

Weston Middle School ELEMENTARY STUDENT HANDBOOK

2018-2019



Weston Middle School
205 East Wallace Street
Weston, OR 97886
541-566-3548

Website: www.wms.athwest.k12.or.us
Facebook: Athena-Weston School District

WMS School Day

7:30	School Office Opens Cafeteria Open for Breakfast
7:35	Playground Supervised
7:45	First Bell Buses Arrive/Main Building Opens
7:55	5 Minute Warning Bell – Head to Class!
8:00 – 8:46	Period 1
8:50 – 9:34	Period 2
9:38 – 10:22	Period 3
10:26 – 11:10	Period 4
11:14 – 11:58	Period 5/ 4 th and 5 th Grade Lunch
12:02 – 12:42	6/7 Lunch and 8 th Grade Period 6
12:46 – 1:30	6/7 Period 7 and 8 th Grade Lunch
1:34 – 2:18	Period 8
2:21 – 3:10	Period 9
3:05	4 th and 5 th Grade Dismissal
3:10	6/7/8 Grade Dismissal
3:30	Staff Leaves
4:00	School Office Closes

**Messages for staff may be left before and after regular office hours by voice mail (541-566-3548) or by email.
(See the "Staff" tab on the school website for teachers' email**

Fourth and Fifth Grade HUB Schedule

7:30am	Cafeteria opens for breakfast.
7:35am	Playground is supervised.
7:45am	Buses arrive from Athena. Students may enter the main building. The 4/5 hall is supervised.
7:55am	First bell rings—head to class!
8:00am	Class begins.
8:00-10:45am	Math and Reading Core Instruction
10:45-11:15am	Elective Period
11:20-12:00pm	Lunch and Recess
12:00-3:00	Writing, Science, Social Studies, PE, PM Recess
3:00-3:05	Pack up
3:05	Dismissal





Welcome to **W**eston **M**iddle **S**chool! We are glad to have you as a member of our learning community. **At WMS our first concern is that you achieve academically** so that you acquire the skills necessary to become a successful student. The staff here is committed to helping you with that goal. Students can have a huge impact on their academic success by **coming to school every day and completing assignments.**

Behavior Expectations at Weston Middle School

At WMS we have three community rules:

1. **Be Safe**
2. **Be Respectful**
3. **Be Responsible**

If you simply follow these three rules, you will be successful at WMS.

Inappropriate Behavior Definitions

Minor Infractions

Infractions that are minor in nature include, but are not limited to, the following behaviors: class disruptions, tardiness, not dressing for PE, chewing gum, inappropriate tone or attitude, being unprepared for class, minor use of profanity, minor technology violations, and failure to follow directions. When a minor infraction occurs, teachers and staff members will utilize a variety of appropriate, logical consequences designed to change behavior, such as: reminders/redirection, seating change, assignment to a buddy room, conference with student and/or parents, and loss of recess time. *If interventions do not achieve a change in behavior, the teachers and building administrator will require a meeting with the student and his/her parents to design a behavior plan and/or behavior contract.*

Major Infractions

Major referrals are serious in nature. They include, but are not limited to, the following behaviors: purposeful defiance, fighting, bringing a weapon to school, major classroom disruptions, major technology violations, use of profanity toward a staff member, and serious harassment. Major infractions are recorded, and the consequence is usually a suspension. Parents will be notified either by mail or phone for each major referral.

Five-Step System for Helping WMS Students Manage Their Behavior

STEP 1: MLT (Model/Lead/Teach):

When staff notices that student behavior is inappropriate, they ask the student questions regarding the school rules to be sure that the student understands the rule in question completely. If the student does not respond correctly, staff states the rule in a way that can be understood.

STEP 2: Classroom/Playground Interventions:

If rules are still not being followed after it is clear the student understands the rule, a series of classroom/playground interventions are used. These interventions are designed to provide immediate and logical feedback to the student as well as an opportunity for the student to learn how to behave appropriately in the future. The consequence is decided by the adult in charge and is carried out immediately. All staff members may invoke classroom and playground interventions when they are sure the student understands that their behavior is inappropriate and it is not necessary to MLT (Step1). Classroom and playground interventions include, but are not limited to: offering help, changing activities, acknowledging someone who is behaving appropriately, providing choice, having a private conversation with the student, providing preferential seating, removing the student from the activity, using proximity, assigning work detail, and assigning detention.

STEP 3: Parent Intervention:

If using the MLT strategy and Classroom/Playground Interventions are not successful, staff will contact parents to enlist their support in correcting their child's behavior.

Step 4: Team Intervention

Whereas classroom and playground interventions are immediate and made by individuals, team interventions take time and are made by more than one staff member. Team interventions may include conducting a team meeting, developing a positive behavior support plan, completing a functional behavior assessment, documenting interventions, brainstorming solutions, and sharing information.

STEP 5: Office Intervention

Office interventions should only be used after the other steps have been exhausted or the infraction is severe enough to require immediate attention from the office.



WMS Elementary Grades Dress Code

Students at WMS are to wear clothing that supports learning, displays respect for self and others, and is safe for school activities.

Definitions and Examples:

Underclothing--Clothing worn to protect private areas of our bodies. Examples: bras, underwear, panties, compression shorts.

Layers--Clothing worn underneath outer garments. Examples: tank tops, tights, camisoles, socks.

Outer Clothing--Top layer of clothing worn over underclothing and layers.

Sunglasses & Hats--Protective items that are to be worn outside.

Accessories--Decorative additions to clothing that must be respectful to others. Examples: Belts, jewelry, scarves

Rules:

1. Underclothing should be unseen at all times. Outer clothing and layers should cover these items.

2. Shoes must be appropriate for daily school activities. Examples: athletic shoes for P.E. and shoes with heels that do not pose a danger when climbing stairs. Slippers are only allowed on Pajama Days.

3. Chains are not allowed on clothing.

4. Bandanas are not hats and are not allowed.

5. Having writing on your skin at school is not allowed. If you have writing on your arms, legs, etc., you will be asked to wash it off.

6. All clothing and accessories must be appropriate for a school atmosphere. Clothing and accessories that promote use of alcohol, tobacco, or controlled substances are not allowed. In addition, clothing and accessories may not contain sexual, lewd, profane, or discriminatory messages.

7. The principal reserves the right to determine inappropriate clothing beyond these guidelines.

****Please dress appropriately for the weather. Recess is nearly always outdoors.**



Important Information about Weston Middle School

Schoolwide expectations, rules, and policies help to create a safe and orderly environment for students and staff. School rules apply on school grounds, inside the school building, at bus stops, on school buses, and at all school-sponsored events. If the need arises to create new school rules during the academic year, we will let you know through the daily announcements and/or written notification. Students are responsible to know and follow all school rules and district policies as presented in this handbook and on the school and district websites. If you have questions about any school or district rule, please do not hesitate to ask.

Admission

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements. The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student. The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student. Alternative education services may, at the discretion of the district, be provided to students expelled from another school district for violation of applicable state or federal weapon law and who subsequently become a resident of the district.

Alternative Education

Alternative education program options have been established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement. Parents may request additional in-district alternative education programs by submitting written requests to the principal. Contact the principal or district office for additional information on submitting proposals, the evaluation and approval process.

Attendance / Absences / Make-Up Work

Missing school will affect your learning, grades, and achievement. Research indicates over and over again that attending school is the **NUMBER ONE** indicator of success. For this reason, Athena-Weston Schools have set a goal of 95% attendance for each student.

- **When you cannot attend school**, your parent should *call or e-mail the office before 9AM so that we can mark the absence as excused*. If we do not receive a call, we will attempt to contact your parent.
- **Upon your return to school**, district procedures require a written note from your parents/guardians in order to officially excuse your absence if contact was not made previously via telephone or email. State law gives district officials the right to excuse or not excuse absences based on the nature of the absence, pattern of absences, or frequency. Make-up work is the responsibility of the student who is absent. Students will be given timeframe upon their return to make up work. This includes pre-arranged absences. Teachers may not be able to provide advance work for planned absences. **If you are absent, talk to your teachers and arrange for your make-up work.**
- **If your school attendance drops below 95%**, your parent or guardian will be contacted by the school district to discuss the reasons for your absences and ways that the district can be helpful. **Attendance below 90% is considered Chronic Absenteeism.** In the event that your absences reach the definition of *chronic*, a conference will be required and an Attendance Improvement Plan may be developed. **State law ORS 339.065 defines Irregular Attendance as more than 8 one-half days or 4 full days in any four week period.** If your absences become *irregular*, the district will follow procedures outlined by Oregon State Law.
- **Compulsory Attendance:** The State of Oregon requires that all students between the ages of 6 and 18, who have not completed grade 12, attend school unless otherwise exempted by law. School staff will monitor and report violations of the state compulsory attendance law. Failure to send a student to school in accordance with the law is a Class C violation and is punishable by a court-imposed fine (ORS 339.990)

For more information regarding attendance procedures at WMS, please refer to the Athena-Weston District-Wide Student Attendance Procedures. A copy is available in the school office.

Backpacks

Students may bring their school supplies in a backpack each day. Backpacks are unloaded in the morning and hung on hooks outside of classrooms. Items left in backpacks are not secure, and therefore students should not bring valuables to school.

Check Out / Check In:

If you must go to an appointment during the school day, you should bring a note to the office in the morning. When the time comes for you to leave, you will be called by the office. Only your parent(s) or other adults listed on your emergency contacts are able to sign you out. If you return to school that day, you should check in at the office, sign in, and be given a pass to class.

Child Find Notice

The Athena Weston School District is looking for children of school age who may be in need of special educational services. Special Education Services are provided for school age children through our district programs. For infants and children to age five, services may be available through Umatilla County's Early Intervention and Early Special Education Program. If you know of a child who might have special needs such as speech, language, learning, hearing, vision, motor or other education needs, please contact the Director of Special Education at the Athena – Weston School District Office at 375 S. Fifth St., Athena, OR 97813; Phone (541) 566-3551

Classroom Parties and Birthday Treats

Fourth and fifth grade classrooms have holiday parties or special activities called, "socials." During socials, students participate in two different fun activities that they sign up for in advance. Examples of social activities include crafts, cooking, science lab, board games, art projects, movies, gym activities, etc. Each activity is run by a staff member or parent. Parents are welcome to attend, assist, or even plan an activity. Teachers will alert you to upcoming parties and socials. In addition, students are welcome to bring in treats for their birthdays. **We do encourage parents to send healthy treats.** Please notify the teacher in advance to make arrangements.

Closed Campus

We are a closed campus. Students are to remain on campus from the time of arrival until dismissal. You will not be released at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The office will determine that permission has been granted before allowing you to leave. You will not be released to any person without the approval of your parent or as otherwise provided by law. If you leave campus without permission, there will be disciplinary action.

Communicable Diseases

Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) stating that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) below, the restriction may be removed by a school official. For head lice, indicated by a double asterisk (**) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox*, cholera, diphtheria, measles, meningitis, mumps*, lice infestations**, whooping cough, plague, rubella, scabies*, staph infections*, strep infections*, pandemic flu, and tuberculosis. Parents with questions should contact the school office.

Computer / Internet Use

You may have access to the district computer network and internet. You and your parent/guardian must sign the network/internet user agreement. This form will be kept on file in the office. Misuse of technology will result in the loss of computer privileges and restitution if there is damage to computer hardware or software.

Concerns and Complaints procedure

It is the goal of Weston Middle School to effectively educate and enrich the lives of its students. Occasionally, however, parents and/or students may have a complaint. In these cases, we have a system in place for parents to address such concerns involving their child. In our efforts to improve communication between the school and our community, we have put together a list of steps to aide in this process.

Complaint Involving District Personnel:

Step 1: If a parent has a classroom concern or a concern involving a staff member that does not involve an allegation of professional misconduct, he/she should first

contact the staff member in an effort to resolve the conflict. If the issue involves a coach or athletic situation, the athletic director should be contacted.

Step 2: If the issue is not resolved, the parent should then schedule a meeting with the principal within five calendar days.

Step 3: If, after meeting with the principal, the parent still feels the issue has not been resolved, he/she should file a written, signed complaint with the superintendent.

Step 4: The superintendent will review the complaint and respond to the parent once the situation has been investigated.

Step 5: If the parent is dissatisfied with the decision of the superintendent, he/she may appeal to the Board following receipt of the superintendent's decision. The superintendent will provide the complainant with the necessary appeal procedures.

An employee named in a complaint has the right to be represented at any meetings or conferences regarding such complaints. Also, any complaint alleging professional misconduct of an employee will be initiated in signed, written form and presented directly to administration.

Conferences

Parent-teacher conferences are scheduled each fall and spring to review student progress. The school will send information to parents approximately three weeks prior to the conference dates. Students, parents, and teachers may request a conference at other times during the school year as needed. A parent who wishes to schedule a conference with a teacher may contact the office or the teacher for an appointment. Teachers are generally available to meet with parents by appointment at 7:30am, 3:00pm, or during their preparation periods.

Deliveries, Messages, and Gifts

Messages and gifts for students are not encouraged. To avoid classroom disruptions, items such as balloons and flowers will not be delivered to classrooms, but can be picked up from the office at the end of the school day. Balloons and glass vases may not be taken on the bus.

Distribution of Material

All aspects of school-sponsored publications, including web pages, newspapers and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Written materials, photographs, pictures, petitions, films, or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a nonstudent without the approval of the administration. Materials shall be reviewed based on legitimate educational concerns. Such concerns include whether the material is defamatory, age appropriate to the grade level and/or maturity of the reading audience, poorly written, inadequately researched, biased or prejudiced, not factual, or not free of racial, ethnic, religious or sexual bias. "Materials" include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district. *The district may designate the time, place, and manner for distribution.* If material is not approved within 24 hours of the time that it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved materials to the superintendent. Material not approved by the superintendent within three days is considered disapproved. Disapprovals may be appealed to the Board at its next regular meeting at which the individual shall have a reasonable period of time to present his/her viewpoint.

Electronic Devices

You are discouraged from bringing electronic devices to school. If you do bring them, **they must be turned off and in your backpack or left in the office during school hours (7:45-3:05)**. The school office has a wonderful system to collect cell phones in the morning and hand them back out in the afternoon! Cell phones may be used on the school bus as long as they are used appropriately. **Cameras on cell phones may not be used at any time during school**. Any electronic device confiscated during the school day will have to be picked up by a parent.

Emergency Contacts

It is very important that registration information be kept up to date with current addresses and phone numbers. **If your address or phone number changes, or if your parent's work place or work phone number changes, please contact the office as soon as possible.**

Emergency Drills

Instruction on fire, earthquake, safety-threat dangers and drills for students shall be conducted each school month so that students and staff can respond to an emergency without confusion and panic. The school will conduct monthly fire drills. A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion. In addition, at least two drills on earthquakes and two drills on safety threats shall be conducted each year.

Emergency School Closing Information

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. School closure information will be disseminated by the following radio stations: KTIX 1240; KUMA 1290; KUJ 1420; KLIT 95.7 FM; KWHT 103.5 FM

- The superintendent shall make the final decision on school closure except in his/her absence or emergency situations requiring immediate action to safeguard the health and welfare of students.
- If the school is in session when the decision is made, the students, the transportation director, and the radio stations will be notified of subsequent day(s) of school closure.
- In the event an emergency arises forcing the closure of a building while school is in session, the principal shall send pedestrian commuters home; notify parents of the bus students in grades kindergarten through sixth; provide for the care of the bus students until they may be transported home. If the emergency occurs after noon, the principal shall provide for the welfare of the bus students until regular bus service occurs.

Field Trips

Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy, and such other rules as may be deemed appropriate by the field trip supervisor.

Fighting

Rough housing often leads to fights and therefore is not allowed. Fighting for any reason at school or at any school-sponsored event is strictly prohibited. **The consequence for fighting is in or out-of-school suspension.**

If someone is harassing you *or* confronting you in a physical manner, report the situation to the supervising staff member when it happens. Hitting back is not self-defense. Hitting back is retaliation. Covering your face with your arms or running is self-defense. **If you hit or attack someone, you will be appropriately disciplined even if, in your opinion, you did not start the fight.**

Food, Drink & Gum

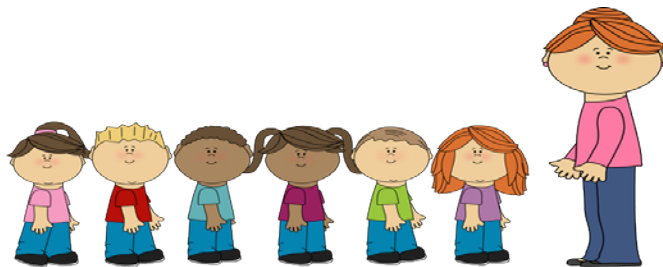
WMS is a **gum-free campus**. Classrooms are no food and drink zones unless you have the permission of your teacher. Food and drink provided by a teacher may be consumed under teacher supervision in the classroom. Food and drink purchased in the cafeteria must be consumed in the cafeteria. Food is not to be taken from the cafeteria at any time. Food, drink, and gum are not allowed on the bus, playground, or in the hallways. If you send food or drink with your child for lunch or for afterschool, it is to remain *unopened* in their backpack. Water is available for students in the classroom and hallways. Food and beverages consumed on the way to school should be finished and/or discarded prior to entering the building.

Grades

Fourth and fifth grade students at WMS are graded on a letter-grade system (A-F). Official report cards are sent home at the end of each quarter. To keep parents informed of their children's progress, fourth and fifth grade teachers send grade reports home with students most weeks. The teachers will let you know which day to expect grade reports. Parents of fourth and fifth graders do not have online access to their children's grades because of the progressive nature of elementary assessments. The students' grades change quite frequently. Therefore we find that sending weekly grade reports home is a better system than providing online access for fourth and fifth grade families.

Hallway Etiquette

While in the hallway, you need to remain respectful and courteous of others. Please walk and keep your hands and feet to yourself. Shouting, horse play, and foul language are not permitted. If you are in the hallway during class time, you must have a hall pass.



Harassment, Bullying, and Cyber Bullying

Bullying and harassment are not tolerated at WMS. School Board policy prohibits harassment and/or bullying of any kind. Reports of harassment will be investigated, and appropriate consequences will be imposed. Students are encouraged to report incidents to a staff member or to the school office. Additionally, there is a link to **Safe Oregon** on the school's website to report safety concerns anonymously. WMS staff also teaches the following steps to our students to deal with acts of bullying/harassment:

- **STOP**- If someone is directing problem behavior to you or someone else, tell them to "stop"
- **WALK** away if the behavior does not stop.
- **TALK** – Report the problem to an adult if the behavior occurs again.

Illness or Accident During the School Day

If you are not feeling well or you have an accident at school, you may come to the office. Please report to your teacher or playground aide first. A decision will then be made about whether or not your parent will be called.

Immunizations

The School Immunization Law (HB 2139) mandates proper immunization for children to attend school. Key points of the new School Immunization Law include the following:

1. Immunizations are required for enrollment and continued attendance in public and private and parochial schools for grade kindergarten through 12, and licensed day care centers.
2. Parents will document compliance by completing a simple standardized state approved form.
3. Exemptions are allowed for medical and religious objections, but families will receive a statement of risks/benefits/viability on the latter.
4. All transferring students will have a 30-day grace period to document required immunizations.
5. There is an exclusion clause for children not in compliance.

iPads

Weston Middle School is very fortunate to have 1:1 iPads. All students must have a signed iPad Use Contract on file in order to be issued a device.

iPad Rules:

1. The iPads and cases are the sole property of Athena Weston School District and will be issued on a daily checkout basis to your child for instructional use only.
2. The use of the iPad is a *privilege* extended to students and is conditional upon compliance with the requirements of this handbook, the Athena Weston School District's Technology and Internet Policy, and all other district policies.
3. The student is responsible for the security of the iPad at all times. The iPad should never be left unsecured. When not with the student, the iPads should be secured or stored in the charging carts.
4. WMS staff has the right to take temporary possession of the iPad at any time without prior notice if there are reasonable grounds to believe the iPad is being used in violation of WMS policies. A student may be placed on restricted use or may even permanently lose use of the iPad.

5. Cyber bullying is bullying that is carried out through an internet service such as email, chat room, instant message, and through mobile phones. It also includes inappropriate use or distribution of images, videos, or audios of another person. Any form of cyber bullying will not be tolerated under any circumstances. Students will receive information and instruction about what cyber bullying is and then will be required to pass quizzes on the topic to receive his/her iPad. In addition, internet and password safety will be taught as well. If a student is absent and misses the instruction, he/she will be given the information to study as homework. He/she will take the quiz at a later date and then receive the iPad when the requirements are met.
6. Students who are assigned to detention, in school suspension, or out of school suspension will not have access to his/her iPad to complete assignments.
7. Many classroom assignments are done using iPads. However, all teachers will work with students when necessary to ensure that they can complete assignments at home without using an iPad. "All of my work is on my iPad" is NEVER an excuse to have incomplete assignments.

Language

Using foul language at school is not allowed. If you are upset with someone, abusive or profane expressions are not acceptable. Profanity will be disciplined with appropriate consequences.

Library

The library is organized to assist you with your school work and to provide reading material for leisure hours.

Library Rules:

1. Library books can be checked out for a two-week period.
2. If a student loses a library book, the student must pay for the library book.
3. Damaged and/or lost books will be billed to parents at replacement or repair cost.
4. If you plan to move, you must turn in all books to the office before checking out.
5. No food or beverages are allowed in the library.
6. The door located closest to the office is to remain shut. (Emergency Exit)
7. If you come to the library to use the computers for research, you must have teacher approval.
8. If you use the computers for online research, you must have an internet use agreement signed by your parents on file.

Lost and Found

Reasonable care will be given to items turned in to the office. Most items will be moved to the hooks at the end of the 4/5 hallway. Report all losses to the office immediately. Label all clothing and personal items. *Do not bring valuable items or large amounts of money to school.* If you must bring valuables, please turn them in to the main office for safekeeping.

Lunch

Students may purchase a hot lunch at school or bring a lunch from home. Current lunch prices are posted on the school's website. Students who purchase lunches may bring a check or cash to the school office or pay online. Information about online payments is sent home to families with registration information at the beginning of the school year. If you need the online payment information, please call the school office. Weston Middle School provides a reduced price and free lunch program for students. Applications for free and/or reduced lunches are available in the office and on our website. To determine eligibility, please fill out an application: all information pertaining to free/reduced lunch program is confidential. **Families who qualify are required to reapply every year.**

Medications

Students may not have medication of any kind in their possession on the school grounds or buses without special written permission from the principal/parent on file in the office. All medications, including over-the-counter medications, are to be kept at the office and brought to school by a parent. Parents who wish school personnel to administer prescription or over-the-counter medications to their child during the school day must complete a written request through the school office. **Parents must bring prescription and nonprescription medications to the school office IN PERSON. Prescription medications must be IN THE ORIGINAL CONTAINER from the pharmacy. The prescription date on the bottle may not be expired. If the medication is considered to be a controlled substance, the PARENT must count the pills with a staff member.** Over-the-counter medications must be in their original packaging. Medication will be stored in a locked cabinet in the health room. State law requires new forms to be submitted to the school each year and that all remaining medication is picked up by a parent at the end of each school year. Any remaining medication is disposed of properly by the office. **Sharing of any type of medication among students is strictly prohibited.**

Parent Group

Weston Middle School has an active parent support group. The WMS Parent Group meets several times per year in the evening. The group assists with the annual Weston Potato Show, organizes an annual fundraiser, participates in the schoolwide socials, and provides other support as needed. If you are interested in becoming a member, please call the school office for contact information.

Possession or Use of Tobacco, Alcohol, Drugs or Weapons

Tobacco, alcohol, or illegal substances are not allowed on campus at any time. Any student who has tobacco products, alcohol, or illegal substances in his/her possession or who is using these substances on or near school grounds will be suspended, and a report will be taken by the police. **The administration will also refer to the district drug policy when making disciplinary decisions.** Any student who distributes, sells, or causes tobacco to be sold to a student under age 18 is subject to a fine of not less than \$100 and up to \$500. Supplying a controlled substance to a student or minor within 1000 feet of any school property is a Class A Felony. Punishment is a maximum of 20 years imprisonment, \$100,000 fine or both. Weapons (or look alike weapons) of any kind are not allowed at school for any reason. District policy may require an expulsion hearing for any student who brings a weapon or possesses one at school. If you find a weapon in or near the school, report it immediately to the office.

Posters and Signs

The principal must first approve signs, banners, or posters that a student, parent, or community member wishes to display. Signs, banners or posters displayed without authorization may be removed by staff members. Any student who posts printed material without prior approval shall be subject to disciplinary action.

Program Exemptions

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may be provided. All such requests should be directed in writing to the principal by the parent and should include the reason for the request.

Prohibited Items

The following items are disruptive to the learning process and therefore should not be brought to school: **sharpies or other permanent markers; "Expo" markers, or paper correction fluid; cameras; rubber bands, balloons, water balloons, or water devices; laser pens/pointers; lighters, matches and other flammable items.** Prohibited items listed above will be confiscated and returned only to the student's parents. Items not claimed after 30 days may be discarded.

Searches

You and your personal property, when under the jurisdiction of the school, may be searched. Items may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

Student Education Records

The information contained below shall serve as the district's annual notice to parents of minors of their rights, the location, and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English. Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the school office. Permanent records shall include: Full legal name of student; Name and address of educational agency or institution; Student birth date and place of birth; Name of parent/guardian; Date of entry into school; Name of school previously attended; Course of study and marks received; Credits earned; Attendance; Date of withdrawal from school; Social security number (voluntary); Other information (psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.). Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

- **Social Security Number**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

- **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules. Student report cards, records, or diplomas may be withheld for nonpayment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

- **Requests for Education Records**

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility, or youth care center in which the student was formerly enrolled and shall request the student's education record.

- **Access/Release of Education Records**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute, or legally-binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. Parents of a minor may inspect and review education records during regular district hours and may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing as follows:

1. Parents shall make request for hearing in which the objections are specified in writing to the principal.
2. The principal shall establish a date and location for the hearing agreeable to both parties.
3. The hearings panel shall consist of the following: a. the principal or designated representative; b. a member chosen by the parent; c. a disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/she shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents. If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202. A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

Substitute Teachers

Students will demonstrate respect, safety, and responsibility for all guests and substitute teachers. Poor behavior with substitute teachers will not be tolerated at WMS. Classroom teachers will administer consequences for students who do not demonstrate appropriate behavior when there is a guest or substitute teacher. If a student is referred to the office by a guest or substitute teacher for inappropriate behavior, the principal will determine the consequence.

Suspension and Expulsion

Suspensions occur when the building administrator imposes that consequence due to a major infraction of school rules. In-school suspension is served in the office. Students serving an out-of-school suspension are not allowed to come to school or

be on school grounds without administrator permission during the term of the suspension. A student may be expelled for severe or repeated violations of school and district rules and policies. No student may be expelled without a hearing unless the student's parent waives the right to a hearing, either in writing or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year. The district will provide appropriate expulsion notification including expulsion hearing procedures, student and parent rights, and alternative education provisions as required by law.

Telephone Use

The office telephones are for school business and may be used only with permission from the office staff. Phones are available in the classroom and may be used with teacher permission. Personal cell phone use is prohibited during the school day. Buses will not be held for after-school phone usage. Please make after-school plans prior to arriving at school.

Textbooks

Textbooks are loaned to students without charge on the condition that any loss or damage beyond normal wear-and-tear shall be paid by the students. The loss or damage is assessed based on the replacement cost of the book. Students are responsible to return textbooks issued to them to the appropriate teachers.

Threats of Violence, Menacing, Intimidation, Bullying

No form of harassment/threat of violence/bullying/intimidating behavior will be tolerated. Those guilty of such behavior will receive disciplinary consequences that may include suspension and/or expulsion. A student may also be referred to law enforcement for a violation. Students who are victims to this type of behavior need to report the problem to a teacher, counselor, or administrator so that it can be taken care of immediately.

Toys

Toys are discouraged at school. If you bring a toy to school for recess, it must fit inside and remain inside your backpack except during recess times. Toys may not be brought into the classroom.



Transportation

Regulations regarding conduct on school buses have been established by the *State Board of Education*. The privilege of students to ride a school bus is based upon their good behavior and their observance of established regulations.

Rules Governing Pupils Riding School Buses (OAR 581-053-0010)

1. Students being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring firearms, weapons, or other hazardous materials on the bus.
6. Students will not bring animals, except approved assistance animals, on the bus.
7. Students will remain seated while the bus is in motion.
8. Students may be assigned seats by the bus driver.
9. Students will cross the road in front of the bus or as instructed by the bus driver.
10. Students will not extend their hands, arms or heads through bus windows.
11. Students need written permission to leave the bus other than for home or school.
12. Students will converse in normal tones; loud or vulgar language is prohibited.
13. Students will not open or close windows without permission of the driver.
14. Students will keep the bus clean and must refrain from damaging it.
15. Students will be courteous to the driver, fellow students, and passers-by.
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

In addition to the above regulations, the Athena-Weston School District does not allow eating or drinking on any district route bus or shuttle bus. Also, if a student wishes to ride on a bus to which he/she is not normally assigned, he/she must bring a note from a parent and present it to the bus driver.

Discipline Procedure for District Approved Transportation

1. **FIRST CITATION:** The driver verbally re-states behavior expectations and issues a warning citation.
2. **SECOND CITATION:** The student is suspended from the bus until a conference has been held with the student, the parent/guardian, the bus driver, the transportation supervisor, and the principal.
3. **THIRD CITATION:** The student will not be allowed to ride the bus until a conference arranged by the transportation supervisor has been held with the student, the parent/guardian, the bus driver, the transportation supervisor, and principal. At this time a behavior contract will be implemented.
4. **SEVERE VIOLATIONS:** There will be a hearing at this time, arranged by the transportation supervisor, involving the student, parent/guardian, the bus driver, the transportation supervisor, and the principal.

Video Surveillance

The district has authorized the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students and visitors and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention. Video recordings may be provided to law enforcement agencies.

Visitors

As a matter of safety, we ask that all visitors – even parents – check in at the school office and receive a visitor's pass to wear. We want parents to feel welcome, but we also want students and staff to be safe. Older brothers and sisters who are listed on the student's emergency contact list may check a student out of school. Students from other schools are only allowed to visit with prearranged administrative approval. When picking up or dropping off your student, please park in the back parking lot behind the upper gym, walk thru the breeze way, and enter through the front doors. You may then sign your student out at the office or sign in as a visitor.

Volunteers/Chaperones

Weston Middle School welcomes parent volunteers. Please let your child's teacher or the principal know if you would like to volunteer on a regular basis so that a schedule can be arranged that meets the needs of the teachers. Volunteers who work with students regularly or who act as chaperones for field trips must submit to a background check. Paperwork for a background check is available at the school office.

Withdrawal

Students who wish to withdraw from Weston Middle School must submit a written request from the parent or guardian. Library books and all textbooks must be returned and all obligations met before records are transferred to another school. Student records will be forwarded to another school upon notice from that school that the student has enrolled. The district will forward education records within 10 days of receiving the request for records. Please allow one full school day to complete the withdrawal process.



Please detach and return to your child's teacher:

I have read and agree to the terms of this handbook.

Student's Name _____ Grade _____

Student's Signature _____

Parent's/Guardian's Signature _____

Homeroom Teacher Initials _____ Date _____

