

Miller Junior High Student Handbook



2021-2022

**Covid-19 Addendum to be attached
following safety guidelines**

Be Safe

Be Responsible

Be Respectful

Be Successful

Miller Junior High, 100 E. Lindstrom Street, Aberdeen, WA
(360) 538-2100 Fax: (360) 538-2106

Miller Junior High Student Handbook

Miller Jr. High's AVID mission is to close the achievement gap by preparing all students for **college readiness** and success in a global society.

Student Rights and Responsibilities

Student Responsibilities: The Aberdeen School District's goal is to provide students the opportunity to learn skills, acquire knowledge, and develop attitudes that will allow them to function as responsible and contributing citizens.

Students have the Right to:

- Free and appropriate public education
- Safe environments -- free from harm, intolerance, and discrimination
- Be treated with respect
- Think their own thoughts
- Regard their bodies as their own

However, remember that when students are in school, they are governed by in loco parentis; in other words, while they are at school, teachers and administrators stand in as parents in a limited capacity as defined by the court.

Another limiting factor is that in order to provide a safe environment that is conducive to education, some rights are abridged. Adults have freedom from unreasonable search and seizure, but minors do not at school. The school has the right to search a student and/or their belongings if the school believes they are acting in the best interest of the school community in providing a safe environment for all students. These searches include electronics owned by the school but not electronics owned by the student or family.

Children have the right to protection from abuse, neglect, exploitation, and discrimination. If the school believes any of these rights have been violated or has substantive claims to believe so they must act to protect the child.

Students have the responsibility to:

- Attend all classes every day on time, ready to work and with the necessary learning materials.
- Respect the rights of others and exercise self-discipline.
- Withhold expressing personal prejudices against any individual or group.
- Behave in a manner that will not disrupt their own education or disrupt or deprive others of their education.
- Know and obey the rules of the district, schools, and co-curricular activities.
- Accept appropriate consequences for breaking school rules.
- Identify them by name if asked by any district staff member.
- Dress appropriately for school and school activities in a manner that neither disrupts the educational process nor threatens the health and safety of anyone.
- Respect the property of others, of the school and the district.

Students may receive appropriate consequences if they fail to fulfill any of these responsibilities while at school, on the school grounds, on district-sponsored transportation, at any school-sponsored event, or in any other setting having a real and substantial relationship to the operation of the district. Disciplinary action may include oral or written reprimands, written notification to parents/guardians, detention, suspension, expulsion, losing the privilege of attending district-sponsored activities, loss of riding privileges on district-sponsored transportation, and loss of privileges to publicly represent the district.

Acceptable Use Policy -- The Aberdeen School District requires everyone that uses district-owned electronics to read, understand, agree with and sign the school board adopted Acceptable Use Policy (AUP). This policy outlines the appropriate uses of technology, the network (including the Internet), electronic resources, and electronic network-connected devices owned and operated by the Aberdeen School District. Failure to follow the guidelines in this

policy either on purpose, or by accident, can result in temporary or permanent removal from the network.

Administration -- Mr. Meers, Principal, and Mrs. Robbins, Assistant Principal, are available for any student during normal school hours usually by appointment. jmeers@asd5.org and krobbins@asd5.org

After-School Activities -- If students are staying after school with a teacher, the after-school program, sports, or other supervised activity, they must be at the location of the activity no later than 2:45 p.m. Students must arrange transportation immediately after the activity. If students are absent from school, they cannot attend after-school activities without the permission of the administrator.

After-School Expectations -- When the bell rings at 2:30 p.m., students are expected to leave school grounds as soon as they have completed all his or her activities for the day. Students should not be on campus without supervision from a staff member. Students should board buses or walk their designated route home. Students must continue to follow directions from teachers and other staff until they are reunited with parents or guardians safely. The dates and times are subject to change according to grant and district requirements.

After School Program -- The after-school program runs Monday -Thursday from 2:30-4:45. There is also a **homework time from 7:15-7:50 Monday-Friday** in the mornings at Miller. Check with the office for what room to meet in. The afterschool program offers snacks, homework help, field trips, friends, and lots of fun free activities. We also offer transportation home after the program. You need to sign up if you want to ride the bus. The number of spaces available is limited to 75.

Alcohol -- By state law, schools are drug and weapon-free zones. Any student who brings alcohol to school is subject to discipline as outlined by state law, which includes but is not limited to expulsion. Guardians will be asked to come to school for health and safety reasons and evaluate students that are determined to be under the influence or have reported drinking alcohol.

Appointments during school -- Because school attendance is so important, parents/guardians are encouraged to make appointments outside of the school day. If students must leave school for a legitimate reason, (see district attendance policy) bring a note from a parent/guardian indicating the date, time, and reason. Bring a note for early dismissal to the office first thing in the morning. When leaving early, get an early dismissal slip from the office to present to the teacher of the class you will be leaving. When you are leaving, stop by the office and sign out. If you return to school the same day, check back in at the office and get a pass to class. You must report your absence within 48 hours or it will be counted as unexcused.

Assemblies -- Students are expected to behave in a respectful manner during student performances or assemblies. Walk with your teacher into the gym and sit in the designated area for your class. Listen and follow all directions given during the assembly. Wait for exit directions at the end of the assembly.

Attendance -- Students are expected to be at school every day. If you are absent, your parent/guardian must call or send a note to the attendance secretary at 538-2100. A message can be left on this phone. If you miss more than one day, you can request work be sent to the office, where a parent/guardian, sibling, or friend can pick it up. Homework must be requested by 9:00 a.m. to be ready by 2:45 p.m. You have one school day for each day you are absent to make up your work.

If you need to prearrange an absence from school for a legitimate reason, your parents/guardians can fill out the pre-excused absence form. If you are absent and it was not prearranged, a parent must call or send a note to the office with you when you return to school. The note should include your first and last name, dates of absence, the reason for absence, and parent/ guardian's signature. School district policy states that absences considered excused are for reasons of illness, emergency, medical appointments, bullying, or those prearranged by the parent/guardian. The school district policy determines if an absence is excused or not. All other absences may be considered unexcused if they do not meet the criteria above.

There have been updates made to the existing Washington attendance laws. According to new Washington State Law (RCW 28A.225.020), if a student has seven unexcused absences in a month or fifteen unexcused absences in a school year, the school district must file a truancy petition with the Grays Harbor County Juvenile Court.

All absences must be excused within forty-eight (48) hours or they will be marked unexcused and count toward the unexcused total.

Further Information on the Attendance and Truancy Legal Requirements for Middle and High School Students:

School/District Requirements

- After one unexcused absence in a month, the school is required to inform the parent in writing or by phone.
- After three unexcused absences, the school is required to initiate a parent conference to improve the student's attendance.
- Between the second and seventh cumulative unexcused absences, the school/district must take steps to eliminate or reduce student absences.
- After seven unexcused absences in a month and not later than fifteen unexcused absences in an academic year, the school/district must file a truancy petition with the juvenile court. The court must stay the petition. The school district must then refer the student to a community engagement board (CEB), or other coordinated means of intervention if referral did not take place before the petition. The CEB meeting must take place within twenty days of the referral. The community engagement board must meet with the child, a parent and school district representative and enter into an agreement.

Before School -- At 7:15 a.m. Students may enter the student center. At 7:30 the gym and library are open for students. To go to a teacher's classroom, you must have a pass. Some mornings these areas may be closed for meetings. At 7:50 the hallway doors open for students to go to their classrooms. At 7:56 the bell rings and students have 4 minutes to be in class.

Bell Schedules -- Miller Junior High uses several bell schedules throughout the year. We have a regular bell schedule and other bell schedules for early release days, weather delays, and district collaboration. The bell schedules are always available on our website.

Bicycles/skateboards etc. -- Bikes should be locked at the bike rack in front of the school. Skateboards, wheelies, bikes, and rollerblades should not be used on school grounds for safety reasons. In accordance with city ordinance, students are required to wear a helmet when riding a bike or other wheeled device to school. Students who do not wear a helmet may be required to leave their wheeled device at school until they bring a helmet. The bike rack is off-limits during the school day. Skateboards are to be stored in an approved location during school hours.

Breakfast/Lunches -- Our school serves nutritious breakfasts and lunches as designated by the USDA school lunch program.

Breakfast is served every school day beginning at 7:20 a.m. in the student center and is available to all students. Students use their four-digit Skyward ID number to access meals. All students will be served breakfast and lunch free for the 2021-2022 school year.

Miller Junior High will never refuse food to late students. Students may be given breakfast to eat in their classroom rather than in the cafeteria so they do not miss out on instruction. (This practice may be adjusted to comply with COVID-19 restrictions)

Adults will be charged for breakfast and lunch at the current adult rate.

Chromebooks -- Students should keep their Chromebook with them at all times and never leave it unattended. Fines will be mailed home for a lost Chromebook or for damages to the Chromebook assigned to the student. Do not peel anything off of the Chromebook. Removing stickers or parts of Chromebooks will result in fines. Chromebooks must remain closed when transporting and/or transitioning. Chromebooks should be brought to school fully charged.

Closed Campus -- Miller Junior High is a closed campus. Once a student arrives on campus, he or she may not leave school grounds without a parent or guardian, or administrator permission before the end of the school day. Leaving school grounds without permission is considered truancy and can result in appropriate disciplinary action.

Computer Usage -- Policy applies to all district electronic devices or devices used to transmit inappropriate material. Failure to use technology appropriately will result in appropriate disciplinary action. Prohibited activities include but are not limited to: sending/displaying and viewing offensive material, using obscene language, harassing, insulting, or attacking others, and deleting another student's work. Specific guidelines apply to the use and treatment of Chromebooks. These actions could constitute Cyberbullying and are strictly enforced and prohibited by the Aberdeen School District.

Conferences – Fall conferences are held at school by parent/guardian or teacher request. Students will meet with their advisory teacher and parents/guardians to set and share goals for the school year. Students not conferencing at school will complete conferences at home with guardians. In the spring, students share their best work, progress towards goals, and current grades. Conferences between parents/guardians and teachers may be scheduled throughout the year to discuss academic concerns. These conferences may be set up by parents/guardians or teachers through the counseling center.

Contraband -- Inappropriate items such as magazines, trading cards, toys, and other items can be a distraction and should not come to school. Any item that causes disruption to the education process may be confiscated. Items will be returned to a parent/guardian when he/she comes in for a conference or to the student at the discretion of the school administrator. **The school is not responsible for lost or stolen items. If it doesn't belong at school, don't bring it to school.**

Counselors -- Miller counselors are Mrs. Trusty and Mr. Williams. In addition to their other duties, they are available to talk with students about issues both academic and personal. They are bound by professional conduct to keep these conversations private unless they have a concern for student, school, or personal safety. Students can set up an appointment through the counseling secretary or talk to any staff member for help.

Discrimination

The Aberdeen School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Christi Sayres, Title IX Coordinator and Civil rights Compliance Coordinator, 216 North G St., Aberdeen, WA 98520; (360) 538-2222 csayres@asd5.org; Rick Bates, Section 504/ADA Coordinator, 216 North G St., Aberdeen, WA 98520; (360) 538-2017; rbates@asd5.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination policy and procedures (3210/3210P), contact your school or district office or view it online. To view it online go to www.ASD5.org and search for the following terms:

[Non Discrimination Policy](#)

[3000 Series - Students](#)

Sexual Harassment

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint. For a copy of your district's sexual harassment policy and procedures (3205/3205P), contact your school or district office, or view it online. To view it online go to www.ASD5.org and search for the following terms:

[Policy No. 3205](#)

[3000 Series - Students](#)

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with the principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

To view the district's full complaint process you can access the nondiscrimination procedures and the sexual harassment procedures on the district's webpage using the links above.

Emergency School Procedures

Fire-Fire drills are practiced regularly at school. In the event of a fire during school hours all students and staff would exit the building.

Earthquake-Earthquake drills are practiced. Students would not be sent from the building until the shaking has stopped. A quick safety inspection would be conducted and a suitable safe spot selected to locate students until parents could sign them out. The reengagement most likely would be at the tsunami reengagement site.

Tsunami-Tsunami warnings usually allow for adequate time to dismiss students from school. In case of an emergency situation, students would walk to an engagement point. Parents would then be contacted to pick up students from that point.

Lockdown-Lockdowns are practiced regularly at school, including medical lockdowns for when EMTs transport a person (exp. someone with a broken leg). In case of an emergency situation that affects all families, parents would be contacted, informed, and provided additional information regarding the situation.

Dress Code - Clothing can impact learning.

All students are expected to come to school or any school sponsored activity well-groomed and appropriately dressed. Dress and appearance must not present health or safety problems, nor be vulgar, offensive or cause a disruption; including drugs, alcohol, gang references or sexual depictions. Clothing styles that create conflict or an atmosphere of intimidation are prohibited. Individual teachers may restrict appearance and attire (i.e. hair, clothing) with special consideration for safety and health issues. The administration has the authority to make changes at any time to the dress code based on any disruptions to the learning environment, safety and or health concerns.

- Dress for education- School is for learning.
- Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example, dresses, leggings, or shorts) and shoes.
- Shirts and dresses must have fabric in the front and on the sides (under the arms).
- Clothing must cover undergarments (waistband and straps excluded).
- Fabric covering breasts, genitals and buttocks must be opaque(not see through).
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to the school staff.
- No bandanas are to be displayed or worn in school during the scope of the academic day; exceptions may be approved by administration for special events.
- Clothing and shoes must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

A violation of the dress code will require a change of clothing or covering or wearing the shirt turned inside out. Special circumstances will be considered on a case-by-case basis.

Drop-Off and Pick Up of Students -- Students who get a ride to school in the morning should be dropped off in front of the school. Students who get a ride home must be picked up at the front of the school to avoid conflicts with buses. Students should never walk between parked buses. It is dangerous and can result in serious injury.

Drugs -- By state law, schools are drug and weapon-free zones. Any student who brings drugs to school is subject to discipline as outlined by state law, which includes but is not limited to expulsion. This includes vape devices. Guardians will be asked to come to school for health and safety reasons and evaluate students that are determined to be under the influence, have reported taking over-the-counter, or illegal drugs.

Electronics at School -- **MILLER JUNIOR HIGH IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL ITEMS BROUGHT TO SCHOOL. Students can bring a cell phone to school at their own risk.** Cell phones or personal electronics are allowed in the student center with supervision. Cell phones may not be used during class time without teacher/staff permission. The best place to keep a cell phone is with you silenced or turned off. Cell phones and other electronics may be taken from students who use them inappropriately. You cannot take pictures or record anyone without their permission anytime at school including staff. Permission must be given at the time of the recording.

The school is not liable or responsible for the theft, loss, or damage of electronic devices. Everyone must respect appropriate use guidelines for electronic equipment.

Any electronic device that is a distraction, used inappropriately, or used without permission may be confiscated and turned in to the office. The following consequences may be enforced or teachers may wish to have devices held in their room for the remainder of the period:

- First Offense: Item will be held for pick up by the student at the end of day.
- Second Offense: Item will be held for pick up by the student at end of day and conference with a school official
- Third Offense: Items will be held for pick up by students at the end of the day and detention assigned. A parent conference may be required at this stage.
- Additional Offenses: Will require progressive school discipline.

- **Cell phones must not be a disruption of learning.** Cell phones and personal electronic devices may be used in the student center during breakfast and lunch. Cell phones are not allowed in restrooms,

locker rooms, and other restricted areas.

Personal cell phones are subject to the same AUP rules as district devices when used on campus. Students who do not follow the ZONE rules and use their phones in locations other than the student center (cafeteria) may be subject to appropriate consequences. Students are not to record or take pictures of anyone, including adults, in the building without consent. Teachers or other staff members may approve cell phone use in their classroom. If approval is not granted, students will keep cell phones out of sight.

- First offense *the teacher gives verbal warning;
- 2nd offense – teacher provides students with a paper bag to put the phone in (some staff may ask that the student write their name on the bag) and the student keeps the phone in the bag themselves for the remainder of the class. If the student continues to use the phone or does not put the phone away when asked, the teacher will call the office and the student and/or phone may be removed;
- 3rd offense or 3rd level offense – office staff will keep the phone until the end of the day and other consequences, including electronic loss and time out of class, after school detention, or ISS may be implemented;
- 4th offense, cell phone parent will be contacted and parent/guardian must pick up the phone from office or make special arrangements with the office and cell phone check-in check-out in the office daily could be required.

Fighting - Fighting is not the way to solve problems. Fighting will not be tolerated under any circumstances. Students who choose to engage in fighting or encourage a fight will receive consequences, which may include exclusion, suspension, or expulsion. At an appropriate time, students that engage in fighting will be required to engage in a mediation with all parties and a mediator. A fight is defined as any act of physical aggression, directed toward another individual, with the intent of causing harm. If a student sees a fight or hears about a possible fight, they should inform an adult immediately. Students may not stand by, watch or encourage a fight. Law enforcement may be involved in cases of assault.

Food and Beverages -- Food and beverages should be eaten in the student center. **No food or beverages in the halls, gym, library, or at the lockers.** Opened food or beverage containers may not be stored in lockers. Any open beverage container in the halls must have a lid tightly attached. Teachers may allow healthy snacks and/or beverages in a clear container in their classrooms. Ask permission before bringing any food or beverage into a classroom. Students are not allowed to drink energy or highly caffeinated drinks at school and they will be confiscated.

Fragrances –Fragrances should be worn in moderation with respect toward others. Some members of the school community have allergic reactions to fragrances. No fragrance sprays or strong fragrance lotions are allowed in the locker rooms, hallways, or classrooms.

Gang Related Items - Clothing, accessories, drawings, pictures, and behaviors that are or could be gang-related are not allowed at school. Gangs promote negative feelings and exclusiveness. School is an open place where everyone is welcome. Bandanas are not allowed due to their perceived connection with gangs.

Grades -- Teachers record completed assignments and other work to assess student progress. Teachers update grades regularly in Skyward. Student grades, missing assignments, and test scores are always available in Skyward. Teachers are also available before and after school most days to discuss grades with students and parents. Parents may contact the office to receive a Skyward password to review grades and assignments.

Grading System - Letter grades will be assigned to work completed at school. Letter grades are assigned as follows for classes at Miller Junior High:

| | | | | |
|--------|-----------|-------------------|----------------------|-------------|
| Letter | SB Policy | % equivalent 93 - | Standard | Honor Roll |
| A | 4.0 | 100 | Exceeds Standard | High Honors |
| A- | 3.7 | 90 - 92.9 | | |
| B+ | 3.3 | 87 - 89.9 | | |
| B | 3.0 | 83 - 86.9 | Meets Standard | Honor Roll |
| B- | 2.7 | 80 - 82.9 | | |
| C+ | 2.3 | 77 - 79.9 | | |
| C | 2.0 | 73 - 76.9 | Approaching Standard | |
| C- | 1.7 | 70 - 72.9 | | |

| | | |
|----|-----|------------|
| D+ | 1.3 | 67 - 69.9 |
| D | 1.0 | 60 - 66.9 |
| F | 0.0 | 0.0 - 59.9 |

Under certain circumstances, students may receive a Pass/Fail grade. Pass/Fail grades do not affect the student's GPA.

Gum- Chewing gum can be a major distraction at school. If used appropriately (chewing without making noise, causing a distraction, and disposing of properly) gum is allowable at school. If a teacher has a no gum rule the student must follow it. Always ask permission when chewing gum in a classroom.

Hallways - The hallways are busy during passing times. Everyone is expected to:

- Follow all directions from adults.
- Walk on the right side of the hallways
- Respect the space and property of others
- Speak quietly with no offensive language
- Keep hands, other body parts, and other objects to yourself
- Do not block the path or distract others from passing easily

No earbuds or headphones in the hallways. If a student is in the hallway with earbuds or headphones, they will be asked to remove them and the expectations reviewed with the student. Additional offenses may result in the loss of privileges.

Wearing earbuds in the classroom must be approved by the teacher/staff. Consequences will be the same as for the hallway or similar according to the teacher's expectations.

Hall Passes -- Whenever a student is in the hallway during class time he or she must have a hall pass. Locker passes from a teacher are required to get in your locker outside of passing times. If a student is in the hallway without a pass they will be sent back to class.

Harassment, Intimidation, and Bullying - The Aberdeen School District is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, or bullying. "Harassment, intimidation, or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damaging the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

This policy is not intended to prohibit the expression of religious, philosophical, or political views, provided that the expression does not disrupt the educational environment. Other inappropriate behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline, and/or referral to law enforcement will be used to remediate the impact on the victim and the educational environment and change the behavior of the perpetrator. False reports or retaliation for harassment, intimidation, or bullying also constitute violations of this policy.

Health Issues -- If a student feels sick they should tell his or her teacher and get a pass to the office. When the student is at the office, they will use the Skyward login system prior to reporting to the nurse's office. Please let the office secretary know that you are there to see the nurse. In an emergency situation, please forego the Skyward log-in and ask for immediate help from the office staff.

Students cannot carry medications at school without proper permission. This includes both prescription and over-the-counter medication. Any medications must be checked in with the office in their original prescription bottle and

include either an Authorization for Administration of Oral Medication at School form or the Self Administration of Oral Medication form. Parents or guardians can call the counseling office during school hours and arrange this. A school nurse is available to assist with this. For continuing health issues, please notify the school nurse of medical issues.

Students that are injured during school need to complete an incident report. The student should report to the office for the documentation.

Homework -- Students are responsible for their own learning outside of school time, including studying for tests and quizzes, completing all assigned classwork, and completing all homework. Miller Junior High expects all students to read at least 1/2 hour every night in addition to assigned work from classes. Contacting teachers concerning work missed for shorter absences is the responsibility of the student or parent/guardian.

Incident reporting -- Students should report any incident they believe affects his or her ability to learn in a safe environment to an adult. Upon receiving the report, the principal or assistant principal will review the incident and take any necessary actions to remedy the situation. If the incident involves harassment, intimidation, or bullying, a report will be filed with the principal or assistant principal and immediate action will be taken to protect anyone involved. If a student is not sure of an incident, they should report it and someone would work with them to resolve the situation. A student should report anything that makes them feel unsafe or uncomfortable at school.

In-school suspensions— The expectations for the Learning Opportunity Room are:

- Students will be assigned to the LOR room by Mr. Meers, Mrs. Robbins, Mr. Douglass, or administrator designee
- Electronic devices will be turned in to the person in charge of the room
- Conversations will be strictly academic
- Students will be expected to engage in academic activity
- Misbehavior will be addressed appropriately (example: think sheet)

Internet and District Network Usage

The school district network is provided for students to conduct research and receive instruction from the worldwide web. An Internet Acceptable Use Policy agreement is filled out when a student registers in the Aberdeen School District. This form is renewed as it is revised by the District or when the student transitions to a new building.

Language -- No offensive language is allowed at Miller Junior High School. Respect all staff, students, and visitors.

Lockers -- For the purpose of COVID-19 safety, lockers will not be utilized by students this school year.

Lost and Found -- Many items are left behind accidentally. Students should always check the last place they had the item first. We keep lost and found clothing items in a large bin near the stage in the student center. Other items are often turned into the office. Unclaimed items are eventually given to charity. Keep checking the lost and found and report lost valuable items right away. **Putting your name on clothing and other items will help** get them returned to the rightful owner.

REMINDER: Miller Junior High is not responsible for lost, damaged, or stolen items at school but we will always help in any way we can.

Medication at School -- Students who require medication at school, must have an authorization form (available in the counseling office) filled out by the parent/guardian and physician. The school cannot administer any medication without this form. **THERE ARE NO EXCEPTIONS TO THIS RULE.** The school allows students to take their own medication with written parent/guardian and doctor permission. Students cannot keep medications with them at school. Medication should be given to the school nurse or a secretary in the original prescription container, who will allow them to take it according to the physician's instructions. The school suggests that students who regularly take medication have at least a 5-day supply at school. Please inform our counselors or school nurse of any special medical needs.

Messages to Students -- During class time messages for students will only be delivered in the case of an emergency. At other times the office will attempt to contact the student between classes. After school plans should be discussed with the parent/guardian before the school day to avoid interruptions to class.

Nurse -- The school nurse is in our building regularly throughout the week. When working in the building, the nurse acts as a health consultant to students, teachers, and parents/guardians. The nurse is available for conferences on health

matters. Please call the nurse with any health concerns and about excusing your child from PE.

Nurse's Office Guidelines-

- Students should report to class first and get a note from the teacher excusing them to the nurse's office.
- Students log in to the nurse reporting station (Skyward) prior to reporting to the nurse's office. (Exception: if a student has a bleeding injury, notify the secretary and then report directly to the nurse's office)
- First, the student's temperature will be taken. If no fever is evident, he or she may rest for 10 minutes then be sent back to class if no other symptoms are present.

If the student has a fever, the school will call the parent/guardian or emergency contact to have the student picked up. Students should be free of fever for twenty-four hours before returning to school. Please remember that only authorized people listed in Skyward will be allowed to pick up students from school. Remember to have a parent or guardian call the attendance office at 538-2100 to excuse absences from school.

Office -- The school office is a busy place. When a student enters the office, they should first check with the secretary at the front desk and politely ask questions to get the help they need. The secretary at the front desk will then direct them to the appropriate person or answer questions. If an adult sends a student to the office they should enter the office quietly and tell the secretary who sent them. They will then be directed where to wait for assistance.

Office Referrals - Serious discipline or behavior problems are referred directly to administrators who then meet with the student. Both the principal and the assistant principal have as their first obligation the safety of the students and staff. When assigning consequences or writing behavior plans, the administrators balance the needs of the student to learn appropriate behavior with the needs of the entire school for a safe and orderly environment. Major office referral records remain with the student as long as they are in the public-school system.

Students receiving referrals of any kind (SWIS, Skyward, or sent to the office) are not eligible to attend reward activity events.

For a complete list of disciplinary policy and potential sanctions see Aberdeen School District Policy 3200.

PBIS – Miller Junior High utilizes a Positive Behavior Interventions & Supports (PBIS) system for student behavior. It includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. A continuum of positive behavior support for all students within the school is implemented in areas including the classroom and non-classroom settings.

Physical Education (PE) -- All students are expected to participate in PE. Due to COVID-19 protocols, students will not be dressing for PE this school year. Students should have appropriate footwear. Students will be assigned a PE locker to keep items in. Do not share combinations and always lock your PE locker when you are not watching it.

Cameras, cell phones, and all other photographic devices are prohibited in the locker rooms for privacy reasons. The locker room is a Red-Light Zone for ALL electronics.

If a student has an injury or illness that prevents them from participating in PE, their guardian must call the office or send a note. If the guardian requests that a student be excused for more than two consecutive days, a note from a medical provider should be provided.

Report Cards - Students will receive a progress report in the middle of each quarter. Students will receive a report card at the end of each quarter, with a summary report card at the end of each semester. The purpose of quarterly grades is to provide an opportunity to monitor progress and get a fresh start at the beginning of each quarter. Progress reports are also available in each student's SKYWARD account. Teachers will post grades at regular intervals. Check with the teacher for exact information.

Required Notifications -- One of the responsibilities of the Aberdeen School District is to ensure parents and guardians are provided notices of their rights in regard to their children's education. On our website, we provide a description of a variety of notifications that reflect both state and federal law.

Selling or Trading Items at School – Students are not allowed to sell or trade items at school.

School Day -- The building opens at 7:15 each day. Students are allowed down the hallways at 7:50 to meet with teachers. Students are provided 30 minutes for lunch and 4 minutes to pass between classes. First period begins at 8:00 a.m. and sixth period ends at 2:30 p.m. Students must be off campus within 15 minutes after the end of the school day (including early release days). Students may not leave campus without permission once they arrive.

School Board--The Aberdeen School District Board of Directors is made up of five at large representatives elected from the citizens who reside within the school district boundaries. A current listing of the Board of Directors can be found on the district website at www.asd5.org or by calling the Aberdeen School District office at 538-2000. The board represents the people of the school district. Board members welcome comments and questions from the public. A copy of the meeting schedule can be obtained from the district office and on the district website. **District Superintendent:** Dr. Alicia Henderson

Sports --Miller Junior High is a member of the Washington Interscholastic Activities Association (WIAA). Miller sports emphasize fundamental skills and sportsmanship. Miller has an all-play philosophy. This means no student is cut from a team and all students will have the opportunity to learn the game and play as a team. We compete against other schools of similar size and configuration in the following sports:

7th and 8th grade Boys: Football, Cross Country (fall); Wrestling, Basketball, (winter); Track (spring).

7th and 8th grade Girls: Cross Country, Soccer, Football (fall); Basketball, Wrestling, (winter); Volleyball, Track (spring)

6th grade sports – the information listed below is subject to change according to WWIA rules or district directive.

- Allow 6th graders to practice and compete in cross country at our 3 home meets
- Offer 6th grade wrestling for both boys and girls
- Maintain our current elementary boys' and girls' basketball seasons that will be run through our elementary school facilities. For example, if a 6th grader attended Stevens Elementary as a 5th grade student, he/she would participate on that team at Stevens.
- Track

All students participating in sports must have completed the following items or cost:

- Pay for ASB card (cost of \$30 to covers all sports participated in for the school year)
- Athletics/Activities contract
- Sports physical

Students participating in clubs must have completed the following items:

- ASB card (cost \$30 covers the school year)
- Activities/ Athletic contract

If you qualify for free or reduced-price meals, based on household size or income, or if you receive Basic Food, Temporary Assistance for Needy Families (TANF), Food Distribution on Indian Reservations (FDPIR), or have been Directly Certified as eligible for free meals, you may be eligible for decreased fees to participate in other school programs.

Student Body Cards (ASB cards) --This card is used for general identification at all school events. ASB cards are required if you play sports or are in clubs and cost \$30. Students are charged a replacement fee if the card is lost or destroyed. ASB cards can be used to access high school athletic events and activities. ASB card sales help pay for sports and events at Miller. ASB cards often provide students a discount at MJH dances.

Student Center – Breakfast, lunch, and an after-school meal (for students in an after-school event/program) are served daily in the student center.

While in the student center everyone is expected to:

- Wait in the appropriate line before entering the serving area
- Keep hands, feet, body parts, and objects to yourself
- Have lunch number ready and get food for yourself only

- Only eat your food and not ask others for food
- Take only one serving of items as allowed and one milk
- Return your tray, recycle, and clean your own table
- Keep all food and beverages in the student center
- Enter hallways only with a library pass or permission
- Use restrooms by the locker rooms at lunchtime
- Treat lunchroom and lunch supervision staff nicely all the time
- Know where your Chromebook is at all times never let other people use it

Tardy Policy -- Miller Junior High School expects students to be in class on time. Being to class on time tells the teacher that students are ready to learn. If a student comes late to school in the morning, bring a note from a parent/guardian and check-in at the office to get a late slip.

A tardy must be excused within forty-eight (48) hours or it will be marked unexcused. At any time during the school day, if students are late to class without a valid excuse note it will be marked tardy.

Telephones -- School telephones may be used during the day to make necessary phone calls with permission. Phones are available in the office and most classrooms. Teachers and office staff will determine if a phone call is necessary.

Textbooks and Library Books -- Textbooks and library books are assigned by a teacher or checked out to students through the library. Students are responsible for keeping books secure, clean, and in good condition. If a book is lost, stolen, or damaged, it should be reported to a teacher or the library right away. A fee will be charged for lost or damaged books.

Title 1- Title 1, Part A Services -- Formal Complaint Process

The Elementary & Secondary Education Act (ESEA) supports equal access to education, and establishes standards for state, district, and school performance and accountability. The ESEA also authorizes and funds education programs, which the states administer. Title I, Part A is one of these federal education programs. Districts and schools use this supplemental funding to serve the unique needs of children - kindergarten to grade 12 - who struggle to learn.

The Title I/LAP and Consolidated Program Review office at the Office of Superintendent of Public Instruction (OSPI) always encourages parents and school officials to work together to try to resolve disagreements that affect the services provided. If you have a concern, the complaint process is accessible from the Miller Junior High School office or available online.

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Tobacco Policy - It is illegal for persons under the age of 21 to possess tobacco products. If a minor is found in possession of tobacco products, they may be reported to a representative of the Aberdeen Police Department and will be referred to a student assistance service. The student will receive consequences proportionate to the infraction. This also includes vapor devices on school premises and in student possession.

Transportation --School bus transportation is a privilege, not a right. Students can be removed from the bus for not following the rules set by the bus driver and the school. Students **may not** switch buses without a parent/guardian note and a permission slip from the school. Permission slips are written before school or during lunches and phone calls are not accepted in place of a parent/guardian note after 1:00 p.m. School rules apply on the bus and at the bus stops.

Trespassing – On early release days, once you are released, go home. Elementary schools are off-limits on early release days. If you are retrieving a sibling from an elementary school, please follow that school’s procedure/expectations and

then go home. Students are not allowed to stay around the building after hours or to return to the school building after hours unless there is an event scheduled for that evening.

Truancy - Truancy is an unexcused absence from class or school during school hours.

According to new Washington State Law (RCW 28A.225.020), if a student has seven unexcused absences in a month or fifteen unexcused absences in a school year, the school district must file a truancy petition with the Grays Harbor County Juvenile Court.

Visitors -- All visitors must report to the front office, sign in, and pick up a visitor tag before entering the building. If you see a visitor in the building without a visitor tag, report it to the nearest staff member and, if possible, direct them to the office. Student visitors, such as relatives or friends from other schools, are not allowed at Miller. Adult visitors to classrooms or the cafeteria are not allowed without prior arrangements with administrators. Parents/guardians are welcome to visit classrooms.

Parent/guardian visits must be arranged through the office with 24 hours' notice. Only adults listed in a student Skyward contact information can check a student out of school.

(These guidelines for visitors may be affected by necessary COVID-19 protocols.)

Weapons Free Zone

By state law, schools are drug and weapon-free zones. Weapons include but are not limited to the following list: knives (of any sort or size), guns (real or look-alike), martial arts instruments, and common items used with intent to inflict bodily harm to another person. Any student who brings dangerous objects to school is subject to discipline as outlined by state law, which includes but is not limited to expulsion.

Weapons Policy

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities. It is also a violation of district policy for any person to carry or use in a threatening or disruptive manner any device, which resembles or is intended to look like a dangerous weapon. Any such violations shall be taken seriously by school officials and will be subject to corrective action or punishment. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, including a one-year expulsion for a violation involving a firearm. The superintendent may modify the one-year expulsion on a case-by-case basis.

Weather Delays -- Sometimes the weather makes it too dangerous to drive our buses safely on the roads. If we need to delay or cancel school due to bad weather there are several ways to get important information. The school district uses Flash Alert, radio stations, TV stations, and sometimes an automated call from Blackboard. Flash Alert requires a free account to sign up. The other resources are important to you and your family and you should know where to find them.

Yearbooks – Please purchase yearbooks online.

Miller Junior High Student Handbook

We acknowledge receipt of the 2021-2022 Miller Junior High Student Handbook. We will prepare for a successful school year by following the Miller Junior High Student Handbook expectations, procedures, and general information.

If you have any questions, please contact the office.

Parent/Guardian Signature

Student Signature

Date

La misión AVID de Miller Junior High School es cerrar la brecha de logros preparando a todos los estudiantes para **la preparación para la universidad y el éxito en una sociedad global.**

Reconocemos la recepción del manual de estudiante de 2021-2022 Miller Junior High. Nos prepararemos para un año escolar exitoso siguiendo las expectativas, procedimientos e información general del manual del estudiante de Miller Junior High.

Si tiene alguna pregunta, comuníquese con la oficina.

Firma del padre / guardián

Firma del estudiante

Fecha

