

Whiteaker Middle School

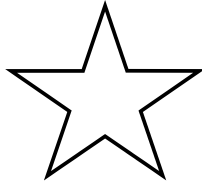
STUDENT & PARENT HANDBOOK

2018-2019

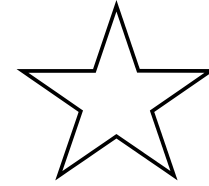


Whiteaker Middle School
1605 Lockhaven Dr. NE
Keizer, OR 97303

Phone: 503-399-3224
Attendance Voicemail: 503-399-3120
Fax: 503-375-7872



Whiteaker Staff



Principal
Julia DeWitt

Assistant Principal
Adam Matot

AVID Coordinator
Eva Olafson

Behavior Specialist
Soren Overby

Cafeteria Staff
Ana Diaz - Manager
Jamie Clarke
Guadalupe Olea
Maricela Monterroza
Ada Segura

Crossing Guards
Edwina Jack
Gary Jack

Custodial
Maria Anderson
Jeff Jabin—Lead
Thomas Hardy

Educational Support Professionals

Jenny Alger - LRC
Dawn Befus - Spec. Prog. IA
Jennie Burns - ERC
Melanie Detwiler - DLC
Shawna Dolph - LRC
Debra Frazier - Spec. Prog. IA
Gayle Filsinger-Thomson - ERC 1:1
Lori Fowler - DLC
Lisa Heath - Spec. Prog. IA
Michele Husseman - GEN
Doreen King - ERC
Marcus Larimer - EGC 1:1
Heather Lewis - DLC 1:1
Marinda Ling - EGC 1:1
Jennifer Martsfield-Berger - Spec. Prog. IA
Andrea Morse - DLC 1:1
Heather Nishimura-Hamm - DLC
Donna Peters - DLC
Ashley Rodriguez - Spec. Prog. IA
Lacey Rossi - EGC 1:1
Paula Stockemer - ERC
Corynne Taylor - EGC
Kim Thurston - EGC

If you would like to e-mail a staff member, please use the following format:

last name_first name@salkeiz.k12.or.us

Electives Department

Jennifer Bell (Band)
Shep Earl (Industrial Tech)
Melissa Gee (Family & Consumer Studies)
Kelly Hafer (Spanish)
Rebecca Hollen (Choir)
Raluca Linte (Computers)
McCarthy Mayer (Orchestra)
Amber Sweeney (Art)
Andy Thomas (Choir)

Enrichment Academy
Michele Husseman

Guidance Counseling
Pat Curran (A-K)
Renee Hanson (L-Z)

Health Assistant
Heather Lindon

Instructional Mentor
Matt Hurst

Language Arts Department

Cheryl Barrie
Kellie Federico
Deborah Jones
Raluca Linte
Noah Miles
Andrew Tennant
Heather Woodward
Carolee Zavala

Library Media Assistant

Susan Kathrein

Main Office

Alma Amaya (Attendance)
Cindy Dearing (Receptionist)
Rochelle Gould (Registrar)
Susan Horning (Office Manager)
Heather Lindon (Health Assistant)
Margot Wing (School Office Specialist)

Math Department

Angela Keeker
Angel Ochoa
Carley Parks
Toni Rommel
Sunday Turney
Alyssa Vaughn

National Junior Honor Society

Pat Curran
Renee Hanson

Passroom Supervisor
David Morrison

P.E./Health Department

Carol Biamont
Scott Coburn
Jacqueline Walker

School Liaison Officer
Jay Prall

School Nurse
Jodi Peterson, RN

Science Department
Bradley Kilgroe
Eva Olafson
Meredith Sheridan
Justin Silbernagel

Security Specialist
Zachary Brehm

Social Studies Department

James Decker
Matt Faatz
Alan Town

Special Education

Kyla Moeller - ERC
Karen Biben DLC
Megan Cramer - LRC
Lisa Perkins - LRC
Kelley Pierson - EGC

Speech Therapist
Erin Baker

Student Leadership

Amber Sweeney

TAG Coordinator

Shep Earl

Yearbook

Soren Overby

Whiteaker Bell Schedules

Main Bell Schedule	
<u>Building Opens</u>	
7:40	
<u>1st Bell</u>	
7:51	
<u>1st Period</u>	
7:55 - 8:47	
<u>2nd Period</u>	
8:51 - 9:40	
<u>3rd Period</u>	
9:44 - 10:33	
<u>4th Period</u>	
10:37 - 11:26	
<u>5th Period</u>	
1st Lunch	11:30 - 12:19
11:26 - 11:56	2nd Lunch
12:00 - 12:49	12:19 - 12:49
<u>6th Period</u>	
12:53 - 1:42	
<u>7th Period</u>	
1:46 - 2:35	

Advisory Bell Schedule	
<u>Building Opens</u>	
7:40	
<u>1st Bell</u>	
7:51	
<u>1st Period</u>	
7:55-8:40	
<u>2nd Period</u>	
8:44-9:29	
<u>Advisory Time</u>	
9:33-10:00	
<u>3rd Period</u>	
10:04-10:49	
<u>4th Period</u>	
10:53 – 11:38	
<u>5th Period</u>	
1st Lunch	11:42-12:27
11:38-12:08	2nd Lunch
12:12-12:57	12:27-12:57
<u>6th Period</u>	
1:01-1:46	
<u>7th Period</u>	
1:50-2:35	

PM Assembly Schedule	
<u>Building Opens</u>	
7:40	
<u>1st Bell</u>	
7:51	
<u>1st Period</u>	
7:55 - 8:35	
<u>2nd Period</u>	
8:39 - 9:19	
<u>3rd Period</u>	
9:23 - 10:03	
<u>4th Period</u>	
10:07 – 10:47	
<u>5th Period</u>	
1st Lunch	10:51 – 11:31
10:47 – 11:17	2nd Lunch
11:21 - 12:01	11:31 - 12:01
<u>6th Period</u>	
12:05-12:47	
<u>7th Period</u>	
12:51-1:33	
<u>Assembly - Wait for dismissal on PA</u>	
1:33 - 2:25	
2:25 Dismiss back to 7 th period	
2:35 Student Dismissal	

GENERAL INFORMATION

Absences and Attendance

Parents should phone Whiteaker's Attendance Voicemail at **503-399-3120** each time their student is absent from school. Please state the following when leaving a message on the attendance voicemail: student's name, date of absence, reason of absence, and your name. Parents who do not call in absences may be contacted by school personnel. These calls strengthen school and parent communication and also serve as safety checks.

Most student absences are excused by phoning in the absence. Student absences that are not excused by phone require a written excuse signed by a parent within three days of the absence. If a student is absent for more than ten consecutive days (either excused or unexcused) they will be withdrawn from Whiteaker. To re-enroll the student, the parent must contact the Registrar and conference with an Administrator.

Automated Attendance Calling

Whiteaker places great importance on student attendance. Students need to be in every class every day to ensure that the middle school years are successful.

We use an automated attendance calling system to contact parents, if unverified tardies or absences occur. Parents will receive an automated telephone message with details regarding their student's absence. Parents **must remain on the phone to leave a response** at the end of the recording. Parents may call the Attendance Voicemail at 503-399-3120 and leave a message explaining student's absence.

Absent or Late for School

Excused Absences: According to Oregon Statute 339.065, an absence may be excused if the absence is caused by the student's illness, by the illness of some member of the student's family or by an emergency. Administration may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence. In order to excuse absences not caused by illness or emergency, obtain a **Prearranged Absence Notification** form in the main office or from our school website. Prior to the absence, the student must return the completed form to the attendance office for administrative approval. Only approved requests will be excused. If the request to excuse the absence is denied, the school will contact the student's parents/guardians to communicate the school's decision.

Unexcused Absences: Absences for reasons other than stated above will be considered unexcused. Unexcused absences will be dealt with as disciplinary matters.

Late Arrivals: Students arriving late to school must check in at the Attendance Office with their parent, or with a note signed by their parent, excusing their absence. **Reasons such as "alarm clock did not go off, student overslept, student missed the bus, babysitting, student had to walk, etc.", are not valid excuses and will not excuse the absence or tardy.**

Unexcused late arrivals will be dealt with as disciplinary matters. Students arriving past 8:20 a.m. without a valid excuse will be assigned the following detention:

<u>Arrival Time</u>	<u>Consequence</u>
8:20-9:00 a.m.	Lunch Detention
9:00-10:00 a.m.	After - School Detention
After 10:00 a.m.	Decided by Administration on a case by case basis

Absent and Need Make-up Work

Families can view missed assignments through either StudentVUE or ParentVUE. Click on the Gradebook tab and drill down to a specific class to view assignments. Parents may request homework by calling the attendance voicemail at 503-399-3120 and leaving a message with your request if your student has been absent for two full days and you think they will miss additional days due to illness. The make-up work can be picked up after 3:30 p.m. the following school day after the request is made. If your student has missed less than two full days, students may get their make-up work when they return to school. Parents may also email their student's teachers directly for the make-up work.

Activity Bus

Whiteaker offers an after school study hall/activity bus for our students. This bus will run on Tuesdays, Wednesdays and Thursdays on student contact days until June 2018. This bus is only for students staying after school for a study hall or other school approved activities. The Wolverine Den staff will supervise students in an extended homework help session for classes that end earlier than 4:00 p.m.

The bus will depart Whiteaker at 4:15 p.m.

The bus has 5 drop-off locations:

4:19 p.m. 14th Av NE at Gubser Elementary School

4:27 p.m. Parkmeadow Dr NE at Meadowglen St NE

4:28 p.m. Wheatland Rd N @ Hazelbrook Dr N

4:32 p.m. Clear Lake Rd NE at June Reid Pl NE

4:46 p.m. Kale St NE @ Copper Creek Loop

After School Detention

After school detention may be assigned for behavior infractions. Detention time is 2:40 p.m. to 3:25 p.m. No talking is allowed, and students must remain seated. Upon entering the Passroom, students must have enough school work or reading material to last the entire detention time. If the rules are not followed, or if the student is tardy to detention, he/she will serve the remainder of the detention, plus receive one additional detention time. Parents will be notified, and are responsible for arranging their student's transportation home.

Athletic Events

Students are welcome and encouraged to attend school athletic events. Spectators are expected to demonstrate good sportsmanship when attending any athletic event. **Students in attendance at athletic events should be in the bleachers or designated areas for spectators.** Students will not be allowed to roam the school halls. Students who fail to follow these guidelines may be excluded from all other school events.

Athletic Opportunities

We offer:

Fall: 6th, 7th and 8th Grade Cross Country (Boys and Girls)
8th Grade Volleyball (Girls)
7th and 8th Grade Football (Boys and Girls)

Winter: 7th Grade Volleyball (Girls)
6th, 7th and 8th Grade Wrestling (Boys and Girls)

Spring: 6th, 7th and 8th Grade Track (Boys and Girls)

Middle School Athletics in the Salem-Keizer School District allows all students the opportunity to participate. Athletes will be placed on a team and allowed to play if they are academically, physically and behaviorally eligible and attend practices. Grades will be checked frequently. If needed, athletes will be sent to study hall the first half of practice until grades improve. If an athlete has an "F" in any class they are not eligible to compete in contest, but are expected to practice. **Practices end at 4:15 p.m. every day, unless a coach indicates otherwise.** An activity bus is available to take athletes home after practice. Refer to the Activity Bus section for days available and bus schedule/stops.

A Sports Packet must be completed and fees paid before a student can begin practice. A Sport Packet can be picked up in the school office or at Taking Care of Business Day. Once the items below are complete, your student is eligible to attend practices:

- **Physical Examination**

7th and 8th grade students must have a current School Sports Pre-Participation Examination form on file at Whiteaker before they can participate in an extra curricular sport. This exam is valid for two years. If you need a physical form, pick one up in the main office or visit the Whiteaker website. A physician must fill out, date and sign the Oregon School Activities Association (OSAA) form. Sixth grade students are not required to have a physical.

- **Athletic Participation Information and Permission Form**

This must be filled out, dated, and signed by the student's parent or legal guardian.

- **Health Insurance Requirements**

The above mentioned form asks for the name of the student's insurance company. The student **MUST** have health insurance coverage. If the student does not have insurance, there is a school insurance program available for purchase; the forms can be picked up in the office.

- **Middle School Student-Athlete Agreement Statement**

This form must be dated and signed by the student AND his/her parent or legal guardian.

- **Athletic Fee - Must be paid before student can practice.**

The fee to participate in Salem-Keizer middle school athletics is \$45.00 for each sport. If a student qualifies for the free/reduced lunch program, the cost is reduced to \$15.00 per sport. **Please note - the sports fee is non-refundable except in case of moving, accident, or extended illness.**

To qualify for the \$15 reduced fee, the parent/guardian **MUST** complete the following forms:

- 2018-2019 Confidential Family Income Application For Free & Reduced Meals
- Sharing Free or Reduced-Price Information With Other Programs
- Middle School Athletic Fee Reduction

Sports uniforms and equipment will be provided by the school. The uniform can only be worn on game days. Students are responsible for their uniforms and equipment and will be billed for any loss or damage. Uniforms and equipment must be returned to the coach immediately following the sports season.

Backpacks

Students may bring backpacks, bags, and purses to school and place them in their lockers. However, students may not take them to classrooms or the cafeteria.

Bicycles/Skateboards/Scooters

All students riding bicycles to school must park them in the designated area and lock them. Students are expected to follow all bicycle safety rules, including wearing and fastening a helmet. Bicycles may not be ridden on school grounds. Although the school will make every effort to safeguard your property, the school will not assume financial responsibility for stolen or damaged bikes. Students riding skateboards/scooters to school cannot ride them on campus at any time. Students must store their skateboards/scooters in their lockers.

Bus

Students being transported to school are under the authority of the bus driver. Those who refuse to obey the directions of the driver or abide by bus regulations may receive a Notice of Misbehavior, or in some cases, forfeit their right to ride the bus. Permission slips for a non-bus riding student to ride a bus or a bus rider to ride a different bus, must be turned into the office **in the morning** for approval. Parents having questions concerning bus transportation should call 503-399-3108.

Calendar

The school district's calendar can be accessed at: <http://www.salkeiz.k12.or.us/content/calendar>
Whiteaker's school year calendar can be accessed at:
<http://whiteaker.salkeiz.k12.or.us/home/school/school-calendar/>

Campus Supervision/Authority

Whiteaker Middle School provides adult supervision before school, during lunch, and after school until 3:30 p.m. unless the student participates in an after school event. All adult school employees (custodians, instructional aides, secretaries, teachers, counselors, campus monitor, and administrators) have the authority to enforce school rules. Students who defy this authority will receive behavioral consequences. Students have been informed that certain areas of the Whiteaker campus have been designated "off limits" before school and at lunch time. These areas, at lunchtime, include the east and west halls, and the front of the building, as well as the sports field (unless lunch activities are outside).

Cell Phones & Electronic Devices

While students are allowed to bring electronic devices to school, **ALL** devices must be kept **OFF** and in the student's locker at ALL times: Students are not allowed to carry any electronic device during the school hours of 7:40 a.m.-2:35 p.m. Students may use electronic devices before school and after school only in the cafeteria or gym from 7:15-7:50 a.m.

Devices include anything with an ON/OFF switch, including but not limited to:

- Cell Phones
- iPods/MP3 players
- Tablets
- E-Readers
- Laptops

Exceptions for the Cell Phone and Electronic Device policy are limited to:

- Granted special approval by a specific teacher (with Administrative approval) for a specific class period.
- Electronic Devices Approved through an IEP.

Violation of the Cell Phone & Electronic Device Policy

If students violate the cell phone/electronic device policy during school hours, they will be asked to surrender the device which can be picked up by the student at the end of the school day in the office. The following progressive sequence of consequences will be used if a student violates the Cell Phone and Electronic Device policy:

1st Offense: Surrender the device to staff.

2nd Offense: Surrender device, 1 after school detention, & parent phone call.

3rd Offense: Surrender device, 2 after school detentions, & parent phone call.

4th Offense: Surrender the device to staff, potential 1/2 Day ISS, parent phone call, and an Electronic Device contract that could include, but is not limited to, turning in the device each morning or asking parents to keep the device at home.

Checking Students out Early

Please send a note with your child on the day you need to check them out early. Please list the time they need to check out and the reason. Have your child bring the note to the office before school. If it is not possible to send a note, you may call the office to have your student excused from class. Please do not check your student out during the last 15 minutes of the school day.

Parents must come inside the building to sign out their student.

Complaints Submitted by Students, Parents, and Concerned Citizens

The Salem-Keizer School District is committed to reasonable, effective and timely means of addressing complaints submitted by students, parents, and other concerned citizens of the District. We understand that conflict and interpersonal differences are a natural part of everyday life, and that conflict can be an opportunity to grow and learn. The goal is to advance mutual understanding and safety of individuals and groups throughout the school community. Whenever possible, complaints should be submitted and addressed to the school or department concerned (as outlined in the District's Complaint Policy and Rule AG and AG-R. Copies of complaint process guideline forms are available in each school and the District office. Salem-Keizer School District policy forbids reprisal against a person for filing a complaint or participating in good faith in a complaint process.

Computer and Internet Use

Students have the opportunity to use computers and access internet for educational purposes only. Access to information will direct students to resources which have been reviewed and evaluated prior to use. Students must have their Identification Card with them when using the Internet. **If you do not want your child to have access to the Internet, a signed copy of the Internet Use Exclusion Form must be submitted to the school office. Forms are available in the front office.**

STUDENTS WILL NOT:

- Display, send or print obscene, harassing, insulting, attacking language, graphics, sexually explicit, offensive messages or pictures.
- Damage computers, computer systems, or computer networks.
- Install copy or reconfigure software or settings.
- Access operating systems or "explore" the hard drive.
- Change the desktop (add or remove shortcuts, change wallpaper, etc.)
- Download or save files to the hard drive or desktop but; instead save to their network folder or flash drive.

- Reboot or turn off the computer without permission.
- Attempt to move or repair the equipment.
- Use others' passwords, trespass in others' folders or in any way violate others' privacy right.
- Use the network for commercial purposes or financial gain.
- Use the network for illegal purposes, including promoting the use of violence, tobacco, alcohol, or other drugs.
- Violate copyright laws.
- Play games on the computer during school hours.
- Listen to music or radio on the computer; use music CD's or personal CD-ROM software.
- Use chat rooms, forums, or message boards or social media sites.
- Use e-mail during school hours except to access schoolwork documents and research, communicate with a teacher, or for online classes.
- Eat or drink near computers.

Computer Misuse

Any misuse of any network and/or internet system to threaten damage to District property or personnel or that in any way sabotages or modifies District programs, the District's computer networks and/or internet system, as defined in District Rule IFAF-R. Salem-Keizer SD Student Rights and Responsibilities. Policy 7.03 Computer Network and Internet. Any misuse or violation of district and/or Whiteaker policies and guidelines can result in disciplinary action including suspension and/or revoking access to computer and/or internet privileges.

- Contact with parent.
- Suspension or revocation of system privileges for minimum of 30 calendar days.
- In-school suspension.
- Out of school suspension for up to 10 days.
- Permanent revocation of system privileges.
- Referral to law enforcement.
- Continuing suspension and recommendation for expulsion depending on severity.

Counseling and Guidance

Whiteaker counselors provide support in a variety of areas and settings. This is accomplished through Guidance Curriculum, Individual Planning, Responsive Services, and System Support. Some examples of services include:

- Academic planning
- Career guidance
- Individual and small group support
- Referrals to community resources
- Peer facilitation
- Crisis counseling
- Advocate for student needs with teachers and parents

Students may make an appointment with the appropriate counselor (based on student's last name) by completing a counselor appointment request form located in the Guidance Office. Parents may also call the school to make an appointment with a counselor. Whiteaker counselors Pat Curran (students A-K) and Renee Hanson (students L-Z).

Cyberbullying Policy

Use of any electronic communication device to harass, intimidate, or bully another person is not tolerated. Communication of this type that disrupts or prevents a safe and positive education or working environment is considered cyberbullying.

Whiteaker Middle School strongly recommends that parents limit middle school-age students' access to social media sites such as SnapChat, Facebook, Instagram, Twitter, Kik and Pinterest.

Deliveries

Students will be notified if they receive flowers, balloons, or similar deliveries. The items will not be delivered to classrooms; students may pick up their deliveries after school. Balloons and flowers in glass vases are not allowed on school buses.

Discipline

Passroom/Detention (Positive Alternative to School Suspension)

Students who violate school rules that might warrant suspension from school are often placed in the Passroom for a portion or full day (in-school suspension-ISS) instead of being sent home (out-of-school suspension-OSS). Assignments are provided for students to work on during their stay.

Lunches will be eaten in the Passroom. Restroom and drink breaks will be permitted when other classes are in session. Failure to follow rules may result in further consequences.

Dress Code

Whiteaker Middle School maintains dress code guidelines with the SKSD **Student Rights and Responsibilities** handbook, and recommendations from the Salem-Keizer Gang Intervention Task Force. Students' dress and grooming should be appropriate for a learning and work environment. Appropriate attire is modest, neat, and clean to ensure a positive and safe learning and work environment for students and staff. Examples of clothing **NOT** to be worn at Whiteaker Middle School or school sponsored activities are the following:

- Any clothing, jewelry or item with gang symbols, nicknames, weapons, drug references, profanity, or language including but not limited to: Homies, 8 balls, chains, jokers, brown pride, Asian pride, clowns, insane clown posse (ICP), football jerseys or shirts with the numbers, 13, 14, 18, X4, XIII, XIV, 503, 277, 278, 85, 69, "420", swastikas, marijuana leaves, mushrooms, drugs/ alcohol.
- Any clothing or item that is a put down to self and/or others including racial put downs, sexually demeaning pictures, words, numbers, or sexual innuendo.
- Items with profane or vulgar language.
- Buckles with any gang, drug/alcohol, tobacco signs or symbols, or cut out letters, numbers or symbols.
- Clothing which is not appropriate for the learning environment, such as halter tops, tube tops, spaghetti straps, muscle shirts, backless tops/dresses, see-through attire such as lace, mesh, etc., and clothing that exposes inappropriate areas including undergarments and midriffs.
- Tank tops with spaghetti straps or racer backs will not be allowed. The shoulder straps must be a minimum of 2" wide. (Approximate width of a Whiteaker-issued student ID card).
- Shorts and skirts that are shorter than mid-thigh. Fashion holes in pants must be below the thigh.
- Chains- These include wallet, security and dog chains, including any form of spiked accessories.

- Sunglasses are not permitted indoors.
- Gloves of any kind.
- Full-length coats and rainwear inside the school.
- Head coverings including hats, stocking caps, scarves, masks and bandanas.
- Pajamas and slippers.
- “Heeley” roller shoes of any kind.
- Writing on body or clothing. Students will be asked to remove markings on body, and/or change their clothing.
- Pants that sag below the hips.

The **consequence** for violating any of the above-stated guidelines will result in the following:

- The student will be asked to remove or modify the clothing item that does meet Whiteaker’s dress code guidelines.
- If necessary, the student may be provided clothing or parents may be contacted to bring appropriate clothing.
- On the first offense, the student will be given the opportunity to correct the infraction.
- Chronic offenders will be subject to additional school consequences.

Emergency School Closures

If any type of emergency necessitates closing the school, your child will be sent home. If you or your child’s guardian are not usually home during school hours, you should have a contingency plan, such as having your child report to a nearby neighbor’s home.

Enrichment Academy

The after school Enrichment Academy offers many opportunities for students both before and after school. The 6 week sessions occur in the fall, winter and spring. Classes may include sports, Lego Robotics, root beer reading, culinary opportunities, and many more. A flyer (permission slip) is available online or may be picked up at the school store two weeks before each session begins.

Expenses/Fees

Optional Fees:

P.E. Shirt \$6.00, P.E. Shorts \$11.00, P.E. Sweatshirt \$15.00, P.E. Sweatpants \$15.00, replacement fee for lost P.E. lock \$7.50. Socks and shoes with laces are to be provided by parents.

Yearbook: \$15.00 (deadline to purchase yearbook 1/24/19)

Sports Fee: \$45.00 (\$15.00 per sport for students qualifying for free/reduced lunch AND who complete a Waiver and Sharing Form).

Grades

Progress Reports and Semester Grades System

Salem-Keizer middle school students receive a progress grade at the end of each six week grading period and a semester grade of the end of eighteen weeks (January and June). The semester grade is the official grade for the student and goes in their permanent record. The semester grade is determined by averaging the three six-week progress grades.

Grading System (as outlined by School District Policy IHA-R-3.01.02)

A=Excellent. The student has achieved the goals and objectives at an outstanding level.

B=Above Average. The student has achieved the goals and objectives at an above-average level.

C=Average. The student has achieved the goals and objectives at a satisfactory level.

D=Below Average. The student has achieved the goals and objectives at a minimal level.

F=Failure. The student has not achieved the goals and objectives at a level expected in the planned course of study.

Explanation of columns on the progress report

Prog Gr. This is the grade earned on the current progress report.

Sem Gr. This is the final grade earned for the semester.

Abs. The number of days the student was absent from each class during the last grading period.

Conduct How the student has behaved in class during the last grading period.

Wk Habits The work habits the student has demonstrated in this class during the last grading period.

Comment The comments that the teacher has included regarding the student's performance.

Parents can view grades online through ParentVUE. Contact the office to get a ParentVUE Activation Letter generated.

Health Insurance Portability and Accountability Act (HIPAA) Disclosure

Salem-Keizer Public Schools may be required by law to disclose protected health information regarding students. We may disclose your student's protected health information to state and federal agencies that regulate us as required by law. For example: Oregon Department of Education, Oregon Department of Human Services, Oregon Medical Assistance Programs, United States Department of Education under the Individuals with Disabilities Education Act also known as IDEA.

Honor Code Policy

Below are the definition of "cheating" and the consequences for cheating.

Cheating- Copying all or parts of another student's assignment that was done individually, loaning your assignment to another student to copy, or representing other's work as your own.

Copying during a test:

1. Using hidden notes.
2. Copying from another student's paper.
3. Talking and/or asking another student for an answer.
4. Giving answers to another student, either verbally or by letting him/her look at your paper.

5. Changing answers or not marking errors on your own or another's paper when you have been given the responsibility of correcting that paper.
6. Changing answers on a test paper after it has been returned to the student, unless instructed to make a correction.

Plagiarism: Is defined as copying four or more words directly from a source without using quotes. If credit is not given as instructed, consequences will occur.

Consequences for violation of the Honor Code/Plagiarism:

Grades:

1. The grade on the specific assignment or test will automatically become an "F".
2. The citizenship grade will automatically be lowered to an "N" or "U" for the six week grading period.
3. Repeated incidents could result in class failure or in a disciplinary referral.

Teacher's responsibilities:

1. Notify student(s).
2. Notify Assistant Principal.
3. Notify parents.
4. If students are allowed to work together on a class assignment, it is the teacher's responsibility to make clear what answers or work can be shared.

Honor Roll

Students qualify for honor roll if they have a semester GPA of 3.50 or higher. An event honoring our honor roll students occurs in February of each year.

2018-2019

STUDENT RIGHTS & RESPONSIBILITIES



Christy Perry, Superintendent

Salem-Keizer Public Schools 24J does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. This policy implements state and federal laws (including Title IX); inquiries about the non-discrimination policies should be directed to the Compliance Officer, Executive Director in the Human Resources Office, 2450 Lancaster Dr. NE, Salem, OR 97305. Phone: 503-399-3061

SUMMARY OF DISCIPLINE

(The full text of the District Policies and Procedures on Discipline, can be found in every district office or on the district website.)

These policies and procedures are designed to protect the safety, rights and responsibilities of students, parents and employees. These apply to student conduct which occurs while a student is:

1. On school premises before, during, or after normal school hours.
2. At a school-sponsored event before, during, or after normal school hours, including field trips and school-sponsored tours and activities in another city, state or country.
3. Traveling to and from school or a school-sponsored event.
4. On school premises at any other time when the school is being used for a school-sponsored event.
5. Enrolled in summer school and/or intersessions.
6. Off school premises when such conduct involves threats or harm to students, staff and/or district property.

In addition, the student may be referred to a school counselor, the CARE Team, the Youth Services Team or Threat Assessment Team.

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES <i>Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.</i>
<p>Assault, Physical – To intentionally, knowingly, or recklessly cause physical injury and/or cause substantial pain to another person.</p> <p>Aggressive Behavior – Physical behaviors directed toward another person, including, but not limited to, kicking, hitting, biting, shoving, tripping, slapping, or attempting to injure.</p>	<ul style="list-style-type: none"> • A student who physically assaults another person will not be returned to the classroom until his/her assigned consequence has been completed and may be reassigned to another class, classroom, or school. • Contact with parent. • Suspension for up to 10 school days. • Restitution. • Referral to law enforcement. • Continuing suspension and recommendation for expulsion. • Evaluation (mental health, counseling) at parent's expense.
<p>Threat – To place another person in fear of imminent physical injury by word (written or verbal) or conduct.</p>	<ul style="list-style-type: none"> • Contact with parent. • Conflict management meeting. • In-school suspension with a special project.
<p>Bullying, Harassment & Intimidation – Any act that substantially interferes with a person's educational opportunities or performance, that takes place on school property, at any school-sponsored activity, on school-provided transportation or at any official school bus stop; and that has the effect of knowingly placing a person in reasonable fear of physical harm or reasonable fear that damage may occur to the person's property; or creates a hostile educational environment which serves to distress, threaten, demean, annoy or torment another person.</p>	<ul style="list-style-type: none"> • Suspension for up to 10 school days, with a special project. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Referral to law enforcement. • Conference with parent prior to return of student to school. • Continuing suspension with recommendation for expulsion. • Evaluation at parent's expense.
<p>Sexual Harassment - Unwelcome sexual advances, requests for sexual favors, and other verbal, written or physical conduct of a sexual nature that unreasonably interferes with a person's education and/or a person's participation in school activities, or that creates an intimidating, hostile or offensive school-related environment.</p>	
<p>Discriminatory Harassment - The belief that members of one race are superior to members of another race or ethnic group and the use of words, and/or actions to carry out those beliefs.</p>	

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES <i>Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.</i>
Insubordinate Behavior – Behaviors which are defined as insubordinate may include, but are not limited to: disobeying or defying the authority of district personnel; verbal, physical, and/or profane or rude behaviors; disrupting any classroom, school or district-sponsored activity; behavior that constitutes a safety risk to the student or others and/or multiple referrals for insubordinate behaviors.	<ul style="list-style-type: none"> • Removal from classroom or any district activity. • Contact and conference with parent. • Detention, in-school suspension. • Suspension for up to 10 school days, with a special project or in-school suspension with a special project. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Continuing suspension and a recommendation for expulsion.
Weapons – Possessing, transmitting, selling, or in any way displaying any weapon, device, instrument, material or substance, firearm, illegal explosive, or other implement, which could reasonably be considered or used as a weapon, or attempted to be used as a weapon, or threatened to be used as a weapon, or is readily capable of causing death or serious physical injury and/or which is of no reasonable or educational use to the student.	<ul style="list-style-type: none"> • Confiscation of item related to offense. • Contact and conference with parent. • Referral to law enforcement authority. • Continuing suspension with recommendation for expulsion.
Look-alike Weapons – Possessing, transmitting, selling, or in any way displaying any device, instrument, material or substance, or other implement which could reasonably be considered a weapon, as defined in policy and/or which is of no reasonable or educational use to the student.	<ul style="list-style-type: none"> • Confiscation of item related to offense. • Contact and conference with parent. • In-school suspension. • Suspension for up to 10 school days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Referral to law enforcement. • Continuing suspension and recommendation for expulsion.
Alcohol and Other Drugs – <u>Possessing, buying, use of, or being under the influence of an alcoholic beverage; inhalants, including solvents and other dangerous substances; or of any other drug as defined by but not necessarily limited to the Uniform Controlled Substance Act, ORS 475.005; possession of paraphernalia, possession of look-alikes being represented as being a controlled substance and/or misuse of prescription or non-prescription drugs.</u>	<ul style="list-style-type: none"> • Confiscation of item(s) related to offense. • Contact and conference with parent. • Referral to law enforcement authority. • Suspension, in or out of school, for up to 10 school days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Continuing suspension and a recommendation for expulsion. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u>
Alcohol and Other Drugs – <u>Selling, distributing or possession with the intent to sell alcoholic beverages, inhalants, including solvents and other dangerous substances; or any other drug as defined by, but not necessarily limited to, the Uniform Controlled Substance Act, ORS 475.005, including look-alikes being represented as being a controlled substance and/or misuse of prescription or non-prescription drugs.</u>	<ul style="list-style-type: none"> • Possible recommendation for diversion.
Tobacco or Tobacco Products – Smoking, possessing, selling, buying, transmitting, distributing, or otherwise using tobacco or tobacco products. This applies to look-alike tobacco and tobacco products and to those substances represented as being tobacco and tobacco products (such as e-cigarettes and their contents).	<ul style="list-style-type: none"> • Confiscation of any item(s) related to the offense. • Contact and conference with parent. • Special project as assigned by administrator. • Suspension, in or out of school for up to three (3) days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Referral to law enforcement authority.
Attendance - Unauthorized absence – Any unauthorized absence from class without prior permission from parent or person in parental role.	<ul style="list-style-type: none"> • Contact with parent. • Development of attendance contract to be determined by school administrator. • Detention or in-school suspension. • Referral to law enforcement authority. • Retention/failure to receive credit for course work.
Attendance - Tardiness – Any unauthorized absence from class without prior permission from parent or person in parental role.	<ul style="list-style-type: none"> • Contact with parent. • Development of attendance contract to be determined by school administrator. • Detention or in-school suspension. • Retention/failure to receive credit for course work.

OFFENSE	PROGRESSIVE SEQUENCE OF CONSEQUENCES <i>Any level of consequences may be administered for any offense taking into consideration the age of and the past behavior of the student.</i>
Firesetting – Any act or attempted act of firesetting.	<ul style="list-style-type: none"> • Confiscation of item related to offense. • Contact and conference with parent. • Referral to law enforcement authority. • Restitution. • Removal from participation in school activities until restitution is made. • Suspension for up to 10 school days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Continuing suspension and recommendation for expulsion.
Computer Network and Internet – Any misuse or use of any network and/or internet system to threaten damage to district property or personnel or in any way sabotages or modifies district programs, the district’s computer networks and/or internet system, as defined in District policy INS-A004.	<ul style="list-style-type: none"> • Contact with parent. • Suspension or revocation of system privileges for minimum of 30 calendar days. • In-school suspension. • Suspension for up to 10 school days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Permanent revocation of system privileges. • Referral to law enforcement. • Continuing suspension and recommendation for expulsion.
Property Damage and Theft – Deliberate or intentional damage to any district facility and property and/or theft of property belonging to the district or to another individual, including, but not limited to, improper care of books, locker and lock.	<ul style="list-style-type: none"> • Contact with parent. • Restitution. • In-school suspension. • Suspension for up to 10 days. <u>For students in grade 5 or below, refer to section 3.3.3 of Discipline: Students INS-P028.</u> • Removal from participation in school activities until restitution is made. • Continuing suspension and recommendation for expulsion. • Referral to law enforcement authority. • Evaluation at parent’s expense.
Nonpayment of fees, fines, and/or restitution for damaged or lost property.	<ul style="list-style-type: none"> • Contact with parent. • Referral to collection agency and/or law enforcement.

SUSPENSION

Suspension is the temporary removal of a student from all school building(s)/property and from participation and/or attendance in or at school activities or district-sponsored events and or activities, including athletics and access to school transportation, for not more than ten school days. A student, parent, or other person in parental relationship shall have two school days from the school administration’s decision to suspend, in which to appeal the decision to the Superintendent or designee. The Superintendent or designee will review the written record and/or may conduct an informal hearing, and render a written decision within three (3) school days from the notice of the appeal. A student, parent, or other person in parental relationship shall have the right to appeal the Superintendent or designee’s decision to the Board within two (2) school days from the receipt of said decision.

EXPULSION

Any student who violates district policies and procedures may be subject to expulsion. Expulsion is the removal by the School Board or its designee of a student from school building(s)/property, school transportation, and from participation in school activities for not more than one calendar year.

If students with disabilities and/or students who have current special education evaluations pending have committed an offense for which expulsion is a suggested disciplinary consequence, prior to this change of placement, a determination will be made as to whether the student’s misconduct is caused by the student’s disability or an inappropriate placement.

A student who has been recommended for expulsion will receive a hearing before a hearing officer; the hearing will be conducted pursuant to ORS 332.061 and in accordance with district policy and procedures as may be directed by the Superintendent. A student may be represented by legal counsel or other person at the student’s expense. The student, parent or other person in parental relationship shall be permitted to inspect, in advance of the hearing, any affidavits or exhibits, which the district intends to submit at the hearing. The student shall be permitted to introduce evidence by testimony, writings, or other exhibits. The case shall be determined solely on the evidence presented at the hearing. The hearing officer shall render a decision in writing within 24 hours of the hearing. Within five school days of the receipt of the hearing officer’s initial decision, or seven calendar days if the expulsion decision occurs after school ends in June, the parent, other person in parental relationship, or the student if 18 years of age or over may request a Board review of the decision on a Notice of Appeal form developed by the Superintendent’s Office. The appeal shall be filed with the Office of the Superintendent.

DIVERSION

Upon recommendation of the school administrator, a student who has violated district weapons or drug/alcohol policy or rule may be given the option to participate in the District's Diversion Programs.

ALTERNATIVE EDUCATION

Students who have been expelled from the district will be notified of alternative educational programs designed to provide a variety of environments, times, structures and/or methods of instruction that they can participate in during the time they are expelled.

STUDENTS' RIGHTS AND RESPONSIBILITIES

ASSEMBLY OF STUDENTS

School District 24J recognizes the constitutional right of students to assemble. However, it should be noted that many schools are crowded, limiting the availability of space. Student assembly should be related to the school program, should not disrupt classes, and should not cause a hazard to persons or property. Requests for student assembly shall be made in advance to the principal, and students will be notified of the decision within a reasonable time.

BICYCLES, SKATEBOARDS & SCOOTERS

Any student may ride a bicycle to school. However, students riding bicycles to school must know and practice the safety rules and demonstrate good riding habits. The following guidelines are in addition to the regular rules for safe bicycling:

1. Oregon bicycle helmet law ORS 814.485 requires any child up to 15 years of age to wear an approved bicycle helmet when riding in any place open to the general public - streets, roads, sidewalks, and parks.
2. Bicycles are not to be ridden on the school grounds during school hours or during the hours of after-school activities.
3. Riding double on a bicycle is not permitted.
4. Penalties for unsafe bicycle conduct or failure to follow the rules may be made by the principal, school staff, or parents.
5. Students are advised to securely lock bicycles to the racks. While every effort is made to provide a secure place for bicycles during the school day, students should realize that they bring their bicycles at their own risk.

Any student may ride a skateboard or scooter to school. However, students riding skateboards or scooters to school must know and practice the safety rules and demonstrate good riding habits. The following guidelines are in addition to the regular rules:

1. Oregon skateboard and scooter rider helmet law ORS 814.600 requires riders to wear protective head gear.
2. Skateboards and scooters are not to be ridden on the school grounds at any time. Upon arriving on district property, the rider must carry the board and walk.
3. Skateboards and scooters are not to be ridden around school buses.
4. Penalties for unsafe rider conduct or failure to follow the rules may be made by the principal or school staff.

CLOSED CAMPUS

The district restricts students to the school grounds during the school day with certain exceptions. All students shall remain on the school grounds from the time they arrive in the morning until their regular dismissal time at the end of the school day. This attendance requirement includes the noon hour period with the following exceptions: to go to and from their home for lunch as requested

by parents; to run an errand or keep an appointment as requested by parents; and to carry on a planned program of the school, such as work study. Students seeking to leave the campus during the school day must obtain permission from the school administration.

An open campus (INS-P024) or unrestricted lunch period for students attending Salem-Keizer high schools is a privilege that is annually determined based on application by the student body of the school and action of the high school level director.

COMPLAINT PROCESS (ADM-P008)

The district is committed to resolving complaints in a timely manner, by direct, informal discussions, beginning with the school or department involved. Communication is essential during this process so that the involved parties may better understand the reasons behind each other's position. Whenever possible, complaints should be submitted and addressed at the school or department, and through the recognized channels of communication as outlined in the District's Complaint Procedure (ADM-P008). The complaint procedure is available on the district's website. Salem-Keizer School District policy forbids reprisal or retaliation against any person acting in good faith in a complaint process.

ELECTRONIC RESOURCES AND THE INTERNET (INS-A004)

A student under age 18 may use electronic resources, including the Internet, in Salem-Keizer schools unless his/her parent or other person in parental relationship denies the student access through completion of an exclusion form (INS-F048). The district may suspend or revoke access of a user to electronic resources and/or the Internet and may report the violation to law enforcement authorities if the user violates District Policy.

CONDUCT ON SCHOOL BUSES

Students who use district transportation do so in accordance with District Procedure TRN-P036. Continued use of district transportation is contingent upon student observance of District Discipline Policy and Procedures.

CUSTODIAL AND NON-CUSTODIAL PARENT RIGHTS

The district will give full rights under procedure INS-P022, Student Records, to either parent, or other persons in a parental relationship, unless the district has been provided with written 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. Non-custodial parents should furnish the school with their address to which school materials should be sent.

ORS 107.154(1) and (4) provides that unless otherwise ordered by the court, an order of sole custody to one parent shall

not deprive the other parent of the following authority:

- To inspect and receive school records and to consult with school staff concerning the child's welfare and education, to the same extent as the custodial parent may inspect and receive such records and consult with such staff.
- To authorize emergency medical, dental, psychological, psychiatric or other health care for the child if the custodial parent is, for practical purposes, unavailable.

A student will not be released to a person claiming legal custody of a student unless that person is listed on student records by the custodial parent or can provide personal identification and a legal custody order issued by the State of Oregon.

FOOD SERVICE MEAL PROGRAM

School District 24J participates in the National School Lunch and Breakfast programs. Both programs are regulated by the United States Department of Agriculture (U.S.D.A.). The U.S.D.A. has established guidelines for students that participate in either the lunch or the breakfast programs. For lunch, students are encouraged to take all food components (grain, meat/meat alternate, fruits, vegetables, and milk) of the meal that is offered, but under U.S.D.A. guidelines, are only required to take 3 out of the 5 food components, one being at least a 1/2 cup fruit or vegetables. For breakfast, students are required to take 3 out of 4 items offered comprised of 3 food components (grain with an option of meat/meat alternate allowed, fruits/vegetables, and milk). USDA/ODE Statement: This institution is an equal opportunity provider.

FREEDOM OF EXPRESSION (INS-A029)

School District 24J recognizes that every student has the right of free expression and encourages the exercise of this right. Students also have a responsibility to assist in maintaining orderly school operations.

School officials have a duty to prevent the distribution of libelous or obscene material or material that will clearly disrupt the educational process. Student publications will be free from discrimination, harassment, prejudice and racism. Therefore, publications and student speeches are subject to reasonable review and approval by the school administration. Such review will be made without unnecessary delay. The school principal is the editor and publisher of all school publications.

GANG ORGANIZATIONS

A gang is defined as a group of three or more people whose members have a common name, symbol, or colors; and who engage in criminal behavior as one of their activities. Such organizations will not be tolerated in district schools.

Any student found using any manner or means in representing a gang, recruiting potential gang members, promoting gang membership or activities, violating the District's Code of Policy and Rules, or engaging in any criminal gang activity, will be subject to referral to law enforcement authorities and will be subject to disciplinary action up to and including expulsion.

This is not intended to discourage the formation of, or membership in, organizations and activities which are not criminal, antisocial, discriminatory or related to gang organization.

HAZING, HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING AND MENACING; STUDENT (INS-A003)

Acts of hazing, harassment, sexual harassment, intimidation, bullying, cyberbullying and menacing will not be tolerated by student to student, staff to student, or student to staff. Harassment, intimidation, and bullying may be based on, but not limited to, the protected class status of a person. Protected class is defined in Administrative Policy INS-A003. Students are encouraged to report concerns by completing a confidential student report form (INS-F030) located in the school office, library, and counseling center. Parents, guardians, and community members may file a complaint by meeting with

DRESS AND GROOMING (INS-A025)

While dress and grooming are basically the individual responsibility of students and their parents, the total learning climate of a school is important to educational progress. When dress and grooming disrupt or directly interfere with the educational process, it becomes a matter for counseling with the student and/or parent.

Inappropriate clothing, apparel, and/or jewelry may be confiscated. Examples of inappropriate clothing include clothing that is immodest; advertises, depicts, or promotes the use of tobacco, tobacco products, drugs, alcohol, racism, harassment; or is sexually explicit or demeaning. Additionally, clothing adorned with weapons or implements which could be used as weapons, and/or clothing which is worn for the purpose of establishing and identifying gang membership is not acceptable and will be confiscated.

Individual schools may choose to expand the guidelines with approval from their site council and parent advisory committee. Schools adopting school uniforms for students will follow the district school uniform Work Instruction (INS-W023).

ELECTRONIC DEVICES

Electronic devices can be disruptive and distracting to the learning and school environment. These devices include, but are not limited to: cellular phones, pagers/beepers, watches, audio equipment, or electronic games and devices that serve no reasonable educational value or foreseeable use to the educational process. Students who carry or wear these devices may be asked to surrender them to the office where they will be held. Parents will be notified to pick up the item. Cellular phones may be carried in the backpack with parental permission as long as they are not disruptive in the school environment.

EQUAL EDUCATIONAL OPPORTUNITY FOR ALL STUDENTS (ADM-A009)

It is the policy of School District 24J that no student enrolled in the district shall, on the basis of age, disability, national origin, race, color, religion, gender, sexual orientation, marital status or financial ability be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity administered or authorized by the School Board. School District 24J staff shall make a continuous effort to provide an equal educational opportunity for students and to eliminate those conditions which may cause discrimination.

the school administrator or by the procedure for resolving formal complaints as outlined in the District's policy (ADM-A005) and procedure (ADM-P008). A person may make an anonymous report directly to the school principal. All reports will be investigated by the school administrator. A person may request a review of the actions taken by staff in responding and/or investigating a report by filing a written request with the Superintendent.

Students whose behavior is found to be in violation of this policy will be subject to disciplinary actions. Reprisal or retaliation against any person acting in good faith in a complaint process is a violation of district policy. A student found to have falsely accused another as a means of reprisal, retaliation, or a means of hazing, harassment, intimidation, bullying, cyberbullying or menacing, shall be subject to disciplinary actions.

HIGH SCHOOL ATHLETICS (INS-A014)

High school athletes are expected to observe all District Policies. Policies involving the use of tobacco products, alcohol and other drugs apply from the first day the athlete begins participating in a sport(s) and continues throughout the school year and all following years of athletic participation in Salem-Keizer schools. This policy is in effect 24 hours a day, through the end of each school year. Athletes who violate these policies will face the same consequences as students who do not participate in sports, in addition to being immediately suspended for a minimum of three weeks from sports competition, and will undergo a drug assessment upon first offense.

High school athletes are also required to maintain a minimum 2.0 grade point average on each progress report to be eligible to participate in all co-curricular athletic activities as written in Salem-Keizer School District Policy INS-A014, relating to Student Athlete Expectations: High School.

LOCKER AND PERSONAL PROPERTY INSPECTION

Lockers and desks belong to the school district and are under control of the school administration with students permitted use of them as a convenience. The schools are concerned about the use of lockers for storage of illegal items and are also concerned that lockers are cared for properly. Based on the standard of reasonable suspicion, personal property may be inspected and lockers may be opened at the discretion of the building administrator in a prudent way, at appropriate times, and in a reasonable manner.

MOTOR VEHICLES

High school students may drive motorized vehicles to and from school. Certain school regulations, however, are necessary because of insufficient parking, concern for safety, protection of property, and interruption of the school program. Parking fees may be assessed by the district. No student vehicles will be permitted to leave the school grounds during the hours in which school is in session, including the lunch hour, without the permission of the building principal. Permission to drive a motorized vehicle to school may be revoked at any time for violation of any school regulation regarding vehicle use. No student attending a middle school shall be permitted to drive a motorized vehicle to school.

Parents are responsible to register motorized vehicles with the school office before their student can drive to school. Students who are 18 years old or emancipated must register their cars with the school. Those students shall abide by the rules and regulations governing the use of such vehicles during the time the student is under the direction of the school.

NON-DISCRIMINATION STATEMENT

Consistent with its Title IX obligation, the Salem-Keizer School District prohibits discrimination, including sexual and gender-based harassment and violence, on the basis of sex/gender in all of its programs and activities, including academics, employment, athletics, and other extracurricular activities.

Furthermore, it is the policy of Salem-Keizer Public Schools that there will be no discrimination or harassment of individuals or groups on the grounds of age, color, creed, disability, marital status, national origin, race, religion, sex or sexual orientation in any educational programs, activities or employment.

You may file a complaint by using the online reporting form (HUM-F033). You may also contact the Office for Civil Rights (OCR). For more information about Title IX and the school district policies, procedures, and resources, please see the information below.

Persons having questions about equal opportunity and nondiscrimination should contact the following:

John Beight, Title IX Coordinator/Executive Director of Human Resources, 503.399.3061, beight_john@salkeiz.k12.or.us.

RESPONSIBILITY OF STUDENTS TO AND FROM SCHOOL

The school is concerned for the safety and conduct of students on the way to and from school and for the protection of neighboring property. All pupils on the way to and from school are subject to the reasonable control of the school and the District Discipline Policy and Rule.

RIGHT TO REVIEW STUDENT RECORDS

A parent or other persons in a parental relationship and also eligible students as written in District Procedure INS-P022, have the right to:

1. Inspect and review the education records of the student.
2. Request amendment to education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy and other rights.
3. Consent to disclosure of personally identifiable information contained in student education records, except to the extent that this policy authorizes disclosure without consent.
4. Pursuant to the provision of Oregon Administrative Rule 581-021-0410, file with the United States Department of Education a complaint alleging that the district has failed to comply with the Family Educational Rights and Privacy Act.
5. Obtain a copy of District Procedure INS-P022. The complete policy may be seen at each school, the Office of the Superintendent and on the district's web site.

A parent or other person in parental relationship or an eligible student who wishes to inspect education records shall submit his/her request to the building principal or his/her designee.

SCHOOL ATTENDANCE

Salem-Keizer Public Schools is committed to providing a quality education for all students. A strong correlation exists between the student's academic success in school and his/her daily attendance. A student is expected to be present in each of his/her classes during any grading period in order to meet the goals and objectives of the class.

In terms of attendance, a student is either present or absent. An excused absence is one which is approved by the principal or his/her designee in one of the following situations: Illness of the student, emergency, pre-excused, or extenuating circumstances. An unexcused absence is one which is neither excused nor official, and may result in disciplinary action.

Each principal or his/her designee shall develop and implement an attendance policy and procedure that includes the expectation of student attendance and encourages such attendance. Each school will develop and implement a building tardy policy. The parent or other person in parental relationship will be notified by the district if a student has missed school and the absence has not been cleared. Appeal of disciplinary action taken as a result of unexcused absences may be made through the district's complaint process.

Additionally, the school administrator (or designee) shall notify the parent or person in parental relationship of the student's nonattendance or irregular attendance. If the nonattendance (failure to attend school) or irregular attendance (eight unexcused one-half day absences, or the equivalent thereof, in any four-week period) problem persists, the school administrator (or designee), shall provide written notice in person or by registered or certified mail to the parent or person in parental relationship that the student must appear at school on the next day following receipt of the notice and must maintain regular attendance for the remainder of the year.

If the above notice is not complied with, the principal or designee, under the provisions of ORS 339.925, shall provide notice in writing (written in the native language of the parent) to the parent or person in parental relationship that: The parent or person in parental relationship and the child must attend a conference with a designated school administrator to discuss the situation; the parent or person in parental relationship must enroll his/her child and ensure the student attends a full-time school on a regular basis; failures to enroll, send, and maintain the child in regular attendance is a Class C violation. If the nonattendance or irregular attendance problem persists, the Superintendent or designee may elect to issue a citation to in accordance with ORS 339.925. If the truancy of an older student is deemed to be beyond control of the parent or person in parental relationship, the matter will be referred to juvenile authorities.

SEARCH AND SEIZURE (INS-A015)

School officials have the authority to conduct searches of district property and the personal property of students based upon reasonable suspicion, and to seize unauthorized, illegal or unsafe materials, and/or identify unsafe conditions as a proactive response to keeping schools safe. Whenever possible, searches will be done with the consent of the student and in their presence. If unauthorized, illegal or unsafe materials are discovered during any type of search, school officials will exercise one or all of the following options: Seizure of contraband; report to the proper authorities; initiate the district discipline policy and procedure. On an annual basis, parents, students, staff and community will be informed that the district may

conduct canine searches of school property and if school officials have reasonable suspicion to believe that contraband is present in a school, an unscheduled canine search may occur.

SPECIAL EDUCATION CHILD FIND

All students, birth to 21 years of age may be eligible for specially designed special education services. Students qualify under guidelines established by federal law and directed in each state by the Department of Education.

School districts must identify, locate and evaluate all resident children with disabilities, regardless of the severity of the disability, who are in need of early intervention, early childhood special education or special education services.

When a student is referred for special education, an evaluation may be recommended. All referrals start at the neighborhood school. Trained staff will complete observations, conduct diagnostic evaluations and gather information from a variety of sources. All initial evaluations are made with the signed permission and knowledge of the parent and/or guardian. Parent/guardian input is considered at all stages of the evaluation, eligibility and placement.

STUDENT INTERVIEW BY POLICE OFFICERS

Law enforcement officers may interview students at the school site. School authorities may attempt to notify the parents or guardians of such action only with the consent of the investigating officers.

STUDENT FEES AND CHARGES (INS-A012)

Students and their parents/guardians shall be held financially responsible for any materials lost or willfully damaged.

The district shall pursue the collection of debts to the full extent allowed by Oregon State statute.

Nonpayment of fees, fines, and/or restitution for damaged/lost property may result in: Loss of privileges related to the student's participation and/or attendance at school events and/or non-academic activities including but not limited to ceremonies and/or activities related to graduation, athletic events, and school sponsored dances or parties (including prom). The district may take legal action, including referral of an outstanding amount to collections or by filing a civil complaint in Circuit Court after giving the notice required in ORS 339.270.

TRUANCY AND DAYTIME CURFEW

Salem has a daytime curfew ordinance and Keizer has a truancy ordinance which prohibit minors (between 5 and 18 years old) from being in public places during regular school hours to decrease truancy and/or the crime rate. If irregular attendance occurs, the district shall investigate, send notification of the irregular attendance to the parent or other person in parental relationship, and determine what corrective measures should be taken. The district may proceed with legal action in accordance with state law, including referral to law enforcement for the issuance of a citation for up to \$500.

*Manuals are continually revised and improved.
Users of this manual should check the QAM
website for the most recent version.*

Human Sexuality Units

The Salem-Keizer Middle School Health curriculum in grades 6, 7 and 8 includes a course on relationship building and human sexuality. It provides students with basic and factual information that is relevant and age appropriate. The curriculum is designed to help your child make responsible decisions and set personal goals. Students are encouraged to take worksheets and classroom materials home to share with parents. Every effort is made to give your students accurate and factual information in a respectful classroom environment. Specific areas of study include:

- Expected Changes of Puberty
- Friendships, Relationships and Dating
- The Reproductive Systems
- Personal Hygiene
- Sexually Transmitted Disease
- Consequences of Teen Parenthood
- Abstinence
- Condom Application (Grade 8)

If you would like to know more about the curriculum, parents may preview the materials online at <http://www.oregon.gov/dhs/children/MFMC/pages/index.aspx>. You may also contact the teachers directly if you have questions or concerns.

***All students will be included in the program unless parents/guardians indicate otherwise.** If, after reviewing the materials, you would like your student excluded from class, please submit a letter to the principal requesting that, after reviewing the curriculum, you would like your child excluded. An alternate assignment will be available for students opting out of the curriculum.

Library

The library/media center opens at 7:40 a.m. and closes at 3:25 p.m. daily. Students are also welcome during their lunch period. The media center provides students with books, magazines, and newspapers for research as well as for recreational reading. The media center also has computers connected to the Internet and email at no cost to students. Students must have their Identification Card with them when they are using the Internet and must follow computer use policy. **If parents do not want their child to have access to the Internet, a signed copy of the Internet Use Exclusion Form must be submitted to the school office.** Forms are available in the school office.

At the beginning of the year, students will be given \$3.00 on their print account. Printing is \$.10 per page. If the student uses their \$3.00 allotment before the end of the year, he/she will be able to make a deposit to their print account in the Media Center. **Any monies left over at the end of the year will not be refunded.**

Lockers

Lockers are the property of the school district. Lockers are assigned to students as a convenience for storage of books, lunches, and backpacks during the school day. Since lockers are not completely safe, money and other valuables should not be stored in them. Student responsibilities regarding lockers include:

- Respect locker partner and their property.

- Keep the locker clean and in good shape.
- Keeping the combination a secret.
- Use only your assigned locker. Students are not allowed to change lockers.
- Assume responsibility for any items found in the locker during inspections.
- Store only materials and supplies appropriate for school.
- Decorate the locker only with appropriate materials.
- Lockers may be inspected periodically by school officials for textbooks, overdue library books, and when school personnel suspect the storage of illegal materials or items that violate school rules. Any items left in lockers at the end of the year will be donated.

Locks

Padlocks are loaned to students for use in PE for the year. If a lock is lost or stolen, students are expected to report the loss to the office and a fee of \$7.50 will be charged for replacement.

Lost and Found

Unclaimed articles from the “Lost and Found” are displayed in the main hall by the office. Any article not claimed is donated to charitable organizations every six weeks. It is recommended that students mark personal items.

Lunch Guidelines

Good manners, proper behavior and appropriate conduct include:

1. No cutting, crowding, or shoving in line.
2. No throwing food.
3. No handling, sharing, or taking another student’s food.
4. If a student makes a mess or spills something, that student should clean it up. Other students may be asked to help pick up debris when appropriate.
5. When finished eating, students are to clean their table, return their trays, and recycle in the appropriate containers. Students must raise their hand and must wait to be dismissed.
6. Food and drinks are not allowed in the halls. Students may have water in clear plastic containers and energy drinks are discouraged.
7. Students will not ask for or borrow money or food from other students. Students should come prepared to buy what they need for the school day.

Meal Programs:

Breakfast is served before school in the cafeteria, and lunch is served in two lunch periods. All food, including sack lunches need to be eaten in the cafeteria. Students can pre-pay for meals in the school cafeteria at any time during the school year with cash or check. Their ID card will be used as a debit card, reducing the balance each time they purchase a meal. Students can purchase lunch or ala carte items in any area with cash. Salem-Keizer public schools offers free or reduced price benefits to students who qualify under federal guidelines. Applications are sent to each home in late summer, and are always available in the school office or through the Food Service Office at 503-399-3091 x 224.

Breakfast	\$ 1.25	Adult Lunch	\$ 4.00
Reduced Breakfast	\$ 0 *	Milk/Juice	\$.40
Lunch	\$ 2.90	Reduced Lunch	\$ 0 **

*ODE reimburses the District

** State Legislature reimburses District

Medication Administration in School

When medication must be administered at school, the following procedures must be followed:

1. A blue Daily Medication Administration form must be filled out and signed by a parent.
2. Medication must be in its original container.
3. Prescription medications may only be given as ordered on the prescription label.
4. Parents are responsible for bringing the medication to school and picking up leftover medication at the end of the school year.
5. Only trained staff is allowed to administer medications.

Students are not allowed to carry any over the counter medications, including cough drops, aspirin, etc., with them at school.

Emergency medications such as epinephrine injections and albuterol inhalers are allowed to be carried by students with signed parental permission forms completed. The forms are available in the office.

National Junior Honor Society

The National Junior Honor Society (N.J.H.S.) is open to 8th grade students who have a cumulative (semester) grade point average of 3.5 or higher. Prospective and current members need to demonstrate good character and citizenship, and must complete two 10-hour service projects over the course of the school year. Additionally, students must attend periodic after-school meetings with the staff advisor. A fee of \$10 is collected to assist with expenses.

Any student who fails to meet these expectations will be put on probation and encouraged to reach the high standards by which they were selected to join the society, or risk dismissal from the society. Application for membership begins in October, with induction of selected new members to follow.

No Tolerance Policy

Since 1993, Salem-Keizer Public Schools has had a No Tolerance policy against weapons, alcohol and other drugs on school grounds or at school activities. These measures are intended to keep our schools safe from the national trend of growing violence and drug abuse. Parents play a key role in helping us make our school safe and drug free. Here are the main points to remember:

- Students who violate our “No Tolerance” policy may be subject to the expulsion process.
- Along with possessing weapons or illegal drugs or “lookalike” weapons or drugs, students should be aware that being involved in a situation with these materials also make them subject to the expulsion process. Expulsion from school and school activities can last up to one year.
- Students must inform staff if they know about weapons, drugs, or potential violence (including fights) at school or school activities. Taking photos or videotaping students fighting or being bullied could be grounds for disciplinary action.

Alcohol, Drugs and Tobacco: Possessing, selling, using or being under the influence of drugs or alcohol is not allowed on school grounds or at school activities. This includes, but is not limited to: inhalants, “lookalike” drugs, all illegal drugs, vapor pens, e-cigarettes, drug paraphernalia or the misuse of over the counter and prescription drugs.

Weapons: The Salem-Keizer School District and Whiteaker Middle School have a policy forbidding weapons or replicas of weapons on school property. Weapons include, but are not limited to, firearms, knives, replicas of weapons, metal knuckles, straight razors, explosives, irritating gasses (such as mace, etc.) hunting knives, pocket knives, toy knives, pellet paint guns, BB guns, air guns and other designed with the intent to harm or threaten students, staff, parents or other patrons. Possession of firearms or other weapons, used or not, will be grounds for immediate suspension and possible expulsion. “Lookalike” weapons and drugs are included in our policy because real weapons and drugs are often disguised as “fake.” School and policy officials cannot always tell which weapons or drugs is real and which is not real.

Threats: All threats of violence both written and verbal will be taken seriously as they disrupt the educational environment of Whiteaker Middle School. Students that threaten another student or adult will be disciplined according to school district and Whiteaker Middle School policy.

Perfume/Cologne/Aerosol Sprays

Many students have severe allergies or asthma and these medical conditions are worsened by the presence of perfume/cologne/hairspray/aerosol sprays, and deodorant. Therefore, these items will not be permitted at school. If found, these items will be confiscated.

Personal Property

The District assumes no responsibility or liability for loss or damage to personal property brought on campus, including cell phones, bicycles, clothing, radios, cameras, calculators, books, or other personal items. The District does not carry insurance for personal student property. The following items are not allowed at school: **Laser pointers, permanent markers, “white out”, stuffed animals and toys. If found, these items will be confiscated.**

Public Display of Affection

Students are not allowed to physically display affection to other students at school. This includes hugging, holding hands, and kissing.

School Departure Safety

The following guidelines are provided to ensure safety for all students leaving campus.

- Students who ride a bicycle to school must leave bicycle rack area by the sidewalk and not enter the traffic area. They are cautioned to be alert to car, bus, and foot traffic and use crosswalks.
- Students who walk home should leave the campus using sidewalks and crosswalks not walk in the traffic areas in the upper and lower parking lots.
- Students who ride the bus are expected to remain on the curb in the loading zone until the bus comes to a complete stop.

School Hours

Classes begin at 7:55 a.m. and are dismissed at 2:35 p.m. Students may enter the building by the cafeteria and music area at 7:25 a.m. and remain in the cafeteria or gym until 7:40 a.m. At 7:40 a.m. the front doors open up for students to enter the building. Students should clear the building by 2:45 p.m. Students participating in extracurricular activities or athletics are allowed in the school outside of regular student hours when they are under the direct supervision of a staff member.

School Insurance

Application forms for student accident insurance are available in the Whiteaker office. Please make checks payable to the insurance company, not the school.

School Pictures

Individual color pictures will be taken of each Whiteaker student. If parents wish to purchase picture packets, pictures must be prepaid at the time of the sitting. Pictures will be taken of all students, but picture packets will be printed only for students who have paid in advance. Retakes are usually in October. If paying by check, please pay for each member of the family individually and make checks payable to Dorian. On-line payment is outlined in the information packet.

School Schedule Change Request

Students choose electives courses in the spring. It is important to choose electives carefully, as the master schedule and staffing is based on student needs and requests. Electives are chosen in priority order, and every effort is made to place students in the requested classes. However, due to many factors, students do not always get their first choice of electives, so it is important to select alternatives. Schedule change requests will be granted or denied for the following reasons:

Appropriate Requests

Missing class schedule
A class has already been taken
Inappropriate placement in class
A level change is needed

Inappropriate Requests

Student wants to be with friends
Student wants to be in a different period
Student has changed mind about elective choice
Student doesn't like teacher

Student initiated class changes need to be requested within five school days after the start of the year or semester. Deadlines are in place to ensure that student learning begins immediately and that students don't miss out on introductory material, course expectations, or critical content. Requests will be prioritized and changes made in the order they are received. Changes are made as rapidly as possible based on several factors, including space availability in classes.

School Supplies

The Whiteaker staff is committed to giving students many opportunities to learn the organizational skills necessary to be successful in their academic careers. To assist students, and minimize the items students are required to carry to each of their classes, we ask students to have the following items the first day of school:

Permanent markers and "white-out" are NOT allowed at school.

Sturdy 3" Three Ring Binder	5 Pencils (sharpened)
Notebook Paper – 3 hole, lined, 8 ½ x 11 (college or wide ruled)	2 Pens (blue or black)
Minimum of 3 Spiral Notebooks – 8 ½ x 11 (college ruled)	2 Red Pens
2 Graph Paper ¼" Spirals (each semester)	Set of Colored Pencils (sharpened)
1 pkg. Dividers - 6 tab	Highlighters (5 multiple colors- yellow, blue, green, orange, pink)
Calculator- small, 4 function (recommended)	Pencil Sharpener-hand held
4 AAA Batteries for classroom graphing calculators	Pencil Pouch-zipper
Ruler with inches and centimeters	Glue Stick
2 Large-size pink erasers	1 Roll Scotch Tape
Scissors	

Calculators will be supplied to students for use during math class. However, we suggest having a calculator available at home for students to complete homework assignments.

Smoke-Free District

The Salem-Keizer School Board adopted a policy that prohibits smoking or any other use of tobacco products on district property. District property includes, school and other district buildings, district vehicles, personal vehicles while on district property, outdoor areas, such as playgrounds, athletic fields, and parking lots.

Special Passes

Hall passes: A Hall Pass log is printed on the back page of the student planner. Students have 10 opportunities to use a hall pass every six weeks. Students are allowed to use hall passes only if they ask the teacher's permission. If students run out of passes prior to the end of the six weeks, special circumstances will be considered.

Tardy Pass: Students detained by teachers after a class period should request a pass marked "excused tardiness" from that teacher. (See Tardy Policy).

Study Hall

Our Wolverine Den provides a place for students to work on homework and make-up tests and quizzes Tuesday through Thursday in the library from 2:45-4:00. Teachers are also available in their classroom Tuesday through Thursday from 2:45-3:30 for homework help. A Study Hall Schedule will be made available at the start of the school year.

Talented and Gifted Program (T.A.G)

The Salem-Keizer School District identifies and serves students who are intellectually gifted or academically talented. Identified students score in the top three percentile points on a nationally standardized test of mental ability or test of academic achievement. Parents who feel their child may fall into one of these categories may contact the T.A.G. Advocate, to complete a parent referral form.

Tardy Policy (classroom)

Tardy: A student shall be considered tardy when he/she is:

1. Outside the classroom without permission after class begins.

Tardies caused by a teacher, counselor, or administrator must be verified at the time of the delay with a destination slip to the next class.

Student Responsibility

1. Students will be on time to school and all classes.
2. Students who arrive at school after 7:55 a.m. will report to the Attendance Office.

Teacher Responsibility

1. Assume the primary responsibility for monitoring of student attendance and tardies.
2. Implement the following steps in dealing with tardies:
 - *Inform students of the tardy procedure
 - *Keep accurate records of tardies by recording it

Tardies are cumulative from all classes

Third Tardy: Lunch detention

Sixth Tardy: Parent contact: After school detention (2:40-3:30 p.m.)

Ninth Tardy:	Parent contact: Two after school detentions (2:40-3:30 p.m.)
Twelfth Tardy:	Parent contact: Half day in-school suspension
Fifteenth Tardy:	Parent contact: Full day in-school suspension

Telephone

Students are allowed to use the school office phone before school, during lunch, during passing time and after school **only in case of an emergency**. Students' requesting to use the office phone should state their reasons for using the phone in a polite, courteous manner. Students will not be allowed to use the office phones for social calls.

Textbooks

Textbooks are purchased by the school and loaned to students. Records are kept of books assigned to individual students. All books are to be returned after the course is completed. If lost or damaged, students will be required to pay for replacement or repair of all textbooks, library books, and school materials checked out to them.

Visitors

To help protect students and school property, school officials must know if any persons who are not members of the staff or student body are inside the building or on the grounds. All exterior doors at Whiteaker are locked during school hours. To enter the building, students, parents and visitors must go to the main front entrance, stand within camera range, and buzz-in to be admitted by the office staff. Please do not ask students or staff to open side doors for you. All visitors must report to the main office where they will be given a visitor badge. Unauthorized persons are not allowed on our campus at any time.

Students from other schools are not allowed to visit while school is in session. Non-Whiteaker students on campus may be cited for trespassing.

Meet with Staff

Parents are always welcome at Whiteaker Middle School. Upon arrival in the building, visitors must check in at the main office and get a visitor badge. It is recommended that you call ahead or email to arrange meetings with staff members.

Classroom Visitation

Parents are welcome to visit their child's classroom to become familiar with the educational experience at Whiteaker Middle School. Such visits require prior coordination to ensure the visit provides the utmost value to the parent and does not interfere with the learning environment. Please call the school office to arrange this type of visitation.

As you plan your visit, remember that our first priority is maintaining the learning environment for all students. Our teachers must be able to teach, and our students need to focus on instruction.

Volunteer Opportunities

Whiteaker volunteers truly make a difference in the lives of our students. All volunteers must complete a criminal history background check. Forms are available in the main office. If you are interested in volunteering, contact the main office at 503-399-3224.

Mom and Dad Squad: Help with supervision during lunches and get to know our great kids! Flexible time commitment.

Student Reading Partners: Read with students the first 15-25 minutes of Language Arts class. You can choose your schedule.

Site Council: Assist in making decisions regarding improvement plans for Whiteaker.

Scholastic Book Order Chair: One time per month collect and submit book orders.






Library: Assist in library operations as well as book fairs and special events.




One Day Events: Volunteers are needed to help with schedule distribution, PE uniform distribution, yearbook distribution, picture days, and other activities that occur.

Special events: Have fun planning and/or chaperoning parties and other special activities, usually after school or evenings.

Whiteaker Middle School Behavioral Expectations



Location	Be RESPONSIBLE Ready to Work, Ready to Learn	Be RESPECTFUL A Good Colleague	Be SAFE Keep a safe work environment
<p>Classroom</p> 	<p>Be on task and follow directions.</p> <p>Keep the room neat.</p> <p>Come prepared with all necessary materials.</p> <p>Know the essential question.</p> <p>Keep electronics in your locker.</p>	<p>Use active Listening & Positive Responses.</p> <p>Acknowledge the personal space of others.</p> <p>Speak with an appropriate tone and delivery.</p> <p>Wait for teacher dismissal.</p>	<p>Keep your hands and feet to yourself.</p> <p>Keep feet and chair legs on the floor.</p> <p>Use materials appropriately.</p>
<p>Hallway</p> 	<p>Carry a hall pass during non-passing time.</p> <p>Use nearest restroom.</p> <p>Use time appropriately.</p> <p>Pick up litter.</p> <p>Keep electronics in your locker.</p>	<p>Walk on the right side of hallway.</p> <p>Respect personal space and property of others.</p> <p>Use an indoor voice.</p> <p>Use appropriate language and positive comments.</p>	<p>Walk at a safe speed.</p> <p>Be aware of people around you.</p> <p>Keep your hands and feet to yourself.</p>
<p>Arrival & Departure</p> 	<p>Once here, stay here.</p> <p>Arrive dressed for success! Follow the school dress code.</p> <p>Go directly to your after school location (bus, home, study hall, sports, etc.)</p> <p>Once gone, stay gone.</p>	<p>Respect personal space and property of others.</p> <p>Use appropriate language and positive comments.</p> <p>Hold doors for others.</p> <p>Be patient while loading and unloading buses.</p>	<p>Walk bikes, skateboards, scooters, etc. off school property.</p> <p>Be aware of traffic when using crosswalks to walk home or to your car.</p> <p>Keep your hands and feet to yourself.</p>
<p>Assemblies</p> 	<p>Wait for arrival and departure signal.</p> <p>Stay seated until instructed.</p> <p>Keep electronics in your locker.</p>	<p>Actively listen to the speaker.</p> <p>Applaud and cheer appropriately.</p> <p>Only speak when directed to speak.</p>	<p>Stay seated until directed.</p> <p>Keep your hands and feet to yourself.</p>
<p>Restrooms</p> 	<p>Flush the toilet after use.</p> <p>Wash your hands with soap and water.</p> <p>Keep water in the sink and paper towels in the trash.</p> <p>Clean up after yourself or get help.</p> <p>Report problems immediately.</p> <p>Keep electronics in your locker.</p>	<p>Clean up after yourself.</p> <p>Respect the privacy of others.</p> <p>Respect personal space.</p> <p>Use appropriate language.</p>	<p>Keep your hands and feet to yourself.</p> <p>Report problems immediately.</p>

<p>Cafeteria</p> 	<p>Keep your table and area clean.</p> <p>Dump your own garbage.</p> <p>Report any large spills immediately.</p> <p>Raise your hand to be dismissed.</p> <p>Keep electronics in your locker during lunch.</p>	<p>Wait patiently in line.</p> <p>Eat what you take.</p> <p>Enjoy your own food, not the food of others.</p> <p>Use appropriate language.</p>	<p>Keep your hands, feet, and food to yourself.</p> <p>Walk at a safe speed.</p> <p>Be aware of people around you.</p>
<p>Library</p> 	<p>Come Prepared with OVERDUE books to return.</p> <p>Keep shelves neat and orderly.</p> <p>Return board games to front desk.</p> <p>Push in chairs when leaving.</p>	<p>Use a quiet voice so others can read.</p> <p>Show respect to library aides and volunteers.</p> <p>Treat technology with care.</p>	<p>Keep hands and feet to yourself.</p> <p>Walk in the library.</p> <p>Use district approved and appropriate websites when on computers.</p>
<p>Gym</p> 	<p>Be on task and follow directions.</p> <p>Keep the locker room clean.</p> <p>Come prepared with materials and clothing.</p> <p>Know the learning target.</p> <p>Keep electronics in your school locker.</p>	<p>Active listening and positive responses.</p> <p>Acknowledge the personal space of others.</p> <p>Speak with an appropriate tone and delivery.</p>	<p>Keep your hands, feet, and food to yourself.</p> <p>Be aware of people around you.</p> <p>Use equipment appropriately.</p> <p>Follow specific safety expectations for all activities.</p>

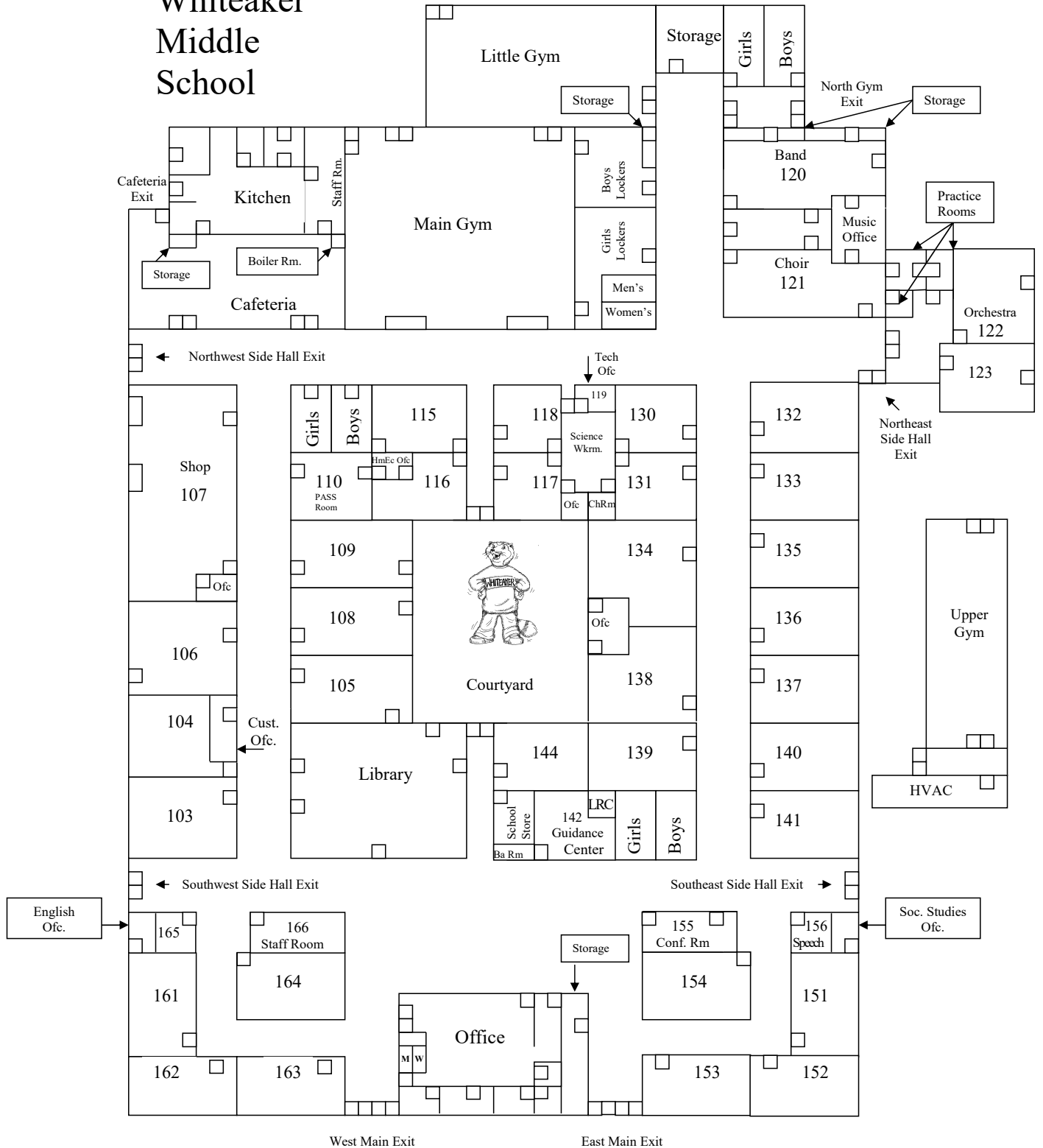
**Whiteaker Middle School
Citizenship and Work Habit Scoring Guides**

Citizenship Scoring Guide			
Outstanding (O)	Satisfactory (S)	Needs Improvement (N)	Unsatisfactory (U)
Demonstrates care and support for others	Works cooperatively with others	Has difficulty working with others	Does not get along with others
Consistently follows classroom rules and expectations	Follows classroom rules and expectations	Often violates classroom rules Teacher re-direction is necessary	Disrupts the learning environment Consequence office referral
Exemplifies respect for people and property	Demonstrates respect for people and/or property	Disrespectful toward people and/or property	Disrespectful/hurtful toward people and/or property.
Arrives to class on time and is prepared to work	Arrives to class on time	Is occasionally tardy to class	Arrives tardy to class on consistent basis.

Work Habits Scoring Guide			
Completes and submits all assignments on due dates All work is neat in appearance	Regularly completes and submits assignments as required Appearance of work is satisfactory	Occasionally completes or submits assignments as required Work is not neat and requires improvement	Frequently fails to complete or submit assignments as required
Follows directions all the time and goes beyond expectations	Follows directions	With re-direction from the teachers the student is able to pay attention or follow directions	Often does not follow directions
Self starter who consistently uses class time wisely	Stays on task and uses class time wisely	Does not use class time wisely and needs some teacher intervention to stay on task	Does not use class time wisely and requires frequent teacher intervention to stay on task.
Always brings required materials to class	Regularly brings required materials to class	Fails to bring appropriate materials to class	Fails to bring required materials to class
Notebooks are systematically organized	Notebooks are organized	Notebooks are not organized	Notebooks are empty and/or not present

Whiteaker Middle School Map

Whiteaker
Middle
School



Lockhaven Dr. NE
Salem, Oregon 97303



Salem-Keizer Public Schools promotes equal opportunity for all individuals without regard to age, color, disability, marital status, national origin, race, religion or creed, sex or gender, sexual orientation, or veteran status.
