

# Miller Junior High



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## *Student Handbook*

*2022-2023*

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**Be Safe**

**Be Responsible**

**Be Respectful**

**Be Successful**

**Miller Junior High  
100 E. Lindstrom Street  
Aberdeen, WA**

**(360) 538-2100 Fax: (360) 538-2106  
Office email: [mjhooffice@asd5.org](mailto:mjhooffice@asd5.org)**

## Parents/Guardians and Students-

Welcome to Miller Junior High! This handbook contains everything you will need to know for your 6<sup>th</sup> through 8<sup>th</sup> grade years at Miller Junior High. Your Miller Junior High experience is very important to us here and for your future success. Students are encouraged to ask questions or meet with administration when they feel they need to by appointment.

If you have any questions or clarifications with any of the items in this handbook, please call or email and ask an Administrator.

Principal: John Meers                      [jmeers@asd5.org](mailto:jmeers@asd5.org)                      360-538-2100 ext. 5003

Assistant Principal: Kasey Robbins      [krobbins@asd5.org](mailto:krobbins@asd5.org)                      360-538-2100 ext. 5004

Miller Junior High has two wonderful counselors who are available to talk to students about issues both academic and personal. They are bound by professional conduct to keep these private unless they have a concern for the student, school, or personal safety. Students can set up appointments by emailing them or talking to the office secretary.

Thad Williams   [twilliams@asd5.org](mailto:twilliams@asd5.org)

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## Learning Environment

Students have the right to:

- A free, rich and appropriate education
- Be treated with respect and dignity
- Safe learning environment.
- Be Heard. Students' feeling and opinions will be respected by others.
- Participate in decisions about their own education.
- Learn from their own mistakes.

Students have a responsibility:

- Contribute to positive learning for all.
- Treat others with dignity and respect, and not treat others differently because of their race, ethnicity, religion, age, appearance, gender, sexual orientation or socio-economic status.
- Help others learn from their mistakes. No one will silently stand by while the rights of others are abused.
- Listen to others, respecting expressions, feelings, and opinions of others.
- Help create a safe environment for everyone, including the safety for personal and community property.
- Follow and respect the rules of the district, school, and co-curricular activities.
- Understand that actions may have consequences to help you learn from mistakes.

## Academic Expectations

Miller Junior High campus has LEARNING as its #1 PRIORITY! Each student's first and most important reason for attending school is to acquire the attitudes, skills, and information necessary to build them in to successful and contributing members of the Aberdeen community.

In order for students to reach those learning expectations, they will need to be responsible for the following:

1. Keep a positive attitude.
2. Have prompt and regular attendance
3. Bring completed work and needed materials to class daily.
4. Complete daily work and homework completed on time
5. When in doubt, ask for assistance or further explanation.
6. Remember to follow the guidelines in this student handbook.

## Weather Related School Closure Information

In the event that the Aberdeen School District determines that school should not operate or should operate on some emergency schedule for some specific reason (i.e.: snow, ice, flooding, etc..) you will be able to receive that information by listening to your local radio stations. **DO NOT** call the school first. Listen go thing information on the radio stations, look at district Facebook and building Facebook pages or you can log onto “Flash Alert”. Sign up for a **free** Flash Alert here: <https://www.flashalert.net/id/AberdeenSD> . Sometime there will be Blackboard messages that will go out as well.

## Emergencies

What if there is an emergency at school? Due to the need to contact parents/guardians immediately in an emergency situation (ex: student ill or injured), it is essential that the school have current phone numbers on file at all times. Please update your information on Skyward.

**Fire** - If the fire alarm goes off, exit the building in an orderly manner. Stay with your teacher at all times. Walk, don’t run to the nearest exit and meet your class in the designated meeting spot. We have periodic drills to practice this and maps for exit routes are posted throughout the building. Please help guest teachers when appropriate.

**Earthquake**- If an earthquake happens, duck, cover, and hold. Get on the floor and under something. If the intercoms still work, listen for directions on what to do next. If the intercoms don’t work, listen to your teacher’s instructions. If the building needs to be cleared, we will sound the fire alarm. At that point leave with your class and stay with your teacher. Once outside, stay away from power lines and the building at your designated location. Do not enter the building until directed to do so. If in the event leads to Tsunami alarm follow that evacuation plan.

**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 E. Lomax St. Parents would then be contacted to pick up students from that point and sign them out.

**Lock Down**- -Lockdowns are practiced regularly at school, including medical lockdowns for when EMTs transport a person (ex. broken leg). In a case of an emergency situation that affects all families, parents would be contacted, informed, and provided additional information regarding the situation as soon as possible.

## Attendance

Students are expected to be at school every day. If the student is absent from school, a parent or guardian is expected to contact the school can call the attendance secretary at 538-2100, send a note, or email the office at [MJHoffice@asd5.org](mailto:MJHoffice@asd5.org) . If you miss a day, you can access work through Canvas.

Regular school attendance is defined as no more than seven (7) unexcused absences in a month or fifteen (15) unexcused absences in a school year; the school district must file a truancy petition with the Grays Harbor County Juvenile Court. (RCW 28A.225.020)

All Absences must be excused within forty-eight (48) hours or they will be marked as 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.

### **Pre-Arranged Absences**

When a student or family anticipates leaving town for a number of days, she/he must follow the prearranged absence procedure:

1. Parent has emailed the [MJHoffice@asd5.org](mailto:MJHoffice@asd5.org) or sent a note stating the reason and dates that will be missed.
2. Obtain the pre-arranged absence form from the attendance secretary at least one week prior to the absence.
3. Complete for with teachers signatures and the principal.
4. Return to the Attendance secretary prior to leaving.
5. Whenever possible, school work should be completed prior to the absence or arrangements made with the teachers to take the work or make up the work.

### **Early Check out**

Parents are required to come into the office and sign their child out of school. If someone other than the parent is signing the student out and the alternate's name does not appear in the student information on Skyward, a written note from the parent is required.

### **Appointments**

Student planning to check out of school for appointments (dentist, doctor, etc.) are required to bring a note or parent needed to send an email to the office at [MJHoffice@asd5.org](mailto:MJHoffice@asd5.org) in advance of leaving the building. Student will report to the office prior to 7:50am for an "EARLY DISMISSAL SLIP".

### **Late Arrival**

The student arriving late to school MUST REPORT TO THE OFFICE TO SIGN IN BEFORE GOING TO CLASS. If a parent does not accompany the student to the office, the student MUST BRING A NOTE FROM THE PARENT EXPLAINING WHY HE/SHE IS LATE.

### **Missing Work Requests**

1. It is the student's responsibility to request and make up all class assignments missed during an absence. Some class assignments (labs, activities, field trips, films, etc.) may not be made up. Individual arrangements may be made with the teacher.
2. One School day for each absence will be allowed to complete make up assignments.
3. Parents may make arrangements to pick up the missed assignments by calling or emailing the main office BEFORE 10am. Pick up time is between 2:30-3:30PM in the main office.

Please be sure to check Skyward Student/Family Access and/or Canvas for the up-to-date assignment information.

### **Bus Notes**

Any student who wants to be dropped at another stop location other than their assigned regular stop MUST obtain a "School Bus Pass." Students should bring a signed note from home or a parent may email [MHJoffice@asd5.org](mailto:MHJoffice@asd5.org). Notes are to be taken to the office before 7:50 am and must be authorized by the office in order for the student to be allowed to ride the alternate bus. The School Bus Pass must be presented to the bus driver when boarding the bus. If a student boards without a Student Bus Pass they will be directed back to the school office to call/guardian for pick up. School buses are on a time-sensitive schedule and are not able to wait for student to obtain last-minute parent authorization and School Bus Pass.

### **Student drop off and pick up**

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.

## District Technology

Digital citizenship represents more than technology literacy. Successful, technology fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

### Network

The district network includes wired and wireless computers, laptops/tablets and peripheral equipment, files and storage, e-mail and internet content (blogs, web sites, web mail, groups, wikis, etc.) The district reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of the district.

Acceptable network use by district students and staff includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
- Staff use of the network for incidental personal use in accordance with all district policies and guidelines;

Unacceptable network use by district students and staff includes but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind with the exception of job searches with the teacher's or supervisor's approval;
- Liability or cost incurred by the district;
- Downloading, installation and use of games, audio files, video files or other applications (including shareware or freeware) without permission or approval from the Information Technology Director;
- Support or opposition for ballot measures, candidates and any other political activity;
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools; ▪ Unauthorized access to other district computers, networks and information systems;
- Cyber bullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacturing)
- Accessing, uploading, downloading storage and distribution of obscene, pornographic or sexually explicit material; and
- Attaching unauthorized equipment to the district network. Any such equipment will be confiscated and destroyed at the completion of any investigation that may come from such action.

### Chromebooks

Each class will have their own set of Chromebook that a students teacher will assign a computer within a specific class and Chromebooks are not to leave the room they are assigned to. If there are specific reasons as



to a student needing one outside of school and with the permission an Administrator a Chromebook could be checked out to take home from the library on a case by case basis.

### **AUP (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.

Students who violate this AUP could find their access restricted or removed, and parents will be notified as to the how the student violated it.

### **Internet Safety/Citizenship Instruction**

Personal Information and Inappropriate Content:

- Students and staff should not reveal personal information, including a home address and phone number, on websites, blogs, podcasts, videos, wikis, email or as content on any other electronic medium.
- Students and staff should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published in any class, on the school or district website unless the appropriate permission has been verified according to district policy.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

### **Cell Phone Policy**

School Board Policy 3245, cell phones and other telecommunication devices are not to be used during school hours. However, students may bring their devices to school provided they adhere to the policy. We have adopted the use of the Yondr pouch in Grades 6-12 as a way to allow students to keep their cell phones while also supporting a less stressful learning environment that encourages students to “Be Here Now.” Every student will be assigned a Yondr pouch, similar to being assigned a textbook. While the Yondr pouch is school property, each student is responsible for bringing their pouch with them to school every day. Students keep the pouch in their book bag or backpack so it won’t be forgotten.

**School Entrance:** As students enter the building, they will:

1. Turn their phone off.
2. Unlock their empty Yondr pouch an using the unlocking base at the entrance to the building.
3. Place their phone inside their pouch, securely close it and store it.

Each student will maintain possession of their cellphone inside their Yondr pouch for the duration of the school day. Students arriving late will go through this process at the Main Office.

**School Exit:** As students exit the building at the end of the school day, they will:

1. Unlock their pouch using one of the Unlocking Bases at a building exit.
2. Remove their phone from their pouch.
3. Securely close their empty pouch and place it in their backpack for the next day.

## Violations

Below is a list of potential student violations. Each of these violations will result in the student's phone and/or pouch being confiscated by school administration until the situation is resolved.

1. Using a cell phone during school hours.
2. Physical damage to the pouch in an attempt to circumvent its intended purpose.
3. Forgetting or losing the pouch.

## School Response/ Actions

Phone+Pouch will be confiscated.

1. The first time, the student will meet with a school official and the phone will be returned at the end of the day.
2. The second violation will result in the parent or guardian being contacted by a school official and arrangements will be made to retrieve the phone.
3. After a third violation, an individualized student plan will be developed. This may include loss of cell phone privilege at school.

## After School Program

The after-school program runs Monday -Thursday from 2:30-4:45. There is also a schoolwork 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.

## Afterschool 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.

## Behaviors: Code of conduct

The purpose of the following policies is to ensure a safe and orderly learning environment for all members of the school community.

Behaviors which interfere with teaching, learning, or personal well-being are not acceptable and will be addressed using appropriate consequences and/or interventions. Interventions may be applied for behaviors that take place during the school day, at school activities, or are directly related to Miller Junior High. The goal is for students to develop self-discipline, which results in self-control, good character and civility. Unacceptable behaviors are outlined below, administrators and staff will use best judgment based on available data when working with individual students to change unwarranted behaviors

## Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may, upon reasonable suspicion of violation of the law or school rules, search a student, student lockers or student belongings (RCW 28A.600.230). Illegal, unauthorized or contraband materials discovered in a search will be seized and law enforcement may be notified. When conducting a search of a student, school personnel are not required to have the student's parent/guardian present.

## PBIS- Positive Behavior and Intervention Systems

Miller Junior High is a Positive Behavior and Intervention Systems campus. PBIS is a group of systems that establishes a proactive approach in promoting the behavioral supports and social culture needed for all students to achieve social, emotional and academic success. PBIS is a multi-tiered system that recognizes positive behaviors while providing interventions for behaviors damaging to the educational process and environment.

### Examples of Damaging and Unacceptable Behavior (include but not limited to):

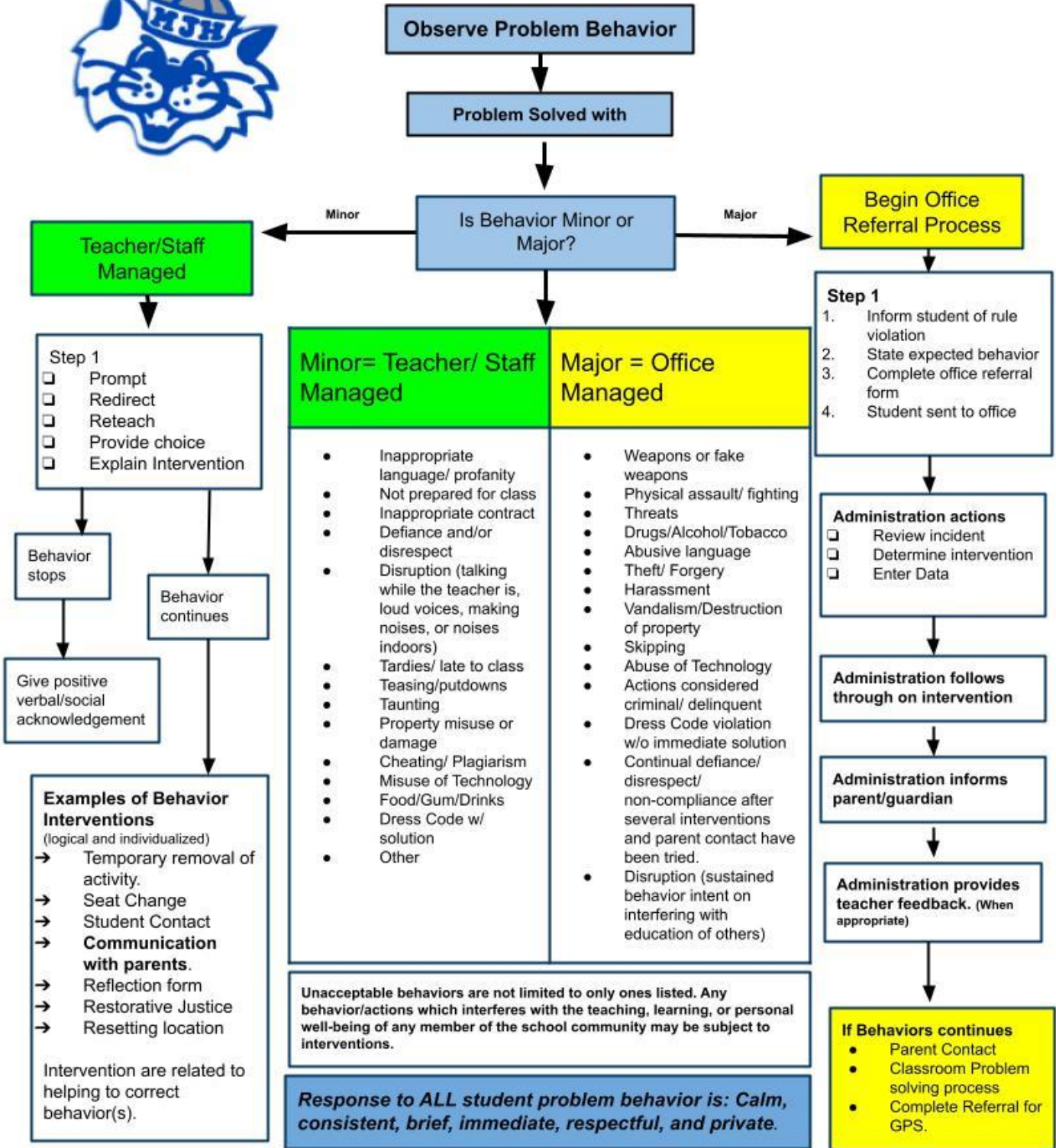
<ul style="list-style-type: none"> <li>▪ Disruption of learning</li> <li>▪ Verbal, nonverbal and written profanity/obscene gestures</li> <li>▪ Unsafe behavior-running in hallways or class, spit wads, messing with another student’s chair.</li> <li>▪ Being in unauthorized areas</li> <li>▪ Intentional misuse or destruction of school equipment.</li> <li>▪ Arson/possession of lighter</li> <li>▪ Possession of fireworks, explosives, weapons or toy weapons.</li> <li>▪ Gang activity</li> <li>▪ Intimate displays of affection.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Cheating/ forgery</li> <li>▪ Defiance/insubordinate/disrespect</li> <li>▪ Fighting/assaults</li> <li>▪ Inappropriate use of chromebooks, internet, or other technology items.</li> <li>▪ Possession of Drugs, alcohol, tobacco(e-cigarettes), OTC medication (Tylenol, Midel)</li> <li>▪ Threats</li> <li>▪ Possession or use of nuisance items- nuisance: anything that causes injury, harm or annoyance to the educational process.</li> <li>▪ Harassment, intimidation, bullying (Cyber or otherwise).</li> <li>▪ Tardies/truancies</li> </ul>
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### 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) may not eligible to attend reward activity events.

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



### **Fighting/Physical Aggression**

Students caught fighting will be subject to a short-term suspension (0-10 days) from school. A repeated offense may warrant a long-term suspension (11-60 days) with all due process rights afforded. Students who are instrumental in the promotion of fights, obstruct staff in dealing with fights, or serve in any way to encourage fighting, are also subject to suspension from school.

### **Gang Activity**

A student shall not knowingly engage in gang activity (District Policy #3241P). Any student whose behaviors includes the following common gang identifiers may be subject to disciplinary interventions:

- Clothing Styles and colors
- Graffiti and Artwork
- Symbols and Numbers
- Hand Signs & Verbal calls

Students found guilty of knowingly participating in gang activity will be subject to the following disciplinary interventions: 1<sup>st</sup>Offense – Emergency Expulsion      2<sup>nd</sup> Offense – Long-Term Suspension/Expulsion

### **Weapons**

Possession of a weapon on any school property is a serious offense. The State of Washington now requires that any student who brings a weapon onto a school campus, school-provided transportation, or areas of facilities being used exclusively by public or private school will be subject to expulsion from school for 180 days all in accordance of **RCW 9.41.280** This also includes fake or imitation weapons.

(1) It is unlawful for a person to carry onto, or to possess on, public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:

- (a) Any firearm;
- (b) Any other dangerous weapon as defined in RCW 9.41.250;
- (c) Any device commonly known as "nun-chu-ka sticks," consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- (d) Any device, commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect; (e) Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas; or
- (f)(i) Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse; or
- (ii) Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse.

### **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.

### **Public Display of Affection (PDA)**

At Miller Junior High holding hands is the **ONLY** public display of affection acceptable. Refusal to cooperate could result in an office referral and or disciplinary intervention.

### **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.**

## **Substance Abuse Policy**

SALE, DELIVERY, POSSESSION, AND/OR USE OF ALCOHOL, TOBACCO, VAPING, and/or OTHER DRUGS OR PARAPHERNALIA.

**1<sup>st</sup> incident-** Student will be short term suspended 0-3 days with a referral to True North our drug prevention program and will do frequent follow up on student academic and behavior progress.

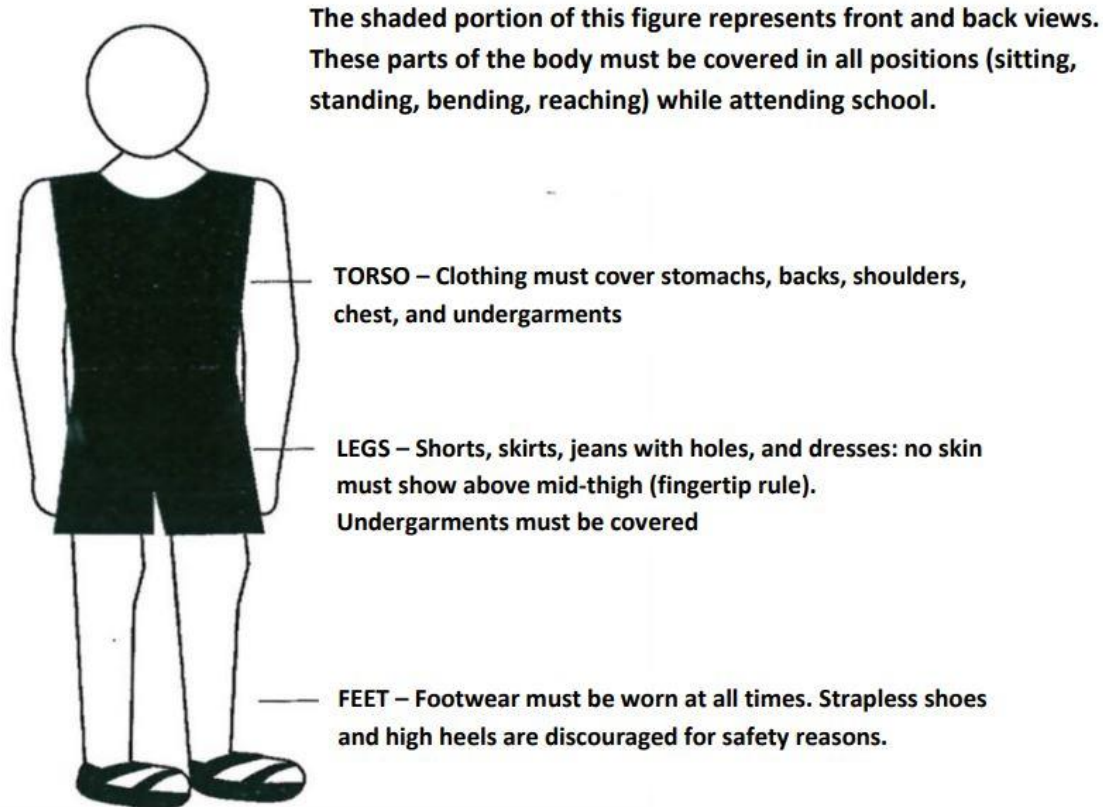
**2<sup>nd</sup> Incident-** Short term suspension up to ten (10) days. Along with True North referral and supports, along with a re-engagement plan to support better choices for the student.

**3<sup>rd</sup> Incident-** Long term suspension up to ninety (90) days, with True North support and a re-engagement plan with a support staff to ensure safe and successful behaviors.

Depending on the situation an administrator will ask for a Guardian to come to the school for health and safety reasons and evaluate students that are determine to be under the influence or have reported drinking or using a substance. Administration has the right to determine if law enforcement is needed based on the findings or situations.

## Dress Code

We are preparing students for success, and the dress code is a key component of the process. The purpose of a dress code is to allow students to express their individuality, while keeping the focus on learning. Any item deemed as disruptive to the education process can be in violation of this policy. Administration reserve the right to determine the appropriateness of any attire and attempt to rectify the matter before a consequence.



Students must wear clothing including a shirt with pants or skirt, or equivalent (ex: dresses, leggings, or shorts) and shoes.

- A. Shirts and dresses must have fabric in the front, back, and the sides (under the arms), and not be see through.
- B. Undergarments must be covered, including straps and waistbands.
- C. Hood and other face coverings (ex. ski mask) may not be worn in the building during school hours unless approved by administration.
- D. Clothing must be suitable for all scheduled classroom activities where unique hazards exist.
- E. Clothes must not have disruptive content which could disrupt the learning environment.
- F. Specialized courses may require specialized attire, such as athletic clothing or safety gear.

The dress code further prohibits attire depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech.

**IF YOU ARE NOT SURE OF THE OUTFIT APPROPRIATENESS, DON'T WEAR IT TO SCHOOL!**



## 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) 538-2003 [csayres@asd5.org](mailto:csayres@asd5.org); Rick Bates, Section 504/ADA Coordinator, 216 North G St., Aberdeen, WA 98520; (360) 538-2017; [rbates@asd5.org](mailto: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](http://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](http://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.



## Medical Information and related concerns

### 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.

### Medication at School

Students who require medication at school, must have an authorization form (available in the counseling or nurse's 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. This includes all medications, including items such as cough drops.

**IMPORTANT NOTE:** Students cannot give out any medication (for cramps, headache or anything) to any student nor have it on their person. This is considered distribution of a drug could lead to short term suspension.

### Anaphylaxis

Even with the District's best efforts, staff and parents/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. The District will take precautions to reduce the risk of a student having an anaphylactic reaction by developing strategies to minimize the presence of allergens in schools. Parents/guardians are responsible for informing the school about their student's potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies.

## 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.

## Miller Meals and other Important Information

### 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.

### 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.

### Bicycles/skateboards etc.

Bikes should be locked at the bike rack in front of the school. Skateboards, Heelys, 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 2022-2023 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.

### Student Center

Breakfast, lunch, and an after-school meal (for students in an after-school event/program) are served daily in the student center. Students are expected to use acceptable behavior while there including but not limited to:

- Walking to the breakfast/ lunch line then wait properly in line.
- Only eats their own food and does not take others.
- Cleans up after themselves and table.
- Returns trays to the appropriate location.
- Respectful to all staff and students.

Students who engage in unacceptable behavior will give back to the school but helping to clean the student center or outdoor area by but not limited to: Wiping tables down, picking up garbage, and assisting staff in clean up as needed. No chemicals will be used to ensure student safety and glove provided.

### **Outside Court Yard**

During nice days at lunch the outside court yard may be open for students to enjoy eating outside. Students are responsible for keeping garbage picked up around the area and making sure food trays go back to their designated locations.

### **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 a major safety concern, which can result in appropriate disciplinary action.

### **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. 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. Parents can sign up through Skyward.

### **Fragrance Free**

Both staff and students have allergies and some breathing issues and scented lotions and sprays trigger these issues. Therefore, students are not allowed to bring scented lotions, body sprays, and/or perfumes.

### **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.

### **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 and passes**

The hallways are busy during passing times so everyone is expected to:

1. Walk on the **RIGHT** side in a two by two fashion.
2. Speak at an appropriate inside voice.
3. Keep hands, other body parts and objects to yourself.

### **Hallway Passes**

Passes are ALWAYS required during class time at all times.

## Identify Yourself!

You must identify yourself to any staff member who asks you, and be willing to produce ID. This is a safety issue and failure to do so will result in consequences by the administration.

## Lockers

This year students will be assigned a locker, where backpacks will be required to be during the school day. Locker will only be accessible in the morning, lunch time (to get their lunch or drop stuff off or pick up), and after school. Students are not allowed to go to their lockers during class time or passing time as hallways are very congested.

## 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.

## Physical Education

Students will all be assigned a PE locker where they will have the option of storing PE shoes and other items for PE. Students will not be required to dress down, but will need to be dressed for the activities for PE. Appropriate shoes will be required for participation and safety. **Cameras, cell phones, and all other photographic devices are prohibited in the locker rooms** for privacy reasons.

If a student has an injury or illness that prevents them from participating in PE, their guardian must call the office, email, 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 Card

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. Any questions please email your teacher or check in with them.

## 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](http://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. Jeff Thake.**

## 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:

**Fall Sports** Start Aug.29<sup>th</sup>- Oct. 19<sup>th</sup>

Sports: Cross country grades 6-8, Football grades 7-8, and girls' soccer 6-8

**Winter Sports** which are in three individual sessions:

Winter 1- Oct. 20<sup>th</sup>- Dec. 15

Sports: Wrestling grades 6-8 and Girls Basketball grades 7-8

Winter 2 Jan.3<sup>rd</sup>-Feb.14

Boys Basketball grades 7-8

Winter 3 Feb.15<sup>th</sup>-Mar.30<sup>th</sup>

Girls Volleyball 7-8

**Spring Sports** Apr.10<sup>th</sup>-May 24<sup>th</sup>

Track grades 7-8

All students participating in sports must have completed [final forms](#) and paid for their ASB card (cost \$30).

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)**

ASB cards are 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.

### **Tardiness**

If you get to class after the last bell, you are tardy. It is always better to be late than not there at all, if you accumulate too many tardies, you will be assigned the following: At four (4) tardies- you will be assigned to lunch detention and a parent/guardian will be contacted; An excused tardy is not being in class for the first 10 minutes of class time but with an excuse acceptable by the teacher. A note from another teacher or school official is required. An unexcused tardy is not being in class for the first 10 minutes of class time without an acceptable excuse.

### **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.

**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.

**Volunteers**

All volunteer must complete the volunteer paperwork and under go a background check that is preformed by the district. Please complete the paperwork no later than a week before the planned volunteer opportunity. All forms can be found at each building in the district and needs to be turned into the district office. Questions call 360-538-2000. The form is available to download at <https://www.asd5.org/Page/9017>.

# Make it a great year at Miller Junior High!