Welcome Clague students and families to the new school year. Thank you for choosing us. Clague Staff is committed to providing a safe, challenging, enriched learning environment through a partnership of family, staff and community. Excellence and high quality instruction are valued. Participation and exploration are encouraged, and citizenship and service are cultivated. I hope that you become involved in school activities such as clubs, sports and the arts.

Home of The Cougars, Clague is located on the Northeast side of Ann Arbor a few miles from The University of Michigan, and five additional universities and or colleges. Parents, students and staff partner to promote a Caring and Cooperative community, designed to meet the unique and challenging individual needs all students. The motto, "live in service to our community".

Educators collaborate to create, and enhance experiential learning connections. Families are supportive and teachers are highly skilled and committed to the mission of the middle school. A truly caring and cooperative, we believe in the development of the whole child. The leadership philosophy is about building and sustaining teacher leaders. We have incredible people serving your children each day. There are seven qualities that we look for in great teachers.

1. Connects with kids first
2. Teaches kids first and curriculum second
3. Focuses on learning goals vs performance goals
4. Believe in a growth mindset
5. Reflective about practice
6. Courageous
7. Authentic

Best wishes as you begin the school year.

Sincerely,

Ché A. Carter and Jennifer Daddow

This parent student handbook is a tool for general use and reference. All Ann Arbor Public Schools policies and procedures will be enforced using the Rights & Responsibilities - AAPS Students, Teachers, Staff, Parents, Guardians http://www.a2schools.org/domain/2464

What Parents Can Do: Concerns about a discipline or academic problem and its resolution should first be expressed or questioned at the point where the problem occurred. A discipline or academic problem involving a student in a particular class should be brought to the attention of the teacher of that class. If this step does not bring satisfaction, consult the student's counselor, advisor, or principal.

CLAGUE INFORMATION

School and Office Hours:
School hours are from 8:19 AM to 3:07 PM. Students should not arrive before 7:56 AM or remain after 3:07 PM. The Main Office, Blue House & Counseling Office are open from 7:30 AM to 4:00 PM. After hours there will be voice mail in the Offices to assist parents who must leave messages about a student or staff. Please be patient. Phone calls will always be returned.
Arrival at School: Students may arrive at school up to 15 minutes before the start of the school day and are to report to assigned areas. All students are to be in class by the school’s designated start time.

Absence during the day: When a student is going to be absent for any reason, the parent or guardian is requested to call the Blue House Office as early as possible. When a student returns to school, he/she immediately goes to the Blue House Office and receives an Admit to Class Pass. Each hour, the teacher will check for an Admit slip if the student was not excused on the DAL. Teachers should check the DAL each day to record excused absences. In all cases of absence, students should bring a note from home unless the parent has called the Blue House Office. Students are allowed to make up their work when they have an excused absence.

Morning Drop-Off: Children who are driven to school may not be dropped off before 7:50AM. Student safety is our main concern. Drop off is in the roundabout in front of the school. Please stay in a single file line and only let your student out on the passenger side and only in the “Student Drop-off Zone”. Then move on so the next child can be let out. Pack your patience and watch your speed.

Dismissal Procedures: Safe dismissal procedures will be established at the building site. Students should be picked up at dismissal time. If a student is not picked up within 15 minutes of the end of the school day.

Students on Premises After School: All students must vacate the premises at the end of the school day unless participating in an approved extra-curricular activity, receiving after-school tutoring, or participating in other activities properly scheduled in advance. All students must be under the direct supervision of a staff member. Students should have transportation available within 15 minutes after all student activities and are to wait in the designated area.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance for Grades 6, 7, 8 (Please call and leave a message on this dedicated line to report your child’s absence at any time but no later 9AM on day of absence)</td>
<td>734-994-1982</td>
</tr>
<tr>
<td>Claudia Siewert, Counselor, 8th grade</td>
<td>734-994-1976 EXT:31211</td>
</tr>
<tr>
<td>Daphne Slater, Counselor, 6th</td>
<td>734-994-1976 EXT:31209</td>
</tr>
<tr>
<td>Alison Muehlman - Counselor, 7th grade</td>
<td>734-994-1976 EXT: 31210</td>
</tr>
<tr>
<td>Jennifer Daddow - Assistant Principal</td>
<td>734-994-1976</td>
</tr>
<tr>
<td>Ché Carter- Principal</td>
<td>743-994-1976</td>
</tr>
<tr>
<td>Laura Hannaford – Main Office Professional</td>
<td>734-994-1976</td>
</tr>
<tr>
<td>Lynette Durbin – Blue House Office Professional (Early release and late admittance, tardies, student record transfers, student medicine, nurses station, and student phones)</td>
<td>734-994-1978</td>
</tr>
<tr>
<td>Jane Mareoff - Counseling Office Professional (New enrollees, transcripts, letters of transfer, VOE’s, student/parent counselor meetings)</td>
<td>734-994-1980</td>
</tr>
</tbody>
</table>

Department Chairs:
- Julie Donnelly- English Language Arts
- Ellen Hopkins- Mathematics
- Soon Morningstar- Science
- Aaron Wiens- Social Studies
- Deborah Mullice- Clubs & Sports Coordinator

SCHOOL IMPROVEMENT GOALS:
Goal 1: All students will increase proficiency in English Language Arts
Goal 2: All students will increase proficiency in Mathematics
Goal 3: Increase School Engagement through positive relationships, high academic/social-emotional intervention and ongoing support.
Goal 4: All students will improve proficiency in Science
Goal 5: All students will be proficient in Social Studies
Goal 6: All English Language Learners will increase proficiency

Daily Schedule (NEW):
1st hour 8:19-9:19
2nd hour 9:24-10:17
3rd hour 10:22-11:15
4th hour 11:20-12:13
5th hour 12:18-11:11
6th hour 1:16-2:09
7th hour 2:14-3:07
6th Grade Lunch/Advisory 11:15 (29) -12:13(24)
8th Grade Advisory/ Lunch 11:20 (24) -12:13(29)
7th Grade Lunch/ Advisory 12:13 (29)-1:11 (24)

Course Selection is done early in the spring with the assistance of the counseling staff. Course descriptions will be offered to assist in course selection.

Advisory Class: All students are assigned to advisory groups. Their primary purposes are:
1) Personal and social development
2) Successful adjustment to school
3) Opportunities for extra help

Advisors do the following:
➢ Orient their advisees to the building and Clague’s program
➢ Engage in goal setting, planning, shared problem solving and decision-making
➢ Serve as interested, caring adults who provide encouragement, support, and assistance to the students in the advisory group
➢ Cougar Time - Activities to building students social emotional skills. Two days per week students practice seven key social-emotional skills every day: Cooperation, Communication, Assertion, Responsibility, Empathy, Engagement, and Self-control.

Medications: The Ann Arbor Public Schools medication policy states that the on-site administration of any medication requires written authorization on file. The authorization must be signed by both a physician and a parent, whether the medication is prescribed or over-the-counter. Life-saving medications with forms must be turned in to the Blue House Office before the child may attend. All medications must be in their original containers and clearly labeled (a Medication Authorization Form is included on the Parent Portal). Parents must provide separate, original, labeled containers of medicine in the school Blue House office, Clague follows the district policy governing the use of Epi-pen injections for insect or food allergies.

SPECIAL EDUCATION AND SUPPORT SERVICES

Assistance and Special Needs:
Some students need a Special Education Program provided within the general education setting. Some students may need assistance such as individual academic support or special education classes. Our staff utilizes a collaborative service model for students. Please ask your counselor for additional details.

GOAL
• Maximize school success of the child: social, emotional, and intellectual.
• Support for independent learning.
• Facilitate accomplishment of the goals established in the IEP
FEATURES

- Communication among the child’s teachers, including sharing of IEP goals, awareness of special needs regular planning opportunities, and frequent communication.
- Collaboration among Special Education and General Education teachers in the classroom.
- Services for a wide range of needs.
- Student support in a variety of settings, including classroom, small group, and individual as needed.
- Accessibility to all middle school opportunities -- academic, elective, and co-curricular.
- Monitoring of the child’s progress with adjustments and modifications as needed.
- Specific support for study skills, organization of materials, homework completion, social & personal skills, speech & language skills and other needs as identified in the IEP.

Achievement Team: Each school site has an A-Team. The purpose of the A-Team is to provide for the collaboration of parents/guardians, teachers, resource personnel, administrators, and students in evaluating the strengths and needs of students having academic, attendance, or behavioral difficulties, and in identifying strategies and programs that may assist the students. The school counselor shall establish student A-Team meetings as needed to address individual students' needs. A request to have an A-Team meeting should be made directly to the student's teacher, counselor or principal. Each team shall develop intervention strategies to assist the student. Such strategies may include changes in program placement or instructional methods, recommendation of supplemental educational services, parent involvement strategies, behavioral interventions, discipline, referrals to other agencies or resources, and/or other appropriate interventions.

Students Differently Aabled: The needs of students with disabilities are met through the general education program, special education, and 504 service plans. Section 504 of the Rehabilitation Act Students with disabilities who meet eligibility criteria under Section 504 are offered a service plan. The service plan is individually designed to eliminate discrimination based on the student's disability, and offers reasonable accommodation to the general education program.

DESCRIPTION

Clague Middle School is continuing implementation of a collaborative approach to delivering Special Education Services. Collaboration is based on the principle that each student represents a unique combination of abilities and educational needs and may require individual assistance at varying times in order to achieve success. Students eligible for Special Education services are provided support from Special Education teachers in the general education classroom. Team meetings with the school staff allow effective response to the diverse needs of students. Support staff is assigned specific responsibilities for students and work with those students throughout the school day. Special Education teachers, Speech & Language teacher, Social Worker and general education teachers work together to provide instruction appropriate to each child’s needs. Students are involved in their educational planning and are expected to share responsibility for accomplishment of goals.

An IEP establishes direct and/or indirect service time to be provided collaboratively so that the Special Education teacher can communicate with the many teachers interacting with the student during each school day or week. Specific accommodations may be written into the formal plan and are shared with the child’s teachers. Assistance is given to provide each student with strategies, workload adjustments, and reinforcement to build on individual strengths and promote successful learning.

In a collaborative approach, most special education students participate in general education classes for the full day. They are afforded a full range of elective class opportunities as well as access to all academic classes. In addition, Special Education staff is available during the school day to provide support for students individually or in small groups in a variety of ways. Support can be in the form of additional time for tests, reinforcement of concepts being learned, and assistance in problem solving, dealing with social or emotional issues, or making necessary accommodations in assignments or program.

English Language Learners: Students whose primary language is not English may require specialized instruction. The Ann Arbor Public School District offers a program to teach the English language that includes listening, reading, writing and speaking. For more information on English Language Learner (ELL) program services please contact Mary-Margaret Cornish- District ELL Liaison cornish@aaaps.k12.mi.us or cornish@aaps.k12.mi.us.
Middle School Counselor
Comprehensive Guidance and Counseling Program

SCHOOL COUNSELOR PRIMARY FUNCTION The professional school counselor provides a comprehensive school-counseling program for students in the middle grades. The school counselor coordinates activities to address the needs of the students; consults and collaborates with teachers, staff, and parents/guardians to support student success; and supports other middle/junior school educational programs consistent with the school counselor management agreement.

DIRECT STUDENT SERVICES Implement the Middle School Counseling Core Curriculum: Conduct learning activities in the classroom based on the academic, career, and personal/social domains to facilitate the infusion of the school counseling core curriculum integrated into the total education curricula.

Provide Individual Student Planning activities: Provide orientation activities for students new to the school; participate in orientation programs for parents/guardians and students; inform students and their parents/guardians of test results and their implication for educational planning; provide resources and information to assist students in the development of the state-mandated Education Development Plan (EDP); assist students in the transition from middle/junior high school to high school; provide resources and information to assist in career exploration activities.

Provide Responsive Services by facilitating small groups and counseling individual students with specific needs, and providing crisis response services: Conduct structured, goal-oriented counseling sessions to meet the identified needs of individuals or groups of students. Session topics at the middle/junior high school level may include self-concept development, academic concerns, behavior problems, social skills, peer relationships, family concerns, grief and loss issues, child abuse, substance abuse, depression/suicide, sexuality, etc.

INDIRECT STUDENT SERVICES Consult and collaborate with teachers, staff, and parents/guardians regarding the developmental needs of students: Participate in building level child study teams; facilitate conferences with teachers, students, parents/guardians; assist other school staff in the placement of students; and assist families in addressing school-related issues.

Refer students, as needed, to district and community resources in consultation with their parents/guardians: Consult and coordinate the referral process with district personnel including school psychologist, social workers, nurses, administrators and community resources.

PROGRAM PLANNING AND SCHOOL SUPPORT Provide Program Management and Operations: Manage time to insure delivery of a comprehensive and balanced school-counseling program.

Professional Development: Implement a plan for professional development.

Data Analysis: Demonstrate accountability through the use of student achievement and achievement-related data for program modification and continuous improvement.

Fair-Share Responsibilities: Participate in school improvement initiatives, supporting other school programs, and accepting fair- share responsibilities (those duties expected of all staff members).

CLAGUE FACTS
Clague Colors: Blue and Green
Mascot: Craig The Cougar
Clague’s Feeder Schools: King, Logan, Thurston, and students from all over the world
High Schools: Clague students attend both Huron and Skyline High School. Some students elect to go to Community High or Pioneer High School.
CLAGUE PARENT HANDBOOK
Clague.a2schools.org

Attendance and Absences: All absences from school must be called into the Attendance number by a parent or guardian at 994-1982 by 9:00AM. When calling, please leave your name, student’s name, date, time of day and the reason for being absent. If the Attendance Office does not receive a call regarding a student’s absence, a verification phone call will be made by the Attendance Office Secretary. If you are unable to call the school, you must send a signed note stating the reason for the absence. For absences longer than two days, you may call the Blue House Office and request homework assignments.

Transportation:
Students are provided transportation based upon the district guidelines. AATA buses stop close to the building as well. Only students with bus privileges may ride AAPS buses.

Bus Transportation Rules:
1) Observe same conduct as classroom.
2) Be courteous, use no profane language.
3) Do not eat or drink on the bus.
4) Keep the bus clean.
5) Cooperate with the bus driver.
6) Do not spit.
7) Do not throw items out windows.
8) Do not be destructive.
9) Stay in your seat.
10) Keep head, hands & feet in the bus.
11) Bus driver is authorized to assign seats.

Students who do not comply will lose bus privileges.

Late Buses: At this time, the decision on late buses has not been made. We hope they will continue to run on Monday, Tuesday, and Thursday. The bus drop off at more locations than regular buses is expected to take a longer ride. Only students who participated that day in school sponsored activities are allowed to ride the late bus. No exceptions.

Sharing a Friend’s Bus: Students who wish to take another bus after school MUST have a written note from a parent which includes: current date, child’s full name, name of friend and bus number that the child will take for the day, parent phone number, and parent signature. Students NOT allowed to call home during the day to make arrangements and notes MUST be dropped off in the main office before school or during first hour. Principals will review the note and give final approval. If request is not approved, students will call home.

After-School Activities/ Athletics: Students are encouraged to participate in the after-school activities and athletics. Athletic and club start-up dates are announced for two weeks before they begin. Parents can go onto the Clague Website and read what is stated in the daily announcements each day. There is NO SUPERVISION for students who are not involved in a specific club or sport activities.

Breakfast & Lunch Options: MyPaymentsPlus provides an easy to use, efficient way to make payments quickly and securely anytime using a simple internet connection. New to MyPaymentsPlus? Visit http://www.mypaymentsplus.com/ to register. You’ll need your student’s 6 digit student ID number to register — please contact us if you need that information. Students are expected to bring a bag lunch or to utilize the services of our lunch provider Chartwells. Forgotten lunches may be brought to the Blue House office. No deliveries are permitted. For food safety reasons, unclaimed lunches will be discarded at the end of the school day. Please do not send lunches with glass bottles, soda, energy drinks or plastic/paper cups with snap on tops. We do not accept deliveries from restaurants for student lunches. The district has a continuing policy of providing free or reduced priced lunches to students whose parents qualify for the program. Application forms are available in the school office.

Musical Instruments: Students are expected to provide their own musical instruments except for those
instruments, which the district deems too large or expensive for families to acquire. These instruments will be provided by the school and include: viola, cello, string bass, oboe, bassoon, bass clarinet, tenor and baritone saxophone, French horn, baritone, tuba, and large percussion. Instruments students need to provide include: violin, flute, clarinet, alto saxophone, cornet, trumpet, trombone, percussion sticks and mallets. Band and Orchestra teachers have information on purchasing these instruments. For those students who qualify for free or reduced price lunch, the district maintains a limited inventory of these smaller instruments for free use. Parents or guardians and students must sign a guarantee card accepting responsibility for accidental damage or loss. Contact the Band or Orchestra teacher.

**Pre-Planned Educational Vacations:** Request forms are available in each House Office and should be signed by a principal five (5) days in advance. The student’s teachers will also sign the request form.

**PowerSchool:** Teachers maintain student grades in an online system called PowerSchool. Students and parents can log into the system with an issued ID to view grades and assignment status. PowerSchool is updated weekly.

**Purpose of Clague’s Academic Grading Philosophy:**

- Report achievement distinctly to communicate more clearly about learning.
- Focus instruction on key rigorous learning goals.
- Provide feedback to students based on learning goals.
- Build assessments based on reporting topics and with greater rigor.
- Support differentiated timelines for learning.
- Make assessments more formative.

**Assessment Literacy** refers to the teaching practice of using multiple types of assessment to provide feedback to students in order to improve their learning. The Assessment Literacy Model focuses on how teachers figure out what students know, what students need to know, and how to teach strategies that help students meet the learning targets.

**Learning Targets** are student friendly statements that are derived from the state and national standards. They are clearly communicated to the students and serve as the basis for all assessments. Students will be assessed regularly on their understanding of each learning target.

**Test Retake** is an opportunity for students to show that they have met the learning targets. Each teacher will communicate the parameters for test retake opportunities to the students. Once the student shows he/she has met the learning target, the score is changed in PowerSchool to reflect his/her achievement.

**Late Work** assignments that are turned in beyond the deadline will receive full credit after the student completes the *Late Work Form* and turns the form in with the late assignment. An "L" will appear next to the assignment in PowerSchool.

**Summative Assessments** - are assessments (tests) that measure a student’s learning at the end of a certain time period such as the end of a unit. Summative assessments serve as a summary of a student’s ability to meet the learning targets. These assessments appear in PowerSchool and count towards the student’s final grade in the class. Students, who do not meet the learning targets featured on the summative assessment, will be able to retake the assessment on a later date as communicated by the teacher.

**Formative Assessments** - are practice assignments for students to complete as they learn the targets. These assignments help teachers and students know what the student knows and what the student needs to learn in order to be prepared for the summative assessment. This type of assessment may be entered in PowerSchool but they will not count towards the student’s final grade.

**Rubric of Quality** is a tool that describes in writing the quality of work that is expected for a student to meet the learning targets. It helps the student know what is expected. Rubrics also provide feedback to the student on how to improve.

**Final Grade** - a letter that indicates the current level of progress a student has made in regards to meeting the learning targets.
Homework is a necessary part of each student's educational program. It is an important way of developing study habits. Homework should extend the understanding of a class, reflect on what has been learned, provide an application of the learning, and make preparation for the work that will follow. Homework per grade level guidelines:

- Grade 6th = 60 minutes
- Grade 7th = 70 minutes
- Grade 8th = 80 minutes

Make-up work should be done immediately after an absence.

Interim Reports are available in PowerSchool midway through each marking period. Grade Reports are also available in PowerSchool at the end of each academic quarter. These dates are listed on our school website calendar.

Report Cards: Parents may access student grades and attendance through the online PowerSchool student information system throughout the year. Hard copies of report cards will be available to view online at the end of each quarter. The final grade card of the year will be mailed home to parents.

Supplies: All textbooks, Agenda Planners, and materials are provided to the students free of charge. There are no fees or assessments in Ann Arbor middle schools. A teacher may have recommendations for additional materials that will help with organization, study, and lesson preparations. The student may be asked to bring something for a special project. For questions, contact the teacher.

Tardiness: If a student arrives late to school, he/she must stop at the Blue House Office and sign in before proceeding to his/her classroom. A tardy student should arrive with a note or parents can call the school to notify the Blue House secretary of the problem. Unexcused tardiness will result in a referral and assigned detention.

Textbooks are issued to each student free of charge for the school year. At the end of the year, the same book, which was issued, must be returned in good condition. If a book is lost, stolen, or damaged, the student will be assessed a replacement fee.

IN CASE OF AN EMERGENCY

Bad Weather can happen on short notice. When the weather is poor, the Ann Arbor Public Schools will notify families through the School Messenger, local radio stations 1600 AM, 1050 AM, 91.7 FM, 1290 AM, 89.1 FM, 760 AM. Listen to one of these stations regarding school cancellation. Cancellation of public school bus service will affect all public school buses all day. If buses run in the morning, they will transport students home. Emergency school closings will also be posted on the Clague and AAPS district web page and a school messenger will be sent to the contact/s we have on file. If school is closed due to bad weather all scheduled evening activities will also be cancelled. Every attempt will be made to reschedule them.

Tornadoes: The Civil Defense Office notifies all schools by radio if there is a Tornado Watch. We will be alerted immediately if there is a Tornado Warning. Students will be taken to protected areas. If a Warning condition exists at the end of the school day, students will be kept in the school building. They may leave in a Tornado Watch but after-school activities are canceled.

Fire and Severe Weather Drills: are conducted at regular intervals. It is essential that when the first signal is given, everyone promptly clear the building by the prescribed route. The teacher in each
classroom will give students instructions on how to exit. All students are expected to remain quiet during a fire, storm, or drill.

**ALICE Safety Drills:** A.L.I.C.E is an acronym that stands for Alert, Lockdown, Inform, Counter and Evacuate. It is a series of responses that is meant to keep students and staff safe. A.L.I.C.E teaches options. It does not rely on one individual approach in order to keep our students safe. It allows teachers and student to assess the situation and follow a response plan that offers a range of options.

**Emergency Numbers:** Are required for each student. A current home, work and emergency number must be on file for each student. Please update this information IMMEDIATELY when changes occur. Students cannot participate in sports, clubs or other school activities until this emergency card is on file. The card allows us to take emergency action if a student is hurt and parent or designee cannot be reached.

**MESSAGES AND DELIVERIES TO STUDENTS:** MESSAGES AND OTHER ITEMS CANNOT BE DELIVERED TO STUDENTS. By delivering messages and other items to the students during class time, the learning process is disrupted, thereby causing inconvenience and disruption to both the teachers and the students. Please coordinate all appointments at home, and if any uncertainty exists, the student should contact the parents (using a school phone) during a free moment. Any items for your child may be left in the Blue House office.

**Health Care & Illness During School:** The Clinic is located in the Main Office and the Blue House attendance Office. There is a registered nurse available on a limited schedule. If your child becomes ill during the school day, we will notify you by telephone. If your child is too ill to remain in school you will be called to pick up your child. When you pick up an ill child please go to the Blue House Office to sign out your child at school. All medications must be delivered to the nurse or Blue House Office Secretary for review and distribution with the proper form filled out by a doctor. Medications cannot be administered without a doctor’s note. This includes over the counter as well as prescription medication.

**IMPORTANT INFORMATION**

**5K Fun Run (Spring):** The course loops through Orchard Hills Subdivision. Staff and volunteers will walk with students, supervise the course and provide water. If students choose not to participate in the race, they will be assigned to a group to complete a community service project during the race time. Parents are invited to run as well.

**A2 Unified Day:** A celebration of the work throughout the district focused on bringing peer to peer opportunities to our students with disabilities, to build meaningful relationships, honor diversity, and showcase athletic skills. Unified Sports pairs one student with a disability with one general education peer.

**Ability Awareness (Sixth grade only)** Clague students will participate in the annual "Ability Awareness Activity (6th grade only) The Program is designed to provide empathetic understanding to help students relate to how difficult and complex living can be for individuals with "Diverse Abilities" or needs.

**Ashley Clague Leaders & Service Core (ACLSC):** There’s nothing better than giving back to your community! Clague Middle School was named in honor of Ashley H. Clague. In honor of Mr. Clague we established the Ashley Clague Leaders and Service Core. This project encourages collaboration between Clague middle school students, and our local, national and global communities. Through this program we promote service learning, leadership, community involvement and global citizenship. Students learn the importance of servant leadership and its impact on social change and healthy communities. Did you know our school namesake Ashley H. Clague moved to the City of Ann Arbor with nineteen cents in his pocket? Students interested in developing a service project are encouraged to complete a project proposal (can be found in the main office or see Mr. Carter). All projects must be approved by administration. Assemblies: All students are invited to participate in school assemblies and musical events. Students are asked to follow these expectations: Leave books/personal items in the classroom, be seated quickly, remain seated and enjoy the performance. We ask students for respectful behavior throughout performances.
Beach Volleyball: Annual Beach ball Volleyball Tournament. Games will begin the first week of February. Each year grade level advisory classes compete in a friendly competition for a chance to play in the final game versus the teachers. Playing the games with a beach ball means everyone can play. All advisories play a minimum of 3 games in the tournament. This wintertime activity promotes our Project Healthy Schools goal of encouraging all students to be physically active. The tournament is a highlight of the year with bragging rights by the winning advisory continuing into the next school year.

Bicycles: MUST be walked on school property. Always ride on the bike path. All bikes must be locked in the Clague bike racks for safety. Students should wear bike safety helmets.

Block Out Cancer Relay For Mott (Fall): Staff and volunteers will walk with students, supervise the walking/running course. Activities and field events include tug of war, sack races and frisbee baseball stations.

Career Day (Seventh & Eighth Grade Only): Students learn about many different careers, so knowledge of personal characteristics, interests, aptitudes, and skills; awareness of and respect for the diversity of the world of work; understanding of the relationship between school performance and future choice; and development of a positive attitude toward work.

Clague Week Of Service: In honor of Earth Day each year Clague students engage in a day of service activity held during the third week of April. Each Advisory class participates in cleaning/sprucing up an area of the Clague campus during the week. This is a very important activity as it helps the students develop a sense of ownership and responsibility toward our school and grounds. Plus the school looks really great when the work is done.

Common Sense Digital Citizenship: Clague Middle School had the honor of becoming one of the first Commonsense Media Digital Citizenship Certified schools in the Ann Arbor Public School District. As educators know, technology brings not only tremendous opportunities for learning into the classroom but also presents many challenges. The Commonsense Media curriculum (commonsensemedia.org) provides students with skills they need to be respectful, responsible and safe online through interactive instruction. Clague became a certified school for the 2015-2016 for our school's dedication to teaching young people how to be safe, responsible digital citizens.

Constitution Day: Area lawyers to visit sixth, seventh, and eighth grade classes to speak about various Constitutional amendments as follows: 6th grade: Sixth Amendment, right to an impartial jury in a criminal matter 7th grade: First Amendment 8th grade: Fourteenth Amendment, equal protection under the law. Presenters will introduce the amendments and then facilitate interactive simulations to demonstrate the real-world significance of these amendments.

Cougar Trail: The mission was to build a walking/running path around the perimeter of the existing athletic fields at Clague Middle School for use by students, neighbors, and the northeast Ann Arbor community at large. A PTSO committee was established to oversee, solicit, gather and collect funds in the form of grants and donations. The Cougar Trail speaks directly to the Clague and PTSO goals of wellness and community. As a Project Healthy School pilot school the Clague community continues to work directly with the wellness community in Ann Arbor to improve the health of the community through promoting active lifestyles. In 2012, the Clague PTSO voted to designate funds toward this worthwhile project. In the spring of 2016 with the support of the Ann Arbor Public Schools the Cougar Trail was completed.

Courtyard Project: The mission is to transform the inner courtyard of Clague Middle School into a usable space including potentially a native plant garden, outdoor classroom, and memorial garden. In Fall, 2014, the Clague PTSO voted to allocate funds from generous parent donations for Phase One of the Courtyard Project. We contracted Mary Berry’s Gardening of Ypsilanti to clear out the courtyard. The choice of this firm was wonderfully serendipitous, as Mary Berry and her business partner are both former Clague parents. This beautiful courtyard area, packed with potential, has been untended and off-limits to all for several years, in part because of the proliferation of poison ivy. Phase One is now complete, and we are soliciting ideas from science and other Clague teachers, interested parents, including future Clague parents, local gardeners and landscapers, and others who have a stake in continuing Clague’s well-earned “Green School”status and creating a legacy for the next generation of Clague students. We especially welcome individuals with experience in garden design, outdoor/“green” education at the middle
school level, and, of course, grant-writing and fundraising.

**Curriculum Night:** Our music department are requesting that 6th Grade families early to meet with their respective music teachers (Band, Orchestra, Choir) from 6:15-6:25. Please be onsite by 6:00PM. We are looking forward to meeting with all Clague families for Curriculum Night on during the second Thursday of September. Please arrive by 6:15 so that the classroom rotations may begin promptly at 6:30. Parking is always challenging during school wide events so please plan accordingly. This evening is designated to talk about the school year and what is taught at school. We want every family at Clague to come that night. The evening will begin in your child's classroom. Parents will use an abbreviated "school day," by following their student's schedule to visit classrooms. Announcements over the PA will signal movement to the next period.

**Field Trips:** are considered a part of the total school program. Prior to a trip, each student must bring a signed permission slip from a parent or guardian. Per School Board Policy, students who do not return the permission form may NOT participate in the activity. In most cases, school buses are used for field trips. School behavioral expectations apply to all Field Trips.

**Fun Nights:** are sponsored by our PTSO and clubs for Clague students only, and are held during the school year from 6:00 to 8:00 p.m. Students will be admitted no later than 6:10PM and must stay until the end. Activities include basketball, board games, food and dancing. There is an admission fee and refreshments can be purchased. The profits support student activities. Students must arrive at their designated classroom before attending. Proper conduct is expected, and school rules apply. Students must be picked up promptly at 8:00 p.m. Students who are picked up after 8:15PM will not be invited to the next Fun Night.

**Great American Fundraiser:** Clague's primary all-school fundraiser has expanded to include Clague or Team Tumbler and Cookie Dough sales along with magazine sales. The school fundraiser begins on September. Students may turn in order until date TBD. Orders may be placed with an order form or may be done online. Profits are used to help fund field trips, Washington D.C. scholarships, student assemblies, and end of the year activities. Look for the student packet to come with students.

**Green Schools Status “Evergreen”**: To earn a Michigan Green School designation, schools must do at least 2 activities in each of the four categories listed below and have their application approved by their county coordinator. These new categories and activities will go into effect on July 1, 2009 pending approval by the Michigan Legislature. Category I: Reduce /Reuse/ Recycle / Use of Renewable Resources at School, Category II: Energy, Category III: Environment, Category IV: Miscellaneous Projects.

**Harmony Week:** Harmony Week represents a week for our school to reflect on, and celebrate Dr. Martin Luther King’s legacy of Social Justice and his success to move our country closer to a racially harmonious nation and society built on a rich diversity of culture and heritage. Harmony week students are encouraged to participate in activities that exemplify Dr. King’s courageous leadership and vision of a more inclusive world. Our goal is to teach students the importance of maintaining racial and religious harmony in our multicultural and multiethnic society. Their participation in the Culture Box/Bag project digital activity will provide students with the opportunity to share their respective traditional foods; customs, celebrations and artifacts. We will challenge students to engage in conversations and be open to multiple perspectives as we live out the meaning of Dr. King’s legacy. During Harmony Week, we will begin a process that will help us better understand prejudice and racism, to take pride in our own cultural identity, and how we as individuals can impact our community.

**Hour of Code...** This month our Hour of Code event with every student participating in writing computer code. “The Hour of Code is a global movement reaching tens of millions of students in 180+ countries.” It promotes Science, Technology, English and Math skills (S.T.E.M.) skills and inspires students to learn how code works, developing students' computational and critical thinking. Check out the Clague Media Center website for details.

**Mandatory State Student Assessments:** M-STEP Michigan Student Test of Educational Progress. That State Student Assessment window is in the spring. Each grade has a three week testing window beginning after Spring break. Detailed information and grade specific information is available on line at the Michigan Department of Education website.
Mix It Up Day: A national campaign launched by Teaching Tolerance over a decade ago, Mix It Up at Lunch Day encourages students to identify, question and cross social boundaries. In surveys, students have identified the cafeteria as the place where divisions are most clearly drawn. So one day in October we ask students to move out of their comfort zones and connect with someone new over lunch. It’s a simple act with profound implications. Studies have shown that interactions across group lines can help reduce prejudice. When students interact with those who are different from them, biases and misperceptions can fall away.

NAAPID: Is held the second Monday of February. **ALL parents are invited to participate in these programs and visit your child's classroom.** Of course you are always welcome to visit Clague any school day. When you spend time at the school volunteering or visiting and checking PowerSchool weekly, you send a powerful message to children that they and their education are important.

National Bullying Prevention Month: Every October, schools and organizations across the country join STOMP Out Bullying™ in observing National Bullying Prevention Month. The goal: encourage communities to work together to stop bullying and cyberbullying by increasing awareness of the prevalence and impact of bullying on all children of all ages. We will continue to spend time on reviewing this ever-important topic. Daily announcements to support this work will continue throughout the school year.

Project Healthy Schools Initiative: Ten lessons are presented once a week and are taught by community volunteers with the assistance of Clague advisory teachers. Lessons include topics about healthy eating and physical activity. The goal of the lessons is to have students eat more fruits and vegetables, eat less fast and fatty foods, choose better beverages and spend less mindless time in front of a screen. Our Healthy Schools committee promotes healthy choices at all of our school events. We want students to have experiences that they will carry on throughout their lives. Our activities always include fun, physical activities and messages about eating well and avoiding unhealthy choices like tobacco. The Healthy Schools committee decided we wanted a dedicated Fall event and teamed with the American Cancer Society about 6 years ago to host a Recess Relay. Years ago, we considered the fact that we have had students use Mott Children’s Hospital resources as they were fighting cancer while at Clague and some who were diagnosed before or after their time here who also benefited from Mott. The team decided to give our event a local connection.

Student Count Day: Each year there are two official count days where we report to the State of Michigan our student enrollment. October and February will be an official count day. Please help students be on time and remain in school all day. If for some reason you need to take your child out of school be sure to contact the Blue House Office to excuse them.

Walk Bike to School Day: International Walk to School Day is a global event that involves communities from more than 40 countries walking and biking to school on the same day. It began in 1997 as a one-day event. Over time, this event has become part of a movement for year-round safe routes to school and a celebration – with record breaking participation – each October. Today, thousands of schools across America – from all 50 states, the District of Columbia, and Puerto Rico – participate every October.

Lost and Found is located in the Main Office. PLEASE claim lost items. Items unclaimed are periodically donated to a local charity.

Cafeteria: Lunch is served in the cafeteria. Students may bring lunch from home or purchase a hot/cold lunch. Many a la carte items are offered daily. Free and reduced lunches are available for students from families who qualify under federal guidelines. An application needs to be completed for free/reduced lunch every year. Breakfast is available from 7:56 AM-8:05 AM.

Lunchroom Rules:
1) Be on time to lunch
2) Sit in your own place
3) Stay seated unless getting lunch or throwing away trash
4) Respect lunchroom supervisors
5) Do not throw food
6) Speak in a normal voice
7) Students must eat before going outside
8) No food or drink may be taken from the cafeteria

Lockers are provided for each student near their advisory class. PE locker rooms have lockers for student use. Students supply the lock for PE lockers. Lockers are the property of the school. They may be searched at any time for any reason.

Students should not share their locker combinations. Students are asked to respectfully handle their locker and keep all their personal items locked up at all times.

Student Planners are provided to assist all members of the Clague Middle School community to better understand our school and our expectations. I encourage everyone to read the information in this planner to become familiar with our school. Students will be expected to have this planner with them during school hours throughout the year. It is an excellent organizational tool. If you have any questions regarding the information contained in this planner. Our students’ education is important to everyone at Clague Middle School. Middle level education can be a challenging time. Ten to fifteen year olds are undergoing the most rapid intellectual and developmental changes of their lives. We are prepared to do all we can to assist students in learning and achieving success and have this be among the best years of schooling and growth.

Student Recognition: Students are recognized for their positive contributions to our community in a variety of ways throughout the school year. These recognitions include: • Honor Roll/Academic Achievement Wall • Student/s of the Week • Cougar Pins • Cougar Pride Tickets • Most Improved • Lunch in the Perks Room

Parent – School Communication: It is our experience that students do best when the communication between home and school is timely and consistent. Communication among parents, teachers, and school personnel is essential to a successful educational program. Routine communications include school, PTSO E-Notes, monthly Principal update, parent-teacher conferences, report cards, school meetings with classroom teachers, and school visits. Other communication are notes in student agenda books, emails, and phone calls. Parent concerns should FIRST be addressed with the student’s teacher. A team approach between home and school is the most effective way to support your child. The next level is your child’s guidance counselor and finally the administration.

Parent Concerns/Complaints 1. Parent complaints regarding classroom activities or procedures should be directed initially to the classroom teacher. Usually, the classroom teacher is in the best position to provide information or work directly with parents in order to resolve problems and concerns. 2. If the parent elects to bring a complaint initially to the attention of the principal, the principal will be expected to make the complaint known to the teacher and to encourage the parent and teacher to meet in order to resolve the problem. If the principal determines that this will not result in an appropriate solution to the problem presented, he/she will make every effort to personally resolve the problem.

School Messenger: The School Messenger keeps parents apprised of upcoming events. The SchoolMessenger system will be used to send emergency and non-emergency messages to faculty, staff, and parents/guardians. Messages will be sent as phone calls and or emails. Parent and guardian information is updated in the SchoolMessenger system automatically every night. The information for the updates comes directly from the district's student information system, Powerschool. Imported data for each parent/guardian includes home phone number, cell phone number, and email address. You will receive a “Principal Update” each month.

Parent Teacher Conferences: Two times during the school year fall and spring have been set aside for
parent-teacher-student conferences. Parents will meet with teachers and/or advisors to discuss progress, grades, etc. During arena-style conferences, parents or guardians have the opportunity to meet with individual teachers of their choice. Parents may take the time to meet with all teachers. No pre-arrangements will be required, but you may need to wait in line to meet with one of your child's teachers. Teachers will be available in multiple locations. If you would like to speak with a teacher at any other time, please feel free to contact him/her via email or leaving a voicemail message for that teacher. On our website, click on OUR SCHOOL then on Staff Directory for contact information. Email is the most effective way to contact someone. Please don’t wait until conferences if you have a concern.

Media Center is located on the first floor. It is a center of activity during the day, where students can check out books and do reference work. Computers are available.

Passes & Internet Access Approval: Agenda Planners contain a page for hall passes. Students are required to have a hall pass at all times when they are in the hallway. Students may use the internet only if parents have signed a Computer Use Policy Form.

Physical Education: The PE Department provides an opportunity for students to participate in a wide variety of team sports, individual activities and swimming. Personal fitness through daily conditioning activities is promoted. Students are encouraged to develop a plan to maintain a high level of fitness throughout their lives.

Physical Education Dress Requirements: Shirt, shorts, sweats; swimsuit and athletic shoes are to be kept in the gym lockers. Students may not wear school clothes in gym class.

Pay To Participate: Middle School: There is an annual fee of $150 for each student which includes all five sports seasons. [Link]

Sports: Intramurals - The Intramural program is designed to give 6th grade students a sport experience. Basic skills and good sportsmanship are stressed. The culminating activities for each sport are designed to give each competitor a chance to challenge themselves by meeting with students from other middle schools from TBD yearly. Physicals are required; a permission slip will be sent home on the first day of practice.

Sports: Interscholastics - The Interscholastic program is for 7th and 8th graders only. Players are expected to be at all practices and games. Most sports will have two competitions per week after three weeks of practice. Strategy, skills, team play and good sportsmanship are stressed. All athletes must be academically eligible and must have an Honor Level 1 or 2 status each week to participate in Interscholastic Sports (passing all academic class). The Sports seasons and offerings will be announced at the beginning of school and posted on the school website and through daily announcements. We recommend you obtain your physicals before school starts. You will need a sport physical and a signed parent permission slip.

Visitors to the Building: Parents/guardians are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance so the building principal can set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the office to sign in. Friends of students may not be brought to school as visitors.

Skateboards & Rollerblades are NOT permitted on school grounds at anytime. If a student brings a skateboard, rollerblades or Ripstik to school a parent will be called to pick the item up. Our school will not be responsible for these items.

Cell phone/ Electronic Devices/ School Telephone Policy: The Blue House Office phone may be used with permission from a teacher or administrator. Except with prior consent for health reasons, all electronic devices shall be turned off during school hours including, but not limited to, cellular/digital telephones for voice usage, digital imaging, or text messaging or other mobile communication devices.
Students bring these devices at their own risk. The school will not be responsible for lost or stolen electronic devices and cell phones. Confiscated phones/electronic devices will be returned at the end of the day for a first offense. Parents will be notified for continued offenses and will be asked to pick up the item from an administrator.

SAFETY AND BEHAVIORAL EXPECTATIONS

Expectations for School Dress: Students are expected to dress appropriately for school. Any clothing or accessories that are considered dangerous, disruptive or potentially dangerous or disruptive to the learning environment are prohibited. Students are not allowed to wear chains as jewelry, as a fashion statement, or to hold wallets since there is a possibility that they may inadvertently cause injury or be used inappropriately. Gang symbols may not be displayed and clothing that depicts alcohol or drugs may not be worn. Hats, coats and backpacks must be left in lockers during the school day. On colder days, sweaters, sweatshirts and fleece tops may be needed for students to be comfortable in all areas of the school. Undergarments should not be visible. Drooping pants are not permitted and underwear should not be visible. We ask that parents assist their child in making good decisions about appropriate school attire for academic success.

Appropriate Dress Reminder... At Clague we have reminded our team to be cautious as to how we respond to our students and reiterated that our aim is to promote a culture of respect. We will be sure to avoid making value judgement or statements as it relates to attire. Parents you can assist by dialoguing with your children around this topic and emphasize school appropriate attire versus the draconian narrative about a dress code. Mr. Carter loves to wear athletic wear outside of his principal obligations however in the workplace he aims to promote a culture of scholarship and respect. We recognize the number of real dilemmas and opportunities of our society. We understand that when we do not challenge systemic bias, racial, and gender inequities, we inherently promote them. We will continue the business of teaching and learning and adjust accordingly. Clague staff will emphasize appropriate dress. When addressing a student about the appropriateness of her/his dress and this will be done privately and discreetly.

Harassment/Bullying: Clague has “No Tolerance” for any type of harassment including gender, sexual orientation, racial, ethnic or religious. Bullying will not be tolerated. Students who engage in bullying will be disciplined according to the Rights & Responsibility Handbook http://www.a2schools.org/domain/2464, Students should report bullying incidents to adults immediately. A student should report incidents of harassment to the counselors, staff or administration with any supportive evidence that is available by writing a student statement. The principal will examine the evidence and, if merited, speak directly to the person alleged to have harassed the complainant.

Lunch and After School Detentions are expected to be served when they are scheduled. If a detention needs to be rescheduled, a parent/guardian of the student is asked to notify an administrator and the detention will be rescheduled. Detentions are served after school. There is an after school bus available to bus students Mondays, Tuesdays and Thursdays from 3-4:00 P.M.

Positive Behavior Support (PBIS) : Positive Behavior Support is a school-wide system of behavior expectations that include the establishment of clear and consistent school expectations for behavior, a comprehensive plan for teaching and reinforcing those expectations, a system of predictable consequences and a system for positive student recognition when the expectations are met. The staff as Clague Middle School has adopted Be Responsible, Be Respectful, Be Safe & Caring as the overarching expectations for the school. Students and staff developed a detailed behavior expectation matrix that shows the expected behaviors in each location of the building. (see Behavioral Expectations Matrix). The system Clague uses for Positive Behavior Supports is called the Honor Level System. In this system, failure to meet the behavioral expectations may result in a violation of expectation (VOE) slip. If a student received this VOE, it will be entered into our database. The student will be assigned a consequence based on the, severity and frequency of VOE’s within a 14-day period. The student will be notified of their consequence and they will have seven days to schedule and serve the fulfillment of their consequences.

Honor Level One students will be randomly selected for rewards. Examples include drawings for school spirit clothing and accessories, free admission to fun nights, and food items. Students who are on Honor
Level Three and Four will be excluded from ALL co-curricular and athletic activities. Every 14 days, students have the opportunity to reach Honor Level One status.

Everyone has a right to feel safe. Make good decisions and make Clague a positive learning community. Thank you for making Clague a GREAT PLACE TO LEARN!
Clague
“A Caring and Cooperative Community”

Classrooms

Be Respectful
Use appropriate & positive language
Listen to the teacher and your peers when they are speaking
Wait your turn to speak
Do not touch other people’s property
Be open minded of other people’s ideas and opinions
Value others personal space
Enter quietly
Use appropriate volume
Listen attentively to morning announcements

Be Responsible
Come to class prepared with materials
Follow all staff directives the first time given
Take care of your personal belongings & clean up after yourself
Complete & turn in work on time
Give your best effort
Ask questions/for help when needed
Participate in class discussions
Return borrowed items on time

Be Safe
Keep hands, feet, & objects to self
Keep open areas clear
Keep backpacks in locker
Push chairs in
Keep passwords private

Be Caring
Get to know your classmates
Work cooperatively with all peers
Be helpful - assist students who need help
Recognize the strengths of each student
Bathrooms

Be Respectful
Honor the privacy of others
Clean up after yourself
Flush the toilet
Do not write on walls, mirrors, stalls, etc.

Be Responsible
Clean up after yourself
Report bathroom damage to an adult
Get in and out as quickly as possible (do not go in to socialize)
Alert office of missing supplies (toilet paper, soap) or needed cleaning
Report inappropriate behavior

Be Safe
Keep hands, feet, & objects to self
Wash hands with soap
Report bullying behavior
Do not spray perfumed deodorant/body spray (Axe)

Be Caring
Leave the room clean for the next person
Tell an adult when you come upon a student that is upset
Cafeteria

Be Respectful
Use appropriate & positive language
Follow all staff directives the first time given, without talking back
   Keep voice at conversational level
When joining the lunch line, go to the end of the line

Be Responsible
Keep all food in the cafeteria
Clean up after yourself
Follow all staff directives the first time given, without talking back
   Remain seated and stay at your table until you are dismissed
   Ask permission to leave the cafeteria for any reason
   Remain in designated lunch break areas only

Be Safe
Keep hands, feet, & objects to self (no throwing food)
   Clean up spills
   Report bullying behavior
Line up in single-file line to get your lunch,
   keeping voice conversational level

Be Caring
Invite students to sit with you
Remind your friends to clean up after themselves
Be positive, do not laugh at or make fun of others
Clague
“A Caring and Cooperative Community”

Hallways

Be Respectful
Walk quietly
Do not touch or deface hallway displays
Thank someone holds the door for you
Respond to greetings
Keep food and drinks (except water) out of hallways
Use appropriate and positive language

Be Responsible
Walk
Keep voice level conversational
Keep moving, do not block the hall
Get to class on time
Respect other’s privacy and feelings (don’t gossip)
Respect lockers & school property

Be Safe
Keep hands, feet, & objects to self
Walk on the right-hand side of the hallway
Report adults without badges or visitor passes to a known adult
Clean up or report spills/trash
Keep locker combinations private
Report bullying behavior
Go through right-hand door
Heroes in the Hallway

Be Caring
Greet others and respond to greetings
Hold the door for those on crutches, in wheelchairs, or with full hands
Help someone who has dropped things
Practice random acts of kindness
Media Center

Be Respectful
Use appropriate & positive language
Listen to the teacher and your peers when they are speaking
Wait your turn to speak
Do not touch other people’s property
Be open minded of other people’s ideas and opinions
Value others personal space
Enter quietly
Use appropriate volume
Listen attentively to morning announcements

Be Responsible
Come to class prepared with materials
Follow all staff directives the first time given
Take care of your personal belongings & clean up after yourself
Complete & turn in work on time
Give your best effort
Ask questions/for help when needed
Participate in class discussions
Return borrowed items on time

Be Safe
Keep hands, feet, & objects to self
Keep open areas clear
Keep backpacks in locker
Push chairs in
Keep passwords private

Be Caring
Get to know your classmates
Work cooperatively with all peers
Be helpful - assist students who need help
Recognize the strengths of each student
Conflict/Problem Solving

Be Respectful
Use appropriate & positive language
Remain calm
Listen to the other person until they are finished
Give the other person the opportunity to tell their side

Be Responsible
If someone is in danger of hurting themselves, another, or destroying property tell an adult immediately
Be honest
Be willing to compromise
Be accountable for your actions
Use problem solving method (“Talking It Out”)

Be Safe
Keep hands, feet, & objects to self
Tell an adult if there is a problem that you cannot handle on your own
If someone is in danger of hurting themselves or another, or destroying property tell an adult immediately
If someone is being hurt tell an adult immediately
Report concerns confidentiality to claguehelp@gmail.com

Be Caring
Do not provoke someone who is already upset
Be considerate of those with special needs
Apologize
“Playing/kidding” is not an acceptable reason for making fun of someone or being aggressive
Do not antagonize
Assemblies

Be Respectful
Listen attentively, without talking
Use appropriate & positive language
Applaud, when appropriate
Sit quietly & still
Exit in orderly fashion
Bathroom/drinking fountain breaks either before or after

Be Responsible
Sit in your designated area
After the assembly, go directly to where you are instructed
Fill each seat in the row
Keep feet on the floor & quiet

Be Safe
Keep hands, feet, & objects to self
Remain seated until you are dismissed

Be Caring
Provide positive feedback and ask questions
if opportunity presents itself
Be open to new viewpoints & ideas
Office

Be Respectful
Walk in quietly
Greet the adults and ask politely for what you need
Wait quietly & patiently
Use please, thank you, excuse me
Stay out of individual offices unless invited in

Be Responsible
Be honest
Accept consequences without arguing
Report facts only
Do not repeat information overheard in office (don’t gossip)
Current hour teacher must supply a pass
If the counselor is not available, leave a note and return to class

Be Safe
Keep hands, feet, & objects to self
In an emergency contact the nearest adult
Be open minded to other people’s point of view when using conflict management

Be Caring
Respect privacy and confidentiality
Use the conflict resolution model to solve problems with others
# Violation of Expectations

<table>
<thead>
<tr>
<th><strong>Failed Expectation</strong></th>
<th>Demerits Assigned</th>
<th>List Preventative Interventions Used with student prior to incident</th>
<th>Date of Violation of Expectation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be on time to class (RESPONSIBLE)</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Come to class with all materials (RESPONSIBLE)</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Settle Conflicts appropriately (RESPECTFUL)</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use appropriate language (RESPECTFUL)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treat peers/staff/school property with respect (CARING)</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Follow Classroom Rules (SAFE)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intimidation, and/or Harassment (SAFE)</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Violation Requires Administrator Intervention</td>
<td>***</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Hour or Time of day: ___________   Staff Name: ____________________

Parent Notification: ☐ Name __________________________ Date _________ Time ___________

Phone Call: _____ Phone Message: ______ Email with return response by parent: ______________

Substitute Teacher? _____   ☐ Substitute Name: ______________

**Honor Level Points**

<table>
<thead>
<tr>
<th>Honor Level</th>
<th>Demerit Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>1 to 9</td>
</tr>
<tr>
<td>3</td>
<td>10 to 19</td>
</tr>
<tr>
<td>4</td>
<td>20+</td>
</tr>
</tbody>
</table>

25
Car Drop-off and Pick-up @ Main Entrance front loop

- Drop off near the entrance or near the exit of the circle drive only.
- Unload between the “Load/Unload” signs only.
- Drivers stay in cars.
- “Stop – Drop – Go Slowly”: Stop the vehicle, drop-off your children, & exit the loading/unloading area slowly. No standing or waiting in the circle drive.
- Children should exit the vehicle immediately upon stopping. If your child is not ready, you should exit the loading/unloading area to park or circle around and re-enter the unloading lane.
- Children exit on the passenger-side only and move directly to the sidewalk.
- Children should exit the load/unload lane by pulling forward. Backing-up the vehicle is a safety hazard and should be avoided.
- Drivers should allow exiting vehicles to pull forward and leave prior to entering the load/unload lane.

Bus Drop-off and Pick-up @ GYM SIDE of School

- Vehicles pull all the way forward into the Load/Unload area of the circle drive.
- Drivers and passengers must stay in their cars at all times. No parking! • Children use sidewalk(s) to approach vehicle.
- Children enter vehicle from the curbside only.
- Drivers should avoid backing up when exiting.
- As a vehicle leaves, all drivers should pull forward to allow additional vehicles to join the load area. • Additional vehicles may enter the Load/Unload area only as space permits.
- Drop-off or pick-up (Unloading or loading) occurs only in “drop-off zones.”
- “STOP – DROP – GO SLOWLY” is the idea when unloading in the morning.
- Load/Unload means stopping a vehicle for approximately 30 seconds to allow a passenger to exit or enter. Drivers should not exit their vehicle when loading or unloading.
- Parking is not permitted. Stopping and exiting your vehicle or stopping and waiting in the vehicle for greater than 1 minute is parking.

Please—do not exit your vehicle even for ”just a moment.”
- There is no stopping to load/unload or parking in the “load/unload” area of the circle drive.

TIPS FOR ALL MOTORISTS

Slow down and obey all traffic laws and speed limits. AAPD will be monitoring.
Red overhead flashing lights, possibly accompanied by an extended stop arm tell you the school bus is stopped to load or unload children. State law requires you to stop at least 20 feet from the front or rear of the school bus when red lights are flashing and not proceed until such school bus resumes motion, or until signalled by the school bus driver to proceed.

Be alert and ready to stop. Prepare to stop for a school bus when overhead yellow lights are flashing. Drive with caution if you see the yellow hazard warning lights are flashing on a moving or stopped bus. Watch for children walking in the street, especially where there are no sidewalks.

TIPS FOR PARENTS

Help your children learn and practice the safety rules for walking, bicycling, or riding in a passenger car, school bus or transit bus. Be a good role model, especially when you are with your kids. Always buckle up in the car, always wear a helmet when biking, and always follow pedestrian safety rules. Supervise young children walking or biking to school or as they wait at the school bus stop.

As always, thank you for following the Clague Traffic Safety Rules. If you have just begun to drive your child to school for the first time this year, please review the rules. If you have questions, please ask. We’ll do our very best to answer your questions. The speed limit on streets around Clague Middle School is 25 miles per
Clague Middle School
Pick Up & Drop Off Plan - Fall 2018

- Bus drop off and pick up location
- Car drop off and pick up location
  Only drop off and pick up students on passenger side of the car
- After school standing only for pick ups
- Do not park along Bluett. Pick up only. Please do not leave your car.
  No U-Turns on Bluett
- Pedestrian crosswalk - Please do not park over crosswalk