

# MILL CREEK

M I D D L E S C H O O L



2015-2016

## STUDENT HANDBOOK



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

H O M E O F T H E M I G H T Y B U L L D O G S

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## SERVICES, POLICIES AND PROCEDURES

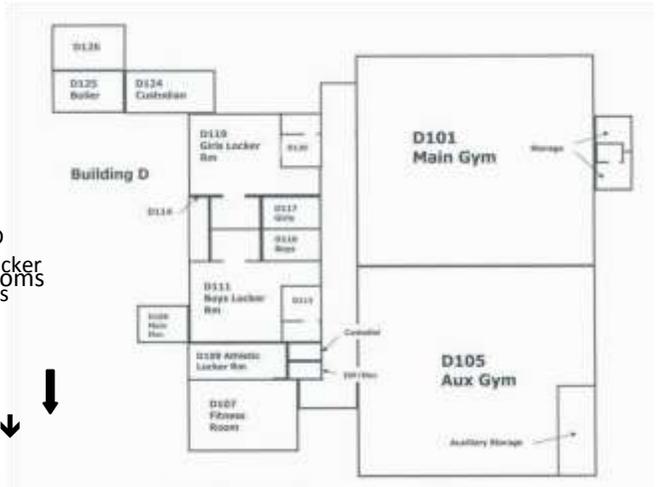
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School Map

# Mill Creek Middle School

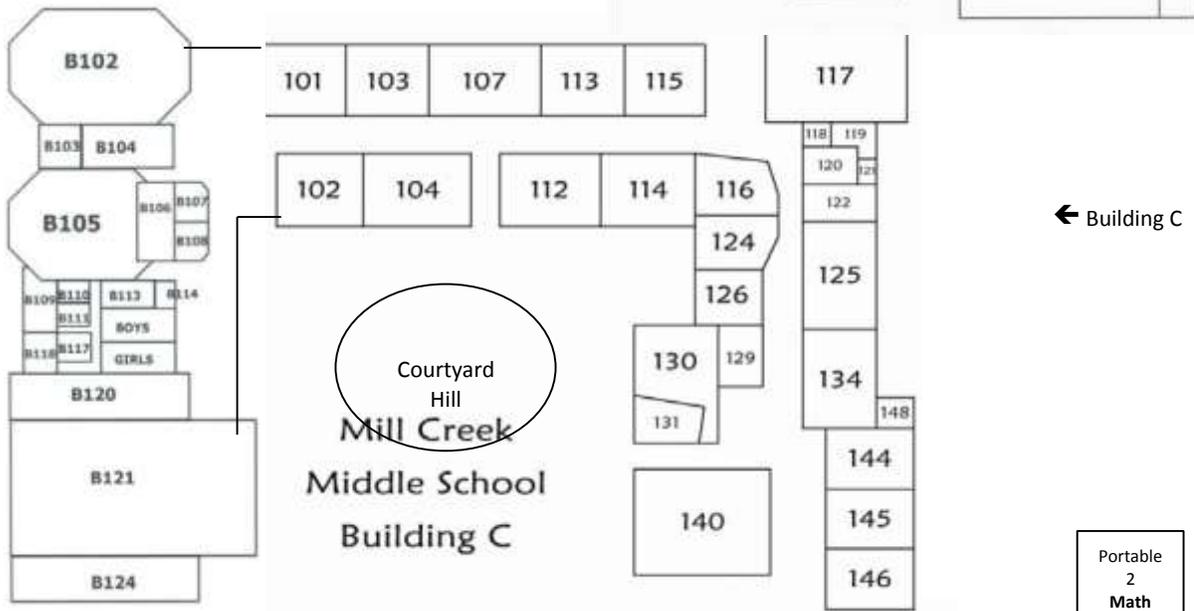


Building B  
Music & Cafeteria ↓

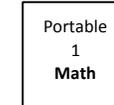
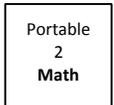
Building D  
Gym & Locker Rooms  
→

Building C

Building C ↓



← Building C



← Building A  
First Floor

Second Floor



Building A



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## MESSAGE FROM ADMINISTRATION

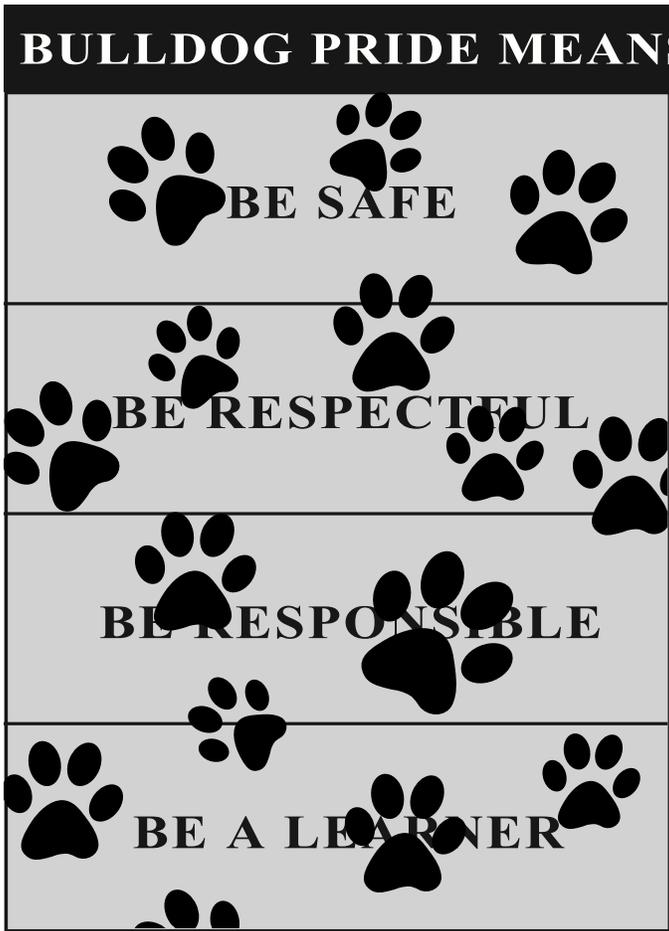
**Dear Students,**

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

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

Sincerely,

**Your Administrative Team**



**KENT SCHOOL DISTRICT MISSION**

Successfully Preparing All Students For Their Futures

**MILL CREEK MIDDLE SCHOOL VISION**

Our Vision is to strive for excellence in academic achievement by focusing on Relationships, Rigor and Relevance.

**MILL CREEK MIDDLE SCHOOL MISSION**

Our Mission at Mill Creek Middle School is to Successfully Prepare ALL Students for their Future. We are dedicated to individual development of attitudes, skills, knowledge and responsibilities that are essential to successful achievement in school and society.

Our goal is to empower students with the skills, knowledge and attitude necessary for success as an independent and interdependent member of society.

**ASSOCIATED STUDENT BODY (ASB)**

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

**COMPETITIVE ATHLETICS**

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

**Season 1/Fall:**

Football (non-cut sport, boys & girls) and Girls Volleyball **Season 2/Winter:**

Boys Basketball and Girls' Gymnastics **Season 3/Mid-**

**Winter:**

Wrestling (non-cut sport, boys & girls) and Girls Basketball **Season 4/Spring:**

Track and Field (non-cut sport, boys and girls)

Requirements to participate in a team sport:

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



immediately preceding the sports season or has an accumulative GPA of 2.0 throughout middle school. Additionally, students are expected to maintain a cumulative GPA of 2.0 throughout the season.

### ASSEMBLIES

Assemblies are an important part of the middle school experience. Spirit assemblies are held for each sport season.

## OPPORTUNITIES AT MILL CREEK

Academic Assemblies are held for national holidays and educational purposes. Students sit with classes at designated areas. Students are expected to behave respectfully at all times. All school rules apply.

### SCHOOL CLUBS

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

### DANCES

Dances are a fun and exciting part of the middle school experience. They are held after school and sponsored by the ASB. Typically, dances have fun themes chosen by students. The purpose of the dance is to have fun in a safe way.

Please follow the guidelines listed below to ensure the safety of all students as well as the continuation of dances at Mill Creek.

■ Tickets to the dance will not be sold at the door. If you do not have a ticket you may not attend the dance. The last time tickets will be sold is during the lunch period on the day of the dance, or until the dance is sold out (395 Maximum) whichever occurs first,

■ Doors to the cafeteria will not be opened before the starting time of the dance. (3:15 PM) Only Mill Creek students are allowed at the dance.

- Once you enter the cafeteria, you must remain inside. When a student leaves the dance he/she will not be allowed back in and must leave campus.

■ You are expected to follow all school rules leading up to the dance. If you are unable to attend the dance due to a discipline issue *after purchasing a dance ticket, you will not be refunded the price of the ticket.* It is your civic duty as a Mill Creek student to follow all building rules. Refund requests are not warranted after the purchase is made. It is your responsibility to request permission from your parent/guardian prior to purchasing a dance ticket.

### DANCE RULES

No horseplay is allowed. This includes the following:

- No Running
- No bumping/grinding dancing
- No offensive dancing or gestures
- There is to be no physical display of affection. This includes kissing, and any inappropriate touching.

■ All school rules are in effect during dances.

Students who fail to comply with the rules will be asked to leave and parents will be notified. Further disciplinary action may be taken.

Make arrangements for rides home from the dance before coming to the dance. School dances run from 3:15 PM until 5:15 PM. Students are expected to be picked up no later than 15 minutes following the dance.

### OPEN GYM

Open Gym is held Tuesday and Thursday mornings from 7:15-8:00 AM in the gym. Students play basketball or indoor soccer. All students are invited to participate but are expected to be passing their classes and demonstrating appropriate behavior.

### CONDITIONING CLASS

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

### MAIN OFFICE

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

Office Manager (253) 373-7446

Office Assistant--Attendance,  
BECCA (truancy) (253) 373-7464



Spanish Help Line	(253) 373-7464
School Nurse	(253) 373-6140
Principal or Assistant Principal	(253) 373-7446
ASB Cashier	(253) 373-6135

■Students who are participating in sport or club activities after school must report to them by 3:07 PM. All other students must leave campus by 3:15 PM. Students who fail to do so will be disciplined according to the progressive discipline policy.

**REGISTRAR AND COUNSELING OFFICE**

If you have questions about your class schedule, or would like to speak with a school counselor, contact the Counseling office. The office is open from 8:00 AM to 4:00 PM.

The telephone number is **(253) 373-6131**.

**DAILY SCHEDULE**

Cafeteria Opens		8:05 AM
Hallways open for students		8:25 AM
Period 1		8:35-9:29
Period 2		9:33-10:29
Period 3		10:33-11:27
Period 4 (Home Room Class)		11:32-1:05
1st Lunch:	Lunch	11:32-12:05
	Class	12:05-1:05
2nd Lunch:	Class	11:32-12:02
	Lunch	12:02-12:35
	Class	12:35-1:05
3rd Lunch:	Class	12:32-12:32
	Lunch	12:32-1:05
Period 5		1:09-2:03
Period 6		2:07-3:01

**BREAKFAST PROCEDURES**

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

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

**AFTER SCHOOL POLICY**

- Students taking a bus wait calmly on the sidewalk for their bus to arrive. Demonstrate safe behavior while waiting and when entering the bus
- Students being picked up should exit to the front of the building and meet their parent/guardian on the south side of the school.
- Students taking public transportation should leave campus immediately and wait for their ride at the public bus stop. Students who are walking home should also leave campus immediately.



**ATTENDING AFTER-SCHOOL EVENTS**

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

- Follow all school rules.
- Students attending after school events (including athletic events) may not leave campus prior to the event. Students may not leave an event and return. Once they leave the event, they must leave campus and may not re-enter the event.
- No food or beverages are allowed at indoor athletic events.
- Students are to have made arrangements with their

parents or guardians to leave the event within 15 minutes after the conclusion of the activity. Students whose transportation home does not arrive punctually will no be allowed to attend future after school events. ■Eligibility. Only Mill Creek students in good behavior standing may attend after school events/activities. Additionally, students need to have attended at least three periods of school on the day of the event.

**CLOSED CAMPUS POLICY**

Mill Creek has a closed campus policy. This means that students are not to leave campus once they have arrived. Students attending after school events may not leave campus and return to school during after school events.

**ATTENDANCE POLICY**

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

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

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

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

**TRUANCY/UNEXCUSED ABSENCES**

Truancy is defined as:

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

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

**TARDY POLICY**

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

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

**VISITOR POLICY**

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

**HOMEWORK**

Homework is an important tool in the teaching and learning process. Homework serves to: Reinforce present day’s lesson

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



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

**FUNDRAISING/SALES BY STUDENTS**

Mill Creek students are not allowed to participate in fundraising activities on the Mill Creek campus or buy and sell food or other items while at school, unless authorization has been obtained from the Mill Creek administration.

**GRADE AND PROGRESS REPORTS**

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

End of 1st quarter:	<i>November 4, 2013</i>
End of 1st semester (2nd quarter):	<i>January 24, 2014</i>
End of 3rd quarter:	<i>April 15, 2014</i>
End of 2nd semester (4th quarter):	<i>June 18, 2014</i>

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

**Why should I use Family Access?**

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

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

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

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

**How do I get Family Access?**

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

**FEES AND FINES**

The following fees are required:

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

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

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

**LOST AND FOUND**

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

**LOCKERS**

Mill Creek Students are assigned lockers to store backpacks, jackets, books, PE clothes, and school supplies. Backpacks, purses, and shoulder bags are not allowed in classrooms and should be stored in lockers. Toys, blankets and other distracting objects should also be stored in lockers. Students are expected to follow these guidelines regarding locker use: Each locker is to be used only by the student to whom it is assigned.

- No personal locks may be attached to the lockers. No decorations are allowed on the outside of lockers.
- **Mill Creek is not responsible for items lost or stolen from lockers.**
- If necessary, school authorities may search lockers in compliance with state and district guidelines. Lockers are the property of the school and students much keep them clean and in good condition.

**DISPLAYS OF AFFECTION**

The school building, school grounds and school activities are not places for inappropriate displays of affection. This would include kissing, unnecessary



prolonged hugging and inappropriate touching. Students who display inappropriate forms of affection are subject to disciplinary action. Uncooperative behavior will be referred to the office.

**CELL PHONES**

Students may use cell phones before and after school, outside of school buildings. Cell phones are to be turned off, concealed, and not used during the school day unless approved by a teacher for the purpose of instruction. If students violate this rule, the following will apply:

**1st offense:** Phone will be turned into the office and student may pick it up at the end of the day.

**2nd offense:** Phone will be turned into the office. Parent will be notified. Student must pick up phone at the end of the day.

**Further offenses:** Parent pick up will be required and further discipline measures will apply.

**VALUABLES**

Items of value that are brought to school are brought at your own risk. **Mill Creek is not responsible for lost or stolen valuables.** Stolen items should be reported to the Safety Officer. Confiscated items are not the responsibility of the school.

**DRESS CODE**

Students are expected to dress appropriately for a school or work environment. Any clothing or accessories that may distract the learning environment should not be worn. The following standards have been established to promote a positive school community.

1. Clothing or accessories making references to alcohol, drugs, tobacco or clothing displaying profane, vulgar, discriminatory, sexual language/pictures or gang related apparel are not allowed.
2. Hats, hoods and non-religious headgear are not allowed to be worn or carried inside, during the school hours of 8:25 to 3:15.
3. Jewelry and other accessories or clothing, which may present a safety hazard or danger to self or others are not allowed. Examples of such items include wallet chains, dog chains and spikes.
4. Shirts and tops must cover the chest, back and stomach. Inappropriate tops include: strapless, bare midriff, low cut tops, and see-through clothing.
5. Pants should fit well enough so that underwear is not exposed. Pants with holes above the knee require leggings underneath.
6. Skirts, shorts and dresses should not be shorter than mid-thigh.

**SCHOOL NURSE**

A school nurse is at Mill Creek two days per week. A health technician is available each day from 9:00 AM to 2:30 PM. If you are sick you must first report to class. Then, get permission and a written pass from your teacher to visit the health room. Students are not to call parents if they are sick. Calls to parents regarding health issues must be made from the health room.

**MEDICATIONS AT SCHOOL**

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

**IMMUNIZATIONS**

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

**STUDENT IDENTIFICATION (ID) CARDS**

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

**RECOMMENDED STUDENT SUPPLY LIST**

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

- Three-ring binder with pencil pouch and section dividers
- Notebook paper (college ruled-two reams)
- Pencils (six No. 2 pencils with erasers)
- Pens (four black or blue ink)
- Colored pens or pencil set
- Highlighter
- Scissors
- Protractor
- Ruler
- Calculator

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



**BUS SERVICES/TRANSPORTATION**

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

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

**LAP TOP/ONE TO ONE COMPUTING PROGRAM**

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

**Library Media Center**

The school library is an excellent place for students to complete research for school projects, find books for reading pleasure, and study for classes. The library opens before school at 8:20 AM. Lunch availability is dependent upon the building schedule. Students may enter the library before school and during lunches at the outside door on the south end of the library—the exit closest to the cafeteria. Most days the library is open after school until 3:01 PM.

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

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

checked out on their library account. Report cards are held if students have fines for damaged or lost books.

**ELECTRONIC DEVICES**

Electronic devices designed and used for educational purposes may be permitted with teacher or administrator approval only; otherwise, they are not allowed outside of lockers during the school day (8:35-3:15). Such devices include, but are not limited to, iPods, mp3 players, iPads, e-readers, handheld games, lasers, etc.) Additionally, stereo headphones may not be out (worn around neck, hanging out of pockets,) during school unless approved by the teacher for purposes of instruction. If students violate this rule, the item will be confiscated and stored in the main office for parents to pick up. Further discipline measures may also apply. **Mill Creek is not responsible for lost or stolen electronic devices.**

**STUDENT USE OF SCHOOL/DISTRICT OWNED TECHNOLOGY**

*Electronic Resources*

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

*User Responsibilities*

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

*Acceptable Use*

■Creation of files, projects, videos, web pages, podcasts, and other activities using electronic resources, in support of education and research and consistent with the mission of the District.  
 ■Participation in electronic communication and collaboration activities such as blogs, wikis, podcasts, email, and other



activities using electronic resources, in support of education and research consistent with the mission of the District.

■With parent permission, posting of student-created original educational material, curriculum-related materials, and student work.

- Connection of any personal electronic device is subject to all guidelines in this document.
- Proper codes of conduct in electronic communication must be used. Providing personal information is inappropriate; when using electronic communications, extreme caution must always be taken in revealing any information of a personal nature.

■All electronic resources accounts are to be used only by the authorized owner of the account for the authorized purpose.

■All communications and information accessible via electronic resources should be assumed to be public records and, barring a privilege, they will be disclosed ■As a representative of your school and community, exemplary behavior while using electronic resources should be practiced.

**Unacceptable Use**

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

- without the specific written permission of the copyright owner. ■Using electronic resources to access or process pornographic material, inappropriate files, or files dangerous to the integrity of the network. ■ Malicious use of the electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system. ■Any attempts to defeat or bypass the District’s Internet filter by using or trying to use proxies, https, special ports, modifications to District browser setting or any other techniques, designed to avoid being blocked from inappropriate content or to conceal Internet activity.
- Using any electronic resources for unlawful purposes.

**Consequences for Violating Electronic Use Agreement**

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

**DELIVERIES FOR STUDENTS**

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

**GUM POLICY**

No gum will be allowed at school. Teachers will assign consequences for students who do not comply.

**CONTACTING STUDENTS DURING THE SCHOOL DAY**

In the case of emergencies, or if parents/guardians need to get a message to students during the school day, call the main office (253-373-7446) and it will be delivered to students as soon as possible. Remember that students are not allowed to have cell phones out during the school day. You may not check messages delivered to your cell phone until school is out at 3:01 PM.

**HARASSMENT-FREE ENVIRONMENT**

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

Sexual harassment is unwanted and unwelcome sexual

**CHEATING AND/OR PLAGIARISM**

Cheating includes file sharing, providing answers on any assigned items or sharing too much information with a classmate. Plagiarism is using, or



presenting, another writer’s ideas as if they were your own. Plagiarism is stealing and is against copyright laws.

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

**1st offense:** Student will receive a zero on the assignment. There will be no chance to make up the assignment.

behavior which interferes with your right to get an education or to participate in school activities. It may involve uninvited comments, touching, gestures, jokes, notes, pictures, graffiti, gossip, or intimidation. Sexual harassment may include behavior which is offensive to an observing person, even if that person is not the intended target of harassment.

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

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

Harassment will not be tolerated at Mill Creek Middle School and administrative sanctions, ranging from parent conferences to suspension, depending upon the offense, will be imposed. Students who feel they are victims of harassment should report their concerns to a teacher, counselor, or administrator at school or their parent/guardian at home.

**2nd offense:** Student will receive a zero on the assignment with no chance to make it up. Additionally, a parent conference will be required before the student may return to class.

**3rd offense:** Short-term suspensions. Student may receive a failing grade in class.





## STUDENT EXPECTATIONS AND DISCIPLINE

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

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

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

### STUDENT EXPECTATIONS

#### SCHOOL-WIDE SIGNAL

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

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

#### HALLWAY EXPECTATIONS

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

##### *Student Behaviors*

- I walk on the right side of the hallway.
- I walk directly to my next destination.
- I keep my hands and feet to myself.
- I will not have food or beverages out.
- I speak appropriately:

- Use respectful language
- Keep the volume of my voice low
- Use appropriate tone of voice

I respect hallway displays.

- I have a pass signed by my teacher when in the hallway during class.

#### CAFETERIA EXPECTATIONS

##### *Student Behaviors*

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



## SCHOOL WIDE CLASSROOM EXPECTATIONS

We take great pride in demonstrating positive and productive behavior here at Mill Creek. The expectations below are expected to be followed in classrooms and throughout the school.

**BULLDOG PRIDE MEANS**

**BE SAFE**

**BE RESPECTFUL**

**BE RESPONSIBLE**

**BE A LEARNER**

A large rectangular graphic with a black border, divided into five horizontal sections. The top section is black with the text 'BULLDOG PRIDE MEANS' in white. The following four sections are light gray and each contain a behavioral expectation in bold black capital letters: 'BE SAFE', 'BE RESPECTFUL', 'BE RESPONSIBLE', and 'BE A LEARNER'. The text in these sections is surrounded by several black paw print icons of varying sizes and orientations.



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

## DISCIPLINE

### MINOR VIOLATIONS

Minor Violations will be handled by teachers in their classrooms. Teachers may submit a discipline referral to the behavior support team to develop a behavior support plan with the parent/guardian. For repeated minor violations, teachers may submit a discipline referral to the administration. Discipline assigned will be determined by administration but will, in most cases, progress as follows: Administrative Conference, Lunch Detention, After-school Detention, In-School Suspension, Out-of-School Suspension.

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

- Defiant Behavior
- Disrespect of school property or property of others
- Disrespectful behavior Possession of laser pointers, mp3 players,
- Disruptive behavior
- Dress code violation
- Failure to comply with staff request
- Harassment (low level)
- Inappropriate displays of affection
- Inappropriate behavior
- Inappropriate language
- Inappropriate use of cell phones or cameras
- etc.
- Selling items at school
- Tardiness/Attendance Issues
- Teasing/taunting
- Technology Violations
- Unprepared for class
- Unsafe behavior

**NOTE:** If a student's misbehavior is so severe that it warrants immediate removal (such as blatant insubordination or fighting), a teacher may have the student removed immediately. If this occurs, the teacher will contact the students' parents/guardians to discuss the issue and will submit a referral to the administration to issue discipline.

### MAJOR VIOLATIONS

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

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



- Arson
- Assault Bigotry
- Bullying/Intimidation
- Bomb threat
- Dangerous Behavior
- Disrespect of a staff member
- Defiance/Insubordination
- Fight Instigation/Fight promotion Harassment and
- Bullying—including cyber and phone harassment
- Obscene behavior
  - “Pantsing”—Pulling students pants/shorts
- down Possession of tobacco, alcohol, or drugs
- and/or drug paraphernalia Possession/use of
- weapons
- Racism
- Serious electronic use violations
- Gang behavior
- Sexual harassment
- Tampering with fire alarm
- Threatening to cause harm
- Vandalism, theft, or damage of property
- Violent behavior



**GUIDELINES FOR SCHOOL SANCTIONS**

Chapter 392-400 WAC contains the following restrictions for suspensions:

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

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

In all cases where sanctions are imposed, a reasonable effort to contact parents or guardians will occur prior to, or contemporaneous with, the imposition of the sanction, in addition to any written notice required by law. When a school administrator determines that there is an immediate and continuing threat to the student or school staff, or an immediate and continuing threat of substantial disruption of the educational process, immediate emergency removal or emergency expulsion may be appropriate.

In conjunction with the following sanction guidelines, administrators may also consider any alternative form of corrective action—including programs intended to lessen the time of exclusion from class attendance—which has been approved by the Board of Directors and/or Superintendent. The district encourages the use of alternative forms of correction action when possible and practicable in light of the duty to maintain safe and orderly school environments conducive to student learning.

In addition to school sanctions, administrators should determine whether restitution for damage or injury should be considered.

**IMPLEMENTING THE GUIDELINES FOR SCHOOL OFFENSES**

It is presumed that school administrators will sanction a student for the following offenses within each listed standard range, beginning at the presumptive sanction and determining whether mitigating or aggravating factors warrant a sanction higher or lower within the standard range. School administrators are expected to use their professional judgment and experience when assigning students sanctions and will, to the best of their abilities, attempt to apply these sanctions to all similarly-situated students in a fair and equitable manner. The administrator’s judgment and discretion will carefully balance the duty to maintain order and discipline in a safe school environment, the appropriate corrective action needed to

address the student’s misconduct, and the student’s long-term educational success.

The sanctions below do not prohibit administrators from considering approved alternatives to out-of-school suspension or expulsion, including in-school suspension. The standard range for each offense does not prohibit a school administrator from exceeding the range, up to and including expulsion, if sufficient aggravating factors warrant such corrective action or if the threat of danger or substantial disruption supports an emergency expulsion under WAC 392-400-295.

**ARSON**

For purposes of school discipline, “arson” means any intentional or reckless setting of a fire or other burning of personal or public property. “Reckless” means that the student understood, but acted with disregard for, the consequences of his or her conduct.

**STANDARD RANGE:** 0-20 Day Suspension **PRESUMPTIVE**

**STANDARD SANCTION:**

Elementary: Short-Term Suspension of 1 Day

Secondary: Short-Term Suspension of 5 Days

**ASSAULT**

For purposes of school discipline, “assault” means actual or attempted hitting, striking or other wrongful physical contact inflicted on another either directly or indirectly through an object. For verbal threats, see Harassment, Intimidation, and Bullying.

**STANDARD RANGE:** 0-10 Day Suspension **PRESUMPTIVE**

**STANDARD SANCTION:** Elementary: 0 Days

Secondary: Short-Term Suspension of 5 Days

**REASONABLE SELF-DEFENSE:**

It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:

■a student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others;

■the student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances; and



■the student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant’s hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

**DEFACING OR DESTRUCTION OF PROPERTY**

For school discipline purposes, means the unauthorized, intentional damage to district property or the property of others (other than arson, above).

**STANDARD RANGE:** 0-10 Day Suspension **PRESUMPTIVE**

**STANDARD SANCTION:**

Elementary: Discipline other than Suspension Secondary: Short-Term Suspension of 3 Days Restitution will usually be required.

**NOTE:** Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil’s parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise. If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

**DEFIANCE OF SCHOOL AUTHORITY**

Refusal to obey reasonable requests, instructions, and directives of any school personnel, including volunteers or contractors working for the school. Defiance includes dress or appearance in violation of Policy 3224 that the student either refuses to correct at the directive of a school administrator, or that is a persistent and repeated violation of Policy 3224. Defiance of school authority can also include intentional disruptive behavior.

**STANDARD RANGE:** 0-10 Day Suspension **PRESUMPTIVE**

**STANDARD SANCTION:**

Elementary: Discipline other than Suspension Secondary: Discipline other than Suspension

**DRUGS/ALCOHOL AND OTHER PROHIBITED CHEMICAL SUBSTANCES**

The possession, consumption, use, storage, or distribution of drugs, alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited. For purposes of student conduct expectations:

■This section applies to any controlled substance, medication, stimulant, depressant, or mood altering compound, including simulated compounds intended to produce intoxication or euphoria, whether or not such compounds have been designated a controlled substance by state or federal law; This section applies to marijuana or substances containing marijuana;

- This section applies to legally-prescribed drugs which a student is nevertheless not lawfully

- authorized to possess on school grounds, at school

activities, or on district-provided transportation; ■This section applies to students who enter school grounds, school activities, or district-provided transportation following the unlawful use or consumption of drugs, alcohol, and other similar chemical substances, including students who appear to be under the influence of such substances; and

■This section applies equally to the possession or use of paraphernalia or other items used to possess, consume, store, or distribute drugs, alcohol, and/or other illegal chemical substances, including marijuana or substances containing marijuana.

**STANDARD RANGE Elementary:** 0-10 Day Suspension

**STANDARD RANGE Secondary:** 3-20 Day Suspension

**PRESUMPTIVE STANDARD SANCTION FOR POSSESSION OR USE:**

Elementary: Short-Term Suspension of 1 Day

Secondary: Short-Term Suspension of 10 Days

**PRESUMPTIVE STANDARD SANCTION FOR DISTRIBUTION:**

Elementary: Short-Term Suspension of 5 Days

Secondary: Long-Term Suspension of 20 Days

Generally, a suspension for possession, use, or consumption should not exceed ten (10) days, and a suspension for distribution should not exceed



twenty (20) days. A suspension for secondary students in either case should not fall below three (3) days.

An expulsion may be imposed for such conduct when sufficient aggravating circumstances are present and in consultation with the superintendent or the superintendent's designee. Emergency expulsion may be imposed when the student's conduct meets the requirements of WAC 392-400-295.

An administrator may draw up a contract with a student serving a suspension, and a maximum of fifty percent (50%) of the suspension may be held in abeyance when the student successfully complies with the terms and conditions of the contract.

In all cases in which a student possesses or is distributing on school grounds, at school activities, or on district-provided transportation a substance prohibited under this section that is also a violation of the law, a report will be made by school officials to law enforcement.

**FIGHTING OR FIGHTING INVOLVEMENT**

Includes instigating, promoting (including promotion by presence as a spectator), and escalating a fight, as well as the failure to disperse at the scene of a fight.

**SANCTIONS:** See Assault

**GANG CONDUCT**

For school discipline purposes includes:

- the creation, display, or communication of gestures, language, imagery, or symbols as defined below commonly associated with gang culture the promotion of gang culture and/or gang violence,
  - and/or the solicitation or recruitment of gang members.
  -

Gang imagery and symbols include, but are not limited to: ■apparel (including shoelaces, bandanas, belts, or hats) which by virtue of color, arrangement, trademark, symbol, or any other attributes indicate or imply gang membership or affiliation

- displays of gang affiliation on personal belongings including clothing, school assignments, notebooks, body, etc.

**STANDARD RANGE:** 0-10 Day Suspension **PRESUMPTIVE**

**STANDARD SANCTION:**

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

Expulsion or Long-term suspension for gang conduct alone, absent any other misconduct, may only occur under extraordinary circumstances following consultation with the Superintendent or Superintendent's designee.

**HARASSMENT, INTIMIDATION OR BULLYING**

For school discipline purposes, "harassment, intimidation and bullying" includes:

- intentional hurtful, threatening, or intimidating verbal and/or physical conduct in violation of Kent School District Policy 3207 and procedure 3207P;
- unsolicited or unwelcome verbal or physical conduct that is harassing or intimidating that can be of a sexual, religious, racial or ethnic nature, or based on disability;
- a threat to cause bodily injury, property damage, or to cause the physical confinement or restraint of the person threatened, or any other act causing substantial harm to the physical or mental health of the person threatened.

**STANDARD RANGE Elementary:** 0-10 Day Suspension **STANDARD RANGE:**

**Secondary:** 3-20 Day Suspension **PRESUMPTIVE STANDARD SANCTION:**

Elementary: Discipline other than Suspension

Secondary: 3 Day Suspension

**LEWD, OBSCENE, OR PROFANE LANGUAGE, GESTURES OR MATERIALS**

For purposes of school discipline, this includes, but is not limited to, lewd, obscene or profane language, gestures or materials that are unrelated to authorized school curriculum. Prohibited "materials" includes digital or electronic text, images, or sounds that are possessed, displayed, or transmitted while under the supervision of school authorities.

**STANDARD RANGE:** 0-10 Day Suspension **PRESUMPTIVE**

**STANDARD SANCTION:**

Elementary: Discipline other than Suspension

Secondary: Discipline other than Suspension

Any conduct under this section that could constitute a criminal act will be reported to law enforcement. Any conduct under this section that involves the use of district resources or equipment may result in the loss or restriction of a student's use of district systems, resources, or equipment.

**TARDINESS**

Schedule a conference or conferences with the custodial parent or guardian and student, at a time reasonably convenient for all, for the purpose of analyzing the causes of the student's tardiness. Take steps to eliminate the tardies, including adjusting the student's school program, or school/ course assignment.



**THEFT/STEALING**

Possession of another person’s or district property, regardless of value, without the person’s permission with the intent to deprive the owner of such property. As part of the sanction, restitution will usually be required.

**STANDARD RANGE:** 0-10 Day Suspension **PRESUMPTIVE**

**STANDARD SANCTION:**

Elementary: Discipline other than Suspension

Secondary: Short-Term Suspension of 2 Days

Restitution will usually be required if property is not recovered and returned.

**NOTE:** Under RCW 28A.635.060 (1), the school district may withhold the grades, diploma, and transcripts of a pupil responsible for intentional damage or loss to the property of the district, a contractor of the district, an employee, or another student until the pupil or the pupil’s parent or guardian has paid for the damages. If a student has been suspended or expelled, the student may not be readmitted until the student or parents or legal guardian has made payment in full, or until the superintendent directs otherwise.

If the property damaged is a school bus owned and operated by the district, a student suspended for the damage may not be permitted to enter or ride any school bus until the student or parent or legal guardian has made payment in full or until directed otherwise by the superintendent.

When the pupil and parent or guardian are unable to pay for the damages, the school district will provide a program of voluntary work for the pupil in lieu of the payment of monetary damages. Upon completion of the voluntary work the grades, diploma, and transcripts of the pupil shall be released. The parent or guardian of the pupil is liable for damages as otherwise provided by Washington state law.

**WEAPONS**

This section addresses the possession or use of actual weapons in violation of Kent School District Policy 3245, including firearms, dangerous weapons, and other items listed within that policy. This includes when a student acts with malice as defined under RCW 9A.04.110 and displays a device that appears to be a firearm. Objects and conduct that fall outside of Policy 3245 should be addressed under other sections, as appropriate.

**STANDARD RANGE:** 0-20 Day Suspension **PRESUMPTIVE STANDARD**

**SANCTION:**

Elementary: Short-Term Suspension of 3 Days

Secondary: Long-Term Suspension of 11 Days **SANCTION FOR**

**FIREARM AT SCHOOL:**

Emergency Expulsion (see below)

Any Kent School District student who is determined to have carried a firearm or to have possessed a firearm on school premises, school-provided transportation, or school sponsored activities at any facility shall be expelled from school *for not less than one year (12 months) under RCW 28A.600.420,*

**TOBACCO/NICOTINE PRODUCTS - USE OR POSSESSION**

Students may not participate in smoking, use of tobacco products or products containing nicotine, or possess tobacco products on the school premises or at school-sponsored functions.

**Elementary Students**

See sanctions for Defiance of School Authorities

**Secondary Students**

**First Offense:** Complete Tobacco Intervention Packet. [Refusal or failure to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline sanctions as set forth in Defiance of School Authorities]

**Second Offense:** Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

**Third Offense:** Complete Tobacco Intervention Packet and attend extended after school detention. [Refusal to complete Tobacco Intervention Packet shall be considered to be a tobacco related offense for which students may receive school discipline that includes short-term suspension with days that may be held in held in abeyance for community service].

**TRUANCY**

See Policy and Procedures 3122.



with notification to parents and law enforcement. The district superintendent or the superintendent's designee is authorized to modify the expulsion of a student on a case-by-case basis.

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

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

### **NON-DISCRIMINATION STATEMENT**

Kent School District does not discriminate in programs, activities, admissions, access, treatment, or employment on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups.

#### **The Kent School District's Title IX Officer**

253-373-7203

#### **The Kent School District's 504/ADA Officer**

253-373-7134

**Reviewed:** 06/26/2013



**KENT SCHOOL DISTRICT**  
*Successfully Preparing All Students For Their Futures*



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## STUDENT HANDBOOK REVIEW

### STUDENT

#### Student Handbook Review

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STUDENT NAME (please print)

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GRADE

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FIRST PERIOD TEACHER

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FOURTH PERIOD TEACHER

I have received the Mill Creek Middle School Student Handbook. My signature below indicates that I agree to read the handbook and be responsible for the contents. I also agree to take the handbook for my parent/guardian to read. I will return this form with my parent/guardian signature to my fourth period teacher by **Wednesday, September 11th, 2013**.

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STUDENT SIGNATURE

---

DATE

### PARENT/GUARDIAN

#### Student Handbook Review

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

I have read and understand the contents of the student handbook. I understand that my student will be held accountable for the information contained in this handbook. Please sign and have your student return this form to their fourth period teacher by **Wednesday, September 11th, 2013**.

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PARENT/GUARDIAN NAME (Please Print)

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PARENT/GUARDIAN SIGNATURE

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DATE



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

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