



**McCLURE MIDDLE SCHOOL BEHAVIORAL EXPECTATIONS MATRIX
MAVERICK P.R.I.D.E**

	PRODUCTIVITY	RESPECT	INTEGRITY	DEPENDABILITY	EXCELLENCE
CLASSROOM/ LIBRARY/ GYM/ COMP. LAB	Stay on task Allow others to learn Be safe Stay actively engaged	Listen to the speaker Use level 0-2 voice Work peacefully with others Keep hands, feet & objects to self	Think before we speak/act Do the right thing Are honest	Support others Use class time responsibly Are on time Bring necessary materials	Explore new ways of thinking Build community Exhibit leadership Show grit
HALLWAY/ STAIRS	Use kind words Take care of our business Arrive to class prepared	Level 0-2 voice. Keep hands, feet & objects to self Pick up garbage	Keep proper distance between others Do what we say we will do Report problems to an adult	Move quietly and quickly Stay to the right Follow directions	Help others Smile Stay electronics-free Notice & act when others need assistance
RESTROOM	Keep it neat & clean Take care of business without delay Use wastebasket for trash	Wait patiently Respect others' privacy Level 0-2 voice. Are kind and considerate	Correctly use supplies Tell someone if there is a problem	Model healthy behaviors Wash hands before leaving	Keep restroom clean Respect privacy of others
CAFETERIA	Leave table & floor cleaner than we found it Use manners	Consider others Keep food on trays Level 0-2 voice Keep hands, feet, & objects to self	Keep our rightful place in line Do the right thing Invite positive conversation	"Mix-it-up" Listen to others. Own up to situations Promote safety	Listen to instructions Report any concerns Remind others of responsibilities
EMERGENCY OR Practice DRILLS	Follow adult directions without delay Arrive at identified safe destination in timelines given	Adhere to safety commands such as silence, lining up and other directives Act without being impulsive or endangering self or others	Take the event or safety practice session seriously Help not Hinder	Be alert and aware of any unexpected changes Inform drill leaders and/or safety officers of important facts	Show attentiveness and conform to expectations during all drills/exercises Stay calm and help those experiencing difficulty during actual emergency
BUS	Are kind & considerate Promote safety	Stay in seat Use patience when we enter and leave bus Level 0-2 voice Are courteous to driver and other students	Face forward on bus Arrive at bus stop on time Keep pens and pencils put away	Practice safety Arrive to bus stop on time Listen to the bus driver Line up to board the bus	Keep the bus clean Help others Report any concerns
ASSEMBLY	Show school spirit Listen Give applause & show appreciation Participate fully and appropriately	Listen to performance Sit up, face speaker with both feet on ground and stay seated Use appropriate voice	Are open-minded Listen to others Welcome new experiences	Show reliability Show loyalty Help others	Listen to others Self-control Lead positive behaviors
COMMUNITY	Use manners Promote safety Are kind and considerate of others	Respect others' property Use appropriate voice level & language Behave courteously Treat others as we wish to be treated	Represent McClure Build a good reputation Do the right thing Solve problems	Show self-control Own up to responsibility Promote and practice safety	Notice & act when others need assistance Leave no trace behind Follow community expectations Listen to others



Dear McClure Students,

It is a privilege and honor to welcome you to the 2016-17 school year as proud McClure Mavericks! To begin this new year, we will work together as a whole school community to review and refresh our commitment to being the best students and staff to make this a great place for all students. Part of this commitment will entail students and staff purposefully learning and renewing your commitment to our school's positive behavioral expectations—our P.R.I.D.E! Your dedication to McClure will show through as you fully embrace these school-wide expectations to ensure our school is a positive, safe and, yes, fun place to learn and grow!

At McClure, we fundamentally believe there is a place for **everyone** and your involvement in academics, sports, activities, and clubs will contribute to the spirit and success of our school. We, as a staff, are dedicated to providing the best atmosphere and climate for you to succeed. We want you to experience confidence and exhibit perseverance as you tackle new learning, new skills and new challenges that will take you to the next level in your achievement. This handbook will provide you with the necessary information you need to be a success at McClure.

Again, welcome to McClure's 2016-17 school year!

Sincerely,

The McClure Middle School Staff

AFTER SCHOOL HELP

All teachers are available to offer after school support to students. Please make appointments for such help in advance so as to ensure the availability of teachers who have special meetings or appointments.

AFTER SCHOOL SPORTS

Students may participate in soccer, track, basketball, volleyball and ultimate frisbee. Students must have a physical exam (every 2 years) and insurance prior to participating. Student Athletes must have a G.P.A. of 2.0 or above and are required to turn in a weekly grade sheet throughout each sports season. Please read the Sports Participation Form closely for more information.

ASB

The Associated Student Body (ASB) Student Council is the governing body for McClure Middle School activities. The elected ASB officers are the President, Vice-President, Secretary, Treasurer and Historian. These officers are elected in the spring preceding the school year in which they will be in office and they will be registered into the ASB course for both semesters. The rest of the class is comprised of participants from the election (prioritized registration into the course for one semester) and students randomly assigned to this exploratory course. The ASB course builds leadership skills and trains students to successfully project manage culture/climate-building activities like activity days, assemblies, elections and evening family events.

CLOSED CAMPUS

McClure is a closed campus; students cannot leave the school

grounds without parent permission once they have arrived (even before first period) or before school dismissal. Students violating this policy will be subject to disciplinary consequences. Closed campus also means that **student guests/visitors** from other schools or communities **are not permitted** during the school day or at extra-curricular school events with the exception of athletic events. Note: Students may not enter campus grounds when suspended from school.

BIKES

Students may ride their bikes to and from school. Upon arriving at school, bikes must be parked in the bike rack and locked. The school is not responsible for stolen or damaged bikes. Students bringing skateboards and like equipment must store them in their lockers during the day and are not allowed to ride them in the halls or in the courtyard in front of school.

COMMUNICATING WITH TEACHERS

When parents/guardians have an inquiry regarding their McClure student, they may call or email the student's teacher. McClure staff have agreed to return calls/emails to parents/guardians within 24-48 hours of receiving the initial communication request. Parents/guardians may also request a parent-teacher conference to discuss inquiries or concerns about a student's progress. Please also read the section "Source and Schoology."

COMMUNICATING WITH YOUR MCCLURE STUDENT DURING THE SCHOOL DAY

Parents, guardians, relatives, or friends **should not text message or call our students at any time during school hours**. (Please see "Electronics/Cell Phones/Tablets" student expectations below). If you need to reach your student, please call the Attendance Office at **(206) 252-1904**.

COMPUTER/INTERNET POLICY

Students have access to computers and the internet via the library and classrooms throughout our school. Use of Seattle Public Schools Internet service is a privilege. If any conditions of use are violated, this privilege will be taken away and other consequences may follow. Use of the Internet is for school-related purposes only. Violations include, but are not limited to:

- Transmission of or deliberate access to obscene, indecent, harassing, defamatory or otherwise offensive material in any form;
- Any deliberate attempt to harm or destroy data on any system on the Internet;
- Unauthorized installation, storage or distribution of copyrighted software or materials;
- School/district administrators have the right to review any material sent, mailed or stored in District computers, including web sites and emails. The District can edit or remove any material that it believes may be unlawful, obscene, indecent, harassing, or otherwise objectionable.
- Violations of district policies or federal and state laws **including physically damaging keyboards and other hardware.**



COUNSELORS

Counselors assist students with a variety of needs including academic scheduling, academic progress-monitoring and goal-setting, social and emotional concerns, and high school guidance information. If a student wants to talk with a counselor, s/he may make an appointment by filling out an appointment request form in the Main Office. The counselors are here to help!

Who is you're your grade level counselor?

Ms. Lisa Dawson (Head Counselor): 252-1909

6th grade (students with last names L-Z) and **8th grade**

Ms. Leslie Collings: 252-1908

6th grade (students with last names A-K) and **7th grade**

DRESS CODE– A Place of Work and Learning

Our vision is to cultivate a safe, effective urban middle school where EVERY student is challenged, supported and well-prepared for high school and a successful future. At McClure, we expect students and staff to contribute to creating a safe and respectful environment for all. We ask everyone to “**respect and honor the space**” of learning. Attire that compromises respect and safety is prohibited. The following items fall into this category and are NOT appropriate for school:

- Clothing and accessories with obscene or offensive language or graphics, symbols that are sexual in nature or that promote or glamorize drugs, alcohol, violence, discrimination, gangs or other illegal activity
- Any item of clothing considered too revealing or tight. (Leggings or pants should be paired with a shirt that is between the hip and thigh)
- Clothing items that reveal undergarments, sagging pants, or clothing that expose areas of the midriff or cleavage.
- Shorts & skirts shorter than fingertip length when arms are down alongside the body and/or 4” inseam on shorts.
- Shoes must be worn at all times
- Sunglasses
- Hats and hoods are only permitted when entering or exiting the school building and must be placed in lockers before first period.

Typical consequences for violation of the McClure dress code are:

- Student is asked to change into appropriate clothing or find a way to cover the dress code violation; administration or nurse may provide an option.
- Parents are called and asked to bring appropriate clothing for students to wear.
- Conference between administration, parents, and student, if poor choices in attire persist.

McClure staff work diligently to treat all dress code issues with sensitivity and with a focus on ‘respecting and honoring’ a diverse, scholarly environment of work and learning.

ELECTRONICS/CELL PHONES/TABLETS

McClure Middle School has made a commitment to intentionally support and bolster student growth and effective use of

technology. Our school staff has also observed that students’ personal devices can be a distraction to student learning. “*It is the policy of the Seattle School Board that the use or activation of cell phones, digital music players, and other similar electronic devices are prohibited on school property.*”

Though the Seattle School Board policy prescribes that electronics be prohibited, the McClure policy is less stringent; yet our policy is specific in defining **when and where devices may be used**. The following expectations around personal technology will be followed at McClure:

- Personal electronics must be left at home or in lockers or, alternatively, turned off and out of site for the full day of school, *including field trips*, **except** for before the first morning bell, during lunch and at the end of the school day. Examples of personal electronics are as followed (but not limited to this list): Cell phones, tablets, cameras, electronic games.
- Students must **put away their ear buds** during these periods of the day.
- **Under some circumstances, teachers may direct students to use their personal technology; this is admissible as long as students are following the teacher’s direction and using the technology for the educational purposes of the lesson.**

If students cannot abide by these expectations, the following action will be taken:

1. Students who have electronics out during the prohibited periods of the school day will have them confiscated by McClure staff.
2. The first offense is for students to pick up their device at the end of the day in the main office.
3. The second offense will result in a parent /guardian having to pick up the device at the end of the school day or at his/her convenience.
4. The third offense will result in a parent conference and either waiting until the end of the school year to retrieve the device or having to check the device in and out at the beginning and ending of every school day.

Additionally, the school is not responsible for the care of student’s electronic devices. Students bring these to school at their own risk. McClure is not staffed to conduct investigations into lost or missing devices.

HOMEWORK

At McClure we believe that the purpose of homework should be to reinforce or give practice with material already taught in class and is intended to be done by the student with minimal assistance from parents. McClure offers monitored homework clubs after school so that students have support to complete assignments and projects. Parents should not expect homework from each class every day as some assignments are best completed with direct teacher guidance in the classroom. Aside from specific homework assignments, there are many things parents can do to help their child’s academic success. Home reinforcement and encouragement are important elements in student achievement. To that end, we offer the following guidelines.

1. It is a requirement for all Language Arts students at McClure to read at least 30 minutes daily.
2. To help our students become more effective communicators, parents should ask students to explain what they are learning in school and the nature of their assignments.



- Parents should also ask their McClure student to review and share with them their Source grades and Schoology pages for updates on how they are performing and set goals around upcoming assignments and projects.

LIBRARY AND LIBRARY COMPUTER LAB

The library is open from 8:30 AM to 3:50 PM on most school days. During class periods, individual students need to enter with a pass and present it to the librarian. Students should bring their student ID card with them for efficient check outs. Books are checked out for three weeks at a time and may be renewed if there are no existing holds. Books not returned or returned in damaged condition will be subject to fines. Outstanding fines must be paid before attending ASB activities. No food or drink is allowed in the library and library lab areas. The library computer lab is open when the library is open. Students may access the internet, electronic databases, and The Source. Students may also use the library lab for word processing and other applications.

LOCKERS

Students will be assigned individual lockers. They must fill out a locker agreement and abide by all guidelines for proper locker use. Students may NOT trade locker assignments with other students. Students should not give their combination to any other student, subject to school discipline. **IMPORTANT: lockers are school district property and as such can be searched or individual use terminated at any time.**

LUNCH PRICES *(Subject to change)*

Student breakfast cost 1.50 and lunches cost \$2.50 each. Money can be deposited into your account by check or cash given to lunchroom personnel. The bar code on a student's ID card, when scanned, will deduct the correct amount from his/her lunch account. Free/Reduced lunch applications are available in the Main Office. Lunch applications need to be renewed each year.

LUNCHROOM PROCEDURES

At McClure we take great PRIDE in our cafeteria. Students are required to clean up their eating space and are expected to follow the McClure expectations while in the designated eating areas. Students may be assigned *Model Maverick* duties to contribute to the proper care of the Cafeteria. Throwing food, beverages, and/or other items is not allowed. (See McClure Student PRIDE matrix for Cafeteria expectations). Students are allowed only in the cafeteria, library, and gym during lunchtime. Students are **not** allowed in the hallways during lunch except for transitioning to one of the approved areas. Food and beverage consumption is not allowed in the hallway or classrooms except as teacher directed.

MODEL MAVERICKS

During the 2016-17 year students will be given opportunities to contribute in various leadership capacities around the building to create a positive school culture of caring and service. Students assigned Model Maverick tasks are expected to fulfill them with a positive outlook. McClure also welcomes parent involvement in this endeavor. Contact the PTSA to volunteer.

MEDICATION

If a student needs to take medication (prescription or over-the-counter) during the school day, a medical release form **must** be signed by the doctor and parent, and the medication **must** be stored in the nurse's office. The medication must be in its original container or original prescription packaging.

Effective September 1, 1999, all medications that are classified as controlled substances will be counted. The District Nurse or your pharmacist can identify medications for students that are included in this category.

We are asking for family assistance and cooperation by adhering to the following process.

- Only one month's supply of medication should be brought to school.
- The parent/guardian must bring the medication to the school nurse's office.
- The parent/guardian and the school nurse will count the medication.

NURSE'S OFFICE

The Nurses Office is available to students for illness or injury. (Students must get permission from their classroom teacher in order to visit the nurse's office.) The maximum stay is 15 minutes. If students are too ill to return to class after the 15-minute rest period, a parent or guardian will be notified to arrange for transportation home. Our school nurse is on duty every day of the week.

PASSES

The Student Planner can be used as a pass. Students must have a pass if they are leaving their assigned class. Students must always go to their assigned class to avoid being reported tardy or absent in that class. If a staff member from the office or a classroom teacher delays a student, s/he should ask the staff member for a pass.

REPORT CARDS

Report cards will be mailed home within 2 weeks after the end of each semester. McClure report cards reflect academic grades, effort and citizenship evaluation, and general teacher comments.

RESTRICTED AREAS/OUT OF BOUNDS

We expect our students to remain in designated school areas. The following areas are considered to be out of bounds or restricted to student use: faculty parking lots, except for coming to and leaving school; all athletic fields, unless supervised by a staff member; faculty lounges; and all instructional areas when not occupied.

SAFETY & RULES

Students should leave these items at home (The school is not responsible for lost or stolen items):

- Valuable items
- Excessive money – students should only bring the amount of money that is needed that day
- Permanent markers and laser pointers



- Any items stated in *The Basic Rules of Seattle Public Schools*

Students should leave these things in their lockers or at home:

- Electronics (i.e. tablets, cell phones, etc.) No electronics in classrooms or hallways (unless teacher-directed). And no earbuds in students' ears during the school day.
- Backpacks
- Skateboards/scooters

- Missing the bus

Make-up Work: After being tardy or absent from a class, **students** must take responsibility to ask their teachers about missing work. If students are absent more than three consecutive days, their parent/guardian can call the Attendance Office to request assignments and arrange pick-up. **24- Hour notice is needed to fill homework requests.**

SEEING OR HEARING ABOUT SOMETHING DANGEROUS

If students see something or someone doing something that is dangerous or illegal, they need to get an adult's help immediately. If students hear any kind of rumor or gossip about a weapon or anything else dangerous at school or on the bus, they need to report the rumor to an adult immediately.

SCHOOL HOURS

The building will be open to students at **8:00 AM**. Teachers will be available by 8:20 AM and until 3:50 PM. Any student in the building after school hours must be under the direct supervision of a coach, staff member, or activity director.

THE SOURCE AND SCHOOLGY PAGES

The Source is a tool used by teachers to inform students and families of their students' progress. The Schoology page is a tool used by teachers to inform students and families about upcoming assignments, share resources, upload handouts, classwork & readings, display syllabi, and provide other details about a lesson or unit that would be helpful. McClure staff have mutually agreed to update both of these resources at least every two weeks to provide up-to-date information to guide student achievement. Explicit directions for Source and Schoology page access will be shared with students and families in the fall of each school year.

VISITORS

All visitors **MUST** report to the main office and wear a visitor badge while at the school. To visit a teacher or classroom, parents/guardians must make an appointment at least 24 hours ahead of time. This is a closed campus to student visitors from other schools during the school day.

ATTENDANCE & DISCIPLINE:

Attending school every day on time is an essential part of being a successful student. In accordance with Washington State Law, all students are expected to attend all assigned classes daily. Students are assigned lunch detention for every 3 un-excused tardies. After 9 tardies, a parent conference is scheduled.

Absences and tardies are EXCUSED only for...

- Student's illness or injury, or medical appointment
- The illness, injury, or death of a family member
- Religious events/observances

Absences and tardies are NOT EXCUSED for...

- Student oversleeping or Alarm clock malfunction
- Parent/guardian oversleeping

GENERAL DISCIPLINE POLICY

School rules are determined by State law. Representatives of parents, staff and students annually review school and District policies. **All school rules apply to students enroute to and from school, at the bus stop, during the school day, and at all school related activities, whether at McClure or any other place sanctioned by our school (i.e. field trips).**

The following procedures will be followed when students are accused of a behavior/rule violation:

- Students will be informed of the rule/behavior they are accused of violating.
- Students will be provided the opportunity to present their side of the story.
- The consequence for the rule/behavior violation will be determined by law, school district policy, school policy, classroom policy, and the judgment of the person administering the discipline.
- An attempt will be made to notify parents/guardians.
- Students and their parent/guardian will be informed about grievance procedures.
- Discipline is *always* a combination of consequence, remediation and learning.

GRIEVANCE PROCEDURE

In the event a student and/or his/her parent is in disagreement with action taken by a teacher or administrator, the following procedures should be followed:

- * Schedule an informal conference with the teacher or administrator in an attempt to resolve the issue.
- * If the issue remains unresolved, contact the school principal and seek assistance at the building level.
- * A short-term suspension is appealed to the building principal. (Telephone number: 252-1900)
- * A long-term suspension, expulsion, or emergency expulsion is appealed before a Hearing Officer by writing and/or telephoning the District Administration Office within three days of the receipt of the letter. (Telephone Number: 206-252-0820)

INTERVENTIONS FOR MISCONDUCT/ MISBEHAVIOR/REDIRECTION

CLASSROOM DISCIPLINE PROCEDURES

1. Teacher develops behavior expectation for the classroom.
2. Teacher teaches classroom and school expectations.
3. Classroom expectations are made available to parents.
4. When a disciplinary situation occurs, the following steps



will be followed:

- Student is made aware of inappropriate behavior
- Student identifies and displays a more appropriate behavior.

For repeated violations

- Student experiences some in-class sanction or consequence issued by the teacher
- Student receives an infraction

CLASSROOM SOLUTION-FOCUSED OPTIONS

1. Conference with the student to come to an agreement concerning what is acceptable to all parties.
2. Time out.
3. A sincere written or spoken apology.
4. Natural consequences — the consequence should be closely aligned with the problem.
5. Teacher contacts parent regarding the student’s continued failure to meet classroom expectation.

CONTACTING PARENTS

The first intervention for ongoing, minor disciplinary offenses is a parent contact via email or phone. This communication will be made by teachers or administrators.

INFRACTIONS

Students receive an infraction slip after a teacher or administrator has exhausted classroom based interventions and has contacted a student’s parent at least once. After receiving an infraction slip, students will be asked to report to the 15-minute lunchroom clean –up duty supervised by the Assistant Principal. If a student receives multiple infractions, progressive consequences will be applied.

PARENT CONFERENCE

If a student still does not correct a particular behavior, teachers and/or administrators will request an in-person parent conference to support the student in correcting his/her behavior.

15 MINUTE LUNCHROOM CLEAN-UP

Pick up trays and trash and all recyclables at lunchtime, also sweep and wipe tables, and/or clean the Cafeteria area.

THURSDAY DETENTION

This is assigned by an Administrator. This takes place each Thursday, 2:30-4:30. Written notification will be provided to the student and parents till be contacted to allow students and parents to arrange for transportation.

CONTRACT – BEHAVIOR / ATTENDANCE

When students have shown that changing their behaviors is a challenge for them, they may be placed on a behavior and/or attendance contract.

SHORT-TERM SUSPENSION STS (1-10 days)

Administered by building administration. Parents or guardians will be contacted prior to student dismissal. A No-

DRUGS

Severe disciplinary action will be taken for drug and alcohol violations. The law says discipline can include prosecution for illegal acts, as well as expulsion for students, and loss of job for school employees.

Services are available within this area for students who are involved with drugs or abusing alcohol. Resources can be found by contacting school staff, your family doctor, or "helpline" telephone numbers:

- 24-hour Crisis Clinic.....(206) 461-3222
- Teen Link Mon-Thurs 6-10 PM....(206) 461-4922

MEDIATION

If you are in conflict with another student you may have the opportunity to meet with that student and an Administrator or Counselor in a confidential meeting. This will be a meeting to try and work out your differences and create resolutions that will be long-lasting for all involved.

RESTITUTION

Any damaged or stolen property including damage to school buses and computer hardware like keyboards or monitors must be replaced or fixed at the offender’s expense. The school has the right to withhold grades/transcripts until compensation has been received.

SEARCH AND SEIZURE / CONFISCATION

All students and their possessions may be searched by school officials. Any materials which are illegal, prohibited by school regulations, or are a threat, disruptive or dangerous to individuals or the school as a whole shall be taken away.

McCLURE
MIDDLE SCHOOL
HOME OF THE MAVERICKS





HARASSMENT, BULLYING AND INTIMIDATION MCCLURE MIDDLE SCHOOL AND SEATTLE SCHOOL DISTRICT POLICY AND GUIDELINES

Because all employees and students have the right to work and learn in a non-intimidating environment, harassment will not be condoned or tolerated in the district. Harassment of any employee or student on the basis of his/her individual differences including but not limited to race, gender, age, disability, physical condition, sexual orientation, ethnic group or religion, is a serious violation of district policy.

Harassment can take many forms and can include bullying, intimidation, slurs, comments, rumors, “put-downs,” jokes, innuendoes, unwelcome compliments, cartoons, pranks and/or other verbal or physical conduct relating to an individual which (1) have the purpose or effect of creating an intimidating, hostile or offensive working or learning environment; (2) have the purpose or effect of unreasonably interfering with an individual’s work performance or education; or (3) otherwise unreasonably affects an individual’s employment or education opportunities.

Sexual harassment is a type of harassment and occurs when the types of verbal and physical conduct described above are sexual in nature. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment exists when: (1) submission to the conduct is, either explicitly or implicitly, a term or condition of employment or educational opportunity; or (2) submission to or rejection of the conduct is used as the basis of an employment or school-related decision affecting such individual; or (3) the conduct unreasonably interferes with the individual’s job or educational performance or creates an environment that is intimidating, hostile or offensive.

Harassing conduct includes **repeated** offensive sexual flirtations, advances or propositions, **continued** or **repeated** verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact. Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior related to the above definitions which is not welcome, is personally offensive and which interferes with efficacy or creates uneasiness.

All staff, parents, volunteers and students are prohibited from harassing any other employee, parent, volunteer or student and/or from retaliating, in any way, against anyone who makes a complaint of harassment. Any employee who is found to have violated this policy will be subject to disciplinary action up to and including termination of employment consistent with the collective bargaining agreements and state and federal laws. **Sexual harassment by or against students** is also prohibited. Any student who is found to have violated this policy or building regulations governing harassment will be subject to discipline according to the building discipline code.

False Reports: It is a violation of this policy to knowingly report false allegations of harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Complaint Procedure: Informal Process: If an employee or student feels he/she has been subjected to harassment of any kind, they are encouraged to immediately identify the offensive behavior to the harasser and request that it stop. If the person is uncomfortable addressing the matter directly with the harasser or if the person has done so and the behavior does not stop, then they should discuss the matter immediately with the building administrator or any administrator with whom they feel comfortable. They should also report as indicated above any problems that arise with community members or other persons encountered in the school or work place.

Formal Process: Whether or not an informal process has been initiated, staff or students may file a formal written and signed complaint with Human Resources.

Investigative Procedures: Any complaint received will be promptly investigated and the district will take prompt corrective action where appropriate. A written report of the complaint and investigation results will be compiled.



McClure Middle School Discipline Guidelines and Policies

We believe that student development occurs best within an atmosphere of mutual respect, and therefore any behavior which undermines this respect, is prohibited. Teachers, administrators, and staff will not tolerate any behavior which interferes with or is detrimental to the orderly operation of school, school-sponsored activities, or any other aspect of the educational process. Such acts shall be subject to discipline, including possible suspension and/or expulsion from school, and /or referral to law enforcement authorities

Seattle Public Schools

Standard Discipline For Exceptional Misconduct

Students will face school/district-based discipline could also be referred to the police to face criminal charges if they commit any of the exceptional misconduct on the list below while in school, on school grounds, on District-sponsored transportation, or at any school-sponsored event. Students will also be disciplined and referred to the police if they engage in this exceptional misconduct in any other setting having a real and substantial relationship to the operation of the District, including, but not limited to, the preservation of health and safety of students and employees and the preservation of an educational process which is conducive to learning. Disciplinary action can include such things as losing the privilege of attending District-sponsored activities, or losing the privilege of using District-sponsored transportation, or suspension, or expulsion. The School Board has determined that these behaviors amount to “exceptional misconduct” warranting suspension for the first offense, provided that disciplinarians and hearing officers may grant exceptions in cases involving extenuating or exceptional circumstances, or after considering the background of the individual student. All of the following acts are specifically prohibited on school grounds, school-sponsored transportation, (including authorized school bus stops), at school events off school grounds, or off-campus if disruptive effects result at school. Law enforcement may be informed.

CODE OF PROHIBITED CONDUCT EXCEPTIONAL MISCONDUCT

- **Selling Alcoholic Beverages, Illegal Drugs, and Controlled Substances • Distributing Alcoholic Beverages, Illegal Drugs, and Controlled Substances**
- **Possessing or Using Alcoholic Beverages, Illegal Drugs, and Controlled Substances**
- **Assault** – Being physically violent, using unwarranted force, or demonstrating the deliberate and immediate intent to be physically violent toward another person, including domestic violence.
- **Sexual Assault** – Sexually assaulting or taking indecent liberties with another person (includes “panting” behavior by other than elementary-age students).
- **Extortion, Blackmail, Coercion** – Obtaining money or property by violence or threat of violence, or forcing someone to do something against his or her will by force or threat of violence.
- **Arranging Fights** – Deliberately arranging a fight or willingly participating in such an arranged fight, not involving anger or hostility, which creates a substantial risk of serious physical injury to the participants.
- **Fighting** – Engaging in or provoking physical contact involving anger or hostility; including watching a fight without stopping it, or encouraging others to fight
- **Threats of Violence** – Communicating credible, focused threats of violence or harm to an individual or group of individuals, directly or indirectly, whether by physical, verbal, written, telephone, or electronic actions, which cause the other person to believe his or her life, safety, or property is in danger, or which cause a listener to believe that another person’s life, safety, or property is in danger.
- **Hazing** – Initiating students into a school, group, grade level, or office through unsafe or illegal behaviors that cause, or are likely to cause, physical injury.
- **Firearm** – Mandatory One-Year Expulsion – Carrying a firearm onto, or possessing a firearm on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities.
- **Dangerous Weapons** – Carrying a dangerous weapon onto, or possessing a dangerous weapon on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities.
- **Common Knives** – Carrying onto or possessing a knife on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities.
- **Uncommon Fireworks, Explosives, Chemicals, and Incendiary Devices** – Carrying an uncommon firework, explosive, chemical, or incendiary device onto, or possessing any of the foregoing on, school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities.



- **Toys Used As Weapons** – Possessing and using with malice (in a threatening manner) objects that appear to be capable of causing bodily harm such that a person believes his or her safety is in danger, including toys that appear to be weapons regardless of size.
- **Robbery** – Taking another’s property by force or threat of force.
- **Theft** – Stealing school district property or the property of a staff member, student, or school visitor.
- **Burglary** – Forced entry or remaining unlawfully in a District building or room in the building for the purpose of taking property.
- **Possession of Stolen Property** – Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property.
- **Malicious Mischief** – Intentionally causing damage to any school property, staff property, or school buses. Also, writing, painting, drawing, or otherwise marking graffiti on any school property, staff property, or school bus that is so extensive that the cost of removing it exceeds \$100.
- **Intimidation of School Authorities** – Interfering, or attempting to interfere, with the discharge of the official duties of District personnel by using direct, deliberate, or focused threats, force, or violence, such that the staff person believes his or her safety or the well-being of his or her property is in danger.
- **Interference with School Authorities** – Interfering with the discharge of the official duties of District staff by: using force or violence that is non-deliberate and not focused on the staff person, such as attempting to continue a fight when a staff person is trying to stop the fight and inadvertently striking that person; disobeying the orders of school officials to leave school property or disperse as instructed; heckling or harassing school authorities engaged in any lawful task, function, process, or procedure of the school district such that it interferes with their ability to maintain order or complete their lawful duties, including use of abusive or foul language directed at a school district employee and use of any electronic means that has the purpose of embarrassing, denigrating, or demeaning school staff; or hindering the investigation of an incident by school staff by deliberately lying about, or encouraging others to lie deliberately about, the facts of the incident.
- **Sexual Misconduct** – Engaging in inappropriate mutual sexualized conduct that is not conducive to the learning environment of a school.
- **Inappropriate Touching** – Engaging in unwanted or inappropriate touching of the private parts of another.
- **Verbal Assault** – Using words that are hurtful, harmful, demeaning, offensive, or embarrassing, including words that are crude or vulgar, and name-calling.

OTHER DISTRICT OFFENSES

In addition to Exceptional Misconduct, students are not allowed to engage in other behaviors which disrupt or interfere with the educational process. Students will be disciplined for participation in any of the following behaviors in school, on school grounds, on District-sponsored transportation, or at any school-sponsored event. Students will also be disciplined for such behavior in any other setting having a real and substantial relationship to the operating of the District, including, but not limited to, the preservation of the health and safety of students and employees and the preservation of an educational process which is conducive to learning.

- **Disruptive Conduct** – Flagrantly and substantially interfering with teaching or learning in the classroom, school activities, or extra-curricular activities.
- **Rule-breaking** – Repeatedly breaking a specific, published school rule. This includes breaking school bus rules.
- **Disobedience** – Flagrantly, purposefully, or repeatedly failing to comply with or follow the instructions of teachers and other school staff.
- **Hazing** – Initiating students into a school, group, grade level, or office through persecuting, harassing, or coercive behaviors that cause or are likely to cause social or emotional harm.
- **Common Fireworks** – Possessing, using, distributing, or selling common fireworks, including, but not limited to, firecrackers, sparklers, smoke bombs, stink bombs or poppers.
- **Gambling** – Playing cards, dice, or games of chance for money or other things of value.
- **Misrepresentation** – Forging a parent’s, guardian’s, or any other person’s signatures on any letter to the school or on any school document. Changing grades or attendance records on official District forms, including attendance reporting sheets and grade books; impersonating another person on the phone.
- **Plagiarism** – Cheating or copying the work of other persons or turning in another person’s papers, projects, computer programs, etc., as your own.
- **Using or Possessing Tobacco Products** – Using or possessing any tobacco products by any students in or on public school property, on school buses, and at school-sponsored activities.
- **Careless Burning** – Setting afire matches, lighters, or a portion of a single sheet of paper momentarily in a classroom, restroom, hallway, or other school location and immediately extinguishing the flame, whether in play or through carelessness.
- **Misuse of Computers** – Inappropriately using school computers.
- **Graffiti** – Knowingly writing, painting, drawing, scratching, or otherwise marking any inscription, figure, or mark of any type of any District-owned or staff property, unless the student has obtained the express permission of a school official or the staff person.
- **Bullying, Intimidation, and Harassment** – Engaging in intentional written, verbal, electronic, or physical bullying, intimidating, or harassing conduct that: is for the purpose of embarrassing or denigrating another person; physically harms a student or damages the student’s property; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; has the effect of substantially interfering with the student’s education; or has the effect of substantially disrupting the orderly operation of the



- school. There is no requirement that the student actually possesses the characteristic that is the basis for the bullying, intimidation, or harassment. This includes: “pantsing” another person (engaged in as teasing by elementary-age students); conducting electronic bullying, intimidation, and harassment on school grounds, during school activities, on school buses, or during the school day.
- **Sexual Harassment** – Deliberately harassing another person for sexual reasons or in a sexualized manner with unwanted attention, touching, or verbal comments such that the person is uncomfortable, intimidated, or threatened by the behavior.
- **Malicious Harassment** – Maliciously and intentionally committing one of the following acts because of a perception of that person’s race, color, religion, ancestry, national origin, gender, sexual orientation, gender identification, or mental, physical, or sensory handicap: Causing physical injury to the victim or another person, or causing physical damage to or destruction of the property of the victim or another person, or threatening a specific person or group of persons such that the persons, or members of the specific group of persons are in reasonable fear of harm to them.
- **Guns and Toy Weapons** – Possessing a toy gun (BB-guns and other pellet guns are Dangerous Weapons) or other toy weapon not appearing to be a real gun or weapon; or appearing to be a real gun or weapon, but not used or displayed with malice.
- **False Reporting** – Knowingly reporting or corroborating misbehavior of others that did not occur.
- **NOTE:** In addition to the above rules, each school will adopt and distribute to each student rules which will govern a student’s conduct in that particular school. When students break those school rules, they will be disciplined. (See Rule-breaking, above).
- **Malicious Harassment** – Maliciously and intentionally committing one of the following acts because of a perception of that person’s race, color, religion, ancestry, national origin, gender, sexual orientation, gender identification, or mental, physical, or sensory handicap: Causing physical injury to the victim or another person, or causing physical damage to or destruction of the property of the victim or another person, or threatening a specific person or group of persons such that the persons, or members of the specific group of persons are in reasonable fear of harm to themselves or their property.
- **Gang/Hate Group Activity** – Belonging to an organized gang, hate group, or similar organization or group and knowingly engaging in gang/hate group activity on a school grounds or during school activities or functions.
- **Trespass** – Entering or remaining unlawfully in a school building or on any part of school grounds or school property for any purpose excluding theft of property
- **Computer Trespass, Tampering, and Misuse** – Intentionally violating a school’s or the District’s computer system or database.
- **Arson** – Intentionally setting a fire or causing an explosion.
- **False Alarm** – Activating a fire alarm or calling 911 for other than the intended purpose of the alarm.
- **False Threats** – Falsely reporting any type of bomb or person with a firearm in any school building or structure, on school grounds, on District-provided transportation, or at a school-sponsored function.
- **False Reporting** – Knowingly and maliciously falsely reporting or falsely corroborating misbehavior of others that did not occur, including spreading a false rumor maliciously at school, on school grounds, on school-provided transportation, or at a school-sponsored function.
- **Lewd Conduct** – Engaging in inappropriate sexual acts, either singly or consensually with another person, including sexual intercourse, oral sex, sexual toughing, indecent exposure, or voyeurism.



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