

McClure Middle School



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Kennesaw, GA 30152

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Website: <https://web.cobbk12.org/mcclure>
Follow us on Twitter @mccluremavs
Become our fan on Facebook

Student Name: _____ Homeroom: _____

Daily Schedule

Period	Subject	Teacher
1		
2		
3		
4		
5		
6		
7		

D.A.R.E. to be a Maverick

**McClure Middle School
Student Handbook
2021- 2022**

School Operations and Hours

- McClure school hours are 9:15 am – 4:15 pm. Students are expected to be in homeroom by 9:10 am.
- Office Hours are from 8:00 am until 4:45 pm.
- Study Hall is available from 8:00 am to 8:50 am. Students should not be dropped off prior to 8:00 am.
- Students not involved in a supervised after-school activity must be picked up no later than 4:45 pm.

Identity

- Mascot: Mavericks
- Colors: Navy Blue and Silver
- Mission: One Team, One Goal, Student Success
- Vision: A school of excellence where all students succeed
- Collective Commitments:
 - We provide a supportive school atmosphere where everyone feels safe emotionally, physically, and intellectually.
 - We make all decisions based on what is best for students.
 - We collaborate for the benefit of all students and staff.
 - We encourage creativity, ingenuity, and individuality.
 - We celebrate the achievements of students and staff

Academic Honesty

- Except for projects for which collaboration is permitted, students are expected to complete homework and classwork on their own. If it is determined that a student either gave or received answers from another student, those students (both the giver and the receiver) will receive a zero on that assignment. The student's conduct grade may also be lowered one category. If the assignment is an assessment, the teacher may allow the student to retake the assessment and average the zero and retake grade for a final grade.
- The same consequences apply if a student is found to have plagiarized work.
- Repeated offenses of academic dishonesty may be referred to administration as insubordination.

Attendance

- Being present in school and an active participant in class are an integral part of academic achievement and the teaching-learning process. Once a student arrives on the school campus, he/she may not leave until dismissal or is signed out by a parent/guardian.
- Excused absences include:
 - Personal illness
 - Death or serious illness in immediate family
 - Recognized religious holidays
 - Mandated by order of government agency

- A note from the parent/guardian explaining an absence(s) must be turned in to the attendance office. It may also be submitted when the student returns to school. Failure to submit a note within three (3) days of an absence will result in the absence being marked unexcused. (CCSD Administrative Rules, JB-R)
- Five (5) unexcused absences- The school will send a letter informing parent of the five (5) unexcused absences.
- Seven (7) or more unexcused absences- Students and/or parents will be subject to a referral to the social worker to improve attendance.
- Students who miss the bus must be transported to school by the parent/guardian. Missing the bus is not an excused absence.
- Early dismissal – If a student needs to leave school prior to dismissal, please use the following procedures:
 - Please send in a note with student name, grade and date/time of dismissal.
 - Students turn in notes to the Attendance Office and receive an early dismissal pass for the designated time.
 - It is the student’s responsibility to report to the office at the appointed time to minimize interruption of instructional time.
 - Early dismissals must occur prior to 3:45 pm. Please allow adequate time to comply with check-out procedures.
 - Parents / guardians, or designees, will need to show identification at the time of checkout.
- Extra-curricular Events – Students must be present in school half of the day to be eligible to participate in an after-school extra-curricular event. The half day mark is 12:45 PM
- Absence Make-Up Work - Assignments should be completed within the number of days equal to the number of days the student was absent plus one additional day and can be obtained from the teachers. Upon parent request, the counselor and teacher may coordinate gathering of missed class work for absences of three or more days. Assignments may be picked up within 24 – 48 hours of the request.

Beverages

- Water is the only beverage allowed for students in the classrooms during the school day. No water will be allowed at a computer workstation.

Clinic

- Our clinic is staffed by a licensed medical professional. Students who need first aid should go to the clinic.
- Sick at school - Should a student become ill during the school day; he/she should go to the Clinic for evaluation. Parents will be called to pick up students who are ill. Please be sure current contact numbers are on file with the clinic. The School Nurse needs to see the student prior to them calling a parent for pick up.
- Medications at school – Medication to be taken at school must be in its original container and must be brought to school by the parent/guardian, not the student. A medication form must be on file with the school clinic.
- Students are responsible for coming to the clinic for medication at the appropriate time of day.

- Middle School students may carry certain over the counter medications along with a completed "Authorization to Carry Over-the Counter Medication" Form JGCD-7 on file with the clinic and on his / her person. The medication must be kept in the original container.
 - For more information, please view CCSD Administrative Rules, JGCD-13.

Communication

- McClure utilizes a variety of communication devices to correspond with parents:
 - CTLS Parent- utilize CTLS Parent for progress updates and home school communication.
 - Email – Providing your child’s teacher with your email address is an effective way to keep in constant communication. Parents can update their information in ParentVue.
 - Webpage – Our web address is <https://web.cobbk12.org/mcclure>
 - Twitter –Follow us for occasional updates. Our Twitter account is @McCluremavs
 - Conferences – Communication with parents and teachers is essential to student success. Should a conference be necessary during the school year, conferences with a team of teachers can be arranged by contacting the counselors or the teacher with whom you wish to conference with.

Culture of Care

- We are a PBIS School. PBIS is a data-driven framework designed to create positive learning environments that support improved academic, behavioral and social outcomes for students. PBIS promotes positive relationships between school personnel, students, families and other stakeholders. Through continual teaching, acknowledgement and feedback for appropriate student behavior, we will increase appropriate behavior and promote a climate of greater productivity and learning. Our school wide expectations for common areas are outlined in our McClure Expectations matrix.

D.A.R.E. to be a Maverick			
	Cafeteria	Restroom	Hallway
Determined	Get it Eat it Clean it	Get in Get out	Be on time
Accountable	Be attentive to staff instructions	Return to class quickly	Walk on the right side
Respectful	Use kind words Talk with people at your table	Give privacy and keep it clean	Keep hands and feet to yourself
Excellent	Be inclusive of others	Leave it as good or better than you found it	Help others in need

Administrative discipline referrals are processed in accordance with Cobb County School District’s policies and Student Code of Conduct. We are dedicated to sound discipline practices to provide students an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities. The District recognizes the school bus stop as school property. The complete discipline policy can be found online at www.cobbk12.org, Administrative Rules, Section JCDA-R.

Dress Code

- To promote a safe environment that is aligned with our school values of being Determined, Accountable, Respectful, and striving for Excellence, all students shall be required to maintain a standard of personal care and hygiene for the formality of the school environment. Students are to refrain from any mode of dress that may cause a disruption. In our efforts to maximize the focus on teaching and learning, we have listed outliers that will not be allowed.
- As a rule of thumb, the 6 "B's" to avoid overall are: Buttocks, Breasts, Boxers, Bellies, Bras and Backs. Exposure of any of the "B's" will be addressed administratively. Students must always be fully clothed. The following listed items are specific dress code expectations and violations:
- General Dress Code:
 - Appropriate undergarments must be worn and may not be visible.
 - Slippers and rollers in shoes are prohibited.
 - Clothing and accessories may not be related to "gang-wear."
 - Clothing may not have suggestive phrases, designs, profanities or depict illegal activity or substances.
 - Caps/ hats may not be worn or visible in the building unless for an approved spirit day.
 - Hoodies may not be worn on the head, and bandanas and do-rags are prohibited.
 - Clothing, make-up or hairstyles that cause disruption or undue attention are prohibited.
 - Pants/Slacks/Shorts/Skirts:
 - Pants/jeans with holes/tears above the thumb length when arms are extended by the side are NOT permitted.
 - Opaque leggings/spandex pants may only be worn with tops that are long enough to cover the private areas.
 - Pajama pants, flannel pants or anything similar may not be worn unless it is an approved spirit day.
 - Shorts must be thumb length when arms are extended by side.
 - Shirts/Tops/Blouses/Sweaters/Sweatshirts:
 - All tops must have fabric on both shoulders that are a minimum of three fingers wide.
 - See through clothing may only be worn if the clothing underneath meets dress code.
 - Shirts / tops with large armholes must have appropriate coverage underneath.
 - Physical Education Dress Requirements:
 - Athletic shorts must be thumb length (when arms are extended by side).
 - Athletic shoes with shoestrings and/or Velcro are required.
 - T-shirt must have sleeves and be long enough to be tucked in if needed.
 - Yoga pants/ opaque leggings are permitted with a shirt long enough to cover private areas when arms are raised.
- If a student is asked to adjust dress to meet dress code (i.e. keep a jacket on and zipped up) and, later, he or she returns to the former mode of dress that does not meet dress code (i.e. removes the jacket), the student may be referred to administration for insubordination. Students may be asked to call parents/guardians to bring appropriate clothing if needed. The student may be isolated if appropriate clothing cannot be made available to the student. Repeat offenses will result in administrative referrals.

Electronic Devices

- Personal electronic devices are brought to school at the student's and parent's risk. The school is not responsible for investigating lost, stolen, or damaged personal electronic devices.
- Cell phones, air pods, earbuds, headphones, and other electronic devices should be put away during school hours.
- Devices may only be used when a teacher allows it for use in the classroom only. Use of any type of device is prohibited in the hallways, cafeteria, and bus port.

Field Trips

- Field trips are considered an extension of the school curriculum. All school rules are in effect on field trips. Each student must have a permission slip signed by a parent/guardian. Field trips are funded through parent donations. If enough funds are not collected, the field trip may be canceled. Students may be prevented from attending a field trip if they have more than 7 absences during the semester. If the field trip is at the beginning of the term, administration will make inclusivity/exclusion decisions regarding attendance.

Food Services

- McClure offers both breakfast and lunch programs. The menu offerings satisfy Federal School Lunch component requirements while also meeting Dietary Guidelines for Americans.
- Breakfast – Breakfast is served daily from 8:50 to 9:10 am and is offered for \$1.75.
- Lunch Prices – During the 2021-22 school year, basic school lunch will be free of charge for all students.
 - A la carte items are available and are priced accordingly
- Paying for Meals – Meals may be paid for by check, cash, or through MyPaymentsPlus. Checks should be made payable to McClure Middle School and presented to the cafeteria between 8:15 and 9:15 am, or when the child comes through the line for breakfast or lunch.
- Students may also put their name and ID# on a payment envelope and place it in the cash box outside the cafeteria.
 - MyPaymentsPlus – Make payments to your child's cafeteria account on the website and through the free mobile app. www.mypaymentsplus.com. Online payments are credited to your account within 48 hours.
- Students may charge a lunch one time. They will not be allowed to charge again until the first charge has been paid. Charges are not allowed on a la carte items.
 - An alternate meal of peanut butter and jelly or cheese sandwich and milk will be provided.
- Students may not bring food purchased from other sources (i.e. fast food) into the cafeteria.
- Free and Reduced meals –for details please visit:
<http://www.cobbk12.org/centraloffice/FoodServices/>

Forgotten Items and Drops-Offs

- At McClure, we do not interrupt instruction for items that are dropped off for students. You have two options when dropping off items at the front office to communicate that the item is there for pick up:
 - Communicate directly with your student via text or phone call
 - Communicate with your student's teacher via email (Teachers may not be able to immediately check their email at all times throughout each school day.)

Intramurals

- Intramurals are an extension of Physical Education at McClure. They provide an opportunity for students to receive additional instruction, practice and enjoy some of their favorite activities. Intramurals meet between 8:00 and 8:50 am. Students should enter through the gym doors of the school. Students may not arrive prior to 8:00 and be ready to participate no later than 8:10. Dressing out is encouraged, but only appropriate footwear is required.

Library Learning Commons (LLC)

- A collection of books, reference materials and technology available for students.
- Library Learning Commons Blog: <http://www.cobblearning.net/charpin/>
- Hours of Operation:
 - Monday & Friday 8:50 AM to 4:10 PM
 - Tuesday, Wednesday, & Thursday 8:20 AM to 4:10 PM
- Study Hall in the Learning Commons: On Tuesdays, Wednesdays, & Thursdays, students may pick up a pass from the Study Hall desk in the atrium on a first come, first served basis to use the computers, study, work on projects, check out books, or work in the MakerSpace before school.
- Student Visits to the LLC: Individual students may visit at any time during the school day with approval and a pass from a teacher. Students may visit during lunch to read or work on assignments.
- The MakerSpace: This is a creative environment where students may work on school projects, explore our tech and craft equipment and supplies, and participate in maker challenges. Supplies are provided free of charge, thanks to our supportive parents, PTSA, Foundation, and Book Fair profits. We only ask that you conserve our resources and leave the MakerSpace better than you found it.
- Circulation Policies: Up to three Books may be checked out at a time for a three-week period and may be renewed for an additional three weeks if needed.
- Account Information:
 - Destiny Library Catalog Username & Password: Office 365 Credentials
 - Cobb Digital Library (<https://cobb.mackinvia.com>): Office 365 Credentials
 - Cobb County Public Library PASS (<http://www.cobbcat.org/librarypass>)
 - Username: Student ID#
 - Password: Birthday (mmdd)
 - Noodletools Username & Password: Office 365 Credentials

Personal Deliveries

- Balloons, flower arrangements, singing telegrams, candy, cupcakes, or treats for birthdays, etc. are not to be delivered to students at school.

Report Cards

- Middle schools operate on a four-quarter grading system. Students can access online report cards every nine weeks. Grades can be viewed at any time in ParentVue.

Student Recognition

- We recognize students throughout the year for academic, attendance and behavioral achievements, efforts and growth. In addition, and partnership with our PBIS Culture of Care, we also recognize students as outlined:
 - Academic Honor Roll: To qualify for Academic Honor Roll, students must have all A's and B's in all subjects including PE/Connections.
 - Behavior Recognition: We offer quarterly rewards and celebrations to students who demonstrate positive behaviors. Students will be able to utilize our PBIS app to redeem points for these rewards and celebrations.

Selling Items

- Individual students are prohibited from selling items at school (including but not limited to candy and other edible items). Students are only permitted to sell items as part of a club activity that has been approved by the school administration.

Textbooks/Instructional Materials

- All books and instructional materials issued to students are his/her responsibility. The student must pay for any damaged or lost materials up to the total cost of the book/material. All students are provided a student agenda / planner at no cost. If a student loses the provided student agenda / planner, he or she must purchase a replacement agenda /planner.

Transportation

- All transportation changes must be in writing. No transportation changes will be accepted after 3:00 pm.
- Buses- The school bus is considered an extension of the classroom and school conduct guidelines apply. Students should observe the code of conduct established by Cobb County Schools. Details regarding CCSD's Safe Rider Behavior Policies and Regulations can be found at:
<http://www.cobbk12.org/centraloffice/transportation/saferider.aspx>
 - Any behavior that is considered disruptive or unsafe by the school bus driver will be referred to the school administrator for discipline. Students may be temporarily or permanently prohibited from riding the bus to and from school.
 - Students should always show respect for school bus drivers and follow their instructions.
 - Glass items, animals, large toys or objects that cannot easily fit into the student's lap are prohibited.
 - Prohibited behaviors include but are not limited to:
 - Obscene language and/or gestures
 - Destruction or defacing any part of the school bus
 - Fighting and pretend fighting
 - Food, gum and/or drinks
 - Throwing items from the bus windows or doors
 - Students will be assigned seats and must remain seated at all times.
 - Band Instruments can be transported ONLY if there is enough space (bus driver discretion).
 - Friend's bus passes are at the discretion of the school for approval as space permits.

- Students should be at the bus stop AT LEAST 5 MINUTES PRIOR to the scheduled pick up time.
- Students are to wait at the bus stop in an orderly manner.
- Any behavior that is considered disruptive or unsafe by the school bus driver will be referred to the school administrator for discipline. Students may be temporarily or permanently suspended from riding the bus.
- Car Riders – Morning car riders may be dropped off at the front entrance beginning at 8:00 am; the building is not open prior to 8:00 am.
 - Students being picked up in the afternoon must be picked up within 30 minutes of dismissal. This means all students should be picked up no later than 4:45 pm.
 - Students must cross traffic lanes using only the designated cross walks and MUST be accompanied by an adult.
 - For safety reasons, car riders are not permitted to walk through our bus port or to Bullard for pick up.
 - We respectfully ask that all McClure families abide by our Car rider procedures and expectations to help ensure the safety of all students and staff. Details regarding these procedures can be found on our school webpage.

Withdrawals

- Students must be withdrawn from school to transfer to another school. Parents must notify the Attendance Office and sign a withdrawal form before records can be forwarded. All textbooks, instructional materials, and debts must be cleared before records will be forwarded.