



McClure Middle School

Student Handbook

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For questions and more information about this document, please contact the following:

K Trinn Murray
Assistant Principal
kamurray1@seattleschools.org

Student and Parent handbook that includes important information and resources for families.



This planner belongs to:

Name: _____

Grade: _____ **Homeroom:** _____

In case of emergency, notify:

Relation to Student: _____

Telephone: _____



McClure Middle School

McClure Middle School

Rising Together



1915 1st Ave. West
Seattle, WA 98119
206-252-1900
206-252-1901 (FAX)
Attendance:
206-252-1904

Website: mcclurems.seattleschools.org
School Info App (SIA): **McClure Middle School Seattle**

PRINCIPAL: **Shannon Conner**

ASSISTANT PRINCIPAL: **K. Trinn Murray**

HEAD COUNSELOR: **Leslie Collings**

SCHOOL VISION

To advance equity and develop compassionate,
productive citizens of the world.

[LEAVE BLANK]

McClure Middle School
HANDBOOK REVIEW STATEMENT

(TO REMAIN IN PLANNER)

Student Name (Print): _____

Advisory Teacher's Name: _____

I have read the 2021.22 McClure Student/Parent Handbook. I am aware of the policies, procedures, and expectations of McClure Middle School and Seattle Public Schools contained in this handbook. I also agree to bring home the parent/guardian review statement distributed in the beginning of year packet in order to review the handbook with my parent/guardian and return to school electronically or in person.

Student Signature: _____ Date: _____



OUR MISSION

McClure Mavericks commit daily to being **inclusive, creative, tenacious,**
and **engaged scholars.**

Rising Together

BELL SCHEDULES SY2021.22

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:55-10:44	Period 1	Period 2	8:55-9:45 P 1	Period 1	Period 2:
	109 minutes	109 minutes	9:49-10:35 P 2	109 minutes	109 minutes
10:44-10:49	break/passing	break/passing	10:39-11:25 P 3	break/passing	break/passing
10:49-12:32	Period 3	Period 4	11:25-12:55 lunch & P 4	Period 3	Period 4
	103 minutes	103 minutes	12:59-1:41 P 5	103 minutes	103 minutes
			1:45-2:30 P 6		
12:32-2:02	advisory(30) lunch(30) PRIDE time (30)	advisory(30) lunch(30) PRIDE time (30)		advisory(30) lunch(30) PRIDE time (30)	advisory(30) lunch(30) PRIDE time (30)
2:02-2:07	break/passing	break/passing		break/passing	break/passing
2:07-3:45	Period 5	Period 6		Period 5	Period 6
	98 minutes	98 minutes		98 minutes	98 minutes



Rising Together

BELL SCHEDULES SY2021.22

1st lunch	advisory	Pride
12:32-1:02	1:07-1:37	1:42-2:02
Pride	2ND lunch	advisory
12:37-1:07	1:07-1:37	1:42-2:02
advisory	Pride	3RD lunch
12:37-1:07	1:12-1:42	1:42-2:02



EQUAL OPPORTUNITY ORGANIZATION

Seattle Public Schools, SPS, provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; honorably discharged veteran or military status; or the use of a trained dog guide or service animal. SPS also provides equal access to Boy Scouts, and other designated youth groups.

For students and members of the public, the following employees have been designated to handle questions and complaints of alleged discrimination: Office of Student Civil Rights, (206) 252-0306, or oscr@seattleschools.org, or by mail at Seattle Public Schools, MS 32-149, P.O. Box 34165, Seattle, WA 98124-1166. In that department:

- For sex discrimination concerns, including sexual harassment, contact: Title IX Coordinator, (206) 252-0367, or Title.IX@seattleschools.org
- For disability discrimination concerns contact: ADA/Section 504 Grievance Coordinator, (206) 252-0178, or accessibility@seattleschools.org

For employee questions about or requests for disability related accommodations and/or complaints of alleged discrimination, including sexual harassment, contact: Assistant Superintendent of Human Resources, Seattle Public Schools, Mailstop 33-157, P.O. Box 34165, Seattle, WA 98124-1166, (206) 252-0024, or hreeoc@seattleschools.org.

Rising Together

McClure Middle School P.R.I.D.E. Behavior Matrix

	ALL SETTINGS	CLASSROOM, LIBRARY, GYM	VIRTUAL & BLENDED LEARNING
PRODUCTIVITY	<ul style="list-style-type: none"> ● Attend classes and school ● Engage in the activities ● Be a role model for scholarly habits 	<ul style="list-style-type: none"> ● Be on time ● Know expectations ● Stay on task ● Engage in the learning activities 	<ul style="list-style-type: none"> ● Log in to assigned domains promptly ● Check email and messages regularly ● Focus on the assigned work and ask questions
RESPECT	<ul style="list-style-type: none"> ● Use kind words and actions toward everyone ● Use all school resources as directed ● Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> ● Use level 0-2 voice ● Give full attention to the speaker ● Use class materials as directed 	<ul style="list-style-type: none"> ● Follow technology acceptable use policy ● Use chat and discussion boards for academics ● Use sound and video as directed ● Honor people's privacy; do not record others
INTEGRITY	<ul style="list-style-type: none"> ● Reflect on words, actions, learning, and relationships ● Take responsibility for words and actions ● Develop empathy 	<ul style="list-style-type: none"> ● Think before you speak or act ● Be honest ● Stay electronics-free ● Show PRIDE with guest teachers 	<ul style="list-style-type: none"> ● Manage your online privacy ● Remember that online spaces are still school ● Give space to encourage all to participate
DEPENDABILITY	<ul style="list-style-type: none"> ● Complete work on time ● Communicate regularly with school and teachers ● Be proactive when you need help ● Report problems 	<ul style="list-style-type: none"> ● Bring necessary materials ● Follow classroom expectations and directions ● Follow technology acceptable use policy ● Consume only water 	<ul style="list-style-type: none"> ● Demonstrate that you are engaged: submit assignments and respond to teacher messages ● Notify teacher when absent ● Report concerns to teachers as needed
EXCELLENCE	<ul style="list-style-type: none"> ● Take initiative to solve problems ● Do your best and be your best ● Help others 	<ul style="list-style-type: none"> ● Talk about ideas and issues, not other people ● Be solution-minded ● Help others learn ● Be tenacious 	<ul style="list-style-type: none"> ● Support others with appropriate use of technology ● Challenge yourself to do your best work ● Commit to learn new technology and academic skills

McClure Middle School P.R.I.D.E. Behavior Matrix

	HALLWAY and STAIRS	RESTROOM	CAFETERIA
PRODUCTIVITY	<ul style="list-style-type: none"> ● Walk quickly and calmly ● Stay to the right 	<ul style="list-style-type: none"> ● Use the facilities quickly ● Avoid congregating ● Keep the restroom neat and clean 	<ul style="list-style-type: none"> ● Walk quickly and calmly ● Clean up table and throw away trash ● Keep food and drink in cafeteria ● Remain in cafeteria, gym, or library
RESPECT	<ul style="list-style-type: none"> ● Use level 0-2 voice ● Pick up dropped items ● Follow adult instructions 	<ul style="list-style-type: none"> ● Use level 0-2 voice ● Respect others' privacy ● Wait patiently 	<ul style="list-style-type: none"> ● Use level 0-2 voice ● Keep food on trays ● Follow adult instructions
INTEGRITY	<ul style="list-style-type: none"> ● Think before you speak or act ● Respect personal space ● Stay electronics-free 	<ul style="list-style-type: none"> ● Use required pass ● Stay electronics-free ● Report problems to an adult 	<ul style="list-style-type: none"> ● Be patient ● Keep rightful place in line ● Stay electronics free ● Keep distance between self and others ● Be a Model Maverick
DEPENDABILITY	<ul style="list-style-type: none"> ● Follow signed locker agreement ● Pick up after yourself and others ● Keep food and drink in cafeteria 	<ul style="list-style-type: none"> ● Use supplies correctly ● Wash hands before leaving ● Keep space clean; throw trash into the wastebasket 	<ul style="list-style-type: none"> ● Take responsibility for actions ● Set-up and break down as instructed ● Put waste in appropriate bin ● 1 student = 1 chair
EXCELLENCE	<ul style="list-style-type: none"> ● Notice and act when others need assistance ● Report problems to an adult 	<ul style="list-style-type: none"> ● Be an upstander ● Report problems to an adult 	<ul style="list-style-type: none"> ● Show appreciation; Use kind words & actions toward others ● Talk about ideas & issues, not other people ● Notice and act when others need assistance ● Be inclusive

McClure Middle School P.R.I.D.E. Behavior Matrix

	GYM (<i>during lunch</i>)	BUS	ASSEMBLY
PRODUCTIVITY	<ul style="list-style-type: none"> ● Follow directions ● Ask permission for games ● Abide by all PE class rules 	<ul style="list-style-type: none"> ● Go to seat, sit, and stay seated for the entire bus ride ● Know ridership expectations ● Remain in seat 	<ul style="list-style-type: none"> ● Participate fully and appropriately ● Show school spirit
RESPECT	<ul style="list-style-type: none"> ● Use level 0-3 voice ● Keep food & drink in cafeteria ● Use kind, appropriate language with peers & adults 	<ul style="list-style-type: none"> ● Use level 0-2 voice ● Be patient when entering or leaving the bus ● Be courteous to driver and other students 	<ul style="list-style-type: none"> ● Use appropriate voice level as directed by organizer ● Give full attention: sit up, face presenter, and stay seated
INTEGRITY	<ul style="list-style-type: none"> ● Include others in your activities ● Play by the rules ● Take turns and share ● Keep distance between self and others 	<ul style="list-style-type: none"> ● Face forward on bus ● Arrive at bus stop on time ● Keep distance between self and others 	<ul style="list-style-type: none"> ● Welcome new experiences ● Sit with your class
DEPENDABILITY	<ul style="list-style-type: none"> ● Use equipment properly ● Clean up immediately when whistle blows ● Use locker rooms only when permitted ● Exit gym when bell rings 	<ul style="list-style-type: none"> ● Keep hands, feet, and objects to self ● Listen to the bus driver and follow adult directions ● Line up to board the bus 	<ul style="list-style-type: none"> ● Make noise only when directed to by the organizer ● Follow directions the first time
EXCELLENCE	<ul style="list-style-type: none"> ● Take responsibility for actions ● Proactively avoid preventable conflicts 	<ul style="list-style-type: none"> ● Keep the bus clean ● Help others ● Report problems to an adult 	<ul style="list-style-type: none"> ● Connect the topic to your classes and your life ● Report problems to your teacher

McClure Middle School P.R.I.D.E. Behavior Matrix

	COMMUNITY	EMERGENCY and PRACTICE DRILLS
PRODUCTIVITY	<ul style="list-style-type: none"> ● Be aware of your surroundings ● Be kind and considerate of others (excuse me, please, thank you) 	<ul style="list-style-type: none"> ● Adhere to safety commands such as silence, lining up, and other directives ● Arrive at identified safe destination in timelines given ● Stay in line with your assigned teacher
RESPECT	<ul style="list-style-type: none"> ● Use appropriate voice level and language ● Respect others' property ● Treat others as we wish to be treated 	<ul style="list-style-type: none"> ● Use level-0 voice ● Follow adult directions without delay
INTEGRITY	<ul style="list-style-type: none"> ● Show McClure PRIDE; you represent our school ● Think before you speak or act ● Follow laws and community expectations 	<ul style="list-style-type: none"> ● Take the event or safety practice session seriously ● Remain calm
DEPENDABILITY	<ul style="list-style-type: none"> ● Show self-control ● Take responsibility for actions ● Promote and practice safety ● Clean up after yourself 	<ul style="list-style-type: none"> ● Be alert and aware of any unexpected changes ● Inform drill leaders and/or safety officers of important facts
EXCELLENCE	<ul style="list-style-type: none"> ● Notice and act when others need assistance ● Hold the door open for others ● Report problems to adults 	<ul style="list-style-type: none"> ● Show attentiveness ● Help those experiencing difficulty during an actual emergency ● Contribute to timely exercise and full completion of drills

Dear McClure Students,

Welcome to the 2021.22 school year. We are again perched to begin a new school year with unusual unknowns as we prepare for 100% return to in-person. We are committed to leading and supporting you in understanding how our community has changed and risen up to the challenges we have collectively experienced in the past 18 months; this is an essential priority. We will engage you in exploring and grasping where we go from here while also determining how you can help activate permanent and positive changes at McClure.

We also know that learning and academic achievement are more important than ever! We at McClure are committed to your current and future well-being and success. To begin this new school year, we will review and refresh our collective commitment to our school's values of P.R.I.D.E.: Productivity, Respect, Integrity, Dependability and Excellence and the positive behavioral expectations associated with these values. These expectations extend to all learning environments both in person when conducted through digital or virtual platforms. Your choices and active involvement are key to your growth and success. It is your individual responsibility to know and follow school, classroom and digital learning expectations.

This year, we have adopted a motto that incorporates our vision and focus for all MAVERICKS: **Rising Together**. We are excited to see how each of you will take the idea of your individual leadership and group responsibilities of stewardship to new heights as a member of an interdependent community.

At McClure we fundamentally believe in reaching new heights. McClure Mavericks commit daily to being **inclusive, creative, tenacious, and engaged scholars**. THAT IS OUR MISSION. Together, staff and students are engaged in learning, growth and making positive contributions. We believe in activating our minds and hearts and doing our very best. As a staff, we are focused on providing the best atmosphere and climate for you to succeed. Our vision is *to advance equity and develop compassionate, productive citizens of the world* and we expect that you will fully embrace the behaviors and decisions that ensure our school is a positive, safe, accepting and, yes, fun place to learn and grow, together!

We want you to experience confidence and rise to new heights as you tackle new learning, new skills and new challenges that will take you to the next level in your achievement and expand your understanding of both your personal and collective responsibility as it applies to peers and adults at school, in your family and social circles and in and around the world. And that you use your knowledge and abilities to help others rise. This handbook will provide you with the necessary information you need to be a success at McClure and on your life path.

Again, we welcome you to McClure's 2021-22 school year as we Rise Together and lead to a new tomorrow.

Sincerely,
The McClure Middle School Staff

RISE

intransitive/verb

rise

- to become heartened or elated
- to attain a higher level
- to move upward
- to ascend
- to exert oneself to meet a challenge

(Merriam-Webster, 2021)

EXPECTATIONS REGARDING THE USE OF THIS PLANNER

- Write your name on the window of your planner right away
- Take good care of your planner, don't leave it laying around, bring to all classes
- Your planner is to be used for all 10 months of the school year and is **NON-TRANSFERABLE**
- If lost, replacement cost for every copy of planner is \$5.00

ADVISORY

For the 2021.22 school year, we will continue to provide a weekly advisory structure which will be embedded within a block schedule. Every student is assigned an advisory class with a group of grade level peers. Advisory will be held 4 days per week; continuing students will move up with their 20.21 advisory cohort. The purpose of Advisory is to build community, develop strong habits for academic achievement and learn how to manage the inevitable social challenges of middle school. A circle format is used for community building to address key discussion topics. Time is also devoted to reinforcing academic achievement and creative development. We are confident advisory will continue to be a strong anchor for success at McClure.

AFTER SCHOOL SPORTS [Subject to change and/or cancellation]

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, including a citizenship check, throughout each sports season to be granted game time. Weekly athletic participation is also conditional upon positive school behaviors and impacted by code of conduct violations. Please read the Sports Participation Form closely for more information. Bulletins about sports are periodically announced during morning announcements and posted on hallway displays and electronic notices.

ASB

The Associated Student Body (ASB) Student Council is the governing body for McClure Middle School activities. The elected ASB officers are President, Vice-President, Secretary, Treasurer, and Ambassador. Officers are generally elected in the spring preceding the school year in which they will be in office and are registered into the ASB course for both semesters. For SY21.22 the election took place in the spring of 20.21. The ASB class is comprised of participants from the election (prioritized registration into the course for one semester) and students randomly assigned to the exploratory course. The ASB course builds leadership skills and trains students to successfully project manage activities such as activity days, assemblies, elections.

AVID

AVID stands for *Advancement Via Individual Determination*. Established to assist schools shift to a more *equitable, student-centered approach* (www.avid.org), AVID's mission, akin to our vision, is to close the achievement gap by "preparing all students for college readiness and success in a global society." We are excited to continue our journey offering both the AVID elective in 7th and 8th grade. Additionally, McClure is an AVID certified school; each year we implement a school wide AVID strategy throughout the school. SY21.22 the school wide emphasis will be writing across subjects. Recruitment for the AVID elective takes place each Spring.

BUILDING/SCHOOL HOURS AND CLOSED CAMPUS

McClure is a closed campus. This means that once they have arrived students cannot leave the school grounds without parent permission (requested through the attendance office), including upon disembarking school-provided transportation, before first period, before school dismissal or after the bell rings prior to boarding school-provided transportation. Once students arrive on campus, they are expected to stay on the McClure Campus for the remainder of the day.

IMPORTANT: If students take the school bus home or attend afterschool programs such as athletics, they **may not leave campus to go to any area business when the end of day bell rings, but instead must** report directly to the bus or afterschool program. Also note that students who walk to/from school are expected to vacate school grounds within ten minutes of dismissal (unless attending a sanctioned program or event on campus). 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. Students may not enter campus grounds when suspended from school. **Students who walk to/from school are also expected to show PRIDE (see matrix) if given parent permission to visit area businesses.** Please Note: *No students or visitors are allowed in the building after 4pm without an appointment or written permission.*

BIKES/SCOOTERS/SKATEBOARDS

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. *We will NOT check in student scooters or skateboards in the office, and thus if those items do not fit in a student's locker, or be locked up safely on the bike rack, they should not be brought to school.*

COMMUNICATION SYSTEMS

Please note that regular family access to and use of the Source and Schoology are the fundamental resource for knowing and addressing student academic status and obtaining formative feedback. We emphasize the value of staying current with your student's progress in school and for you to have frequent conversations about their learning (this helps reduce unexpected surprises)

There are various means and methods of communication used at McClure

- Schoolology and the Source
 - These are critical sources of classroom-based information about assignments, core content expectations, project descriptions, and other classroom information that all students and families are expected to access on a regular basis. Schoolology is a repository for instructional updates; the Source is a repository for academic progress; both should be checked weekly
- School Information APP (SIA)
 - Our free School Info App (SIA): McClure Middle School, is available from the APP store on your personal devices. *Use this app to obtain weekly school related memos and timely messages*
- Talking Points (TP)
 - In 2020 SPS adopted a text-generating application called talking points (TP). Periodically you will receive a reminder or notice to all students, a class specific communication from a teacher and/or personalized message from school leadership. It is helpful for us if you acknowledge receipt of these occasional messages so we can confirm receipt of the info
- Principal's Newsletter
 - The McClure Principal produces a regular parent newsletter containing school wide news
- McClure Newsletter
 - We also encourage all families to sign up for the McClure Newsletter, produced by the McClure PTSA (delivered via email) which is a source of school wide information
- Robo Calls
 - Families will also receive robo-calls when students are unexcused absent and tardy.
 - Occasionally robo-calls or email will originate from the school office for urgent matters

COMMUNICATING WITH TEACHERS

Parents are encouraged to contact their student's teacher to address any class related inquiries. Note: teachers are unable to take phone calls during the day and afterschool are often in meetings, thus, email is the most efficient method of contact. McClure staff have agreed to return calls/emails to parents/guardians within 48 work-week hours of receiving the initial communication request. We encourage you to use the TP app once you establish contact for quick follow-ups when appropriate. Parents/guardians may also request a parent-teacher conference to discuss inquiries or concerns about a student's progress which we encourage you to do before a student is failing to progress in their subject area. All teachers email addresses are listed on our APP.

COMMUNICATING WITH YOUR MCCLURE STUDENT DURING THE SCHOOL DAY

Parents, guardians, relatives, or friends **should not text message or call students via personal devices during school hours** with the expectation of a response. Students are not allowed to use or access cell phones during the school day. **THERE ARE NO EXCEPTIONS.** (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 and any urgent information will be quickly relayed.** Violation of this policy results in significant consequences as cell phones can cause significant disruption.

COMPUTER/INTERNET POLICY

Students have access to computers/laptop devices and the internet via the SPS/school network. At the end of the 20.21SY, district issued laptops that were distributed to all SPS students were collected for re-imaging. It is anticipated that re-imaged devices will be distributed early in the new school year for blended learning activities. When issued, students are expected to bring those devices fully charged, daily. As of the handbook printing, specific timelines for re-distribution were not available.

- Students are expected to use district issued devices and refrain from bringing personal computing devices to school
- Use of District 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

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. In the event of violations of district policies or federal and state laws including physically damaging keyboards and other hardware, families will be asked to provide compensation for damaged hardware. Typical costs for these items can run between \$10 to \$500. (Also see section titled Restitution).

Violations include, but are not limited to:

- Unauthorized searching or website access and/or attempts to access that are unrelated to instruction
- Use of another student's log-in information is expressly prohibited as is posing as another person**
- Transmission of or deliberate access to obscene, indecent, harassing, defamatory or otherwise offensive material in any form
- Any deliberate attempt to harm or destroy equipment or data on any system on school servers
- Unauthorized installation, storage or distribution of copyrighted software or materials

**Please refer to the SPS McClure Student Laptop Information and Expectations Document located at the end of this section.*

****IMPORTANT:** Students are issued a unique log-in to use throughout their enrollment period in SPS (not just while at McClure). Students are to keep this information private; sharing log-on information can cause many unexpected problems and as such *is prohibited* and subject to disciplinary consequences.

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, they may make an appointment by filling out an appointment request form in the Main Office. The counselors are here to help!

Who is your grade-level counselor?

Ms. Leslie Collings (Head Counselor): 252-1908
6th grade (*students with last names A-M*) & **8th grade**

Ms. Katie Pillers: 252-1909
6th grade (*students with last names N-Z*) & **7th grade**

DRESS CODE - A Place of Acceptance, Work and Learning

Our vision is to *advance equity and develop compassionate, productive citizens of the world*. At McClure, we expect students and staff to contribute to creating an environment that supports this vision. We ask everyone to respect and honor the space of learning and recognize the many variations in beliefs about dress.

Seattle Schools in general and McClure specifically serves families and staff from a wide range of beliefs and practices regarding this topic. SPS has adopted a district-wide dress code designed to respect a fair middle ground as it relates to attire-one that emphasizes a shared place of acceptance, work and learning.

The full policy (No. 3224) can be viewed on the SPS website listed under the drop-down link for the School Board. The SPS dress code assigns main responsibility to parents/guardians in determining students personal dress standards, provided their attire does not:

- Depict pornography, nudity, sexual acts, drug, tobacco, or alcohol-related messages
- Use profanity or derogatory language
- Use or depict hate speech targeting groups based on protected status
- Intentionally show private parts
- Cover the student's face* (except clothing that is worn for medical or religious purpose)
- Demonstrate gang or hate group affiliation

ADDITIONAL EXPECTATIONS:

- *Hats & hoods permitted as described above if they do not obstruct the immediate identification of a student and are not used to conceal unauthorized technology such as earbuds (see ELECTRONICS, below)
- Shoes to be worn at all times
- Sunglasses are not allowed indoors
- Drawing on body is prohibited
- Costumes are not allowed unless it is a designated spirit day.

Typical responses for dress code violations are:

- Student is asked to correct the dress code violation; administration or nurse may provide an option
- If unable to correct, parents are called and asked to bring appropriate clothing for student to wear
- Conference between administration, parents, and student, if poor choices in attire persist

ELECTRONICS/CELL PHONES/TABLETS

McClure Middle School has made a commitment to intentionally support and bolster student growth and effective use of technology. McClure has a variety of school related technology available throughout the school day so that students will have access to desk top computers, school issued devices, lap-top carts and ipads in a variety of instructional settings and for a variety of educational purposes, directed by school staff.

NOTE: Our school staff has observed that students' personal devices can and have posed educational disruptions and significant social conflict. Per Superintendent Procedure 2022SP: "use (of) personal electronic devices... (is restricted to) the education and research mission of the district" and "school staff ... (retain) final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day, (limited to designated district guest networks)."

Thus, other than e-reader use under the direct supervision of the classroom teacher, McClure Middle school adheres to a no personal device policy between the first and last bell of the day (8:50 am-3:45 pm). This includes but is not limited to cell phones, smart watches, and devices with internet access. The following is in effect:

- Personal electronics must be left at home or placed in lockers before reporting to the first period of the day*
- E-reader use, if at all, is wholly directed by the classroom teacher
- Students must **put away ear buds and other device accessories** during the school day

*It is not sufficient for students to put their phone turned off into their binders, pockets or waistbands. Disruptions are caused by students failing to fully follow the above expectations. Non-adherence results in specific consequences.

If students do not abide by these expectations, McClure staff will confiscate electronics not properly stowed and the following actions will be taken:

- A first offense will result in assignment of a five day work study during lunch (aka "Pride Room"). During this period the student will be expected to bring academic work to complete or fulfill their reading log responsibilities for their core course requirements. For a first offense, students will be able to pick up their device at the end of the day from the attendance office. Students are expected to correct their behavior for the duration of the year or face progressive consequences.
- A second offense will result in assignment of a second five day Pride Room work study. **A second offense will also result in mandatory parent/guardian pickup of the device at the end of the school day or by arrangement, pending parent availability.** Continued violations will be addressed with code of conduct violation responses and progressive consequences.*
- A third offense will result in stringent consequences including a ten day Pride Room assignment, mandatory parent/guardian pick-up of the device, and a check in/out system imposed for the remainder of the year. Depending on contributing factors, student may be prohibited from bringing the device to school. See Repeat offenses, below.

*Repeat offenses are subject to Code of Conduct discipline action that may include loss of participation in field trips, various school-wide and/or year ending events and possible suspension for persistently violating Code of Conduct/Rule Breaking.

Additionally, the school is not responsible for the care of students' electronic devices. Students bring these to school at their own risk. McClure is not staffed to conduct investigations into lost or missing devices. (See section about Lockers for information regarding protecting access to lockers).

FIELD TRIPS/SERVICE LEARNING EXCURSIONS

When on a field trip or engaging in service learning excursions and activities students represent the entire McClure school community and as such are expected to vigorously adhere to the PRIDE matrix and school policies for the entire duration of the trip. This includes school policies about electronics and an expectation to have an open mind when conducting service activities or taking part in educational exercises in the greater community. Students are to demonstrate respectful and rule abiding behavior with school staff, trip chaperones (teacher or parent), and site-based hosts. Violations will be addressed through school disciplinary procedures including loss of future privileges and restorative tasks being assigned.

FOOD IN THE CLASSROOM

We do not allow food to be brought into classrooms due to the following considerations:

- Health/life threatening allergies
- Distractions to learning
- Maintenance of cleanliness and hygiene in the learning space
- Equity

On occasion there will be an event involving food in a classroom which is pre-authorized by school administration for which a thorough approval of food items occurs.

GENDER NEUTRAL BATHROOM

In the spring of 2017, a group of interested students initiated the creation of a gender-neutral bathroom for McClure. We are proud of the creation of this bathroom. This bathroom is located on the ground floor across from the attendance office. We expect all students to adhere to the same expectations of privacy and respect when using this bathroom that we extend in all spaces of our school. See the PRIDE matrix for specific bathroom expectations.

HOMEWORK

At McClure, we are committed to encapsulating the majority of students' learning activities during the 6.5 hours of their school day. Outside of school hours, students' homework will more than likely be in response to finishing tasks or assignments that they began in class. Sometimes, homework will also reinforce or give practice with material already taught in class. When assigned, homework should be completed by the student with minimal assistance from parents.

To that end, we offer the following guidelines.

- It is a requirement for all students at McClure to a) read at least 30 minutes daily for Language Arts and b) fulfill their reading log requirements as reviewed by ELA teachers and listed on Reading Log information pages (at end of section).
- 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.
- Maintain 97% attendance or higher.
- Modifications/accommodations to homework are provided based on individual student needs.
- Parents are part of the team to encourage and reinforce achievement of HW completion.

LIBRARY

The library is open from 8:35 AM to 4:05 PM on most school days and during lunchtime on several designated days each week. During class periods, individual students need to enter with a pass (see PASSES, below). Books are checked out for three weeks at a time and may be renewed if there are no existing holds. Additionally, SPS students have access to resources through the Seattle Public Library, including ebooks, audiobooks, online graphic novels, and research databases. See the ELA section for details.

Books not returned or returned in damaged condition will be subject to replacement fees. Outstanding fees or replacement costs should be cleared upon notification of such costs. Any individual may request need-based assistance with said fees/replacement costs by contacting school administration. Only water is allowed in the library; please do not bring in any other food or drink.

LOCKERS

Students are assigned individual lockers. Prior to assignment, 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 nor give their locker 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. Decorating a locker for a special occasion is allowed but must be school appropriate and removed within 1 week. Though uncommon, school administrators will from time to time change the location of a student's locker in response to a disciplinary issue related to said locker.

LUNCH PRICES *(Subject to change)*

Student breakfast cost \$2.25 and lunches cost \$3.25 each. Funds can be deposited into each student's account by check or cash given to lunchroom personnel; alternately for convenience, SPS uses an on-line payment feature called PayPAMS accessible on the Nutrition Services page of SPS. On the first day of school, students are issued a unique lunch code which, when entered will deduct the correct amount from their breakfast/lunch account. *Please be mindful of the balances of your student's lunch account so you can remain current.* Students qualifying for Free/Reduced lunch can complete applications available in the Main Office or apply on-line. Upon approval the status of the student's lunch will automatically link to the unique lunch code entered by the student. NOTE: Free and Reduced priced lunch applications need to be renewed each year.

LUNCHROOM/LUNCH TIME PROCEDURES

At McClure we take great PRIDE in our cafeteria. Students are seated 'family style' at round tables with free standing chairs. Students assigned to 1st lunch are expected to set up 8-9 chairs at their selected tables in an orderly manner (without leaving un-attended chairs in walking lanes). No more than 9 students are allowed at any given table for safety and management purposes. We also expect adherence to a 1 student-1 chair policy. Students assigned to 3rd lunch are expected to stack chairs in sets of 6 prior to exiting their table.

Additionally, we expect everyone to be a "Model Maverick" during lunch. Students are required to clean up their shared eating space and follow McClure expectations while in the designated eating areas. Throwing food, dropping garbage on the ground, spilling beverages, and/or other items and intentionally leaving food or discarded items is not allowed. Students are expected to clean up accidental spills or seek custodial assistance for same. In keeping with family style seating, students are expected to fully cooperate when any adult staff asks for their assistance in a clean-up at their table. (See McClure Student PRIDE matrix for Cafeteria expectations and the Model Maverick description, below).

During the lunch period students are allowed only in the cafeteria, library, or gym. Students are not allowed in the hallways during lunch except for transitioning to one of the approved areas. This means lingering or loitering in entryways between the lunchroom door and the gym, in all peripheral hallways outside of the gym, lunchroom and library are not allowed. Students are to follow the directions of all adult supervisors in these areas (staff and/or parent volunteers). Note: Students have four minutes at each bell to arrive to the cafeteria or to class, which is ample time for students to avoid tardiness and not interfere with in-session classes and clubs. Also, students are not to go upstairs during lunch unless pre-arranged with a staff person. Use of the bathroom during lunch, like all other times, requires a pass (provided in the lunchroom) issued only for use of downstairs bathrooms. These passes are limited to three students at any given time in each available bathroom to reduce congestion and congregating which is not permitted.

Books, binders, and stacks of schoolwork are not allowed in the lunchroom. Violations result in an automatic

assignment to the Pride Room. Lunch bags are also not to be left on hallway floors-this impedes the ability of students and staff to safely clean and prepare for the next lunch period. Please help your student understand the importance of these expectations. The four minute passing period before and after lunch is ample time for all non-lunch items to be stowed and retrieved. In service to our school community, students are assigned Model Maverick duties to contribute to the proper care of the Cafeteria (see next section).

MODEL MAVERICKS

Throughout the school year students will be given opportunities to contribute in various leadership capacities around the building to create a positive, engaged and productive school culture. This translates to the stewardship of our common areas. McClure students help each other and work together. Every student is assigned Model Maverick duties for one week each year to assist in caring for the lunchroom and is expected to fulfill those duties with reliability and integrity. Students are asked to make-up any missed service days by assignment. Students in leadership positions such as ASB, WEB and other groups are given additional Model Maverick responsibilities as appropriate. McClure also welcomes parent involvement in this endeavor and general assistance during lunch. Contact the PTSA to volunteer.

MEDICATION

If a student needs to take medication (prescription or over-the counter -OTC) 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. *Students may not carry medication nor store it in their locker, including any OTC items.*

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 ask 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 and be in possession of the so-issued and signed hall pass located on each weekly planner page. The maximum stay is fifteen minutes. If students are too ill to return to class after the fifteen 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. Our nurse is a key collaborator in our building; in addition to routine duties, she is actively and regularly involved in providing education and access to resources on a variety of student health topics.

OUTSIDE/AFTER SCHOOL HELP

All teachers are available to offer after school/out of school time support to students regardless of the physical set-up of school. Teachers publish the specifics on their Schoology page. Please make appointments for such help in advance to ensure the availability of teachers who have special meetings or appointments.

PASSES

Granting a pass is done at the teacher's discretion. The Student Planner is to be used as a pass. The planner has a designated section for student pass permissions each week. Teachers will only sign off on up to a total of five bathroom visits each week and only on the pass page for the week in question. Students are expected to not interrupt teaching and learning to obtain pass permissions. Students must have a signed pass log-entry if they are leaving their assigned class for any destination; (to the nurse, library, bathroom, etc.); and will be

asked to use the designated pass section of their planner for these purposes. Passes are also required during the lunch period to visit the bathroom-these passes are provided in the lunchroom (see Lunch Time Procedures).

Students are expected to first report to their assigned class to avoid being reported tardy or absent in that class prior to then obtaining teacher signature for any pass. We adhere to a “ten minute rule,” which disallows the issuance of student requested passes *during the first and last ten minutes of class* (with the exception of Advisory appointments). We discourage issuing passes during advisory for non-advisory related reasons due to the short length of the class period. Importantly, students are given five bathroom pass options per week. Middle school norms include knowing the right time and way to request pass permission and intentional usage of their five weekly bathroom pass permissions.

Teachers will monitor appropriate use of student passes and will revoke pass usage if an incident or pattern warrants it. Monitoring includes but is not limited to overabundance of time spent in the bathroom. If a staff member from the office or a classroom teacher delays a student, the student should ask that staff member for a pass. McClure students have 4-minute passing periods which provides additional opportunities to visit the library, bathroom, or nurse if those are short visits. Planner passes are NON-TRANSFERABLE, subject to disciplinary action. NO PLANNER:NO PASS: *See lost planner replacement costs at the beginning of this section.*

PRIDE ROOM

Students are assigned to the Pride Room when they have violated a school-wide expectation that was not able to be resolved at the point of occurrence. Pride Room is conducted during the student’s lunch period.

RECORD REQUESTS

Please notify the registrar providing ample time, if you need records or assistance processing private school applications, documents for special programs etc. We will charge a nominal fee for these requests and ask for 5-working days to complete the request. Cooperation and clear communication for these items is most appreciated and helps complete the processing with minimal disruption to daily operations.

REPORT CARDS and PROGRESS REPORTS

Progress reports and report cards will be available within two weeks of the end of each quarter/semester. McClure report cards reflect academic grades, and citizenship evaluation, and general teacher comments. Refer to Schoology & the Source for additional information about student progress and coursework. Students receiving special education services also receive quarterly goal progress reports from their case manager.

RESTRICTED AREAS/OUT OF BOUNDS

We expect our students to remain in designated school areas. The following areas are considered out of bounds for students: faculty parking lots, except for coming to and leaving school; all athletic fields, unless supervised by a staff member; faculty lounges, staff mailroom, all instructional areas when not occupied and locations identified by teachers or staff. REMINDER: McClure Closed Campus policy is outlined in the above section titled “Building/School Hours and Closed Campus.”

SAFETY & RULES

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

- Valuable items such as cameras, expensive art materials, jewelry, etc
- Excessive money – students should only bring the amount of money that is needed that day if any at all
- Permanent markers and laser pointers
- Fidgets, toys, and other non-school items
- 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, smart watches, airpods, etc). No electronics other than district issued devices in classrooms or hallways (unless teacher-directed). No earbuds/airbuds are to be worn in students' ears during the school day
- Backpacks, purses, satchels, etc
- Skateboards/scooters (we will not store student skateboards or scooters)

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. Reporting concerns is viewed as contributing to a safe school environment.

SCHOOL HOURS

The building will be open daily to students at **8:35 AM**. Classes will begin at 8:55am daily and end at 3:45pm. M, T, Th, Fri and at 2:30 pm on Wednesdays. It is expected that students leave the campus within ten minutes of dismissal. Any student in the building after school hours must be under the direct supervision of a coach, staff member, or activity director. NOTE: Teachers are generally available between 8:35 AM and the first bell and after school M, T, TH & F until 4:05 PM for student check-ins or questions. Student/parents are asked to make a mutually agreed upon appointment time for meeting outside of those hours. Please be aware that teachers have pre-scheduled meetings during early release time on most Wednesdays.

THE SOURCE AND SCHOOLOGY

The Source and Schoology are the primary tools used by teachers to inform students and families of student's progress and for access to information about the instructional programs offered. After being tardy or absent from a class, students must take responsibility to check their teacher's Schoology pages and the Source as the primary means of information regarding missed assignments. *24-hour notice is needed to fill any additional homework requests.* If the absences are medically necessary, a plan can be developed with the teachers to complete necessary make-ups.

The Source

The Source is the primary tool used by teachers to inform students and families of students' progress. We urge proactive review of this information to avoid surprises. At times some information may need clarification between home and teacher which we encourage you to seek before key dates such as end of quarter or semester and when final grades are due. Students should make it a habit to check their academic progress in the Source regularly as a scholarly habit and engage in active conversation with you and their teachers about their progress.

Schoology

Schoology is the receptacle used by teachers to post class materials; inform students and families about upcoming assignments, share resources, upload handouts, classwork & readings, locate links, display syllabi, and provide other details about a lesson or unit that are required and/or would be helpful. McClure teachers will continue to implement consistent structures such as electronic file conventions in all subjects. Students should become familiar with and master the use of Schoology as it is our primary digital organizational tool. McClure staff have mutually agreed to update both 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 including teaching and learning tips for remote access.

STANDARDS BASED GRADING

Grading at McClure will be based on mastery of course standards and will be determined by grades on summative assessments. Formative assessments, such as daily classwork, homework, exit tickets, etc. are recorded in the Source and used to track student progress towards mastery of standards. Summative assessments, such as unit assessments, projects, tasks, etc. represent the sum of what a student knows and can do as measured by learning standards and are reported in students' Academic Grades on the Source.

In accordance with the Academic Grade Scale below, a grade of C or D is approaching or below standard and requires a retake. Students should use Advisory time to schedule retakes with teachers. Each department has a retake process that may include reflections and/or preparation steps to be completed before a retake occurs.

ACADEMIC GRADE SCALE

Exceeding Standard - A	Meeting Standard - B	Approaching Standard - C	Just Starting - D	Missing - IE
Student has an in-depth understanding of content and can consistently apply this knowledge to new situations without major errors or missing information.	Student understands content and can apply this knowledge to new situations with success often. Student has no major errors or missing information.	Student has a basic understanding of content and can sometimes apply this knowledge to new situations with success. Student is still making some major mistakes or has missing information.	Student has some understanding of content and with support can demonstrate some understanding. Student is making major mistakes or is missing information on basic skills and standards.	Work is missing, therefore there is Insufficient Evidence (IE) assess the learning. ONLY applies to work that is NOT submitted at all.

VISITORS

All visitors MUST report to the main office and wear a visitor badge while at the school. However, this is a closed campus to student visitors *from other schools* during the school day. To visit a classroom, meet with a McClure staff member including McClure Administrators, a teacher, counselor, etc., parents/guardians must make an appointment at least 24 hours ahead of time. We are unable to accommodate drop-in visits.

Seattle Public Schools Student Behavior and Disciplinary Responses Policy No. 3240*

It is the policy of the Seattle School Board that meaningful learning and educational excellence occur in environments that are safe, positive, consistent, and predictable. These environments rely on trusting relationships between family, students, and staff, which are built with cultural humility, safety, respect, honesty, accountability, and with an eye towards equity. Seattle Public Schools recognizes:

- Every student has the right to high quality instruction, supports, and interventions needed to graduate high school on time and prepared for the future;
- Racial disproportionality persists in disciplinary responses in the district;
- Students are impacted when they are removed from their learning environment;
- Situations involving discipline may be complex and require staff to understand underlying factors that are influencing student's behaviors and;
- Mitigating and aggravating factors should influence the disciplinary decision-making process.

Seattle Public Schools is committed to furthering cultural intelligence that respects and values diversity across the District in schools and in classrooms. This commitment serves to influence decisions in promoting fair and equitable treatment for all and eliminating racial predictability and disproportionality in all aspects of education and its administration. The foundation of Seattle Public Schools' discipline policy is one of prevention and measurement of progress. The policy is grounded in the establishment of a positive school climate that is based on shared behavioral expectations and a common language for talking about expected behavior. The shared behavioral expectations are reaffirmed through an inclusive process that involves students, families, teachers, administrators, volunteers, and other staff (within a Positive Behavior Interventions and Supports (PBIS) framework). Should divergence from these shared expectations occur, behaviors will be addressed with a continuum of responses from positive communication through clear pathways for reengagement and reparation of harm. *SPS POLICIES AND PROCEDURES December 6, 2017

Basic Rules of SPS (<https://mysps.seattleschools.org/wp-content/uploads/2021/04/2020-21-Basic-Rule-Flyer-Final-English.pdf>)

Students Rights and Responsibilities (https://mysps.seattleschools.org/wp-content/uploads/2021/04/SSR-20-21-English_August_2020.pdf).

MCCLURE DISCIPLINE GUIDELINES AND POLICIES

We believe that student development occurs best within an atmosphere of mutual respect, and therefore any behavior that undermines this respect is promptly addressed. Our emphasis is on prevention and responsibility-centered practices. Expectations are regularly taught and reviewed; students are given opportunities to correct disruptive or disrespectful behaviors within a developmental and progressive methodology. Additionally, teachers, administrators, and staff will not tolerate any behavior which interferes with or is detrimental to the orderly operation of class, school, school-sponsored activities, or any other aspect of the educational process. If a student is repeatedly disruptive or disrespectful, indicating resistance to corrective opportunities, s/he/they will be subject to progressive discipline, including loss of activity privileges such as field trips and possible suspension from school, and /or referral to school support teams.

GENERAL DISCIPLINE POLICY

All school rules apply to students en-route 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 violate codes of conduct:

- Students will be informed of the rule/behavior violation in question
- School administrators will conduct an investigation if necessary
- The consequence for the rule/behavior violation will be determined by law, school district policy, school policy, classroom policy, and the judgment of the adult administering the discipline
- Parents will be notified when necessary
- Students and their parent/guardian will be informed about grievance procedures relevant to serious offences
- Discipline is considered to be a combination of consequence and learning with the desired outcome being acceptance of responsibility and acknowledgement of any related impacts, and usually, change in behavior

ATTENDANCE AND 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. At McClure, students are assigned to the Pride Room once they accumulate 6 or more unexcused tardies regardless of the time of day the tardy occurred. If uncorrected after the Pride Room assignment is completed, a parent conference is scheduled. Families of students with chronic attendance difficulties will receive letters documenting the absences. Students having difficulty maintaining a 91% attendance rate will be contacted by the school to develop an attendance success plan (SAA).

Important: SPS considers students absent from any class period, ten or more minutes as unexcused late to that class. Additionally, any student exceeding 20 absences for any reason is required to meet with school officials and is potentially subject to a truancy referral per Superintendent Procedure: 3121SP.

Absences and tardies are EXCUSED only for...

- Student's illness or injury, or medical appointment—please provide a medical note if absence exceeds 3 days
- The illness, injury, or death of a family member
- Religious events/observances

Absences and tardies are NOT EXCUSED for...

- Student or parent/guardian oversleeping or Alarm clock malfunction
- Missing the bus
- Unsubstantiated chronic conditions without medical provider documentation
- Vacations

Make-up Work: After being tardy or absent from a class, students must take responsibility to check their teacher's Schoology pages and the Source as the primary means of information regarding missed assignments. *24-hour notice is needed to fill any additional homework requests.* If the absences are medically necessary, a plan can be developed with the teachers to complete necessary make-ups.

MISBEHAVIOR PREVENTION/RESPONSES TO MISCONDUCT

CLASSROOM PREVENTION-FOCUSED PROCEDURES

Tier I (*Universal and Aligned for All Students*)

1. Teacher introduces and reinforces school-wide behavior expectations and distributes school planner
2. Teacher consistently teaches specific classroom & school expectations throughout the school year (PRIDE Matrix) with an emphasis on respect and personal responsibility
3. Classroom expectations are reviewed regularly
4. Teachers and staff issue PRIDE cards to reinforce adherence to PRIDE; cards are redeemed at the PRIDE store and occasional raffles
5. When a disruption or minor conflict occurs, these steps will be followed:
 - Students are made aware of breakdowns in expectation and given an opportunity to self-correct
 - Students are expected to correct/adjust their behavior accordingly with developmentally appropriate guidance
 - At times students may be assigned a classroom-based restorative task by the teacher as a natural consequence
 - If another student is involved, students will be asked to resolve the incident, if appropriate, with adult guidance

CLASSROOM SOLUTION-FOCUSED RESPONSES

For repeated violations

Tier 1 & 2 (*Both Universal and Customized Responses*)

- Teacher informs student a minor violation has been committed and outlines the expected behavior (see above)
- If misbehavior continues, 1) student is specifically asked to correct; 2) if unable to do so is reminded they will earn an office referral; 3) student earns office referral (during which):
- Designated staff process the incident with the goal of student identified correction and timely return to class
- In most cases this is a quick and smooth process (if not, a school administrator will inform parent)
- Student makes commitment to classroom teacher to follow classroom expectations and asks permission to return to class
- Student is expected to wholly fulfill the terms of the commitment and able to return to class
- In some cases, additional corrective responses will be part of the resolution when appropriate

CONDUCT VIOLATIONS

Some conduct results in a need for an intervention and response beyond classroom correction. In these cases, staff submit a code of conduct violation report to be followed-up by school administration. In some cases of conduct violation, parents are notified within the school day of such an occurrence and the consequences applied. As with minor violations, the overall goal in addressing student conduct is awareness of any harm done and opportunities for restorative actions and positive behavior change.

GRIEVANCE PROCEDURE FOR IN CLASS CONCERNS

In the event students and/or parents/guardians are concerned about an action taken by a teacher the following procedures should be followed:

- Schedule at least one conference with the relevant teacher in an attempt to resolve the issue
- If the issue remains unresolved, a 2nd meeting may be necessary to which a teacher may request an administrator attend

GRIEVANCE PROCEDURE FOR DISCIPLINARY RESPONSE

In the event students and/or their parents/guardian are concerned about an action taken by an administrator the following procedures should be followed:

- Schedule a conference with the relevant administrator in an attempt to resolve the issue

Should the issue involve out of school actions:

- A short-term suspension can be appealed to the building principal (Telephone number: 252-1900)

- A long-term suspension, expulsion, or emergency expulsion can be appealed before a Hearing Officer by writing and/or telephoning the District Administration Office within three days of the receipt of the Notice of Disciplinary Action (NDA). Telephone Number: 206-252-0820

REQUESTING A CONFERENCE/CONTACTING PARENTS

Parent involvement is viewed as a vital component in addressing unwanted behaviors in the classroom. This communication will be made by teachers or administrators depending on the circumstances. In an effort to coordinate a timely cessation to unwanted behaviors through a parent conference or other agreed upon supports, parents will be contacted if a school response is ineffective or concerns arise in the process.

SUPPORT PLANS FOR BEHAVIOR / ATTENDANCE

When students have shown that changing their behaviors is a challenge. They may be placed on a behavior and/or attendance plan agreement (SAA).

IN-SCHOOL SUSPENSION

On occasions where a conduct violation results in removal of a student from the setting in which the violation occurred, and/or the conduct has significantly impacted other students and/or staff, a student is subject to an in-school suspension (ISS). This consequence is applied when appropriate, to mitigate time out of school for more significant conduct and is determined on a case-by-case basis by school administration. Time out of school discipline includes short-term and long-term suspension and emergency expulsion (see below).

SHORT-TERM SUSPENSION STS (1-10 days)

Administered by building administration. Parents or guardians will be contacted prior to student dismissal. A Notice of Disciplinary Action (NDA) is sent home. This action may be appealed to the building principal. While suspended, students are not allowed on campus. Students will be given an opportunity to make up work and should check Schoology daily to access the needed resources and details regarding missed assignments. To seek clarification on missed work, students may contact their teacher via email or through Schoology when suspended.

LONG-TERM SUSPENSION LTS (11+ days)

Administered by building administrator. Parents are contacted prior to dismissal. An NDA is sent home. Students are not permitted to come to school or enter school property. Long-term suspensions are subject to the District level appeal and hearing process. Students should check Schoology daily to access the needed resources and details regarding missed assignments while suspended. To seek clarification on missed work, students may contact their teacher via email/Schoology when suspended.

EMERGENCY EXPULSION

A school administrator may emergency expel a student immediately, provided that there is sufficient reason to believe that the student's presence is dangerous, and/or it would cause substantial disruption within the school to have the student present in classes, for activities and at other related school events [WAC 392-400-295]. Emergency expulsions may last no longer than 10 school days. Emergency expulsions shall continue through the specified end date unless rescinded by the administrator or modified at an appeal hearing.

DRUG-FREE SCHOOLS

Notice to Students and Families Required by Federal Drug-Free Schools and Communities Act of 1989 Seattle Public Schools prohibits the unlawful possession, use, or distribution of drugs and alcohol by anyone on school property, on school-sponsored transportation, or as part of school activities. Compliance with this rule is mandatory; students who disregard the prohibition may be subject to a disciplinary response. Seattle Public Schools offers or can assist in arranging access to drug and alcohol education, counseling, and recovery support. For further information, contact your school leader, school social worker or counselor.

MEDIATION AND RESTORATIVE CONFERENCES

If students are in conflict with another student they may have the opportunity to meet with that student and an Administrator, Counselor or other trained staff in a confidential meeting. The meeting may offer mediation or restoration depending upon the circumstances and/or nature of the conflict or incident in question. The purpose of such meetings is to resolve differences and to offer concrete positive actions that will be long-lasting for all involved.

RESTITUTION

Students are asked to take responsibility for damaged or stolen property including damage to school buses and computer hardware like keyboards or monitors that must be replaced, cleaned or fixed at the offender's expense. The school has the right to withhold grades/transcripts until compensation has been received. If a student is unable to make monetary compensation or if it is not deemed appropriate given the circumstances, in some cases students will be asked to take responsibility for damages by serving the school in a natural capacity as an in-kind restitution.

SEARCH AND SEIZURE / CONFISCATION

Students and their possessions may be searched by school officials. Items that are illegal, prohibited by school regulations, or are a threat, disruptive or dangerous to individuals or the school shall be taken away. See LOCKERS for more information regarding search of locker. Things that can be taken include and are not limited to items that are:

- Prohibited by law
- Prohibited by school regulations
- Dangerous to others/potentially pose a threat
- Disruptive to or negatively impact others
- Related to consumption that impacts health and safety such as energy drinks, vaping,



STUDENT BEHAVIORAL VIOLATIONS

- **Arson**-intentionally setting a fire or causing an explosion
- **Assault** – Being physically violent, using unwarranted force, or demonstrating the deliberate and immediate intent to be physically violent toward another person, including domestic violence
- **Physical Aggression**- a physical action that disrupts the school environment in an unsafe manner even when unintentional
- **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.
- **Burglary** – Forced entry or remaining unlawfully in a District building or room in the building for the purpose of taking property.
- **Computer Trespass, Tampering, and Misuse**-intentionally violating a school or Seattle Public Schools' computer system or database
- **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.
- **Disobedience** – Flagrantly, purposefully, or repeatedly failing to comply with or follow the instructions of teachers and other school staff.

- **Disruptive Conduct** – Flagrantly and substantially interfering with teaching or learning in the classroom, school activities, or extracurricular activities.
- **Distributing Alcoholic Beverages, Illegal Drugs, and Controlled Substances** - Distributing, sharing, or passing around alcoholic beverages, including any beverage with alcohol content
- **Distributing Illegal Drugs, Controlled Substances, Prescription or Over-the-Counter Drugs** - sharing, or passing around illegal drugs, controlled substances, prescription or over-the-counter drugs, and/or drug paraphernalia including but not limited to: pipes, handmade devices, electronic vapor devices or products containing an illegal drug
- **Distributing Marijuana**-- sharing, or passing around marijuana, including but not limited to: medical, home-grown, street or store purchased marijuana, marijuana concentrates, any food item with marijuana in it, and/or paraphernalia including but not limited to: pipes, handmade or electronic devices with a marijuana substance.
- **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
- **False Alarm**-Activating a fire alarm or calling 911 for other than the intended purpose of the alarm
- **False Reporting**-Knowingly reporting or maliciously falsely reporting misbehavior of others that did not occur; includes false malicious rumors.
- **False Threats**-Falsely reporting any type of bomb or person with a firearm in any school building or school grounds, transportation, school-sponsored function
- **Fighting** – Engaging in or provoking physical contact involving anger or hostility; including watching a fight without stopping it, or encouraging others to fight
- **Firearms** – 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
- **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.
- **Gambling** – Playing cards, dice, or games of chance for money or other things of value.
- **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.
- **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.
- **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.
- **Inappropriate Language**-Using words that are hurtful, harmful, demeaning, offensive, or embarrassing, including words that are crude, vulgar, and name-calling
- **Inappropriate Sexual Conduct** – Engaging in inappropriate 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
- **Interference with School Authorities** – Interfering with the discharge of the official duties of District staff.
- **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.
- **Lewd Conduct** – Engaging in inappropriate sexual acts, either singly or consensually with another person, including sexual intercourse, oral sex, sexual touching, indecent exposure, or voyeurism
- **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

- **Malicious Property Damage** – 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
- **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.
- **Misuse of Computers**-Inappropriately using or tampering with school computers
- **Other Exceptional Misconduct**-Engaging in any other activity that would constitute a felony, gross misdemeanor, or misdemeanor under city, state or federal law
- **Plagiarism** – Cheating or copying the work of other persons or turning in another person’s papers, projects, computer programs, etc., as your own.
- **Possessing or Using Alcoholic Beverages**-Possessing, using or being under the influence of alcohol, including any beverage with alcohol content
- **Possessing or Using Illegal Drugs, Controlled Substances, Prescription or Over-the-Counter Drugs**- Possessing, using or being under the influence of illegal drugs, controlled substances, prescription or over-the-counter drugs and/or paraphernalia
- **Possessing or Using Marijuana**-Possessing, using or being under the influence of marijuana, including edible products, vaporizing concentrates; paraphernalia such as pipes, vape devices w/ marijuana substances
- **Possession of Stolen Property**-Knowingly receiving, retaining, possessing, concealing, or disposing of stolen property
- **Robbery** – Taking another’s property by force or threat of force.
- **Rule-breaking** – Repeatedly breaking a specific, published school rule. This includes breaking school bus rules
- **Selling Alcoholic Beverages**-Selling, or intending to sell, alcoholic beverages, including any beverage with alcohol content
- **Selling Illega Drugs, Controlled Substances, Prescription or Over-the-Counter Drugs**-Selling, or intending to sell illegal drugs, controlled substances, prescription or over-the-counter drugs and/or paraphernalia
- **Sexual Assault** – Sexually assaulting or taking indecent liberties with another person (includes “panting” behavior by other than elementary-age students).
- **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. It is a type of harassment that 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 and the said conduct unreasonably interferes with the individual’s job or educational performance or creates an environment that is intimidating, hostile or offensive.
- **Small Folding Knives**-Carrying onto or possessing a small folding knife with a blade length of 2 ½ inches or less and with a blade width ½ inch or less on school property, school-provided transportation, areas of facilities being used exclusively as school district property, or at school-sponsored events or activities
- **Theft** – Stealing school district property or the property of a staff member, student, or school visitor.
- **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.
- **Toy Guns and Toy Weapons**-Possessing a toy gun 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
- **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
- **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
- **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.

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 their 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 workplace.

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.

Citizenship Rubric



Grade	Productivity	Respect	Dependability
A	<input type="checkbox"/> Consistently is focused on the task. <input type="checkbox"/> Work is consistently turned in on time <input type="checkbox"/> Consistently starts the Do Now task immediately, without reminders.	<input type="checkbox"/> Consistently interacts with peers and adults respectfully. <input type="checkbox"/> Consistently shows respect to guest teachers.	<input type="checkbox"/> Consistently prepared for class with necessary materials. <input type="checkbox"/> Consistently in class work is organized and current (eg. notebook).
B	<input type="checkbox"/> Work is usually turned in on time <input type="checkbox"/> Usually is focused on the task. <input type="checkbox"/> Usually starts the Do Now task immediately, without reminders.	<input type="checkbox"/> Usually interacts with peers and adults respectfully. <input type="checkbox"/> Usually shows respect to guest teachers.	<input type="checkbox"/> Usually prepared for class with necessary materials. <input type="checkbox"/> Most in class work is organized and current (eg. notebook).
C	<input type="checkbox"/> Work is sometimes turned in on time <input type="checkbox"/> Sometimes is focused on the task. <input type="checkbox"/> Sometimes starts the Do Now task immediately, without reminders.	<input type="checkbox"/> Sometimes interacts with peers and adults respectfully. <input type="checkbox"/> Sometimes shows respect to guest teachers.	<input type="checkbox"/> Sometimes prepared for class with necessary materials. <input type="checkbox"/> Some in class work is organized and current.
D	<input type="checkbox"/> Work is rarely turned in on time. <input type="checkbox"/> Rarely focused on the task. <input type="checkbox"/> Rarely starts the Do Now task immediately, without reminders.	<input type="checkbox"/> Rarely interacts with peers and adults respectfully. <input type="checkbox"/> Rarely shows respect to guest teachers.	<input type="checkbox"/> Rarely prepared for class with necessary materials. <input type="checkbox"/> Hardly any in class work is organized and current.

- I think I earned a(n) _____.
- Two things I think I did really well on were _____
_____.
- One thing I think I need to work on next time is _____
_____.
- These skills are important because _____
_____.

RISING TOGETHER

McClure Reading Log Guidelines

All McClure students are expected to:

- Read 30 minutes daily.
- Bring their current reading book or e-reader to class daily
- Challenge themselves in their reading by trying new genres, practicing new vocabulary, and reading 4-6 non-fiction books this year.
- Keep and maintain their reading log and daily planner expectations.
- Be prepared for formative check-ins and conferences with reading log, planner, and reflection sheet

EXAMPLE READING LOG:

	Title of Book	Author	Genre	Start	Finish
1	<i>Kindred</i>	O. Butler	SF/HF	9/2/20	9/13/20
2	<i>The Reason I Jump</i>	N. Higashida	NF/Bio	9/10/20	*

*Note: The “Finish” space is left blank until book is complete.

READING LOG ABBREVIATIONS KEY:

Genres:	Book left incomplete:
Realistic Fiction = RF Fantasy = Fan Historical Fiction = HF Science Fiction = SF Short Stories = SS Dystopian = Dys Mystery = Mys Horror = Hr Graphic Novel = GN Manga = Mga Webtoons =WT Biography = Bio Memoir = Mem Non-Fiction = NF Audio Book = Aud	If you lose interest in a book, that is OKAY! Mark the “Finish” space for that book with Did Not Complete = <u>DNC</u>

CCSS ELA- Literacy 6-8.10: By the end of the year, students will read and comprehend literature, including stories, dramas, poetry, AND non-fiction in the grades 6-8 text complexity band proficiently, with scaffolding as needed.

RISING TOGETHER

Genres to Know

Realistic Fiction = RF: stories that could have actually occurred to people or animals in a believable setting. These stories resemble real life, and fictional characters within these stories react similarly to real people.

Fantasy = Fan: contains unrealistic settings, or magic, often set in a medieval universe, or possibly involving mythical beings or supernatural forms as a primary element of the plot, theme, or setting.

Historical Fiction = HF: a story is made up but is set in the past and sometimes borrows true characteristics of the time period in which it is set.

Science Fiction = SF: based on imagined future scientific or technological advances and major social or environmental changes, frequently portraying space or time travel and life on other planets.

Short Stories = SS: a story with a fully developed theme but significantly shorter and less elaborate than a novel.

Dystopian = Dys: an imagined state or society where there is great suffering or injustice.

Mystery = Mys: stories focus on a puzzling crime, situation, or circumstance that needs to be solved.

Horror = Hr: fiction whose purpose is to create feelings of fear, dread, repulsion, and terror in the audience

Graphic Novel = GN: a novel in comic-strip format.

Manga = MN: a style of Japanese comic books and graphic novels, typically aimed at adults as well as children.

Webtoons = WT: an animated cartoon or series of comic strips published online.

Biography = Bio: an account of someone's life written by someone else.

Memoir = Mem: an autobiography or a written account of one's memory of certain events or people.

Non-Fiction = NF: prose writing that is based on facts, real events, and real people, such as biography or history.

Audio Book = Aud: a recording of a reading of a book, typically a novel.

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Library Link

As a Seattle Public Schools student, you automatically have access to all the online resources of Seattle Public Library. This gives you access to free e-books, audiobooks, online graphic novels, movies/TV, news and research sites, and more.

Barcode

Your 7-digit student ID # fills in the blank spaces after 990000.
You can find your student ID # on the Source or on your student ID card.

9	9	0	0	0	0								
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PIN/password

Your PIN/password is the month and date of your birthday, written as a 4-digit number: 2 digits for the month, then 2 digits for the date. Do not include the year.

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M M D D

Example: April 3 = 0 4 0 3.

This year I will grow as a reader by _____

This year I will grow as a writer by _____

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Books to Try Next

Title	Author's last name	Genre	Notes

McClure Mavericks Reading Log — 1st Quarter

	Title of Book	Author	Genre	Start	Finish
1					
2					
3					
4					
5					
6					
7					
8					
9					
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11					
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22					
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24					
25					
26					
27					
28					
29					
30					

McClure Mavericks Reading Log — 2nd Quarter

	Title of Book	Author	Genre	Start	Finish
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
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23					
24					
25					
26					
27					
28					
29					
30					

McClure Mavericks Reading Log — 3rd Quarter

	Title of Book	Author	Genre	Start	Finish
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
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25					
26					
27					
28					
29					
30					

McClure Mavericks Reading Log — 4th Quarter

	Title of Book	Author	Genre	Start	Finish
1					
2					
3					
4					
5					
6					
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9					
10					
11					
12					
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McClure and SPS Student Laptop Information and Expectations

COVID-19 1:1 student laptop checkout & General CARE Guidelines

General Student Expectations for laptop use at home

- Laptop should only be used for school-related activities.
 - Do not download personal programs or games to this laptop.
- Do not loan your laptop/charger to anyone. It should always stay in your home.
- Do not change the appearance of the laptop.
 - Do not remove district labels. Do not add personal stickers.
 - Do not cover any vents
- Use common sense! Do not eat, drink, leave laptop on floor, etc. Laptops are fragile! Protect this laptop from harm!

Laptop Data/Safety

- Laptops are set up to be able to connect with the SPS district OneDrive.
 - Do NOT change any settings.
- Only use school appropriate sites when surfing the web.
 - Seattle Public Schools can monitor and record web searches.
- Cyber-bullying
 - Please report ALL incidents of cyber-bullying if you see it or experience it.

Problems – do NOT attempt to repair the laptop yourself.

- Report ALL laptop issues immediately by calling 206-252-0100
 - Damage
 - Unable to connect to internet
 - School programs not working.
 - Lost device

Simple Fixes to try at home if your laptop isn't working well

- Restart!
 - Restart the laptop at least once a week for best performance.
- Don't install any personal software.

Devices

- USB headphones are recommended.
 - If the sound jack breaks you are out of luck. Seattle Public Schools will not fix it.
- Use only the district provided charger
- Networked home printers will not work, use a USB connected printer

Any Questions, repairs, lost or stolen devices please call: 206-252-0100

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