

WELCHES SCHOOLS

Principal - Alex Leaver

24903 E. Salmon River Road
Welches, OR 97067
503-622-3166 Middle School
503-622-3165 Elementary School

Middle School Office Hours: 7:00 a.m. - 3:30 p.m.
School Hours: 7:30 a.m. - 2:24 p.m.
Elaine Jensen-Ashcraft, Secretary
Elementary School Office Hours: 8:00 a.m. - 4:30 p.m.
School Hours: 8:45 a.m. - 3:30 p.m.
Merrily Simoni, AM Secretary
Kathy Mayhew, PM Secretary

OREGON TRAIL SCHOOL DISTRICT

Administrative Office
36525 S.E. Industrial Way
P.O. Box 547
Sandy, OR 97055
503-668-5541

First Student Transportation
(503) 826-0293

All OTSD Board Meetings scheduled for the 2011/2012 school year will be held on the second Monday of each month at 7:00 p.m. in the Sandy City Hall Chamber or at schools in the district. Meeting dates are subject to change. Notification is posted in local news publications and school buildings.

It is the policy of the Oregon Trail School Board that there will be no discrimination or harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age or disability in any educational programs, activities or employment. Contacts: Paula Epp, 504 Coordinator; Debbie Johnson, Title II & Title III Coordinator (503-668-5541)

School success Begins At Home...

Conditions:

1. High expectations for your children's schooling
2. Prepare your children to work hard and study hard
3. Close family relationships
4. Value reading
5. School involvement
6. Activity involvement
7. Parental authority
8. Cultural responsibility
9. Household responsibilities

Successful students At Welches School...

1. Behave in a manner that considers the safety of him/her self and others/
2. Behave in a manner that enables other students to learn and interact without disruption.
3. Follow the classroom limits set by the teacher
4. Manage their own behavior and accept the consequences.
5. Respect the authority of teachers, principal, and other school staff

STUDENT BEHAVIORAL EXPECTATIONS

At Welches School we hold high academic and behavioral expectations for all students, and we insist on personal responsibility for success and achievement. We believe responsible students participate to the best of their ability in, and benefit from the academic, social, and extracurricular opportunities made available in our school.

We believe responsible students...

- Make constructive choices regarding their behavior to maximize personal and academic success;
- Care about themselves, others, the environment, and the community;
- Show self-discipline by behaving in ways that are mutually beneficial to themselves and others without supervision;
- Conduct themselves in a manner which does not interfere or disrupt the rights of other students and teachers;
- Meet school and classroom expectations;
- Demonstrate personal accountability for academic performance by:
 - following the prescribed course of study
 - attending school regularly and punctually,
 - coming prepared to class,

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- using class time purposefully,
- accepting the positive and negative consequences of their actions, and working cooperatively with other students.

We are committed to creating and perpetuating a safe school environment that protects every student's right to learn; and every teacher's right to teach. Rights for both students and staff will be protected through policies and procedures described in this handbook and in the Oregon Trail School District Code of Conduct.

Student behavior that threatens the health or safety of students or staff, results in property loss or damage, or disrupts the educational process will not be tolerated. Violations of rules will result in consequences that are appropriate with the rule violation itself and compatible with the needs of the student and the classroom. Consequences will be utilized as opportunities for students to learn acceptable behaviors and better attitudes that will enable them to succeed. Individual differences among students will be respected and consequences will be tailored to meet the educational and personal needs of all involved.

All students will be treated equally, fairly, and with recognition of their individual integrity. At the same time, it is expected that students will adhere to all OTSD regulations, Welches School regulations, and individual classroom rules.

Students are subject to discipline for conduct at school, while traveling to and from school, at school sponsored events, while at other schools in the district, and while off campus whenever such conduct has a direct effect on the discipline or general welfare of the school.

WELCHES SCHOOL-WIDE RULES

Students in grades K-8 need to remember that the school rules are:

Be Safe

Be Responsible

Be Respectful

1. No gum and candy are allowed at school. Candy may be packed in lunches for consumption during lunch.
2. Skateboards, roller blades, scooters, toys and trading cards are not allowed on school grounds or on buses. Walkmans, iPods, cell phones, and pagers must be turned off and kept in backpacks/lockers while at school.
3. No weapons-knives, guns, chains, projectiles, or objects that can be used as a weapon are allowed. Replicas are not allowed. Also included are toys that could be mistaken for weapons or dangerous instruments, such as cap guns or rubber knives. Laser pens are not allowed.
4. Matches, lighters, fireworks, mace, or anything that is combustible are not allowed at school.
5. Acts of violence (fighting, hitting, pushing, tripping, biting, scratching) will not be tolerated.

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6. Cussing, obscene language, and inappropriate gestures and drawings will not be tolerated.
7. Put downs, teasing, harassment, racial slurs, and intimidations will not be tolerated.
8. Theft of school or personal property and unauthorized entry will not be tolerated.
9. Vandalism and/or graffiti of school property will not be tolerated.
10. Clothing that refers to alcohol, drug or tobacco use is not allowed. Inappropriate, suggestive sayings are also not allowed on clothing worn at school.
11. Students are expected to dress in appropriate school attire. **No hats unless on a specified day. Spaghetti straps, backless, bare shouldered attire, or shirts that do not cover the midriff should not be worn to school.** We do not allow half shirts, or shorts or skirts that are shorter than the student's fingertips when the arms are fully extended at their sides. **There shall be no sagging of pants** or belts extended down from the buckles or pant loops.
12. Public displays of affection, i.e. kissing, hand holding, are not allowed, hugs are limited to 3 seconds.
13. Using, possessing, selling, distributing, soliciting, or being under the influence of alcohol, drugs, intoxicants, or any look-a-like substances will not be tolerated. This includes possessing any drug paraphernalia.
14. Middle School dances are for current Welches 6-8th grade students only. Home Schooled students may be allowed to attend with prior principal approval. Chaperones, being parents (guardians) only of students attending Welches (no siblings).

**WELCHES SCHOOLS
Expectation Matrix**

Location	Safe	Responsible	Respectful
Universal Rules	Hands, feet & objects to self	Follow directions first time asked	Clean up after yourself
Before & After School	Follow directions Use polite language	Enter & exit building quietly Be to school on time Go directly to where you're supposed to be Take care of office matters upon arrival Know how you are getting home	Use sidewalks & crosswalks Walk Used assigned areas Get permission to use phone
Classroom	Allow others to learn. Listen Be kind	Follow Directions Do your best	Walk Use materials correctly Keep hands & feet to yourself
Office	Use a quiet voice Be polite	Wait for your turn at counter/desk	Walk Keep hands & feet to self

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		Follow directions	
Breezeway/Hallway	Move quietly Respect others personal space & property	Watch traffic Wait your turn Follow directions	Keep to the right side of the walkway Keep hands & feet to self/Face forward
Playground	Include everyone Share & take turns Be kind & a good sport Use polite language and tone	Line up at whistle Agree to rules before game No spitting Return equipment Use hall/restroom pass Avoid aggressive/reckless behavior	Stay in playground area What belongs on the ground stays on the ground Be aware of others around you Use equipment appropriately
Restroom	Use quiet voices Wait your turn Respect privacy of others Flush toilets	Wash hands Put towels in garbage Keep water in the sink Return to class promptly	Walk to & from class Report problems to an adult Keep feet on floor
Cafeteria	Use quiet voices Wait patiently Use good manners	Stack trays neatly Clean up after yourself Wait patiently to be excused Keep food in cafeteria Take only the food you want to eat	Stay seated Eat only your own food Report spills

WELCHES SCHOOLS Expectation Matrix			
Computer/Library/Laptops	Adult supervision required Use equipment appropriately	Check out books &/or log off computers before leaving Check-out/check-in laptops Leave a clean scene Keep food & drink out	Work quietly Enter & exit quietly Follow computer contract
Arrival & Dismissal/Busses	Be kind Use polite language & voices	Wait patiently in line Follow posted bus rules Keep all personal items to self Allow others to sit with you Give pass to bus drivers	Walk Stay on sidewalk
Assembly	Sit appropriately Active listening Use audience manners	Follow directions Orderly entrance & exit Sit with your class	Enter quietly Exit quietly

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Behavior Consequences

Defiance/Disrespect/Disruption	Conference/counseling Full range - from detention to suspension Parent contact
Destruction of school property or theft	Range: Community service - restitution - in-school suspension - 3+ days suspension - may involve police Parent contact
Drug or Alcohol Distribution	Conference/counseling 10 day suspension facing possible expulsion - meeting with parents
Drug or Alcohol Possession	Conference/counseling 1 st offense - 5 day suspension + drug evaluation - meet with parents 2 nd offense - 10 day suspension facing possible expulsion
False fire alarms	Conference/counseling 5 day suspension Parent contact Police involvement
Fighting	Conference/counseling Parent contact 3+ day suspension Bring students fighting together to apologize and problem solve
Fire setting	Suspension facing possible expulsion - parent contact
Foul language and/or gestures directed at a staff member	Conference/counseling 3+ day suspension - parent contact
Foul language at school	Full range - often dealt with by staff member - office referral may result in anything from conference to suspension - parent contact
Gang - Writing, drawings, clothing	1 st offense - Conference and documented warning - parent contact 2 nd offense - 5 day suspension 3 rd offense - 10 day suspension facing possible expulsion
Harassment /Threats- Racial, sexual, or disability	1 warning - conference/counseling in-school or out-of-school suspension with varying length - may result in expulsion hearing Parent contact
Lighters	In-school suspension Parent contact
Name calling	Full range - Typically begins with a conference - If it continues, full range from detention to suspension
Smoking	Conference/counseling 5 day suspension Parent contact
Technology violation	Conference/counseling 30 day loss of computer privileges - parent contact

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	Depending on the violation, possible detention or suspension
Truancy	Conference/counseling 1 day in-school suspension for first offense, additional days for subsequent events School service Parent contact
Violation of dress code	Conference/counseling May be sent home to change Will be given a shirt to wear Continued violations will result in behavior referrals with increasing consequences
Weapons	Conference/counseling Up to 10 day suspension facing possible expulsion Parent contact

Behavioral Expectations

On The Bus

Oregon Trail School District's bus conduct rules are in effect while students are being transported to and from home, school, and on field trips.

Students using district transportation are to follow Oregon State Department of Education rules as well as all posted regulations governing riding school buses. These rules and regulations were established to assist the drivers in assuring that students are afforded the safest possible ride to and from school.

Failure to comply will result in the following consequences:

- 1st citation: Citation mailed home by school, to be signed and returned by parent/guardian.
 - 2nd citation: Minimum-conference; Maximum 1 to 3 day loss of bus riding privilege.
 - 3rd citation: Up to 5-day loss of bus riding privilege.
 - 4th citation: Up to 10-day loss of bus riding privilege.
 - 5th citation: Suspension of bus riding privilege for remainder of school year.
- Severe Clause:* Suspension of bus riding privilege up to remainder of school year.

Bus suspension will occur the day after a conference with the school administrator. Students who have been transported to school by bus will be allowed to ride the bus home unless their actions or attitude present a clear and present danger to other students or driver.

Students riding buses are asked to form lines at loading zones and follow the boarding instructions of drivers and school staff.

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In cases where parents wish to take students home from school, arrangements should be made before the bus departs from school. Under no circumstances should parents attempt to stop a school bus along the road for the purpose of removing their children.

Students needing bus passes should bring a written note from parent or guardian to the office in the morning. Students are not to call home for bus passes for last minute social plans.

School Behavior Major and Minor Infractions

All students make daily choices in deciding to act in a responsible manner. Students are responsible for conducting themselves properly, in accordance with the policies of the District, and at the lawful direction of staff. We will support students in making choices that contribute to a safe and respectful school environment.

Irresponsible student behavior can be defined as either minor or major behavior problems.

Minor Infractions

These are minor discipline problems that will be handled by the staff member on duty at the time of the problem. Classroom teachers have a plan to handle minor problems that occur in their classrooms. Staff may write a "level 2 or oops" for repetitive or escalating disruptive behavior. Three "level 2's" will result in a discipline referral (**lunch detention***).

Office Referrals -6/7/8

Whenever a staff member is concerned about a student's behavior, he or she will first attempt to work with the student.

Following parental contact, incidents of substantial, material, and/or repeated disruption in this classroom, where the teacher has exhausted all reasonable means of addressing the situation, shall be referred to the principal for action.

Severe Behavior Problems

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Severe behavior problems are unacceptable at Welches School. Some examples of severe behavior are:

- Fighting
- Profanity/Obscenity
- Vandalism
- Stealing
- Drug/Alcohol/Tobacco
- Disrespect/Harassment/Relationship Issues
- Insubordination
- Repeated Minor Problems
- Sexual Harassment
- Weapons

We do not attempt to list every behavior because as always, we expect common sense and conscience to be a student's major guide.

Consequences

All severe behavior problems will be sent to the Principal or Dean. Some examples of severe behavior consequences are:

- Phone Call to Parents
- Referral Form to Parents
- Parent Conference
- Recess Time Out
- In-School Suspension
- Out-Of-School Suspension
- Detention (outside of school hours)

Any work that a student misses due to In-school or Out-Of-School Suspension must be made up at home after the student returns.

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GENERAL INFORMATION

Grades 6-8 Daily Schedule

The school day begins at 7:30 a.m. and ends at 2:24 p.m.
Lunch/noon recess is at 12:10-12:50p.m.

Grades Kindergarten-5 Daily Schedule

The school day hours are:

K-3 8:50 a.m. to 3:25 p.m.

4/5 8:45 a.m. to 3:30 p.m.

AM Kindergarten ends at 11:40 a.m.

PM Kindergarten begins at 12:40 p.m.

Lunch and Recess schedule to be posted in August newsletter
and on the Welches School website

REGISTRATION

Students entering school for the first time must provide a copy of a birth certificate, verification that all required immunizations have been completed and proof of residency.

Returning students and their parents will also be required to update and sign a copy of their verification form. This form is mailed home prior to the start of school and is due back the first week of school. It is imperative that the school receives accurate, complete, and up-to-date medical information, current address and phone number, emergency numbers and emergency closure destinations for each child. Please complete these forms thoroughly and neatly.

It is extremely important that the office be notified immediately in the case of telephone or address changes that may occur during the school year. Our ability to contact parents in case of emergency depends on the accuracy of the information.

STUDENT RECORDS

Student records are kept by the school, for the student's benefit, and to supply information to interested persons about students as may be required by federal and/or state law or school board policy. Student educational records consist of the Permanent Record, Health Record, Special Education Records, and Behavioral Records. The school forwards educational records requested under OAR 581-21-340 within ten days of receiving the request without consent of the parent(s).

All records are confidential and may be examined only by appropriate school personnel, parents, and others who have written parent permission to examine records. A student's parent or an eligible student (over age 18) has a right to inspect and review the student's educational records within 45 days upon receipt of a written, dated request.

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Consult the District Code of Conduct booklet and/or District Policy Handbook for an explanation of these and other rights you have regarding student educational records. Our office will be glad to assist you in this area.

STUDENT CLASS PLACEMENT

Staff will assign students to a classroom environment that will provide the best opportunity for him/her to be successful academically, socially, and emotionally. Class balance is attempted with respect to male/female ratio, ability level, special needs, and parent input. Parents who have concerns with their child's placement should contact the Principal. Though every attempt is made to accommodate a parent's request, it is simply not always possible or feasible.

STUDENT INSURANCE

Parents may purchase school district insurance this is intended to supplement a family's primary insurance policy and only provides limited coverage for confirmed school-related accidents. It is important that the limitations be understood. It is also important for students and parents to understand that school is not insured for accidental injury to students. Students involved in school athletics must carry some form of insurance in case of accidental injury.

HEALTH/MEDICATIONS

- ***IMMUNIZATIONS***

Oregon law requires proof of immunizations for specified diseases for all students' ages 5-14 years. All students are required to have a signed statement verifying the child has received the required immunizations. All transferring students have a 30-day grace period in order to document required immunizations. If the requirements are not met, the student will be excluded from school, pursuant to Oregon State law. Current state requirements for immunizations have been implemented for the 2010/2011 school year. If you have any questions, please contact the school or the Oregon Trail School District.

- ***ACCIDENTS***

School staff will only give first aid in the event of an accident. In the event of serious accident or illness, every effort will be made to contact the parents. Failing parent contact, the school will call the family doctor or persons listed on the registration card. If necessary, in case of emergencies, we will call 911, unless parents specify other procedures. Students are to report all accidents or injuries to the teacher, staff member or coach on duty or to the office immediately. Accident report forms will be filed for serious accidents.

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- **ILLNESS**

Children who have been ill during the night should seldom be sent to school the following day. Children who have had a communicable disease should return to school only when all signs and symptoms of the disease have disappeared or with a written permit from the family doctor. Generally, children who are well enough to come to school are well enough to participate in physical exercise outside or in the gym. If not, they should bring a written excuse from their parent, guardian or doctor. Students who become ill at school will be sent to the office for attention and care. Parents will be called to pick up students who are too ill to remain in school.

- **MEDICATIONS**

Oregon law has changed regarding student medication. As part of a packet of first-day school materials, you will receive an official newsletter from the Oregon Trail School District outlining the specific details of the regulations we must follow. Please read this newsletter carefully. Your cooperation with regard to these requirements will be appreciated. In general these requirements state that:

1. School personnel may not dispense any type of prescription or over-the-counter medications to students without written permission from the parent and physician;
2. **Parents must** bring the medication to the school office and complete the required district form before the medication can be given; and
3. Medication brought to school must be in its original labeled container.
4. Students **MAY NOT** carry medication with them.

If you have any questions, please contact the school office or the School District Nurse, Shari Gallagher, RN, at 503-622-8011, ext. 212.

- **FOOD FROM HOME**

Health Department regulations prohibit bringing home prepared food to share at school. Any cookies, cupcakes, cakes, or snacks for sharing must be commercially prepared and should be brought to school in the original sealed containers. In addition, health officials strongly recommend against any sharing of food from home due to the potential transmission of Hepatitis A.

ADULT SUPERVISION

Adult supervision is provided to students during regular school hours, while traveling on district-provided vehicles to and from school, and while engaged in district-sponsored activities. Supervision will be provided from 7:30 a.m.-2:30 p.m. for 6, 7, 8 graders, and from 8:35 a.m.-3:40 p.m. for K-5 graders, unless students are present for a scheduled activity or have made arrangements with school staff (e.g. staying after school for homework assistance). **Students may not be dropped off prior to school office hours.**

Only those students participating in after-school extracurricular activities or who have advance arrangements to work with a teacher may stay after school. All students staying after

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school must have a permission slip signed by a parent and the teacher that they have made advance arrangements to stay after school with. The permission slip should be presented to the office upon the students arrival at school. Students must have written parental permission to ride their bikes, walk home or to be picked up by another adult or to make changes to regular transportation plans. Emergency transportation changes must be made before 1:30 p.m. for the middle school students and before 2:30 p.m. for elementary school. Please be prompt in picking up your child from an after school activity.

Parents who are picking up their students need to come inside the building to pick up their student. Cars must not be parked in bus lanes and parents are cautioned strongly to watch for students loading onto buses or walking to cars. Please follow designated traffic patterns in the school parking lot.

STUDENT FEES Grades 6-8

Recommended Fees: PE Uniform \$16.00

LOCKERS/LOCKS

The student to whom a locker is assigned is responsible for its condition and contents. Students should be aware that lockers are the property of the school district and that school authorities have the right and the obligation to check into lockers when there is reason to believe they may contain items that threaten student safety or welfare. Under no circumstances should lockers and/or combinations be shared with others. Vandalism to lockers, suggestive and/or obscene decorative materials are not appropriate. Failure to abide by these regulations will result in student forfeiting their privilege to use a school locker. The tops of lockers are to be kept free of personal belongings.

TEXTBOOKS

Students are responsible for textbooks checked out to them and are expected to exercise care and responsibility in the treatment of the books. Students are required to pay for lost or damaged books, which will be inspected when they are turned in. Charges will be based on the cost of the book that is lost or damaged.

LIBRARY

It is hoped that students will make full use of our libraries. A library is a resource center for research as well as leisure reading. Our library is on-line with the Clackamas County Library Link System. Students are responsible for the books they check out until they are returned to the library. Materials are expected to be returned undamaged by the date specified. Students are required to pay for lost or damaged books.

TELEPHONE USE

Students may use the office telephone for emergencies and necessary school related matters. The office phone is needed for school business. Students will not be allowed to use

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the school phone unless the principal, secretary, or teacher decided that the call is necessary. Cell phones/pagers are not to be used during school hours.

EMERGENCY SCHOOL CLOSURES

The following radio and television stations carry information regarding school closure, late opening, or early dismissal due to inclement weather:

AM RADIO

KGW (620)
KXL (750)
KYTE (970)
KWJJ (1080)
KEX (1190)
KUPL (1330)

FM RADIO

KINK (102)
K103
Z100
KISN (97.1)
KMJK (107)

TV STATIONS

KATU (2)
KOIN (6)
KGW (8)
KPTV (12)

If a late opening is announced, please continue listening for an announcement; worsened conditions could cause a closure. An announcement of "Snow Routes" means that the **end of Welches Road, the end of Salmon River Road, and the end of Lolo Pass Road will not be served by buses.**

If schools are forced to close early, your child will be sent home to their regular destination unless you have specified differently on the Emergency Closure form.

In any event, please develop and inform your child of what procedure he/she should follow in case of an early closure.

EARTHQUAKE/LOCKDOWN/FIREDRILLS

We are required by law to have periodic earthquake/lockdown/fire drills. Every student should know the location of the exit in each room he/she uses during the day. Consult the teacher or the chart posted in each room if you do not know the exit to use. Specific procedures to follow during these drills will be taught and practiced. As a general rule, remain calm, exit the building in an orderly manner, stay with your class, and follow teacher directions at all times.

PERSONAL PROPERTY

Every effort will be made to ensure that the personal property of students is protected, however, we assume no responsibility for loss or damage to personal items. We strongly suggest that parents label all student clothing, athletic apparel, notebooks, binders, and other personal items with the student's name. Personal property that is not essential to students' academic needs should not be brought to school (e.g. footballs, basketballs, skateboards, and other nonessential items). Personal electronic devices are prohibited (see District Code of Conduct).

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SCHOOL PROPERTY

Neglect, carelessness, or vandalism that results in damage or destruction of school property, will be the responsibility of the student (and parents) causing the damage. Books, desks, tables, equipment, and other school property are provided for students' use, and students are expected to use them appropriately and responsibly. Students who fail to comply will be asked to reimburse the District for any damage or loss of school property caused by neglect, carelessness, or vandalism. State law specifies parents can be held liable for up to \$5,000 damages caused by their child.

BICYCLES

Students are welcome to ride their bicycle to school. Bicycles are to be parked only in the designated area and are to remain there until they go home. Bike riding around the school grounds is prohibited. Bicycles should be locked to the bike rack in order to prevent theft. The school assumes no liability for theft or damage. Bikes are to be walked past school buses at all times, and riders must follow automobile traffic patterns. According to state law, helmets are required to be worn.

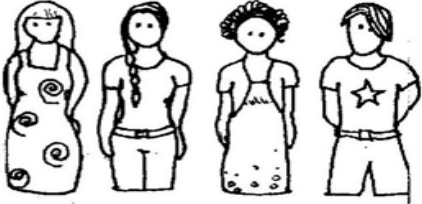
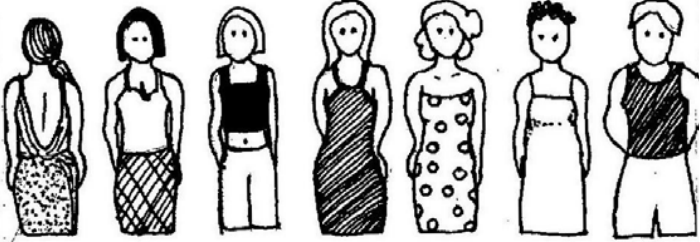
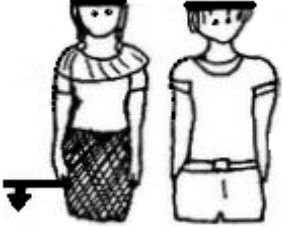

DRESS CODES

1. Clothing with vulgar or insulting sayings is prohibited.
2. Clothing with reference to alcohol or drugs is prohibited.
3. Clothes that are too revealing are prohibited:
 - a. Shorts - Fingertips should contact shorts when arms hang relaxed.
 - b. Shirts - Shirts should contact pants at the waist when arms hang relaxed.
 - c. Low-cut and open-cut clothing - At no time shall any undergarments (underwear or bra) or torso be visible with normal movement. Low-cut shirts exposing cleavage are not allowed.
 - d. No clothing that is inappropriate to the degree that it makes another student or staff uncomfortable is to be worn. This would include tops that show cleavage and excessively low rider jeans.
4. No clothing that creates a safety hazard, such as oversized or saggy pants or spiked neck or wrist bands, are allowed. Pants should fit at the waist with no underwear showing. Students who wear an oversized shirt in attempts to hide underwear that is over the waistband of pants are violating the dress code.
5. Hats, hoods, and bandanas are not to be worn in the building.
6. Coats will not be worn in class, and are to be kept in lockers.
7. Safe shoes must be worn at all times.

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Dress Code continued

Appropriate Dress	Inappropriate Dress
<p>Tops: Adequate coverage of body is required. Shoulder straps should be as wide as two inches.</p> 	<p>Backless Cleavage Bare Midriff Halter Strapless Spaghetti Muscle</p> 
<p>Bottoms: The length of shorts and skirts must be longer than the reach of the student's fingers.</p> 	 <p>Skirt is Too short underwear exposed Excessive sagging Pajama Bottoms or slippers</p>

ELECTRONIC DEVICES

Students are strongly advised to leave electronic, sound and communication devices at home. The school IS NOT responsible for lost or stolen articles, and school staff has limited time to investigate loss or theft of these items.

Electronic devices (cell phones, i-Pods, m3p players, etc.) must be turned off and put away in the lockers during instructional hours of 7:30-2:30. This includes during classes, assemblies, in offices, and other school activities.

Students may use electronic devices at school ONLY, outside the school building. If an item is confiscated due to violation of this policy, the student may retrieve the item from the Office. The following is the matrix for electronic Devices Violations:

Infraction

1. Warning and the student may pick up the device after school
2. Warning and the student may pick up the device after school
3. The parent must pick up device at the office

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4. Parent pick up device in the office and Lunch Detention assigned
5. Device not allowed in school, unless check in and out of the office

Cameras of any type (including video and cell phone cameras) are not to be used by students on campus or at activities without the expressed permission of everyone in the photo/video and the permission of an administrator/activity supervisor. The only exception is for school photographers (school yearbook and specific classes).

SKATEBOARDS

In order to assure a safe environment, skateboards, rollerblades, and scooters will not be allowed on school grounds.

CLOSED CAMPUS

Students **MAY NOT** leave campus without consent from the administrative office or unless under the supervision of parent/guardian/staff member.

CAFETERIA PROGRAM

The school lunch program is operated by the District under the regulations of the National Lunch Act. It is open to all students, adult school personnel, and parents who wish to eat lunch with their child. Parents should make reservations in advance. The school lunch program is operated on a nonprofit basis. Students must pay for lunches before being served. In cases of need, parents may apply for free or reduced price lunches for students attending school. Application forms are available in the school office. Do not hesitate to come in to check eligibility requirements. Lunch menus are published once a month in advance and are available on the web-site.

Cost of meals in the cafeteria for the 2011/2012 school year are as follows:

	REGULAR COST	REDUCED COST
Breakfast (1-8 grades)	\$1.50	\$.30
Breakfast (adult)	\$1.50	
Lunch (1-5 grades)	\$2.25	\$.40
Lunch (6-8 grades)	\$2.50	\$.40
Lunch (adult)	\$3.00	
Milk	\$.50	

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GUIDANCE AND COUNSELING

A SCHOOL COUNSELOR IS AVAILABLE FOR STUDENTS IN GRADES K-8. The counselor is available to help students with individual issues related to a successful school experience. Parents are encouraged to call the counselor for academic, social, or personal concerns.

ATTENDANCE PROCEDURES

Regular attendance is very important to a successful school experience. Students are expected to attend school every day and be in every class. In addition, students are expected to be in class on time and ready to work as per teacher policy. Students have ample time to pass from class to class.

In the event of an absence, excused or unexcused (*see Code of Conduct* for definitions), students are required to make up missed work (*see homework policy*). Parents will be notified of any unexcused absences. After eight absences in a trimester, a conference will be held with parents and an attendance contract may be written. Severe attendance problems will require interventions, which may include law enforcement.

To ensure student attendance at school and maintain accurate attendance files, we offer the following suggestions for students and parents:

Parents

1. Help make it possible for students to be in school daily.
2. **Notify the office by telephone when your child will not be in attendance at school by 9:00 a.m.**
3. Send a written excuse (include the current date, the dates of absence, and the reason for the absence), with your signature, upon your child re-entering school if you did not make telephone contact.
4. Notify the school well in advance (if possible) of any planned family activities that will result in a student's absence.
5. Contact school staff personally when additional information is needed, e-mail works the best.

Students

1. Make every effort to be in class regularly and promptly.
2. Make sure parents contact the office regarding every absence.
3. Be well informed of attendance policy and individual teacher expectations.
4. Contact teachers regarding make-up responsibilities upon returning from an absence.

TARDIES

Students arriving late/tardy to school must report to the office to receive a pass to class. Parents are asked to call, send a written notification, or notify in person to report a student's late arrival.

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EARLY RELEASE FROM SCHOOL

Students leaving school for the day must check out through the office with a parent or guardian. Parents need to physically check out their child at the office before releasing that child. Students will be released only to persons listed on their registration cards. You may make changes by coming to the office and adding or deleting names to the registration card. You may be asked for identification when checking your child out of school. We do this in the interest of your child's safety and ask for your patience and understanding.

In cases of divorce or separation, we ask that parents work with each other in an agreement as to who is to pick up the child from school. Keep the school informed. Legally we cannot deny a parent the right to pick up a child from school unless we have legal documentation denying that right. However, if that parent is not listed on the registration, we will contact the custodial parent before releasing the child to a noncustodial parent, so that all parties are informed.

ABSENCES

Parents are asked to call the office to report a student's absence. If telephone contact was not made, please send a written excuse with your child and have him or her deliver it to the office first thing upon return/arrival to school.

It is the policy of the Oregon Trail School District to provide the opportunity for students to make up assignments after excused absences, and to a limited extent (at teacher discretion), unexcused absences as well. Students may not have grades lowered solely on the basis of attendance or misconduct.

WITHDRAWAL FROM SCHOOL

Whenever a student plans to withdraw from school for any reason, the following steps must be taken:

1. The parent or guardian is asked to contact the school personally authorizing the withdrawal. If possible, advanced warning would be appreciated.
2. Students will need to return all books to their teachers and check with the librarian for any missing library books or fines owed.
3. Cumulative progress records will be transferred to the new school upon receipt of notice of enrollment.

ACADEMIC EXPECTATIONS

Standards for academic achievement, at both the state and school level, are high. Students are expected to work hard to master challenging academic material, and we are confident they will succeed. Our staff is prepared and committed to helping each and every student be successful.

- **ASSIGNMENTS AND HOMEWORK**

We believe that assignments and homework are a necessary and vital part of a students' learning experience. They are expected to be completed and turned in on time. The type

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and amount of homework will vary from class to class, and grade to grade. Each teacher will discuss specific expectations and procedures for each class. Please contact the specific teacher for any concerns related to assignments or grading. Parents can assist students in completing assignments by providing regular and uninterrupted study periods at home and asking to see assignments and the Student Management Binders (grades 6-8).

Homework Policy: If the student is absent for an approved reason, such as illness, doctor appointments, etc., make up work will be allowed. When your child returns to school after an absence the teacher(s) will provide the student with missed assignments. For each day that a student misses school, a day will be allowed to complete the work. For example, if a student is absent two days they will have two class days to make up work.

If you know ahead of time that your child is going to be absent, such as for a trip, please do not call the school and ask for the teacher to have work ready to be picked up. It can be picked up upon the child's return. Instead, we ask that you have your child engage in activities such as reading, writing in a journal, or practicing math skills if appropriate. A photo journal of a vacation with written narratives would be an excellent way to participate in the trip and to share their learning at school.

- **STUDENT MANAGEMENT BINDERS* Grades 6-8**

A student Management Binder is required for all students to assist them in development and utilization of sound study skills and habits. Recording assignments, planning, organization skills, time management, and goal setting are just a few of the skills emphasized and provided for within the management binders. They are also an excellent means of communication between school and home and regard to student progress. The Management Binder is also used as a hall pass. If management binders are lost or forgotten, a daily loaner can be provided.

- **STUDENT PROGRESS**

Student progress is reported on a regular basis and assessed in a variety of ways that best fit the individual needs of the student. However, we encourage parents to contact teachers, the counselor, or the principal any time you have a question regarding student progress. When special needs or concerns of a student arise, it is suggested that parents and teachers meet early to plan interventions appropriate for the child. Our goal is to establish a comprehensive reporting system that will keep parents well informed and involve them in their children's education.

1. **PROGRESS REPORTS* Grades 6-8**

Midterm reports are prepared in the middle of each trimester grading period for all students. They will either be sent home with students or mailed home.

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2. PARENT/TEACHER CONFERENCES

Parent/Teacher conferences provide an excellent opportunity to discuss academic and behavioral issues regarding the student. Formal conferences are scheduled during the year; however, we do encourage informal conferences anytime. **Parents wishing to meet with staff concerning their child can call and arrange a time to visit through the school secretary.**

3. REPORT CARDS/GRADES

Three report cards will be issued, one after each trimester. They will contain letter grades and/or comments that will convey information about classroom performance that is in line with state standards, as well as comments regarding student work habits, attitudes, and behaviors that affect learning.

The grading criteria and scale for **Grades 6-8** will be:

A=90 to 100% Student shows exceptional application of content/skills.

B=80 to 89% Student shows consistent application of content/skills.

C= 70 to 79% Student shows basic application of content/skills.

D= 60 to 69% Student shows little or no evidence of application of content/skills.

F= Below 60% Failing - Shows no evidence of application of content/skills.

4. PARENT ASSIST* Grades 6-8

Parents may stop at the middle school office to pick up their username and password for this grade tracking program (this information may not be given out over the phone). Parents can watch their students progress, missing assignments and grades on the Oregon Trail School District web-site.

5. TESTING

The statewide assessments are administered to students in 3rd-8th grade in reading and math multiple choice. The statewide writing assessments will be given to grades 4th and 7th, the math problem solving to grades 5th and 8th and science to 5th and 8th. Results of these tests, combined with student work samples assessed using state scoring guides by classroom teachers, become part of the student's portfolio, along with his/her report cards will be utilized to assist in the setting of goals during the fall conference.

- **HONOR ROLL* Grades 6-8**

Honor Roll is a form of recognition for students who have excelled scholastically. "A" Honor Roll signifies a grade point average of 3.5 or higher. "B" Honor Roll signifies a grade point average between 3.0 and 3.49.

- **ELECTIVE CLASSES* Grades 6-8**

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Elective classes are intended to supplement and enrich the traditional curriculum. Each trimester, students sign up for different electives.

- **EXEMPTIONS**

Any student may be excused from classes or activities upon written request made to the principal from parents or guardians.

- **PROMOTIONS AND RETENTION OF STUDENTS**

It is the responsibility of the Oregon Trail School District to provide learning experiences for every child that will prepare them to advance to the next grade level with their peers. Student success is the goal of every school and every teacher.

Each school shall ensure that teachers provide for learning experiences based on identified best practices in education. For those students not meeting expectations, the school will identify alternative learning experiences designed to assist the student in achieving the standards for his or her grade level.

It is the responsibility of the student, with parental support, to apply consistent and sustained effort toward learning experiences that are assigned.

In the event that a student is recommended for retention, the parent/guardian shall be informed of progress throughout the review process, and shall be provided a conference prior to a decision being made. The criteria to be used in considering a student for retention shall include academic achievement and physical, social and emotional maturity. The final decision of retention or promotion shall be made by the school principal.

ATTENDING AFTER-SCHOOL ACTIVITIES

Students staying after school for extra homework help must provide the office with written permission (pink form) from parent/guardian and signed by a teacher **before 1:30 p.m. for the middle school and before 2:30 P.M. for the elementary school.** Requests to use the phone for last minute calling to obtain permission will be denied. Students should stay in the designated classroom and in keeping with the closed campus policy, are not permitted to leave the school grounds. Middle School homework help will be offered on Tuesday for Math and Language Arts and Wednesday for Science and Social Studies. Requests to stay after school are for one day only.

Students may not stay after school to watch athletic practices or games. Students are to go home after school and may *return* to watch games.

All school-wide rules and District Code of Conduct regulations are in effect for after school activities.

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SPECIAL EDUCATION SERVICES AT WELCHES SCHOOLS

Special Education at Welches Elementary School and Welches Middle School provides services in several areas with the goal of keeping students in the classroom as much as possible. Students may be pulled out of the general education classroom to work on specific needs and skills but we try to keep the amount of time out of the classroom as low as we can while still meeting student needs. Our focus is on serving students with minor disabilities, as we do not have the staff to serve higher-need students. Students with higher levels of disabilities may be sent to other programs, which best fit their particular needs.

Classroom teachers and parents usually have the first discussions about student performance issues. They may meet with the school counselor and the special education teacher to come up with strategies, which will help a student succeed. If these strategies don't work, then either the classroom teacher or the special education teacher will contact parents to discuss testing to see if a student is eligible for special education services. Usually, the first testing steps include checking to see if there is a learning disability and whether there are emotional or behavioral issues, which are affecting the student. More specific testing may involve speech/language issues or occupational therapy issues. After testing, the classroom teacher, the special education teacher and any other specialists identified as needing to provide services meet with the parents to discuss whether the student needs services, and what those services will look like if the student is eligible.

There are two major types of meetings in Special Education. The first is an eligibility meeting, and focuses upon whether a student meets the guidelines as set up by the State and Federal Government to qualify them for Special Education services. If a student is found eligible, then this eligibility will be reviewed every three years, usually on the IEP date. The second, most common, type of meeting is the annual meeting to review the Individual Education Program/Plan (IEP), which is a legal document that determines the types of supports and services a student receives in the classroom. If you have a student on an IEP, it is a good idea to review it yearly with your student so that they know what sort of help they can receive from teachers and Special Education Staff.

Besides the IEP, there is another type of service called a 504 Plan. These are for students already identified with minor disabilities who need a few services to help them succeed. At Welches, the 504 plans are managed by the school counselor.

USE OF SCHOOL FACILITIES

Organizations and/or members of the community who wish to inquire about use of school facilities can do so by contacting the school office. A Facilities Use Application Form must be completed and approved by the building administrator. A rental fee may be required. Use of school facilities may be canceled or postponed in favor of scheduled school events, which always have priority over outside community use. **Please give us ample time for scheduling.**

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MEDIA RELEASE AND PUBLICATION OF DIRECTORY INFORMATION

At various times throughout the school year, information concerning a student may be posted within the school building, published in school publications, and/or provided to the media. Such information could include the student's name, photograph, participation in officially recognized activities and sports, awards received, and other such categories of information as the Superintendent shall designate under the authority of and in conformance with law and district policy. It might be included in such forums as honor roll publications, press releases, media productions, team rosters, concert programs, yearbooks, and other such school or district publications.

Parents and guardians have the right to prevent the release of such information regarding the student. If this is your preference, please notify the school at the earliest possible convenience.

FINANCIAL SOLICITATIONS

Students shall obtain the permission of the school's administration prior to selling or distributing materials/items or engaging in activities, which solicit student or adults' financial contributions.

ATHLETIC INFORMATION

Middle School students are strongly encouraged to participate in sports regardless of their skill level. Our coaches believe in the value of sports and are committed to providing a positive experience for all athletes. Oregon Trail Middle Schools have a "no cut policy".

ELIGIBILITY:

- Students must have an athletic physical.
- Demonstrate behavior that is consistent with school's expectations.
- Proof of insurance
- Pay \$55.00 athletic fee
- Have at least a "C" average (2.0 GPA)
- Be in attendance all day, game day, unless an excused absence has been scheduled.

SUPERVISION AND TRANSPORTATION:

- Practice is held from 2:30-4:30 p.m. everyday. (Unless otherwise set by coach).
- Rides home should arrive no later than 4:45.
- There will be **ONE WAY** transportation to away competitions with the exception of Hood River and WyEast games. It is the responsibility of parents/guardians to arrange return trip home from games.

PRACTICE ATTENDANCE AND ATTIRE:

- Students must attend practice everyday they are in attendance at school or they will be benched for a portion of the next game.
- Students that have more that 3 level 2's will become ineligible to play.

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- If a student misses practice due to a pre-scheduled appointment, please notify the coach in writing prior to the absence. If a student misses practice due to a sudden emergency, please notify the coach a.s.a.p.
- Students should bring clothing appropriate for practice in all weather conditions including, wet, cold and warm weather.

SPORTSMANSHIP:

- Students are expected to display good sportsmanship both on and off the court/mat/field. Any exhibition of poor sportsmanship will result in an apology letter and a game suspension.
- Spectators are expected to set an example of good sportsmanship as well. If a spectator is disruptive during an event he/she will be asked to leave.

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WELCHES SCHOOLS

My signature indicates that I have read a copy of the Student Rights and Responsibilities Handbook. I also understand and agree that as a student/parent I shall be held accountable for the behavior and consequences outlined in the Student Rights and Responsibilities at school during the regular school day, at any school related activities regardless of time or location and while being transported on district provided transportation.

Student (print)

Student (signature)

Date

Parent/Guardian (print)

Parent/Guardian (signature)

Date

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