McAuliffe Manual Middle School

Reach for the Stars

Family Handbook

2019-2020
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**General Contact Information**

Main Office Telephone: 720-423-6550  
Attendance Office Telephone: 720-423-6551 (Please call by 7:45 am when reporting absences)  
School Day: 8:00am–4:00pm  
Office Hours: Monday–Friday, 7:30am–4:30pm

Messages may be left for faculty and staff by e-mail, voicemail, calling the main office or placing a written note in the mailboxes located in the main office.

Unscheduled school closings will be reported to local news outlets and posted on the DPS website. To check the website directly, go to https://www.dpsk12.org/.

**Welcome & Introduction**

Welcome to McAuliffe Manual Middle School (MMMS). The faculty and staff have written this handbook to answer any questions you might have about how our school works. After you have read it, please let us know if you have any other questions or concerns.

We have developed these policies and procedures to support our mission and vision. It is our goal to build integrity, trust and respect among members of our school community.

These common expectations of conduct, academic responsibility and communication will help us create a healthy academic and inclusive community.

All parents and students are expected to read this handbook before the first day of school and to abide by its policies.

**Vision Statement – McAuliffe Manual School**

As a part of the McAuliffe International Schools Network, McAuliffe Manual Middle School will develop inquiring, knowledgeable and caring young people through the collaborative efforts of students, teachers, parents and community. All members of the McAuliffe International Schools community will excel in academic achievement, personal conduct and service to the community.

**Mission Statement – McAuliffe Manual Middle School**

McAuliffe Manual Middle School is a diverse, inclusive community of learners that nurtures students to lead fulfilling, balanced lives and transform our community and world. We are committed to the personal growth, high achievement, and equity of opportunities of all students to prepare them for high school and to support their lifelong success and well-being.
We strive to create a student body that is:

Knowledgeable – McAuliffe Manual Middle School will provide a rigorous and challenging learning environment enabling each child to reach his or her full academic potential.

Inquisitive – McAuliffe Manual Middle School will empower students to be: open-minded, reflective, creative, and critical. Students will be encouraged to take risks to support their personal development and to become lifelong learners.

Compassionate – McAuliffe Manual Middle School will develop caring and principled students who show empathy, compassion and respect towards the feelings and needs of others. Students will demonstrate a personal commitment to service and make a positive difference in the lives of others.

Our Six Guiding Design Principles:

High Expectations
McAuliffe Manual provides a rigorous, safe, and high-performing learning environment where all students are able to excel in academics and grow as learners. We develop important character traits to support students’ lifelong success and well-being.

More Time
McAuliffe Manual students attend approximately eight hours of class, 185 days a year. Increased instructional time allows our students to master skills and content and to move ahead in their preparation for high school and beyond. Assignments are expected to be completed at school, so there is minimal homework.

Liberal Arts Education
As an International Baccalaureate candidate school, McAuliffe Manual offers every student the opportunity to take full year courses in the arts, physical education, technology/engineering, and world languages in addition to core subjects. A robust array of offerings in enrichment courses, after school clubs and athletic programs supplement our daily course offerings.

Great Teachers
The foundation of any great school is great teachers. As an innovation school, McAuliffe Manual’s school leaders have the power to hire the best teachers to fit our students’ needs and to make the best decisions for our school and our students.

Fun
Our program philosophy ensures that students thrive during the middle years. We believe that these years are special so we nurture students’ exploration of themselves and their passions.

Inclusive and Diverse
We see the diversity of our school community as a strength and a place where each student feels at home. We’re committed to the growth and academic achievement of all of our students. We will eliminate achievement gaps by creating equitable opportunities and supports for all students.
**IB Learner Profile**

The International Baccalaureate® (IB) learner profile describes a broad range of human capacities and responsibilities that go beyond academic success. They imply a commitment to help all members of the school community learn to respect themselves, others and the world around them. The profile aims to develop learners who are:

- **Inquirers**: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

- **Knowledgeable**: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

- **Thinkers**: We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

- **Communicators**: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

- **Principled**: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

- **Open-minded**: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

- **Caring**: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

- **Risk-takers**: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

- **Balanced**: We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

- **Reflective**: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

* [http://ibo.org](http://ibo.org)

**School Organization and Expectations**

McAuliffe Manual Middle School is a public school serving the Manual High School and surrounding neighborhoods of Northeast Denver. McAuliffe Manual Middle School is recognized by the State of Colorado and Denver Public Schools as an innovation school. The founding McAuliffe campus is an innovation school within Denver Public Schools. Innovation status has enabled the school to more strategically meet the needs of its students and community by selecting its own curriculum, adding instructional time, and recruiting and retaining the best teachers possible.

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Organizational Agreements

- Those who take up the responsibility of leadership roles at McAuliffe Manual Middle School do so in the spirit of servant leadership, guided by the principle of service and responsiveness to the whole.
- McAuliffe Manual Middle School exists by virtue of the support of a wide community of parents, students, community members, political representatives and members of Denver Public Schools. The health and growth of our school depends on the strength of these relationships.
- The faculty and administration hold responsibility for making the mission of the school a reality.
- Parents entrust teachers and administration with the responsibility of bringing an International Baccalaureate education to their students. To accomplish this, teachers and administration expect parents to support the principles of an IB education. The complementary viewpoints of parents and teachers are essential to understanding and guiding the development of each child.
- The organizational and operational affairs of the school are carried out by the administration in service of the mission of the school.
- The faculty and administration decide matters of pedagogical principle.
- The Collaborative School Committee has the responsibility to provide oversight of the school and the administration in accomplishment of the school’s mission.

Expectations of Teachers and Staff at McAuliffe Manual Schools

*All classrooms at McAuliffe Manual Middle School will be:*
- Well-planned
- Engaging
- Rigorous
- Standards-Based
- Data-Driven
- Incubators for creativity and risk-taking
- Inspirational for critical thinkers and inquirers

*All Staff at McAuliffe Manual Middle School will:*
- Ensure a safe and orderly learning environment for all students
- Communicate regularly and effectively with families
- Collaborate and work as a team
- Reflect and be open to coaching
- Make customer service a top priority
- Be positive and have fun!

Administration

The school’s administration is responsible for the leadership of the school and for the actualization of the school’s mission. The administration is responsible for:
- Determining the guiding principles of the school.
- Adhering to the founding principles of an IB education.
- Developing curriculum and program changes.
- Hiring and dismissing of teachers.
- Mentoring and evaluating teachers.
- Matriculating or retaining students.
- Planning and implementation of the school plan.

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Administrative Staff
Principal: Suzanne Morris-Sherer  suzanne_morris-sherer@dpsk12.org
Assistant Principal: Jeanine Harvey  jeanine_harvey@dpsk12.org
Dean of Culture: Tyler Jensen  tyler_jensen@dpsk12.org
Dean of Culture: Benjamin Marcial  benjamin_marcial@dpsk12.org

Faculty and Support Staff Contact Information
Please view the MMMS staff roster and contact information at http://mcauliffemanual.dpsk12.org/faculty/

Campus Policies
Attendance & Punctuality
We are ready to receive students into the school cafeteria at 7:35am. Please make sure your student arrives at school with time to settle into the classroom. We strive to cultivate a healthy respect for work and community both in deed and attitude. Punctuality and attendance express a concrete commitment to these ideals. The front doors (south wing) of the school are locked at 7:50am. Students and parents who arrive after 7:50am should use main entrance and ring the McAuliffe Manual bell for entry. The student must check in with the Main Office before proceeding to his or her classroom.

If your student is absent, please inform the school by 8:00am. Please leave a message on the attendance office voicemail at 720-423-6551. As a safety measure, the school will contact parents of students with unreported absences in order to verify their whereabouts. The school may request a doctor’s letter when a student is absent more than 3 consecutive days.

If a student is unable to participate in any subject class (including gym), a note signed by the parent must be given to the class teacher or school secretary in advance. If a student fails to participate in a class 2 or more consecutive times, a doctor’s note is required.

Missing 3 or more hours of any school day constitutes an absence. All tardies and absences are part of a student’s permanent record. Students are required to be in class and prepared from 8:00 am until 4:00 pm.

When students are tardy, they disrupt the learning environment and it is more difficult for them to catch up with their classmates. We ask that you consider the effects of your student’s tardiness on his/her education and on the education of their classmates.

We understand that there are few legitimate excuses for children coming late to school. Denver Public Schools does not excuse oversleeping, baby-sitting/caring for siblings, missing the bus, personal hygiene issues, or living outside of the enrollment area. Remember if your child comes late or must leave early for a doctor or dentist appointment a note is expected from that health care provider. A small time adjustment by leaving for school 5-10 minutes earlier may help.

We want all of our children to have a positive educational experience at McAuliffe Manual Middle School and we understand how important it is to our community. It is equally important for our parents/guardians to have students present and on time. You depend on us and we depend on you.

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The school encourages family vacations to be scheduled to coincide with school vacations. Doctor, dentist, therapist, tutor or other appointments should be made outside of school hours or during school breaks when possible. If a student must miss school for an appointment, a parent or guardian must notify the school secretary in writing. Students are responsible for notifying teachers of their absence in advance and making up any assignments, quizzes or tests by an agreed-upon date.

If a student must be out of school for an extended period for reasons other than illness or family emergency, the parent/guardian must provide notification in writing to the school secretary at least 2 weeks in advance to allow teachers to prepare work for the student for the days that he or she will be absent from school. The request should include all pertinent information and must include the signed consent of the parent/guardian for the requested absence.

**Middle School Attendance & Tardiness Policies**

School begins promptly at 8:00 am. Students are expected to be present and punctual for all classes. Unexcused absences will be subject to disciplinary action such as detention/Refocus.

**Truancy**: Per Denver Public Schools’ Policy JE/JE-R, a habitually truant student is defined as a pupil who has four unexcused absences or truancies in any month or ten unexcused absences or truancies during any school year and is between the ages of seven and sixteen, if enrolled in the first grade or above. For the purpose of defining a habitually truant student, absences due to suspension or expulsion will be considered excused. Once a student is determined to be habitually truant, the principal will notify the student’s parents/guardian in writing of the student’s unexcused absences and of the fact that the student is habitually truant. At that time, the school will develop a plan with the goal of assisting the child to remain in school. School personnel will make reasonable efforts to meet with the parent/guardian to review and evaluate the reasons for the child’s truancy.

**If there is an ongoing obstacle to getting your student to school on time, please let us know so we can try to help you resolve the problem by contacting our Deans of Students, Tyler Jensen and Benjamin Marical. Understand according to DPS policy, if a student has more than 20 absences the process for Truancy Court will begin and tardiness will influence the outcome as well.**

**Tardiness**: If any student arrives after 8:00 am, he or she must obtain a tardy slip from the main office in order to be admitted. A parent/guardian will be notified in cases of habitual tardiness, 3 in one week or 10 days in the course of any month. The parent/guardian will be expected to implement a plan to correct the problem. Should there be an emergency that prevents a student from being on time, the parent/guardian should call the office or send a signed note, which will excuse the tardiness.

**Morning Drop-Off and Afternoon Pick-Up**

If you wish to drop off or pick up your student without leaving your car, please drop your student off on Williams Street or 26th Street. Students enter the building from the school parking lot using the McAuliffe Manual Main Entrance located on the south end of the building. If you wish to enter the building, please park in the school’s parking lot. For the safety of everyone, please drive slowly and safely through all sections of the neighborhood as we have many students walk and ride their bikes to school.
Before and After School Supervision
Before school supervision begins at 7:35 in the cafeteria. All students who are not participating in a school sanctioned activity or are under pre-arranged staff supervision must leave campus by 4:15 pm every day. If a student cannot depart campus by 4:15 pm, he or she will need to report to the office and wait until their ride arrives. DPS Safety and Security will be called for those students who roam the campus unsupervised after school hours and it is possible that offending students may be ticketed for trespassing.

Bus Transportation
Bus routes are set by the DPS Transportation Department. Any questions concerning this service should be directed to the transportation office. For information regarding late busses, or any other bus inquiries, please call the Parent Hotline at 303-825-2611.

Unscheduled School Closings
Unscheduled school closings will be reported to local news outlets and posted on the DPS website. To check the website directly, go to http://dpsk12.org.

Privacy Policy
McAuliffe Manual Middle School (MMMS) refuses requests from businesses and merchants who want to contact our families. We ask for your cooperation as well in safeguarding family and staff information from unauthorized use.

McAuliffe Manual Middle School adheres to the below laws that dictate how we handle student data. More information can be found at: https://academictechnologymenu.dpsk12.org/studentdataprivacy.aspx

- Family Educational Rights Act
- The Children’s Online Privacy Protection Act
- The Children’s Internet Protection Act

Media Release
Parents will be asked to sign a media release, or opt out, annually during registration for pictures or interviews of students to be used by Denver Public Schools or the media.

Adults on Campus
Your child’s safety is our top priority. Any non-staff adult entering the McAuliffe Manual campus must sign in at the office and wear a visitor badge. The badge serves as a visual ID that allows staff to immediately determine if a visitor has permission to be on the Manual campus.

Parents as Partners

McAuliffe Manual Middle School Family Handbook: P 9
Parents and guardians of McAuliffe Manual Middle School students play an essential role in supporting the school’s mission, culture and climate. Parents and guardians have opportunities to actively participate in their students’ learning by:

- Thoroughly reading the frequent communications that they receive from school including monthly electronic newsletters from the principal, and to receive information about how parents/guardians can help assist with learning opportunities at home.
- Utilizing the progress reports and Parent Portal to track your student’s grades and academic progress is important. Parent Portal allows parents to view the most recent academic information about their students. Advisory teachers will send home weekly progress reports, via an email from your student’s email. Teachers will update grades bi-weekly which can be seen on Parent Portal. To download or access the Parent Portal app click here.
- Taking advantage of volunteer opportunities including volunteering as chaperones at service learning events or field trips, participating on the Collaborative School Committee (CSC), supporting the school’s fundraising efforts, coaching, mentoring or tutoring students.
- Attending Back-to-School Nights and communicating with teachers. MMMS has a Back-to-School Night event in September and Parent-Teacher conferences scheduled in October and March. Parent participation sends the message to the student that his or her parent/guardian feels that learning is important and it provides the opportunity for direct communication between the school and the home.

McAuliffe Manual Middle School expects parents to:

- Demonstrate respect in both what is said and how it is said.
- Keep an open mind. Be positive and flexible. Ask questions first.
- Raise concerns with the appropriate person.
- Use good judgment about the amount of contact that is appropriate. Be mindful of the amount of time an individual concern may take.
- Adults in the community are responsible for familiarizing themselves with the Common Concern Flow Chart for Conflict Resolution.
- Demonstrate public support for one another. Convey the message that parents and teachers are on the same team.
- Schedule appointments if a discussion is needed instead of dropping in or raising concerns in public settings, especially before school, after school or when faculty and staff are outside doing supervision.
- Focus on issues, not individuals.
- Keep in mind that voicemail and e-mail are public documents and that confidentiality cannot always be protected. Know that e-mails sent to MMMS are considered ‘findable evidence’ in a court of law. A great rule of thumb is that you should not say or write anything that you wouldn’t want to be published.
- Be aware that verbal, physical or sexual harassment will not be tolerated.

Bridges Between Home & School
Structure and routine are very important for a middle school student. To support the student’s classroom work, parents are encouraged to help their children develop healthy habits with regular routines for waking and sleeping, mealtimes, play, music/athletic practice and homework.

The unstructured time between when the school day ends and when parents arrive home from work can be some of the most difficult hours for a middle school student to manage. Please encourage your child to take full advantage of McAuliffe Manual Middle School’s athletics and after-school activities.

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The adverse effects of television, movies, video games and other electronic social media on an adolescent’s ability to learn are well-documented. Parents need to encourage healthy alternative activities throughout the middle school years. The school strongly recommends that students not spend an exorbitant amount of time viewing movies or television or playing with video games on school nights. The American Academy of Pediatrics recommends that parents limit children's total media time (with entertainment media) to no more than 1 to 2 hours of quality programming per day (http://pediatrics.aappublications.org/content/107/2/423.full#sec-1). MMMS does not support nor condone student use of social media. The unsupervised nature of social media can have an extremely adverse effect on middle school students. Because the school does not condone or support the use of media, the school cannot be held liable for any interactions or their impacts that students may experience with one another as a result of social media use.

Process for Questions and Conflict Resolution at McAuliffe Manual Middle School

This is meant to clearly describe the processes in place for questions and conflict resolution at McAuliffe Manual Middle School. Not all disagreements will be solved to the mutual satisfaction of every party, but we strive to be clear and transparent in our process and to address concerns and questions promptly as they arise.

Where does my administrative question go?
Questions regarding school policies, administration, finances, employment, and safety should be brought to the school Principal, Suzanne Morris-Sherer: suzanne_morris-sherer@dpsk12.org. Issues concerning parent-to-parent, student concerns and student safety should be brought to the school Deans of Culture, Tyler Jensen: tyler_jensen@dpsk12.org or Benjamin Marcial: benjamin_marcial@dpsk12.org. The designated respondent will respond within a 24-hour time frame and try to answer the question or clarify the issues to the best of his or her ability.

Where does my pedagogical question go?
Questions regarding your child, curriculum, social matters in the classroom, and experiences of your child during the school day should be directed to your child’s advisor or classroom teacher first. The teacher will contact the parent and do his or her best to answer the question and clarify the issues. If the answer/clarification given requires more attention, the parent or teacher will contact the assistant principal or principal for resolution.

Common Concern Meeting
In the event that conflicts are not resolved using the above process at the school McAuliffe Manual Middle School will utilize the DPS Common Concern Meeting process. In attendance at this meeting are a facilitator, the principal, and a note-taker. During the meeting, it is hoped that all sides of an issue are voiced and that there is motion toward a plan for future action. This meeting is only called as a last resort when the conflict is not moving or improving. Any questions or concerns regarding administration can be routed to the Office of Family and Community Engagement at http://ofce.dpsk12.org/ or 720-423-3350.
Administrative Questions or Concerns (policies, finances, employment, safety, discipline)

- E-mail to principal or phone call to principal’s secretary (Please allow 24 hours for response)

- 30 minute meeting with principal (If matter cannot be resolved by phone or e-mail)

Pedagogical Questions or Concerns (classroom issues, curriculum, instruction, etc.)

- E-mail or voicemail to teacher (Please allow 24 hours for response)

- 30 minute meeting with teacher (If matter cannot be resolved by phone or e-mail)

- E-mail to principal or phone call to secretary (Please allow 24 hours for response)

- 30 minute meeting with principal (If matter cannot be resolved by phone or e-mail)

- Phone call to principal’s secretary to schedule a Common Concern Meeting

- Common Concern Meeting with principal, note-taker and facilitator in attendance

Resolution
Communication

McAuliffe Manual Middle School employs several ways of sharing information about life in the classroom and in the larger spheres of the school.

Back-to-School Night
In September, MMMS has a Back-to-School Night. On this evening, teachers will review the curriculum, classroom expectations and activities. There will be time for parents to share and discuss their questions with the teacher. It will also be a time to get to know other parents. The date for this evening will be posted well in advance. Parents are encouraged to attend.

Student-Family-Teacher Conferences
Information about Student-Family-Teacher conferences will be sent in advance. Each advisor will send home detailed information about how to schedule time during the conference window. Teachers may also initiate a conference with the student and parents if necessary.

Notices & Newsletters
The school website, http://mcauliffemanual.dpsk12.org, is updated regularly. Families and students can view the weekly announcements online, check the calendar or contact any of our faculty or staff members. Feedback and questions are always welcome on the Suggestions & Comments link.

• Progress reports – All MMMS student receive a monthly progress report. The progress report provides detailed information to families regarding their student’s academic performance and attendance summary for the month. Families can also access their students’ progress more frequently using the My Parent Portal app to receive the most up-to-date data about their student’s academic performance. Families should expect to receive their students’ progress reports monthly through their advisory teacher. A signature is required as requested as verification for their receipt of the progress report and acknowledgement of student’s progress. Teachers will content-specific updates and information in the grade level newsletters that will be sent home. In addition, the principal will e-mail parents a bi-weekly communication regarding events and opportunities at McAuliffe Manual.

• We strive to be eco-friendly through use of electronic communications whenever possible. Please email the school secretary, or call 720-423-6550 if you need to receive information in hard copy form.

Person-to-Person Communication
Teachers and advisors welcome conversations with parents concerning their children. Please contact a teacher via school e-mail or voicemail. Teachers make every attempt to respond within 24 hours. If you have a more general question or observation or if you are unable to resolve your concerns with the teacher, you may contact the school secretary to schedule an appointment with the appropriate school administrator. Refer to the Common Concern Flowchart in the conflict resolution section of the handbook for reference. If you are not certain where to take your question, please contact the main office at 720-423-6550.

Volunteer Committees
McAuliffe Manual Middle School’s parent-led volunteer committees support the school in many ways. Possible volunteer opportunities are available in the following areas:

Teacher Appreciation- volunteers demonstrate appreciation for the hard work of MMMS staff once a month by providing meals, cards, treats, etc.
Fundraising- parents plan and coordinate the annual fundraiser for MMMS.
Registration- volunteer work a half-day at registration helping distribute information and answering questions.
Field Trips- parent volunteers and student representatives help coordinate and chaperone the students’ annual visit to a local college or university or other team building events.

Tutoring/Mentorships- members of this committee serve as tutors/mentors to students and facilitate the tutoring/mentoring program at MMMS.

Outdoor Education- volunteers chaperone 6th grade students to the YMCA of the Rockies in Estes Park the last week of May for a three-day/two-night outdoor education experience.

Collaborative School Committee- representatives meet monthly to help govern the school’s budget and safety policies.

Committee Policies and Procedures
- Parents will sign up for committee work at registration or in August for the upcoming school year.
- A chairperson who reports directly to the school’s community liaison will lead each committee.
- All public communication from the committees will be vetted by the principal and distributed through the Main Office.
- Committee chairpersons will meet collectively with the principal on an as-needed basis.
- The number of members serving on each committee will vary based on interest and need

Chaperone Policy
There are many opportunities to volunteer in the school, and volunteerism is an important value in our school community. Those individuals wishing to accompany classes on service or field trips must give written consent for the school to conduct a background check.

Academic Supports and Policies

Academic Honesty
Because we are an International Baccalaureate candidate school, we encourage students to be principled, caring, reflective, and balanced. In the context of academics, this means that students must do and present their work honestly. In other words, they may not cheat.

There are numerous definitions of cheating, but they all come down to one basic concept: You cheat when students are not honest in their conduct or work. Examples include any of the following conduct:
- Claim credit for work that is not your own,
- Use unauthorized aids when taking tests or completing assignments
- Submits the same work for more than one assignment,
- Make up sources or information, or
- Assist other students in cheating.

Teachers and administrators deal with cheating on a case by case basis. That said, the following are possible consequences if students violate our academic honesty policy:
- Students will be assigned a Refocus- where students can redo the assignment or take other actions to rectify the situation.
- Parents/guardians will be notified of the incident.
- The offense will be entered into Infinite Campus as a Type One Intervention.
- If students repeatedly cheat or in particularly egregious circumstances students will be suspended.

Grading Policy

In order to support the International Baccalaureate Middle Years Programme assessment philosophy, McAuliffe uses a 0-8 grading scale. While this system is different from a traditional grading system (based on percentages) and the previous 1-4 DPS system, we feel it better aligns with our school’s mission around assessment (the McAuliffe assessment policy can be found on our website). The descriptors for this scale compared to our previous scale (and the one DPS still uses for middle schools) are below. It's important to note that students also receive qualitative feedback that elaborates on what a student knows and can do associated with each assignment based on the associated rubric, but those comments may not be recorded in Infinite Campus.

Additional helpful information:
- If your student is demonstrating “Competent Command” or “Strong Command,” on assessments, then he or she is meeting the grade-level standards covered throughout the unit.
- If your student is demonstrating “Approaching Command,” this means they are very close to where they need to be. Your student will probably be able to reach a “Competent Command” level without much extra support outside of class.
- If your student is demonstrating below an “Approaching Command,” that is, below a “4,” then he or she may need extra support outside of school. Please contact your student’s teacher to see what additional resources or supports are available at McAuliffe. In addition, you might ask for ideas for how you might support your child with his or her schoolwork at home.
- To reach an “Exceptional” or “Distinguished” command level, your student must meet expectations that are above grade-level. These command levels are truly exceptional, and should be celebrated as such. If your student does not bring home an “Exceptional” or “Distinguished” command level on an assessment, this is not something that should cause worry. It just means your child has not demonstrated thinking and understanding that is truly above the high standards that are set for each assignment.

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<thead>
<tr>
<th>Description</th>
<th>MYP Score</th>
<th>District Score</th>
<th>Traditional</th>
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<tr>
<td>Exceptional</td>
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<tr>
<td>Distinguished</td>
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</tbody>
</table>
Progress Reports
Progress reports will be sent home monthly using a standards-based grading format in Infinite Campus; however, a student data is available in real time and can be accessed via the Parent Portal.

Effort Grades
Each progress report will include feedback on student’s participation and effort made in class. Effort grades include the IB MYP programme focus on developing skills across the curriculum that helps students “learn how to learn.” For more information on these skills visit http://ibo.org and search for Approaches to Learning (ATL). Effort grades are given on the following scale:

1—Student sometimes refuses to participate, isn’t prepared for class, doesn’t ask for help, and/or disrupts their own or others’ learning.
2—Student is willing to participate (especially when encouraged), is developing their ATL skills, demonstrates inconsistent engagement and preparedness for class, sometimes asks for help, and/or can sometimes be distracted.
3—Student sometimes is ready to and actively participate in class, meets expectations, asks for help when needed, attentive, utilizes some ATL skills, and supports others in their learning.
4—Student demonstrates consistency in being ready to and actively participating in class, goes above and beyond expectations, asks for help when needed, attentive, utilizes a wide variety of ATL skills, and supports others in their learning.

Additionally, students receive feedback and grades on their ability to demonstrate the IB learner attributes using the following scale:

1—Very rarely displays attribute
2—Sometimes or inconsistently displays attribute
3—Often and regularly displays attribute
4—Almost always and consistently displays attribute

Honors and Awards
At the end of each trimester, academic and IB Learner Attribute honors are awarded to students at the sole discretion of the faculty and staff. The following academic honors and awards may be awarded to students:

High Honors: Awarded to students who receive an “7 or 8” in each class and a grade of “3” or higher in all IB Learner Attributes.
**Honors**: Awarded to students who receive an “5 or 6” in each class and a grade of “3” or higher in all IB Learner Attributes.

**Trimester IB Learner Attributes Honors**: Awarded to students who earn a grade of “3” or “4” in all their IB Learner Attributes.

**Year-End IB Learner Attribute Award**: These awards are given to students who have best lived and represented the IB Learner Attributes over the past year, based on the student vote.

**Attendance Award**: Given to students with perfect attendance at the end of the first and second trimester. At the end of the third trimester, students receive a cumulative award for attendance. The cut-off date for the award will be communicated to families.

**Faculty Community Leadership Award**: Given to the one student who best lives the IB Learner Attributes on a daily basis and who exhibits service and values through extraordinary community leadership.

**Advisory Program**
The Advisory program is an essential component of creating a powerful learning community fulfilling our principle of high expectations. Each student will be known, cared for and held accountable for his/her community participation and service, academic effort and achievement through the advisory program. Following lunch, during advisory students will develop relationships with their fellow classmates and advisors, in order to help them navigate the and skills necessary for feeling supported and successful in middle school. Advisory time will also be used for character education and reflection. The purpose of these activities is to help students make a successful transition from elementary school to middle school academically, socially and emotionally. Weekly advisory teachers will conference with individual students to set and monitor personal and academic goals based on the performance we are seeing on their progress reports.

Your student’s Advisor is your, parents/guardians, first and primary contact with the school. Advisors will be expected to be in contact with their advisees’ parents or guardians regularly to apprise them of their students’ behavioral and academic progress.

**Standardized Tests**
McAuliffe Manual Middle School recognizes the importance of standardized tests in today’s society although we consider them only one of many indicators of individual abilities or future successes.

All middle school students will take required district assessments throughout the year and the state CMAS tests in March and May.

**Promotion Requirements**
Consistent with the DPS promotion, retention and acceleration policy IKE, McAuliffe Manual Middle School agrees that “grade retention or acceleration may increase the likelihood that students will succeed in meeting challenging academic expectations at the next grade level. Retention provides a second opportunity to master skills, while acceleration increases the likelihood that academic expectations will be challenging.”

MMMS promotion, retention and acceleration policies are consistent with the DPS IKE and IKE-R policies. The principal, in concurrence with the parents and teachers, will make final decisions about promotion, retention, and acceleration after considering the body of evidence for student social/emotional and academic progress. **There will be ongoing communication with both students and parents/guardians, throughout the** McAuliffe Manual Middle School Family Handbook: P 18
year, if your student is being considered for retention. An academic support plan will be made and monitored collaboratively to help support the student meet grade-level expectations prior to any retention decisions being made.

The MMMS promotion, retention, and acceleration policies will ensure that students are prepared academically and emotionally to be successful in subsequent years of school and graduate ready for college and the workforce.

Celebrations and Performances

Performances, Plays & Assemblies
At MMMS, there are many opportunities for parents to experience the students’ work. During the course of the school year there may be assemblies during the school day. All parents are invited to attend these assemblies. There are also a number of weekend and evening events such as subject area celebration nights, and our Fine Arts Nights where student’s art exhibits, music performances and class plays are highlighted. All are welcome to these public events, but please keep in mind appropriate behavior guidelines for small children.

Extracurricular Activities

Extracurricular Programs & Activities
Participation in extracurricular activities requires students to be in good academic standing in all classes. In addition, students are ineligible to participate in an extracurricular activity on days they are absent from school or out during a suspension. The school website will highlight the spectrum of extracurricular activities available at MMMS, per semester with days and times.

Athletics & Clubs
Offerings in the athletic department strive to reflect the diversity of interests in our student body. Activities may change or be added according to the interest exhibited. Example athletic offerings include basketball, volleyball, soccer, flag football, golf, cross-country, swimming, baseball, field hockey, tennis, and lacrosse.

All clubs are supervised by faculty or volunteers. Athletics and some activities require additional fees for participation. A physical exam prior to participation in athletics and clubs involving physical exertion is required. Please see the McAuliffe Manual Middle School Athletic Handbook online for additional information.

Participation on Teams:
(Please also refer to the McAuliffe Manual Middle School Athletic Handbook online)

- All past athletic fees must be paid in full before a student is allowed to participate in any extracurricular sport.
- All students wishing to participate in after-school sports must have a record of a physical exam taken within the last 12 months on file with the school.

McAuliffe Manual Middle School Family Handbook: P 19
● Maintaining 100% completion of all classroom and homework assignments.
● Students are responsible for actively communicating with each of their classroom teachers about the daily classwork responsibilities. Students are responsible for asking for the notes needed from missed class.
● Students participating in after-school athletics are representatives of McAuliffe Manual Middle School and must properly conduct themselves at all athletic contests, home and away.

Behavior at Sports Events
Attendance at after-school athletic events is a privilege and students who misbehave may be barred from these events. Students who leave the school building during athletic events may not re-enter. **If a student has been suspended, he/she can not attend any school activity, during that time, per Board Policy.**

School Culture and DPS Disciplinary Policies & Procedures

School Culture
Our priority is to provide rigorous, safe, and high-performing learning environments for all students. McAuliffe Manual Middle School will have an intentional and consistent school culture focused on developing each student as a learner and whole-person. The entire staff and school population will embody the school culture. The focus on this culture will help us consistently achieve our mission. Each student will be supported in their transition from elementary school to middle school by collaboration among school leadership, teachers, and parents.

Lunch/Recess

<table>
<thead>
<tr>
<th>Lunch/Recess Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria</td>
</tr>
<tr>
<td>11:53am</td>
</tr>
<tr>
<td>12:25pm</td>
</tr>
<tr>
<td>12:57pm</td>
</tr>
</tbody>
</table>

Students may bring their lunch or eat the DPS provide hot lunch. All food must be consumed in the cafeteria or outdoor courtyard.

Students have the option of bringing their own lunch to school or purchasing milk or a hot lunch. Lunch will be available for approximately $2.50 (or free or reduced for students who qualify for free or reduced lunch). *Note we are waiting for the current costs from DPS* Parents may access their student’s account by logging on to www.myschoolbucks.com; you will need to know the ID number for your child. Each child is responsible for his/her own lunch money. If the money is lost or forgotten, a lunch will be provided but the child must repay the lunchroom manager the following day. **Parents are responsible for paying for their student’s incurred costs of lunches at the end of each year.**

McAuliffe Manual Middle School Family Handbook: P 20
A child is only allowed to charge up to $5.25 before an alternative meal (cheese sandwich, fruit and drink) will be served. Charges will need to be paid back. Please write the child’s name on the sack or lunch box. Students are expected to eat a healthy, balanced breakfast and lunch. Soft drinks are not allowed in the lunchroom. 
Menu: [www.dpsk12.org/lunchmenu](http://www.dpsk12.org/lunchmenu) 

Lunches and snacks brought to school must be properly stored in the student’s locker until the appropriate time of day.

Failing to meet the behavioral expectations is not accepted at McAuliffe Manual. Each time a student does not meet the behavioral expectations of McAuliffe Manual they may receive a Refocus or a Referral. This can result in a Lunch Detention depending on if the student fixes his/her behavior when asked. If a student earns a Lunch Detention, they will serve “Time for time,” so they can make up their missing work from class or will have a restorative conversation or issue an apology.

The following are reasons that would cause a student to serve a refocus.
Or if they have the following rule violations:
- Dress code violation
- Disruptive behavior
- Food, drink or gum in academic environment
- Inappropriate use of technology/cellphone
- Inappropriate language that is derogatory of one’s sexuality, race, gender or disability or cursing
- Unexcused tardy
- Other behavioral issue or concern

A student who is assigned three or more Lunch Detentions or Referrals in a week will be placed on the dean’s watch list and a parent meeting will be required.

**Standards of Student Conduct**

McAuliffe Manual Middle School seeks to build a climate of mutual respect, trust, and courtesy. Teachers strive to deal flexibly and creatively with situations as they arise, however, when anyone in the school is uncivil, disrespectful or disruptive, the whole community is affected. Everyone is entitled to a secure and supportive learning environment that includes respect for diverse viewpoints with opportunities for the respectful exchange of ideas.

A major component of McAuliffe Manual Middle School’s school culture is to develop caring and principled students who show empathy, compassion and respect towards the feelings and needs of others. Students will demonstrate a personal commitment to service and make a positive difference in the lives of others. As a result, the school will not tolerate certain behaviors. These rules are designed to promote school-wide harmony, and apply to all students:
- Students may not bring or chew gum anywhere on the school premises during school hours

McAuliffe Manual Middle School Family Handbook: P 21
• Students may not bring candy or carbonated soft drinks to school. Water is permitted and encouraged in the hotter months.

• Students may not bring toys, iPods or handheld electronics to school. This includes puzzles, mechanical toys, dolls, computerized games, alarms, video games, MP3 players, etc. Faculty or staff members may confiscate these items at their discretion. Ball are only permitted at recess and must be kept in a locker, or a location within the Deans’ office space. If a student has a ball outside of recess or after school, it will be taken and returned at an appropriate time (at recess or after school).

• Use of cell phones or handheld devices distract students and disrupt the MMMS learning environment. Therefore, all cell phones and handheld devices must be stored in lockers at all times. Carry and use of cell phones or handheld devices are prohibited during the school day, except to check messages immediately prior to or following lunch. Students are responsible for taking home cell phones and handheld devices at the end of the school day. All cell phones and handheld devices that are seen or heard in school during the academic day outside of the lunch transition period will be confiscated and held in the main office until picked up by a parent or guardian. McAuliffe Manual Middle School is not responsible for the loss or theft of any confiscated items. If a student is improperly using his or her cell phone or personal electronic device, the device will be confiscated and held until a parent retrieves it from the school. If a student’s device is confiscated a second time, it will be held by the school until the end of the school year.

• The possession of firearms or any other weapon is prohibited on campus or at any school event. Historical or cultural items or props that are to be used as part of a presentation may be brought on campus only with explicit permission of the faculty member for whose course they will be used. Any firearm, knife, weapon or facsimiles will be handled by DPD, a ticket will be issued and there will also be severe consequences from the Deans.

• Students may not sell candy or other items at school during school hours to raise funds for other organizations or individual purposes.

• Party invitations must be distributed outside of school unless an entire class is invited.

• Students are expected to be respectful of one another’s property and school property. Any lost property should be turned in to the main office. Theft and vandalism (graffiti, defacing of school property) are serious offenses. Tampering with school computer files or computerized data may be construed as either vandalism or theft. All of these offenses will be taken seriously and dealt with appropriately by the Deans, with appropriate consequences.

• Students are expected to leave the classroom clean and pick up after themselves and/or others. All students are expected to participate in an end-of-day clean-up as requested or assigned.
• Students are expected to maintain an inclusive social environment throughout the day. Both bullying and excessive public displays of affection undermine a mood of social inclusion and are not acceptable behavior in school.

• Running in the halls or sliding down the banisters is not allowed.

• Rude or foul language is not tolerated at all in the building—at all. If a student chooses to speak disrespectfully to teachers, he/she will be removed from class, parent/guardian will be notified and there will be a severe consequence from Administration.

• Bouncing or throwing balls in hallways is not allowed. Ball will be taken from the student by Administration and returned at recess or at the end of the day. If this persists, parents will be informed.

• Physical fighting is not allowed. In the event of a fight on campus, students will receive a severe consequence, parent contact and possibility of suspension.

• Students may not use scooters, skateboard or rollerblade on school grounds. Skateboards and rollerblades must be carried in and out of the school and kept in a locker. Any faculty or staff may confiscate these items.

• Bikes must be walked on school grounds and properly locked to a bike racks located on the south side of the building as well as on the playground.

• The use or display of tobacco on or within school property is prohibited. McAuliffe Manual Middle School and the surrounding area is a smoke-free and drug-free environment. This policy also includes all events occurring after school hours such as student dances, weekend rehearsals and performances, parent events and school trips. Students seen smoking or in possession of tobacco on or within sight of school property will face disciplinary action and parents/guardians will be notified immediately. Students seen smoking or in possession of tobacco on school trips may be sent home at their parents’ expense.

**Outdoor Rules**
The following rules apply to recess and the time before and after school.
• Respect your classmates. NO FOUL LANGUAGE, TO INCLUDE ANY COMMENTS THAT ARE DEROGATORY OF SOMEONE’S SEXUALITY, RACE, GENDER OR DISABILITY.
• Stay out of the streets and parking lots.
• Get permission before re-entering the school. Respect our building and grounds.
• Do not climb trees.
• Do not throw snow or ice.
• Return all balls to the recess supervisor at the end of recess.
• Use the field for playing ball. The courts are reserved for basketball or futsal.
• Students may play touch football or rugby (no tackling allowed).
• Line up by class when the whistle is blown and enter the building by walking quietly and slowly.

**Gym Rules**
• Students may not be in the gym without adult supervision.
• Gum, food and drink, with the exception is water, are not allowed in the gym.
Classroom specific rules will be communicated and sent home by Physical Education teacher.

**Bullying is a very serious issue and is not tolerated.** Bullying behavior can include the following, *when it is prolonged, persistent and deliberate*:

- Physical abuse or hitting.
- Verbal abuse or name-calling.
- Stealing or disrespect of property.
- Malicious or hurtful name-calling, verbal threats or intimidation.
- Incitement or getting someone else to do any of the previous mentioned actions.
- Harassment, defined as repeated, unwanted and disrespectful attention and/or any behavior which has the intention or effect of harming or intimidating others. This includes social network posts and other communication forms that are harassing in nature.

Teachers and administrators deal with bullying immediately and on a case by case basis utilizing the school’s discipline policies and procedures described in the following section.

**Drug & Alcohol Policy**

Our educational mission is to nurture each student’s capacities for clear thinking, sound judgment and conscience in action. The use of consciousness-altering substances is a hindrance to the healthy development of young adults and disrupts the culture of trust cultivated between students, faculty and parents. While students are enrolled at McAuliffe Manual Middle School, the use, possession or sale/distribution of drugs, alcohol and tobacco is prohibited in school and at school functions. Any violation of this policy is cause for immediate suspension and potential expulsion. The sharing of medication is considered in violation of this policy.

Concerns or incidents regarding drug and/or alcohol use by students will be reviewed individually, involve professionals when needed, and will include an open and honest dialogue with students, parents/guardians and faculty members to develop a plan of action.

If a student comes forward with difficulty involving drug or alcohol use or concerns about another student, the faculty and staff are committed to helping. We encourage students to recognize the many different sources of support and remediation available to them in school and from outside professionals.

McAuliffe Manual Middle School reserves the right to initiate expulsion proceedings in response to a violation of the rules about drugs or alcohol.

**Student Internet Use Policy**

School computers may be used with permission from the faculty. Students are expected to abide by generally accepted rules of Internet etiquette as well as by rules of school decorum. McAuliffe Manual Middle School disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of a student’s Internet use and for any other consequences of a student’s Internet use.

McAuliffe Manual Middle School Family Handbook: P 24
All parents/guardians need to sign an Acceptable Use Agreement (located at the end of the handbook) governing computer use at MMMS. Failure to comply with any or all policy requirements may result in the loss of any or all computer use privileges.

**Facebook, Instagram, Snapchat & Other Online Social Networks**

McAuliffe Manual Middle School faculty and staff do not accept invitations to join any social networking sites from students. MMMS will not search out any student’s personal page or website, unless there is a cause for concern and/or safety. MMMS strongly discourages parents from allowing their students to use Facebook, Instagram, Ask.FM or any other type of social networking site. **MMMS will not spend time dealing with conflicts that arise between students that are inappropriately using social networking sites. Because we have directed parents not to allow their students to use these sites, we will not deal with the consequences of their inappropriate use.**

**Discipline Policies and Procedures**

McAuliffe Manual Middle School follows board policies in all disciplinary procedures. You can access board policy here: [http://board.dpsk12.org/boe-policies/](http://board.dpsk12.org/boe-policies/). The full version of the following documents can be found on the [DPS student services](http://board.dpsk12.org/boe-policies/) website.

**Discipline Overview**

Every student deserves an education where they learn and grow every day – where they’re deeply known for who they are, both academically and as a whole-person – in order to reach their full potential and have the appropriate supports to get there. The purpose of discipline then is to support students to grow when they make mistakes as much as it is about providing a school environment that is orderly and safe. It’s essential to our school’s mission to ensure that our discipline policy and approaches do not disrupt a student or students’ education and minimize the use of out-of-school suspensions, the need for requests for expulsion hearings, expulsion, and referrals to law enforcement, to the extent practicable, while remaining consistent with state statutes, local ordinances, and mandatory reporting laws.

The purpose of disciplinary consequences is to ensure that both individual students and the school community maintain complete focus on learning and growth. Inappropriate student behavior not only impacts the individual, but also exacts a cost on the larger school community. Students must understand that they are a part of a larger whole and are accountable to their peers and to the values and expectations of the community. Prompt resolution of problems and student/family solutions to inappropriate behavior is expected.

The teachers work closest with the students and therefore carry the bulk of the discipline responsibility. Should a teacher or staff member have a discipline incident with a student, if appropriate, the teacher will work to correct the problem with the individual student through the least invasive intervention (i.e. warning or a mandatory conference at the earliest possible moment and/or another disciplinary action, parent notification, written reflections). As such, staff who are hired at McAuliffe Manual Middle School are expected to have...
experience with restorative approaches to discipline and the onboarding process allows them to deeply understand their role in the discipline process. School leadership observations of classroom teachers will provide immediate and personalized support to teachers who need it to promote strong and healthy classroom management and environments.

Denver Public Schools Discipline Matrix and Ladder

Attachment B

Denver Public Schools Discipline Matrix

<table>
<thead>
<tr>
<th>Discipline Ladder</th>
<th>Reference</th>
<th>Recommendation For Expulsion</th>
<th>School Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type Five</td>
<td></td>
<td>Mandatory</td>
<td>Mandatory Referral to Law Enforcement</td>
</tr>
<tr>
<td>Robbery</td>
<td>N/A</td>
<td>Mandatory</td>
<td>Mandatory Referral to Law Enforcement</td>
</tr>
<tr>
<td>First or second degree assault</td>
<td>N/A</td>
<td>Mandatory</td>
<td>Mandatory Referral to Law Enforcement</td>
</tr>
<tr>
<td>Sale or distribution of, or intent to sell, unauthorized drugs or controlled substance</td>
<td>N/A</td>
<td>Mandatory</td>
<td>Mandatory Referral to Law Enforcement</td>
</tr>
<tr>
<td>Type Four</td>
<td></td>
<td>Optional</td>
<td>Mandatory Referral to Law Enforcement &amp; Fire Departments</td>
</tr>
<tr>
<td>Arson</td>
<td>Level F</td>
<td>Optional</td>
<td>Mandatory Referral to Safety and Security</td>
</tr>
<tr>
<td>Destruction or theft of school property (over $5000)</td>
<td>Level F</td>
<td>Optional</td>
<td>Optional Referral to Law Enforcement</td>
</tr>
<tr>
<td>Theft from an individual (over $5000)</td>
<td>Level F</td>
<td>Optional</td>
<td>N/A</td>
</tr>
<tr>
<td>Possession of an explosive (non-fireworks/firecrackers) that seriously endangers the welfare or safety of others</td>
<td>Level F</td>
<td>Optional</td>
<td>Mandatory Referral to Law Enforcement</td>
</tr>
<tr>
<td>Willfully causing damage to the property of a school employee</td>
<td>Level F</td>
<td>Optional</td>
<td>Mandatory Referral to Law Enforcement</td>
</tr>
<tr>
<td>Assault, harassment, or false allegation of abuse against a school employee</td>
<td>Level F</td>
<td>Optional</td>
<td>Mandatory Referral to Law Enforcement</td>
</tr>
<tr>
<td>Hazing activities</td>
<td>Level F</td>
<td>Optional</td>
<td>Optional Referral to Law Enforcement</td>
</tr>
<tr>
<td>Child Abuse</td>
<td>Level F</td>
<td>Optional</td>
<td>Mandatory Referral to Law Enforcement &amp; Fire Departments</td>
</tr>
<tr>
<td>Unlawful sexual behavior, unlawful sexual contact, and indecent exposure</td>
<td>Level F</td>
<td>Optional</td>
<td>Mandatory Referral to Law Enforcement</td>
</tr>
<tr>
<td>Witness Intimidation or Retaliation</td>
<td>Level F</td>
<td>Optional</td>
<td>Mandatory Referral to Law Enforcement</td>
</tr>
<tr>
<td>Other student behavior presenting an active or ongoing danger to the welfare or safety of school occupants</td>
<td>Level F</td>
<td>Optional</td>
<td>Mandatory Referral to Law Enforcement</td>
</tr>
<tr>
<td>Habitual disruption</td>
<td>Level F</td>
<td>Optional</td>
<td>N/A</td>
</tr>
<tr>
<td>Recurring Type Three offenses</td>
<td>Level F</td>
<td>Optional</td>
<td>Optional Referral to Law Enforcement</td>
</tr>
<tr>
<td>Type Three</td>
<td></td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Bullying: Level II - see Policy JICDE</td>
<td>Level E</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion: Level II - see Policy JBBA</td>
<td>Level E</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Sexual harassment: Level II - see Policy JBBI</td>
<td>Level E</td>
<td>No</td>
<td>Mandatory Referral to Title IX Officer</td>
</tr>
<tr>
<td>Fighting: Level I (may include incidents that result in minor injuries like cuts, scrapes, and bloody noses, etc.)</td>
<td>Level E</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Being under the influence of drugs or alcohol - see Policies JCHL, JCHL-R</td>
<td>Level E</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Possession of alcohol or unauthorized (but legal) drugs</td>
<td>Level E</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Possession of illegal drugs</td>
<td>Level E</td>
<td>No</td>
<td>Mandatory Referral to Law Enforcement</td>
</tr>
<tr>
<td>Destruction or theft of school property, including graffiti ($500 - $5000)</td>
<td>Level E</td>
<td>No</td>
<td>Optional Referral to Law Enforcement</td>
</tr>
<tr>
<td>Theft from an individual ($500 - $5000)</td>
<td>Level E</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Other school-based misconduct that substantially disrupts the school environment</td>
<td>Level E</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Recurring Type Two offenses</td>
<td>Level E</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### Type Two

- False activation of a fire alarm: Level D, No, Mandatory Referral to Fire Department
- Possession of fireworks/firecrackers: Level D, No, N/A
- Bullying: Level 1 - see Policy JFCDE, Level D, No, N/A
- Harassment based on race, ethnicity, sexual orientation, gender identity, disability, or religion: Level 1 - see Policy JBB
- Sexual harassment: Level 1 - see Policy JBB: Level D, No, Mandatory Referral to Title IX Officer
- Consensual but inappropriate physical contact: Level D, No, N/A
- Destruction or theft of school property, including graffiti (under $500): Level D, No, N/A
- Severe defiance of authority/disobedience: Level D, No, N/A
- Trespassing: Level D, No, N/A
- Theft from an individual (under $500): Level D, No, N/A
- Other school-based misconduct that disrupts the school environment: Level D, No, N/A
- Recurring Type One offenses (after going through Levels A through C): Level D, No, N/A

### Type One

<table>
<thead>
<tr>
<th>Offense</th>
<th>Level</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom disruption</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Excessive tardiness</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Picking on, bothering, or distracting other students</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Use of profanity or vulgarity</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Dress code violation - see Policy JCA</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Disrupting school activity</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Minor defiance of authority/disobedience</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Verbal insults or put-downs</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Use of cell phones, gameboys, and similar electronic devices at unauthorized times</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Minor damage or defacement of school property</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Tobacco offenses - see Policy JCG</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Unauthorized use of school equipment</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Gambling</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Minor physical aggression with another student (e.g., pushing, shoving)</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Scholastic dishonesty</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Other minor school-based misconduct</td>
<td>Level A-C</td>
<td>No</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Note: This sheet is merely a summary of Section Three of Policy JK-R. Please refer to the full policy for more detail.

Note: Gang-related activity at school is covered under the offenses listed in Type One through Type Five.

Note: “Habitual disruption” is not an independent offense, but rather refers to a classification under state law in which persistent misconduct at any level can result in the student being declared “habitually disruptive,” for which the student will be recommended for expulsion. See Section 4-2 of Policy JK-R for more information.

For these offenses, incidents are to be resolved without the involvement of law enforcement whenever possible. See Section 7-3 of Policy JK-R for more information.

This consequence is required under state law.

Recurring Type One offenses can eventually proceed to Type Two and Type Three, but shall never result in referral to law enforcement.

For Type Four offenses, if there has been a recommendation for expulsion, or a request for an extension of the suspension period made to the Superintendent or designee through Section 6-6 of this Policy, the principal has the option of extending the maximum three-day out-of-school suspension available under Section 3-1 by up to two days, for a total of five days, if deemed necessary for the safety of the school. See Section 6-4.

If, after being asked to leave the school campus, the student refuses, then law enforcement may be notified.

Note that this column refers to the actions available to the school in response to a disciplinary incident, and does not address or limit the options available to individuals who may be victims of criminal activity. See Section 3-1 for more information.

Note: See Policy JLF, JLF-R, and DPS Child Abuse and Neglect Protocol Bulletin. Offenders under 10 years of age are referred to Denver Department of Human Services. Offenders 10 years of age or older are referred to law enforcement.
Denver Public Schools Discipline Ladder

Level E - Suspension Option
1. Steps 1 through 4 from Level D are repeated
2. Administrator may give ISS of 1-3 days and/or OSS for 1-3 days
3. Elementary school students shall not receive OSS for Type One Offenses
4. Consider use of behavior intervention plan

Level D - Administrative Level Referred
1. Documentation of interactions and interventions is provided
2. Student tells his/her side of the story
3. Administrator conferences with the parent/guardian and determines if further consultation with support personnel is necessary
4. One or more interventions initiated as appropriate
5. If necessary, in-school suspension (ISS) of up to three days may be utilized
6. Consider use of remedial discipline plan

Level C - Teacher/Support Staff/Student/Parent
1. Teacher or designated staff determines whether to involve a social worker, nurse, guidance counselor, psychologist, or any other member of support staff
2. Student tells his/her side of the story, and teacher notifies the student's parent/guardian
3. Teacher and member of support staff (if needed) confer with the parent/guardian, student, and student’s other teachers, if appropriate
4. One or more interventions initiated as appropriate
5. Document all interactions and interventions

Level B - Teacher/Student/Parent
1. Student tells his/her side of the story
2. Teacher or designated staff notifies the student's parent/guardian
3. Teacher or designated staff counsels with the student and, if possible, the parent/guardian
4. One or more interventions initiated as appropriate
5. Document all interactions and interventions

Level A - Teacher/Student
1. Student tells his/her side of the story
2. Teacher or designated staff counsels with student
3. One or more interventions initiated as appropriate
4. Document all interactions and interventions

McAuliffe Manual Middle School Family Handbook: P 28
Habitually Disruptive Student and Probation
In situations where students may be considered disruptive, or on the rare occasion that the school is not meeting a student’s needs or that a student’s behavior is having an adverse effect on the class as a whole, the administration will take the following steps (as outlined by DPS board policy JK-R):

● The student will meet with the principal and teachers. A behavior and/or a discipline plan will be developed for the student.
● If a second offense occurs, the above mentioned plan will be reviewed and modified. The student will be placed on disciplinary probation. Parents will meet with the principal to discuss the timeline for probation. This meeting will be documented and placed in the student’s file. In addition, a copy of the notes will be given to the parents/guardians.
● Throughout the probationary period, teachers will document the student’s work and behavior on a regular basis. This documentation will also be placed in the student’s file.
● At the end of the probationary period, the teachers, administration and parents will review the student’s record and determine future steps.
● Repeated offenses may result in a student being declared as habitually disruptive which could result in the recommendation for expulsion.

While on probation, students may not participate in athletic or extracurricular activities.

Students with Disabilities: Disruptive behavior by a student identified as a student with disabilities, as defined by school policy, will be managed in accordance with the student’s individual education plan (IEP). Students with disabilities will be subject to recommendation for expulsion as a habitually disruptive student only if determination has been made by the student’s special education staffing team that the disruptive behavior is not a manifestation of the student’s disability.

Conflict of Interest
A faculty or staff member will be excused from participating in any disciplinary process if he or she has a conflict of interest in the particular case.

Privacy
All disciplinary processes are conducted so that the privacy and the rights of students involved are protected.

Dress & General Appearance

● All-Weather Clothing: All students should come to school prepared for rain or shine. At times, outdoor activities can be a major part of the daily schedule. Rain gear and cold weather gear (boots, gloves, and hats) should be brought to school when conditions necessitate.
● Uniform Dress Code. Students at McAuliffe Manual Middle School are expected to wear a school-issued shirt along with solid khaki, black or grey pants, shorts or skirts. They will dress in a way that contributes to a healthy social environment and an academic atmosphere. Students must come each day covered from shoulder to mid-thigh (1 inch above the knee). This includes shorts, skirts and skorts.

• No ripped and/or torn clothing.
• No excessively baggy clothing.

McAuliffe Manual Middle School Family Handbook: P 29
• No exposed underwear.
• No excessively tight clothing.

• No flip-flops or hoods may be worn on school grounds.

• No hats, sunglasses, bandanas or do-rags may be worn on school grounds. Head coverings will be permitted for religious or health reasons only. This will be followed up by Administration with parents/guardians.

• Inappropriate or distracting clothing or jewelry is prohibited. Decisions about clothing suitability, rests with the faculty and administration.

• No writing or drawing will be allowed on students’ skin.

• Clothing and/or jewelry with symbols related to drugs, alcohol, sex, violence and/or media images are prohibited.

• Jackets, coats and non-MMMS sweatshirts must be taken off and put in lockers at the beginning of the day.

*The faculty and staff of MMMS reserve the sole right to interpret and enforce the student dress code. Students who violate the dress code will be required to take off the item and/or change into and wear a school uniform for the day, call home for appropriate clothing to be brought to school for them, or be sent home. Repeat dress code violations may result in further discipline consequences.*

**P.E. Class Attire**
For safety, hygiene and freedom of movement, students must dress properly for physical education classes. For P.E., students must wear athletic shoes and a school-issued T-shirt. Students who are not dressed properly will not be able to participate. Lack of participation during the school day requires make-up participation after school. In addition, lack of appropriate clothing for P.E. will impact the student’s grade. Multiple infractions of not being prepared for PE will result in a parent phone call/parent meeting.

**Lost & Found/ Stolen Items**
If you are missing something, check the lost & found box. The school is not responsible for replacing or reimbursing students and their families for lost or stolen items. All lost items will be bagged and donated at the end of each trimester.

**Health Policies**

**Emergency Information Form**

McAuliffe Manual Middle School Family Handbook: P 30
An Emergency Information Form is kept on file for every student. A new form for each student must be completed and filed each year. Any special dietary or health concerns should be clearly stated in writing on the form. The information on this form is used to contact a parent and/or initiate medical care in the event of an emergency. Please notify the main office if there is any change in address, telephone number, place of employment or emergency contact person so that we are able to contact a parent/guardian at any time if necessary. When a parent or responsible adult cannot be contacted, the school may call the Denver Police and/or Office of Social Services.

Please notify the principal’s secretary of any insurance or medical changes.

**Medical Examinations & Immunizations**
Each student must have a current medical report on file.

Medical examination forms are available from the main office. The report must reflect that the student is in good physical condition, free from communicable and infectious diseases and is immunized against childhood diseases. However, the immunization requirement may be waived for clinical or religious reasons. Immunization waivers must be stated annually and submitted to the principal’s secretary. Students who are not immunized may be excluded from school during outbreaks of communicable diseases.

**Medications – Acute Medical Need**
School personnel are legally prohibited from administering any internally taken medications or supplements to students. This includes prescription medicine, homeopathic pills, cough syrups, analgesics – anything taken orally or by injection. However, in an extreme medical emergency such as an acute reaction to an allergen or a severe asthma attack, school personnel may administer an antidote that has been provided by the parent with written permission. This is considered emergency first aid. If this were to occur, the parent will be notified immediately after 911 had been called.

In order for a student to self-administer any short term medications during the school day, a parent must come to the Main Office and give written permission which will be kept on file for the duration of the course of medication. This record is especially important in the event that your student has an adverse reaction or an accident requiring emergency medical treatment. Sharing medication will result in mandatory expulsion and referral to law enforcement.

**Medications – Chronic Medical Need**
If a student is taking ongoing prescribed medicine, the principal’s secretary must be informed so she can note it on the student record. Conversely, when a student ceases taking a prescription medicine, the principal’s secretary needs to be told to update the student’s record.

**Sick Students & Injured Students**
Students who are ill should not be sent to school. If a student becomes ill during the school day, parents will be contacted to pick them up. First aid is available to treat minor injuries. If further care is needed, 911 will be called and parents will be contacted immediately.
**Contagious Diseases**

If a student contracts a contagious illness, please notify the school. Students should stay home until the illness is no longer contagious.

Students who contract contagious diseases must be under professional medical treatment before returning to school.

**Social/Emotional Needs of Students**

We encourage our students and their parents to seek the support of doctors and therapists when the need arises. There may also be times that the faculty perceives that outside help is needed and will suggest that the student receive outside professional treatment.

If a student is in or begins a therapeutic relationship that is related to the student’s school life, we require that a Consent Form for Exchange of Information, allowing communication between the school and the care provider, be completed and filed with the principal’s secretary. We wish to support the student’s active engagement in the therapeutic process, and we believe that sharing appropriate information is helpful in the course of treatment.

Parents are expected to provide full disclosure regarding previous or ongoing therapy.

**Mandated Reporter Status**

As educational professionals in the State of Colorado, all school employees recognize their role as mandated reporters. In all cases of reported or suspected abuse or neglect we are mandated to file a report with the appropriate agency and law enforcement. Teachers complete training to understand the requirements and procedures involved in making reports.

**First-Aid & CPR**

Faculty and staff receive an overview of first aid procedures annually, and renew their Red Cross First-Aid and CPR training at regular intervals. No medication can be administered by school employees.

**Emergency Preparedness and Drills**

The safety of your child and all children at MMMS as well as the safety of the school staff and support personnel is very important to us. Faculty and staff undergo emergency management training and yearly review. MMMS creates an emergency preparedness plan each school year. An emergency manual is available in each classroom for quick reference purposes. In order to maintain a safe environment for our children to study and learn, it is necessary that we practice our emergency and crisis response plans by having drills designed to exercise our procedures. We will be conducting various drills throughout the school year. We will be practicing 3 primary emergency drills each year. They are “FIRE DRILLS”; “LOCKDOWN DRILLS”; and “SHELTER-IN-PLACE DRILLS”. Each type of drill is explained below.

**FIRE DRILLS**

McAuliffe Manual Middle School Family Handbook: P 32
The school will conduct a “fire drill” each month that school is in session. This is a Fire Code requirement as well as a requirement by Denver Public Schools. We want each student to understand and be aware of the importance of this drill and not be afraid when the fire alarm is sounded. By practicing they will know what to do and how to do it.

**LOCKDOWN DRILLS**

The school will conduct one “Lockdown Drill” each semester of the school year. This type of drill will secure the school building and safely shelter all students, staff and visitors inside the building. The purpose of this drill is to keep the students safe from any danger outside or inside the building. During a “lockdown drill” all of the perimeter doors to the school building will be locked and will remain locked until the danger or issue outside or inside the building is removed. To enable everyone to remain safe, no one will be allowed to enter the building or leave the building until the authorities authorize such a release.

**SHELTER-IN-PLACE DRILLS**

The “Shelter-in-Place” drill will be conducted 1 time a semester each school year. The purpose of this drill is to be prepared to move to a safe location within the building in case of severe weather or a tornado.

If you have any questions regarding any of these Safety Drills or other safety concerns, please contact the school office at 720-423-6550.

**LOCKOUT**

A lockout takes place when a threat has been identified in the neighborhood of your child’s school. All exterior doors are locked to prevent any hazards or threats to enter the school. No entry or exit to the school is allowed during this response. Please note, that the school day functions as normal in a Lockout.

**Enrollment Policies**

McAuliffe Manual Middle School is a full participant in the Denver Public Schools School Choice process. This process commences the first week of December and ends the last week of January. The school’s primary enrollment area is the North Central Enrollment Zone. This includes the Five Points, Whittier, Curtis Park, Clayton, Cole, Swansea, and Globeville neighborhoods of near northeast Denver (north of Colfax Avenue to I-70 and west of Colorado Boulevard to I-25). We will utilize the enrollment system to ensure that no less than 50% of students qualify for free/ reduced price lunch. The school’s secondary enrollment area is the remainder of the city of Denver.

For more information about the School Choice process, please visit: [http://schoolchoice.dpsk12.org/](http://schoolchoice.dpsk12.org/)

**Transfer Students**

Transfer students will be accepted to McAuliffe Manual Middle School on a space available basis during the school year and in alignment with the North Central Enrollment Zone School Choice Policies.

**Financial Policies & Procedures**

McAuliffe Manual Middle School Family Handbook: P 33
Alternative resources are available for families with financial hardship. Please contact Principal Suzanne Morris-Sherer at Suzanne_Morris-Sherer@dpsk12.org if your family is unable to pay the required school fees.

**Custody Agreements**

A copy of the custody agreement regarding children of divorced parents must be on file with the main office.

**Withdrawing a Student**

Parents must notify the school in writing at least one week prior to withdrawing their student.

**End-of-Year School Reports**

No end-of-year reports will be available until the main office verifies that the family is in good financial standing with the school. Official documents will only be sent directly to the new school, program or institution a student will be attending. Parents/guardians must provide a written request to the main office to obtain an unofficial copy of their child’s records.

**Important Phone Numbers and Websites**

McAuliffe Manual Middle School Main Office: 720-423-6550  
Attendance Line: 720-423-6551  
Please see the website for bell schedule & calendars.  
Office Fax: 720-423-6556  
DPS Bus Transportation: 303-825-2611  
DPS Main Office: 720-423-3200  
Registration 2019-2020

Please initial each section where indicated and sign and date the last page.

1. FAMILY HANDBOOK ACKNOWLEDGEMENT

I hereby acknowledge that I have received and read a copy of the McAuliffe Manual Middle School (MMMS) Family Handbook. (Copy available upon request or on school website.)

I understand that the provisions of the Handbook are the most current at this time and supersede all previous policies, manuals or handbooks issued by MMMS. Further, I understand that the provisions of the Handbook are subject to modification at any time, at the sole discretion of MMMS, with or without notice to me. I agree to comply with any such modification upon publication.

___________ Parent or Guardian Initial

2. ACADEMIC HONESTY POLICY ACKNOWLEDGEMENT

Because we are an International Baccalaureate school, we encourage students to be principled, caring, reflective, and balanced. In the context of academics, this means that students must do and present their work honestly. In other words, they may not cheat. There are numerous definitions of cheating, but they all come down to one basic concept: You cheat when students are not honest in their conduct or work.

Examples include any of the following conduct:

• Claim credit for work that is not your own,
• Use unauthorized aids when taking tests or completing assignments
• To submit the same work for more than one assignment,
• Make up sources or information, or
• Assist other students in cheating.

Teachers and administrators deal with cheating on a case by case basis. That being said, the following could be consequences if students violate our academic honesty policy:

• Students will be assigned an after school detention where students can redo the assignment or take other actions to rectify the situation.
• Parents/guardians will be notified of the incident.
• The offense will be entered into Infinite Campus as a Type One Intervention.
• If students repeatedly cheat or in particularly egregious circumstances students will be suspended.

I have read the Academic Honesty policy and agree to abide by it.

___________ Parent or Guardian Initial

3. TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY and ACKNOWLEDGEMENT

Your student will have consistent interaction with many forms of school issued technology including laptops, iPads, and Chromebooks. With these incredible assets comes additional responsibility. The terms of technology use are outlined below and are adapted from the Denver Public Schools DoTS and Internet Board Policy EGAEB. Please note that your signature indicates your approval and agreement with the terms and conditions stated below.

McAuliffe Manual Middle School Family Handbook: P 35
The Internet is an electronic network connecting millions of computers and individuals all over the world. It is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of a network that provides both in-district and worldwide access depends upon the proper conduct of each end-user. Users must adhere to the guidelines of this policy in order to acquire and maintain network access. Violation of any of the provisions of this policy will result in:

- termination of access
- denial of future access
- possible disciplinary action.

Denver Public Schools provides a wide-area network service that connects district facilities to each other and to the Internet at large. Access to the Internet offers vast and unique resources to both students and teachers. The district's goal in providing this service is to promote educational opportunities to schools by facilitating resource sharing, innovation, and communication. On a global network it is impossible to control all materials, and even casual users may easily discover or come across controversial material. The school district believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may access material that is not consistent with the educational goals of the district. The use of the district's network is a privilege, not a right, and must be treated as such by all users. Inappropriate use will result in a cancellation of this privilege. The following activities are expressly prohibited:

1. Use of school issued technology/the district's network for or in support of an illegal or obscene activity, and/or inappropriate use.
2. Use of school issued technology/the district's network for any non-district-related business and/or commercial purpose, product advertising, or support of any political or lobbying activity.
3. Vandalism, which includes, but is not limited to, any malicious attempt to harm, destroy, or alter school issued technology/data on the district's network, including the introduction of any computer virus.
4. Any attempt to access restricted data or to disrupt the use of the network for other users.
5. Use of profanities or language that is generally offensive, defamatory, harassing, or threatening to another individual and/or group.
6. Creating or accessing dangerous information.
7. Violation of copyrights or interference with license agreements. This includes, but is not limited to, software, uncredited use of text, graphics, photographs, electronic data, or interference with the privacy rights of individuals or entities without their authorization. Plagiarism of any information gathered via the district's network is also prohibited. Users have no proprietary ownership in materials placed on the district's network, unless such material is otherwise covered by copyright.
8. Providing access to the district's network to unauthorized users.
9. Sharing electronic mail account passwords, leaving passwords available in obvious locations, or leaving "signed on" computers unattended.
10. Compromising personal safety.
11. Abuse or misuse of school issued technology including the alteration of settings, installation or alteration of laptops, iPads, Chromebooks, or any Apps.

Communication (including email) conducted over the district's network is not private and MMMS or district staff may, in conducting network supervision and maintenance, review and inspect directories or messages. MMMS or the district reserves the right and will access stored records with or without reasonable cause to assure compliance with this policy. The MMMS or the school district makes no warranties that the functions of its network system will meet any specific requirements. Nor will MMMS or the district be responsible for any damages suffered through the use of the network. This includes loss of data, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained through the district's network is at each user's risk. MMMS or the district specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.
CROSS REF: EGAEA - Electronic Mail Definitions:

1. Illegal activities - include, but are not limited to, any activities in violation of local, state, and/or federal laws.
2. Obscene activities - include activities in violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle. This includes retrieval of or access to any sexual explicit materials.
3. Inappropriate use - includes any activities conducted in violation of this policy or additional activities deemed inappropriate by system administrators.
4. System administrators - employees of the school district whose job functions include oversight of the district's computer network.
5. Dangerous information - information that if acted upon could cause damage, present a danger, or cause a disruption to the district or the community-at-large.
6. Compromising personal safety - revealing personal contact information relating to themselves or other persons

TECHNOLOGY CARE and REPLACEMENT: School issued technology cannot be used outside of school. MMMS students are solely responsible for the care of their technology and accessories. Any malicious or intentional damage to school issued technology and/or its accessories will result in loss of technology use and/or replacement/repair charges.

I agree to comply with the Technology and Internet Acceptable Use Policy outlined above.

___________  Parent or Guardian Initial

4. CELL PHONE POLICY ACKNOWLEDGEMENT
I understand that McAuliffe Manual Middle School has the right to confiscate my student’s cell phone or electronic device if it is not being used at the appropriate time (lunch), in the appropriate location (in the locker), or in the appropriate manner. I am willing to abide by the following policy and consequences. For a first offense, I will need to come to school to retrieve my student’s confiscated device. For a second offense, my student’s device will be kept by McAuliffe until the end of the school year.

___________  Parent or Guardian Initial

5. PARENT-SCHOOL COMPACT ACKNOWLEDGEMENT

I agree to:
● Support MMMS’ demanding academic program, IB values, and extended school day and year.
● Ensure my student is at school on time, in uniform, every day, and is only absent in the case of illness.
● Monitor my student’s school work, homework, grades, and behavior reports regularly.
● Communicate regularly with teachers and staff and attend the required parent events, including conferences.
● Actively engage in support if my student receives multiple violations, which could include daily communications, weekly meetings, and/or a Saturday meeting.
● If necessary, engage in thoughtful discussion with administrators about remedial support and/or retention.

I will support my student to:
● Do their best to meet expectations at school, school events and on the bus.
● Commit to the IB Learner Attributes all day, every day, and seek help when they need it.
● Arrive on time, every day, prepared to learn.
● Complete homework or study and read every night.

McAuliffe Manual Middle School Family Handbook: P 37
As a school, McAuliffe Manual commits to:

- Arrive at school on time and prepared for an academically rigorous, values-driven environment every day.
- Assess students regularly and fairly. Enforce all rules and policies consistently and fairly.
- Communicate with parents openly, honestly and frequently with both positive and constructive feedback.
- Maintain the highest standards of academic performance & conduct.

___________ Parent or Guardian Initial

6. ACADEMIC PROGRESS REPORTS
I will review and sign my student’s monthly PROGRESS REPORT so they can be responsible for returning it to school as requests. I will also take an active interest and support their progress by using the Parent Portal website and app.

___________ Parent or Guardian Initial

Copies of any of these policies and acknowledgements are available upon request. They may also be accessed in the Family Handbook on McAuliffe Manual’s website: http://mcauliffemanual.dpsk12.org/parents/family-handbook/
I agree to abide by the six acknowledgements outlined in this packet.

__________________________________________________________________________

Parent/Guardian Name (Printed)

__________________________________________________________________________

Signature

__________________________________________________________________________

Date