Miller Junior High



Student Handbook

2026-2027

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: mjhoffice@asd5.org

Parents/Guardians and Students-

Welcome to Miller Junior High! This handbook contains everything you will need to know for your 6th through 8th 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 360-538-2100 ext. 5003

Assistant Principal: Kasey Robbins krobbins@asd5.org 360-538-2100 ext. 5004

THIS HANDBOOK IDENTIFIES ANTICIPATED STANDARDS OF ACCEPTABLE BEHAVIOR AND OUTLINES THE GENERAL CONSEQUENCES WHICH WILL OCCUR WHEN SAID STANDARDS ARE NOT MET. THESE ARE GUIDELINES TO BE INTERPRETED BY SPECIFICALLY TRAINED, PROFESSIONAL STAFF MEMBERS AT M. EACH INCIDENT WILL MILLER JUNIOR HIGH. BE CONSIDERED ACCORDING TO THE INDIVIDUAL MERITS OF THE CASE. AS IN ANY SET OF REGULATIONS CONCERNING PROCEDURAL OPERATION, IT IS NOT POSSIBLE TO SPECIFY EVERY CONCEIVABLE SITUATION. SCHOOL RULES PUBLISHED IN THIS HANDBOOK ARE SUBJECT TO SUCH CHANGES AS MAY BE NEEDED TO ENSURE CONTINUED COMPLIANCE WITH FEDERAL, STATE OR LOCAL REGULATIONS AND ARE SUBJECT TO SUCH REVIEW AND ALTERATION AS BECOMES NECESSARY FOR THE ROUTINE OPERATION OF THE SCHOOL. MILLER JUNIOR HIGH HAS THE AUTHORITY TO DISCIPLINE FOR OFF-CAMPUS ACTIVITIES WHICH TAKE PLACE AT ANY TIME OF THE YEAR IF IT CAN BE ESTABLISHED THAT THERE IS A DETRIMENTAL EFFECT ON THE EDUCATIONAL ATMOSPHERE'S SAFETY AND GOOD ORDER. PLEASE ALSO REFER TO BOARD POLICY #1330.

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.

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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.

Grades

Teachers are responsible for keeping and maintaining accurate records of student grades. If there are any questions or issues it is the students' responsibility to communicate with their teacher to resolve it. If family have any questions or concerns they need to contact their students' teacher by email or phone.

Late work

Late work will be accepted up to the last working day of the month that the assignment was given. Teachers may give due dates that extend past the end of the month, therefore making the last time a student can turn in the assignment the following month's last working day.

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 at 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 . 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 within 10 days before the leave (Pre-Arranged Absence form):

1. Parent has emailed the 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 form with teachers' signatures and the principal or assistant principal for approval.
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

Students planning to check out of school for appointments (dentist, doctor, etc.) are required to bring a note, or parents need to send an email to the office at 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 10 AM. Pick up time is between 2:30-3:30 PM 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 MJHoffice@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. **Call ins and Emails for students to get a bus note MUST be done no later than 1:00pm or 10 am on half-days**. 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.

Bus Expectations

1. Buses are classrooms making the bus driver the teacher. Students will respect and respond appropriately to the bus driver requests.
2. Bus drivers have the right to assign student seats.
3. Students MUST ride their normal bus and get off at their normal stop unless they have a bus note to do otherwise.
4. Camera devices on the bus. For safety reasons, electronic devices and cell phones are NOT to be used on school buses in ways that may cause safety issues that could create a safety hazard or distract the driver.
5. Keep the bus clean. Never throw anything out the windows or put any body part out the window at any time.
6. NO eating or drinking on the bus when going to or from school.
7. NO use of any type of flame or sparking device on the bus.
8. NO drawing on seats with any utensil or damaging anything on the bus.
9. NO shouting or crude and disrespectful language.
10. Students will respect one another and keep hands to themselves.
11. Buses will not transport items that may cause injury or distraction to the bus drivers. (i.e.-Sticks, glass containers, sharp objects, large bulky objects, etc...)
12. Except for "seeing eye dogs", no animal may be transported on buses.
13. Students must keep aisles clear and away from emergency exits and must sit facing forward at all times.
14. Student are to remain quiet and avoid excessive movement when a bus is stopping at a rail grade crossing.
15. While in motion students must remain seated. Once at a complete stop, students need to make their way off in an orderly fashion.
16. For the safety of students, they must not cross the roadway until driver signals. When approaching or leaving the bus, students should be able to see the driver at all times.
17. Be at the bus stop 5 minutes before the bus is due.
18. NO pushing, shoving or playing around at bus stops or in the street while waiting at the stop or loading onto the bus.
19. Students will wait for the bus behind any limitation line when provided.
20. Students who fail to follow the bus expectations may result in discipline actions that could lead to suspension of a student riding the bus in accordance with school district policy.

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

Students will be assigned their own Chromebook, which will stay at school. Each day, they will pick up their Chromebook before their first class and use it throughout the day. At the end of the day, students will leave their Chromebook in their last class, where it will be stored securely until the next morning. This system helps ensure Chromebooks are charged, safe, and ready for daily use.

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Acceptable Use Policy (AUP)

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 and 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. Students may be required to leave phones in the office every day or be monitored in putting cell phone in a Yondr every day.

After School Program

The after-school program runs Monday -Thursday from 2:30-5:00 PM. 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

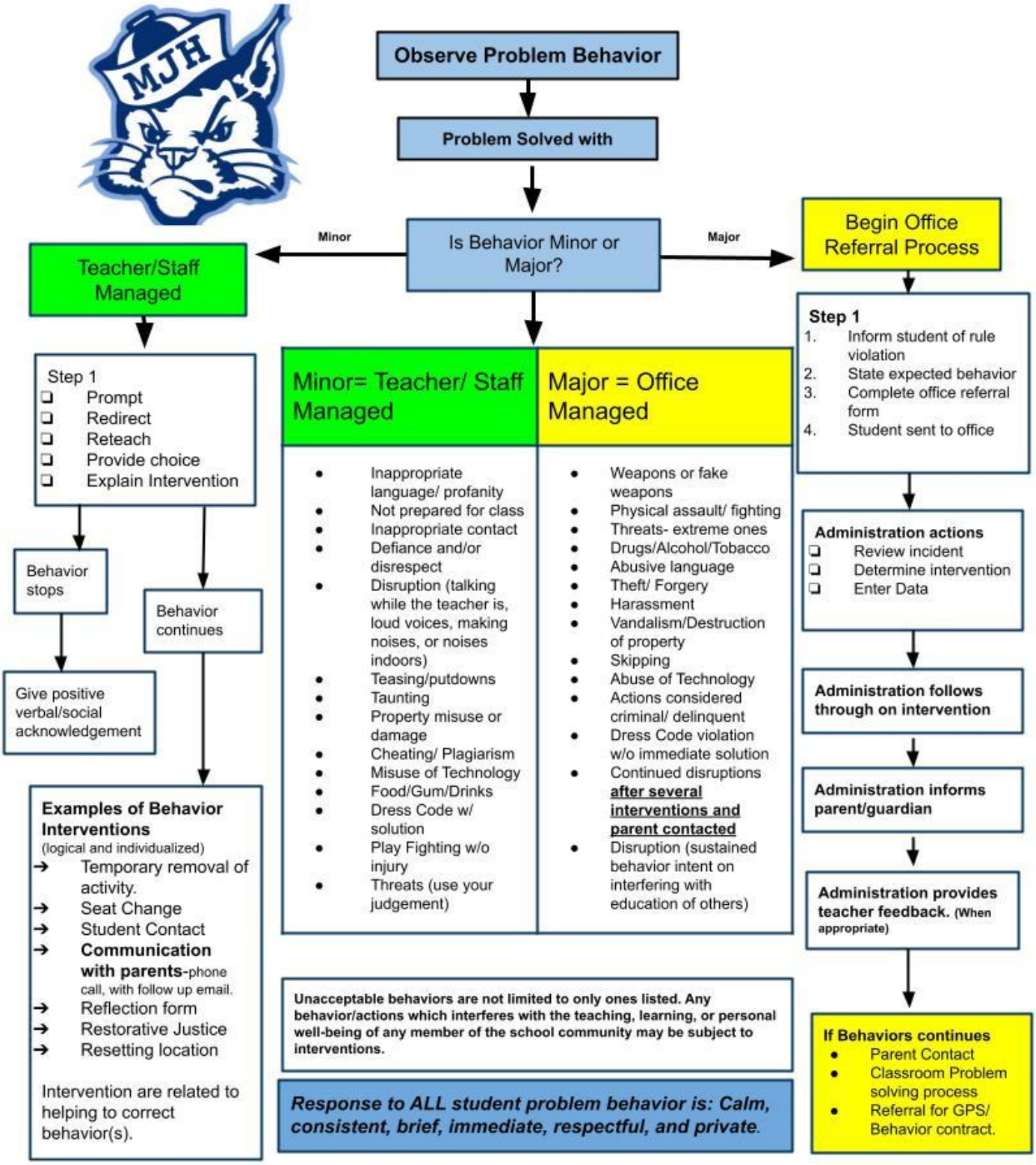
The purpose of the following policies is to ensure a safe and orderly learning environment for all members of the school community.

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

Office Referrals

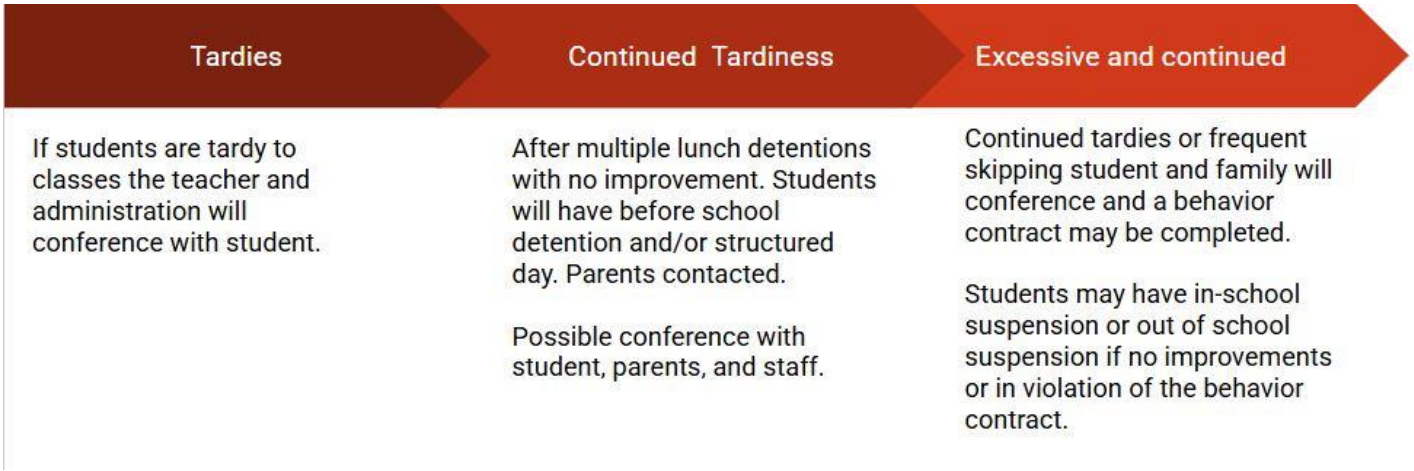
Serious discipline or behavior problems are referred directly to administrators who then meet with the student. Both the principal and the assistant principal have as their first obligation the safety of the students and staff. When assigning consequences or writing behavior plans, the administrators 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 certain reward activity events.
For a complete list of disciplinary policy and potential sanctions see Aberdeen School District Policy 3200.


MJH
Observe Problem Behavior
Problem Solved with
Is Behavior Minor or Major?
Minor
Major
Teacher/Staff Managed
Begin Office Referral Process
Step 1
❑ Prompt
❑ Redirect
❑ Reteach
❑ Provide choice
❑ Explain Intervention
Behavior stops
Behavior continues
Give positive verbal/social acknowledgement
Examples of Behavior Interventions
(logical and individualized)
→ Temporary removal of activity.
→ Seat Change
→ Student Contact
→ Communication with parents-phone call, with follow up email.
→ Reflection form
→ Restorative Justice
→ Resetting location
Intervention are related to helping to correct behavior(s).
Minor= Teacher/ Staff Managed
Major = Office Managed
Inappropriate language/ profanity
Not prepared for class
Inappropriate contact
Defiance and/or disrespect
Disruption (talking while the teacher is, loud voices, making noises, or noises indoors)
Teasing/putdowns
Taunting
Property misuse or damage
Cheating/ Plagiarism
Misuse of Technology
Food/Gum/Drinks
Dress Code w/ solution
Play Fighting w/o injury
Threats (use your judgement)
Weapons or fake weapons
Physical assault/ fighting
Threats- extreme ones
Drugs/Alcohol/Tobacco
Abusive language
Theft/ Forgery
Harassment
Vandalism/Destruction of property
Skipping
Abuse of Technology
Actions considered criminal/ delinquent
Dress Code violation w/o immediate solution
Continued disruptions after several interventions and parent contacted
Disruption (sustained behavior intent on interfering with education of others)
Unacceptable behaviors are not limited to only ones listed. Any behavior/actions which interferes with the teaching, learning, or personal well-being of any member of the school community may be subject to interventions.
Response to ALL student problem behavior is: Calm, consistent, brief, immediate, respectful, and private.
Step 1
1. Inform student of rule violation
2. State expected behavior
3. Complete office referral form
4. Student sent to office
Administration actions
❑ Review incident
❑ Determine intervention
❑ Enter Data
Administration follows through on intervention
Administration informs parent/guardian
Administration provides teacher feedback. (When appropriate)
If Behaviors continues
Parent Contact
Classroom Problem solving process
Referral for GPS/ Behavior contract.

Tardies

Being to class on time and prepared is essential to learning, therefore it is expected that students are in their appropriate class when the bell rings. An unexcused tardy is not being in class for the first 10 minutes of class time without an approved note from staff.



Levels of Offenses

Levels of offenses classifies behaviors on severity. Upon investigation of incidents, Administration determine the severity and step within the consequence progression.

Level 1 offenses	Step 1	Step 2	Step 3
Repeated inappropriate language, defiance, class disruption, failure to cooperate, or follow school rules and/or policies. -Skipping Physical aggression (pretend fighting, pushing, shoving, etc.) Committed and Obscene Acts	**Administration Action** • Lunch detention • Structured Day • In-school suspension • After school detention **Interventions**: • Reflection sheet • Provide structured options • Meet with counselor	**Administration Action** • Lunch detention • Structured Day • 1-2 In school suspension **Interventions** • Reflection sheet • GPS referral • Parent conference • Behavior plan	**Administration Action** • 1-3 days in school suspension • 1-5 days out of school suspensions • Follow behavior plan continuum **Interventions** • Parent attends school • Review behavior plan • GPS review
Destruction of property- Graffiti, defacing property Possession or use of tobacco (vaping or other) Sexually Inappropriate Conduct Mutual Combat without injury: Fighting, slap boxing, hair pulling	**Administration Action** • Restitution (property damage) • Structured Day • 1-2 days of in school suspension • 1-3 days out of school suspension **Interventions** • Parent conference • GPS referral or Possible behavior plan • True North Referral (vape or other)	**Administration Action** • Restitution (property damage) • Structured Day • 2-3 days in school suspension • 1-5 days out of school suspension **Interventions** • Behavior Plan • Parent attends school • Possibly call Police • Counseling referral	**Administration Action** • 1-3 days Out of school (Vaping only) • 5-10 days out of school suspension • Contact PD • Follow Behavior Plan **Interventions** • GPS review • Behavior plan review • Parent conference

Level 2 offenses	Step 1	Step 2	Step 3
Fighting w/o major injury (Scraps, cuts, bruising, punching and kicking.) Theft Tobacco Distribution Bullying (HIB referral)	**Administration Action** • 1-3 days Out of school suspension • Possible contact of PD **Interventions** • Reflection sheet • Parent Conference • Possible Behavior plan • Contact with counselor	**Administration Action** • 1-5 day Out of school suspension • Contact PD **Interventions** • Refer to GPS • Behavior plan or review of one • Parents attend school. • Threat assessment done • Wise Team Referral	**Administration Action** • 5-10 days out of school suspension • Re-Entry meeting with safety plan. **Interventions** • Behavior plan reviewed • Level 2 threat assessment if needed • Counselors provide parents with resources.
Possession or under the influence of Marijuana and alcohol. Malicious (Intentionally mean), Discriminatory (Racial or derogatory slurs), and Sexual Harassment (Pantsing, inappropriate suggestions or comments)	**Administration Action** • 1-3 days In school suspension • 1-3 days of out of school suspension. **Interventions** • True North referral (Substances only) • GPS Refer • Parent Conference • Consider Behavior plan	**Administration Action** • 3 day in school suspension • 1-5 days out of school suspension • Contact Police **Interventions** • Wise Referral • Possible Threat assessment • Counseling referral (BHR) • Behavior Plan	**Administration Action** • 5-10 days out of school suspension • Contact police • Possible long-term suspension • Recommended alternative placement **Interventions** • Level 2 threat assessment. • Review Behavior plan • Safety plan meeting with parents.
Level 3 offenses	Step 1	Step 2	Step 3
Firearm	**Immediate Expulsion**		
Possession of Weapons (Slingshot, knife, mace, or any fake weapons) Assault or unprovoked fighting Sexual Assault Arson Safety- Behavior that adversely impacts the health and safety of students and staff Distribution of Illicit drugs or alcohol.	**Administration Action** • 1-3 days In-school suspension • 1-5 days of out of school suspension. • Contact Police **Interventions** • True North referral (Substances only) • GPS Referral • Parent Conference • Consider Behavior plan • Consider Level 1 Threat Assessment	**Administration Action** • 5 days of out of school suspension. • Contact Police **Interventions** • True North referral (Substances only) • GPS Referral • Parent Conference • Consider Behavior plan • Wise team referral • Level 1 Threat Assessment	**Administration Action** • 5-10 days out of school suspension • Possible Long term (End of semester or year). **Interventions** • True North referral (Substances only) • GPS Referral • Parent Conference • Consider Behavior plan • Level 2 Threat Assessment

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.

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 (Whistling)

Students found guilty of knowingly participating in gang activity will be subject to the following disciplinary interventions: 1st Offense – Emergency Expulsion 2nd 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 (HIB)

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:
(A) Physically harms a student or damages the student's property;
(B) Has the effect of substantially interfering with a student's education;
(C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
(D) Has the effect of substantially disrupting the orderly operation of the school"

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB 3207F Reporting Form but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer Co-Superintendents, Lynn Green and Traci Sandstrom (360) 538-2002 that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the "targeted student" in a complaint:
If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the "aggressor" in a complaint:
A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB Policy 3207 and Procedure 3207.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit www.asd5.org.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, visit www.asd5.org.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:
Civil Rights Coordinator: Christi Clinkingbeard, 216 N G St., Aberdeen, (360) 538-2003

Concerns about sex discrimination, including sexual harassment:
Title IX Coordinator: Christi Clinkingbeard, 216 N G St., Aberdeen, (360) 538-2003

Concerns about disability discrimination:
Section 504 Coordinator: Stephanie Lamont , 216 N G St., Aberdeen, (360) 538-2018

Concerns about discrimination based on gender identity:
Gender-Inclusive Schools Coordinator: Christi Clinkingbeard, 216 N G St., Aberdeen, (360) 538-2003

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent or designee, then to the board of directors, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure 3210P and Sexual Harassment Procedure 3205P.

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: https://www.ed.gov/
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit www.asd5.org. If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:
Christi Clinkingbeard, Human Resource Director, (360) 538-2003.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Public Display of Affection (PDA)

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

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
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- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

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, or banned from use in the building (i.e. Needohs or similar items). Students cannot **buy or sell** any personal items such as but not limited to; food items, drinks, or any type of goods. 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.

1st 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.

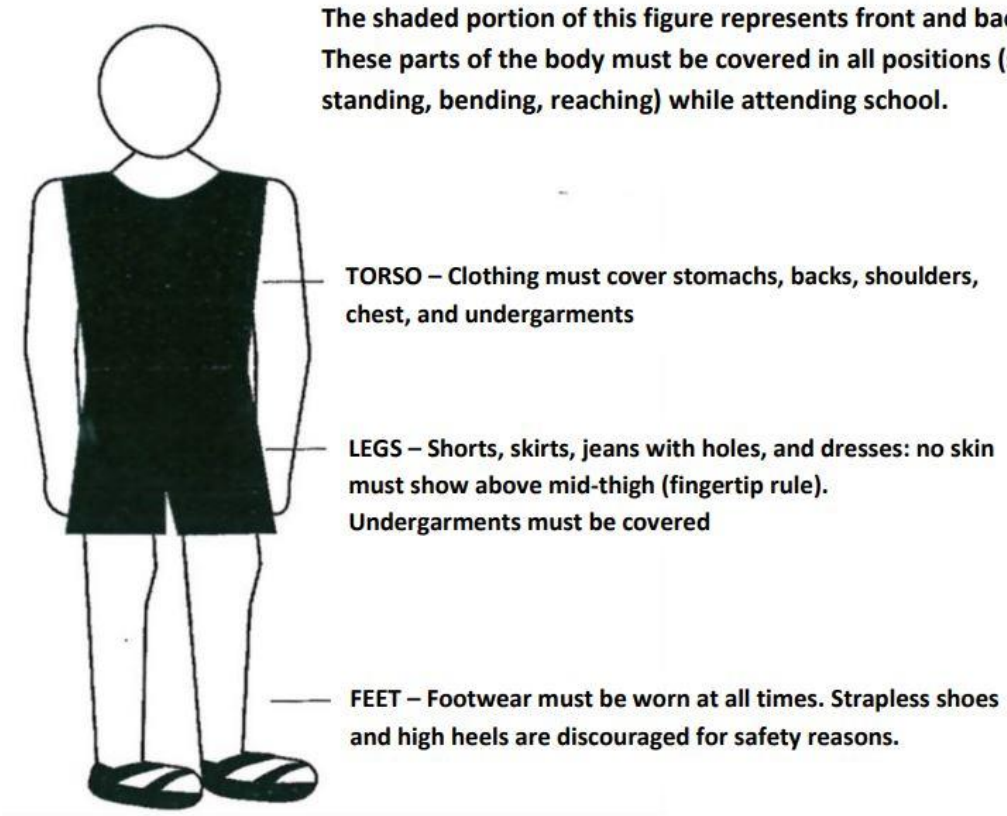
2nd Incident- Short term suspension up to ten (10) days. Along with True North referral and supports, along with a re-engagement plan to support better choices for the student.

3rd 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 be worn as intended and 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. Blankets are also not allowed.

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

Nondiscrimination Statement

Aberdeen School District does not discriminate in any programs or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, immigration or citizenship status, age, veteran or military status, sexual orientation, gender expression, gender identity, homelessness, disability, neurodivergence, 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:

Civil Rights Compliance Coordinator
Name and/or Title: Christi Clinkingbeard, HR Director
Telephone Number: (360) 538-2003
Email: cclinkingbeard@asd5.org

Section 504/ADA Coordinator
Name and/or Title: Stefanie Lamont, Special Education Director
Telephone Number: (360) 538-2017
Email: slamont@asd5.org

Title IX Coordinator
Name and/or Title: Christi Clinkingbeard, HR Director
Telephone Number: (360) 538-2003
Email: cclinkingbeard@asd5.org

Annual Nondiscrimination Notification - CTE

The Aberdeen School District does not discriminate in any programs or activities on the basis of sex, race, ethnicity, creed, religion, color, national origin, immigration or citizenship status, age, veteran or military status, sexual orientation, gender expression, gender identity, homelessness, disability, neurodivergence, 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 Aberdeen School District offers classes in many career and technical education program areas including Agriculture Education, Business and Marketing, Family and Consumer Sciences, Health Sciences, Skilled and Technical Sciences and STEM under its open admissions policy. For more information about CTE course offerings and admissions criteria, contact *Lynn Green, CTE Director, 410 North G Street, Aberdeen, WA 98520, (360) 538-2038; lgreen@asd5.org*. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator

Name and/or Title: Christi Clinkingbeard, HR Director
Telephone Number: (360) 538-2003
Email: cclinkingbeard@asd5.org

Section 504/ADA Coordinator

Name and/or Title: Stefanie Lamont, Special Education Director
Telephone Number: (360) 538-2017
Email: slamont@asd5.org

Title IX Coordinator

Name and/or Title: Christi Clinkingbeard, HR Director
Telephone Number: (360) 538-2003
Email: cclinkingbeard@asd5.org

Sexual Harassment

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

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.

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.

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, &Tylenol.

AUTHORIZATION FOR ADMINISTRATION OF MEDICATION AT SCHOOL

Student -Name: _____ Birth Date: _____

School: _____ Grade: _____

THIS PORTION TO BE COMPLETED BY A LICENSED HEALTH PROFESSIONAL (LHP) PRESCRIBING WITHIN THE SCOPE OF THEIR PRESCRIPTIVE AUTHORITY

(Please clearly print legible instructions)

Name of Medication	Dosage	Method of Administration	Time(s) to Be Taken

Diagnosis or reason for medication: _____

If given PRN, specify the minim length of time between doses: _____

I request and authorize this student to carry their Medication _____Yes _____No

I request and authorize this student self-administer their medication. _____ Yes _____No

This student has been instructed and has demonstrated the ability to properly manage self-administration of medication.

Possibly medication side effects: _____

I request and authorize the above named student be administered the above identified medication in accordance with the instructions indicated above from_____(date) to _____(date)(Note to exceed current school year.) There exists a valid health reason which may make administration of me

Date of Signature	Licensed Health Professional (LHP)
Telephone Number	Name (please print)

THIS PORTION TO BE COMPLETED BY PARDNT/GIJARDIAN

- I request this medication to be given as ordered by the licensed health professional.
- I give Health Services Staff permission to communicate with medical office about this medication. I understand oral medications may be administered by non-licensed staff members who have been trained and are supervised by a Registered Nurse.
- Medication information may be shared with school staff working with my child and 911 staff, if they are called.
- All medication supplied must be brought to school in its original container with instructions as noted above by the license health professional.
  I request and authorize my child carry and/or self-administer their medication. _____Yes _____No

Date: _____ Parent/Guardian Signature: _____

Telephone number: _____(home) _____(cell)_____(work)

Reviewed by Registered Nurse: _____

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 7:45 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 7:40 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 2024-2025 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

Conferences between parents/guardians and teachers may be scheduled throughout the year to discuss academic concerns. Arena-format conferences will be utilized for both fall and spring conferences, allowing parents to talk to any teacher. There is no scheduling required.

Fragrance Free

Both staff and students have allergies and/or breathing issues due to scented lotions and sprays that can trigger these issues. Therefore, students are not allowed to bring or wear scented lotions, body sprays, colognes and/or perfumes. If found with item, it may be confiscated by Administration. Repeated violation of this policy could result in disciplinary action.

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 by using E-hall pass appropriately.

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

Students who bring a backpack or bags to school may request a locker, as backpacks are not permitted in classrooms during the school day. Lockers are assigned to individual students and may not be shared. Students are not allowed to give others access to their locker or allow another student to store items in their locker.

A two-strike policy will be enforced for locker misuse. If a student is found sharing their locker or allowing another student to store items in it on two separate occasions, they will lose locker privileges. As backpacks or bags are not allowed in classrooms, students who lose locker privileges will not have a designated location to store their backpack during the school day.

Lockers will only be accessible before school, during lunch (to retrieve lunch or drop off/pick up necessary items), and after school. Students may not access lockers during passing periods or class time, as hallway congestion creates safety and supervision concerns.

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 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 Superintendents Lynn Green and Traci Sandstrom.

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.19th- Oct. 21st
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. 26st - Dec. 18th
Sports: Wrestling grades 6-8 and Girls Basketball grades 7-8

Winter 2 Jan 4st - Feb.19th
Boys Basketball grades 7-8

Winter 3 Feb.22rd -April 2nd
Girls Volleyball 7-8
Boys Soccer 6-8

Spring Sports Apr.12th-May 27nd
Track grades 6-8

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.

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.

Vending Machines

The school vending machines are part of an ASB fundraiser and are available for use before school, during lunch, and after school. They are a use-at-your-own-risk option, and the school is not responsible for lost money—there are no refunds.

Visitors

All visitors to the school, including parents, must check in at the front office. A government-issued photo ID is required to be scanned through our Navigate360 system, which will print a visitor pass for you to wear while on campus. Before leaving, please remember to check out at the office to ensure accurate records of all campus visitors. Student visitors, such as relatives or friends from other schools, are not allowed at Miller. Adult visitors to classrooms or the cafeteria are not permitted without prior arrangements with administration.

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 undergo a background check that is performed 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.

Yearbook

Please hold on to your yearbook receipt until yearbooks are handed out. In case something unforeseen happens, your receipt will help confirm your purchase and ensure you receive your yearbook.

Make it a great year at Miller Junior High!