

Duniway Middle School Student Handbook

2023-2024



Be Safe
Be Respectful
Be Responsible

Duniway Dragons are **Focused**, practice **Integrity**, are **Respectful** and show **Empathy**

It's always a great day to be a Dragon!
We are going to have a great year!

Duniway Middle School

575 NW Michelbook Ln.
McMinnville, OR 97128

Office and Administration

Hilary Brittan Lack - Principal
Christy Werst - Assistant Principal
Erik Svec - Dean of Students
Neri Guerra - Lead Secretary
Yady Acevedo - Registrar
Sylvia Rivera - Athletics & Facilities Secretary
Angie Smith - Attendance Secretary

Erika Fox - 8th Grade Counselor
Jedel Yunker - 7th Grade Counselor
Kelly McIntyre - 6th Grade Counselor

Office: 503-565-4400
Attendance: 503-565-4410
Registrar: 503-565-4404
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<http://duniway.msdk12.or.us>

Achieving Excellence Through High Standards of Teaching and Learning

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DUNIWAY MIDDLE SCHOOL EXPECTATIONS


Be Safe ★ Be Respectful ★ Be Responsible

These three concepts are the building blocks for all we do here at Duniway. Safe, Respectful, Responsible behavior should be expressed in our classrooms, hallways, common areas, activities and events. When we interact with other members of our community, keeping these ideas at the center will result in positive outcomes for these relationships. We have high expectations for our students, and respect and responsibility are critical elements of improved academic achievement.

The following pages include specific guidelines for every member of the Duniway Middle School community, but are not meant to cover every single circumstance you may face at school. Please refer to the *McMinnville School District Student Handbook* (a link for the handbook will be found at the end of this document), for a complete list of details regarding student expectations and school board rules and regulations.

This is what we expect to see throughout the building across settings:

➡	Commons (Arrival)	Hallways	Classroom	Academics / Assignments	Attendance	Bathroom	Commons (Lunch)
Focus <i>Fixed on a goal or purpose</i>	-Eat breakfast -Catch up with your friends, go to the library, or go to the gym -Dismissed at 8:12	-Carry a Pass that indicates where you are going and what room/teacher sent you -Be punctual	-Participate -Focus on the task at hand -Persevere	-Complete work in a timely fashion and to the best of your ability -Revise/retake when possible	-Be at school every day, on time -Stay in class throughout the period	-Must have a bathroom pass -No hanging out	-Find a spot, stay and eat lunch -Raise hand for restroom, etc. -Alert, silent, and listening to speaker
Integrity <i>Being honest, doing the right thing</i>	-Clean up after yourself -Food/beverage remains in the commons -Hoods off -Headphones and technology away	-Food/beverage remains in the commons -Lunch in locker -Dispose of garbage -Headphones and technology away	-Technology for academics only, no personal music or games -First and last name on papers -Sit in your assigned seat -Have materials ready	-Attend homework helpers, missed deadlines, Wednesday school -Use a deadline extension if you need it -Do your own work	-Tell the office and teachers ahead of time for planned absences -Ask for work in advance and complete it in a timely manner	-Technology away -Food/beverage remains in the commons	-Technology away -Clean up after yourself -Food/beverage remains in the commons -Sit on the bench, not the table top -Attend missed deadlines
Respect <i>Treating someone well</i>	-Conversational tones -Walk -School appropriate language	-Conversational tones -Walk -Stay to the right -School appropriate language -Keep locker clean	-Follow teacher expectations -Speak at appropriate times -Raise hand to speak	-Treat classroom materials appropriately -Encourage others -Growth mindset for self and others -Communicate with / email teachers for help	-Make a plan to meet with a teacher if work is missed -Communicate with / email teachers about missing work	-Clean up after yourself -Keep surfaces clean -Properly dispose of trash	-Conversational tones -Wait respectfully for dismissal -Walk -Wait patiently in line for food
Empathy <i>Thinking of others and their feelings</i>	-Hands, feet, and body to yourself -Make room for others -Sit with somebody new	-Hands, feet, and body to yourself -Be mindful of locker space	-Clean up after yourself -Push in chairs	-Advocate for yourself when you need help	-Stay home if sick	-Wash hands -Hands, feet, and body to yourself -Positive words	-Hands, feet, and body to yourself -Make room for others -Sit with somebody new

	Locker Room	Office / Counseling	Library	Assemblies	Front of Building	Bus	Missed Deadlines
Focus <i>Fixed on a goal or purpose</i>	-No hanging out -Change quickly -Clothes and shoes in lockers -Wait for an adult to enter	-Enter quietly -Know your purpose -Wait patiently for assistance	-Enter quietly -Know your purpose -Wait patiently for assistance	-Participate -Sit with class -Exit calmly when excused -Recognize tone of assembly	-Arrive after 7:30 AM -Off campus by 3:15 PM -Have a plan to get home	-Sit in your seat correctly -Stay seated -Quiet at railroad crossings -Keep aisle clear	-Come prepared -Complete missing work
Integrity <i>Being honest, doing the right thing</i>	-Use your assigned locker -Pick up trash -No technology	-Have a hall pass upon arrival -Take a hall pass upon exiting -No technology	-Clean up after yourself, dispose of trash -Food/beverage remains in the commons -Technology for academics only	-Technology away	-School food/beverage remains in the commons -Pick up trash -Earbuds & phones allowed if used appropriately -No speakers	-Dispose of trash -No speakers -No cell phone use	-Attend when assigned -Work on missed deadlines only, not other assignments
Respect <i>Treating someone well</i>	-Close lockers gently -Walk -Respect belongings of others -School appropriate language -Inside voices	-Polite, quiet voices -Respect staff, parents, volunteers -Use please and thank you -Ask before using the phone	-Speak in a quiet voice -Walk, do not climb on furniture -Push in chairs -Be aware of other activities	-Listen to the speaker -Follow directions	-Walk -Walk skateboards, bikes, scooters -School appropriate language -Respect property of others -Leave plants and trees alone	-Conversational tones -Follow bus driver expectations -Respect property of others -School appropriate language	-Polite, quiet voices -Allow self and others to work by not socializing -Use please and thank you
Empathy <i>Thinking of others and their feelings</i>	-Clothes taken home and washed once a week -Hands and feet to yourself	-Open the door for others	-Wait in line for help -Treat checked out materials with care -Turn in materials before the due date	-Hands, feet, and body to yourself -Be supportive and encouraging	-No horseplay -Be friendly to staff and students	-Thank bus driver -Hands, feet, and body to yourself -Make room for others	-Advocate for yourself when you need help

ABSENCES/ATTENDANCE

Oregon Law requires regular attendance. If your student is going to be absent for any reason, please call our attendance line at 503-565-4410 or email our attendance secretary, Angie Smith, at asmith@msd.k12.or.us or send a note with your student to give the main office describing the reason for their absence.

Duniway's staff and administration place a very high priority on regular and punctual school attendance. Our **school day begins at 8:20** and ends at 3:15. If a student is continually late to school or misses school often, they can expect to meet with a counselor and other school staff to discuss the issue and create an improvement plan. Keep in mind that excused absences are counted as absences and could lead to truancy status if excessive.

Absence from school or class will be excused under the following circumstances:

- Injury or illness of the student
- Bereavement or illness of an immediate family member when the student's presence at home is necessary
- Religious observance
- Emergency situations that require the student's absence
- Field trips and school-approved activities
- Medical or dental appointments - confirmation of appointments may be required
- Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence

A student who has been absent is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. Parents should contact teachers to arrange for the collection of homework assignments for a student who will be absent several days. Failure to make up assigned work within a reasonable amount of time as allowed by the teacher will result in a grade of zero for the assignment. Absenteeism will not be used as a sole criterion for the reduction of grades.

A student who is absent from school for more than half the day may not be allowed to participate in school-related activities on that day or evening. **Board Policy JED**

ASSESSMENT AND GRADING

Parents and students can view current assignments and progress in our eSchool program. Login and password information can be obtained by calling the school. The traditional grading system for middle school students is the A, B, C, D, F rating. The academic year is split into four, nine-week quarters. Progress reports are given at the midpoint of each quarter. Report cards are issued at the end of each quarter.

ASSISTANCE AND COUNSELING

Students have the responsibility to seek help if needed to resolve personal disputes in a peaceful manner. Reporting instances of problematic behavior helps address the issues. The Counseling Center office is available to all students and parents to help with the resolution of student problems. Students may make appointments with the counselors by dropping by the Counseling Center office and filling out a request form. Parents may set up appointments by telephoning or emailing the counselor.

Athletics are available to our students in the form of after-school sports or after-school intramural sports. All programs stress positive social and skill development, sportsmanship and participation. A student who is **absent from school for more than half the day** may not be allowed to participate in school-related activities on that day or evening.

ATHLETICS AND INTRAMURAL SPORT

Sport	Season	Grade	Tryout Needed	Cost
Cross Country	August 28 th – October 29 th	6th - 8th	No	\$78.00
Football	August 28 th – Nov. 1st	7th - 8th	No	\$78.00
Volleyball	August 28 th – October 24 th	7th -8th	Yes	\$78.00
Soccer	August 28 th – October 27 th	7th - 8th	No	\$78.00
Boys Basketball	October 30th – January 12	7th -8th	No	\$78.00
Girls Basketball	January 16th – March 8 th	7th -8th	No	\$78.00
Wrestling	January 16th – March 8 th	6th - 8th	No	\$78.00
Track	March 11 th – May 10 th or 25 th	6th - 8th	No	\$78.00
Intramural Sports				
Volleyball	September 14 th – November 5 th	6th Only	No	\$31.00
Boys Basketball	January 17 th – March 10 th	6th Only	No	\$31.00
Girls Basketball	November 1 st – January 13 th	6th - Only	No	\$31.00

Grade expectation: Students participating in intramural sport programs are expected to remain in academic good standing. This means that students must maintain C's or higher. Students who fail to meet this expectation will be notified and given a window of time to improve grades. A student who is absent from school for more than half the day may not be allowed to participate in school-related activities on that day or evening. **Board Policy JED** (see Athletic Agreement from coaches for more information).

To receive reduced fees for after-school programs or sports, families must fill out a Family Income Form, which is available on the district website under "Nutrition Services" or in the school office. Students participating in athletics must have a current sports physical and insurance before they are allowed to practice or play. Physical exam forms are available from the school office and must be signed by both the parent/guardian and doctor and remain on file at school. Exams are valid for two years.

FEES

Student Body Fee	\$25.00
Yearbook Fee	\$16.00
Athletic Participation Fee	\$78.00
Intramural Participation Fee	\$31.00
Club Participation Fee	\$31.00
Chromebook Annual Assurance Fee	\$26.00

BACKPACKS

Backpacks will be subject to search by office staff if suspected of containing inappropriate/unsafe items. Parent/guardian will be notified in these situations. Backpacks will be stored in assigned lockers.

HARASSMENT, BULLYING, INTIMIDATION, CYBERBULLYING

We want school to be a safe, welcoming place for all of our students. Hazing, harassment, bullying, intimidation, menacing, or acts of cyberbullying will not be tolerated at Duniway Middle School. When responding to complaints of harassment or bullying, school administrators act quickly, investigate thoroughly, protect the rights of all parties involved, and administer discipline accordingly. False accusations shall also be regarded as a serious offense and will result in consequences.

If you feel you are being harassed or bullied, follow this plan:

1. Tell the student/s that you do not like the behavior and ask them to stop.
2. If the student(s) continue the behavior, walk away and seek help from a staff member.
3. If the problem still does not go away, let a counselor, dean of students, or administration know.

We want Duniway to be a community of members who look out for each other. Please consider practicing the following points:

- Examine yourself, your actions, and your attitude. Are your words and actions kind and inclusive?
- Treat everyone the way you would like to be treated.
- **THINK** before you speak. Is it **True**? Is it **Helpful**? Is it **Inspiring**? Is it **Necessary**? Is it **Kind**?
- Don't be a bystander. Have the courage to stand up and speak out against all forms of harassment.

CELL PHONES/PERSONAL DEVICES - (The school *IS NOT* responsible for lost or stolen items.)

Duniway Middle School does not allow the use of cell phones and other personal devices that can receive messages during the school day. These devices should be **turned off and put away** before entering the building. Parents can call the school at any time (503-565-4400) and the message will be delivered to students as soon as possible without disrupting classes. In cases of emergency, the student will be contacted immediately. Cell phones will not be used for music, communication, or other purposes while in the building (this includes bathrooms, locker room, commons, library, hallways, and classrooms, etc.). **Students may not use devices** until they have **exited the school building at the end of the school day**. Portable speakers are not to be used while on school grounds.

The following cell phone activities are prohibited and will result in disciplinary action:

- Using cell phones for any reason during school hours without permission from administration.
- Taking photos or videos that are personally invasive including filming altercations.
- Listening to music and/or playing games.

The protocol for students who struggle to meet these expectations are:

- 1st violation: warning - phone/device taken to office by staff and can be picked up after school by student
- 2nd violation: phone/device taken to the office by staff and picked up after school by parent
- 3rd violation: student leaves phone/device home or checks it into the office upon arrival. Students who bring their device and do not turn it into the office will be assigned an hour of detention after school for each day this occurs.

*If you are found borrowing a friend's device, both you and your friend will be considered in violation of this expectation and will be marked in the system.

CHROMEBOOKS AND CHARGERS

Students are expected to come to school with a fully charged device. A spare charger will be in each classroom in case of emergency. If a student forgets their Chromebook, they will call home using the office phone to make arrangements to get it. If a student has a broken Chromebook, they will come to the library to turn in their broken Chromebook and to borrow a loaner. The student will return the loaner to the library staff at the end of the day, or keep it for longer depending on the repairs necessary.

DAMAGE TO TEXTBOOKS/CHROMEBOOKS

The school district provides textbooks and Chromebooks for our Middle School students. Textbooks are available for check-out through our school library. The maintenance of textbooks and Chromebooks used by the student is their responsibility, and replacement costs will be charged to students if textbooks, materials, or equipment are damaged or lost. Students must sign a Chromebook Use Agreement. Violations of the agreement will result in consequences according to district policy GBPA/HBGAA and GBPA/HBGAA-AR.

DELIVERIES

Deliveries will be held in the main office and a delivery notice will be sent to the student. We request that families only deliver items that are needed for school that day. If you do send an item that is not needed for the classroom, students will be able to pick the item up after school.

STUDENT DELIVERIES

Due to safety concerns, schools do not accept special occasion deliveries from third parties (including businesses), for individual students. These deliveries include flowers, balloons, birthday cupcakes and other treats.

DETENTION

Assigned detentions are to be served prior to attending any after school activity. This includes practices and games.

DIRECTORY INFORMATION

Directory information is “personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released.” Information includes student's name, address, phone number and ID photo. The most common use for directory information is student ID photos used for the school yearbook.

Release of directory information follows MSD policy [JOA](#). Families that would like to opt out of the release of their students' directory information must provide written notice to the school.

DRILL EXPECTATIONS

Duniway practices various safety drills throughout the year. Students are expected to take drills seriously and to be safe, respectful and responsible during the entire drill process.

DRESS CODE

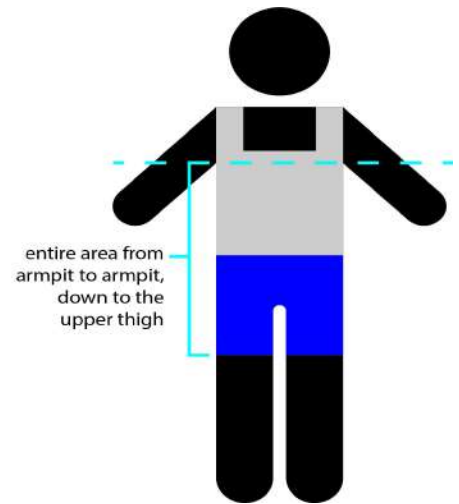
Duniway Middle School respects the students' right to express themselves in the way they dress. All students who attend Duniway Middle School are also expected to respect the school community by dressing safely and appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health & safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents and help you appropriately plan what you will wear.

Clothing/Accessories Expectations:

1. Clothing must cover everything across the chest from one armpit to the other armpit, down to the upper thigh. See images below. Tops must have shoulder straps. Rips or tears and clothing should be lower than the upper thigh. Underwear is not to be visible, excluding bra straps.
2. Items that distract from the learning environment are not permitted. This includes, but is not limited to: external flags, facepaint, stuffed toys, items that make noise, capes and costumes.
3. Students will refrain from marking up their own skin or anyone else's body or clothing. Students will be required to wash off marks or change clothes.
4. Shoes must be worn at all times and should be safe for the school environment.
5. See-through or mesh garments must have appropriate coverage underneath that meet the minimum requirements of the dress code.
6. “Muscle” t-shirts, backless and/or strapless tops and dresses and “midriffs” are not allowed. All of the stomach must be covered.
7. For safety reasons, headgear including hats, hoods, beanies and caps are not allowed. Exceptions will be made by school administration to accommodate religious, medical, or other special circumstances. However, headbands, headwraps, bonnets, durags, skull caps or scarves for the purposes of covering hair are welcomed, understanding that the face must be visible and they will not interfere with the line of sight to any student or staff.
8. Clothing and accessories cannot advertise, promote or glamorize illegal, violent or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled and/or illegal substances.
9. Clothing and accessories may not depict or imply pornography, nudity, sexually suggestive language, symbols or sexual acts.
10. Clothing and accessories may not display or imply vulgar, discriminatory, or obscene language/images, and may not advocate racial, ethnic or religious prejudice. Additionally, clothing and accessories may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification. This includes wearing items from other cultures as costumes.
11. Dark glasses may not be worn inside the building unless the student has a valid medical reason authorized by administration and verified in writing by a physician.
12. Gang-related clothing and accessories, including any symbol that may denote membership in a gang are prohibited.

13. For safety reasons, students are not allowed to wear clothing items or accessories that have spikes, safety pins, chains, or any other item that may endanger students and staff. This includes wallet chains.
14. Sleepwear, costumes (review item #10), animal onesies, and/or slippers may not be worn on regular school days unless it is a school sponsored event/activity.

The administration always reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.



STUDENT CONDUCT - View [District Policies](#) on the School Website

Students are responsible for conducting themselves properly, in accordance with the policies of the district and the lawful direction of staff. The district has authority and control over students at school during the regular school day. This includes any school-related activity, regardless of time or location and while being transported in district-provided transportation.

Off-campus and outside of school time conduct that violates the District Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others. Students will be subject to discipline, including detention, suspension, expulsion, and/or referral to law enforcement officials for the following, including but not limited to:

- Assault and/or fighting
- Hazing, harassment, intimidation, bullying, menacing, cyberbullying
- Coercion
- Violent behavior or threats of violence or harm
- Disorderly conduct, false threats, and other activity causing disruption of the school environment
- Bringing, possessing, concealing or using a weapon, including replicas, toys or items that can be used as a weapon
- Vandalism/malicious mischief and/or theft, including willful damage or injury to district property, or to private property on district premises or at school-sponsored activities
- Sexual harassment
- Use/possession/distribution/sale of tobacco products or inhalant delivery systems, alcohol or drugs, including drug paraphernalia on or near district grounds or while participating in school-related activities
- Use or display of profane or obscene language.
- Disruption of school environment
- Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials.
- Violation of district transportation rules.
- Violation of law, Board policy, administrative regulation, school or classroom rules.

Additionally, the following **Legal Consequences** for **certain violations** may be imposed:

DRUG USE/DISTRIBUTION: See Student Rights and Responsibilities Handbook which can be found on the District Website for disciplinary actions. This handbook specifies the standards of conduct for student behavior in the district and prohibits the unlawful possession, use, or distribution of illegal drugs, alcohol, or controlled substances on school premises or as a part of any school activities.

TOBACCO: Student possession, use, distribution, or sale of tobacco or tobacco products, or inhalant delivery systems, including any smoking or use of an inhalant delivery device, on district property, at school-sponsored activities on or off

district property, in district-owned, rented, or leased vehicles, on all district grounds, including parking lots or otherwise **while the student is under the jurisdiction of the school**, is prohibited. For the purposes of this policy, "tobacco products" is defined to include, but not limited to, any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, or snuff, in any form.

Students in violation of the district's Substance Abuse Policy will be subject to discipline in accordance with the district's Student Code of Conduct.

1st Violation	<ul style="list-style-type: none"> • Students will be suspended a minimum of five days. • A substance abuse screening will be required and obtained by an outside agency for readmittance to school. • The student must participate in a basic drug and alcohol education program provided by the district. • The student must comply with the recommendations from the assessment provided by an outside agency in order to continue attendance at school. Failure to maintain compliance may result in a request by the principal for an expulsion hearing.
2nd Violation	<ul style="list-style-type: none"> • Students will be suspended a minimum of five, maximum of 10 days. • A substance abuse screening will be required and obtained by an outside agency. • Upon receiving the recommendations of the substance abuse assessment provided by an outside agency, parent and student will be notified of district <u>Diversion Program</u>. In lieu of expulsion, parents and students can agree to waive their rights to an expulsion hearing and agree to enroll in the district Diversion Program which would involve the following: (1) Drug and Alcohol Screening to be completed by outside agency. (2) Enter into district Diversion Program and complete successfully per school expectations outlined in the Diversion Program Contract. (3) If student does not successfully complete the Diversion Program Contract, the contract will be terminated, and the principal shall recommend expulsion for a period of not less than a full term but may recommend expulsion for up to one full year.
3rd Violation	Students will be suspended immediately pending expulsion hearing..

Weapons: Under state and federal law, **expulsion** (see below) from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. However, the superintendent may modify the expulsion requirement for a student on a case-by-case basis. See Student Rights and Responsibilities Handbook which can be found on the District Website for additional information.

Disciplinary Consequences Expulsion:

1. Students found to have brought, possessed, concealed or use a dangerous or deadly weapon, firearm or destructive device in violation of this policy shall be expelled for a period of not less than one year.
2. All other violations of the policy will result in discipline up to and including expulsion and/or referral to law enforcement as appropriate.
3. The Superintendent may, on a case-by-case basis, modify this expulsion requirement.

GANG ACTIVITY

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption to school activities and a student's ability to meet curriculum and attendance requirements.

A gang is defined as any group that identifies itself through the use of a name, unique appearance, language (including hand signs), the claiming of geographical territory or the adopting of a distinctive belief system that frequently results in criminal activity.

In its effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics, to discuss with staff and district officials the negative consequences of gang involvement and to seek the assistance of counselors for additional guidance and resources that offer support to students and alternatives to gang involvement.

No student on or around district property or at any district activity shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge or any other such symbol evidencing gang membership or affiliation. No student shall use any speech, either verbal or nonverbal (gestures, handshakes, etc.) signifying gang membership or affiliation. No student shall solicit other students for membership in any gangs nor commit any other illegal act or other violation of district policies.

Students in violation of the district's Gang Affiliation policy JFCEA will be subject to discipline in accordance with the district's Student Code of Conduct.

1st Violation	A conference with an administrator and a contract agreement will be completed.
2nd Violation	Students will be suspended a minimum of five days.
3rd Violation	Students will be suspended immediately pending expulsion.

ELEVATOR USE

The elevator is not for student use unless there is an obvious need (crutches, wheelchair, etc.), doctor's note, a note from the parent/guardian, or a recommendation from the school nurse after evaluation. Elevator passes are short term and must be present on the student upon request of an adult. Students who use the elevator without permission are subject to disciplinary action.

EMERGENCY HEALTH SITUATIONS

If a major health emergency occurs which requires immediate action, we will first attempt to notify parents or guardians. If we are unable to reach parents, we will attempt to contact the emergency contacts indicated on the Student Registration Card. When necessary, an emergency rescue unit will be called.

FOOD AND DRINK AT SCHOOL

Please consume food, and any beverage without a screw-on lid, before entering the building. Open beverages, or beverages without secure lids (i.e., Dutch Bros, items with pop tops, or other beverage shop lids) will not be allowed in hallways or classrooms. If you pack a lunch, any drinks you bring must be in a sealed, non-glass container, for safety purposes. Snacks in the classroom may be permitted at teacher discretion. Please remember to clean up thoroughly after yourself.

HALL CONDUCT

- Walk at all times and maintain three feet of distance to the extent possible at all times
- Stay to the right.
- Keep your hands, feet and body to yourself.
- Do not block the halls or lockers with your groups of friends.
- Use a quiet voice if you are in the hallway with a pass during class time.
- Every student must have a pass to be in the hallway and should go directly where given permission to go.
- Do not distract students in classes by looking in classrooms.

HATS AND HOODS

Due to the fact that they can obscure the view of a person's head/face, hats and hoods are not to be worn once students are in the building. The protocol for students who struggle to meet the expectation is:

- 1st violation: verbal reminder to student to remove hat/hood

- 2nd violation: problem solving conversation with teacher
- 3rd violation: phone call home
- 4th violation: Additional school disciplinary measures, including detention

HOMEWORK REQUESTS

In the case of extended illness and/or absence (minimum of two days), parents/guardians may email or send a ParentSquare message to their child's teachers to request homework. Teachers need one full day per day of known absence to complete homework requests. (Ex: If your child will be gone for five days, teachers will need five days to prepare the work.) Parents/guardians/students may also check Google Classrooms for assignment information. Upon returning to school, it is the student's responsibility to turn in the work and communicate with the teacher to see if anything else was missed due to the absence.

HOMEWORK HELPERS

An after school, quiet, supervised space where students can work to complete assignments on their own and/or access adult help with their assignments. Students are expected to follow all school expectations while participating in any school sponsored activity. Students who are unable/unwilling to follow school expectations will be unable to participate in this support until they have worked with administration to come up with an agreed upon plan for a successful return to this support. For more information and/or to sign up for this free opportunity, check with the main office.

INCLEMENT WEATHER

Information about changes in school operations due to inclement weather will be sent out via ParentSquare. Families can also find information on the [district website](#) or local television/radio stations.

LOCKERS: Lockers are available and will be expected to be used for all items beyond what is needed in the classroom. This includes backpacks, purses, coats, etc. Please review the following expectations for locker use.

Focus

- No hanging out at lockers. Drop materials off and/or get what you need and go to class.
- Be on time to class - any tardiness related to lockers will not be accepted as an excuse – please plan ahead.
- Backpacks, large coats and extra supplies should be stored in your locker during the day. Backpacks will not be allowed in class.

Integrity

- Students will be assigned a locker to share with one other student. Lockers will be assigned by your Advisory teacher.
- Stay in the locker you are assigned.
- Do not share your combination with anyone besides your locker partner.
- Stickers or any other items may not be glued, taped, or affixed to the inside/outside of the locker. You can use magnets and magnetic items to decorate the inside of your locker and hold items in place.

Respect

- Close lockers gently
- Respect the belongings of others
- Use appropriate language at all times
- You are sharing the locker with one other person, please be mindful of how much space you are taking up with your materials. Please leave adequate space for your locker partner.

Empathy

- Take food items home daily
- Take dirty clothes/items home daily
- Throw away trash

- All things stored in the locker must be kept in a clean and orderly condition. Please do not throw trash on the floor outside of the locker.
- Do not force large bulky items such as sweaters or coats into the locker as it can jam the locker door. If you have an oversized item that doesn't fit in your locker, please bring it to the main office and we'll help you store it for the day.

School lockers are the property of Duniway Middle School and the McMinnville School District. We are not responsible for lost or stolen items, so please leave valuables at home. Lockers are subject to search by administration at any time.

"LOITERING" AFTER SCHOOL

School hours are from 8:20 a.m. to 3:15 p.m. Unless working with a teacher or participating in after school activities, plan to leave the school grounds at 3:15. If you want to watch a sporting event or go to an activity that begins at 4:00, plan to go home and return to school at 4:00. Remember that if you are at an event or after school program, you are to remain in that location and leave immediately when the activity is done. You are not allowed to loiter in the building or other parts of the school. Please arrange transportation before school begins. Failure to comply with this expectation may result in school consequences. Also remember that students are under the authority of school officials and staff while attending school activities. Violation of school expectations could result in the student being asked to leave the activity. Repeated or extreme violations could result in the student not being allowed to attend future events.

MEALS

Duniway Middle School qualifies for the Community Eligibility Provision (CEP), which means meals will be free for all students in our school. To receive reduced fees for class fees, after-school programs or sports, families must fill out a Family Income Form, which is available on the district website under "Nutrition Services" or in the school office. If a student has special dietary needs and requires accommodation, a Medical Statement for this purpose is available in the office.

MEDICATION

- Medication must be **checked in** at the Counseling Office by a parent/guardian with the completion of a Medication Authorization Form.
- All prescription and nonprescription medication must be in the original container with exact directions for administration.
- School personnel **cannot** take verbal orders by the parent or doctor.
- Students may self-administer medication at school with proper documentation on file and when appropriate.
- All medications must be kept in the Counseling Center unless it is indicated on the form that the student must carry it with them. Example: inhalers, epi pens, etc.

MESSAGES TO STUDENTS

Students are not allowed to use their phone during school hours. Parents can call the school at any time and the message will be delivered to students as soon as possible without disrupting classes. In cases of emergency, the student will be contacted immediately. Students are not to use their cell phones until they are outside of the building.

MISSED DEADLINES

Students are expected to complete their assignments on time. Students who do not turn their assignments in when they are due:

1. Are **required** to fill out a **Missed Deadline Form**. This action will send an email notification to the student and parent that the assignment was not turned in when due. Students are encouraged to complete the assignment that afternoon, but are still required to turn it into the Cascade Room Supervisor the next day. This will ensure the assignment is removed from the missed deadline list and returned to the teacher.
2. The student is **required to go to the Cascade Room the next day** during lunch to:
 - a. Turn the assignment if it is complete
 - b. Work on the assignment while eating lunch. Adult help is available.
3. Students remain on the missed deadline list until their assignment(s) are turned in.
4. Students who have **four or more** missing assignments will be given additional opportunities during the week to

stay after school for help to get their work completed. This is not a punitive action, but is a required support for students who are not meeting the expectation to complete assignments.

PE EXPECTATIONS

For hygiene purposes, students are required to dress down for PE class each day. Clean, loaner clothes are available for all students who forget their clothes on occasion. For safety purposes, students need to wear appropriate close-toed shoes suitable for physical activity.

PHOTOGRAPHY

At times we take pictures and videos of our students in the classroom, on the playground or participating in year-round learning activities to share what's going on in our schools and district.

This information may be used for teacher professional development and to publicize good news about district learning programs including honor roll, achievement awards, academic or athletic accomplishments and other activities. These photos/videos may be published in school yearbooks, school and district newsletters, district advertising, school and district websites and social media, local public access television, and news releases to the local newspaper.

If you do not want your child's photo, name or schoolwork included, please inform the school office in writing by the first day of attendance. *Please note: the status on file for your student will remain in place unless a change is submitted.*

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are not permitted. This includes hand holding, hugging, kissing, etc.

PLAGIARISM/CHEATING

This policy is designed to enhance and enrich the academic and ethical education of students at Duniway Middle School. The information outlined in the following policy is intended to provide students with guidelines to develop academic judgment and integrity.

1. **Directly Copying** the work of another person - use all of the following: (1) quotation marks, (2) proper credit immediately following the quote, and (3) listing any sources on the "works cited" page at the end of the assignment.
2. **Paraphrasing** the ideas of another person - use all of the following: (1) proper credit immediately following the paraphrase and (2) listing the source on the "works cited" page at the end of an assignment.
3. **Properly credit** the use of any work or answers that have been written, created, or developed by another person. This includes work or answers that have been generated through artificial intelligence or electronically translated, literary summary sources, and collaboration with other students.
4. **Recycling previously submitted work.** "Recycling" an assignment is the re-submission of academic work that has been previously submitted by oneself or another student. This is a complete violation of academic integrity.
5. **Using artwork or pictures without proper citation.** Students may not use artwork or pictures, including clip art that was created by another person, without proper citation.

Below is a list of consequences that may be used at the discretion of the teacher and/or administrator, depending on the severity of the academic violation.

1. Behavior referral, conference with the teacher and/or administrator and a requirement to complete an alternate assignment for a reduced grade.
2. Behavior referral, after school detention, conference with student, parent, teacher and administrator and a requirement to complete an alternate assignment for a reduced grade.
3. Behavior referral, after school detention, conference with student, parent, teacher and administrator and a zero on the assignment.

TARDINESS

Duniway Middle School expects students to arrive at school and class on time each day. Students are considered tardy if they are not in their seat when the tardy bell rings. Students who do not make it a priority to get to school and class on time will be subject to consequences listed below.

Note: Tardy detentions will take priority over after school activities.

Tardy	Consequence
1st	Warning
2nd - 4th	Students will be assigned a 30 minute after-school detention and will call home to notify parents at the time of the tardy.
5th-6th	<ol style="list-style-type: none">1. Students are assigned 1-hour of after-school detention for the day of the tardy.2. Students meet with the Dean of Students or Assistant Principal and a parent contact will be made to problem solve and create a plan for improvement.
7+	Student, parent/guardian talk/meet with the Dean of Students or Assistant Principal and counselor to discuss a plan for improvement that may contain disciplinary action. Student will serve lunch detention and one hour after school detention for subsequent tardies.

TRUANCY

Students who are absent from school or any class without permission, or leave the school building during the school day without permission will be considered truant and will be subject to disciplinary action. This may include, but is not limited to detention, suspension, and/or ineligibility to participate in athletics or other activities. McMinnville Police officers who encounter truant students may, at their discretion, return the students to the school and/or cite them in accordance with McMinnville Daytime Curfew Ordinance No. 4787.

VISITORS/VOLUNTEERS

For safety purposes, we require that all visitors check in at the main office and wear a visitor/volunteer badge while on campus. Visitors and volunteers need to be pre-arranged with the school principal or assistant principal. Additionally, **volunteers** must have an approved volunteer application on file with the District Office. For more information regarding becoming a volunteer or to apply, please visit the district website at www.msd.k12.or.us/volunteers or contact Melanie Jobb, HR Admin Assistant at mjobb@msd.k12.or.us.

Information in this handbook will be covered in classes across settings, but it is ultimately the students responsibility to be familiar with the material in this document.

*We reserve the right to update this handbook throughout the year as needed. A digital copy can be found on the Duniway Middle School Website. A paper copy of this document will be made available upon request.

The McMinnville School District and Duniway Middle School recognizes the diversity and worth of all individuals and groups. It is the policy of the McMinnville School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans' status, genetic information or disability in any educational programs, activities or employment.

The McMinnville School District and Duniway Middle School meeting locations are accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting. Please contact the school office at 503-565-4400 or the district office at 503-565-4000.

Duniway Middle School Athletics: Student-Athlete Handbook & Code of Conduct 2023-2024

Duniway Middle School's basis and focus for our athletic program is for student athletes to build self-esteem, develop skills, and expand interest in lifetime activities. Athletics are a vital part of the educational experience at Duniway. Students will learn positive behaviors, leadership, responsibility, teamwork, and integrity.

The athletic program is an extra-curricular program for the students at Duniway Middle School. We will encourage all students to participate in athletics. Duniway Athletics will foster within the student-athlete the desire for both athletic and academic excellence.

Duniway Athletic Goals for Student-Athletes:

- Learn the rules and regulations governing a sport;
- Develop an appreciation and understanding of the principles of the specific sport and skills related to it;
- Develop respect, responsibility, and self discipline;
- Develop a positive attitude about themselves, their team and their school.

Duniway Participation Policy:

The following information must be on file in the Duniway Front Office before a student-athlete is eligible to participate:

- Proof of medical insurance.
- Physical Clearance Form- A wellness/physical exam must be completed before students are eligible to compete in athletics at Duniway Middle School. Athletic physicals must be completed every 2 years. Physical forms are located in the main office or the athletic office.
- Reading the Code of Conduct Form (THIS document you are currently reading. It will be sent to families via ParentSquare or printed, upon request. There is nothing to turn in, however)
- Payment of athletic fees. Athletic fees are **\$78** for each sport, with scholarships available for eligible athletes.
- Meet established eligibility requirements, as outlined in this document.
- Must attend Duniway Middle School or live within Duniway boundary lines (if home schooled) along with being in the 6th, 7th or 8th grade.

Athletic Code of Conduct

Policy Statement: In an effort to ensure student health and safety and to promote a higher standard of behavior for Duniway Middle School's student athletes, the following will be strictly administered.

- No Duniway Middle School student participating in athletics shall use alcohol, tobacco, or any controlled substance at **ANY** time, on or off school grounds.
- No Duniway Middle School student participating in athletics shall attend a student party where alcohol, tobacco, or any controlled substances are present.
- Duniway Middle School athletes shall conduct themselves in a manner which will not discredit themselves, their team, or their school.
- The Athletic Code of Conduct does not in any way prevent a head coach from dismissing a student from a team for poor attitude, insubordination or inability to be a positive team member during or outside of the sports season.
- Any appeal of a coach's decision will need to be addressed first with the coach. A further appeal of a decision should be brought to the Athletic Coordinator. A final appeal can be made to the building Principal, after the issue has been addressed with both the coaching staff and the Athletic Coordinator. The decision of the school will be final.

Athlete's Commitment

Duniway's Commitment to Excellence

Every athlete at Duniway Middle School will have the opportunity to:

- Participate in a great sport that encourages personal growth
- Improve skill through practice and hard work
- Perform in every competition
- Help promote a positive community image of middle schoolers

Coaches' Commitment

As coaches of our athletic teams, we promise that we will:

- Provide a safe, purposeful, and enjoyable environment
- Be prepared for every practice and competition
- Encourage our athletes to do their best at practices and competition
- Keep athletes informed about all activities
- Send out weekly grade/behavior checks to help support the student part of "student-athlete."

Athlete's Commitment

As an athlete on a team, I promise that I will:

- Turn in all required paperwork and fees before I may compete in games or contests.
- Attend practice every day, barring sickness and/or anything else that is excused, and do my best at practice. **If I am to miss practice, I must notify my coach prior to the practice I am missing. This must be done through verbal communication, email or a written note. If I have an unexcused absence from practice I know it will significantly affect my playing time.**
- Dress down and participate in PE each day. **If I don't participate in PE, I will not be able to participate in practice, games, matches, or meets that day.**
- Follow all team rules and coaches' directions.
- Pass all of my classes with a C- or higher. If I have a grade below a C- I will have one week to get that grade up to passing. If I have the same failing grade for two weeks in a row, I will not be allowed to compete in contests until I am passing the class. I will be required to attend either a before school, lunchtime, or after school study hall if I ever have a failing grade. If I choose to attend after school and miss practice, I understand that I will also miss game time accordingly.
- If I am late to practice for any reason, I will make up any conditioning I missed after practice. The amount of time made up will be based on the number of minutes late.
- Use good sportsmanship and be supportive of my teammates.
- Treat all of the team's equipment and uniforms with care and respect, and to return them in good condition when they are due. If I lose any article of my uniform or equipment I know and understand that I will be billed at the current replacement cost.

Duniway Athletic Eligibility

The following criteria will be used to establish and maintain athletic eligibility in their respective sport:

- ALL sport eligibility begins following the second week of school.
- Maintain passing grades in all classes following a weekly grade check.
- Maintain satisfactory citizenship in all classes, as reported by school staff.
- Students receiving a behavior referral may result in missing the next game or games depending on the number of contests relating to that specific season.
- Athletes must attend practices unless excused by a parent or administrator to be eligible to play in games. Missing practices for unexcused reasons will result in loss of playing time or possible suspension from the team. **(See Playing time and Attendance, page 4)**

- Athletes receiving a major referral or 3 referrals in the same season may be removed from the team for the rest of the season, if determined by school administration.
- All athletes are expected to dress down and actively participate in P.E. each day. If an athlete does not participate in P.E., they will not be allowed to participate in practice or games that day.
- Students earning a failing grade during a weekly grade check will result in the student/athlete being placed on probation for one week. If the student-athlete has the same failing grade two weeks in a row, they will not be allowed to play in a contest until the grade is a C- or higher.
Please note: At any time during the students' probation/suspension status they have the opportunity to increase their grades. We encourage them to do so and have multiple ways they can get academic support at school.
- Students assigned to serve an after-school detention will serve their detention the day it is assigned and become ineligible for the day's game. If practice is missed for after-school detention, then game participation could also be affected, as it is with any missed practice. After-school detention or ISS will not be changed to accommodate event scheduling.

Equipment and Uniforms

Athletes are responsible for all equipment issued to them. Clean your practice and game uniforms often, following the manufacturer's directions. Do not alter any equipment. If something doesn't fit or is damaged or broken, return it to your coach for repair or replacement. Lock up equipment when not being used. All athletic equipment belonging to Duniway must be returned in a timely fashion at the completion of the season.

Failure to return equipment and uniforms within one week of the end of your season will result in a fine equal to the replacement cost of the article(s) unaccounted for, as well as the withholding of athletic awards. An athlete continuing on to the next sport season must have all equipment turned in and fines paid before being allowed to participate in the next sport.

Transportation

Duniway Middle School will be responsible for transporting athletes to and from all athletic contests. Athletes will be required to use this transportation unless arrangements have been made through the Coach and/or Athletic Coordinator 24 hours **prior** to the event by their parent/guardian. Permission may be granted for rides with immediate family members. Parents must sign the athlete out on the checkout sheet. No verbal permission will be accepted. Athletes wishing to ride home with another athlete's parents, must be pre arranged with the Vice Principal/Principal and a signed note must be in the coach's possession 24 hours **prior** to departing for the away contest.

Playing Time

Playing time is the sole responsibility of the athletic coach of that team. The coach is in the best position to determine the amount of time an athlete competes and should base their decision on the following:

- Athletic ability/skill
- Attitude
- Attendance
- Practice Performance
- Team Contribution

Attendance

Each team member is expected to be in attendance at all practices, team meetings, and other team-related functions, unless absent from school or personally excused by the coach.

- Team members who skip practice sessions can expect disciplinary action from the coach or Athletic Coordinator, which could result in a loss of playing time. If skipping practice becomes habitual, temporary or permanent

suspension from the team may result. An athlete who is unable to attend practice must make contact with the coach prior to the scheduled practice. Tardiness will not be tolerated, and is subject to appropriate disciplinary action, just as loss of participation in practices or games.

- Athletics should never be used as an excuse to avoid responsibilities for classroom assignments. **Participation in athletics is a privilege.** It is one that may be denied if a student does not fulfill other school obligations. **Athletes must be in attendance for at least half of the academic school day each day to be eligible to practice or play in a contest on that day.** The coach and/or Athletic Coordinator shall handle exceptions as needed.

Athletic Refund Policy

The following guidelines are to be used in refunding athletic fees:

- Student who has illness or injury and does not participate in practice.
- Student who quits prior to the first contest.
- Students are required to leave the team for reasons the administration feels justifiable.

Note: Students do not receive refunds if they quit or are dismissed, once the competitive season begins.

Practice Sessions

Most practice sessions will be held after school from 3:15-5:15.

Athletes that do not attend Duniway Middle School may not practice or compete with the teams at Duniway.

In-Service/Conference Day Practice: In-service & conference day practices will be at the discretion of the Athletic Coordinator/Administration and will be communicated to all players and parents.

Inclement Weather & Emergency Closure: On days when school is closed due to inclement weather or other emergency situations, no practices or activities will be held. This policy is made with the safety of our students in mind.

Selection of Teams

Choosing the members of any particular team is the sole responsibility of the athletic coach of that team. The coach must choose the team members in conformity with the philosophy of the athletic program and will make the selection based on a variety of factors. In team selection the coach will consider the following:

1. Skill
2. Position
3. Attitude (on and off the field)
4. Effort
5. Attendance
6. Observance of training and team rules
7. Residency/Eligibility: Athlete must attend Duniway Middle School or live within Duniway's boundary lines (if home schooled) and be in the 6th, 7th or 8th grade.

In all cases, the head coach has the final authority in team selection following the guidelines listed above.

2023-24 Duniway Bell Schedule

Monday	Tuesday	Wednesday Late Start	Thursday	Friday
Advisory 8:20-8:40	Advisory 8:20-8:40	LATE START: School starts @9:20am	Advisory 8:20-8:40	Advisory 8:20-8:40
1st/2nd Period 8:44-10:11	1st/2nd Period 8:44-10:11	1st/2nd Period 9:20-10:38	1st/2nd Period 8:44-10:11	1st/2nd Period 8:44-10:11
3rd/4th Period 10:15-11:42	3rd/4th Period 10:15-11:42	3rd/4th Period 10:42-12:00	3rd/4th Period 10:15-11:42	3rd/4th Period 10:15-11:42
6th Grade Lunch 11:44-12:14 5th/6th Period 12:16-1:43 <hr/> 5th/6th Period 11:46-12:14 7th Grade Lunch 12:16-12:46 5th/6th Period 12:48-1:43 <hr/> 5th/6th Period 11:46-12:46 8th Grade Lunch 12:48-1:18 5th/6th Period 1:20-1:43	6th Grade Lunch 11:44-12:14 5th/6th Period 12:16-1:43 <hr/> 5th/6th Period 11:46-12:14 7th Grade Lunch 12:16-12:46 5th/6th Period 12:48-1:43 <hr/> 5th/6th Period 11:46-12:46 8th Grade Lunch 12:48-1:18 5th/6th Period 1:20-1:43	6th Grade Lunch 12:02-12:32 5th/6th Period 12:34-1:52 <hr/> 5th/6th Period 12:04-12:30 7th Grade Lunch 12:32-1:02 5th/6th Period 1:04-1:52 <hr/> 5th/6th Period 12:04-1:02 8th Grade Lunch 1:02-1:32 5th/6th Period 1:34-1:52	6th Grade Lunch 11:44-12:14 5th/6th Period 12:16-1:43 <hr/> 5th/6th Period 11:46-12:14 7th Grade Lunch 12:16-12:46 5th/6th Period 12:48-1:43 <hr/> 5th/6th Period 11:46-12:46 8th Grade Lunch 12:48-1:18 5th/6th Period 1:20-1:43	6th Grade Lunch 11:44-12:14 5th/6th Period 12:16-1:43 <hr/> 5th/6th Period 11:46-12:14 7th Grade Lunch 12:16-12:46 5th/6th Period 12:48-1:43 <hr/> 5th/6th Period 11:46-12:46 8th Grade Lunch 12:48-1:18 5th/6th Period 1:20-1:43
7th/8th Period 1:47-3:15	7th/8th Period 1:47-3:15	7th/8th Period 1:56-3:15	7th/8th Period 1:47-3:15	7th/8th Period 1:47-3:15

Duniway Student Handbook Acknowledgement Form

My signature indicates that I have read the digital copy of the Duniway Student Handbook, available online on

the Duniway Middle School website (<http://duniway.msd.k12.or.us>). I understand these are the policies and procedures of Duniway Middle School in conjunction with those of the District 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