



Welches

SCHOOL

STUDENT HANDBOOK
2019-2020



Welches

SCHOOL

Welches Schools
24901 E. Salmon River Road
Welches, OR 97067
Telephone: (503)622-3165
FAX: (503)622-4436
Web Address: www.oregontrailschools.com

Office Hours: 8:00 a.m. - 4:30 p.m.
Kendra Payne, Principal
Kathy Mayhew, Principal's Secretary
Merrily Simoni, AM Secretary
Karen Crosby, PM Secretary
Kari Stavenau, Counselor

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

Student Transportation of America
(503) 668-8855

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: Ladine Marquardt, 504 Coordinator; Tim Werner, Title II & Title III Coordinator (503-668-5541)

School Hours

8:00am - Building Opens

8:30am - Student Arrival

8:40-3:30 - Classes in Session, Grades 4-8

8:45-3:30 - Classes in Session, Grades K-3

Early Release Wednesdays 8:30am - 2:30pm

(Early Release is EVERY Wednesday except the first and last weeks of the school year)

Supervision is provided from 8:30am-3:30pm

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 8:30 am-3:30 pm for all students. **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 school must have a permission slip signed by a parent AND the permission from the teacher with which they will be staying. The permission slip should be presented to the office upon the student's arrival at school, not at the end of the day. **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. Transportation changes must be made before 2:00 p.m. for all students.** 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 and sign out 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 park if dropping of your child takes more than one minute. Otherwise, use the middle lane of the parking lot for quick drop-offs. Please follow designated traffic patterns in the school parking lot.

ATTENDANCE PROCEDURES

Regular attendance is very important to a successful school experience. Students are expected to attend school every day, on time. According to School District Policy JED:

"It is the responsibility of students and their parents to ensure students maintain regular attendance in all assigned classes. Regular attendance means attendance at 90% or above for every 9 week period during which school is in session. If a student's illness impacts regular attendance as defined, a doctor's note will be required to excuse your student upon return. Absence from school or class will be excused under the following circumstances:

1. Illness of student
2. Illness of an immediate family member when the student's presence at home is necessary
3. Emergency situations that require the student's absence
4. School Field trips and school-approved activities
5. Medical/dental appointments when confirmed by the parent

Students shall be responsible for all content missed during absences, and shall be given a reasonable period of time to demonstrate understanding of content missed. Credit will be allowed for significant long-term assignments, but unexcused absences that reflect daily assignments will be accepted only at the teacher's discretion."

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.

Letters will be sent every 9 weeks to families whose students are experiencing absences of more than 10% of school days. Severe attendance problems will require interventions, which may include law enforcement. 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.

To ensure we maintain accurate attendance files, we request the following:

Parents, please:

1. **Notify the office by telephone by 9:00am when your child will not be in attendance at school. The attendance auto-caller begins calling at 10am and will call you if we have not heard from your family. The auto-caller will not call you if you have notified us by 9am of an absence.**
2. 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.
3. Notify the school well in advance (if possible) of any planned family activities that will result in a student's absence.
4. Contact school staff personally when additional information is needed, e-mail works the best.

To ensure we maintain accurate attendance records, we request the following:

Students, please:

1. Be in class regularly and promptly.
2. Deliver messages from parents responsibly & promptly.
3. Be 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. Core instruction, especially in math, occurs first thing in the morning. It is crucial for your child to be on time, every day. Tardies are also marked for students who leave school early. Please minimize this disruption by waiting until 3:30 to pick up your child.

RELEASE FROM SCHOOL

Students leaving school for the day must check out through the office with a parent or guardian. Parents/guardians/designated contacts need to physically sign out their student at the office before we can release 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 agreement as to who is to pick up the child from school. Keep the school informed. Legally, we cannot deny a biological 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.

ACADEMIC EXPECTATIONS

Standards for academic achievement, at the state and school level, are high and continue to be raised. 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 student's learning experience. They are expected to be completed and turned in on time. The type and amount of homework will vary between classes and grades. 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 Planner (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 and/or content. 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. Instead, it can be picked up upon the child's return. Instead, we ask that you have your child engage in learning activities such as reading, writing in a journal, or practicing math skills if appropriate. Prepare them to get caught up when they return.

- **STUDENT PLANNERS Grades 6-8**

A Student Planner is required for all students to help them in developing and using 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 Student Planners. They are also an excellent means of communication between school and home and with regard to student progress. The Student Planner also contains hall passes. If Student Planners are lost or forgotten, a replacement will need to be purchased.

- **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. **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences provide an excellent opportunity to discuss academic and behavioral issues regarding the student. Formal conferences are scheduled in the fall; 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 office staff.**

2. **REPORT CARDS/GRADES**

Two report cards will be issued, one after each semester. They will contain marks and/or letter grades, as well as comments that will convey information about classroom performance that is in line with state standards. They will also include 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% Shows exceptional application of content/skills.

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

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

D= 60 to 69% Shows little evidence of application of content/skills.

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

The grading criteria and scale for students in **Grades K-5** will be:

E = Exceeding the standard by at least one full year

M = Meeting the standard

P = Progressing toward the standard (given only during 1st semester)

DNM = Does Not Meet the standard

3. PARENT VUE Grades K-8

Parents may contact the school office for access to a grade tracking program called ParentVUE. Parents can track their students' progress, missing assignments and grades on the Oregon Trail School District website. All students in grades 6-8 have access to the same program through StudentVUE.

4. STATEWIDE ASSESSMENTS

Required statewide assessments are administered to students in 3rd-8th grade in reading and math via an online test. In addition, a science assessment is given in grades 5 & 8. A Kindergarten Assessment is administered in September as a way to determine school readiness. Students will also participate in completing Performance Tasks in writing, math and science. A Performance Task is a multi-step writing or problem solving challenge that shows your child's ability to apply concepts to real-world tasks. Results of these tests, combined with student work samples assessed using state scoring guides by classroom teachers, become part of the student's portfolio. These assessments, along with his/her report cards will be utilized to determine student proficiency toward grade level standards and essential skills.

- **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.

- **ENRICHMENT CLASSES Grades 6-8**

Enrichment classes are intended to supplement and enrich the traditional curriculum. 6th graders receive one enrichment class, while 7th & 8th graders receive 2. Each semester, students in 7th & 8th grade will be assigned to different opportunities. For students needing academic support, math & literacy intervention classes will replace enrichment opportunities. Beginning and Advanced Band are provided as options for students in grades 6-8.

- **EXEMPTIONS**

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

- **PROMOTION 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.

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 needs than we can serve in the general education setting may be placed in other programs that best fit their particular needs.

Classroom teachers and parents usually have the first discussions about student performance issues. They may then meet with the school counselor and the special education teacher to develop strategies which will help a student succeed. These strategies will be tried on a 6-12 week basis to determine their success. 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 needs or occupational therapy needs. 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. 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 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 diagnosed with a medical condition that requires the student receive additional services to help them succeed. At Welches, all 504 plans are managed by the school counselor.

GENERAL INFORMATION

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.

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.

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. All lunch charges must be paid.
3. Cumulative progress records will be transferred to the new school upon receipt of notice of enrollment.

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

We hope 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.

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, tablets, readers, iPods, etc.) must be turned off and put away in lockers or backpacks during instructional hours of 8:30-3:30. This includes during classes, assemblies, in offices, and other school activities.

Students may use electronic devices at school **ONLY** outside the school building and after school is released. 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
4. Parent pick up device in the office and Lunch Detention assigned
5. Device not allowed in school, unless checked 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 express 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).

TELEPHONE USE

Students may use the office telephone for emergencies and necessary school related matters. Students will not be allowed to use the school phone unless the principal, secretary, or teacher decides that the call is necessary. Cell phones are not to be used during school hours.

EMERGENCY SCHOOL CLOSURES/SNOW ROUTES

There are several ways to find out if school will be closed or delayed due to weather or other emergencies. They include:

- Flash Alert - Visit the district website at oregontrailschools.com to sign up for text or email notifications.
- School Messenger - If you have listed your current email in registration paperwork, you will receive an automatic message.
- District Website - Visit oregontrailschools.com to see if a closure has been posted.
- Phone Message - Call the school office at (503)622-3165 to hear whether school is closed or delayed. The message is updated as soon as closure decisions have been made.
- TV/Radio - All local TV and radio stations will have periodic broadcasts of school closures or delays.

If a late start is announced, please check back for an update; 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 a plan and inform your child of what procedure he/she should follow in case of an early closure.

EMERGENCY DRILLS

We are required by law to have regular 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).

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 in damages caused by their child.

LOCKERS/LOCKS Grades 6, 7 & 8

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 allowed. 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.

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 students 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.

SKATEBOARDS

In order to ensure 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 school 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.

2019/2020 Meal Costs

<u>MEAL COST</u>	<u>REGULAR COST</u>	<u>FREE/REDUCED</u>
Breakfast (K-8 grades)	\$1.50	No Charge/Reduced Price
Breakfast (adult)	\$2.00	N/A
Lunch (K-5 grades)	\$2.75	No Charge/Reduced Price
Lunch (6-8 grades)	\$2.85	No Charge/Reduced Price
Lunch (adult)	\$3.50	N/A
Milk	\$.50	\$.50

USE OF SCHOOL FACILITIES

Organizations and/or members of the community who wish to inquire about use of school facilities can do so by visiting the Oregon Trail School website. 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.**

GUIDANCE AND COUNSELING

A part-time school counselor is available to 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. The school counselor also manages all 504 Plans.

ATTENDING AFTER-SCHOOL ACTIVITIES

Students staying after school for any reason must provide the office with written permission from parent/guardian and signed by a teacher **before 2:00 p.m.** 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. 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.

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.

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 in accordance with district policy & state law. 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.

STUDENT INSURANCE

Parents may purchase school district insurance, which 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 are required to show proof of insurance in order to participate.

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 2018/2019 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, staff 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.

- **ILLNESS**

Children who have had a fever or vomiting should not attend school within 24 hours of their symptoms. 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 note from the 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**

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 with regards to medications at school. 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, Brie Leiblein, RN, at 503-622-8011, ext. 7802.

- **FOOD FROM HOME**

Health Department regulations prohibit bringing homemade 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.

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 with a doctor.
- 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, on the game day, unless an excused absence has been scheduled.

SUPERVISION AND TRANSPORTATION:

- Practice is held from 3:30-5:00p.m. every day. (Unless otherwise set by coach).
- Rides home should arrive no later than 5:00 p.m.
- 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 every day they are in attendance at school or they will be benched for a portion of the next game.
- Students that have more than 3 Wildcat Warning's will become ineligible to play.
- 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 ASAP.
- 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.

BEHAVIOR EXPECTATIONS

Developing Positive and Successful Students & Citizens

School Success Begins at Home...

1. Keep high expectations for your children's schooling
2. Prepare your children to work hard and study hard
3. Develop close family relationships
4. Value reading and problem solving
5. Encourage school involvement
6. Encourage activity involvement
7. Maintain parental authority
8. Develop cultural responsibility
9. Encourage household responsibilities
10. Set limits on screen and digital time

Successful Students at Welches School...

1. Behave in a manner that considers the safety of him/herself 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 consequences.
5. Respect the authority of teachers, principal, and other school staff

Responsibility in School

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

Commitment to Safety & Rights for All 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.

Actions that May Result in Disciplinary Consequences

1. Insults, teasing, harassment, racial slurs, and intimidations will not be tolerated.
2. Acts of violence (fighting, hitting, pushing, tripping, biting, scratching) will not be tolerated.
3. Cussing, obscene language, and inappropriate gestures and drawings will not be tolerated.
4. Tablets, cell phones, and other electronic devices must be turned off and kept in backpacks/lockers while at school.
5. No weapons are allowed (knives, guns, chains, projectiles, or objects that can be used as a weapon). 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.
6. Matches, lighters, fireworks, mace, or anything that is combustible are not allowed at school.
7. Theft of school or personal property and unauthorized entry will not be tolerated.
8. Vandalism and/or graffiti of school property will not be tolerated.
9. Clothing that refers to alcohol, drug or tobacco use is not allowed. Inappropriate, suggestive sayings are also not allowed on clothing worn at school.
10. Students are expected to dress in appropriate school attire. Hats and hoods should be removed when entering the building (unless on a specified spirit day). An adequate coverage of the body and undergarments is required. We do not allow shorts or skirts that are shorter than the student's fingertips when the arms are fully extended at their sides.
11. Public displays of affection (i.e. kissing, hand holding) are not allowed and hugs are limited to 3 seconds.

12. 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.
13. Gum is not permitted in class for grades K-6. Students may consume candy during lunch or with adult permission. Students in grades 7 & 8 may engage in responsible gum chewing. Appropriate disposal is crucial to maintain this privilege.

WELCHES SCHOOLWIDE RULES

Be Safe

Be Responsible

Be Respectful

WELCHES SCHOOLS Behavior Expectations 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
Location	Safe	Responsible	Respectful
Office	Use a quiet voice Be polite	Wait for your turn at counter/desk Follow directions	Walk Keep hands & feet to self
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
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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

Behavior Consequences

Disciplinary Infraction	Potential Consequences
Defiance/Disrespect/Disruption	<ul style="list-style-type: none"> • Conference/counseling • Full range - from detention to suspension • Parent contact
Destruction of school property or theft	Range: <ul style="list-style-type: none"> • Community service - restitution - in-school suspension - 3+ days suspension - may involve police • Parent contact
Drug or Alcohol Distribution	<ul style="list-style-type: none"> • Conference/counseling • 10 day suspension facing possible expulsion - meeting with parents
Drug or Alcohol Possession	<ul style="list-style-type: none"> • Conference/counseling • 1st offense - 5 day suspension + drug evaluation - meet with parents • 2nd offense - 10 day suspension facing possible expulsion
False fire alarms	<ul style="list-style-type: none"> • Conference/counseling • 5 day suspension • Parent contact • Police involvement

Fighting	<ul style="list-style-type: none"> • Conference/counseling • Parent contact • 3+ day suspension • Bring students fighting together to apologize and problem solve
Fire setting	<ul style="list-style-type: none"> • Suspension facing possible expulsion • Parent contact
Foul language and/or gestures directed at a staff member	<ul style="list-style-type: none"> • Conference/counseling • 3+ day suspension • Parent contact
Foul language at school	<p>Full range (often dealt with by staff member)</p> <ul style="list-style-type: none"> • Office referral may result in anything from conference to suspension • Parent contact
Gang - Writing, drawings, clothing	<ul style="list-style-type: none"> • 1st offense - Conference and documented warning - parent contact • 2nd offense - 5 day suspension • 3rd offense - 10 day suspension facing possible expulsion

Harassment /Threats- Racial, sexual, or disability	<ul style="list-style-type: none"> • 1st warning - conference/counseling • In-school or out-of-school suspension with varying length - may result in expulsion hearing • Parent contact
Lighters	<ul style="list-style-type: none"> • In-school suspension • Parent contact
Name calling	<ul style="list-style-type: none"> • Conference • If it continues, full range from detention to suspension
Smoking	<ul style="list-style-type: none"> • Conference/counseling • 5 day suspension • Parent contact
Technology violation	<ul style="list-style-type: none"> • Conference/counseling • 30 day loss of computer privileges - parent contact • Depending on the violation, possible detention or suspension
Truancy	<ul style="list-style-type: none"> • Conference/counseling • 1 day in-school suspension for first offense, additional days for subsequent events • School service • Parent contact
Violation of dress code	<ul style="list-style-type: none"> • Conference/counseling • May be sent home to change • Will be given a change of clothes to wear • Continued violations will result in behavior referrals with increasing consequences
Weapons	<ul style="list-style-type: none"> • Conference/counseling • Up to 10 day suspension facing possible expulsion • Parent contact

STUDENT CONDUCT ON THE BUS

In general, student transportation is considered an extension of the school day and all in-school behavior expectations apply. In general, on the bus students are expected to...

Be Safe:

- Keep your body and all objects inside the bus and to yourself;
- Remain seated while the bus is in motion;
- Keep your body from touching bus operating and emergency equipment;
- Leave any weapons at home;
- Stay a safe distance from the bus;
- Cross in front of the bus as instructed by the driver;
- Arrange for transportation of animals or pets with parents.

Be Respectful:

- Follow driver direction quickly and completely;
- Be respectful to everyone on the bus;
- Speak quietly to people near you;
- Keep your body and objects from touching others;
- Keep all of your belongings on your lap or on the floor in front of you;
- Get permission to open a window;
- Stay off private property at or near designated bus stops.

Be Responsible:

- Keep the bus clean;
- Use all areas of the bus appropriately;
- Arrive at the bus on time;
- Never bring alcohol, tobacco, medications or other illegal drugs;
- Get permission prior to bringing unusual objects on the bus;
- Use emergency exist only in an emergency.

Prior to loading:

- Students need to be at their designated stop 5 minutes prior to their pick-up time;
- Wait until the bus has come to a complete stop before approaching the bus;

After leaving the bus:

- Cross the road only when needed at least 10 feet in FRONT of the bus;
- Be alert to any danger signal from the driver

Afternoon departure:

- Do not approach the bus once it begins to depart, approximately 7 minutes after school is dismissed. The bus cannot stop for safety reasons.

Objects on the bus:

- Only objects that can be held comfortably on the student's lap or on the floor between the student's feet may be transported on school buses. Alternative arrangements will be needed to transport items such as tubas and skis.

Extra-Curricular trips:

- All bus rules and school regulations apply to any trip under school sponsorship

Students who do not follow the bus behavior expectations will be addressed following the **Response to Misconduct on the Bus** process.

RESPONSE TO MISCONDUCT ON THE BUS

Level 1	Level 2	Level 3
<p>ACTIVITY:</p> <ul style="list-style-type: none"> • Defiance of the bus driver; • Wrestling of boisterous activity; • Late for bus; • Not seated while bus in motion; • Failing to cross in front of bus or as instructed; • Extending hands, arms or head through window; • Conversing in loud tone; • Opening/closing window without permission; • Inappropriate displays of affection; • Failing to keep bus clean; • Being discourteous to driver, or others; • Failing to promptly follow adult directions; • Disrespectful statements; • Too close to bus while bus is in motion; • Possession of unauthorized object on bus. 	<p>ACTIVITY:</p> <ul style="list-style-type: none"> • Defiance to redirection of Level 1 activities; • Moving emergency door handle without authorization; • Bringing an animal on the bus; • Refusing to sit in assigned seat; • Using vulgar language; • Damaging the bus; • Throwing objects on the bus; • Threats or physical harm to driver or others; <p>Based upon student actions, Level 1 activities may be moved directly to Level 2 at the discretion of school staff.</p>	<p>ACTIVITY:</p> <ul style="list-style-type: none"> • Defiance to redirection of Level 2 activities; • Fighting; • Opening the emergency door while bus is moving; • Exiting without permission; • Possession of firearms, weapons or other hazards; • Throwing object out of the bus; <p>Based upon student actions, Level 2 activities may be moved directly to Level 3 at the discretion of school staff.</p>
<p>RESPONSE:</p> <ul style="list-style-type: none"> • Driver will specifically and respectfully address the behavior directly to the student and redirect to acceptable behavior. • No communication or report is required to parents or school staff. 	<p>RESPONSE:</p> <ul style="list-style-type: none"> • Driver will specifically and respectfully address the student; • Driver will complete a Level 2 referral form at the end of the route and deliver or transmit to school staff the same day; • School staff will assign consequence according to school/district policy ranging from assigned seating or up to 5 day bus suspension. • School staff will notify parent and transportation office of outcome. 	<p>RESPONSE:</p> <ul style="list-style-type: none"> • Driver will specifically and respectfully address the student; • Driver will complete a Level 3 referral form and deliver or transmit to school staff as soon as possible; • School staff will assign consequence according to school/district policy ranging from assigned seating or up to suspension from bus for remainder of school year. • School staff will notify parent and transportation office of outcome.

Critical Behavior presenting an immediate safety concern for students or drivers will be responded to more acutely as follows:

- Immediate contact from driver to dispatch via bus radio;
- Dispatch to contact school staff or police as needed;
- School staff or police to respond to bus location as needed;
- Dispatch to notify driver of pending response

DRESS CODE

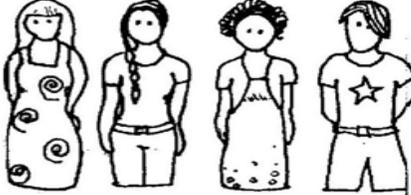
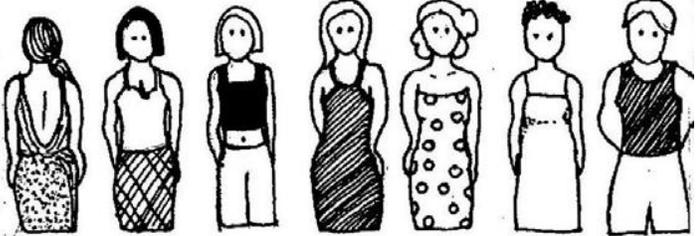
Appropriate school dress begins at home. Please enforce a dress code at home that is age and activity appropriate. The dress code is intended to establish modest & professional attire in the school setting. Clothing that is distracting from the learning environment or offensive for staff & students to observe will result in a request to change outfits.

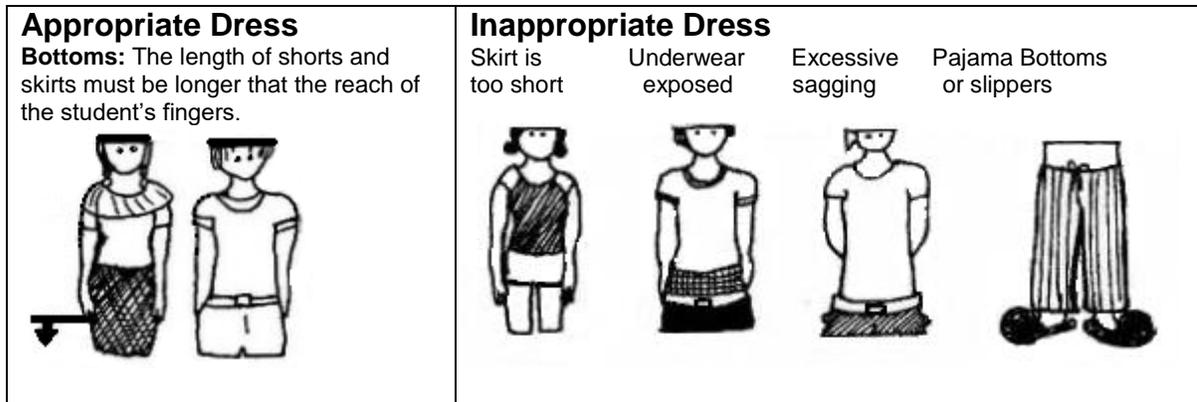
Clothing in violation of the dress code is as follows:

1. Clothing with vulgar, offensive or insulting sayings is not permitted.
2. Clothing with reference to alcohol, drugs or weapons is not permitted.
3. Adequate coverage of the body and undergarments is required.

In general, please respect a skin-free zone from shoulders to mid-thigh.

4. Clothing that creates a safety hazard, such as oversized or saggy pants or spiked neck or wrist bands, are not allowed.
5. Hats, hoods, and bandanas are not to be worn in the building. Hats are allowed to be worn outside at recess, but must be placed in lockers during school hours.
6. Safe shoes must be worn at all times. Slippers are not considered safe shoes.
7. Gang related clothing and/or accessories, chains and spikes are not allowed.

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> 



School Behavior

All students make daily choices 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. Often they include disruption, disrespect, name-calling, rough-housing, dress code or gum violations. Classroom teachers have a plan to handle minor problems that occur in their classrooms. Staff may write a "Wildcat Warning" for repetitive or escalating disruptive behavior. Three "Wildcat Warnings" may result in a discipline referral and after school detention.

Major Infractions

Major infractions are discipline problems that substantially interfere with the safety, emotional well-being or orderly management of the school. They result in a Level 3 Referral, parent contact and disciplinary consequences. We do not attempt to list every behavior because as always, we expect common sense and conscience to be a student's major guide.

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

Consequences

The choices that students make result in consequences. All severe behavior problems will be sent to the Principal in order to determine consequences.

Some examples of severe behavioral consequences are:

- Phone Call to Parents
- Referral Form to Parents
- Parent Conference
- Time Out/ loss of recess
- Restitution
- 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.

Classroom Disruption

When student behavior causes disruption to the classroom learning environment, many people are impacted. 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 and continued attempts to work with the student, a behavior plan may be established. Incidents of substantial, material, and/or repeated disruption in the classroom, where the teacher has exhausted all reasonable means of addressing the situation, shall be referred to the principal for action.