



WHITEAKER MIDDLE SCHOOL

PARENT INFORMATION



This is a quick list of parent information. Please see the Student/Parent Handbook for more detailed information. *An electronic copy of the handbook is available on our school website. Paper copies are also available in our Main Office.

UPCOMING DATES & EVENTS

Upcoming Events & Dates:

- * **September 7th**– First Day for 6th Graders.
- * **September 8th**– First Day for 7th & 8th Graders
- * **September 8th** - **LATE START WEDNESDAY** for all students, from **10:25-4:00 p.m.** **NOTE:** On Wednesdays, doors will open for students at 10:00 a.m.
- * **September 10th** - Picture Day. Dorian student picture packets will be available online and will be available in the office during the first week of school.
- * **September 14th**- Open House 6:00 pm – 7:00 pm.
- * **Special Weekly Dress Days:** Monday=College Gear Day , Tuesday=NJHS Gear , Wednesday= AVID Gear, Friday=Whiteaker Gear Day

SCHOOL HOURS

Whiteaker Office Hours

8:30 - 4:30 Monday – Friday

Whiteaker Campus/Adult Supervision Hours

Whiteaker Middle School provides adult supervision before school beginning at 9:00 am on M,T,Th,F, and beginning at 10:00 am on Wednesday, and after school until 4:15 pm.

BELL SCHEDULES

The following is the bell schedule that we follow on most school days. Students attend six classes each day and the classes meet every day. Students are given five minutes in-between each class. Lunches are determined by student's 3rd period class and will be noted on their schedule.

Regular Bell Schedule Mon, Tues, Thurs, Fri		
Period 1	9:20-10:20	
Period 2	10:25-11:22	
A Lunch / Per 3	11:22-11:52	11:57-12:54
Per 3 / B Lunch	11:27-12:24	12:24-12:54
Per 4	12:59-1:56	
Per 5	2:01-2:58	
Per 6	3:03 - 4:00	

Wednesday Bell Schedule (Late Start)		
Period 1	10:25-11:12	
A Lunch / Per 2	11:12-11:42	11:47-12:34
Per 2 / B Lunch	11:17-12:04	12:04-12:34
Per 4	1:31-2:16	
Per 5	2:21-3:08	
Per 6	3:13-4:00	

Advisory Bell Schedule		
Period 1	9:20-10:12	
Period 2	10:17-11:09	
Advisory	11:42-12:12	
A Lunch / Per 3	11:42-12:12	12:17-1:09
Per 3 / B Lunch	11:47-12:39	12:39-1:09
Per 4	1:14-2:06	
Per 5	2:11-3:03	
Per 6	3:08 - 4:00	

ATTENDANCE INFORMATION

Reporting an absence

To report a student absent from school due to illness, doctor appointment, or for personal family reasons, a parent will need to call the attendance line at **503-399-3120**. Students may also bring a note from a parent upon their return to school. Please remember that you must excuse an absence within three days of your student's return to school. Severe health problems that cause excessive absences must be excused with a doctor's note.

Homework Request

Homework may be requested on your child's 3rd day of absence. Teachers will be given 24 hours to gather the work and bring it to the office for pick up.

If your student is not feeling well:

Students who are not feeling well during their school day need to report to the Health Room in our main office and call a parent or emergency contact person if they need to go home. **Students are not to use a cell phone to contact a parent without permission.** When they use the health room phone, the staff is aware of the situation and can expedite the checkout process as well as be of assistance if there is a need for help.

If a student arrives late to school:

Students must check in at the attendance window with their parent or have a note excusing their tardiness. If a student's tardy is unexcused and he/she misses one or more classes, the earlier missed class will be considered a "cut." Arriving late to a class is a disruption to the teacher as well as other students. *We ask that you keep tardiness to a minimum.* Late arrivals will be excused for illness, medical appointments, and family emergencies. Certain reasons will not be accepted on a regular basis (multiple occasions).

These reasons include:

- Alarm didn't go off
- Missed bus
- Traffic problems
- Oversleeping

Checking a student out for a doctor's appointment:

If it is an unplanned appointment the student does not know about, please call the attendance office at least 30 minutes before the student's departure time. If it is a pre-planned appointment, please send a signed note with your student letting the office know the details and have your student bring the note to the attendance window before school. Attendance office staff will call the student down when it is time for them to check out.

Tardy Policy

In order to optimize learning time, it is important that students are ready to learn when class begins. Students are considered tardy when they are outside the classroom without permission when the bell rings for class to begin. To be excused, students arriving late must have a written pass signed by a staff member.

The attendance office tracks students who are marked tardy. Students will be assigned consequences for excessive tardies received during each grading period. Please see Student Handbook for further details.

ATHLETICS

Fall Sports - Football (7th,8th), Cross Country (6th,7th,8th), and Girls Volleyball (7th, 8th). 8th grade Volleyball begins in September. 7th Grade Volleyball begins in November.

Winter Sport - Wrestling (6th, 7th, 8th)

Spring Sports - Track and Field (6th, 7th, 8th)

Salem-Keizer Middle School athletics have a “no cut” policy. Students are encouraged to participate and have fun while developing skills that will help them at the next level of athletics. **Transportation is not provided after practices.** Online registration for athletics is accessible on the Whiteaker website. Students may participate in sports only after they have completed the online registration process and submitted the appropriate forms.

7th and 8th grade students are required to have a current sports physical on file with the school before they may participate. Sports physicals are valid for 2 years.

BUS ROUTES

Parents must complete a “**rider registration**” form if your student is eligible to ride a bus. Parents may look up bus schedules on our school district’s Transportation website: <http://www.salemkeizer.org/parents/bus-routes> or may call the Transportation Department (503) 399-3100.

Emergency bus passes:

If your student needs to ride a different bus or ride a bus home with a friend he/she needs to go to the main office before school or during their lunch to pick up a one-day pass. Students must have a note from their parent or guardian giving them permission.

CELL PHONE USE & ELECTRONIC DEVICES

Cell Phones & Electronic Devices - must be kept in pocket or backpack and must be turned off and out of sight during class times. Students may use their cell phones before and after school hours and during lunch breaks. During the school day, staff may allow students to use an electronic device for an educational purposes but only under the direction and supervision of a staff member. Students using phones or electronic devices improperly will be given appropriate consequences.

The school district is not responsible for the loss, damage, or theft of cell phones and electronic devices.

For their own safety, students should refrain from calling parents when not feeling well. Students will be allowed to use their phone in the Attendance Office or the Health Room for emergency purposes and with permission from an office staff member.

DISCIPLINE

The great majority of Whiteaker students choose to follow school rules and make good choices. The goal of Whiteaker’s discipline process is to help students learn appropriate, responsible behavior. Students who choose to violate rules are given consequences that may include classroom timeout, lunch detention, after school detention, Passroom suspension, or another consequence depending on the violation. Students who are out of school suspended will be excluded from extra-curricular activities such as sport or dances. The full text of the District Policies and Procedures can be accessed at www.salkeiz.k12.or.us/qam/discipline-students.

EMERGENCY CONTACT INFORMATION

It is important that you update your student's emergency contact information when a change takes place during the school year, whether it is an address, email address, or telephone number. Changes may be made on your PARENTVUE account. Below are reason we will need accurate contact information:

- Mailing home of final report cards and other information.
- Email of monthly newsletter.
- Contacting parents or other emergency contacts in case of illness or injury.
- Notification to parents of students' unexcused absences and tardies.
- Notification of important classroom information from teachers.
- District weather closures and other information via phone calls and/or emails.

ID CARDS, PHOTOS & VIDEO EXCLUSION

Each student is provided a school ID card. This may be required to ride the bus, check out books, or enter school activities. Lost ID cards will be provided for \$5 per additional card.

Salem-Keizer Public Schools often take photos or video of school activities in which students are featured. These photos or videotapes can be used as promotional items for the school district and may be included in the newspaper, school yearbook, etc. If you do not want your child photographed or videotaped while at school and/or don't want his or her pictures in the yearbook, please send a written notice to Walker as soon as possible after registering your child. **If there is no written notice on file, the school will assume it has the right to photograph or video tape your child.**

IMMUNIZATION REQUIREMENTS

We highly recommend that you check with your child's doctor to determine if all immunizations are current for your child(ren). It is the school's hope that all immunizations are in compliance with district requirements when school begins in the fall. Please update this information with the school when new immunizations are given. Students not current on required immunizations may be excluded from school in February.

LIBRARY BOOKS & TEXTBOOKS

Overdue library books and textbooks not returned by the appropriate day will automatically be charged to your students account. If you have any overdue school library books or textbooks from previous years, please bring them to school and we will return them to our school library. Books from other Salem-Keizer schools can also be returned to our school and we will send them back to the school in which they belong. Unreturned library and textbooks are very costly to the school district. Thank you for your help in returning all books checked out from the school!

LOCKERS, BACKPACKS & PERSONAL BELONGINGS

Hallway lockers will not be used this school year. Backpacks, purses, book bags, and lunch boxes will need to be kept with the student at all time. Besides educational essentials, we suggest students bring a minimal amount of items to school each day.

P.E. locks are loaned to students to use in the locker rooms for P.E. class or for Whiteaker athletics only. Students are responsible for learning their locker combinations, keeping the combination a secret from others, and keeping their lockers locked.

The school district is not responsible for the loss, damage, or theft of personal belongings brought to school by students.

MEDICATION ADMINISTRATION AT SCHOOL

Parents are encouraged to administer medication to their children before and/or after school hours. Prescription and non-prescription medications may be given at school only by trained staff. **Parents are responsible for bringing the medication in its ORIGINAL CONTAINER to the school office and completing the Daily Medication Administration Record form.** Medication will not be administered unless accompanied by written parental consent and appropriate instructions (see specific criteria listed below). Verbal requests to change medication amounts, frequency, or administration times cannot be accepted.

Medications:

- The medication must be in the **ORIGINAL PHARMACY CONTAINER**. • Requires written instruction from a physician; a prescription label meets this requirement. Any changes in instructions (e.g. dosage or frequency) must also be per a physician written order.
- Requires written consent and instructions from a parent/ guardian (i.e. filling out blue "Medication Administration" Card located in Guidance Center)
- Medications may only be given as ordered by the physician on the prescription container. They cannot be dispensed at alternate times to accommodate early releases from school and/or classes. They may be given within the 30 minute "window" before or after the prescribed time. The school may not give the student medication not normally dispensed during school hours because the dose was missed at home.
- Verbal physician orders can only be taken by a licensed nurse.

Non -prescription Medications:

Limited to eyes, nose and cough drops, cough suppressants, analgesics, decongestants, antihistamines, topical ointments, anti-inflammatories and antacids which do not require written or oral instructions from a physician.

- Must be in the **ORIGINAL CONTAINER** with the manufacturer's recommended dosage schedule included.
- Requires written parent /guardian permission which includes the following: Student name, Name of medication, Dosage (per manufacturer's recommendation), Route, Frequency of administration, Other special instruction (e.g. purpose for medication - symptom specific), Signature of parent/guardian (i.e. filling out blue "Medication Administration" card located in our office Health Room)
- Must be commercially prepared
- Non-alcohol based
- Necessary for student to remain in school
- The school may only administer medications following the manufacturer's recommendations.

Student Self Medication: If a student has a condition which necessitates he/she carry any medication on his/her person, both a signed parental permission form and a signed statement by the physician must be on file in the school AND it must have approval from the Principal.

MESSAGES & DELIVERIES

Please help us in our commitment to provide instruction for your student by keeping classroom interruptions to a minimum. Remember when you ask us to deliver a message to your child it affects all students in the class, the teacher's instruction, and possibly testing that may be taking place. As a result, please limit these interruptions to emergencies only. Thank you in advance for your cooperation and understanding.

P.E. UNIFORM

Families are able to purchase their own PE clothes outside of schools. However, for safety reasons schools can enforce PE clothes to adhere to specific guidelines. Whiteaker requires that PE clothing be specific colors so that it is easier for PE teachers to see individuals who may not belong in class out on our fields.

Whiteaker's PE clothes requirement

T-shirts: (white/grey/black) long or short sleeve without logos or other print. **Shorts or leggings: (black)** that reach at least to mid thigh, also without logos or other print.

For convenience, Whiteaker will continue to sell, throughout the school year, the **Wolverine PE uniform at a low cost**. Uniform shirts can be purchased from our school store.

PARENTVUE—STUDENTVUE

Salem Keizer Public Schools maintains an online service that provides information to parents and students about grades, assignments, attendance and more. Each parent will have access to **ParentVUE** that will be accessible from a desktop computer or mobile app. Students will also be given access to this information through **StudentVUE**.

IMPORTANT USES OF PARENTVUE:

- Your child's registration update must be completed on ParentVue each year.
- Update your contact information throughout the school year.
- View your student's class schedule, progress grades, classroom assignments and attendance.
- Communicate with individual teachers.
- Receive teacher communications sent to students and parents.

ParentVue may be accessed on the SK district website or the Walker website. Please contact the school office to acquire initial login information.



SCHOOL SUPPLY RECOMMENDATIONS



Each student will be assigned a district chromebook that they will be responsible for bringing to school daily, along with the charging device. We suggest each student have a sufficient backpack to carry their laptop and required supplies from class to class each day.

- Sturdy 3 Ring Binder
- 5 Pencils (sharpened)
- Notebook Paper (3 hole, lined, college/wide ruled)
- 2 Pens (black or blue)
- 2 Red Pens
- 2 ¼" Graph Paper Spirals
- Set of Colored Pencils
- Pencil Sharpener (hand held)
- 2 Large - size pink erasers
- Ruler with inches and centimeters
- Zippered Pencil pouch
- 1 Set wired headphones
- Highlighters (5 Multiple colors -yellow, blue, green, orange, pink)
- 6th Graders 1 Pack College Ruled Paper (NOT SPIRAL)
- Minimum of 3 Spiral Notebooks— 8 ½ x 11(College Ruled) , +2 Additional Notebooks for 7th and 8th grade

STUDENT ARRIVALS AND DEPARTURES

Drivers are to drop off and pick up students in front of the building, at Dayspring Church parking lot, or in the lower parking lot. **Cars are NOT allowed to load in the crosswalk or in the bus area.** Students should be alert to moving buses and cars in the loading areas. Bike, scooters, and skateboards must be walked on school property. Bikes should be locked securely in the bicycle rack.

Bus riders wait in line at the bus loading zone on the lower west side of building. Students will not step off the curb until given permission by the staff on bus supervision.

STUDENT MEALS

This 2021-22 school year, Salem-Keizer School District will provide breakfast and lunch to **ALL** students, at **no charge**. Milk will be offered for purchase to student's who bring their own lunch. The cost for milk is, \$0.50.

STUDENT SCHEDULES

Below is an overview of most students' schedules at each grade level for the school year. Some courses are year-long courses, whereas some courses are a semester. The school year consists of three terms.

6th Grade	7th Grade	8th Grade
Language Arts	Language Arts	Language Arts
Math	Math	Math
Science/ Health/ Social Studies	Science	Science
PE	Health/Social Studies	Social Studies/Health
Wheel/AVID/Music/ Intervention/Enrichment	Elective/AVID/Music Intervention/Enrichment /PE	Elective/AVID/Music Intervention/Enrichment /PE
Wheel/AVID/Music Intervention/Enrichment	Elective/AVID/Music Intervention/Enrichment /PE	Elective/AVID/Music Intervention/Enrichment /PE

VISITORS

For security purposes, all doors entering into the school are kept locked throughout the day. All visitors must ring the doorbell for entry and be checked in at the main office upon entering the building. **Mask must be worn in the building at all times.** Please see student handbook for more information regarding visitation of students.

VOLUNTEERS

Volunteers during the current year will be limited to approval by the Principal. For the safety of our students a "Criminal History Check" is required for every volunteer. These forms can be completed at the district web address: P

<http://www.salemkeizer.org/content/human-resources/volunteer>.

If you wish to volunteer in any capacity for the school district and have not completed this form in the past 5 years, you must do so before being able to volunteer. Thank you.

WEBSITE AND NEWSLETTERS

Whiteaker's website is the BEST way to keep up with school activities and events. We suggest if you have questions to check out the website first. We place the newsletter and other information on our website. It is the most up-to-date source for school information. We recommend that you save Whiteaker's website to your list of favorites and check it regularly.

To help eliminate unnecessary costs, the monthly newsletters will be sent electronically to the email addresses provided by each parent and posted to the Whiteaker website. Printed newsletters may also be picked up from the school office. Student announcements will also be posted weekly on the website.

WHITEAKER'S WEBSITE: <http://whiteaker.salkeiz.k12.or.us>

Whiteaker Middle School now has a Facebook Page. This is another good option to find events that are happening in the school.

WHITEAKERS FACEBOOK PAGE: <https://www.facebook.com/whiteakermiddleschool>



**Please Note: A comprehensive list of all of our Whiteaker & District policies, guidelines, rules, etc. can be found in our Student-Parent Handbook which is available on our school website, beginning August 27th, 2021. Parents may also obtain his/her own hard copy of the handbook by contacting our main office.*