

**Miller Creek  
Middle School  
Student Handbook**

**2011/2012**

**Miller Creek Middle School**  
*A California Distinguished School*

2255 Las Gallinas Avenue  
San Rafael, California 94903  
Tel: (415) 492-3760 Fax: (415) 492-3765

Visit us on-line at [www.millercreekmiddleschool.org](http://www.millercreekmiddleschool.org)

**Dr. Thomas Lohwasser, Superintendent, Dixie School District**

**Mrs. Patty Flynn Elliot, Principal**  
**Ms. Sue Akeson, Assistant Principal**  
**Ms. Diane McGuinness, School Secretary**  
**Ms. Jamie Clark, Attendance Secretary**

Dear Parent(s) and Student,

Welcome (or Welcome Back) to Miller Creek Middle School!

Miller Creek Middle School is a community of lifelong learners. We look forward to working with energetic, eager students and staff, as well as involved, supportive families. Together, we will embrace a healthy lifestyle, demonstrate compassion and empathy for others, and act with integrity and honesty. Our caring and highly qualified teachers are committed to providing students with creative and challenging educational opportunities.

As a Miller Creek Middle School student, you are expected to behave in a safe, responsible, and respectful manner. Our school guidelines are explained in this student planner, and we ask that you carefully review them. All Miller Creek students and teachers have the right to learn, work, and play in an environment that promotes caring, respect, and support.

Our code of conduct is based upon three key expectations for all members of our community: Be Safe, Be Responsible, Be Respectful. We do not accept stereotyping, prejudice, or name-calling in any form. We are a community that celebrates diversity.

We challenge you to set high academic goals, create new friendships, and work to make a positive difference in your community. We encourage you to participate in school activities, clubs, sports, theater arts, music and student council. There are so many opportunities to become an active contributor to our school community.

This planner is a valuable resource for you. It can answer many questions and, if used correctly, can help you stay organized at school. In addition, we encourage you to go online and sign-up for e-mail communication at [www.millercreekmiddleschool.org](http://www.millercreekmiddleschool.org)

Looking forward to a wonderful year together! Go Panthers!

Sincerely,

Mrs. Patty Flynn Elliot  
Principal

Ms. Sue Akeson  
Assistant Principal

# STUDENT ACTIVITIES AND AWARDS PROCEDURES AND STUDENT CONDUCT

## RECOGNITION PROGRAMS

All students are eligible to earn **Panther Paws (6<sup>th</sup> grade) or Caught in the Act (7<sup>th</sup>/8<sup>th</sup> grade)** cards for various types of positive behavior. A drawing is held each month for prizes. These cards are awarded for practicing random acts of kindness and responsibility.

In addition, each teacher selects a **Student of the Month**. Teachers select students based on attitude, effort, and connection to our character education program

Class competitions are conducted through homerooms. **Homeroom banners** are awarded each month to the class at each grade level earning the highest number of points. Points are earned in many ways, such as spirit day competitions, campus beautification (PUG), class trivia questions, intramurals, or having no one with an overdue library book.

## CLUBS AND ACTIVITIES

You are encouraged to participate in a variety of club offerings, such as: Drama, Yearbook, Jazz Combo, Cooking, Honor Society, and Strategic Games (just to name a few). Service opportunities are provided through programs such as 8<sup>th</sup> Grade WEB Leaders, Cross Age Tutors, Student Council, and Youth Empowered Services (YES). Notices of club meetings are in the daily bulletin.

You also have the opportunity to participate in other short-term activities such as track meets, Mathletes, geography and spelling bees, intramurals, and science fairs.

## STUDENT GOVERNMENT

Miller Creek students are represented by a student government organization. A faculty advisor and school administrators work closely with student government, providing guidance and advice. Student activities such as spirit days, lunchtime activities, and community volunteerism will be developed throughout the school year. The Student Council sponsors skating parties, school-wide events, and dances. Each homeroom elects a representative to Student Council. All Student Council members must maintain satisfactory academic and citizenship grades.

## REPORT CARDS

Report cards are given three times a year. Grades indicate academic achievement, class work, self-discipline, study habits, and effort. Progress reports are made at six-week intervals between report cards, or whenever necessary. Students earn an academic grade (A-F) and a citizenship grade (Satisfactory, Needs Improvement, Unacceptable).

## HONOR ROLL

You will earn Honor Roll status with a trimester grade point average as follows:

**Gold Honor Roll 3.8 - 4.0      Blue Honor Roll 3.5 - 3.7**

Report cards with "D" or "F" grades or that have two "U's" in citizenship invalidate you for honor roll regardless of grade point average. Students who are on the honor roll every grading period of middle school receive special awards at graduation.

## PROMOTION/GRADUATION REQUIREMENTS

All students must earn a 1.71 cumulative grade point average (GPA) or better. If an eighth grade student meets all the academic and citizenship requirements, he or she may participate in the formal ceremony and receive a diploma. If an eighth grade student meets the citizenship requirements, he or she may attend the graduation dance and picnic.

Students who are not meeting promotion requirements may be required to participate in additional Language Arts Core or Math sessions in lieu of an elective choice. Participation in a district coordinated summer school may also be required. Students who do not meet the above listed promotion requirements may be recommended for retention.

## HOMEWORK GUIDELINES

Homework is defined as work scheduled for completion outside normal class time. Such work shall be appropriate to grade level, subject matter, and instructional objective(s).

**Purpose:** Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Specifically, the purpose and benefits of homework can include:

1. Extend or make more meaningful concepts introduced at school.
2. Engage students in purposeful practice relevant to their learning.
3. Develop effective student habits.
4. Develop independent learning skills.

### **Responsibilities of Students:**

- Write down assignments in the Miller Creek Middle School Student Planner daily.
- Be sure all assignments are clear, don't be afraid to ask questions if necessary.
- Set aside a regular time for studying in a quiet, well-lit study area.
- Work on homework independently, so that it demonstrates your best efforts. When necessary, ask for appropriate homework help.
- Produce quality work.
- Make sure assignments are done according to the given instructions, and completed on time.
- Be sure to get work missed due to illness or absence in a timely manner.

**Responsibilities of Teachers:**

- Ensure homework will be relevant, challenging, and meaningful to reinforce classroom learning. Give clear instructions and make sure students understand the purpose.
- Provide parents with written guidelines of the homework requirements including the relationship these guidelines have to the student learner and reporting grades.
- Work to coordinate homework with grade level colleagues. Homework load, grade weight, and timing within the work week should be considered.
- If a pattern of late or incomplete homework develops, involve parents and contact them in a timely manner.
- Check, review and provide timely feedback for homework.
- Ensuring that all students have the opportunity to complete quality homework.
- Homework will not be assigned over weekends or holidays. Advanced courses like Geometry and/or long-term projects may be an occasional exception to this practice.

**Responsibilities of Administration:**

- Implement district policy
- Supporting professional dialogue
- Promoting teacher collaboration
- Monitoring homework quality and quantity
- Facilitating interventions and academic support programs

**Responsibilities of Parents:**

- Set a regular, uninterrupted study time each day in a quiet, well-lit study area.
- Monitor student's organization and daily list of assignments in their planner.
- Help students to focus on the learning, not to just get the work done.
- Be supportive when your child gets frustrated with difficult assignments.
- Contact teacher to stay well informed about the student's learning progress.
- Monitor and/or check completed work. Use the planner, website, progress reports, and report cards.

**Time**

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers, counselor, or school administrator. Students are encouraged to pursue non-assigned, independent, leisure reading.

### OPPORTUNITY TIME

Opportunity Time occurs on Tuesdays and Thursdays immediately following 5<sup>th</sup> period for 30 minutes. All students will have the opportunity to receive homework support, read for pleasure, make up tests, attend targeted intervention sessions, work in the tech/computer labs, or participate in additional physical activity.

### ATHLETIC ELIGIBILITY POLICY

Eligibility will be determined once for each sport, with the most recent report card being used for this purpose. A coach may suspend a player if that player becomes ineligible during the season. Students are deemed ineligible if they have less than a 2.0 GPA, and/or an "F", 2 "N's", or 1 "U".

### 8<sup>TH</sup> GRADE ENRICHMENT TRIPS ELIGIBILITY

Miller Creek teachers offer several enrichment trips to the 8<sup>th</sup> grade class. These trips are an excellent opportunity for experiencing new learning, enrichment, personal growth, and independence. Citizenship is important. In order to be eligible for an 8<sup>th</sup> grade trip there can be no pattern of unsatisfactory behavior from sixth through eighth grade, as noted by teachers or administration. **Each trip has specific requirements with regard to GPA and behavior expectations.** Trips in the past have included Washington DC, Costa Rica, Ashland Shakespeare Festival, and wilderness area backpacking.

### ELIGIBILITY FOR SPECIAL ACTIVITIES

Student Council, Honor Society, Cross-Age Tutor, and Peer Tutor eligibility is stringent. Students in these positions recognize that they are leaders and role models. Therefore any of the following grades (on progress report or trimester report cards) will result in a student being removed from these activities:

- Grade of C- or lower in any class
- "U" in any class
- "N" that has not improved in any class by the next grading period
- LOP assignment

### CLASS PREPARATION AND MATERIALS

It is your responsibility to be thoroughly prepared for class. This includes having your homework completed, bringing required materials, and arriving on time. This responsibility will be reflected in your citizenship grade and may result in disciplinary action.

### TEXTBOOKS

Students are responsible for all books issued. Please write your full name in ink in the space provided in the front of each book. Books should be covered when issued and kept covered during the entire year. All fines for lost and damaged books (such as torn pages, ink spots, or writing) must be paid by the student. The amount will be determined by the teacher and/or librarian who will consider the

original condition of the book. Any items loaned to a student (library books, texts, equipment) are school property. The student who is responsible must pay for any damaged or lost items. A hold will be placed on report cards and yearbooks until debts are cleared.

### **BOOK LOCKERS**

Each student must provide a padlock for his/her assigned book locker. Combination padlocks are suggested. Purchase a durable padlock since inexpensive padlocks tend to break down after prolonged use. Please keep your padlock combinations to yourself, as sharing lockers with friends or giving locker combinations to others causes loss of padlocks and hard feelings. **Do not change lockers without permission! Use your locker, and please do not carry backpacks around within your school day. Carrying backpacks of excessive weight is not healthy!** Lockers are the property of the School District and are loaned to students each year. Be aware of the following regarding lockers:

1. School officials may periodically inspect student lockers without prior notification. The locker combination or spare key must be kept in the office.
2. The outside surface of lockers should not be personalized (written on, stickers, defaced, etc.).
3. The inside of lockers is to be kept neat at all times, which also helps prevent locker door jams.
4. Please do not store valuables or money in lockers. Students bringing valuables (money, jewelry, camera) to school should ask the school secretary to hold the item(s) in safe keeping for the day.
5. Any student whose locker has been vandalized should promptly report it to the office.

### **STUDENT TRANSPORTATION TO AND FROM SCHOOL**

Miller Creek students are encouraged to walk, bike, skate or take the school bus to school to minimize automobile use and traffic congestion. Students are expected to follow school rules as they go to and from school.

Students should use wise safety practices while riding to and from school. **Helmets are required for all riders.** Skaters need to wear helmets. Upon entering the school campus, every rider must get off their bike, board, or scooter; skates and rollerblades must be removed. **No riding or skating by any means through the campus is allowed at anytime.** (Outside school hours, the sheriff may be called.) Once bike riders are on the school grounds, bikes should be taken directly to the bike rack enclosures and locked. All bike riders should use the bike path and refrain from riding in the parking lot. Boards and scooters must also be left in the bike enclosure.

While all precautions are taken, the safety of bikes, scooters, skates or skateboards brought to school is the responsibility of the owner. The Dixie School District is not responsible for damage or theft.

### **SCHOOL BUS**

Student riders are under the supervision of the bus driver and will be expected to follow the safety rules of conduct issued by the bus driver. All school rules apply during bus rides. Common sense rules are as follows:

1. Students must remain in original seat throughout the entire trip.
2. Food and beverages are not allowed on the bus.
3. Shouting, or other boisterous behavior, will not be permitted.
4. Students must not distract the bus driver in any way.

Students who refuse to follow these and other rules issued by the bus driver will lose their riding privileges. If a citation is issued, consequences are outlined in the conduct code, rule 1 of this handbook. (The District mails home a separate discipline policy for bus riding.) Bus passes may only be purchased at the District Office. (Call 492-3700 for further details.) Single tickets may be purchased at the school office before school, break, or during lunch time only.

**References:** Miller Creek Middle School Student Handbook and Dixie District Transportation Guidelines for bus riders

### **ABSENCES/INDEPENDENT STUDY**

#### **24- hour Attendance line( 492-3775)**

You are to call this number anytime your child is **out of school, late arrival, or being picked up early**. If your child is absent from school all day and **you do not call the school**, it is considered an **Unexcused absence/truancy**. We discourage missing school for any reason except illness. Please plan family vacations and appointments during non-school time. School work cannot always be made up and absences are often reflected in a student's grade. It is a student's responsibility to gather and complete all missed work in a timely manner. If a student is out sick, he or she should be checking the School/Teacher website daily for their homework and checking with classmates. If the student is out for 3 or more days and has checked their teacher's websites and needs assistance with work, you may email the teacher directly.

If you plan to miss 5-10 days of school, mandatory advance notice of two weeks must be given to the school Attendance Secretary to get an Independent Work Study. Without an independent work study, these absences are considered unexcused/truancies. With an independent study, teachers will prepare work packets to help your student stay as current as possible in his/her studies. This work is not given until your student leaves on their trip and not before, and the work is then due the day you return to school.

### PUNCTUALITY/TARDIES

Punctuality is reflected in your citizenship grade each grading period. The definition of "tardy" is a student who is not in his/her seat when the bell rings. Within one week of school starting students will know where classes are located. By the second week of school everyone will be held accountable for punctuality. After 3 tardies to a class a citizenship grade is affected negatively. Excessive excused tardies *may* also affect citizenship and academic grades. A warning bell will ring five minutes before the beginning of the first class each day. The passing period between classes is four minutes. **An excused tardy to school is given when a student arrives late due to a doctor/dentist appointment or illness. Any other excuse will result in an unexcused tardy. If a student is over ten minutes late (unexcused), a note or phone call is required.**

**Three unexcused tardies are permitted during the entire school year. On the fourth unexcused tardy, a student is assigned a detention. Each additional unexcused tardy will result in a detention. If you are late to class because of your last class, you must get a pass from that teacher.**

### LEAVING SCHOOL

**MILLER CREEK IS A CLOSED CAMPUS. STUDENTS MUST REMAIN ON SCHOOL GROUNDS THROUGHOUT THE DAY.**

If it is necessary for a student to be excused from school, the following procedures are to be used:

1. Parent or guardian calls the attendance line (492-3775) before 9:00 a.m. to request early dismissal.
2. Parent or guardian sends a note to the school office requesting early dismissal of student. This note is to be turned in to the school secretary prior to the beginning of school.
3. At the designated time student signs out in the office and is released to parent or guardian.

Students must not arrive on campus more than twenty minutes before first period. PLEASE DO NOT LOITER ON THE CAMPUS AFTER SCHOOL IS DISMISSED. Prompt pick-up is appreciated.

### LUNCH

All food must be eaten in the lunch pavilion area. There are yellow lines that are the boundaries for lunch. All students must be in this area during the first fifteen minutes of lunch, and students are expected to recycle and clean up their lunch trash. When the fifteen-minute bell rings, students may visit or play with friends, compete in intramurals, or continue to eat lunch. In addition, balls may be checked out, the library is open, and various clubs meet during lunch. The Miller Creek Café is open daily for brunch snack and serves our on-line, Green Certified,

Children's Choice lunch. Miller Creek is a closed campus, so students need to remain in designated areas only. Areas of campus off-limits include the walks around the buildings, parking lot, track, creek, and bridge areas.

### **MILLER CREEK LIBRARY**

The library is open daily from 7:40 a.m. to 3:10 p.m., except on Wednesdays when the library closes at 2:00 pm. Most books and paperbacks are loaned for a three-week period. Reference books may be checked out overnight. Please use your ID as a library card when checking out books. The library is currently maintaining a web page that offers links to online resources for students, parents, and teachers.

**Cell phone use is not allowed at any time inside the library.**

#### **Library Etiquette:**

1. Come to the library with a work project in mind.
2. Use your quiet voice.
3. Return materials to their proper place or to the circulation desk.
4. Handle materials/computers carefully.
5. Sign up to use a computer and adhere to the **Miller Creek Internet Acceptable-Use Policy** when using the computers.
6. Absolutely no food or drink in the library (including water).
7. Do not sit on tables.
8. Two overdue notices will result in your being placed on LOP.
9. Students must have a Library Lunch Pass from their homeroom teacher if they want to work in the library at lunch.

### **LOST AND FOUND**

All found items should be brought to the office and will later be transferred to a lost and found closet. Students should check for lost items in the office or check with our custodian. Items not claimed at the end of each trimester are donated to local charities.

### **VISITORS**

Miller Creek does not allow any student visitors on campus or at any school dances. Adult visitors should check-in with the school office and obtain a Visitors Pass.

Various groups of students sponsor evening performances during the school year. The public is welcome; however, all students must be accompanied by an adult. Students should enter the event and remain with the adult during the performance. Small children should not be left unattended during performances. No tobacco products may be used by anyone, at any time, on the school grounds.

### MEDICATIONS

All medications, including prescription and over the counter medication administered to students by school personnel or by students themselves require completion of a district form showing the student's name, medication name, dosage, and frequency of administration and for duration of treatment. The parent/guardian and physician must sign this form. (District Policy 5141.2) Medications must be kept in the school office.

### COUNSELING AND GUIDANCE SERVICES

The Miller Creek staff has made a clear commitment to the guidance program and fully supports counseling (both group and individual) in the school setting.

Miller Creek counselors provide daily counseling services and act as the referring person to other agencies. Community providers and professional counselors from the following agencies may also be available: Marin County Office of Education, New Perspectives, Community Mental Health, San Rafael Police Dept., and the Marin County Sheriffs Office. You may request an appointment from the counselor through the office, a teacher, or directly by dropping in and completing a counseling request form.

### PHYSICAL EDUCATION PROCEDURE

All students are required to participate in physical education classes. Gym uniforms and gym shoes are required since students are **required to dress for PE every day** (sixth graders are on a two week PE rotation schedule).

Students who have a physical disability covered by a doctor's note stating either modified or no P.E. will be provided with an alternative class or activity. Students who have returned from an extended illness and are still recovering may be excused for a maximum of three days by written request from the parent. All excuse notes should be given directly to the physical education teacher.

### GYM LOCKERS

Students are issued a combination lock and a locker for use during physical education period. These lockers provide safety for clothes and valuables. **Students are responsible for returning their P.E. lock or must pay a replacement fee at the end of the school year. Students should keep all valuables locked up while in class.**

## STUDENT CONDUCT/CITIZENSHIP

•**Be Safe**

•**Be Responsible**

•**Be Respectful**

Behavior is an essential part of a student's education. The atmosphere in the classroom can be altered by the way a student enters, behaves during class, and leaves the class. We expect that students will be safe, responsible, and respectful at all times.

The Miller Creek faculty believes that activities outside the classroom are privileges to be earned by displaying positive behavior. Clear and consistent rules help create a safe and fair environment for students experiencing the many physical and emotional changes of adolescence. All staff members work to support, model, and reinforce the rules listed below. Parent support of school rules is essential to their effectiveness.

### CITIZENSHIP ELIGIBILITY

Citizenship grades are reported on progress reports and report cards every six weeks. Grades are **S** for satisfactory, **N** for needs improvement, or **U** for unacceptable. At the end of a reporting period, a student who earns

**U, U** (Two U's)

**N, N, N, N** (Four or more N's)

**N, N, U** (Two or more N's and one U)

will not be eligible for activities during the following six-week grading period (LOP). Those activities include dances, field trips, picnics, attendance or participation in extra curricular school events (unless required by a class), participation in intramural or homeroom activities, and assemblies.

### Repeated LOP Violations and Eligibility For Year-End Activities

If a student is on LOP during the last six weeks of the year, he/she **may** face the loss of participation in the end-of-year activities. If any student earns citizenship and/or disciplinary LOP three times during the school year, all year-end activities may be lost. For eighth graders this includes losing the end of year picnic, graduation dance as well as the graduation ceremony.

If a sixth or seventh grade student earns LOP on the June report card, he/she will be on a three week probation LOP at the opening of the following school year. If he/she receives satisfactory citizenship grades from teachers at the end of the three weeks, he/she will be removed from the LOP list. If the grades are not all S, the student will be placed on LOP for the remainder of the first trimester. The probationary LOP will not count in calculating the three LOP's per year limit for year-end activities.

Student Council, Honor Society, and Cross-Age Tutor eligibility is more stringent. Students in these positions recognize that they are leaders and role models. Therefore any of the following will result in a student being removed from these activities:

1. Grade of C- or lower in any class
2. "U" in any class
3. "N" in any class that has not improved in next grading period
4. LOP assignment

## CONSEQUENCES FOR BREAKING RULES OF CONDUCT

(Infractions are cumulative throughout the school year)

\* = Police notified if warranted/required

All suspensions include at least one month of LOP and possible noon detentions.

**In all situations, the administration reserves the right to exercise discretion in assigning consequences in light of exceptional extenuating circumstances.**

<b>Infractions:</b>	<b><u>BE SAFE</u></b>		
	<b>1st offense</b>	<b>2nd offense</b>	<b>3rd offense</b>
<b>*Causing serious injury</b>	expulsion		
<b>*Weapons or Prototypes</b>	expulsion		
<b>*Fighting/threats</b>	1-3 day susp.	3-day susp.	5 day susp.
<b>*Harassment/ bullying</b> (See District Policy 5130)	1-3 day susp.	3-day susp.	5 day susp.
<b>*Assault/battery (Words/Deeds)</b>	1-3 day susp.	3-5-day susp.	expulsion
<b>*Alcohol/drugs</b>	5 days susp.	expulsion	
	(One ounce or more of marijuana = expulsion)		
<b>Tobacco/smoking</b>	1-day susp.	3-day susp.	5-day susp.
<b>Being in creek area or other off-limits</b>	1 day susp.	3 day susp.	5 day susp.
<b>Bus Citation</b>	3 day riding loss 1 detention	10 day riding loss 2 detentions	1 mo. riding loss 3-5 detentions 1 month LOP

(See Transportation Handbook. Serious safety violation(s) or 4th citation may result in permanent loss of riding privilege.)

**BE RESPONSIBLE**

<b>Infractions:</b>	<b>1st offense</b>	<b>2nd offense</b>	<b>3rd offense</b>
<b>Detention Missed</b>	1 additional	2 additional 1 mo. LOP	suspension 1 mo. LOP
<b>Class "Cut"</b>	1 detention	suspension	parent conference SARB referral
<b>Computer/ Internet Violation</b>	1 detention	2 detentions parent conference	suspension parent conference
<b>Honor Code Violation</b>	1 detention	1 day susp. parent conference	1-3 day susp.
<b>Tardy</b>	4th Tardy 1 detention	Consecutive Tardies=detention(s) and possible SARB referral	

**BE RESPECTFUL**

<b>Infractions:</b>	<b>1st offense</b>	<b>2nd offense</b>	<b>3rd offense</b>
<b>*Stealing</b>	1-day susp. restitution	3-day susp. restitution	5 days susp. restitution
<b>*Vandalism</b>	1-day susp. restitution	3-day susp. restitution	5-day susp. restitution
<b>*Defiance/lying/ disruption</b>	1-day susp.	3-day susp.	5-day susp.
<b>*Sexual-Harassment</b> (See District Policy 4301)	1-day susp.	3-day susp.	5-day susp.
<b>Profanity/ Vulgarity</b>	1-day susp	1-3 day susp.	5-day susp.
<b>Ethnic/Racial Slurs</b>	1-day susp.	1-3 day susp.	5-day susp.
<b>Dress Code Violation</b>	Warning	1 detention	2 detentions Parent Contact
<b>Gum/campus Food/class</b>	1 detention	2 detentions	3 detentions 1 mo. LOP
<b>Cell Phone (Use during school)</b>	1 detention (staff warning)	2 detentions (parent pick up)	3 detentions (week confiscation) (parent pick up)

**Bullying or Harassment is defined as aggressive or unwanted and unwelcome behavior by and individual or groups of individuals who ridicule, harass, humiliate, or intimidate another while on school grounds, at a school sponsored activity, while traveling to or from school, or on a school bus or during any activity related to school attendance. Typically, the behavior is repeated over time and includes the use of hurtful words and/or acts. Bullying behaviors may include, but are not necessarily limited to, the following: Verbal, Nonverbal, Physical, Emotional, or Cyber Bullying.**

**Before, during or after school, Miller Creek is not responsible for loss or theft of any electronic device such as iPods, mp3 players, cameras etc. Please understand that you bring these items to school at your own risk. Cell phones must remain off and out of view during the school day. Other electronic devices named above should also remain off and out of view during the school day unless you have specific permission from a teacher for classroom use.**

**At no time are students allowed to sell or exchange items/goods at school.**

**In addition to the outline above, if school/class rules are violated, detention forms or behavior referrals are issued. Behavior referrals result in the following.**

- 1<sup>st</sup>** Parent contacted by phone, 1 detention assigned
- 2<sup>nd</sup>** Parent contacted by phone, 2 detentions assigned
- 3<sup>rd</sup>** Parent contacted, 3 detentions assigned, conference required

**Students with excessive behavior referrals (six or more) may be placed on LOP.**

### **DETENTION**

Detention is one lunch session and is held daily, Tuesday through Friday. Detention begins 5 minutes after the start of lunch. Students may be assigned "campus beautification" duty. Students receive one courtesy reminder from the attendance secretary. Missing detention can result in additional detentions, LOP, or parent conferences with administration.

### **LOSS OF PRIVILEGE (LOP)**

**Sometimes disciplinary action or poor citizenship grades result in assignment to LOP. Students assigned to LOP will not be allowed to:**

- LOP students may attend spirit assemblies but are not allowed to participate in homeroom activities
- Attend Student Council meetings, hold, or run for Student Council
- Attend any extra-curricular activities
- Participate in intramural or homeroom activities

**A student may be assigned to LOP for the following reasons:**

- Having excessive detentions
- Infractions of discipline policy
- Failure to return overdue library books after three notices
- Citizenship grades of 2 U's, 4 or more N's, 1 U and 2 N's

## ACADEMIC HONOR CODE

Honor is one of a person's greatest attributes and most cherished traits. An honor system is based on the premise that a person upholds the highest standards in all that he or she does. Honor and integrity are related to our school's key characteristics. Without honor, students cannot achieve their maximum potential.

Under the Honor Code at Miller Creek Middle School, it is expected that all students will demonstrate honesty and integrity in their conduct. Intentional lying, cheating, and stealing will not be tolerated under any circumstances. Any person who violates the Honor Code must be held accountable for compromising the honor and trust of our community.

Each student is responsible for upholding and enforcing the Honor Code. The Miller Creek Honor Code cannot work unless each student takes action when he or she believes anyone may have violated the Honor Code. All students will be asked to read and sign the academic honor code annually. It will be kept on file in the school office.

## DRESS CODE

Good grooming is expected of Miller Creek students at all times. Common sense should prevail regarding school attire. School wear should not be so dramatic that it distracts from learning. Parents are responsible for supervising their child's attire. Students are expected to adhere to the following requirements for school attire:

### **Please remember...**

- Sleepwear, pajamas and **visible underwear** are not allowed. (Pajamas can be worn **only** on Pajama Day)
- Clothing that is revealing or that has suggestive language, logos, or slogans promoting alcoholic beverages, drugs, sex, racism, or violence is not acceptable.
- **Excessively** short skirts or shorts are not allowed. All skirts, shorts, and dresses must reach mid-thigh. **Wearing leggings/tights underneath does not change the length requirement.**
- **Excessively** baggy clothing that impedes movement or allows for visible underwear is not allowed. **Oversized shirts** and **pants** are not allowed.
- Sensible shoes will be worn at all times. **No bare-feet.** (If adult supervisors determine your shoes are **not** sensible, you will be asked to change them.)
- Off the shoulder blouses and shirts or dresses with spaghetti straps may not be worn.
- No bare midriff at any time.
- Clothing style must not impede movement.
- Jewelry with spikes is not allowed. You may have one chain to hold wallet, etc.
- Hats and hoods are not worn indoors at Miller Creek.
- Students **may not** write on themselves with any type of pen or marker. Permanent markers (**Sharpies**) are not allowed at school. (Art project permission exception)

## CELEBRATIONS

Honor your friends with cards and verbal congratulations. Do not bring flowers, balloons, gifts, or treats to school to honor the occasion. Do not place birthday posters/banners etc. on school grounds or property.

## TELEPHONE AND COMMUNICATION INFORMATION - For Parents

**OFFICE HOURS:** If you need general information or to leave a message for a teacher/administrator, call the office between 7:30 am and 4:00 pm at 492-3760. Miller Creek staff makes every effort to return phone messages within 24 hours. (Monday through Friday)

**ATTENDANCE INFORMATION:** If you want to leave attendance information (re: absence, late arrival, early dismissal, doctor/dentist appointment, etc.) **Call the 24-hour attendance line at 492-3775.** Calling this line before 10:00 am would be most appreciated. Remember, make-up homework requests should be emailed to the teacher.

**E-MAIL COMMUNICATION:** Email is the most effective way to contact Miller Creek staff. Up-to-date e-mail addresses for all staff are available on our school website. Every effort will be made by staff to return messages within 24 hours during a normal workweek (Monday through Friday).

**TEACHER WEBSITES:** All of our teachers maintain individual websites linked to our school homepage. Teachers utilize their homepages in various ways. Pages may contain specific course information, weekly homework updates, teacher wish lists, or behavior expectations. Again, every effort is made to keep the pages current within the normal workweek.

**VOICE MAIL SYSTEM:** Select staff members also maintain voice mail systems. Every effort will be made by listed staff to return messages within 24 hours during a normal workweek (Monday through Friday). The voice mailbox system is operational for the counseling department (see extension listing below). To use the system:

~Call 721-4487~You will hear our greeting. When prompted, enter the extension of the person to whom you wish to leave a message, followed by the # sign.

<b>Ms. Jacobs, Counselor</b>	<b>ext. 4</b>
<b>Ms. Lauriks, Counselor</b>	<b>ext. 5</b>

## FAQ for STUDENTS - WHAT TO DO IF:

**1. You are absent.**

Have your parent (guardian) telephone 492-3775 and leave a message about your absence or bring a note to the attendance desk the day you return.

**2. You are going to have an extended absence.**

Contact the office at least two weeks in advance.

**3. You become ill at school.**

Ask your teacher for a pass to the office.

**4. You have lost a book or some other item or something has been stolen.**

The lost and found department is located in the attendance office. Valuable items are kept in a safe location. Sometimes lost books are brought to the library or returned to the teacher. There is a lost and found box outside of the office.

**5. Your locker is jammed or needs repair.**

Report to the office and have custodian look at it. The school is not responsible for damage or theft of items kept in student lockers.

**6. You need to pay a bill or fee.**

Take your bill and your payment to attendance secretary in the front office or Mrs. vRD in the library. Be sure to get a receipt.

**7. You need to get bus tickets.**

See attendance secretary in the front office before school, break and lunch. Tickets are **not** sold after school.

**8. You need to make an appointment with your counselor.**

Go to the counseling office outside of class time and complete a Counselor Appointment Pass. Place completed pass in the box on the counselor's office door. The counselor will call you in as soon as possible.

**9. You need P.E. clothes:**

For physical education classes you will need the required blue shorts and gray MC Panther T-shirt. Sweats are a good idea for the colder weather. Uniforms are sold at the start of each school year.

**10. You need to make a phone call.**

In emergency situations, you may ask to use the phone located in the office. Cell phones may NOT be used during school hours.

**11. You want to express concern or make a complaint about a class or a teacher.**

Talk to the teacher directly. If no resolution is reached, make an appointment (see item 8) and talk to your counselor. If no resolution is reached, make an appointment with the principal or the assistant principal through the school secretary.

**12. You ride your bicycle to school.**

Bicycles must be parked & locked in the rack provided in the front of the school. The school is **not** responsible for damage or theft of bicycles. For safety reasons you must walk your bicycle while on campus and wear a helmet while riding.

**13. You are being harassed or experiencing bullying in any form.**

Report the harassment to any school employee, your teacher, counselor, school secretary, or an administrator.

**14. You forget your lunch.**

Ask to use a school phone to call home during break to have a parent bring it to school or check with your homeroom teacher. Always check the office to see if someone dropped your lunch off.

<b>Monday/Friday Schedule</b>		<b><u>Early Release Schedule</u> (Wednesday)</b>		<b>Minimum Day Schedule</b>	
<b><u>Period</u></b>	<b><u>Time</u></b>	<b><u>Period</u></b>	<b><u>Time</u></b>	<b><u>Period</u></b>	<b><u>Time</u></b>
One	8:00 to 8:48	One	8:00 to 8:41	One	8:00 to 8:29
Two	8:52 to 9:40	Two	8:45 to 9:26	Two	8:33 to 9:02
Three	9:44 to 10:32	Three	9:30 to 10:11	Three	9:06 to 9:35
<b>Brunch</b>	<b>10:32 to 10:42</b>	<b>Brunch</b>	<b>10:11 to 10:21</b>	Four	9:39 to 10:08
Four	10:46 to 11:34	Four	10:25 to 11:06	<b>Brunch</b>	<b>10:08 to 10:18</b>
Five	11:38 to 12:33	Five	11:10 to 11:53	Five	10:22 to 10:54
<b>Lunch</b>	<b>12:33 to 1:12</b>	<b>Lunch</b>	<b>11:53 to 12:29</b>	Six	10:58 to 11:27
Six	1:16 to 2:04	Six	12:34 to 1:15	Seven	11:31 to 12:00
Seven	2:08 to 2:56	Seven	1:19 to 2:00		
<b>Tuesday/Thursday Schedule Opportunity Time</b>		<b>Extended Homeroom Schedule</b>			
<b><u>Period</u></b>	<b><u>Time</u></b>	<b><u>Period</u></b>	<b><u>Time</u></b>		
One	8:00 to 8:43	One	8:00 to 8:45		
Two	8:47 to 9:30	Two	8:49 to 9:35		
Three	9:34 to 10:17	Three	9:39 to 10:25		
<b>Brunch</b>	<b>10:17 to 10:32</b>	<b>Brunch</b>	<b>10:25 to 10:35</b>		
Four	10:36 to 11:19	Four	10:39 to 11:25		
Five	11:23 to 12:11	Homeroom	11:29 to 11:53		
O.T.	12:15 to 12:45	Five	11:53 to 12:39		
<b>Lunch</b>	<b>12:45 to 1:22</b>	<b>Lunch</b>	<b>12:39 to 1:14</b>		
Six	1:26 to 2:09	Six	1:19 to 2:05		
Seven	2:13 to 2:56	Seven	2:09 to 2:56		