



Miller Creek Middle School Student/Parent Handbook 2023-2024

Mission Statement

Miller Creek Middle School is a community that encourages all its members: students, staff, and parents -- to be lifelong learners who embrace a healthy lifestyle, demonstrate compassion and empathy for others, and act with integrity and honesty. It is the goal of this community to provide the tools and resources necessary to foster creative, independent thinkers who will become proud stewards of our world.

Miller Creek Middle School
2255 Las Gallinas Avenue
San Rafael, California 94903

Visit us online at <https://www.millercreekms.org/>

Office Hours: 7:30 am - 4 pm

24 hr Attendance Tel:	(415) 492-3760 and Press 1 for Attendance
Principal	Erin Dinday
Assistant Principal	Nick Miller

This Planner belongs to:

Name: _____



The following programs and services are provided by **Can Do!** to all students at Miller Creek Middle School:

Chromebooks

Technology support

Counseling and Wellness Services

- Grade level classroom presentations
- Goal setting and academic support
- Conflict mediation & resolution
- Transition support to middle school & high school
- Art Club
- WEB & 6th grade orientation
- iWEek
- Wellness Center

Clubs and Events

- Mathletes
- Drama
- Art Club
- Leadership Ally Team
- Honor Society

Academic, Leadership, Special Interests, and Performing Arts Clubs

After-School Sports Program

Part of a county-wide middle school sports program

**Boys & Girls Cross Country, Girls Volleyball,
Boys & Girls Basketball, Boys & Girls Track & Field**

Lunchtime Intramurals

An opportunity for students to play together in a
an organized format which is safe and
inclusive for all students.

Bell Schedules

24 Hr. Attendance Line-415-492-3760 Press 1

<u>Monday/Friday Schedule</u>		<u>Tuesday Schedule</u>		<u>Wednesday Schedule</u>	
Period	Time	Period	Time	Period	Time
One	8:00 to 8:48	One	8:00 - 9:03	One	8:00 - 9:03
Two	8:52 to 9:40	Three	9:07 - 10:10	Two	9:07 - 10:10
Three	9:44 to 10:32	Break	10:10 - 10:20	Break	10:10 -10:20
Break	10:32 to 10:42	Four	10:24 - 11:27	Five	10:24 -11:32
Four	10:46 to 11:34	Six	11:31 - 12:39	Lunch	11:32 -12:13
Five	11:38 to 12:33	Lunch	12:39 - 1:20	Six	12:17 - 1:20
Lunch	12:33 to 1:12	Study Hall	1:24 - 1:49		
Six	1:16 to 2:04	Seven	1:53 - 2:56		
Seven	2:08 to 2:56				
<u>Thursday Schedule</u>		<u>Extended Homeroom</u>		<u>1:20 Release with Extended Homeroom Schedule</u>	
Period	Time	Period	Time	Period	Time
Two	8:00 - 9:03	One	8:00 - 8:45	One	8:00 - 8:33
Three	9:07 - 10:10	Two	8:49 - 9:35	Two	8:37 - 9:10
Break	10:10 - 10:20	Three	9:39 -10:25	Three	9:14 -9:47
Four	10:24 - 11:27	Break	10:25 -10:35	Break	9:47 -9:57
Five	11:31 - 12:39	Four	10:39 -11:25	Four	10:01 -10:34
Lunch	12:39 - 1:20	Homeroom	11:29 -11:53	Homeroom	10:38 - 11:03
Study Hall	1:24 - 1:49	Five	11:53 - 12:39	Five	11:03 -11:36
Seven	1:53 - 2:56	Lunch	12:39 - 1:14	Lunch	11:36 -12:06
		Six	1:19 - 2:05	Six	12:10 -12:43
		Seven	2:09 - 2:56	Seven	12:47 - 1:20

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Parent/Student Handbook and Pledge Page

- Students and teachers will review the information in this student handbook during the first weeks of school. Parents, students and teachers will sign and return the Student/Parent/Teacher Pledge page to your Homeroom teacher at the beginning of the school year acknowledging an understanding of school expectations in this handbook.
- Pledge pages will be maintained on file in the office.
- **Student Professionalism:** students are expected to display respectful, professional behavior at all times. This includes having appropriate physical boundaries.
- New students: A counselor will meet with new students entering Miller Creek. Within the first week of entering Miller Creek, new students will meet with a counselor again to review the handbook and collect the signed Pledge page.

Panther Conduct Expectations

Student Conduct Expectations

Miller Creek Middle School strives to be an exemplary organization that operates within a model of continuous improvement and life-long learning. As a school community, we focus our attention and resources on educating the whole child, this includes improving both the character and achievement of our students and staff. We believe that students meeting the outlined expectations below will lead to this end. All students will adhere to the following guidelines to help us continually improve our Culture of Learning and maintain **the physical and emotional safety of students and staff**. Our school community expects and promotes:

Disruption-free learning environments

Every student contributes daily to a positive and constructive learning experience for their peers and themselves.

- ***Students will respect and respond appropriately to each other, staff and substitutes.***
- ***Cell phones will be turned off and in backpacks or lockers from 8:00 AM until dismissal (never in the Library).***
- ***Students will be on time to each class every day.***
- ***Hats or gum are not permitted in classrooms and the Library. Food may be permissible with teacher approval.***
- ***Students will adhere to the Clothing Guidelines every day.***
- ***Per Ed Code 48900 (h), drugs, alcohol, tobacco and vaping products are never allowed on campus or at school events.***

Respectful interactions with everyone at all times

It is never acceptable or allowed to harass and/or bully other students, staff or community members.

- ***Bullying behaviors are prohibited and will be reported immediately when observed.***
- ***If you see something, say something to a trusted adult.***

Safe and respectful campus environments

Our campus is an extension of the classroom and all classroom expectations apply on school grounds.

- ***Roughhousing: tackling, hitting, wrestling, play-fighting or disrupting other's games are never permitted.***
- ***Appropriate and respectful conduct in the Library at all times.***
- ***Students will not tamper with or take other's property - if it isn't yours, leave it alone.***
- ***Students will eat lunch in designated areas only and clean up after themselves.***
- ***Cutting and/or pushing in the lunch line are not permitted.***
- ***Students are not allowed to leave campus without adult supervision.***

Appropriate, respectful and safe use of technology and social media

We provide access to technology to enhance student learning. Access to technology is a privilege that can be revoked.

- ***Students will never video, record or share images/videos of fellow students or staff without teacher permission.***
- ***Students will not produce, access or publish inappropriate and/or hurtful material online.***
- ***It is never acceptable to insult or harass fellow students/staff via text, email and all social media apps.***
- ***Students may not access computer games unless given permission from staff/club advisor.***

Attendance

If your child will be late to school, absent, or early pick-up, please call the main line 415-492-3760 and press "1" (available 24 hours/day) and leave a message.

Participation in school activities: requires students to attend at least 4 periods of school that day.

Arrival to School

For their safety, students must **not** arrive on campus more than thirty minutes before first period.

Absences

- Parents are to call **415-492-3760 and press "1"** any time their child will be absent, late or picked up early.
- If a student is absent from school all day and the parent does 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.
- Schoolwork 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 agreed to by the teacher.
- If a student is out sick, he/she must check Google Classroom daily for information or check with classmates. Students and parents may also email teachers directly for assistance.

Independent Study

If a student plans to miss 5-10 days of school, mandatory advance notice of one week must be given to the school Attendance Secretary to get an Independent Study contract. Without an independent Study contract, these absences are considered unexcused/truancies. With an Independent Study, your student(s) will be responsible to keep up with their Google Classroom assignments and submit daily. The work is then due the day the student returns to school.

Tardy Policy

- The first bell rings at 7:55 AM and school begins at 8:00 AM. Students are expected to be in their seats when the second bell rings.
- It is important for students to come to school on time and to get to each class on time during the passing period. In order to be on time, students must be seated, in their classrooms, when the second bell rings. All tardies including tardies to each class are reported to the attendance office each period. Tardies will be monitored on an individual class basis.

Tardy Progressive Consequences

Students who are tardy need to report to the office and obtain a Late Pass. Students will receive the following consequences:

- Warning after 3 tardies
- Email Parent Notification after 6 tardies
- Lunch Detention and or Friday school 10 tardies or more
- Parent/Student Conference after 15 tardies
- Letter to Parent referring to the School Attendance Review Team

Leaving School

Miller Creek is a closed campus and students must remain on school grounds throughout the day. Once a student arrives on our campus, they may not leave without parental permission or accompanied by an adult. If it is necessary for a student to be excused from school, the following procedures are to be used:

1. Parents or Guardians must call the attendance line (415-492-3760, press "1") or send a note to the office with your student at the beginning of that school day to request an early dismissal.
2. At the designated time, the student signs out in the office and is then released to a parent or guardian.
3. Students must leave campus after school is dismissed.

Field Trips

When a student attends a school-sponsored field trip, the student is considered 'present' at school according to the Education Code and therefore is required to stay current in all classes. Students attending field trips are expected to check in with all teachers prior to the field trip to understand work that will be missed and expectations of pending assignments and deadlines.

Visitors

Student visitors are **not allowed on campus during the school day** and are not allowed to attend Miller Creek student events. Adult visitors must check-in with the school office and obtain a Visitors Pass.

The public may attend Miller Creek student performances outside of school hours. However, an adult must accompany all students. Small children should not be left unattended during performances. No tobacco or alcohol products may be used, by anyone, at any time, on the school grounds.

Student Scheduling

Every spring, in accordance with Board Policy, parents are able to provide input on their child's developmental and educational needs and will be considered by the Student Scheduling Team. Please do not request a particular teacher or to have your student placed with friends as these requests will not be considered. The Student Scheduling Team works to create schedules that reflect balanced classes.

Clothing Guidelines

Miller Creek has four guidelines to follow when choosing attire for the school environment. Students should exercise good judgment when deciding on clothing for school and when in question, err on the side of caution.

The 4 guidelines are as follows:

1. Students must wear non-transparent shirts with over-the-shoulder straps or sleeves that cover their entire torso. Students must wear non-transparent bottoms (skirts, leggings, shorts, pants) that fully cover and extend below the buttocks and all private areas. Students may not wear hats or hoods indoors or headgear that obscure the face (except as it relates to religious attire).
2. Students may not wear clothing that has violent or hate language or images depicting drugs, alcohol, weapons, or any illegal item or activity. This includes inappropriate memes, lyrics and other popular references.
3. Clothing should be functional and safe.
4. Clothing should outwardly demonstrate respect for self and the school community.

Miller Creek will partner with individual families when concerns around a student's attire arise. If the guidelines are not adhered to, school administration may ask students to change into their PE clothes. Student clothing that is in violation of the Clothing Guidelines will remain in the office until the end of the school day or when loaner clothing is returned

Transportation

Walking, Driving, and Rolling to School

- Students must follow school rules as they go to and from school.
- Students must follow all traffic laws when riding a regular bike, an e-bike, a scooter, or an e-scooter to and from school.
- The safety of bikes, scooters, or skateboards brought to school is the responsibility of the owner. The Miller Creek School District is not responsible for damage or theft. Students **must** lock their bikes or scooters within the bike cage.
- Miller Creek students are encouraged to walk, bike, skate or take the school bus to school to minimize automobile use and traffic congestion.
- Helmets are required for all students riding bikes, skateboards, and scooters.
- Upon entering the school campus, every rider must get off his or her bike, board, or scooter and walk to the bike rack enclosures. Skates and rollerblades must be removed.
- No riding bikes, e-bikes, scooters, or skating through the campus or parking lot is allowed at any time.
- If Skateboards do not fit in the school locker they can be stored in the front office.
- Cars dropping off students are not allowed to block the bus areas near the office.

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. Rules are as follows:

- Students must remain in their original seat throughout the entire trip.
- Food, beverages, and gum are not allowed on the bus.
- Shouting, or other boisterous behavior, will not be permitted.
- Phones that are used on the school bus must be silenced or used with earbuds, for bus safety.
- Students must not distract the bus driver in any way.

Any student who refuses to follow these and other rules issued by the bus driver will lose his/her riding privileges. If a citation is issued, consequences are outlined in the conduct code.

Bus passes may only be purchased at the District Office or online at www.millercreeksd.org. Call 415-492-3700 for more information.

Communication

Office Hours

If a parent needs general information or needs to leave a message for a teacher/administrator, they may call the office between 7:30 am and 4:00 pm at (415) 492-3760. The staff will make every effort to return phone messages within 24 hours (Monday through Friday).

Email Communication

Up-to-date email addresses for all staff are available on our school website. Every effort will be made by staff to return messages within 24-48 hours during a normal work week (Monday through Friday).

Counselor Voicemail

The counseling staff has direct voice mail service in addition to their email. Every effort will be made by listed staff to return messages within 24-48 hours during a normal workweek (Monday through Friday).

Cheryl Jacobs (6th Gr A-L and all 7th grade,) 415-492-3789
Ashley Marty (6th Gr M-Z and all 8th grade) 415-492-3797

Home and School Communication

Google Classroom and **Aeries** are the content management systems for Miller Creek.

- Students receive training on how to use the tools on Google Classroom during the 6th grade technology course, while 7th/8th graders will receive log-in information during the first weeks of school.
- Parents are strongly encouraged to keep an email address current in order to access student grades, attendance, and have email contact with teachers. Instructions for registering with Aeries are located on the upper-right corner of the homepage. Teachers are expected to update grades at least every two to three weeks.

The Miller Creek website homepage is updated regularly and maintains a current table of **Important Dates**. This calendar is updated daily with new information. The school website is: <https://www.millercreekms.org>.

The office creates the **Daily Bulletin** for students and teachers. Teachers read the bulletin to students during their homeroom class and it contains information about clubs, sports, intramurals, assemblies, special schedules and other student-related information. The bulletin is located on the home page if parents would like access.

The weekly school newsletter, **The Panther Press**, is emailed to all Miller Creek Middle School parents every week.

Managing Books, Supplies, and Materials

Students are responsible for being prepared for class. A book locker and PE locker are provided to students to help manage school supplies and materials. Students are expected to use the book lockers to store books and supplies during the day to avoid carrying heavy backpacks. Students are encouraged to empty backpack items into their lockers upon arriving at school and only take out the items needed for the next few classes.

Book Lockers

- Lockers are the property of the Miller Creek School District and are loaned to students each year.
- School officials may periodically inspect student lockers without prior notification. The locker combination or spare key must be kept in the office.
- Each student must provide a lock for his/her locker. Combination padlocks are suggested.
- Report locker problems or vandalism to the office.
- The outside surface of lockers cannot be personalized (written on, stickers, defaced, etc.)
- The inside of lockers must be kept neat to avoid door jams.
- Students are not allowed to share lockers with other students and should not share their combinations with anyone.
- Students cannot change lockers without permission.

Backpacks

- Backpacks cannot be left unattended at any time, including lunch time and break.
- Backpacks are not allowed on the field.
- Backpacks need to fit into student book lockers while they are in PE class. Backpacks are not allowed in the locker rooms. Students normally need to unpack some of the items from their backpacks in order for books, notebooks and backpacks to fit.
- Avoid rolling backpacks due to the larger size.

Text Books

- Any items loaned to a student (library books, texts, equipment) are school property.
- Students are responsible for all books issued.
- Each student should write his/her full name, in ink, in the space provided in the front of each book.
- Students/families must pay all fines for lost and damaged books (such as torn pages, ink spots, or writing). The teacher or librarian will determine the amount of the fine.

Physical Education Procedures

- All students are required to participate in physical education classes.
- Uniforms are required.
- Backpacks should be left in book lockers during PE or in the PE locker room
- Gym shoes are required to be worn during PE class.
- Students who have a physical disability covered by a doctor's note, stating either modified or no PE 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.
- **Students are not allowed to bring electronic devices to PE. Devices must be turned off, in backpacks, and kept in their book lockers(locked) during PE.**

Lost, Found and Stolen Items

- Students are not allowed to bring large sums of money or personal items, not required for school, to campus.
- Miller Creek is not responsible for lost or stolen items, including electronic devices such as cell phones, earbuds, or headphones.
- All found items are to be brought to the office. The office maintains a lost and found rack and shelf for small items.
- Items not claimed at the end of each month are donated to local charities.

Prohibited Items

Items that may be unsafe, unnecessary, or considered distracting are not allowed on campus or on the bus. Do not bring birthday celebration items to school. Below is not an all-inclusive list, but contains items that have the potential for causing problems. These items will be confiscated and returned only to parents. The school is not responsible for the confiscated items.

Vapes	Laser/Light Pointers	Weapons (toy, replica, or otherwise)
Aerosol cans	Gum	Poppers
Balloons	Squirt or Toy Guns	Lighters/matches
Personal Toys		

TECHNOLOGY USE AGREEMENT

This Technology Use Agreement is entered into between Miller Creek Middle School and the students who have been issued Chromebooks by the Miller Creek School District. This Agreement governs the acceptable use of technology resources provided by the School and outlines the responsibilities and expectations of all Students.

Acceptable Use:

- Students will use the school's Chromebooks and related technology resources for educational purposes, research, and other activities consistent with the school's mission and curriculum.
- Students will comply with all applicable laws and regulations, including, but not limited to copyright laws, and will not engage in any illegal activities while using the school's technology resources.
- Students will respect the rights and privacy of others, and will not engage in activities that may cause harm or harassment to others.

Internet Filtering:

- The school utilizes a content filtering system to monitor and filter internet access on school Chromebooks.
- Students will not attempt to bypass or disable the internet filtering system or access blocked websites.
- If a website is mistakenly blocked, Students will report it to the school's designated personnel for review.

Personal Responsibility:

- Students are responsible for the care and safekeeping of the Chromebooks assigned to them. This includes protecting them from loss, theft, damage, and unauthorized use.
- Students will not share their login credentials or allow others to use their assigned Chromebook without explicit permission from the school.
- Students will not install or download any unauthorized software, applications, or extensions on school Chromebooks.

Data and Privacy:

- Students will not access or attempt to access other students' files, accounts, or data without proper authorization.
- Students will exercise caution while sharing personal information online and will not disclose sensitive or personally identifiable information about themselves or others without permission.
- Students will report any concerns regarding online safety, privacy, or potential security breaches to the school's designated personnel.

Liability:

- The school is not responsible for any loss, damage, or theft of personal items brought to or stored on the premises, including the Chromebooks.
- Students are responsible for any damage caused to the Chromebooks due to misuse, negligence, or unintentional or intentional actions. Students may be held financially liable for repair or replacement costs.

Use of AI in Homework and Papers:

- The school acknowledges the potential benefits of utilizing Artificial Intelligence (AI) tools to enhance the learning experience and improve academic outcomes.
- Students will ensure that the use of AI tools complies with academic integrity standards. This includes properly citing any AI-generated content and giving credit to original sources.
- Students will not use AI tools to engage in plagiarism, cheating, or any form of academic dishonesty.
- The school reserves the right to review and evaluate assignments and papers for authenticity and originality, including the use of AI tools.
- In case of any doubts or questions regarding the appropriate use of AI tools, students are encouraged to seek guidance from their teachers or designated school personnel.

Use of Games During Class Time:

- The school recognizes the educational value of certain games as supplementary learning tools when used appropriately and under the guidance of teachers.
- Students may be permitted to engage in educational games during designated class time, as determined by the teacher and the curriculum requirements.
- Students will only access and play games that have been approved by the school for educational purposes.
- Students will not engage in playing games during class time unless explicitly authorized by the teacher.
- Students will not play games that are not related to the assigned curriculum or educational objectives during class time.
- Students will comply with the teacher's instructions regarding the duration and appropriate use of games during class time.

School's Rights to Student Hardware and Google Accounts:

- The school retains ownership and control over the Chromebooks issued to students and the associated Google accounts provided for educational purposes.
- Students acknowledge that the school has the right to access and monitor student hardware and Google accounts for administrative, educational, and safety purposes.

- The school may log in as students and review emails, documents, browsing history, and other activities conducted using the assigned Chromebooks and Google accounts.
- Students understand that this monitoring is intended to ensure compliance with this agreement, promote a safe learning environment, and protect the well-being of all students.
- Students should not have an expectation of privacy when using school-issued Chromebooks and Google accounts and should use these resources responsibly and in accordance with school policies.

Consequences of Violation:

- Violations of this agreement may result in disciplinary actions, including but not limited to temporary or permanent loss of Chromebook privileges, restriction of internet access, and appropriate disciplinary measures according to School policies.
- The school reserves the right to monitor and review the use of technology resources to ensure compliance with this agreement and to address any potential violations.

Relationship to District Technology Agreement:

- This agreement is in addition to and supplements the technology agreement provided by the district governing the use of technology resources.
- Students acknowledge that they are bound by the terms and conditions outlined in the district technology agreement, and this agreement serves to further specify and address the use of technology resources at the middle school level.
- In case of any inconsistencies or conflicts between the district technology agreement and this agreement, the more stringent or restrictive terms will prevail.
- Students understand that compliance with both this agreement and the district technology agreement is required to ensure the responsible and appropriate use of technology resources.

Agreement Confirmation:

Students acknowledge that they have read, understood, and agree to abide by the terms and conditions outlined in the technology agreement. Students further understand that violation of this agreement may result in disciplinary actions as determined by the School.

Personal Electronic Devices

Electronic devices (cell phones and audio devices/earbuds/AirPods) are not required to be used by students during instructional time. If students chose to bring phones or audio devices on campus, they must be turned off and in the student’s backpack (not on their person) during the instructional day and at school activities. School computers will be provided to each student who wants or needs one.. Miller Creek is not responsible for lost, damaged, or stolen devices. Consequences for not following the electronic device policy include:

Electronic Device Policy

- The school is not responsible for the loss or theft of these items.
- Students who violate this policy may be subject to disciplinary consequences.
- Due to privacy concerns and potential criminal charges, additional consequences may be applied for taking photographs, recordings or videos of others regardless of the student’s consent.

First Offense: the teacher or office staff shall hold confiscated devices, record the infraction as a warning, and allow the student to pick up the device after school.

Second Offense: Confiscated device shall be brought to the school office, the parent will be notified and the device made available for pickup by a parent only.

Third Offense: Confiscated device shall be brought to the school office, the parent will be notified, and the device made available for pickup by a parent. For the following thirty days the student will turn in their phone each morning to the front office and pick it up at the end of the school day.

Lunch Program and Snack Break

- Students are encouraged to bring a healthy lunch from home. Students may participate in the Miller Creek school lunch program through The LunchMaster. Their website is found at thelunchmaster.com
- Students eligible to participate in the free or reduced lunch program can complete an application on the district and school website.
- All food must be eaten in the quad area inside of the red lines.
- Students are not to leave this area during lunch to visit lockers.
- All students must be in the quad area during the first fifteen minutes of lunch.
- All students are expected to sort and clean up all of their lunch trash.
- When the fifteen-minute bell rings and the area is cleaned, students may visit or play with friends, attend lunchtime clubs, participate in intramurals, play on the blacktop, or continue to eat lunch in the quad.
- Miller Creek is a closed campus, so students need to remain in designated areas only. Areas of campus that are off-limits include: the walks around the buildings, parking lot, track, creek, and bridge areas.

Lunchtime Clubs and Intramurals

Students are encouraged to participate in a variety of lunchtime enrichment opportunities supported by the Can Do! and Home and School Club parent groups, including:

- Lunchtime clubs: Drama, Yearbook, Jazz Combo, Queer Straight Alliance (QSA), Honor Society, Strategic Games, Mountain biking, Spelling Bee, Mathletes, and many more.
- Intramurals: PE teachers organize homeroom games and competitions on the field and blacktop during lunchtime.

Academic Programs

An overview of the 6th-8th grade core curriculum is available on the Miller Creek website. See the **Resources** tab.

Library

- Most books and paperbacks are loaned for a three-week period. Reference books may be checked-out overnight. Each student uses their ID as a library card when checking out books.
- The library web page offers links to online resources for students, parents, and teachers. See the **Resources** tab.

Study Hall Program

- All students attend an assigned 25-minute Study Hall on Tuesdays and Thursdays after lunch.
- The purpose of Study Hall is to provide time for students to complete classwork, start their homework, make up tests, re-take tests, and receive extra support from teachers.
- Students are expected to be on-time to the Study Hall class.
- Students are expected to work quietly and follow the classroom rules of the teacher while in that room.

Remote Learning Guidelines

In the event of a pivot to remote learning, the following guidelines/expectations are in place:

Statement: We expect professional and appropriate virtual communications from all students at all times. Incidents of students communicating slurs, epithets, threats, inappropriate images/material, etc. to peers and/or staff through school email or other digital platforms (e.g., Google Classroom, Google Meet, or Zoom etc.) will be subject to discipline.

Remote Learning Expectations for Students: Appropriate use of educational technology and appropriate behavior while engaged in online learning activities is extremely important during remote learning. Please note the following expectations:

- Student dress needs to be appropriate for video chat/conferencing and should follow the Miller Creek clothing guidelines.
- To set students up for success they should also get into an academic mindset. Laying down in bed, texting on the phone, playing with pets, playing with siblings, watching T.V., playing video games, eating food, and lounging around are not acceptable behaviors while students are engaged in “live” learning.
- An “Academic Mindset” during remote learning includes creating a set daily routine, showing up for all meetings, and advocating for your needs with regards to technology, classwork, etc.
- School wide expectations for academic honesty are in place during remote learning; plagiarism, digital sharing, and copying are not acceptable and are subject to the Miller Creek Academic Honor Code.
- Under no circumstances should students capture images or record virtual lessons and alter them or post them to social media platforms such as Tik Tok, Snapchat, or Instagram. Doing so is an invasion of digital privacy, is a violation of our school rules, is a violation of California Education Code and will not be tolerated.

We appreciate working in partnership with families and students to ensure appropriate and responsible online behavior.

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:

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

Responsibilities of Students

- Write down assignments in the **Miller Creek Middle School Student Planner** each day.
- 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 best efforts. When necessary, ask for appropriate homework help.
- Produce quality work.
- Make sure assignments are done according to the given instructions, and completed and turned in on time.
- Complete missed work due to illness or absence in a timely manner, communicate with your teachers to determine turn in dates.
- Check Google Classroom to monitor grades and missing assignments.

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 workweek 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.
- Homework will not be assigned over weekends or holidays. Long-term projects may be an exception to this practice.
- Keep your Google Classroom page current with assignments and resources and update grades and missing assignments in Aeries at least every two to three weeks.

Responsibilities of Administration

- Implement district policy.
- Support professional dialogue.
- Promote teacher collaboration.
- Monitor homework quality and quantity.
- Facilitate interventions and academic support programs.

Responsibilities of Parents

- Set a regular, uninterrupted study time each day in a quiet, well-lit study area.
- Monitor students' 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 the teacher to stay well informed about the student's learning progress.
- Monitor and/or check completed work. Use the planner, Google Classroom, Aeries Parent Portal website, progress reports, and report cards to monitor student progress.

The 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, please contact your child's teachers, counselor, or school administrator. Students are encouraged to pursue non-assigned, independent, leisure reading.

Report Cards and Grades

Aeries Student / Parent Portal

- We use Aeries Student Information System and both students and parents can log in to see student schedules, grades, report cards, and assignments.
- Instructions on How to Log into Aeries are available on the Miller Creek Middle School website on the home page.
- Students and parents each have their own login and account and are encouraged to monitor progress weekly.
- Google Classroom and Aeries are synced together and teachers update their gradebooks at least every two to three weeks.

Progress Reports

Midway through each trimester, progress report grades will be updated in Aeries and parents will be notified that the progress report grades are ready for viewing. When a student has a grade point average (GPA) below 2.0, has a D or F in a class, or a citizenship mark of Needs (N) Improvement or Unsatisfactory (U) at mid-trimester, a progress report will be mailed home to formally notify parents that their student is at risk of failing a course. Parents and students are encouraged to schedule a conference with teachers to set goals and improve grades before the trimester-end report card.

Report Cards

- Report cards are three times a year for each trimester and are available in the Aeries Parent Portal. Academic grades A, B, C, D, and F communicate academic achievement, class work, self-discipline, study habits, and effort.
- If students are not earning grades of C or higher, parents are encouraged to meet with their student and the teacher to set goals and improve grades.
- Students are expected to earn a Satisfactory (S) citizenship mark in each class. If a student earns N or U marks, parents are encouraged to meet with their student and the teacher to set goals to improve their citizenship in the classroom.
- Students may become ineligible to participate in extracurricular activities, due to low grades and citizenship marks (see Eligibility section).

Honor Roll

- Each Student will earn Honor Roll status with a trimester grade point average (GPA) as follows:

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

Report cards with "D" or "F" grades or that have two "U's" in citizenship invalidate a student 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 and Graduation Requirements

- Students must earn a 1.71 cumulative GPA or better to promote to the next grade level.
- Eighth-grade students who meet the academic, attendance, and citizenship requirements may participate in the formal graduation ceremony and receive a diploma.
- Eighth-grade students must meet the citizenship, attendance, and behavior requirements to participate in the end of the year field trip and celebration.
- Students must attend at least the minimum number of days required by Ed Code.
- Students who do not meet the above listed promotion requirements may be recommended for retention.

Academic Honor Code

Statement of Purpose: 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 will 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.

Miller Creek Academic Honor Code

1. I will take credit for my work. I will not cheat, help others cheat, or allow others to do my work for me.
2. I will not forge (copy) signatures, records, information, or results.
3. I will not plagiarize. I will use quotations and cite sources when I use someone else's words and ideas.
4. I will be honest about my work with teachers, peers, and parent(s)/guardian(s).
5. I understand that I will receive a "zero" on any assignment where the honor code is broken.

This document is based on the Honor Code of the College of William and Mary, the oldest university in the United States.

The Honor Code is available at

http://www.wm.edu/offices/deanofstudents/services/studentconduct/studenthandbook/honor_system/index.php.

Violations of Miller Creek Middle School Academic Honor Code

Plagiarism:

1. Using the words, work, or opinions of someone else as though they were your own and not giving proper credit to the author(s). Example: You copy an essay or piece of written work from an internet site and submit it as your own work. You must give the author and the site credit.
2. Copying the presentation, material, or patterns of thought of someone else without giving proper credit. Example: You structure your paper, or part of it, the way a certain author on your subject has also arranged his/her ideas. You must give this author credit.

Cheating

1. Knowingly and willingly giving or taking advantage of the work of another student.
2. This unfair, dishonest, and unprincipled behavior includes, but is not limited to:
 - Copying from another student, using another student's work as one's own (fraud).
 - Pressuring another student to share his/her work for the purpose of copying.
 - Stealing work or tricking someone into giving away his/her information.
 - Use of signs or gestures to communicate information during a test.
 - Unauthorized use of study aids, notes, books, data, etc.
 - Any ATTEMPT at cheating will be considered cheating.
 - Forging: falsifying records, documents, and signatures (faking parent/guardian signatures, i.e., on permission slips, etc.).
 - Intentional aiding and abetting: helping someone cheat in any way.

(Ideas contained in the preceding section are borrowed from the Honor Code of George Mason University, available from the following URL: <http://www.gmu.edu/academics/catalog/9798/honorcod.html#code>.)

Consequences for Violating the Academic Honor Code

Infractions are cumulative throughout the school year.

A lowered citizenship grade may also result from any violation of the Honor Code and will be determined per teacher discretion. In addition, administrative guidance will be required for any student determined to be in violation of the Miller Creek Academic Honor Code.

Recognition and Celebrations

All students are eligible to earn "Positive Panther" 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.

Grade level Spirit Assemblies are held monthly by the LEAD Leadership Class.. Teachers select Students of the Month who demonstrate the life skill of the month and recognize them during the assembly.

The Homeroom program connects a group of students to a teacher and classmates all year long. Important information is communicated during the Homeroom class where the Daily Bulletin is read aloud and discussed. Special extended homeroom schedules are used when there is a school-wide activity or lesson to be taught.

Homeroom 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, class trivia questions, intramurals, or having no one with an overdue library book.

Positive Administrative Referrals: Teachers may use the referral process to send a student to the office for positive recognition. Students will conference with an administrator and make a positive phone call home to parents.

Positive Discipline Policies and Procedures

Students are expected to behave positively and follow the Miller Creek behavior expectations of *Be Responsible, Be Safe, Be Respectful, and Be An Ally*. When students don't meet expectations, they will be held accountable for their behavior while on campus, going to and from campus, and at all school-related activities.

School-Wide Positive Discipline Steps

1. Verbal reminder of expectations
 2. Individual student-teacher conference (after class, at lunch, restorative circle, request for support from the counselor and/or administrator.
 3. Send to a Buddy Classroom/phone call home.
 - A student is sent to an assigned buddy room for 10 minutes. While in the buddy room, the student completes a "Panther Pause" reflection form.
 - The student returns to the class after 10 minutes. The teacher calls home and documents the conversation.
1. Teachers may assign a lunch detention for classroom infractions.
 2. Referral to Office.
 - When a student receives multiple referrals from the same adult, a restorative circle will be organized to support the teacher and student in building or repairing a positive relationship. Any party can call a restorative circle at any time.

Administrative Referral Process

When a student is referred to the office the following steps take place:

1. Conference between administrator and student.
2. Conference between administrator and the teacher as needed.
3. Assign consequences accordingly. Consequences may include, but are not limited to:

Restorative practices	Loss of privilege
Conference with student	Friday School
Detention during lunch	Suspension
Restitution	Suspension diversion program
Parent conference	Notification of law enforcement
Confiscation	Expulsion

Mandatory Suspension and Recommendation for Expulsion (Education Code 48915(c))

- Possess, sell or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Commit or attempt to commit a sexual assault or sexual battery
- Possess an explosive
- Causing serious physical injury to another person
- Possession of any knife or any dangerous object of no reasonable use to the pupil
- Unlawful possession of any controlled substance
- Robbery or extortion
- Assault or battery on any school employee

Possible Suspension, Detention and Parent Contact

- Fighting/Threats
- Harassment/Bullying
- Being in creek area or areas that are off-limits
- Bus Citation
- Detention Missed
- Class "Cut"
- Computer/Internet Violation
- Electronic Device Violation
- Honor Code Violation
- Excessive tardy record
- Vandalism/Graffiti
- Pulling on clothing of another student ("pantsing", etc.)
- Defiance of adult authority/lying/class or school disruption
- Offensive Language/Profanity/Vulgarity
- Ethnic/Racial Slurs/Hate Speech
- Clothing Guideline Violation
- Gum chewing on campus
- Food in class
- Throwing food or objects
- Selling/exchanging items or goods at school

Bullying and Harassment

Miller Creek works to create a community where all students feel safe and are celebrated. It is the policy of the District to provide an educational environment free of bullying or harassment. No student or group of students shall, through physical, written, verbal, or other means, harass, sexually harass, threaten, intimidate, cyber bully, cause bodily injury to, or commit hate violence against any other student or school personnel.

Cyber bullying includes the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the Internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyber bullying also includes breaking into another person's electronic account and assuming that person's identity in order to damage that person's reputation.

Harassment based on perceived sexual orientation, gender expression, race, ethnicity, nationality, gender, disability or religion is never allowed. Additionally, Miller Creek Middle School is a no-slur school. No insults related to ability, appearance, culture, gender, home language, race, perceived ethnicity, religion, sexual orientation, social class, age, disability, political affiliation, manner of speech, or any other physical or cultural characteristics will be tolerated. Any student who directs a slur towards any other student, staff, or community member, will be subject to disciplinary action as outlined in Administrative Referral Process (above).

Students are encouraged to notify school staff when they are being bullied or suspect that another student is being victimized. Additionally, reports of bullying or harassment can be made confidentially and anonymously by leaving a message on the attendance line: (415) 492-3775. Students may submit a verbal or written complaint, although a written summary of events is preferred. Complaints will be investigated and resolved using the steps outlined in the Miller Creek School District Administrative Regulation #5145.7.

Eligibility: Citizenship and Behavior

Teachers assign citizenship marks on progress reports midway through the trimester and on report cards at the end of each trimester. All students are expected to earn Satisfactory (S) marks. Students may lose eligibility to participate in extracurricular activities due to citizenship marks and behavior referrals to the office. Marks include:

- O for outstanding
- S for satisfactory,
- N for needs improvement
- U for unacceptable

A student will have a Loss of Privileges (LOP) if they earn more than two Ns or a U on their progress report or report card. They will not be eligible for activities during the following six-week grading period. Those activities include dances, field trips, attendance or participation in extracurricular school events (unless required by a class), participation in intramural or homeroom activities, and assemblies.

To remain eligible for Leadership Ally Team, Honor Society, students cannot receive the following:

1. Grade of D or F in any class
2. U in any class
3. N in any class that has not improved in the next grading period
4. LOP assignment

Athletic eligibility will be determined once for each sport, with the most recent progress report or 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, more than two Ns, or a U.

Participation in school activities requires students to attend at least four periods of school, that day.

Counselor and Wellness Services

The Miller Creek School District has made a clear commitment to having a comprehensive counseling department and supports counseling (academic, social and emotional) in the school setting. The Wellness Center is another support available to all students on campus. Students are able to access the Wellness Center for a break during class, with teacher acknowledgment. A pass is required.

Wellness Center Outreach Specialist, Maggie Lyons Weller - wellness@millercreeksd.org

Miller Creek Counselors provide daily counseling for all students individually and in groups, and act as a referring person to other agencies. Students may request an appointment to see a counselor through the office, a teacher, email, or by directly dropping by the wellness center or counseling offices during breaks or passing periods. Students are assigned a counselor by last name and by grade level and will stay with the same counselor throughout their time at Miller Creek.

6th Grade A-L, 7th Grade - Cheryl Jacobs cjacobs@millercreeksd.org, 415-492-3789

6th Grade M-Z, 8th Grade - Ashley Marty amarty@millercreeksd.org, 415-492-3797

Are you concerned about a friend or yourself? If you're at school, please reach out to an adult on campus or your school counselor immediately. If it's after school hours, here are some additional resources:

1. The Crisis Text Line is available for students to text at any time on any topic: Text "MARIN" to 741741 for support to begin.
2. Call Marin Suicide Crisis and Prevention Line at 415-499-1100 if you are worried about yourself or someone else. Open 24/7.

Don't be afraid to ask for help if you are hurting. Don't be afraid to let your friends, family, or teachers know what you need when they ask; they want to help. You can also call the National Suicide Prevention Lifeline any time — calls are confidential, 988 or 1-800-273-8255.

The Miller Creek Counseling [webpage](#), accessible through the Miller Creek Middle School website, has additional resources for students and families

Health Services and Medications

- A district nurse is available to support students, parents, and office staff as needed to meet the health needs of students.
- 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 the duration of treatment. This form is required to be completed annually. The parent/guardian and physician must sign this form. (District Policy 5141.2) Medications must be kept in the school office.

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