

# Eckstein Middle School Parent-Student Handbook



**Nathan Eckstein Middle School  
3003 NE 75<sup>th</sup> Street  
Seattle, WA 98115**

**Regular School Hours  
8:45am-3:15pm**

**206-252-5010  
<http://ecksteinms.seattleschools.org>**

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## SCHEDULES

### MONDAY/WEDNESDAY/FRIDAY

1st period:	8:45-9:45
2nd period:	9:50-10:45
3rd period:	10:45-12:15 (including lunches)
4th period:	12:20-1:15
5th period:	1:20-2:15
6th period:	2:20-3:15

### TUESDAY/THURSDAY:

1st period:	8:45-9:35
2nd period:	9:40-10:25
7th period:	10:30-11:15 (This is an advisory/homeroom period)
3rd period:	11:15-12:45 (including lunches)
4th period:	12:50-1:35
5th period:	1:40-2:25
6th period:	2:30-3:15

### 2016-17 TWO-HOUR EARLY DISMISSAL

Period 1	8:45 – 9:25
Period 2	9:30 – 10:05
Period 3	10:10 – 10:45
Period 4	10:50 – 11:25
Period 5	11:25 – 12:35 (including lunches)
1st lunch	11:25-11:55 & class 12:00-12:35
class	11:30-12:05 & 2nd: lunch 12:05-12:35
Period 6	12:40 – 1:15

### 2016-17 ONE-HOUR EARLY DISMISSAL

Period 1	8:45 – 9:35
Period 2	9:40 – 10:25
Period 3	10:30 – 11:15
Period 4	11:15 – 12:35 (including lunches)
1st lunch:	11:15-11:45 & class 11:50-12:35
	11:20-12:05 & 2nd lunch 12:05-12:35
Period 5	12:40 – 1:25
Period 6th	1:30 – 2:15

## **2017-2018 CALENDAR**

While we hope to have the calendar done for the entire year, we all know the chances are high that some of the dates will change. Be on the lookout for updates to the calendar by reading the Parent Email Bulletin.

## MAIN OFFICE INFORMATION

### MAIN OFFICE

**Eckstein Website:**

**Main Office Hours**

Ann Peterson

LauraLeigh Young

Curt Peterson

Sue Wong

Kelly Eldred

Aimee Denver

**206-252-5010**

**[www.ecksteinms@seattleschools.org](mailto:www.ecksteinms@seattleschools.org)**

**8:00 am – 4:00 pm**

Administrative Secretary

Asst. Secretary/Volunteer & Tutor Coordinator

Fiscal Secretary

Registrar

Campus Security

School Nurse

### ATTENDANCE OFFICE

**Attendance Email:**

**Attendance Office Hours**

Julia Detering

**206-252-5014**

**[ecksteinms.attendance@seattleschools.org](mailto:ecksteinms.attendance@seattleschools.org)**

**8:00 am – 4:00 pm**

Attendance Secretary/Recommendation Letter  
Coordinator

### ADMINISTRATION

Treana Sterk

Ron Timmons

Jolene Anderson

Deirdre Schreiber

Principal

Assistant Principal-7<sup>th</sup> grade

Assistant Principal-8<sup>th</sup> grade

House Administrator-6<sup>th</sup> grade



# ***ECKSTEIN*** **EAGLE CODE**

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## **ECKSTEIN EAGLE CODE**

We all come with different personalities, experiences, and cultures. When we enter Eckstein, we agree to “code switch” and follow *Eckstein Eagle Code*

### **Be Responsible**

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For my choices    For my actions    For my learning

*Looks like:*

- *Being on time to class*
- *Prepared with materials at the beginning of class*
- *Asking questions*
- *Using resources (planners, blogs, Schoology, classmates)*
- *Turning work in on time*
- *Participating in class activities and discussions*

### **Be Respectful**

---

To adults    To peers    To my environment

*Looks like:*

- *Speaking kindly and appropriately*
- *Following classroom expectations*
- *Listening when others are speaking*
- *Being supportive of peers*
- *Cleaning up after yourself*
- *Washing the table before you leave the cafeteria*

**We all take responsibility for making good choices.**

**We all do our part to maintain a great, positive  
environment at Eckstein.**

**We are all part of the Eagle Community!**



## **STAFF & COMMUNITY LEADERSHIP**

### **TEACHERS**

Teachers at Eckstein love what they do and it shows. They are trusted with a very important aspect at Eckstein: facilitating student learning! Our teachers expect the very best from our students and our students meet the challenge. If a student is confused or requires assistance, s/he should approach the teacher and ask. At that point, the teacher and student can arrange a time to review materials or concepts (Homeroom is a great time for this!)

Our teaching staff also works diligently to create engaging lessons that reflect Common Core Standards and current best teaching practices. They build in opportunities for differentiation, allowing the student to access the material at the appropriate level. They update their websites regularly so parents/guardians and students can access assignments outside of school hours. Our staff strives to return calls within a 24 hour window whenever possible. If there is a question or concern, the student or parent/guardian should contact the teacher by email or phone or arrange a time to sit down and talk.

### **HOUSE ADMINISTRATORS**

Eckstein's administrators stay with the same age cohort for the three years at Eckstein. House administrators conference with their grade level students, contact parents, hold conferences, attend meetings about grade level students, and work closely with the grade level teachers. House administrators work closely with students and parents to develop trusting relationships. Parents and guardians are also encouraged to see House Administrators as a resource.

### **PRINCIPAL**

Ms. Sterk is the educational leader of the whole school, and works to create the very best environment for growing and developing a lifelong love of learning. Ms. Sterk oversees building operations, student learning, and specifically the students themselves. While students are encouraged to share concerns or challenges with the grade level House Administrator first, Ms. Sterk is always available to Eckstein's students and families. Parents can call the Main Office phone number (206)252-5010 to make an appointment with Ms. Sterk. Students can find Ms. Sterk before school greeting families in the lower parking lot or during lunch duty most days.

### **COUNSELORS**

Like our house administrators, counselors are assigned to work with the same student cohort throughout their three years at Eckstein. Mr. Christensen works with 8<sup>th</sup> graders, Ms. Ziadeh with 7<sup>th</sup> graders, and Ms. Wedemeyer (Eckstein's newest addition!) will be supporting the needs of the 6<sup>th</sup> grade students. Students are invited to visit their assigned counselor to discuss academic challenges, problem solving strategies, stress management, or anything else! While students may be assigned to their grade level counselor, all of the counselors work together to meet immediate and emergency needs for any Eckstein student.

Counselors also run student groups. Groups are created as a result of expressed student need and can change from year to year. At the beginning of the year, counselors visit classrooms and explain their role in supporting students. They then distribute a "Student Needs Survey." On this survey, students indicate issues that are affecting them currently. Examples are: divorce, loss of a loved one, stress, anger, loneliness, etc. The counselors then review each survey and talk with the students who indicated a need. They then take this information and create groups.

## **Eckstein Middle School Parent-Student Handbook 2017-18**

One club that is consistent (and popular) at Eckstein is Lunch Club. This is held in the Counseling Center during lunchtime throughout the week (days will be announced shortly after the beginning of school). Students get together to play games, watch movies, or just hang out.

### **SCHOOL NURSE**

Whether you are a student who is living with a long term condition or just someone with an upset stomach, Ms. Denver is here to help. Ms. Denver is a trained nurse with many years of experience making her very knowledgeable in many conditions and strategies for care. Students and parents who need Ms. Denver's help in managing medication at school or potential medical care can call the Main Office at (206)252-5010 to be connected with Ms. Denver or her voice mail. Eckstein is so fortunate to have Ms. Denver as a full-time nurse!

### **LIBRARIAN**

No one knows as much about books as Ms. Sterling. She is eager to recommend books to students within a specific genre or assist students in research. Often Ms. Sterling will team with teachers on learning projects. Ms. Sterling also periodically visits language arts classrooms to hold a book talk where she shares information about available books in a genre or new additions to the library. Each year Ms. Sterling organizes a list of "Eagle Reads" and awards prizes to students who read books on the list.

The library is open after school, during lunches (usually) and during homeroom. To visit the library, **you must have a pass**. To visit during homeroom, you can request a pass from Ms. Sterling before homeroom or from your homeroom teacher. To visit during lunch, eat lunch then line up near the cafeteria entrance. Fifteen minutes after lunch has started, parent volunteers will distribute library passes. Student turn these passes in at the library and remain until the end of lunch.

### **ATTENDANCE SPECIALIST**

When students are tardy, absent, need a bus pass, or need to get an early dismissal form, they see Ms. Detering in the Attendance Office (right next door to the Main Office!) Ms. Detering is also the person who calls home when a student is absent or excessively tardy. Ms. Detering is here to help students stay in class and help staff and parents/guardians know where students are!

### **MAIN OFFICE**

If you have a problem that hasn't been answered above, chances are you will find the answer in the Main Office. Ms. Peterson and Ms. Young help students who need to pay fines, get information regarding sports, pick up grade reports, turn in P.E. waivers, and even which Spirit Day it is! Because they are so helpful, the Main Office can be a crowded place, so please plan on visiting the Main Office during lunch, passing periods, or before or after school for questions.

### **OUR CUSTODIANS**

This group of hard workers keeps Eckstein looking spic and span. They not only take care of messes and spills, but they make sure our building works well and is comfortable. Speaking of working well, if you have trouble with your locker, you go to the Custodian Window for help. If you spill something in the hallway or in the cafeteria, the custodians are happy to get it or show you where the materials are. Students show **respect** for the custodians and our school by picking up their trash and washing their lunch table before leaving each day. Our custodians are friendly, helpful, and willing to help students get what they need!

**LEADERS, COORDINATORS, & DEPARTMENT CHAIRS**

Athletics Coordinator	Megan Holberg
Career Ladder Teachers	Tammy Clark & Joia Poort
Language Arts Department Chair	Tammy Clark
Social Studies Department Chair	Ellen Nevitt
Science Department Chair	Teresa Alsept
Math Department Chair	Jeff Jacobs
World Languages Department Chair	Kurt Thompson
Special Education Department Co-Chairs	Amy Kanai & Jodi Gedansky
Performing and Applied Arts	Moc Escobedo
PE & Tech Department Chair	Adam McDonald
ELL Department Representative	Anne Ioannides
Associate Student Body (ASB)	Jeffrey Lynch
Student Led Conference Coordination	Terri Stone & Tammy Clark
Technology Committee Chair	Erin Sterling
WEB Leaders	Stacey Norman; Erin Sterling; Paul Cavender; Mona Aboel-Nil
Year Book Coordinator	Julia Detering

**BUILDING LEADERSHIP TEAM**

Joia Poort	Chair/8th grade rep year 2
Paul Cavender	7 <sup>th</sup> grade rep year 2
Anna Ioannides	6 <sup>th</sup> grade rep year 2
Reema Ziadeh	Specialist Rep year 2
Katie Smargiassi	8 <sup>th</sup> grade rep year 1
Michael Weyers	7 <sup>th</sup> grade rep year 1
Daniel Johnson	6 <sup>th</sup> grade rep year 1
Katrina Stensland	IA rep year 1
Alisa Sweet	Parent Representative

**PTSA**

President	Elida Moran
Treasurer	Kathie Falcone
PTSA Liaison	Erin Sterling

# **WE ARE ECKSTEIN**

## **MISSION**

**E**ckstein Middle School, a diverse community of lifelong learners, will ensure the academic, social and emotional growth and success of each student.

- Each student will be known, nurtured, and challenged;
- Each student will be given opportunities to actively engage in achieving their full potential;
- The school environment will foster creative problem solving;
- The school will provide an atmosphere to guide each student in becoming a healthy, confident, resilient and responsible world citizen, prepared for high school and beyond.

## **ASSURANCES TO STUDENTS**

- Your academic and social well-being will be at the core of all staff decisions.
- Your teachers will empower you to become leaders in the learning process, value your perseverance and creativity, and provide you with quality feedback.
- Your teachers will integrate technology within the curriculum, preparing you for the 21<sup>st</sup> century.
- You will benefit from teachers who collaborate to create lessons that will positively impact your achievement.
- You will benefit from a staff that works to ensure an inclusive, safe, and supportive learning environment that honors individuality and encourages self-advocacy.
- You will benefit from a staff that values family, diversity and community partnerships. Eckstein will strive to increase parent and guardian involvement.
- You will benefit from a staff that will communicate with the elementary and high schools to create smooth transitions.

## **ECKSTEIN CODE**

### **BE RESPONSIBLE:**

- For My Choices
- For My Actions
- For My Learning

### **BE RESPECTFUL:**

- To Adults
- To My Peers
- To My Environment

## **WHO WE ARE & WHAT WE BELIEVE**

**E**ckstein Middle School is a comprehensive middle school community in the Seattle School District that believes in inclusion and giving our 950 plus students in grades 6-8 access to differentiated and advanced learning opportunities with high levels of outstanding instruction. All science and social studies classrooms are fully inclusive with instruction differentiated to student needs. Students qualifying for Spectrum are assigned to Spectrum designated language arts courses. Math placements are made for all students based on student academic mastery of previous year's course work, with the option to 'opt up' to two grade levels at 6<sup>th</sup> grade based on assessment and teacher recommendation. Eckstein's special education program offers an array of opportunities for full inclusion to one-on-one supports.

### **Our student demographics are:**

- 4 % African-American
- 6 % Hispanic
- 9 % Asian
- 71 % White
- 9 % Multiracial
- 14 % of our students receive Special Education services
- 2 % are English Language Learners.
- 33 % Spectrum or Advanced Learner-identified

### **Eckstein offers the following services to students:**

- English Language Learners (ELL)
- Special Education Resource (SM1)
- Special Education Focus (SM2)
- Special Education Emotional-Behavioral
- Special Education Distinct (SM4)
- Special Education Access/Inclusion
- U of W Literacy and Math Tutors
- Academic Intervention Specialist
- Spectrum Program
- On-site OT/PT/SLP
- On-site fulltime nurse
- Drug and Alcohol Counselor
- School Counselors
- Read 180 & Math Intervention Courses

## **OPPORTUNITY GAP**

**E**ckstein Middle School is a community that believes in equity. We are committed to eliminating the opportunity gap by providing all of our students a rich, culturally responsive and equitable academic program. It is our commitment to enrich the lives of students by offering a variety of classes and activities that stimulate learning and develop knowledge and skills across a broad spectrum of experiences. We differentiate instruction and work closely with students and families to build relationships and tailor teaching and learning to support each student. We also take pride in working collaboratively and effectively together to increase student achievement.

## **STUDENT LED CONFERENCES**

**A**s part of Eckstein's mission to build independent learners, both teachers and students prepare for Student Led Conferences throughout the school year. Student Led Conferences are conducted in March. SLCs provide students and families the opportunities to have detailed conversations around student learning and student goals. The Eckstein staff works with students to set goals, work toward social and academic goals and with staff guidance prepare student portfolios that are updated by students throughout the 6<sup>th</sup>-8<sup>th</sup> grade. The foci for 2017-2018 are: Transition; Organization; Community; and Perseverance.

## **DIFFERENTIATED CURRICULUM**

At Eckstein, we understand that an equitable education for *each* student requires a guaranteed, viable and aligned curriculum that is differentiated. In the 2017-2018 school year, staff have committed to:

- Aligning teaching practices thus allowing for better assessment, re-teaching, and differentiation;
- Identifying essential learning standards;
- Developing common assessments;
- Aligning curriculum (curriculum maps, common rubrics and common projects);

This will ensure that *each* student is engaged in a rigorous and well-supported experience. We recognize that this is an ongoing process of reflection and refinement that is designed to improve our practices.

## **WE BELIEVE IN COMMON PRACTICES**

### **STUDENT PLANNERS**

We cannot make assumptions about any middle school students, including eighth graders and/or students who have been identified as “highly capable” that they have fully developed their organizational, planning, and/or self-management skills. We know that the parts of the adolescent brain are “under construction” and our students need routine support and practices to fully develop their executive functioning capacity. To train and refine the executive functioning skills of Eckstein students, teachers will provide time for students to effectively utilize their student planners in order support completion of nightly homework and long-term assignments/projects. Parents may use this tool from home to reinforce their development of organizational, planning and/or self-management skills.

### **VOICE LEVEL**

This is common language and practice among all staff members at Eckstein. All classrooms have a Voice Level 0-to-4 poster for reference throughout the school year. Staff use this framework and language to explicitly communicate the voice level expectations for each activity. (e.g. “This is a Level 0 activity,” or “For transitions in the hallway, voice level should be at a 0-2 level.”)

### **S.L.A.N.T.**

SLANT is an acronym used in many classrooms that identifies appropriate classroom behavior. SLANT is effective because it identifies the five key behaviors that will allow students to be successful and absorb the most information. The acronym is:

- S – Sit up
- L – Listen
- A – Ask and answer questions
- N – Nod your head
- T – Track the speaker

Upon hearing a teacher ask for students to SLANT, students should immediately model the key behaviors identified above.

## **COMMUNICATION**

**E**ckstein believes in the importance of communicating academic progress and course information to students and their families in a consistent, effective manner. Eckstein staff communicate with students and families through a variety of media as defined below. Please be sure that your contact information is updated and that you become familiar with resources such as Schoology and The Source. If you need guidance on how to navigate these resources, please contact the main office.

### **SCHOOL WEBSITE**

**T**he school website, <http://ecksteinms.seattleschools.org/>, houses key information about the school. Please take time to explore its contents and get to know the many resources and offerings of the school.

### **BULLETIN FOR RESPONSIBLE SCHOLARS**

**E**ach week, the main office will send out an email Bulletin for Responsible Scholars to parents with important announcements and updates to the school calendar. Please read this bulletin to stay up-to-date on what is happening at Eckstein.

### **DAILY BULLETIN**

**D**uring the first 5 minutes of the day, an administrator or student group will read the daily bulletin over the announcement system. Student are expected to listen to the announcements as this is our **ONLY** means by which we can communicate important information to all of our students and staff.

### **SCHOOLGY**

**O**ur staff has developed an aligned format to the Schoology page that allows students and families to navigate the Schoology pages more intuitively and efficiently. Students should utilize their teachers' Schoology pages regularly to access classroom resources and track their progress. This resource may be especially helpful when students are absent from school.

### **THE SOURCE & GRADING**

**S**tudents and parents may track academic progress in each class using The Source. This resource offers detailed information about missing assignments, test and quiz grades and more.

### **SYLLABI**

**A**ll Eckstein Syllabi include the following:

- Teacher name
- Contact information and communication preferences (including email, phone, Schoology)
- Pertinent information about the content of the course – standards, scope and sequence, etc.
- When teachers are available to provide student help/support
- Grading policy
- Late work policy
- Homework expectations

### **PHONE CALLS & EMAILS**

Eckstein student and parents are welcome to call or email staff regarding questions or concerns. Please allow staff 48 hours to respond to requests via email, Schoology or phone.

# BUILDING POLICIES AND PRACTICES AROUND GRADING, HOMEWORK & MAKE-UP WORK

## GRADING

As part of Eckstein Middle School’s commitment to academic excellence, all teachers adhere to a Standards Based Grading policy, which means that all students are assessed by the same standard, unless they have accommodations as part of an IEP or 504 and the assignment was modified.

### Grading scale for Standards Based Grading:

Standard Level	Number		Grade
Above Standard	4	4 = 100%	100%
At Standard	3	3.4 = 85%	85%
Approaching Standard	2	3=75%	75%
Below Standard	1	2.6=65%	65%
Incomplete Work	Inc	Inc	50%
Missing Work	0/50	0/50	0/50%

## HOMEWORK

The Eckstein homework policy adheres to the following guidelines and is progressive as follows by department and grade:

- Homework must be meaningful and add to work learned in class
- NO new assignments will be assigned for over breaks (Thanksgiving, Winter Break, Midwinter Break, Spring Break, etc).
- Departments will work to ensure that major due dates do not overlap.
- In general, teachers will aim to assign no more than 30 minutes of work per night, per subject. This is a general guideline, though the amount of time students spend on their homework may vary based on the student, type of assignments (long-term or short-term), students’ time-management, and students’ strategies for completing homework. Please allow your child time to adjust to new classroom expectations. If, after such time has passed, you feel your child is spending more time on homework in a particular subject than might be expected, please feel free to reach out to the teacher about your concerns.

## MAKE-UP WORK

- Students are responsible for making up work that they have missed due to illness or other excusable absences and should use the Schoology page to guide their make-up work; they may communicate with their teacher via the Schoology page to get clarification on assignments and/or contact their teachers about missed work on their return to school.



**LATE WORK POLICIES**

	<b>Language Arts</b>	<b>Social Studies</b>	<b>Science</b>	<b>Math</b>
<b>6<sup>th</sup></b>	Late work is accepted for full-credit.	Late work for is accepted for full-credit	Late work is accepted for full credit, except for science projects. Science project are not accepted late.	Accept late work until semester. Assessment based. Homework/ Assignments are practice.
<b>7<sup>th</sup></b>	Up to 15% reduction with one week window.	Up to 15% reduction with one week window.	Late work is accepted for full credit, except for science projects. Science Project are not accepted late.	Accept late work until semester. Assessment based. Homework/ Assignments are small percentage of grade.
<b>8<sup>th</sup></b>	20% reduction for late work turned in within one week of the due date.	2 Week extension for full credit, then Zero.	Late work is accepted for full credit, except for science projects. Science Project are not accepted late.	8 <sup>th</sup> & Algebra accept late work until semester. Assessment based. Homework/ Assignments are practice.
	<b>World Languages</b>	<b>Technology</b>	<b>Perform &amp; Applied Arts/PE</b>	<b>IEPs and 504s</b>
<b>6<sup>th</sup></b>	N/A	Due to tech needs (no use of some apps @home): 10% reduction for late work accepted to end of quarter	Performance Based/Presence Required	<i>***IEP &amp; 504 Accommodations and Modifications Applied to policies as indicated and appropriate</i>
<b>7<sup>th</sup></b>	Assessment Based. HW not graded Late work for full credit until end of quarter	Due to tech needs (no use of some apps @home): 10% reduction for late work accepted to end of quarter	Performance Based/Presence Required	<i>***IEP &amp; 504 Accommodations and Modifications Applied to policies as indicated and appropriate</i>
<b>8<sup>th</sup></b>	Assessment Based. HW not graded Late work for full credit until end of quarter	Due to tech needs (no use of some apps @home): 10% reduction for late work accepted to end of quarter	Performance Based/Presence Required	<i>***IEP &amp; 504 Accommodations and Modifications Applied to policies as indicated and appropriate</i>

# **ATTENDANCE**

## **WASHINGTON STATE LAW**

Washington state law, RCW 28.255, states that parents/guardians are required to have their school-age children enrolled in an educational program and to take steps to ensure regular daily school attendance. Middle school students who are enrolled in a public school program, must attend school, unless they are incapable of attending school due to medical or mental reasons.

## **SCHOOL BOARD POLICY**

It is the policy of the Seattle School Board that consistent attendance is essential to the Seattle Public Schools mission of academic achievement for every student in every school. Truant students miss critical instruction in key concepts, quickly fall behind in school, and are less likely to achieve academic success. By state law, school attendance is mandatory, and unexcused absences and truancy are prohibited within Seattle Public Schools. To combat unexcused absences and truancy, all Seattle Public Schools are dedicated to providing racially, culturally, and age appropriate interventions. Furthermore, all Seattle Public Schools are dedicated to increasing the meaningful involvement of parents in all aspects of their students' lives, including the reduction of truancy.

## **ECKSTEIN POLICY**

Students have as many days as they were absent to submit missed work and/or schedule a make-up assessment/lab, unless other arrangements have been made with teacher. Students who miss the day a long-range project is due will need to return with the project/paper and will not receive additional days to complete it.

Students who request work in advance of a pre-planned absence should return to school with the work completed. They will not have additional days to complete the work if a teacher gives it in advance.

It is best practice for students to check-in with individual teachers after an absence.

### **Excellent Student Behaviors**

- Anticipate pre-planned absences and connect with each teacher about work missed.
- Check Schoology daily for assignments, due dates, resources, and information.
- Check-in with a classmate about missed work.
- Check-in with the teacher via email or Schoology if additional clarification is needed.
- Check-in with the teacher as soon as you return to schedule a time to make-up work.
- Return to school with work that was due while absent, if possible.
- Make-up work as swiftly as possible.
- Check The Source regularly to ensure all work was completed and graded in a timely manner.

## **Vacations**

**E**ckstein strives to preserve instructional time for our students and teachers. While a student can make up assignments, there is no substitute for the classroom experience. We encourage families to arrange vacations during scheduled school vacations and holidays. If a student must miss school for a vacation, parents must complete the “Pre-Planned Absence Form” and submit it to the Attendance Office. It is the **student’s** responsibility to communicate with teachers **prior** to the trip to make arrangements for work. Very often teachers will refer the student to their website for the days’ work. Upon return, the **student** is responsible for submitting missing work in a timely way agreed to by the specific teacher.

## **Field Trip Absences**

Students are expected to return to school from a field trip with as much work finished as possible. Long range assignments that were due during the field trip will be turned in prior to the field trip or as soon as a student returns (no extra time). Students have any many days as they were absent to make-up work. Eckstein is committed to supporting students in achieving success. In an effort to support students with attendance we will adhere to the following District policy:

- Take daily attendance and notify parents/guardians when a student has an unexcused absence.
- Schedule a conference to meet with the student and parent/guardian to address attendance issues after two (2) or more unexcused absences in a month.
- Complete a Student Attendance Agreement.
- Take steps to determine why your child is not attending school and help develop a plan to ensure your child's regular attendance.
- File a truancy petition with the Superior Court if the child has 7 truant days in a month, or 10 truant days during the school year. The school does this by sending a request to the District Attendance Office. The Attendance Office files the truancy petitions on behalf of schools.

## **Tardy & Early Dismissal Policy**

- Students who arrive to school late need to report to the Attendance Office first before going to class.
- Students are required to stay on campus during school hours unless given permission by the Attendance Office, the nurse, administration, or a parent/guardian. If a student needs to leave campus early for an appointment, please send a note in with the student in the morning before school. A copy of the early dismissal note can be found on the Eckstein website. Without a note, a parent/guardian must come in and sign the student out.
- If a student earns five tardies in a single class he/she will be expected to serve a lunch detention.
- Excessive tardies will result in conference with house administrator and/or exclusion from activities.

## **EXCUSED ABSENCES**

- **Unplanned:** When your child's personal illness or injury, or the illness, injury or death of a family member, prevents your child from attending school, and you notify the school within 48 hours of the absence. The school may require a note from your child's doctor if your child is absent due to illness or injury for an excessive number of days (10 or more in the quarter) before excusing those absences.
- **Planned:** When you submit a request to the principal or assistant principal at least three school days before the start of the planned absence, usually for a doctor or dentist

appointment, religious holiday, an educational activity, or other special one-time event of a day or two. The school may require your child to complete missed assignments and/or make other academic arrangements in lieu of missed work. Family vacations of any duration may not be considered excused absences. The school principal has the final say on whether your planned absence will be excused.

- **Disciplinary Action:** Absences due to disciplinary actions such as suspensions of your child are excused on District attendance records.
- **Parent Responsibility:** You must notify the Eckstein attendance office about your child's excused absence within two days of any absence. You may make this notification by telephone or in a written note. You must include the reason why your child is absent in your telephone call or note.

### **UNEXCUSED ABSENCES**

All other absences are considered unexcused, including absences caused by the student or parent oversleeping, student missing the bus, transportation problems, student needed for babysitting, not attending while on a wait list for another school assignment, student or parent conflicts with school staff, student job requirements, religious instruction, etc. For more details about excused and unexcused absences, please visit the Seattle Public Schools attendance website.

### **TRUANCY**

Parents or guardians must expect and encourage their children to attend school. When parents/guardians fail to comply with the Compulsory Attendance law by allowing or encouraging their children to stay home or skip school, the parents/guardians may also be subject to a truancy petition filed with Superior Court. If you have already told your child that you expect him/her to go to school, but he/she refuses to do this, there are several things you can explore to determine if there is a reason for your child's refusal to attend school.

- Consider whether your child is afraid to attend school or is being bullied at school. Notify the school if this is so.
- Consider whether your child is progressing normally in an academic setting or could use tutoring or an alternative setting to learn. Students who are falling behind academically may feel uncomfortable about their school experience and try to avoid it by skipping classes. Talk with your child's teachers to determine ways to help your child feel good about school.
- Consider whether medical, mental, or emotional issues are preventing your child from being able to attend school. It may be appropriate to take your child to get a physical or counseling.
- Consider whether your child's behavior suggests he/she is abusing drugs or alcohol. If so, seek help from an approved substance abuse provider to work with your child.
- Consider whether your child's friends and peers are exerting negative influences on his/her behavior, and work with your child to make choices in his/her behavior and friends that are consistent with your family values.
- Consider whether your child gets enough sleep and adequate nutrition. If he/she is staying out late on school nights or staying up late to play video games, adjust your child's bedtime schedule so he/she gets adequate sleep and gets up in time to have breakfast. You may need to take away your child's phone at night to ensure that it is not being used when he/she should be sleeping.

# BEHAVIOR EXPECTATIONS

## EXPECTATIONS FOR BEHAVIOR & DISCIPLINARY ACTION

Eckstein follows Seattle Public Schools expectations for student behavior. A copy of these expectations can be found on the Seattle Public Schools website under Student Rights and Responsibilities or in the Appendix of this handbook.

## HALLWAYS

Students in the hallway once class has begun must have a hall pass from a teacher. Students are expected to go where they need to go, take care of business, and return to their classroom promptly. Students are not allowed to use cell phones in the hallway unless given permission by a staff member.

## LUNCH/CAFETERIA

An important way students can show **respect** is by keeping their environment clean in the cafeteria. We also recycle and compost in an attempt to reduce cafeteria waste. Students are encouraged to use materials that are recyclable, reusable, or compostable when bringing lunch to school. All food and drink must remain in the lunchroom only! Please adhere to the following lunchtime expectations:

1. The LRC may be entered via the west front stairway.
2. Do not cut into the lunch line.
3. Remain seated while eating.
4. Clean your area of garbage and return your tray to the proper area.
5. Use the provided damp cloth to wipe down their area for the next student's use.
6. Aluminum drink cans, glass and plastic **MUST** be recycled
7. All food waste and soiled paper should be placed in the appropriate compost bin.
8. Vending machines are to be used only during lunchtime.
9. After cleaning your table, you may raise your hand and wait to be excused.
10. All halls, except the lower west gym hall are "OFF LIMITS" during lunch.

## ASSEMBLIES

Assemblies are an important component of the Eckstein curriculum, which enable us to build school spirit, share meaningful experiences and grow together as a community. Students should adhere to the following assembly protocol:

- Staff will walk students to designated seating section in the auditorium. Students are to sit quickly and quietly.
- Students must remain seated during the performance.
- Students should use the restroom during a passing period before the assembly.
- Remain seated after the Q&A and wait to be dismissed back to your homeroom class.
- All cell phones and other devices should be OFF and not out.

## FIELD TRIPS/ACTIVITIES

Students are expected to follow the Eckstein Eagle Code and act in accordance with the Eckstein Behavior Matrix (see next page) when on field trips or participating in other school activities, including: school dances, performances, etc. Students must maintain Respectful, Responsible, Successful and Safe behavior in order to have the privilege in participating in such activities. Students who struggle to maintain these expectations may not be allowed to participate.

**ECKSTEIN BEHAVIOR MATRIX**

	<b>BE RESPECTFUL</b>	<b>BE RESPONSIBLE</b>	<b>BE SUCCESSFUL &amp; SAFE</b>
<b>ALL AREAS</b> <b>Voice Level Varies</b>	<ul style="list-style-type: none"> <li>* Use appropriate voice level.</li> <li>* Use kind words and actions.</li> <li>* Respect others' space and property.</li> </ul>	<ul style="list-style-type: none"> <li>* Follow adult directions the first time.</li> <li>* Be prepared, on time, and ready to learn.</li> <li>* Keep valuables at home.</li> <li>* Report issues of harassment/intimidation/bullying.</li> <li>* Keep our school clean.</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands/feet/objects to self.</li> <li>* Walk safely.</li> <li>* Use materials and equipment appropriately.</li> <li>* Ask for adult help if needed.</li> <li>* Be helpful to others.</li> </ul>
<b>ASSEMBLIES</b> <b>Voice Level Varies</b>	<ul style="list-style-type: none"> <li>* Watch for quiet signal from an adult.</li> <li>* Sit on your bottom in your seat.</li> <li>* Listen to the presenter.</li> <li>* Keep hands/feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>* Follow staff members' directions.</li> <li>* Show your appreciation.</li> <li>* Enter quietly/exit quietly when dismissed.</li> </ul>	<ul style="list-style-type: none"> <li>* Stay with your teacher and class.</li> <li>* Use quiet voices.</li> <li>* Be an example for others.</li> <li>* Remain seated throughout the assembly until directed.</li> </ul>
<b>BATHROOMS</b> <b>Voice Level 1</b>	<ul style="list-style-type: none"> <li>* Respect peoples' privacy.</li> <li>* Respect school property and property of others.</li> <li>* Keep bathrooms clean.</li> </ul>	<ul style="list-style-type: none"> <li>* Go. Flush. Wash. Leave.</li> <li>* Go to nearest bathroom. Return to your class promptly.</li> <li>* Report problems to an adult.</li> <li>* Put towels/trash in the garbage can.</li> </ul>	<ul style="list-style-type: none"> <li>* Keep soap and water in the sink.</li> <li>* Always wash your hands.</li> <li>* Use the restroom appropriately.</li> <li>* Leave the restroom clean.</li> </ul>
<b>CAFETERIA</b> <b>Voice Level 1-2</b>	<ul style="list-style-type: none"> <li>* Wait patiently in line.</li> <li>* Open seats are available to anyone. Invite someone eating along to join you.</li> <li>* Keep all food on your tray and use proper table manners ☺</li> <li>* Be cooperative with adult supervisors and food servers.</li> </ul>	<ul style="list-style-type: none"> <li>* Remain seated for the first 15 minutes.</li> <li>* Stay seated while in the cafeteria</li> <li>* Keep all food and drinks in the cafeteria.</li> <li>* Take only the food you will eat.</li> <li>* All food eaten in cafeteria.</li> <li>* Throw away all trash/clean your eating area (table, seat, &amp; floor) then raise your hand to be excused</li> <li>* Stack your tray when finished.</li> </ul>	<ul style="list-style-type: none"> <li>* Enter/exit cafeteria calmly.</li> <li>* Walk at all times.</li> <li>* Only go to designated areas after you eat: field, garden, game room, or library with pass.</li> <li>* Use restrooms closest to cafeteria.</li> <li>* Be an example for others.</li> <li>* Ask an adult for help if needed.</li> </ul>
<b>HALLWAYS/STAIRS</b> <b>Voice Level 1-2</b>	<ul style="list-style-type: none"> <li>* Use appropriate language and noise level.</li> <li>* Keep hands/feet off the walls, displays, and other objects.</li> <li>* Keep your locker clean.</li> <li>* Pick up trash you have dropped.</li> </ul>	<ul style="list-style-type: none"> <li>* Walk directly and promptly to where you are going.</li> <li>* Manage your time effectively: restroom, locker, class on time.</li> <li>* Identify yourself to a staff member if asked to do so.</li> </ul>	<ul style="list-style-type: none"> <li>* Walk at all times.</li> <li>* Keep hands/feet/objects to self.</li> <li>* Stay to the right.</li> <li>* Allow others to pass.</li> <li>* Open doors for others.</li> <li>* Always have a hall pass during class time.</li> </ul>
<b>FIELD &amp; OUTSIDE AREAS</b> <b>Voice Level 2-3</b>	<ul style="list-style-type: none"> <li>* Respect others' boundaries.</li> <li>* Show sportsmanship and fairness.</li> <li>* Use positive talk and actions.</li> </ul>	<ul style="list-style-type: none"> <li>* Respond to adult direction the first time.</li> <li>* Report problems to an adult.</li> <li>* Have the courage to do the right thing.</li> </ul>	<ul style="list-style-type: none"> <li>* Stay within boundaries of designated locations.</li> <li>* Play in a non-physical and non-aggressive way.</li> </ul>
<b>BUS ZONE</b> <b>Voice Level 2-3</b>	<ul style="list-style-type: none"> <li>* Be kind to driver and other students.</li> <li>* Keep the bus clean.</li> <li>* Follow all bus rules.</li> <li>* Be patient when loading the bus.</li> </ul>	<ul style="list-style-type: none"> <li>* Be on time to bus after school.</li> <li>* Stay in the bus zone if the bus is late.</li> <li>* Line up to board the bus.</li> <li>* Have all of your belongings.</li> <li>* Use appropriate language.</li> </ul>	<ul style="list-style-type: none"> <li>* Stay 2 feet from the curb.</li> <li>* Use positive talk.</li> <li>* Help others to make good decisions.</li> </ul>

## **DRESS CODE**

Eckstein's dress code is intended to allow self-expression while promoting comfort and respect for all parties in the school environment. Expectations regarding clothing choices are:

- Free from offensive language or images
- All parts of undergarments (underwear, bra, boxers, etc.) should be concealed without need for constant adjustment
- Shorts are expected to have a 3-inch inseam minimum (width of a post-it). Skirts should fall mid-thigh.
- All parts of torso (front and back) should remain covered regardless of position of arms
- Hats (beanies and brimmed) are allowed in the hallways and outside as long as the student's face is visible. Classroom expectations will be shared by the teacher.
- Hoods covering the head are not permitted.

## **PERSONAL PROPERTY**

Students keep the majority of their belongings in their lockers during the day. For this reason is it very important for students to **not share their locker combination** with anyone. It is also important that students leave valuable personal property at home. Eckstein staff makes every attempt to protect students' property, but cannot be responsible for missing or lost items. If property is lost, students should report it to Security and check the Lost and Found located in the cafeteria.

## **BACKPACKS, BOOK BAGS & BAGS**

Students who use backpacks to carry their supplies to school must leave them in their lockers after arriving at school. Backpacks, book bags and bags are not allowed in the halls or classrooms during the school day.

## **LOCKERS & LOCKS**

Students will receive a combination lock for their school locker and students in PE will receive a different combination lock to use in the locker room. It is important for students to write combinations somewhere only they know of and memorize it quickly. Students should NOT share their locker combination with any other student. No outside locks are permitted on school district lockers. If a lock is missing or lost, the student should report it to the custodian. If the lock is not found, the student will be fined. Any locker problems should be reported to the custodian. Lockers are considered school property and may be opened by school authorities at any time. **Items in students' lockers are their responsibility -- the school is not responsible for items that are taken from lockers.** Students should keep their locker clean on the outside as well as the inside. Nothing (i.e., stickers) should be attached to lockers.

## **BUS**

As Eckstein is concerned with creating a respectful and safe environment at school, the same is true while riding bus transportation. Students are expected to follow the “Rules for Students Riding School and Chartered Buses,” allowing the driver to operate the vehicle in a non-distracted way. If a student misbehaves on the bus, it can result in a temporary or permanent removal from the bus. The family of the student is then responsible for getting the student to school.

## **BICYCLES, SKATEBOARDS & SCOOTERS**

All are great modes of transportation to school! **However, for safety students should not be riding their bicycle, skateboard or scooter when on campus.** Bicycles should be parked and locked to the rack in the bike cage on the east side of the back parking lot. The school assumes no responsibility for bicycles on school property. For the student’s own protection, bikes should be registered with the Seattle Police Department. Students who choose to ride a skateboard, scooter or similar item to school may not ride it on school property and must lock the item up in their locker.

## **VISITORS**

Eckstein is a closed campus so visitors must check in at the Main Office for a visitor badge before going to any part of our campus. If a parent/guardian would like to conference with a teacher or visit a classroom, s/he should call or email the teacher or the grade level counselor for an appointment. If a parent/guardian would like to visit a classroom, Eckstein asks that parent or guardian to please call ahead for an appointment to visit classes. Students are not allowed to bring friends to visit during the school day.

## **DELIVERIES & MESSAGES**

To preserve learning time and minimize interruptions, Eckstein limits the number of deliveries and messages to students. Please keep this in mind for forgotten lunches, notes, homework, or messages for students.

## **BUILDING INFORMATION**

### **ELEVATOR**

Students needing the use of the elevator may checkout an elevator key from Ms. Peterson in the front office. Always secure the elevator, waiting for it to completely close, after use and return the key immediately to the front office. Students needing long-term accommodations, may make arrangements to check out an elevator key long-term.



## **TECHNOLOGY POLICY**

Eckstein Middle School has made a commitment to intentionally support student growth and differentiation through the effective use of technology. Our school staff has also observed that students' personal devices can be a distraction to student learning. Per SPS Procedure 2022SP, *school staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day.* Our policy is specific in defining **when and where devices may be used.** The following policy applies to electronics, including personal listening devices.

### **ACCEPTABLE USAGE**

All use of electronic devices on school grounds and all use of district electronic resources must be for educational purposes. This includes use of school equipment and personal devices. Some examples of educational uses of technology include using the Internet for research, checking grades on the Source, creating multimedia projects, reading eBooks, typing notes, word processing, and using calculators and graphing software. Some examples of non-educational activities that are not allowed at school include playing games, texting friends or family, checking social networking sites such as Facebook, and listening to music.

**Personal devices may only be used for classroom activities and only for educational purposes with teacher approval.** In addition, students using school and district online resources from home must also follow this policy. This includes use of the Source, district subscriptions to online databases, and other resources provided by teachers such as blogs and wikis. **Misuse of cell phones will result in confiscation:**

- 1<sup>st</sup> time: Student is allowed to pick up the cell phone from the office at the end of the day and parent is emailed.
- 2<sup>nd</sup> time: Student's parent/guardian are emailed asked to call to give permission for the student to take home the cell phone at the end of the day.
- 3<sup>rd</sup> time: Student's parent/guardian are asked to come and pick up the cell phone from the main office.

### **WIRELESS USAGE**

Members of the Eckstein community are allowed to use the guest wireless network on their personal devices for **educational use only.** The wireless password is posted in the library. The wireless network uses the same filtering software as the district's computers. The school cannot guarantee that students will be closely monitored at all times they are using the wireless network, such as before and after school, lunch and passing periods. Parents and guardians who are concerned about unsupervised use should consider not providing their students with Internet enabled devices. The school does not guarantee privacy for data transmitted on the wireless network. All data uploaded or downloaded on the network should be school appropriate. Students are advised to avoid sending any personal data or images electronically.

## **TECHNOLOGY SECURITY AND SAFETY**

**T**he school is not responsible for lost, stolen, or damaged personal electronic devices. **Students who bring personal devices to school do so at their own risk. Students may keep devices with them instead of storing them in lockers, but they must be kept out of sight with ringers and sound off at all times during school hours.**

It is essential that students do not adjust or change the school's computer settings. If this happens, the student will receive a warning. Repeated incidents compromising his/her access to technology while at Eckstein. **Tampering with school technology includes attempted hacking or breach of the school or district's website and/or files.**

Using technology in a harmful and unsafe manner is not allowed and is subject to disciplinary action. Using technology outside of the school day for cyberbullying (Facebook, Instagram, etc.) affects the school environment and therefore will be pursued by Eckstein administration and Seattle Police Department as appropriate.

Use of technology must not violate the Seattle Public Schools' cyberbullying policy:

*It is the policy of the Seattle School Board to prohibit harassment, intimidation and bullying by any means, including but not limited to electronic, written, oral or physical acts, either direct or indirect, when such intentional electronic, oral, written or physical acts physically harm, substantially interfere with a student's education, threaten the overall educational environment and/or substantially disrupt the operation of school.*

*This includes, but is not limited to, harassment, intimidation and bullying based upon race, color, religion, ancestry, national origin, economic status, gender, sexual orientation, gender identity, pregnancy, marital status, physical appearance, or mental, physical or sensory disability.*

*This prohibition shall apply to all District employees, volunteers, parents/guardians and students, including conduct between students, between adults and between adults and students.*

## **TECHNOLOGY ETIQUETTE**

**T**echnology use at Eckstein must not distract from the learning environment. Students must silence cell phones before school begins. Students may not wear headphones unless given permission by a teacher to complete an academic task. Teachers reserve the right to tell students to put away technology they deem to be distracting in the classroom.

## **VIOLATIONS OF ACCEPTABLE USE POLICY**

**S**erious violations of the acceptable use policy can result in a student's access to technology during the school day to be restricted, either temporarily or for the rest of the school year. This is reserved for repeat offenders or those committing serious acts.

## **Eckstein Middle School Parent-Student Handbook 2017-18**

### **USING ECKSTEIN'S TECHNOLOGY RESOURCES**

As our equipment is paid for with tax money, it is important that our technology only be used for their intended purpose: Education. During school hours, it is important students are only using computer equipment for educational pursuits. Games are allowed as long as they have educational value. An example is coolmathgames.com. If you have a question about a website's appropriateness, please see the librarian or staff member for assistance.

### **SAVING FILES TO ONEDRIVE**

Students are encouraged to save their work to OneDrive, which is a cloud storage service provided by Microsoft. This will help students avoid losing, forgetting, or leaving work that they saved to USB thumb drives. Students can access OneDrive at <http://office.seattleschools.org>. To login, students use the same username and password that they use to login to Schoology and computers at school.

### **THE ECKSTEIN NETWORK**

Eckstein has a file server where students can save and access work in two different folders:

- Individual Home Folders (H://) - each student has a private folder to save school related work that cannot be accessed by other students.
- Student Group folders (G://) - this folder is a place for students to save collaborative projects. It is a shared, unsecure folder that can be accessed by all students. Students should always back up work they save in group folders.