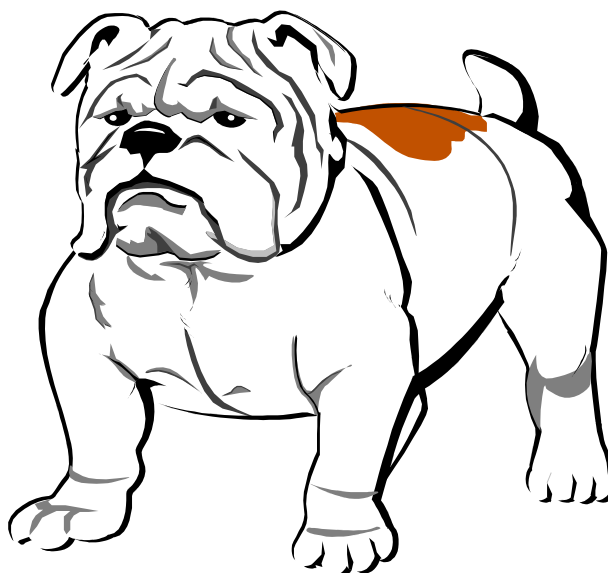


# Mill Creek Middle School

*Home of the Mighty Bulldogs*



Student Handbook  
2011-2012

620 Central Avenue North  
Kent, WA 98032-4511  
(253) 373-7446

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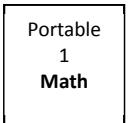
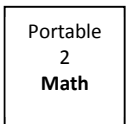
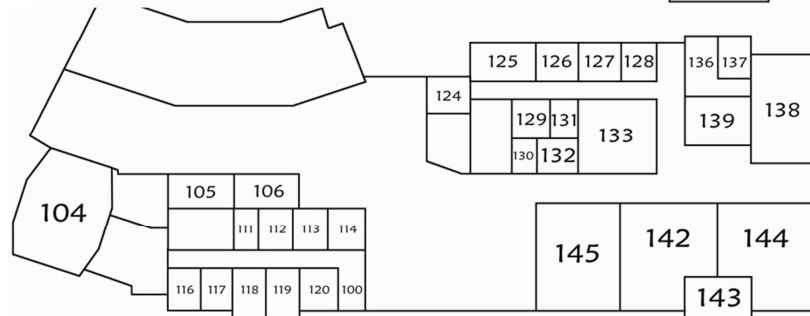
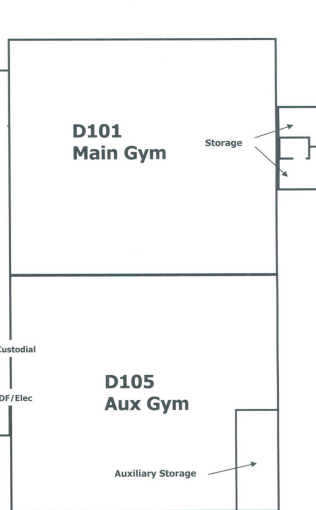
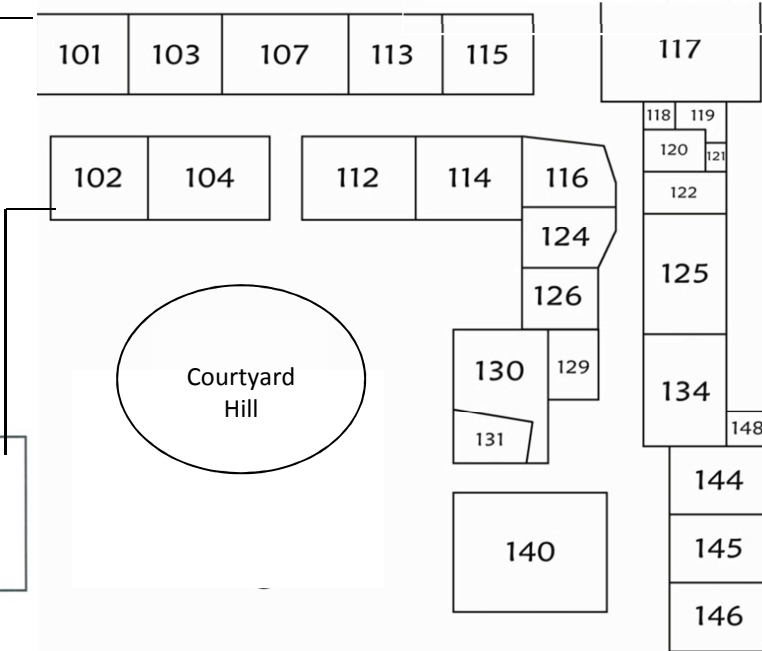
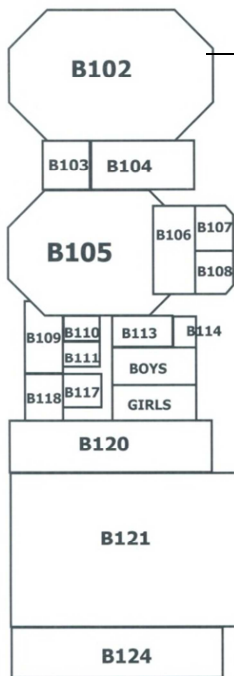
School Map

# Mill Creek Middle School

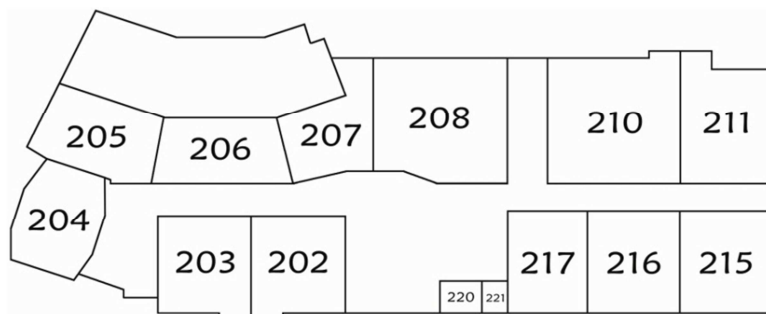
Building B  
Music & Cafeteria ↓

Building D  
Gym & Locker  
➔ Rooms

Building C ↓



Building A  
Second Floor ➔



← Building A  
First Floor

## Message from Administration

---

Dear Students,

Welcome to Mill Creek Middle School. There is nothing we desire more, than for you than to have meaningful, engaging learning experiences, and to develop your skills and talents throughout your middle school years. We also want you to develop strong character—to learn what it means to have bulldog pride, and to become a contributing citizen of this school and community.

Please read this handbook carefully. It contains important information about school expectations and discipline procedures, school policies, and the many opportunities Mill Creek has to offer. As you begin this year, know that we care about you, have high expectations for you, and are confident you can succeed here at Mill Creek.

Sincerely,

Your Administrative Team

---

### Bulldog Pride

**P**articipate Positively

**R**espond Respectfully

**I**ncrease Independence

**D**emonstrate Responsibility

**E**mbrace Diversity

### Kent School District Mission:

*Successfully Prepare All Students for Their Future*

### Mill Creek Middle School Mission:

*Prepare every student for lifelong personal and academic achievement*

### At Mill Creek, We believe that:

*All students can learn and benefit from education.*

- Staff members hold high expectations for students.
- The curriculum is challenging and relevant
- Varied instructional approaches are used to meet individual needs.

*All students must feel nurtured and secure.*

- Diversity and differences of adolescents are valued.
- Students have meaningful relationships with adults.
- Students have a sense of pride and belonging.
- Students enjoy a physically and emotionally safe, supportive, and respectful environment.

*All students need support from parents and community groups.*

- Communication between school and home is timely, reliable, and purposeful.
- Engaging opportunities are provided for students beyond the school day.
- Collaborative partnerships among staff, families and community promote student growth.
- A welcoming environment is created to encourage a sense of pride and belonging for all.

## Opportunities at Mill Creek

### Associated Student Body (ASB)

The Associated Student Body (ASB) is an important part of the MC community. It is a student government organization comprised of five student officers, and eight senators (four per grade level) who are elected by the Mill Creek student body. ASB offers students a means to voice opinions and offer suggestions to improve our school. To join ASB you must purchase an ASB card for \$15.00. This allows you to participate in sports, join clubs, and attend school dances at a reduced fee.

### Competitive Athletics

Mill Creek Middle School has a wide variety of athletic opportunities. The following sports are offered each season:

Season 1/Fall: Football (non-cut sport, boys & girls) and Girls Volleyball

Season 2/Winter: Boys Basketball and Girls' Gymnastics

Season 3/Mid-Winter: Wrestling (non-cut sport, boys & girls) and Girls Basketball

Season 4/Spring: Track and Field (non-cut sport, boys and girls)

### Requirements to participate in a team sport:

- Students must be a member of ASB (\$15.00).
- Students must have paperwork for a completed, current physical exam and all district athletic registration forms on file with the building athletic director.
- Students must pay a participation fee of \$60.00 per season with the exception of the following:
  - A student whose family qualifies for free and reduced meals and provides evidence as such to the ASB cashier is charged a reduced fee of \$30.00.
  - A student who played sports in seasons 1, 2, and 3 will not be charged for participation in the 4<sup>th</sup> season.
  - In special circumstances, the participation fee can be waived with the approval of the school athletic director and principal.
- To be eligible for competition, students must have earned a 2.0 cumulative grade point average (GPA) within the grading period immediately preceding the sports season or has an accumulative GPA of 2.0 throughout middle school. Additionally, students are expected to maintain a cumulative GPA of 2.0 throughout the season

### 2011-2012 Athletic Schedule

#### Season 1 Sports

Girls Volleyball: Varsity & 7 <sup>th</sup> Grade	Eighth Grade Football	Seventh Grade Football
9/22 Mill Creek @ Cedar Heights	9/21 Mill Creek v. Meridian (@ FF)	2/21 Meridian @ Mill Creek
9/27 Mattson @ Mill Creek	9/28 Mattson @ Mill Creek	9/28 Mill Creek @ Matson
9/29 Tahoma Blue @ Mill Creek	10/5 Tahoma Blue @ Mill Creek	10/5 Mill Creek @ Tahoma Blue
10/4 Mill Creek @ Northwood	10/12 Mill Creek @ Meeker	10/12 Meeker @ Mill Creek
10/6 Mill Creek @ Meeker	10/19 Tahoma Gold @ Mill Creek	10/19 Mill Creek @ Tahoma Gold
10/11 Tahoma Gold @ Mill Creek	10/26 Mill Creek @ Cedar Heights	10/26 Cedar Heights @ Mill Creek
10/13 Mill Creek @ Meridian		
10/18 Depends upon seeding		
10/20 Depends upon seeding		
10/25 Depends upon seeding		

#### Season 2 Sports

Boys Basketball Varsity & 7 <sup>th</sup> Grade	Gymnastics
11/29 Mill Creek @ Cedar Heights	12/1 Mill Creek @ Meridian
12/1 Mattson @ Mill Creek	12/7 Meeker @ Mill Creek
12/6 Tahoma Blue @ Mill Creek	12/14 Mill Creek @ Mattson
12/8 Mill Creek @ Northwood	1/11 Northwood @ Mill Creek
12/13 Mill Creek @ Meeker	1/19 Dear Heights @ Mill Creek
12/15 Tahoma Gold @ Mill Creek	1/20 JV meet at Mattson
1/10 Mill Creek @ Meridian	1/25 Varsity League Meet @ Meridian
1/12 Depends upon varsity season record	
1/18 Depends upon varsity season record	
1/20 Depends upon varsity season record	

### Season 3 Sports

Wrestling	Girls Basketball: Varsity & 7 <sup>th</sup> Grade
2/16 Cedar Heights @ Mill Creek	2/16 Mill Creek @ Cedar Heights
3/1 Mill Creek @ Mattson	3/1 Mattson @ Mill Creek
3/6 Mill Creek @ Tahoma Blue	3/6 Tahoma Blue @ Mill Creek
3/8 Northwood @ Mill Creek	3/8 Mill Creek @ Northwood
3/13 Meeker @ Mill Creek	3/13 Mill Creek @ Meeker
3/15 Mill Creek @ Tahoma Gold	3/15 Tahoma Gold @ Mill Creek
3/21 Meridian @ Mill Creek	3/20 Mill Creek @ Meridian
3/24 Non varsity Round Robin @ Tahoma Jr. High	3/23 Depends upon varsity seed
3/31 Varsity Conference @ Kentwood HS	3/27 Depends upon varsity seed
	3/29 Depends upon varsity seed

### Season 4 Sports:

Track and Field
5/2 Tahoma Blue @ Mill Creek (French Field)
5/9 Cedar Heights @ Mill Creek (French Field)
5/16 Tahoma Gold @ Mill Creek (French Field)
5/23 Mill Creek @ Northwood
5/30 Mill Creek @ Mattson
6/6 Conference Prelims @ French Field—Coaches Host
6/7 Conference Meet @ French Field Field—Meeker Hosts

### Assemblies

Assemblies are an important part of the middle school experience. Spirit assemblies are held for each sport season. Academic Assemblies are held for national holidays and educational purposes. Students sit with classes at designated areas. Students are expected to behave respectfully at all times. All school rules apply.

### Century 21 Club

Century 21 is a program designed for students needing academic support. The program begins in mid-October and runs through the end of the school year. It is held Monday through Thursday from 3:05 to 5:00 PM. Each day, one hour is devoted to academic support and one hour is devoted to enrichment activities run by Kent Parks and Recreation. Enrichment activities include various sport activities as well as cooking and craft activities. Bus transportation home is provided. To secure enrollment, students who are asked to make a year-long commitment to the program.

### School Clubs

After school clubs are an excellent way for students to explore new interests and develop friendships. A wide range of clubs are available to students and most begin in mid-September. Examples of clubs include Anime, Break Dance, Chess and Checkers, Green Team, Pacific Islander, Book Club, and Stomp Team. Specific club descriptions, times, and locations are explained in morning announcements each day. Students should listen carefully to find a club right for them. ASB membership is required to join clubs.

### Dances

Dances are a fun and exciting part of the middle school experience. They are held after school and sponsored by the ASB. Typically, dances have fun themes chosen by students. Students attending dances must follow these guidelines:

- Remain at the dance for its duration. Students who leave the dance early are required to leave the school campus
- Have transportation home within 15 minutes after the dance is over
- Follow all school rules and dress code policies

### Homework Help

Homework Help is the perfect opportunity for students wanting academic support in any subject area from caring supportive teachers. Homework Help begins in October and is held Monday through Thursday before school from 7:30-8:00 AM or after school from 3:05-4:05 PM. Students do not need to sign up beforehand. For further information, contact Christa Reagan.

### Open Gym

Open Gym is held Tuesday through Friday mornings from 6:45-8:00 AM in the gym. On Tuesdays and Thursdays, students play basketball and on Wednesdays and Fridays they play indoor soccer. All students are invited to participate but are expected to be passing their classes and demonstrating appropriate behavior.

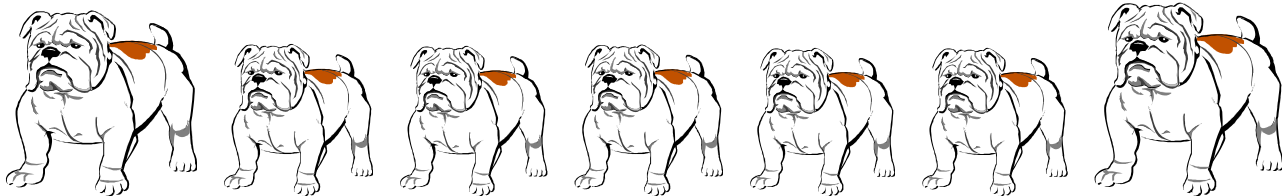
### Conditioning Class

Conditioning class is held each morning, Monday through Friday from 6:45-8:00 AM in the weight room. This is a terrific way to prepare for the school day as research shows that physical activity has a positive effect on learning. All students are invited to participate.

### Battle of the Books

Join a nation-wide organization and have a blast reading books. Battle of the Books begins in October (listen to

announcements on exact dates). Students join teams of two to three students to compete (battle) with other teams over their knowledge of the novels listed below. To prepare for book battles, students meet throughout the year on Wednesday's during their lunch period. Beginning in April, teams compete against other teams at Mill Creek. In May, the team scoring the most points goes on to compete against other Kent SD middle schools. All students are invited and encouraged to participate. You can get a copy of the books to be read and discussed in the library.



## Services, Policies, and Procedures

### Main Office

If you need assistance from the attendance secretary, the office manager, the school nurse, the principal or the assistant principal, contact the main office. Office hours are from 8:00 AM to 4:00 PM. If you need to contact these people by telephone, please call:

Main Office	(253) 373-7446
Attendance Secretary	(253) 373-7464
School Nurse	(253) 373-6140
Principal or Assistant Principal	(253) 373-7446
ASB Secretary	(253) 373-6135

### Registrar and Counseling Office

If you have questions about your class schedule, or would like to speak with a school counselor, contact the Registrar's office. The office is open from 8:00 AM to 4:00 PM. The telephone number is (253) 373-6131.

### Daily Schedule

Cafeteria Opens	8:10 AM
Hallways open for students	8:25 AM
Period 1	8:35-9:30
Period 2	9:34-10:30
Period 3	10:34-11:28
Period 4 (Home Room Class)	11:32-1:05

1 <sup>st</sup> Lunch:	Lunch	11:32-12:05
	Class	12:05-1:05

2 <sup>nd</sup> Lunch:	Class	11:32-12:02
	Lunch	12:02-12:35
3 <sup>rd</sup> Lunch:	Class	12:35-1:05
	Lunch	12:32-12:32
Period 5		1:09-2:03
Period 6		2:07-3:01

### After School Policy

- Students taking a bus home are to line up in the courtyard next to the cone with their bus number and wait to enter the bus until a staff member has called the bus number.
- Students being picked up should exit to the front of the building and meet their parent/guardian on the south side of the school.
- Students taking public transportation should leave campus immediately and wait for their ride at the public bus stop. Students who are walking home should also leave campus immediately.
- Students who are participating in sport or club activities after school must report to them by 3:05. All other students must leave campus by 3:15 PM. Students who fail to do so will be disciplined according to the progressive discipline policy.

### Attending After-School Events

Students are encouraged to attend after school athletic events but they must follow these guidelines:

- Follow all school rules.

- Students must have school ID in order to attend after school events and must show their ID to the person at the door.
- Students may not leave an event and return. Once they leave the event, they must leave campus and may not re-enter the event.
- No food or beverages are allowed at athletic events.
- Students are to have made arrangements with their parents or guardians to leave the event within 15 minutes of after the conclusion of the activity. Students whose transportation home does not arrive punctually will not be allowed to attend future after school events.
- Eligibility. Only Mill Creek students on Honor Level one or two may attend after school events/activities. Additionally, students need to have attended at least three periods of school on the day of the event.

### **Closed Campus Policy**

Mill Creek is a “closed campus”. This means that students are not to leave campus once they have arrived. This applies before classes begin at 8:35 AM.

### **Attendance Policy**

Absences with a written parent note may be excused for the following: illness, legal or medical appointments, and emergencies. Family trips may also be excused with one-week prior approval. Absences without a written parent note are considered unexcused. Unexcused absences (even with a written note from the student’s parent or guardian) include, but are not limited to, oversleeping, assisting at home, and missing the bus.

If a student is absent from class, he or she should do one of the following things within two school days:

1. Bring a note to the attendance office from a parent or guardian stating the date(s) of the absence and reason for the absence.
2. Have your parent or guardian call the attendance office and provide the date(s) of the absence and the reason for the absence.

Parents/guardians may withdraw students early from school for appointments up to 2:40 PM. For the safety of our students, any adult withdrawing a student early from school must be listed as a contact in the student’s record and have an ID card available to show the attendance secretary.

### **Truancy/Unexcused Absences**

Truancy is defined as:

1. An absence from school without parental knowledge or permission(all day or single class absences, or skipping)
2. An absence from school without contact from home
3. Permission from the offices, once s/he has arrived at school. A student observed off campus will be

considered truant and receive the same consequences as truancy.

Under RCW 28A.225.01 (BECCA), children between the ages of 8 and 18 must be in attendance every day unless they are ill or have approval from the school to be excused. Students who have five unexcused absences in a month, or a total of ten unexcused absences in a school year, will be referred to the juvenile court. Parents or guardians may be subject to a fine by the juvenile court of \$25 per day for unexcused absences.

### **Tardy Policy**

Students are expected to arrive to class on time with the required supplies. Students who are late to class and do not have a pass from a staff member excusing them, will be marked tardy by their teacher. Students with an excessive number of tardies will be disciplined according to the school’s progressive discipline policy which may include lunch detention, After School Detention, or Suspension.

Students arriving late to school should report to the attendance secretary with a note from their parent excusing them. Students without an excuse will be marked as “tardy unexcused”.

### **Visitor Policy**

Mill Creek Middle School’s policy is to not allow students to have visitors during the school day. This policy is designed in the interest of student safety. Parents and guardians are welcome at Mill Creek but they must check in at the Main Office. Once signed in, visitors will receive a visitor badge. This badge must be visible at all times while on campus. Visitors must also check out in the main office prior to leaving campus. Students should advise friends and relatives that they should not come on to school campus without first checking in with the office.

### **Homework**

Homework is an important tool in the teaching and learning process. Homework serves to:

- Reinforce present day’s lesson
- Prepare for the next day’s lesson
- Reinforce acquired skills and develop study habits
- Develop self-discipline
- Teach students independent learning

Students can expect to have homework on a regular basis. The amount of time to complete it will vary. Students are expected to record their assignments in their Outlook calendars and check each day that they are meeting class expectations.

### **Fund Raising/Sales by Students**

Mill Creek students are not allowed to participate in fund-raising activities on the Mill Creek campus or buy and sell

food or other items while at school, unless authorization has been obtained from the Mill Creek administration.

### **Grade and Progress Reports**

Mill Creek Middle School follows a two semester (four quarter) grading period. Each semester is 90 school days and each quarter is 45 school days. Report cards are sent home shortly after the end of each grading period.

End of 1st quarter: Nov. 7, 2011  
End of 1st semester (2nd quarter): Jan, 27, 2012  
End of 3<sup>rd</sup> quarter: April 5, 2012  
End of 2nd semester (4th quarter): June 15, 2012

### **Family Access to Student Information through the Skyward System: Frequently Asked Questions**

#### **Why should I use Family Access?**

Family Access is a web based tool designed to enhance parent/guardian and school communication. Parent use of the KSD Family Access web site is voluntary.

#### **What information is available on Family Access?**

One login allows parents/guardians to view the records of all students within a single family, even if they are at different (KSD) schools. Students and parents/guardians each have their own login information. Parents/Guardians of middle school and high school students can view:

- Student and emergency contact information
- Assignments and grades
- Attendance
- Class schedules
- Messages from the school office or teachers
- Vaccination records

#### **How do I get Family Access?**

Parents/guardians of 7th grade students will receive a letter from the child's school in early fall containing Family Access login names and passwords. Students will get their Student Access user names and passwords at school. For eighth grade students, login names and passwords are the same as last year. If you have questions regarding use of the Family Access on Skyward, contact the Counseling Office.

#### **Fees and Fines**

The following fees are required:

- Band & Orchestra: Pay instrument rental fees as specified by the teacher.

- Elective Classes: If applicable, fees are required per quarter or semester (semester cost is \$10.00). Your teacher will specify the amount required.
- PE: All students are expected to purchase a PE shirt (\$6.00)
- ASB Card: An ASB card (\$15) is optional unless a student is turning out for a sport. (See ASB under Opportunities at Mill Creek for details.)

Students will be charged fines for lost or damaged books, instruments, athletic equipment, or other school property. Technology fines will be charged for lost or damaged laptop computers, chargers, extended battery and carrying cases.

All fees and fines should be paid to the ASB cashiers office. The cashiers' office before school and during lunches is located in the cafeteria. After school, students may pay fees at the ASB window located on the first floor of the A building, just past the main office.

#### **Lost and Found**

Students are encouraged to turn in all items found to the Main Office. If you have lost an item and would like to know if has been turned in to Lost and Found services, check in the main office. Unclaimed items will be given to charity at the end of each quarter. Please note that the school **is not** responsible for your lost or stolen items. We advise you not to bring valuable items to school.

#### **Lockers**

Mill Creek Students are assigned lockers to store backpacks, jackets, books, PE clothes, and school supplies. Backpacks, purses, and shoulder bags are not allowed in classrooms. Students are expected to follow these guidelines regarding locker use:

- Each locker is to be used only by the student to whom it is assigned.
- No personal locks may be attached to the lockers.
- No decorations are allowed on the outside of lockers.

Mill Creek is not responsible for items lost or stolen from lockers. If necessary, school authorities may search lockers in compliance with state and district guidelines. Lockers are the property of the school and students must keep them clean and in good condition.

#### **Displays of Affection**

The school building, school grounds and school activities are not places for inappropriate displays of affection. This would include kissing, unnecessary prolonged hugging and inappropriate touching. Students who display inappropriate forms of affection are subject to disciplinary contact. Uncooperative behavior will be referred to the office.

### **Cell Phones**

We recognize that communication between students and parents is important. Students may use cell phones before and after school, outside of school buildings, for the purpose of notifying parents of after school activities, and for arranging transportation. Cell phones are to be turned off, concealed, and not used during the school day. If students violate this rule, the cell phone will be confiscated and stored in the main office for parents to pick up. Further discipline measures may also apply. **Mill Creek is not responsible for lost or stolen cell phones.** Note, if parents/guardians need to get a message to students during the school day, they should call the main office and the message will be delivered to the student in a timely manner.

### **Electronic Devices (Mp3 players; hand held game devices, etc.)**

Electronic devices designed and used for educational purposes may be permitted with administrator approval only; otherwise, they are not allowed outside of lockers during the school day (8:35-3:01). Such devices include, but are not limited to, Ipods, Mp3 players, hand-held games, lasers, and pagers. Additionally, personal stereo headphones are not permitted out of lockers during school hours. If students violate this rule, the item will be confiscated and stored in the main office for parents to pick up. Further discipline measures may also apply. **Mill Creek is not responsible for lost or stolen electronic devices.**

### **Dress Code**

Students are expected to dress appropriately for a school, or work, environment. The following standards were established to support a positive learning environment:

1. Clothing or accessories making reference to alcohol, drugs, tobacco, or clothing displaying profane, vulgar, discriminatory, or sexual language or pictures is not allowed.
2. Apparel, accessories, or manner of grooming (e.g. shaved eyebrows) which evidences gang membership, affiliation, or promotion thereof is prohibited. Large, fluffy coats and trench coats will not be allowed due to safety concerns.
3. Hats, hoods, and non-religious headgear are not allowed inside school buildings. This includes headbands, bandannas, visors, ear muffs, and sunglasses.
4. Jewelry and other accessories or clothing, which may present a safety hazard or danger to self or others, is not allowed. Examples of such items include wallet chains, dog chains, and spikes.
5. Pajama clothing and/or slippers are not allowed.
6. Shirts and tops must cover the shoulders, chest, back and stomach. Inappropriate tops include tank tops, spaghetti straps, bear midriff, low cut tops, and see-through clothing. Sleeveless tops must have a

shoulder width of at least two inches. Shirts and blouses should be free from holes.

7. Pants should fit and be worn at the hips. Inappropriate pants include those that expose underwear, are worn below the hips, saggy or baggy pants, excessively tight pants, and pants with holes above the mid-thigh—even if leggings are worn underneath.
8. No gloves are to be worn during the school day.
9. Skirts, shorts, and dresses should be no shorter than the mid-thigh.
10. Students wearing leggings must have tops that cover them at the the mid-thigh.

### **School Nurse**

A school nurse is at Mill Creek two days per week. A health technician is available each day from 8:30 AM to 2:30 PM. If you are sick you must first report to class. Then, get permission and a written pass from your teacher to visit the health room. Students are not to call parents if they are sick. Calls to parents regarding health issues must be made from the health room.

### **Medications at School**

No medications, prescribed by a doctor or otherwise, are permitted on campus without prior approval from the child's physician and parent. Students needing to take medication at school must provide the school nurse a Medical Authorization Form. Medications should be brought to the health room immediately upon arrival to school. Students in possession of medications that are not authorized to be taken at school may be subject to discipline.

### **Immunizations**

In order to protect you from a number of childhood diseases, Washington law requires that all children admitted to public school be immunized against diphtheria, tetanus, pertussis (whooping cough), polio, measles, rubella (German measles) and mumps. If you have any questions, contact the school nurse.

### **Student Identification (ID) Cards**

Student ID cards are the property of Kent School District. No photocopies or duplicates are allowed. Lost ID cards may be replaced at the ASB office for a \$5.00 fee.

### **Student Supply List**

Below is a list of supplies each student should have. Teachers may give out specific class supply lists as well.

- Three-ring binder with pencil pouch and section dividers
- Notebook paper (college ruled-two reams)
- Pencils (six No. 2 pencils with erasers)
- Pens (four black or blue ink)

- Colored pens or pencil set
- Highlighter
- Glue stick
- Scissors
- Protractor
- Ruler
- Calculator

We recommend a sturdy backpack for carrying books and materials to and from school. Students will store unneeded materials in a locker during the school day. Students should not bring sharpie ink pens to school. If teachers need students to use these in class, they will supply them.

### **Bus Services/Transportation**

School bus regulations are designed to ensure safe transportation to and from school and school-sponsored activities for students who ride Kent School District buses. To enter the bus, students must show their student ID cards to the bus driver. While on the bus, students must follow all school rules and obey the bus driver. Students who do not cooperate with bus expectations may lose their bus-riding privileges.

Students may only ride the bus they have been assigned by Kent School District transportation. Prior approval must be obtained from the transportation office (253-373-7442) for a student to ride a different bus. Mill Creek does not have the authority to give this permission. If a student loses their bus pass, a temporary bus pass may be obtained from the main office. This replacement bus pass may be used for a period of five days. Students will be denied transportation home from school if they do not have a new id card after the five-day grace period. The cost for replacing bus passes is \$5.00.

### **Lap Top/One to One Computing Program**

As part of our academic program in Kent, which fosters developing a connection to education through technology, all students are issued a personal laptop, a charger, an extended battery and a case. These items are given to students in the Fall and collected in the Spring. Students will be fined the replacement cost for each item not returned at the end of the year. To avoid unnecessary fines, students must care for their equipment including not allowing other students to use or borrow any part of the laptop set-up.

### **Library Media Center**

The school library is an excellent place for students to complete research for school projects, find books for reading pleasure, and study for classes. The library opens before school at 8:20 AM. Lunch availability is dependent upon the building schedule. Students may enter the library before school and during lunches at the outside door on the south end of the library—the exit closest to the cafeteria. Most days the library is open after school until 3:31 PM.

Students using the library during the day must have a pass signed by their classroom teacher. The pass needs to be signed by the librarian when the student enters the library and before he/she leaves the library. Students are also required to sign-in and out when they enter and leave the library.

Materials are checked out for two weeks and may be renewed at any time. Students will be sent reminder notices of overdue books through their Outlook email account. The library does not charge for over due materials. However, students need to pay for lost or damaged materials before checking out another item. Students are responsible for all materials checked out on their library account. Report cards are held if students have fines for damaged or lost books.

## **Student Use of School/District Owned Technology**

### **Electronic Resources**

The Kent School District Views the use of electronic resources as central to the delivery of its educational program, and as such maintains the expectation that all students will use electronic resources as an essential part of their learning experiences. It is the policy of the Kent School District to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities by students. These procedures are written to implement Kent school District Policy 2022 Electronic Resources to promote appropriate and responsible technology use in support of the mission and goals of the Kent School district and its schools. It shall be a violation of this policy for any student, or other individual to engage in any activity that does not conform to the established purposes and general rules for the use of electronic resources.

### **User Responsibilities**

- Use of the electronic resources provided by the Kent School District is an expectation and privilege. Where they are available, these resources are offered to staff, students, and other patrons. In order to maintain the privilege, users agree to learn and comply with all of the provisions of these procedures.
- All of the electronic resources must be in support of educational and research objectives consistent with the mission and objectives of the Kent School District.

### **Acceptable Use**

- Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, in support or education and research and consistent with the mission of the District

- Participation in electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other activities using electronic resources, in support of education and research consistent with the mission of the District
- With parent permission, posting of student-created original educational material, curriculum-related materials, and student work
- Connection of any personal electronic device is subject to all guidelines in this document.
- Proper codes of conduct in electronic communication must be used. Providing personal information is inappropriate; when using electronic communications, extreme caution must always be taken in revealing any information of a personal nature
- All electronic resources accounts are to be used only by the authorized owner of the account for the authorized purpose
- All communications and information accessible via electronic resources should be assumed to be public records and, barring a privilege, they will be disclosed
- As a representative of your school and community, exemplary behavior while using electronic resources should be practiced
- Unauthorized downloading or installation of any software, including shareware and freeware, for use on Kent School District electronic resources
- Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner.
- Using electronic resources to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the network
- Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system
- Any attempts to defeat or bypass the District's Internet filter by using or trying to use proxies, https, special ports, modification to District browser setting or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity
- Using any electronic resources for unlawful purposes

#### **Unacceptable Use**

- Providing unauthorized personal information such as an address or phone number
- Contributing to cyber bullying, hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors
- Using profanity obscenity, racist terms, or other language that may be offensive to another user
- Any use of the electronic resources for individual profit or gain
- Playing games, accessing social networking sites, and streaming or downloading audio and video files unless specifically authorized by a teacher for instructional purposes
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or misrepresenting other users on the electronic resources  
Using an electronic resources account authorized for another person
- Making use of the electronic resources in a manner that serves to disrupt the use of the network by others
- Destroying, modifying, or abusing hardware and/or software

#### **Consequences for Violating Electronic Use Agreement**

Students who violate the Electronic Use Agreement will be disciplined according to Mill Creek's progressive discipline policy. Consequences may be imposed up to and including restitution and short or long term suspension for exceptional misconduct, at administrative discretion.

#### **Deliveries for Students**

Delivery of flowers, balloons, or other gift items to students is discouraged. Items will not be delivered to classrooms. Students will be notified and may pick the item up at the end of the school day.

#### **Gum Policy**

Gum Chewing is not allowed on campus. Teachers will administer consequences for students' chewing gum in their classes.

#### **Contacting Students during the School Day**

To communicate a message to students during the school day, parents should call the attendance secretary. She will record the message and deliver it to students in a timely manner. Remember that students are not allowed to have cell phones out during the school day. You may not check messages delivered to your cell phone until school is out at 3:01.

#### **Harassment-Free Environment**

It is the policy of Mill Creek Middle School that all employees and students should be able to work and learn in an environment free from harassment. Harassment—sexual, racial, verbal, or physical—interferes with our efforts to provide a safe and friendly atmosphere at school.

Verbal or physical harassment may involve taunting, badgering, heckling, tormenting, or physical intimidation.

Sexual harassment is unwanted and unwelcome sexual behavior which interferes with your right to get an education or to participate in school activities. It may involve uninvited comments, touching, gestures, jokes, notes, pictures, graffiti, gossip, or intimidation.

Sexual harassment may include behavior which is offensive to an observing person, even if that person is not the intended target of harassment.

Racial harassment occurs when racial or other ethnic-based verbal conduct or use of physical gesture(s) interferes with an individual's work or school performance. It also occurs if the conduct creates an intimidating, hostile, or offensive work or school environment.

The target and the perpetrator do not need to agree about what is happening; harassment is subjective. At school and at school-related activities, behavior which offends or demeans others violates school policy and is illegal.

Harassment will not be tolerated at Mill Creek Middle School and administrative sanctions, ranging from parent conferences to suspension, depending upon the offense, will be imposed. Students who feel they are victims of

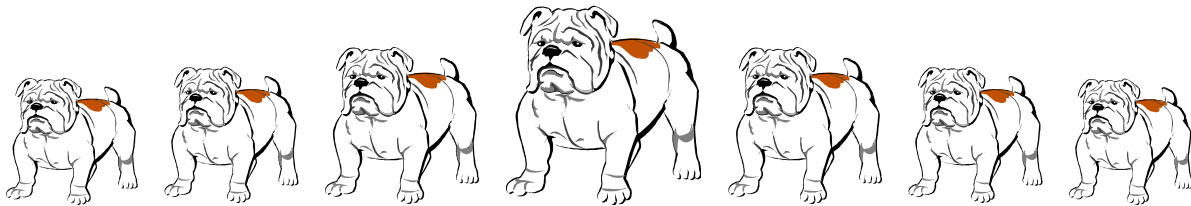
harassment should report their concerns to a teacher, counselor, or administrator at school or their parent/guardian at home.

### **Cheating and/or Plagiarism:**

Cheating includes file sharing, providing answers on any assigned items or sharing too much information with a classmate. Plagiarism is using, or presenting, another writer's ideas as if they were your own. Plagiarism is stealing and is against copyright laws.

Consequences for cheating and/or plagiarism include but are not limited to the following:

- 1<sup>st</sup> offense: Student will receive a zero on the assignment. There will be no chance to make up the assignment.
- 2<sup>nd</sup> offense: Student will receive a zero on the assignment with no chance to make it up. Additionally, a parent conference will be required before the student may return to class.
- 3<sup>rd</sup> offense: Short-term suspensions. Student may receive a failing grade in class.



## **Student Expectations and Discipline**

Student learning is the top priority at Mill Creek Middle School. In order for students to learn, the school must be safe and orderly. Students are responsible for their actions and are held accountable for the following: (1) all expectations stated within this handbook; (2) the Kent School District Board of Directors' policies concerning student conduct; and (3) other rules set forth by Mill Creek staff members and administration. All rules apply to students who are on school grounds, off school grounds at a school event, or off school grounds when the behavior is a consequence of, or directly related to, causes or events which originated on school grounds.

There are two general categories of violations receiving discipline consequences—Minor Violations and Major Violations. Minor Violations will, for the most part, be handled by teachers. Major Violations will be addressed by the school administration. In each case, discipline consequences are progressive. This means that the more often a discipline violation occurs, the greater the consequence will be. If a student's behavior is so severe that it warrants immediate removal, the teacher will contact the office to have the student removed from class by and administrator.

In the following section of this handbook, you will find explanations of the following: (1) expectations for student behavior at Mill Creek, (2) Minor Violations and the Step System of consequences, and (3) Major Violations and student consequences.

# Student Expectations

## School-Wide Signal

At Mill Creek we have a school-wide signal we use to get people's attention on the speaker. When a staff member needing your attention says "5, 4, 3, 2, 1" or "May I have your attention please", students are expected to do three things:

1. Have silent voices.
2. Face the speaker.
3. Keep hands and feet quiet and still.

Students are expected to do these things by the time the staff member counts to three.

## Hallway Expectations

Positive behavior in the hallways is essential to student success in the classroom. Following are the expectations for behavior in the halls of Mill Creek.

### Student Behaviors

- I walk on the right side of the hallway.
- I walk directly to my next destination.
- I keep my hands and feet to myself.
- I will not have food or beverages out.
- I speak appropriately:
  - Use respectful language
  - Keep the volume of my voice low
  - Use appropriate tone of voice
- I respect hallway displays.
- I have a pass signed by my teacher when in the hallway during class.

### Adult Behaviors

- I monitor hallways during passing periods.
- I acknowledge students demonstrating appropriate hallway behavior.

## Cafeteria Expectations

### Student Behaviors

- I enter the cafeteria in an orderly manner.
- I sit at my assigned table.
- I listen to announcements quietly.
- I wait to be dismissed to the lunch line.
- I clean up my table area when finished eating—recycling all items possible.
- I keep my voice at a low volume.
- I avoid "horseplay".
- Once my table is dismissed I either remain at a table in the cafeteria, or go to the courtyard to visit with friends.
- At no time during the lunch period do I enter any other buildings without permission and a written pass from a staff member.

### Adult Behaviors

- I model positive, appropriate behavior.
- I acknowledge students demonstrating appropriate behavior.

## Breakfast Procedures

The cafeteria doors open at 8:05 A.M. Students may get in line to purchase breakfast items at this time. Students needing to use the restroom before school may use the restrooms adjacent to the cafeteria.

All students who choose to be in the cafeteria before school need to be seated at a table. (Students who are eating have first priority for seating at tables.) Otherwise, students should wait in the courtyard.

## School-Wide Classroom Expectations

We take great pride in demonstrating positive and productive behavior here at Mill Creek. In fact, we have written our expectations for classroom behavior around the acronym PRIDE. The expectations below are expected to be followed in classrooms and throughout the school.

### Common Classroom Expectations

**We promote and encourage success for all.**

## Bulldog

Students

Adults

### **P**articipate Positively

- I am on time and ready to participate.
- I am positive.
- I am prepared.
- I listen to learn.

- I am prepared and on time.
- I expect all students to do their best.
- I engage all students in learning.
- I acknowledge students doing the right thing.

### **R**espond Respectively

- I treat others and their property the way I want to be treated.
- I respect the academic environment.
- I follow reasonable requests.

- I will remember to be patient.
- I remain positive.
- I write passes for students leaving during class time.
- I limit "out of class" time for students.

### **I**ncrease Independence

- I take responsibility for my learning.
- I start fresh with every class.
- I seek help when needed.
- I have materials ready

- I start fresh with every class.
- I help students improve and thrive.
- I have materials ready.

### **D**emonstrate Responsibility

- I use materials and technology appropriately.
- I contribute to a safe school environment.
- I do not eat or drink during class time.

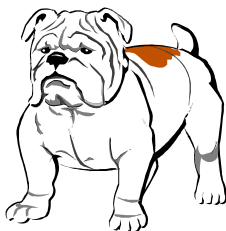
- I provide consistent feedback for students.
- I support the school rules.

### **E**mbrace Diversity

- I follow the school rules.
- I value the uniqueness in others.
- I include others.

I accept the uniqueness of others.

- I value individualism.
- I encourage teamwork when appropriate.



### School-Wide Classroom Interventions

Classroom teachers will use a variety of strategies to help students succeed in their classrooms. When a student does not meet expectations, the following steps will apply:

- Step 1: **Student Conference/ Warning.** My teacher will inform me of what I am doing that is not acceptable and what I need to do to meet expectations.
- Step 2: **In-Class Intervention.** My teacher may change my seat, provide me motivation, assign tasks, etc. to encourage me to change my behavior.
- Step 3: **Time Away.** I will be removed to another classroom to complete a Time Away Form. My parent/guardian may be notified.
- Step 4: **Infraction assigned.** My teacher may call home depending upon number of infraction points.
- Step 5: **Administrative Referral.** An administrator will meet with me to assign a consequence and/or remove me from class. My parent/guardian will be called by both teacher and an administrator.

At steps one through three, students have the opportunity to change their behavior and meet class expectations. If a student continues not to meet the expectations, he or she will be disciplined through the Step Program and/or school administration. If a student's misbehavior is so severe that it warrants immediate removal (such as blatant insubordination or fighting), a teacher may bypass steps 1 through 4 and have the student removed immediately. If this occurs, the teacher will contact the students' parents/guardians to discuss the issue and will submit a referral to the administration to issue discipline.

### Minor Violations

For the most part, Minor Violations will be handled by teachers and addressed through the Step System.

**The Step System** is designed to encourage and reward appropriate student behavior. The number of infraction points in the past two weeks/10 school days determines the step a student is on. Infraction points are assigned for inappropriate behaviors. The more infractions you have received, the greater the number of points, and the greater the discipline. The good news is that the points are removed after two weeks.

Infraction Points	Consequences (depending on number of points)
Step 1: 0-5 points	Warning stage; focus is on changing behavior before consequences.
Step 2: 6-20 points	1 Lunch Detention 2 Lunch Detentions After School Detention (3:05-4:00-one day)
Step 3: 21 or more points	After School Detention (3:05-4:00- 2-days) Friday School (3:00-4:30) In-School Suspension Out of School Suspension

- Students on Step 1 will be eligible for rewards and/or school privileges.
- Students with no infractions, or on Step one or two, are welcome to attend dances, assemblies, athletic events, etc.
- Students on Step 3 will not be allowed to attend dances, assemblies (exception may be made for educational assemblies), after school events, athletic events, etc.
- Students who are suspended (ISS or OSS) will automatically be placed on Step 3.
- Infractions remain active for two weeks/ten school days. After two weeks, infractions drop off and no longer count toward steps. Students have the opportunity to become infraction free and receive rewards.

### Examples of Minor Violations include, but are not limited to, the following:

Dangerous Behavior-minor severity	Disruptive behavior
Defiant Behavior	Dress code violation
Disrespect of school property or property of others	Failure to comply with staff request
Disrespectful behavior	Harassment

Inappropriate displays of affection  
Inappropriate dress  
Inappropriate language  
Inappropriate use of cell phones or cameras  
Misleading a school official  
Possession of laser pointers, mp3 players, etc.  
Selling items at school

Tardiness  
Teasing/taunting  
Technology Violations  
Truancy  
Unprepared for class  
Unsafe behavior

Consequences for minor violations will mostly be assigned through the Step System but may also result in discipline referrals to administration, depending upon the frequency and severity of the misbehavior.

### **Major Violations/Exceptional Misconduct**

Examples of Major Violations include, but are not limited to, the following:

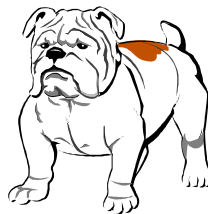
Arson  
Assault  
Bigotry  
Bomb threat  
Dangerous Behavior  
Disrespect of a staff member  
Defiance/Insubordination  
Fight Instigation/Fight promotion  
Harassment and Bullying—including cyber  
and phone harassment  
Intimidation  
Obscene behavior

Possession of tobacco, alcohol, or drugs  
and/or drug paraphernalia  
Possession/use of weapons  
Racism  
Serious electronic use violations  
Serious gang behavior  
Sexual harassment  
Tampering with fire alarm  
Threatening to cause harm  
Vandalism, theft, or damage of property  
Violent behavior

Major Violations will always be addressed by the administration. Consequences for major violations include the following: In-school suspension, Short-term out-of-school suspension (ten days or less), Long-term out-of-school suspension (more than ten days and up to 90 days), and Expulsion. Progressive discipline applies. This means, the more often a violation occurs, the greater the consequence assigned.

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Welcome to Mill Creek Bulldogs! We look forward to having you here. We want you to help us make Mill Creek the best doghouse in town.



## Kent School District Discipline Policies

All certificated teachers, school administrators, school bus drivers, and any other school employees designated by the board shall have the authority to discipline students for any disruptive or disorderly conduct while under his/her supervision on or off the campus. The sanctions will be the same whether the violation was on or off campus.

No form of discipline shall be administered in such a manner as to prevent a student from accomplishing specific academic grade, subject or graduation requirements or adversely affect a student's academic grade or credit in a subject or course because of tardiness or absences except to the extent that the student's attendance and/or participation is related to the instructional objective of the subject or course and such attendance and/or participation has been identified pursuant to school district policy as a basis for grading.

Detention may be given for up to 75 minutes after regular student dismissal time, but will not extend beyond bus departure time, unless prior arrangements have been made with the student's parents or guardians.

Emergency removal shall continue only until the danger or threat ceases or the principal imposes discipline, suspension, or expulsion. The principal shall meet with the student as soon as reasonably possible following the student's removal in order to initiate corrective action and not later than the commencement of the next school day.

Corporal punishment is not authorized, but district staff may use reasonable force when deemed necessary to restrain a student or prevent harm to others.

### DEFINITIONS

**Discipline:** All forms of corrective punishment other than suspension or expulsion. It shall include, but not be limited to, the removal of a student from a class or activity by a teacher or administrator.

**Emergency Removal:** Immediate removal of a student from class or activity because, in the opinion of the teacher or administrator, that student poses either an immediate and continuing danger to him/herself, other students, or school personnel, or poses a threat of substantial disruption to the educational process.

**Suspension:** The denial of the right of attendance at any single class or any full schedule of classes, or at any other activity conducted on or by the school district for a stated period of time.

**Short-Term Suspension:** A suspension for all or any portion of a calendar day up to and not exceeding ten (10) consecutive school days.

**Long-Term Suspension:** A suspension for more than ten (10) consecutive school days.

**Expulsion:** The denial of the right of attendance at any single class or any full schedule of classes, or at any other activity conducted on or by the school district for an indefinite period of time. Emergency Expulsion is immediate removal of the student from school for posing an immediate and/or continuing danger or disruption.

**Exceptional misconduct:** Is a violation of school district rules of student conduct which is so frequent in occurrence or so serious in nature and/or is so serious in terms of the disruptive effect upon the operation of the school(s) as to warrant an immediate resort to short- or long-term suspension.

### DISCIPLINE

**Short-term suspension:** No student in grades kindergarten through four (4) shall receive a short-term suspension for more than a total of ten (10) school days in any semester or trimester, and no loss of grades or credit shall occur because of the suspension. No student in grades five (5) and above shall receive short-term suspensions for more than a total of fifteen (15) school days in a single semester, or ten (10) days in any trimester. Any student so suspended may make up assignments and tests if they have a substantial effect upon his/her grades or if failure to make up the work would cause him/her to fail the course.

Prior to the suspension, a conference with the student shall be held in which an oral or written notice of the alleged misconduct and violations, the evidence in support of the charge, and the corrective action to be taken shall be provided. The student shall then be given the opportunity to present his/her explanation. If the suspension exceeds one (1) calendar day, the parent shall be notified of the reasons and the right to a conference to discuss the length of the suspension and to resolve any other grievance relative to the suspension.

***Grievance Procedure for Discipline and Short-Term Suspension:*** Any student, parent, or guardian who is aggrieved by the imposition of discipline and/or short-term suspension has the right to an informal conference with the principal and staff members involved for the purpose of resolving the grievance. If, after the conference, the student, parent, or guardian is still aggrieved, he/she may, upon two (2) school business days prior notice, present a written and/or oral grievance to the superintendent or his/her designee. If the grievance is not resolved, the student, parent, or guardian, upon two (2) school business days prior notice, shall have the right to present a written and/or oral grievance to the board at its next regular meeting. A closed meeting will be held for the purpose of considering the grievance. Notification of the decision shall be delivered, in writing, within ten (10) school business days following the meeting. The disciplinary action or short-term suspension shall continue throughout the grievance process unless the principal decides to postpone such action.

***Long-Term Suspension and Expulsion:*** No student in grades kindergarten through four (4) shall receive a long-term suspension and no loss of grades or credit shall occur because of the suspension. No student in grades five (5) and above shall receive a long-term suspension that causes him/her to lose academic grades or credit for in excess of one semester, or equivalent, during the same school year. No long-term suspension shall be imposed until written notice has been delivered by certified mail or in person to the student and parent. The notice shall specify the violation; notify the student of his/her rights to a hearing and indicate that a request for a hearing must be received by the school authority by the end of the third day after the suspension letter was received. If a reply is not received within this three (3) day period, the right to a hearing shall have been considered waived and the suspension may be imposed.

***Expulsion:*** No student shall be expelled unless other forms of corrective action or punishment have failed unless there is a good reason to believe that other methods would fail if employed. Carrying a firearm onto school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools shall result in expulsion. Notice procedure for expulsion shall be the same as for long-term suspension. See above.

***Emergency Expulsion:*** This sanction may be imposed if the expelling authority has good and sufficient reason to believe that the student poses an immediate and continuing danger to him/her self or others or is a threat of substantial disruption to the educational process. The expulsion shall continue until a hearing is held and a final determination reached or until the danger or disruption has been determined to no longer exist. Notice procedure for emergency expulsion shall be the same as for long-term suspension and expulsion with the following exceptions: The written notice must be delivered or post marked within 24 hours of the expulsion and attempts to telephone the parent or guardian shall be made as soon as reasonably possible; the student or parent shall have ten (10) school business days in which to submit a written request for a hearing.

***Hearing Procedure for Long-Term Suspension and Expulsion:*** Long-term suspension or expulsion hearings will begin within three (3) school business days after the school authority receives such a request and will be conducted by an officer appointed by the superintendent. Documentary and other physical evidence may be inspected by students, parents, and school authorities prior to the hearing. The students shall have the following rights at the hearing:

- The opportunity to be represented by counsel;
- The opportunity to express his or her explanation;
- The opportunity to present evidence and witnesses; *and*
- The opportunity to question witnesses appearing for the district.

***Appeal Procedures to Board of Directors:*** Notice that the student wishes to appeal the decision from the hearing shall be provided to the superintendent's office within three (3) days of receipt of the hearing decision. The board of directors shall schedule and hold an informal conference to review the matter within ten (10) school business days from the receipt of the appeal. The suspension or expulsion may be imposed during the appeal period subject to the following conditions and limitations:

- A long-term suspension or non-emergency expulsion may be imposed during the appeal period of no more than ten (10) consecutive school days or until the appeal is decided, whichever is the shortest period;
- An emergency expulsion may be continued during the appeal period so long as the student continues to pose an immediate and continuing danger to the student, other students, or school personnel, or an immediate and continuing threat of substantial disruption of the educational process of the student's school; and
- Any days that a student is temporarily suspended or expelled before the appeal is decided, shall be applied to the term of the student's suspension or expulsion and shall not limit or extend the term of the student's suspension or expulsion.

The board shall render a decision within ten (10) school business days or schedule a second meeting to hear further arguments and render its decision within fifteen (15) school business days, or schedule and hold a meeting within ten (10) school business days after the date of the informal conference to hear the case anew. Any further appeal shall be made to the Superior Court within thirty (30) days of the board's decision.

**Readmission:** Any student who has been suspended or expelled may apply for readmission at any time by written application to the superintendent. The letter shall include the reasons for readmission, evidence which supports the request, and a statement assuring that the problems will not reoccur. The superintendent shall reply in writing.

### **Students with Disabilities**

Decisions made regarding corrective action or sanctions upon students in the abovementioned groups will be made following special education programming and legal procedures. The superintendent or designee shall have the authority to discipline, suspend, or expel students. The superintendent or designee shall direct the identification of conditions under which a teacher may exclude a student from his or her class and shall also designate which staff have the authority to initiate or to impose discipline, suspensions, or expulsions.

KSD supports efforts to bring about a positive learning climate in the school. The district strives to employ staff who are skilled in the most effective instructional techniques and who are sensitive to the unique needs of students. The need for order in the school and classroom is basic to learning. Rules are established to preserve the integrity of classroom and school in order to accomplish this need. Students who are in violation of school rules deprive themselves of the opportunity to learn and interfere with the progress of others. All students shall submit to the rules of the district. Refusal to comply with written rules and regulations established for governing the school shall constitute sufficient cause for discipline, suspension or expulsion. Corrective action and/or punishment for misconduct must reflect good faith effort on the part of the staff. For the purposes of the district's policies relating to correcting action or punishment:

- "Expulsion" is the exclusion from school or individual classes for an indefinite period.
- "Suspension" is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.
- Short-term suspension is for a period of ten (10) consecutive school days or less.
- Long-term suspension exceeds ten (10) consecutive school days.
- "Discipline" constitutes all forms of corrective action or sanction, including brief exclusions from a class for not more than the remainder of the class period, including exclusion from any other type of activity conducted by or for the district. Discipline will not adversely affect specific academic grade, subject or graduation requirements, so long as all required work is performed.

Discipline procedures for students with disabilities are consistent with the Individual with Disabilities Education Act (IDEA). These procedures apply when:

- The student has an Individualized Education Program (IEP).
- The student has been referred to special education (the referral is in process but eligibility has not yet been determined).
- The school has knowledge that the student has a disability before the behavior that precipitated the discipline action occurred.

Knowledge of the disability is defined as:

- Parent has expressed a concern in writing that the student is in need of special education and related services;
- The student's behavior or performance demonstrates a need for services;
- The parent has requested an evaluation of the student;
- The teacher, other school staff or an outside agency has expressed concern about the performance or behavior of the student to the director of special education or other school personnel.

**GUIDELINES FOR  
SCHOOL SANCTIONS**

Each offense listed below is considered a "zero tolerance" offense. Action will be taken for every offense as indicated in the range of sanctions listed below. Zero tolerance means that the action is not tolerated in any measure or amount.

WAC 392-400 stipulates the following restrictions for suspensions:

Kindergarten through grade four - No student in grades kindergarten through four shall be subject to short-term suspensions for more than a total of ten school days during any single semester or trimester as the case may be, and no loss of academic grades or credit shall be imposed by reason of the suspension of such a student.

Grades five and above program - No student in grade five and above program shall be subjected to short-term suspension for more than a total of fifteen school days during any single semester or ten school days during any single trimester, as the case may be.

<p>In all cases where sanctions are imposed, it is recommended that parents be contacted prior to the sanction. When there is an immediate and continuing threat to the student or school staff, or an immediate and continuing threat of substantial disruption of the educational process, emergency removal or emergency expulsion may be appropriate.</p>	<p>School Discipline that includes but is not limited to, School Service or Detention.</p>	<p>Short-Term Suspension 1-10 School Days</p>	<p>Long-Term Suspension 11-20 School Days</p>	<p>Long-Term Suspension 21 or More School Days</p>	<p>Emergency Expulsion</p>	<p>Expulsion</p>
<p><u>ARSON:</u></p> <p>Intentionally or recklessly setting a fire. There are considerations:</p> <ol style="list-style-type: none"> <li>1. Extent of fire</li> <li>2. Intent</li> <li>3. Amount of damage</li> <li>4. Potential harm</li> </ol> <p>Does not require a conviction.</p>					<p style="text-align: center;">**</p>	<p style="text-align: center;">**</p>
<p><u>ASSAULT:</u></p> <p>Physical and verbal threats or violence directed toward a person.</p> <p>Actual or attempted hitting, beating or other wrongful physical contact inflicted on another. Length of suspension will depend on the severity, circumstances, and degree of abuse of the assault.</p> <p>Does not require a conviction.</p>					<p style="text-align: center;">**</p>	<p style="text-align: center;">**</p>

<p><u>BULLYING, INTIMIDATION, OR EXTORTION:</u></p> <p>Intentional threatening or hurtful verbal or physical act that violates Policy 3207. In addition, the removal of property from another through threats, force, or violence is prohibited.</p>					**
<p><u>CRIMINAL ACTS AS DEFINED BY LAW NOT OTHERWISE LISTED:</u></p> <p>Refer to Criminal Code, R.C.W., Washington Administrative Code</p> <p>Does not require a conviction.</p>					
<p><u>DEFACING, MISUSE OR DESTRUCTION OF PROPERTY:</u></p> <p>Defined legally as malicious mischief; intentional damage to school district property or to property of others, including, but not limited to, school district employees, visitors or students.</p> <p>Restitution will usually be recommended.</p>					**
<p><u>DEFIANCE OF SCHOOL AUTHORITY:</u></p> <p>Refusal to obey reasonable directions or requests of any staff member, including volunteers working for the school.</p>					**
<p><u>DISRUPTIVE BEHAVIOR OR OBSCENE, PROFANE LANGUAGE, GESTURES OR MATERIALS:</u></p> <p>Includes but is not limited to obscene, profane language, gestures or materials; tantrum-like behavior.</p>					**
<p><u>DISRUPTIVE DRESS:</u> (See Policy 3224, Student Dress)</p> <p><b>Refusal to correct - Refer to:</b>  Defiance of Authority, or  Disruptive Behavior, or  Repeated Violation.</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Send home for correction of dress or change attire at school </div>				

<p><u>FIGHTING OR FIGHTING INVOLVEMENT:</u></p> <p>Includes fighting or fighting involvement - instigating, promoting, escalating, failure to disperse, and failure to report a fight that the student is aware of.</p>					**
<p><u>GANG RELATED BEHAVIOR:</u></p> <p>Includes solicitation or recruitment of members, intimidation or advocacy of discrimination. The use of gestures, language, or codes/symbols commonly associated with gang culture, violence or promotion of violence.</p> <p>Includes the presence of any gang affiliated apparel (e.g. shoelaces, bandanas, belts) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicating or implying membership or affiliation with such groups. Any written display of gang affiliation (e.g. graffiti) on personal belongings including clothing, school assignments, notebooks, body, etc.</p> <p><b><u>Elementary:</u></b></p> <p>Short-term to long-term</p> <p><b><u>Secondary First Offense:</u></b></p> <p>Minimum: long term suspension up to one semester Maximum: expulsion</p> <p><b><u>Secondary Second Offense:</u></b></p> <p>Expulsion</p>					
<p><u>HARASSMENT/DISCRIMINATION/BULLYING:</u></p> <p>Unsolicited or unwelcome conduct, either verbal or physical, that can be of a sexual, religious, racial or ethnic nature, or based on disability. Threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.</p>					**

<p style="text-align: center;">ELEMENTARY SCHOOL</p> <p style="text-align: center;">(Grades K-6)</p> <p><u>POSSESSION/USE/SALE/and DISTRIBUTION:</u></p> <p>Possession and/or use of illegal chemical substances, including alcoholic beverages, possession of drug paraphernalia, possession of any medications/stimulants/depressants or mood altering compounds</p> <p>Possession on school premises or at school-sponsored functions of paraphernalia intended for storage, use, or distribution of such alcoholic beverages, drugs, controlled substances, medications, or narcotics.</p> <p>Attendance at school or school-sponsored event following off-campus consumption of alcohol or controlled substance.</p>						
				<b>Elementary</b>	**	**

MIDDLE SCHOOL

(Grades 7-8)

POSSESSION/USE/SALE/and DISTRIBUTION:

**Possession and/or use:**

Possession and/or use of illegal chemical substances, including alcoholic beverages, possession of drug paraphernalia, possession of any medications/stimulants/depressants or mood altering compounds

Possession on school premises or at school-sponsored functions of paraphernalia intended for storage, use, or distribution of such alcoholic beverages, drugs, controlled substances, medications, or narcotics.

Attendance at school or school-sponsored event following off-campus consumption of alcohol or controlled substance.

**Sale and/or distribution:**

Sale and/or distribution of or possession with intent to sell/distribute illegal chemical substances, including alcoholic beverages, drug paraphernalia, medications/stimulants/depressants or mood altering compounds:

**First Offense:**

Discipline for possession and/or use – long-term suspension not to exceed 30 days. Discipline for sale and/or distribution – long-term suspension not to exceed 90 days. An administrator may draw up a contract with a student, and a maximum of 50% of the suspension may be held in abeyance when the student successfully completes the contract. Expulsion may be appropriate in some cases of sale and/or distribution of illegal chemical substances.

**Second Offense:**

Long-term suspension or expulsion

Middle School

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Middle School

<p style="text-align: center;">HIGH SCHOOL</p> <p style="text-align: center;">(Grades 9-12)</p> <p><u>POSSESSION/USE/SALE/and DISTRIBUTION:</u></p> <p><b>Possession and/or use:</b></p> <p>Possession and/or use of illegal chemical substances, including alcoholic beverages, possession of drug paraphernalia, possession of any medications/stimulants/depressants or mood altering compounds</p> <p>Possession on school premises or at school-sponsored functions of paraphernalia intended for storage, use, or distribution of such alcoholic beverages, drugs, controlled substances, medications, or narcotics.</p> <p>Attendance at school or school-sponsored event following off-campus consumption of alcohol or controlled substance.</p> <p><b>Sale and/or distribution:</b></p> <p>Sale and/or distribution of or possession with intent to sell/distribute illegal chemical substances, including alcoholic beverages, drug paraphernalia, medications/stimulants/depressants or mood altering compounds:</p> <p><b><u>First Offense:</u></b></p> <p>Discipline for possession and/or use – long-term suspension not to exceed 40 days. Discipline for sale and/or distribution – long-term suspension not to exceed 90 days. An administrator may draw up a contract with a student, and a maximum of 50% of the suspension may be held in abeyance when the student successfully completes the contract. Expulsion may be appropriate in some cases of sale and/or distribution of illegal chemical substances.</p> <p><b><u>Second Offense:</u></b></p> <p>Long-term suspension or expulsion</p>					
<p><u>TARDINESS:</u></p> <p>Schedule a conference or conferences with the custodial parent or guardian and student, at a time reasonably convenient for all, for the purpose of analyzing the causes of the student’s tardiness. Take steps to eliminate the tardies, including adjusting the student's school program, or school/course assignment.</p>					

**High School**

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**High School**

**Secondary**

<p><u>THEFT/STEALING:</u></p> <p>Possession of another person's or district property, regardless of value, without the person's permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required.</p>					**
<p><u>TOBACCO/NICOTINE CONTAINING PRODUCTS - USE OR POSSESSION:</u></p> <p>Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions.</p> <p><b>First Offense:</b> (Secondary) Complete Tobacco Intervention Packet and attend Saturday School. [Refusal or failure to attend Saturday School and/or complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may be suspended for one (1) to three (3) days.]</p> <p><b>Second Offense:</b> (Secondary) Three (3) to five (5) day short-term suspension.</p> <p><b>Third Offense:</b> (Secondary) Six (6) to ten (10) day short-term suspension with days held in abeyance for community service.</p> <p><b>Fourth Offense:</b> (Secondary) Eleven (11) to twenty (20) day long-term suspension with days held in abeyance for community service.</p>	Elementary				
	Secondary				
	Sec.				
	Sec.				
<p><u>TRUANCY:</u></p> <p>(See Policy and Procedures 3122)</p>	Follow attendance Procedures 3122 outlined for BECCA students				
<p><u>WEAPONS:</u></p> <ol style="list-style-type: none"> <li>Possession of a weapon, or simulated weapon (other than firearm), e.g., clubs, firecrackers, explosives, razor blades, box cutters, etc.</li> <li>Possession of a knife.</li> <li>An object, which is used to intimidate or to injure another person.</li> <li>Possession of a firearm.*</li> </ol>	Elementary				**
	Secondary				
	Secondary				
	Secondary				
	All Students				

In addition to school sanctions, the following actions are very often appropriately imposed:

**Restitution:** Examples - Arson, Destruction of Property, Extortion, etc.

**School Agency Referral:** Examples - Chronic Truancy, Vandalism, etc.

**Nonschool Agency Referral:** Examples - Larceny, Assault, Drugs

**Mediation/Conflict Resolution:** Examples - Fighting, Physical or Verbal Harassment, Defiance of Authority

**Academic Interventions:** Examples - Contract School

\* Any Kent School District student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school *for not less than one year (12 months) under RCW 28A.600.420*, with notification to parents and law enforcement. The superintendent of the Kent School District may modify the expulsion of a student on a case-by-case basis under *RCW 28A.600.010*.

The school district may also suspend or expel a student for up to one year if the student acts with malice as defined under *RCW 9A.04.110* and displays a device that appears to be a firearm.

\*\* Expulsion may result based upon the administrator's judgment of the seriousness of the act or circumstances surrounding the act, and/or the previous record of the student.

## Student Handbook Review

Student Name (please print) \_\_\_\_\_

First Period Teacher \_\_\_\_\_

Fourth Period Teacher \_\_\_\_\_

Student Name (please print) \_\_\_\_\_ Grade \_\_\_\_\_

I have received the Mill Creek Middle School Handbook. My signature below indicates that I agree to read the handbook and be responsible for the contents. I also agree to take the handbook for my parent/guardian to read. I will return the form attached above with my parent/guardian signature to my fourth period teacher by **Wednesday, September 14th, 2011.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Parent/Guardian – Student Handbook Review

The purpose of the Student Handbook is to communicate district and school expectations to students and parents. It also serves as an informative resource for students and parents to learn about programs and policies at Mill Creek Middle School. Please take time to read through all of the information and discuss the contents. If you have questions or concerns, please include those below.

I have read and understand the contents of the student handbook. I understand that my student will be held accountable for the information contained in this handbook. Please sign and have your student return this form to their fourth period teacher by **Wednesday, September 14th,, 2011.**

Parent/Guardian Name (Please Print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please feel free to record any comments or suggestions regarding the Student Handbook.

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