
5802 MacArthur Blvd., Vancouver, WA 98661-6996 / (360) 313-3600 / Fax (360) 313-3601

Name: _____

Message from the Vancouver School Board

To promote a safe, nurturing and beneficial learning environment for each of our students, and to maintain order and discipline in the classrooms, playgrounds, hallways, school buses, and school-sponsored activities off campus, the Vancouver Board of Directors, adopts policies and procedures for administering discipline within each school. These policies and procedures are designed to involve the parents and community. The policies and procedures are designed to involve the parent and student early in the resolution of discipline problems. Annually, the principal and the certificated staff of each school review these disciplinary procedures to ensure uniform enforcement.

Mission of the Vancouver School District

Excellence in Education

In partnership with home and community, Vancouver Public Schools provides an innovative learning environment that engages and empowers each student to develop the knowledge and essential skills to become a competent, responsible, and compassionate citizen.

Notice of Nondiscriminatory Policy

Vancouver Public Schools is an equal opportunity district in education programs, activities, services, and employment. The district does not discriminate on the basis of race, creed, color, religion, sex, national origin, marital status, sexual orientation, including gender expression or identity, age, families with children, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal. The district provides equal access to the Boy Scouts of America and other designated youth groups. The district complies with Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Older Worker Protection Act, and all other state, federal, and local equal opportunity laws. You may also contact any of the following people by writing to them at Vancouver School District, PO Box 8937, Vancouver, Washington 98668-8937 or by calling [360-313-1000](tel:360-313-1000): ADA–Kathy Everidge; Title VII, 504–Daniel Bettis; IDEA–Daniel Bettis; Affirmative Action–Kathy Everidge; Title IX Elementary–Kristie Lindholm; Title IX Secondary–Executive Director for Middle Schools and for High Schools–Jim Gray; Athletic Equity–Jim Gray. This notification can be provided in the appropriate language for communities of national origin and minority persons with limited English language skills by contacting [360-313-1250](tel:360-313-1250).

Administrators

Sara Tackett, Interim Principal
Franklin Collazo, Associate Principal
Elizabeth Vaughn, Associate Principal

Office Staff

Cameron Molyneux, Secretary
Paula Newberg, Registrar
Gaylen Dewey, Attendance
Marie Monek, Fiscal Clerk
Kim Tice, Nurse

Counselors

Samir Sankari, A-Fa
Tee Anderson, Fe-Le
Kelly Posner, Li-Ra
Juanita Yasu Re-Z

Welcome to McLoughlin - Home of the Pioneers!

Table of Contents

Message from the School Board.....1
 Table of Contents, Student Information, Schedule, Bell Schedule.....2-3
 Mac CORE 4 Behavior Expectations.....4-6
 Dress and Appearance, Student Rules and Information - Sports.....7
 Socials, Assembly, Concert, & Spectator Behavior, Attendance.....8
 Attendance, Bikes, Bus Ridership, Changing Schedules, Communication9
 Counseling Services, Emergency Procedures, General School Conduct10-11
 Grade Reporting, Homework, Parent/Student Access, PE, Personal Property11
 Response to Intervention (RtI), School Closure Info, Student Management System, Visitors, Where To Be.....12
 Technology Use Agreement.....13-14
 Citizen Complaint Process.....15-16

Student Information

Lunch Keypad #: _____
 P.E. Locker #: _____ Lock Combination: _____
 Computer login: _____ Computer password: _____
 Student Access login: _____ Student Access password: _____
 IXL login: _____ IXL password: _____

Schedule

	<u>Teacher</u>	<u>Room Number</u>
<u>Period 1</u>		
<u>Period 2</u>		
<u>Period 3</u>		
<u>Period 4</u>		
<u>Period 5</u>		
<u>Period 6</u>		
<u>Period 7</u>		
<u>Lunch</u>	A B C	

McLOUGHLIN MIDDLE SCHOOL BELL SCHEDULE 2023-2024

Announcements will be during the first few minutes of each day

Students report to 1st period teacher for **Advisory**

Passing time is 4 minutes

7th & 8th grade lunch are based on 3rd period teacher

Busses leave 8 minutes after the end of each day

Early Release Monday

1st Lunch		2nd Lunch		3rd Lunch	
Warning Bell	9:15	Warning Bell	9:15	Warning Bell	9:15
Advisory	9:20-9:45	Advisory	9:20-9:45	Advisory	9:20-9:45
Period 1	9:45 - 10:21	Period 1	9:45 - 10:21	Period 1	9:45 - 10:21
Period 2	10:25 - 11:00	Period 2	10:25 - 11:00	Period 2	10:25 - 11:00
1st Lunch	11:04 - 11:34	Period 3	11:04 - 11:39	Period 3	11:04 - 11:39
Period 3	11:38 - 12:13	2nd Lunch	11:43 - 12:13	Period 4	11:43 - 12:18
Period 4	12:17 - 12:52	Period 4	12:17 - 12:52	3rd Lunch	12:22 - 12:52
Period 5	12:56 - 1:31	Period 5	12:56 - 1:31	Period 5	12:56 - 1:31
Period 6	1:35 - 2:10	Period 6	1:35 - 2:10	Period 6	1:35 - 2:10
Period 7	2:14 - 2:50	Period 7	2:14 - 2:50	Period 7	2:14 - 2:50

Regular Schedule

1st Lunch		2nd Lunch		3rd Lunch	
Warning Bell	9:15	Warning Bell	9:15	Warning Bell	9:15
Advisory	9:20-9:45	Advisory	9:20-9:45	Advisory	9:20-9:45
Period 1	9:45 - 10:28	Period 1	9:45 - 10:28	Period 1	9:45 - 10:28
Period 2	10:32 - 11:16	Period 2	10:32 - 11:16	Period 2	10:32 - 11:16
1st Lunch	11:20 - 11:50	Period 3	11:20 - 12:04	Period 3	11:20 - 12:04
Period 3	11:54 - 12:38	2nd Lunch	12:08 - 12:38	Period 4	12:08 - 12:52
Period 4	12:42 - 1:26	Period 4	12:42 - 1:26	3rd Lunch	12:56 - 1:26
Period 5	1:30 - 2:14	Period 5	1:30 - 2:14	Period 5	1:30 - 2:14
Period 6	2:18 - 3:02	Period 6	2:18 - 3:02	Period 6	2:18 - 3:02
Period 7	3:06 - 3:50	Period 7	3:06 - 3:50	Period 7	3:06 - 3:50

McLoughlin CORE 4 Behavior Expectations

CORE 4 Positive Behavior Matrix	Be Respectful How are you treating yourself and others?	Be Responsible Who are you when no one is looking?	Make an Effort Are you being your best you?	Be Safe Are you making safe choices for yourself and others?
Schoolwide	<i>I am:</i> *Valuing school property. *Supportive of my schoolmates. *Allowing others to learn. *Asking for help if I need it.	<i>I am:</i> *On time. *On task. *Helping others *Cleaning up after yourself and using the garbage cans *Prepared and on time to class	<i>I am:</i> *Always persevering and trying my best. *Asking for help when I need it. *Helping others who might need assistance.	<i>I am:</i> *Keeping my hands clean. *Maintaining social distancing. *Being aware of my surroundings *Keeping my hands and feet to myself.
Arrival/ Dismissal	*Giving others the space they need *Asking for help if needed *Helping others *Waiting for your bus in designated area	*Entering the door closest to my destination *Moving directly to my destinations * Waiting patiently for temperature checks	* Listening to announcements *Remembering where I need to be or asking for help	*Staying on campus *Carrying skateboards and walking bikes on campus *Using sidewalks/ crosswalks correctly *Giving others the space they need *Walking at all times *When walking, keeping eyes up and watching where I am going without cell-phone use *Waiting for your bus in designated area
Hallways, Stairs and Courtyard	*Making space for others *Staying to the right *Helping others	* Arriving on time for class * Eating in designated areas only *Keeping my cell phones out of sight *Carrying a signed planner/ pass if between passing times	*Watching for other people *Moving directly to my destination	*Using stairs safely, one step at a time and staying to the right * Giving others the space they need * Keeping eyes up and watching where I am going *Walking at all times *Staying to the right side of the hallway *Moving to class on time
Commons	*Eating my own food * Keeping voice volume down	*Disposing of items appropriately in garbage and recycling	*Staying seated * Waiting for dismissal * Reminding others of expectations	*Walking at all times *Eating my own food *Remaining seated unless getting lunch items

	<ul style="list-style-type: none"> * Allowing others to enjoy their lunch break 	<ul style="list-style-type: none"> * Keeping food and drink in cafeteria * Remembering my lunch number 	<ul style="list-style-type: none"> * Using garbage cans and recycling 	<ul style="list-style-type: none"> * Staying seated while eating
Locker (Gym and Hall)	<ul style="list-style-type: none"> * Using my own locker * Keeping my locker clean and organized 	<ul style="list-style-type: none"> * Giving others the space they need * Remembering that lockers are school property * Respecting other people's property 	<ul style="list-style-type: none"> * Throwing away garbage in the trash cans * Organizing books and class materials * Taking things home I do not need at school 	<ul style="list-style-type: none"> * Reporting vandalism * Closing lockers quietly * Only using my assigned locker
Assemblies/ Events	<ul style="list-style-type: none"> * Keeping cell phones off/ silent and earbuds out of sight 	<ul style="list-style-type: none"> * Focusing on presentation * Following directions 	<ul style="list-style-type: none"> * Practicing Active Listening * Learning new things * Being a positive role model 	<ul style="list-style-type: none"> * Sitting quietly during presentation * Practicing active listening * Keeping hands off hoops * Staying in seats until dismissal instructions
Visitors: Substitutes Volunteers Guest Speakers	<ul style="list-style-type: none"> * Being helpful * Following directions * Keeping cell phones off/ silent and earbuds out of sight 	<ul style="list-style-type: none"> * Focusing on presentation * Following directions 	<ul style="list-style-type: none"> * Trying my hardest * Asking good questions * Being a positive role model 	<ul style="list-style-type: none"> * Following adult instructions
Library	<ul style="list-style-type: none"> * Keeping my cell phones and electronics off and out of sight * Using an inside voice * Allowing others to work 	<ul style="list-style-type: none"> * Returning materials to proper places on time * Using Internet and school iPad appropriately * Putting books in the book return bin * Having a signed planner/ pass 	<ul style="list-style-type: none"> * Staying focused on reading and give people quiet space * Listening to and following directions. 	<ul style="list-style-type: none"> * Using tables and chairs appropriately * One student per table or gray stool at a time * Pushing in chairs when you leave * Staying calm and focused
School Technology/ Computer Lab	<ul style="list-style-type: none"> * Valuing school Property * Help others by staying on task 	<ul style="list-style-type: none"> * Store equipment properly: plug in charger, return laptop/iPad/ Camera * Leaving all food and drinks outside of computer lab 	<ul style="list-style-type: none"> * Keeping focused on the task and ask for help if needed 	<ul style="list-style-type: none"> * Using both hands to carry technology * Using only teacher recommended websites

Personal Electronics	<ul style="list-style-type: none"> *Keeping cell phones off/ silent and earbuds out of sight 	<ul style="list-style-type: none"> *Keeping cell phones off/ silent and earbuds out of sight 	<ul style="list-style-type: none"> *Keeping cell phones off/ silent and earbuds out of sight 	<ul style="list-style-type: none"> * When walking, keeping eyes up and watching where I am going without cell-phone use
Online Communication	<ul style="list-style-type: none"> *Using Digital Etiquette *Always THINKing before posting. (Is it True, is it Helpful, is it Inspiring, is it Necessary is it Kind?) *Following teacher directions about commenting and discussions in Zoom and online. 	<ul style="list-style-type: none"> *Using technology as a learning tool for school purposes.. * Taking good care of my technology by keeping it in a safe place and handling it carefully. 	<ul style="list-style-type: none"> *Always persevering and trying my best. *Communicating with my teacher if I am having a hard time. *Asking for help when I need it. *Actively participating. * Creating thoughtful and neat work. * Checking over my work. *Helping others who might need assistance. 	<ul style="list-style-type: none"> *Always THINKing before posting. (Is it True, is it Helpful, is it Inspiring, is it Necessary is it Kind?) * Avoiding and reporting inappropriate sites and unsafe use. * Keeping login, passwords, and private information private.
Office	<ul style="list-style-type: none"> *Reporting promptly when called * Using polite language (Please, thank you) *Following directions 	<ul style="list-style-type: none"> *Stating your purpose in the office politely *Keeping voice volume low *Having a signed planner/ pass 	<ul style="list-style-type: none"> *Waiting patiently * Asking for help *Using polite language (Please, thank you) 	<ul style="list-style-type: none"> *Using tables and chairs appropriately
Bathrooms	<ul style="list-style-type: none"> *Using quiet voices *Giving people privacy *Flushing toilets 	<ul style="list-style-type: none"> * Using quiet voices *Giving people privacy *Flushing toilets *Using garbage cans * Informing adults of vandalism 	<ul style="list-style-type: none"> *Only using bathrooms for the intended purpose * Getting back to your destination quickly * Reporting vandalism or messes 	<ul style="list-style-type: none"> *Keeping water in sink * Washing hands * Putting towels in garbage
Outside Recreation Areas	<ul style="list-style-type: none"> *Allowing others to enjoy the area * Giving other people their personal space 	<ul style="list-style-type: none"> *Showing good sportsperson-ship *Returning equipment to designated area * Being kind * Helping others 	<ul style="list-style-type: none"> *Being a contributor to a clean campus * Maintaining positive and respectful social interactions 	<ul style="list-style-type: none"> *Walking to and from activities *Staying within boundaries *Following equipment rules *Eating and drinking in designated areas only *Keeping hands and feet to myself

Dress and Appearance

The decision for student dress and appearance rests primarily with the student and their parents or guardians.

Students have the **RIGHT** to:

Dress and groom as they choose consistent with the goals and purposes of the educational environment.

Expect that staff will address concerns about student dress in a manner that maintains the student's dignity and respects their family culture.

Students have the **RESPONSIBILITY** to:

Wear clothing suitable for all scheduled classroom activities including physical education, science labs, and other activities to ensure that health and safety is maintained for all.

Dress and maintain hygiene so that the educational environment is not disrupted.

Ensure their clothing covers private body parts and undergarments at all times.

PROHIBITED dress items include:

Any items which are commonly considered evidence of membership or affiliation with any gang.

Clothing that depicts, advertises, promotes or implies the use of alcohol, tobacco, marijuana or other controlled substances.

Clothing that displays sexual images or content.

Clothing which depicts hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups or otherwise biased.

Student Rules and Information

SPORTS

Students interested in sports must complete the sports packet online on FamilyID, pay the sport fee of \$20, get a sports physical, and purchase a \$10 McLoughlin ASB card.

Fall Season

7th and 8th grade Girls Volleyball

6th and 7th grade Flag Football

8th grade Tackle Football

6th, 7th and 8th grade Co-ed Cross Country

Early Winter Season

7th and 8th grade Girls Basketball

6th, 7th and 8th grade Wrestling

Late Winter Season

7th and 8th grade Boys Basketball

7th and 8th grade Girls Bowling



Spring Season

6th, 7th, and 8th grade Track.

Students who are absent more than 3 periods in a day may not participate in any after-school sports or activities on that day.

Guidelines for Spectators at Middle School Games

Safety is a top priority in Vancouver Public Schools, and we want our after-school athletic events to be safe and respectful places for all student athletes and spectators. To provide adequate supervision of students and ensure the safety of all athletes and spectators, we have established the following guidelines for games.

- Students must have a student ID or ASB card and be accompanied by a parent or adult. This applies to both home and away games.
- Food and drinks, with the exception of bottled water, are not allowed in school gymnasiums.
- Spectators must stay in bleachers or designated areas.
- Re-entry to the game/activity is not permitted after leaving.
- Students are not allowed to remain on campus after school ends until a game begins.
- Support all student athletes by exhibiting good sportsmanship.

Due to the unique nature of facilities at different buildings, guidelines may vary at each school.

Socials

There are 2 socials a school year from 4:00-5:00. Activities at the socials include dancing, basketball, games, ping-pong, bingo and other fun choices. Socials are free and buses are provided. A student must stay until 4:30 p.m. unless a parent has provided a signed note for the student to leave early. **NOTE: Students may be excluded from a social if they have had disciplinary problems or excessive tardies two weeks prior to the social.**



ASSEMBLY, CONCERT & SPECTATOR BEHAVIOR

Throughout the school year, students have the opportunity to attend assemblies, concerts and sporting events. The audience's responsibility is to honor the efforts of the performers by providing a positive atmosphere in which their performance can be appreciated by all. Practice good sportsmanship at all times is the expectation. Positive, non-disruptive cheering is encouraged; put-downs or negative cheering is NOT acceptable. Please do not wander from gym to gym or leave the building. Students may move during half-time for use of restrooms, vending machines or to watch the other game. **** Failure to comply with these behavior expectations may result in being denied access to McLoughlin assemblies, concerts, and sporting events.**

ATTENDANCE

All students enrolled in Vancouver Public Schools are expected to be at school and in class on time.

Excusing an Absence

Absences may be excused for the following reasons:

- Illness, a doctor's note is required if a student is ill for five (5) or more days in a month, unless the principal, for good cause, waives the requirement;
- Health care appointments;
- Emergencies, including but not limited to a death or illness in the family;
- Religious or cultural activities, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Participation in a district or school approved activity or instructional program as approved by the principal;
- Deployment activities of an active duty military parent or guardian;
- Prearranged absences that the principal (or designee) and parent agree upon on approved activity. The school cannot excuse absences for trips taken by students unless these trips involve direct supervision by the school or the family.

Absences must be excused by a parent within three days after the student absence in one of the following ways:

1. Call the attendance line at 360-313-3611; or
2. Send an e-mail to mcloughlin.attendance@vansd.org
3. Enter the absence into Skyward Family Access
4. Send a written note to the attendance office

It is the responsibility of the student or parent to arrange for any needed make-up work.

Unexcused absences will result in an automated phone call notifying the parents of the absence.

Truancy

Children between the ages of 8 and 18 years of age are required to attend school. Truancy is when a student is not in school and the absence is unexcused.

After 3 unexcused absences, the school will schedule a conference with the student and parent.

Not later than the student's 5th unexcused absence in a month the district will enter into an agreement with the student and parents that establishes school attendance requirements.

At some point after the 2nd and before the 5th unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences. These steps will include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district's designated employee.

After 7 unexcused absences in a month, or 10 in a year, the student will be referred to the Office of Student Welfare and Attendance to file an initial petition with the court.

Tardy Policy

A student is tardy when they enter the classroom after the tardy bell and within the first fifteen (15) minutes of class time. It is considered an unexcused absence if the student is more than fifteen (15) minutes late to class and will be marked with the code of "V" in the attendance. Teachers will address the first four tardies before referring to administration for disciplinary action.

Departing Early

All students are expected to remain on campus from the time of arrival until excused. Students who need to leave early must report to the attendance office BEFORE leaving campus. Parents coming to pick students up from school must check in at the office.

Attendance Codes:

U-Unexcused Absence

T-Tardy

V-Student arrived more than 15 min late or departed more than 15 min early

D-Departed Early

O-Discipline related absence

I-In-school suspension

S-School excused absence

E-Excused Absence

BIKES/OTHER TRANSPORTATION

The school knows that some students rely on a bicycle/skateboards as a means of transportation to and from school. Helmets should be worn when riding. Students ***may not ride bicycles/ skateboards on school grounds or in the parking lots*** and should walk bikes through any crowded areas before or after school, especially near the buses. Bikes/skate-boards should never be brought inside the school building or gymnasiums other than hand carried in for check-in. Riding a bike/skateboard to school is a privilege and students must take full responsibility for securing bikes/skateboards in the proper area. Because of Vancouver School District insurance and liability policies, skateboards, roller blades or any wheeled transportation devices may not be used on school district grounds at any time or transported on a school bus.



BUS RIDERSHIP

Bus ridership policies are published in the Policy and Regulation section of this handbook. Misbehavior on the bus may result in loss of bus riding privileges. Students who wish to ride home with a friend must have a note from a parent/guardian. This note is to be taken to the Amin Center that morning so there is time to be verified and approved.

CHANGING SCHEDULES

If a student needs to have a schedule changed, they need to speak to a counselor. If there are any problems in the schedule, the student should go to the counseling center and complete a schedule change request form. It is very rare for a schedule to be changed during the middle of a trimester. In order to request a change from a full-year elective, students must have both teacher and parent/guardian permission.

COMMUNICATION

Communication between home and school is important. The school sends home a monthly bulletin to keep parents/guardians informed. The McLoughlin website also has updated information. All rides home, permission to do extra things, etc. should be arranged ***at home the night before*** because the office phone is for emergencies only. Calls ***cannot*** be put into teachers'

classrooms. It interrupts the teacher's instruction. For this reason, family members should not call their student(s) on his or her cell phone while school is in session. Since students are not allowed to use their cell phones at school, please do not expect them to call family members while class is in session.

COUNSELING SERVICES

McLoughlin counseling services provide academic counseling, social and emotional support, and career guidance. Support for students is offered through classroom lessons and presentations, small groups and individual counseling. Skill development and social emotional support group topics may include: academic success, managing difficult feelings, grief and loss, family change, preventing and/or coping with peer pressure, bullying, gang activity as well as alcohol, tobacco and other drugs. School counselors also refer students and families to outside community counseling agencies for additional services.

Students can request an appointment with their counselor through the counseling clerk. They may also email their counselor or ask for a pass from their teacher.

DRESS CODE

See guidelines on page 8

EMERGENCY PROCEDURES

All students will remain in their classrooms during an emergency. If the emergency happens during break or lunch, students will be directed by staff to the nearest safe location. Students not reporting to class will be counted absent. If students are in a classroom that is to move to a prearranged area, they are to do so at the directions and supervision of their classroom teacher.

Earthquake

If Indoors- Stay Inside

1. Drop down to the floor
2. Seek cover against an interior wall and protect your head and neck with your arms. If that is not possible, take cover under a desk, table or other furniture.
3. If you take cover against a sturdy piece of furniture, hold it, and be prepared to move with it.
4. Hold your position until the ground stops shaking and it is safe to move.

If Outdoors -

5. If outdoors, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.
6. Drop and cover (kneel on the ground and place hands over head).

After-

1. Comply with all the directions of the staff.
2. If outdoors, go to the nearest classroom and report to the teacher.

Fire Alarm / Drill

When the fire alarm is activated, leave the classroom under the direction of the teacher. Stay with your class and move to the designated assembly area. When the "all clear" is sounded, return to your classroom.

Intruder / Lockdown

1. When an "Intruder Alert" is activated, staff will initiate lock down procedures.
2. Outside the classroom: Report to your classroom immediately or comply with the directions of the staff.
3. Inside the classroom: Move away from the windows and exit doors. Comply with directions of the teacher.

Failure to comply with teacher and/or school personnel instructions during an emergency or an emergency drill may result in discipline for the student.

GENERAL SCHOOL CONDUCT

1. **Bullying:** McLoughlin Middle School believes in providing a safe and supportive learning environment for all students that is free from harassment, intimidation, and/or bullying.
2. **Public Display of Affection:** Kissing or prolonged hugging is not appropriate.
3. **Passing Behavior:** Students are expected to keep their hands to themselves. If students are in the hall during class, *they must have a pass.*
4. **Commons Behavior:** Students must stay seated in the cafeteria or go outside. Food and drinks must be consumed inside the cafeteria. Students put away their own trays and pick up their trash or they may be assigned to help with cafeteria clean-up.

5. **Telephones:** The phones in the office are for emergency use only. A pass from a teacher is required to use the phone.
6. **Cell Phones:** Student cell phones **must be off and put away during class time** or they will be confiscated.
7. **Cameras:** Cameras are not allowed to be used due to student identity protection laws.
8. **Social Media:** Taking photos and/or videos and posting to social media is prohibited without consent.
9. **Aerosol Sprays** of any kind are not allowed at school. Perfume and cologne should be left at home.
10. **Food/Drink/Gum:** Food and drinks to remain in the commons unless arranged by staff
 - **Gum is NOT allowed at McLoughlin.**
 - Food and drinks are not to be shared.
 - Energy drinks and powdery substances like Kool-Aid/sugar mixes and/or spicy candy are to remain at home.
11. **Cheating:** Copying homework or cheating on a test may result in discipline.
12. **Fighting:** Fighting is not an option at McLoughlin. You have the right to protect yourself by putting your hands around your face for protection or leaving the area to get an adult. If you choose to fight back by hitting, punching, pushing, etc. you are part of the fight and will be disciplined accordingly. **“Play fighting” or “Horseplay” often leads to injury and/or a “real” fight. For this reason, it is not allowed at McLoughlin; participating students are subject to discipline.**
11. **Medication:** Students may not have prescription or over-the-counter medication in their possession at any time while at school or on the bus. *This includes Ibuprofen, cold/allergy medication, etc.*
NOTE: Office personnel may administer medication to a student IF the medication is accurately labeled with a current prescription for the student on file from a physician. The medication must be delivered to school by a parent/guardian and remain locked up in the main office.
12. **If you have a concern:** If students or parents have a concern, complaint, or want to appeal a situation there is a process:
 - a. If the situation involves a staff member, please contact the staff member first to discuss the issue.
 - b. If the situation is one where a counselor might be of assistance, contact a counselor.
 - c. The next in line for an appeal is an associate principal.
 - d. If the parent or student has not reached a satisfactory resolution to the problem, contact the principal.
 - e. The next step for appeal would be the Chief of Secondary Education. In the event of an appeal of a suspension or expulsion, the Office of Student Welfare and Attendance should be contacted.

GRADE REPORTING

McLoughlin Middle School is on a trimester system. Grades come out three times a year. The final report cards for the year are mailed home. At the mid-point of each trimester, progress reports are sent home to share current student progress.

HOMEWORK

Most classes at McLoughlin include some homework. Homework may be a long-term project or a single, short assignment. Teachers may assign homework (within reasonable limits) to students as part of their duty to enhance student education.

PARENT & STUDENT ACCESS

Parents and students may have ongoing access to view academic progress online. Parents may sign up through the secretary for their access and password.

PARENT-SCHOOL COMPACT

The Student Learning Plan and Roadmap to Success meet all Title 1A Parent Compact Requirements.

PHYSICAL EDUCATION

ALL 7th and 8th grade students will dress down for PE class. PE attire may be purchased through the school. Do not store valuables in PE lockers. Students only have access to their PE locker during the class they have PE. *It is off-limits the rest of the day.* Students should always lock their PE lockers.

PERSONAL PROPERTY

The primary focus at school is to create a positive and productive learning atmosphere. Because we work together to achieve this climate, technology, gaming devices, external speakers, computer games, yo-yos, trading cards, or other items not needed for educational purposes ***are not recommended at school. Lost and stolen items, including cell phones and other technology, are not the school's responsibility and cannot be replaced by the school.*** Students should take care of their belongings and label them with their name. Found items are turned in to the office. **Laser-pens are considered weapons. Students in possession of laser pens at school will be Emergency Removed and discipline will be imposed.**

RESPONSE TO INTERVENTION (RtI)

McLoughlin is an RtI school that focuses on good teaching that is aligned with student need. The RtI approach identifies students' instructional levels and closely monitors their academic progress. Teams use data to help teachers make instructional decisions for student and to identify students who may need extra help. For most students, there will be small changes in how instruction occurs. For students who need additional services such as small groups for individual instruction, there may be more support provided. Students commit to a plan for meeting academic standards

SCHOOL CLOSURE INFORMATION

Calls will be made to radio stations beginning at 6:00 a.m. if an emergency exists or as soon as decision is reached. Parents do have the option to decide when their child should be kept home based upon hazardous conditions in their immediate area. These situations will be treated as excused absences. If no announcement is made, schools are open as usual. Internet: <http://vansd.org/weather-and-emergency-information/>
School Closure information line: 313-1401

STUDENT MANAGEMENT SYSTEM

McLoughlin teachers are here to help students, so if a student has a problem, the teacher might:

- Conference with student
- Talk to parent/guardian(s)
- Speak to counselor
- Refer student to the office

If a student is referred to the office, consequences might include Lunch Detention, Thursday School, suspension, emergency expulsion, or expulsion.

McLoughlin incorporates positive behavior supports within the disciplinary action system, however repeated behaviors that have not responded to interventions may result in more serious consequences.

VISITORS

Students are not allowed to bring visitors to school. Visitors, by law, are not allowed on campus. Parents are always welcome but must check in at the main office first in order to receive a visitor's pass.

WHERE TO BE, OR NOT TO BE

School starts at 9:00 a.m. First period will begin promptly. The building is open to students at 9:15 a.m. McLoughlin is a closed campus, and students must remain at school during the school day. Once they arrive, students must stay unless they have prearranged an early release, or their parent/guardian comes to pick them up and signs them out at the office. Students should treat our neighboring businesses and homes with respect. Off-limit areas include the cemetery, Propstra Pool, the bleachers, and the track (unless in PE). Students will be considered truant and will be disciplined if they leave campus without permission or in an off-limits area.

Student Name: _____

Student ID#: _____

VPS 1:1 TECHNOLOGY RESPONSIBLE USE AND SAFETY AGREEMENT



PURPOSE: Vancouver Public Schools (VPS) may issue students a one-to-one (1:1) technology device that can be used both at school and at home as a means to promote achievement and provide flexible learning opportunities. This agreement outlines VPS expectations for students and families issued a 1:1 device. In addition to this agreement, the use of district-provided technology requires students to abide by the VPS Technology Use Guidelines as stated in the Student Code of Conduct.

VPS expects that students will use district issued equipment responsibly. This agreement will help you understand the appropriate use of both the technology and district network resources. VPS also expects that students will make a good faith effort to keep their 1:1 device safe, secure, and in good working order. *This agreement includes the following specific responsibilities and restrictions.*

Student Expectations:

1. **Charge your 1:1 device at home every night** and bring it to school each day with a full charge.
2. **Communicate Responsibly!** Electronic communication must be conducted in a professional and academic manner, using appropriate language, and avoiding profanity and offensive or inflammatory speech.
3. **Back up important files regularly.** VPS maintains 1:1 devices with periodic updates. Students should save files in online storage to avoid accidental loss of data. *VPS cannot guarantee data loss will not occur and is not liable for such loss.* Ask for assistance if you do not know how to backup your files.
4. **Use technology for school-related purposes only.** Use for commercial or political purposes is prohibited.
5. **Follow copyright laws and fair use guidelines.** Only download/save music, videos, or other content related to specific assignments. Do not use your device to store personal digital content.
6. **Make your 1:1 device available for inspection by any administrator or teacher upon request.**
7. Keep the device in its school issued case (if applicable).
8. **Return the device to school promptly if you un-enroll from the district!**

The following activities are prohibited:

1. Do not mark or deface your VPS issued 1:1 device or case. Defacing includes the use of stickers or tape.
2. Do not loan your VPS 1:1 device, charger, or cord to anyone; do not leave your device in a vehicle or unattended at any time, and do not eat or drink while using your device.
3. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
4. Do not attempt to access systems beyond your authorized access. This includes sharing your account password for any system with others, or using another person's account and/or password.
5. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, racist, graphically violent, or vulgar images, sounds, music, language, video, or other materials.** The criteria for acceptability is demonstrated in the types of material made available to students in district provided learning materials & resources.
6. Do not take pictures or videos of other students or staff without their permission.

Hacking: Please note that "hacking" of any type, including the intentional introduction of malicious software (viruses), attempts to gain unauthorized network or system access, or attempts to disrupt normal network traffic, will result in district discipline and may lead to criminal charges.

Student Safety:

1. **Students should not intentionally reveal or post identifying personal information, files, or communications to unknown persons through email or other means.**
2. Bullying or harassment, including personal attacks or threats toward anyone using online resources, **is strictly prohibited and may lead to criminal charges.** *If you are aware of bullying or harassment, please report it to responsible school personnel.*
3. All student 1:1 computing devices are configured to filter internet content and communications at school, at home, and on any other network.
4. While internet filtering is intended to restrict access to inappropriate or non-educational content, the district cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. The electronic communications, activities, and files created and/or accessed on district technology are not private and are subject to being viewed, monitored, and/or archived by the district at any time.

Parental/Guardian Monitoring Responsibility:

Despite the filtering measures detailed above, parents and/or guardians assume responsibility for monitoring their student’s activity on district-issued devices and accounts during non-school hours and on non-student attendance days. Users are responsible for the appropriate use of the device and all accounts, applications, and services.

If information is collected that indicates activity outside of the acceptable use, that information will be reviewed with the student and/or parent/guardian during normal school business hours.

IMPORTANT SAFETY NOTE: information obtained by school district officials, after school business hours, suggesting or indicating imminent danger to a person(s) will initiate a 911 report upon receiving that information. Building administration will contact the parents/guardians on the next school business day regarding the matter.

Fiscal Responsibility: The district strives to limit the financial responsibility for families of students issued 1:1 devices. In cases of accidental damage, a 1:1 device will be repaired up to two times per year at no cost to the family. If the device is lost or stolen, and the school determines that the student is not at fault, the replacement fine is \$99.00. If a device is damaged, lost, or stolen due to willful negligence, the family may be responsible for the full cost to repair or replace the 1:1 device. A police report must be filed by the family for all devices stolen when off campus.

By signing this document, you agree to abide by the conditions listed above and assume responsibility for the appropriate and safe use and care of VPS district-issued technology. You understand that should you fail to comply with the terms of this agreement, access to 1:1 technology, the internet, and other digital content or services may be limited. Students may also be subject to disciplinary action as outlined in the VPS Student Code of Conduct.

As the parent or guardian of _____, my signature indicates I have read and understand this Responsible Use and Safety Agreement and give permission for my student to have access to and use district-issued technology, including access to district-provided digital educational programs, services and applications. I understand that the use of a district-issued computing device and all accounts for the related services and applications are solely for educational purposes and I have no expectation of privacy because the district has a right to monitor, inspect, copy, review, and store information transmitted or received, at any time, without prior notice.

Parent Name: _____ Signature: _____ Date: _____

As the student, my signature indicates I understand this Responsible Use and Safety Agreement and will follow these guidelines while using district technology. I understand that the use of a district issued computing device and all accounts for the related services and applications are solely for educational purposes and I have no expectation of privacy because the district has a right to monitor, inspect, copy, review, and store information transmitted or received, at any time, without prior notice.

Student Name: _____ Signature: _____ Date: _____

Citizen Complaint Against a School District or Other School Service Provider

Here is an overview of the citizen complaint process described fully in Chapter 392-168 WAC, Special Service Programs—Citizen Complaint Procedure for Certain Categorical Federal Programs.

- Find this WAC online: <http://apps.leg.wa.gov/wac/default.aspx?cite=392-168>.

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation or state regulation that applies to a federal program.

- Anyone can file a citizen complaint.
- There is no special form.
- There is no need to know the law that governs a federal program to file a complaint.

Follow **steps 1 through 5** to complete the citizen complaint process.

STEP 1 Use Your Local Process First

If you have followed the citizen complaint process of your school district, ESD or school service provider (subgrantee) **and are unable to reach a satisfactory solution**, use this citizen complaint process through OSPI.

STEP 2 File a Citizen Complaint Through OSPI

A citizen complaint **must be in writing**, signed by the person filing the complaint, and include:

- **Contact Information of the Person Filing the Complaint.** Your name, address, telephone number and email, if you have one.
 - **Optional:** If someone is helping you to file this citizen complaint, include **1)** their contact information, and **2)** your relationship to them — for example, family member, a relative, friend or advocate.
- **Information About the School District, ESD or School Service Provider You Believe Committed This Violation.** Name and address of the school district, ESD or school service provider (subgrantee) you think violated a federal rule, law or regulation or a state regulation that applies to a federal program.
- **The Facts — What, Who & When.** Include a description of the facts and dates, in general, of when you think the alleged violation happened.
 1. What specific requirement has been violated?
 2. When did this violation occur?
 3. Who you believe is responsible: names of all the people, and the program or organization involved.
 - **Optional:** Did you file a written citizen complaint first with the school district, ESD or school service provider? Although not required by Chapter 392-168 WAC, it is helpful if we can review a copy of your citizen complaint and the results, if any.
- **The Resolution You Expect.** A proposed solution, if you think you know or have ideas about how the issue can be resolved.

STEP 3 Mail or Fax Your Written Citizen Complaint to OSPI

Office of Superintendent of Public Instruction

Attn: Citizen Complaint-Title I, Part A

P.O. Box 47200

Olympia, WA 98504

Fax: (360) 586-3305

STEP 4 OSPI Staff Process Your Complaint

Once federal program staff at OSPI receive your written complaint, here is what follows:

1. OSPI sends a copy of your complaint to the school district, ESD or school service provider (subgrantee).
2. The school district, ESD or school service provider begins a formal investigation led by a designated employee.
3. The designated employee provides the written response of the investigation to OSPI — within **20 calendar days**.
4. OSPI staff will send you a copy of the results of the investigation conducted by the school district, ESD or school provider (subgrantee).

Their response must clearly state one of two results:

- Denial of the allegations in your complaint and the reason for denial.
- Proposal of reasonable actions that will correct the violation.

If you need to provide more information about the allegations in the complaint, send that information to OSPI within **5 calendar days** of the date of the response from the school district, ESD or school service provider (subgrantee).

STEP 5 Final Decision by OSPI

OSPI will send you the final decision in writing within **60 calendar days** of the date federal program staff at OSPI received your written complaint — unless exceptional circumstances demand that this investigation take more time.

Here are the steps OSPI staff will follow to reach a final decision:

1. Review all the information gathered related to your complaint. The review could include the results of an independent, on-site investigation.
2. Decide independently whether or not the district, ESD or school service provider (subgrantee) violated a federal rule, law or regulation or a state regulation that applies to a federal program.
3. Provide you with the final decision: Findings of fact, conclusions, and reasonable measures necessary to correct any violation.
4. The district, ESD or school service provider (subgrantee) must take the corrective actions OSPI prescribes within **30 calendar days** of the final decision.
5. A citizen complaint is considered resolved when OSPI has issued a final written decision and corrective measures, if necessary, are complete.

Extend or Waive Timelines

If you as the complainant, and the school district, ESD or school service provider (subgrantee) named in your citizen complaint **agree to extend the timelines**, this agreement must be in writing and sent to OSPI **within 10 calendar days** of the date the school district, ESD or school service provider (subgrantee) received notification from OSPI.

Office of Superintendent of Public Instruction
Attn: Citizen Complaint—Title I, Part A
P.O. Box 47200

Olympia, WA 98504

MAC PACT

2023-2024

7th period teacher name:

Student name and grade:

McLoughlin Middle School
Mission Statement:

*Making A
Connection*

M

As a MAC student, I will:

Be Safe

Be Responsible

Be Respectful

To respect is to feel or show high regard for someone or something. One shows respect through honor, consideration, and appreciation.

Give Effort

I have read the following:

- _____ Handbook
- _____ Technology Regulations
- _____ School Issued Chrombook

Student signature:

As a MAC parent, I will:

1. Support a positive learning environment at home by:

- Establish a time and place for homework and ensure completion
- Staying aware of my child's learning

2. Prepare my child for success at school by:

- Supporting regular attendance
- Providing proper nutrition
- Requiring adequate rest each night
- Communicating with school when I have concerns and/or questions
- Reading all school information to keep informed
- Attending parent/teacher conferences to discuss my child's achievement and ongoing progress
- Communicating regularly with my child's teacher

Tech Regulations:

Signing and returning this MAC PACT means you have read, and your student agrees to uphold the Technology Ethics for students (R4396) located in the student handbook.

School Issued Chromebook: All *McLoughlin* students are given the opportunity to check out an Chromebook to support their academic success. Students are responsible for the safe return at the end of the school year. They must store it safely at all times. Nothing is private on the Chromebook. E-mails, search history, etc. are all subject to school review and monitoring. Chromebooks are not to be used for social media, online games, etc.

Parent Signature:

As a MAC staff, we will:

- Provide high quality curriculum and instruction.
- Provide a safe environment that promotes student success
- Communicate with parents regarding student success
- Assist all students to improve their basic academic skills
- Teach and model appropriate social skills

7th period teacher signature

Principal signature