV Policy 4373.

After-school detention is held on every Tuesday from 3:15-4:15. A student could earn an after-school detention for discipline purposes or if they need extra time to complete work.

## EMERGENCY CARDS

Please keep your child's Emergency Card up to date. THIS INFORMATION IS CRITICAL. Please call the office or send in a note to make corrections on this card as needed.

## HOMEWORK

At MCI, all students are accountable for their learning. If a student does not do his/her homework twice in a week, then he/she may be assigned after-school detention.