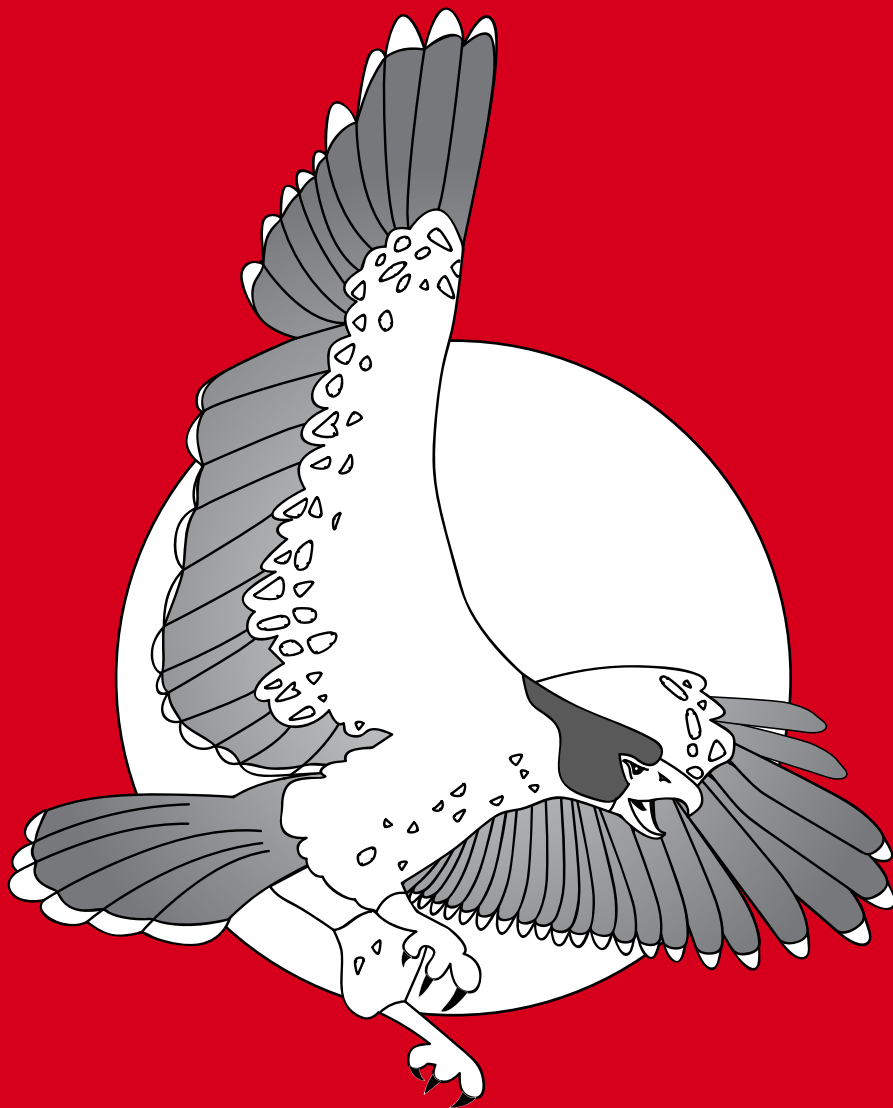


2018 - 2019

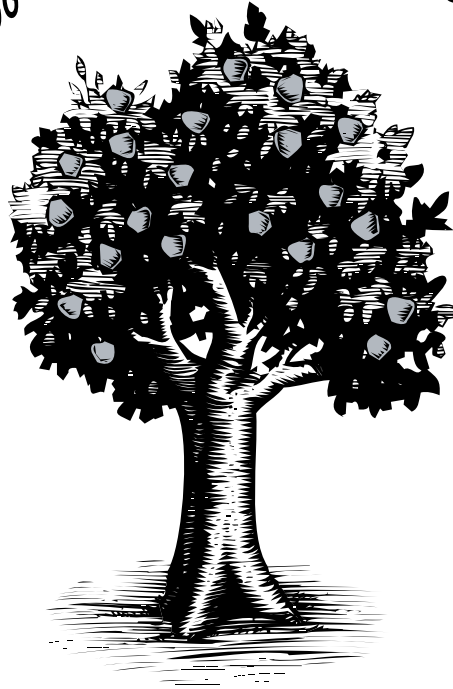
*Home of the Falcons*  
**FLOYD LIGHT MIDDLE SCHOOL**



**STUDENT PLANNER**



*Welcome to Floyd Light Middle School*



At Floyd Light Middle School  
we recognize the inherent  
goodness of all people  
regardless of race, creed,  
color, physical difference,  
personal opinion or any  
of the other countless features  
that characterize us.  
We honor all humanity that  
joins us and we celebrate  
the differences that distinguish us.

As you enter, and while you stay,  
we ask that you abide by  
an important rule - one that  
transcends both culture and faith.

Simply treat others as you wish to  
be treated yourself.

*Author unknown*

# *Welcome to Floyd Light Middle School!*

The 2018-2019 school year is assured to be a great one. We are looking forward to working with students and their families to ensure a successful academic, social and emotional experience here at Floyd Light.

We pride ourselves on having outstanding academic and extended-day programs; we hope you will take advantage of all the wonderful opportunities we have here at Floyd Light. Our passionate and dedicated staff is committed to providing the most well-rounded and rigorous education possible to your students. Many of our staff continues this dedication as they work simultaneously as coaches or instructors in our extended-day programs.

We hope you carefully read through this Student Handbook with your family. It will provide you with information about our school facility, our philosophy in working with your students, a legal framework for specific decisions we make, and an understanding of our common procedures and school expectations.

If you have any questions, please do not hesitate to give us a call.

Sincerely,

Doug Pease, Principal  
Floyd Light Middle School

503-256-6511  
doug\_pease@ddsd40.org

## **OUR VISION**

***Content, self-motivated people who  
take initiative for success.***

## **OUR MISSION**

***Providing a safe, engaging, supportive,  
and rigorous learning  
environment.***

---

STUDENT NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADVISORY TEACHER \_\_\_\_\_ GRADE \_\_\_\_\_

I have read the student handbook and I understand the information contained in that document.

---

PARENT SIGNATURE

---

STUDENT SIGNATURE

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# Student Technology Acceptable Use Policy

## Grade 6-12

### COMPUTER USE AND ONLINE ACCESS:

The David Douglas School District provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

### STUDENT SAFETY:

The David Douglas School District uses a filtering system to track and monitor all computer and Internet use on our network. The system is designed to prevent access to educationally inappropriate sites.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

### UNACCEPTABLE USES:

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber-crimes:

**Criminal Acts:** These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, child pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.

**Libel Laws:** Publicly defaming people through publishing material on the Internet, email, etc...

**Copyright Violations:** Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

## STUDENT COMPUTER AND ONLINE RESPONSIBILITY:

Every student is expected to follow the school rules as well as the rules and conditions listed below. It is expected that students will show good citizenship and ethical behavior at all times.

1. I AM RESPONSIBLE FOR MY ONLINE ACCOUNTS AND GSUITE ACCOUNT. I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
2. I AM RESPONSIBLE FOR MY LANGUAGE. I will not use profanity, vulgarities, racial slurs or any other inappropriate language as determined by school administrators in my email messages, online postings, and other digital communications with others.
3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will use email, Google Apps, and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
4. I AM RESPONSIBLE FOR MY USE OF THE DAVID DOUGLAS SCHOOL DISTRICT NETWORK.
5. I will use school computer resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any District computer resources unless authorized by school administrator/teacher as part of a school assignment. I will not hack or access other student's accounts. I understand the use of the David Douglas network for illegal or commercial activities is prohibited.
6. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES. I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.
7. I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE. I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
8. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE DAVID DOUGLAS NETWORK. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
9. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY. I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).
10. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE. I will obey copyright laws. I will not plagiarize or use other's work without proper citation and permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

**Student Violations of Technology Acceptable Use Policy Could Result in:**

- Notification of parents
- Suspension of computer privileges
- Detention, suspension, expulsion from school and school-related activities
- Legal action and/or prosecution

**Student Technology Acceptable Use Policy  
Acknowledgement  
Grade 6-12**

By signing the Acceptable Use Policy, students and parents/guardians acknowledge the following rules and conditions:

**Parent or Guardian:**

As the parent or guardian, I have read the above David Douglas Acceptable Use Policy and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of the District, and that student use for any other purpose is not allowed. I recognize it is impossible for the David Douglas School District to restrict access to all inappropriate materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

Parent or Guardian's Name (please print)\_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_Date\_\_\_\_\_














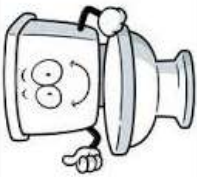



**Student:**

I understand and will obey the rules of the David Douglas School District Acceptable Use Policy. I will use District technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary.

**Student Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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<p>Lockers</p> 	<p>Emergency Drills</p> 	<p>Planner</p> 	<p>Hallway</p> 	<p>Cafeteria</p> 
<p>Recess</p> 	<p>Dress Code</p> 	<p>VIP/SOAR</p> 	<p>Arrival/Dismissal</p> 	<p>Hall Pass</p> 
<p>Attendance</p> 	<p>Assemblies</p> 	<p>Falcon Prides</p> 	<p>Restroom</p> 	<p>Office</p> 
<p>Safe, Respectful, Responsible</p>		<p>Bus</p> 	<p>After School Activities</p> 	<p>Safe, Respectful, Responsible</p>
<p><b>MY FALCON SUCCESS CARD</b></p>				



## November/December FLMS Falcon Punchcard

First & Last Name: \_\_\_\_\_

Advisory Teacher: \_\_\_\_\_

<b>95% Attendance</b>	Character Counts _____	Attend Conference	Teacher Choice
<b>5 FALCON PRIDES</b>	School Spirit	PE/Health	<b>**ADMIT ONE**</b>

## September FLMS Falcon Punchcard

First & Last Name: \_\_\_\_\_

Advisory Teacher: \_\_\_\_\_

<b>95% Attendance</b>	Safe, Respectful, Responsible	Verification Form	Planner Forms Signed
<b>5 FALCON PRIDES</b>	1 tardy or less	Completed Falcon Success Card	<b>**ADMIT ONE**</b>

## January FLMS Falcon Punchcard

First & Last Name: \_\_\_\_\_

Advisory Teacher: \_\_\_\_\_

<b>95% Attendance</b>	Character Counts _____	PBIS Booster	All A's, B's, C's report card
Library Book	Dress Up Day	Teacher Choice	<b>**ADMIT ONE**</b>

## October FLMS Falcon Punchcard

First & Last Name: \_\_\_\_\_

Advisory Teacher: \_\_\_\_\_

<b>95% Attendance</b>	Character Counts _____	Sign Anti-Bullying Pledge	All A's, B's C's on progress report
<b>5 FALCON PRIDES</b>	1 tardy or less	Math	<b>**ADMIT ONE**</b>

- Please write your first and last name on your punch card.
- You need 6 out of 7 boxes stamped.
- Needs to have teacher stamp (no signatures)
- Due to advisory teacher the Wednesday before the party.

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- Due to advisory teacher the Wednesday before the party.

**April FLMS Falcon Punchcard**

First & Last Name: \_\_\_\_\_  
Advisory Teacher: \_\_\_\_\_

<b>95% Attendance</b>	<b>Character Counts</b> _____	<b>All Assignments Completed</b>	<b>PBIS Booster</b>
<b>5 FALCON PRIDES</b>	1 tardy or less	Teacher Choice	<b>** ADMIT ONE**</b>

**May FLMS Falcon Punchcard**

First & Last Name: \_\_\_\_\_  
Advisory Teacher: \_\_\_\_\_

<b>95% Attendance</b>	<b>Character Counts</b> _____	<b>Library Fine Free</b>	<b>Behavior (Referrals)</b>
<b>5 FALCON PRIDES</b>	1 tardy or less	Teacher Choice	<b>** ADMIT ONE**</b>

**February FLMS Falcon Punchcard**

First & Last Name: \_\_\_\_\_  
Advisory Teacher: \_\_\_\_\_

<b>95% Attendance</b>	<b>Character Counts</b> _____	<b>School Spirit</b>	<b>Behavior (Referrals)</b>
<b>5 FALCON PRIDES</b>	1 tardy or less	Reading/ Writing	<b>** ADMIT ONE**</b>

**FLMS Falcon Punchcard**

First & Last Name: \_\_\_\_\_  
Advisory Teacher: \_\_\_\_\_

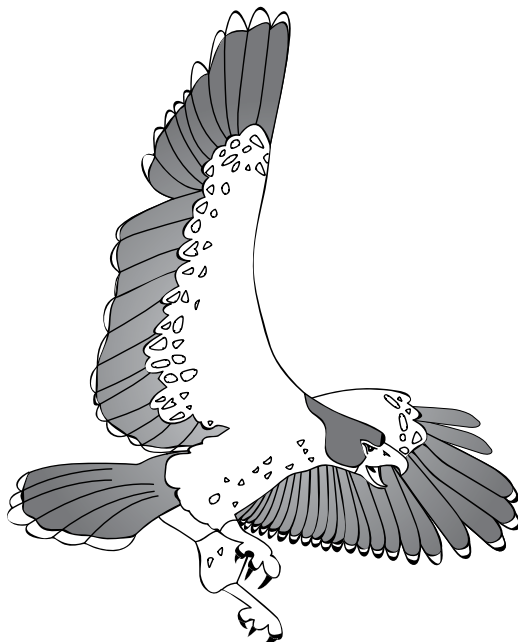
			<b>** ADMIT ONE**</b>

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- You need 6 out of 7 boxes stamped.
- Needs to have teacher stamp (no signatures)
- Due to advisory teacher the Wednesday before the party.



David Douglas School District #40

# FLOYD LIGHT MIDDLE SCHOOL

10800 SE Washington St.  
Portland, OR 97216

(503) 256-6511

[www.ddouglas.k12.or.us](http://www.ddouglas.k12.or.us)

*Website: [fms.ddouglas.k12.or.us](http://fms.ddouglas.k12.or.us)  
Can also be found on Twitter and Facebook*

**This planner belongs to:**

Name: \_\_\_\_\_

**Floyd Light Middle School  
Student Handbook**

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## Dates to Remember

### - September -

- 4 . . . . . School begins for 6th graders only
- 5 . . . . . School begins for 7th & 8th graders
- 19. . . . . Instrument Rental, 6 p.m.
- 21. . . . . Back to School Night-6:30 p.m.
- 20 & 21 . . . . . School Picture Days

### - October -

- 11 . . . . . Progress Reports, 11:20 a.m. dismissal
- 12. . . . . Professional Development Day-No school
- 26. . . . . Picture retake day

### - November -

- 9 . . . . . First quarter ends
- 9 . . . . . No school-Teacher Work Day
- 12. . . . . No school-Veteran's Day
- 19. . . . . 1 p.m. dismissal
- 19. . . . . Parent/Teacher Conferences, 1:30-8 p.m.
- 20. . . . . Parent/Teacher Conferences, 8 a.m.-8 p.m.
- 21. . . . . Parent/Teacher Conferences, 8 a.m.-12 p.m.
- 22 & 23 . . . . . No school-Thanksgiving Holiday

### - December -

- 11. . . . . Adv.Band/Orch./Choir Concert, 7 p.m.
- 21. . . . . Progress Reports, 11:20a.m. dismissal
- 24-31. . . . . Winter Break

### - January -

- 1-4 . . . . . Winter Break
- 7 . . . . . School resumes
- 21. . . . . No school, Martin Luther King, Jr. Day
- 24. . . . . Int. Band/Orch./Choir Concert, 7 p.m.
- 25. . . . . Second quarter ends
- 25. . . . . No school, Teacher Work Day

### - February -

- 7 . . . . . 5/6th Orch. & 6th Choir Concert, 7 p.m.
- 18. . . . . No school, President's Day
- 22. . . . . Progress Reports, 11:20 a.m. dismissal
- 27. . . . . 1 p.m. dismissal
- 27. . . . . Parent/Teacher Conferences, 1:30-8 p.m.
- 28. . . . . Parent/Teacher Conferences, 8 a.m.-8 p.m.

### - March -

- 1 . . . . . Parent/Teacher Conferences, 8 a.m.-12 p.m.
- 25-29. . . . . Spring Break

### - April -

- 3 . . . . . Secondary Choral Festival, 7 p.m. @ PAC
- 5 . . . . . No school-Teacher Work Day
- 5 . . . . . Third quarter ends
- 9 . . . . . Secondary Orchestra Festival, 7 p.m. @ PAC

### - May -

- 10. . . . . Progress Reports, 11:20 a.m. dismissal
- 14. . . . . All 6 & 7/8 Int. Orchestra Concert, 7 p.m.
- 21. . . . . 5 & 7/8 Adv. Orchestra Concert, 7 p.m.
- 27. . . . . No school, Memorial Day
- 28. . . . . Adv. & Jazz Band Concert, 7 p.m.
- 30. . . . . Jazz Night, 7 p.m. @ PAC

### - June -

- 6 . . . Presidential Academic Awards Dessert, 6:30 p.m.
- 12. . . . . Oaks Park
- 13. . . . . Students' last day, 10:30 a.m. dismissal
- 14. . . . . Staff end of the year luncheon, 12-1:30 p.m.
- 14. . . . . Teachers' last day

*NOTE: The dates provided above were available at time of printing. Additional dates and activities will be obtainable through our web site and newsletters.*

### PLT (Professional Learning Team) Wednesday

*Every Wednesday throughout the school year there will be a 1 hour 20 minute late start to the school day. School will begin promptly at 9:40 a.m. every Wednesday. Student Dismissal will remain at 3:00.*

## Student Schedule

Student Name: \_\_\_\_\_ Locker #: \_\_\_\_\_

### 1st Semester

Advisory #: \_\_\_\_\_ Teacher: \_\_\_\_\_

Period	Subject	Teacher	Room
1			
2			
3			
4			
5			
6			
7			
8			

### 2nd Semester

Advisory #: \_\_\_\_\_ Teacher: \_\_\_\_\_

Period	Subject	Teacher	Room
1			
2			
3			
4			
5			
6			
7			
8			

**Floyd Light Middle School  
2018 - 2019 Bell Schedule**

<b>Advisory</b>	<b>8:20 - 8:36</b>	<b>16 minutes</b>
<b>PERIOD 1/5</b>	<b>8:40 - 10:03</b>	<b>83 minutes</b>
<b>PERIOD 2/6</b>	<b>10:07 - 11:30</b>	<b>83 minutes</b>

**FIRST LUNCH**

<b>LUNCH</b>	<b>11:34 – 12:04</b>	<b>30 minutes</b>
<b>PERIOD 3/7</b>	<b>12:10 - 1:33</b>	<b>83 minutes</b>

**MIDDLE LUNCH**

<b>PERIOD 3/7</b>	<b>11:34 – 12:14</b>	<b>40 minutes</b>
<b>LUNCH</b>	<b>12:18 - 12:48</b>	<b>30 minutes</b>
<b>PERIOD 3/7</b>	<b>12:54 – 1:33</b>	<b>39 minutes</b>

**THIRD LUNCH**

<b>PERIOD 3/7</b>	<b>11:34 - 12:57</b>	<b>83 minutes</b>
<b>LUNCH</b>	<b>1:01 - 1:31</b>	<b>30 minutes</b>
<b>PERIOD 4/8</b>	<b>1:37 - 3:00</b>	<b>83 minutes</b>

**Floyd Light Middle School  
2018 - 2019 Bell Schedule • *PLT Wednesday***

<b>Advisory</b>	<b>9:40 - 9:56</b>	<b>16 minutes</b>
<b>PERIOD 1/5</b>	<b>10:00 - 11:03</b>	<b>63 minutes</b>
<b>PERIOD 2/6</b>	<b>11:07 - 12:10</b>	<b>63 minutes</b>

**FIRST LUNCH**

<b>LUNCH</b>	<b>12:14 – 12:44</b>	<b>30 minutes</b>
<b>PERIOD 3/7</b>	<b>12:50 - 1:53</b>	<b>63 minutes</b>

**MIDDLE LUNCH**

<b>PERIOD 3/7</b>	<b>12:14 – 12:44</b>	<b>30 minutes</b>
<b>LUNCH</b>	<b>12:48 - 1:18</b>	<b>30 minutes</b>
<b>PERIOD 3/7</b>	<b>1:24 – 1:53</b>	<b>29 minutes</b>

**THIRD LUNCH**

<b>PERIOD 3/7</b>	<b>12:14 - 1:17</b>	<b>63 minutes</b>
<b>LUNCH</b>	<b>1:21 - 1:51</b>	<b>30 minutes</b>
<b>PERIOD 4/8</b>	<b>1:57 - 3:00</b>	<b>63 minutes</b>

# Floyd Light Middle School

David Douglas School District

## Middle School Calendar 2018 - 19

September 2018						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
August						
26	WIPD	27	WIPD	28	WIPD	29
2	H	3	4	5	6	7
9		B	A	★	B	A
16		A	B	★	A	B
23		B	A	★	B	A

October 2018						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
	A	B	★	A	B	A
7	8	9	10	11	PD	12
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
				A	B	
4	5	6	7	8	W	9
11	H	12	13	14	15	16
18	19	20	21	H	22	23
25	26	27	28	29	30	

December 2018						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	24	X	25	X	26
30	X	31				

January 2019						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
		X	1	X	2	X
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	X	21	22	23	24	25
27	28	29	30	31		

February 2019						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
					A	1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	18	19	20	21	22
24	25	26	27	28	29	30

March 2019						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	X	25	X	26	X	27

April 2019						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
	B	A	★	B	A	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
			★	A	B	A
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	27	28	29	30	31

June 2019						
Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22

◆ 6th Grade Students' 1st Day: Sept. 04, 2018 7th & 8th Grade Students' 1st Day: Sept. 05, 2018

Teachers' First Day	August 27, 2018
Winter Break	Dec. 24, 2018 - Jan. 4, 2019
Spring Break	March 25, 2019
Students' Last Day	June 13, 2019
Teachers' Last Day	June 14, 2019

- H Holiday
- X Non-school day
- W Teacher work day - No school
- PD Teacher Professional Development - No school
- ▽ Parent Communication - Early release
- End of grading period
- ★ PLT - 9:40 am Start time
- ◆ 1:00 pm Dismissal - PM conferences
- ▲ Conferences - No school

Updated 7/9/2018

# Floyd Light Middle School

## Welcome to Floyd Light Middle School!

The 2018-2019 school year is assured to be a great one. We are looking forward to working with students and their families to ensure a successful academic, social and extracurricular experience here at Floyd Light.

We pride ourselves on having outstanding academic and extracurricular programs; we hope you will take advantage of all the wonderful opportunities we have here at Floyd Light. Our passionate and dedicated staff is committed to providing the most well-rounded and rigorous education possible to your students. Most of our staff continues this dedication as they work simultaneously as coaches in our extra-curricular programs.

We hope you carefully read through this Student Handbook with your family. It will provide you with information about our school facility, our philosophy in working with your students, a legal framework for specific decisions we make, and an understanding of our common procedures and school rules.

If you have any questions, please do not hesitate to give us a call.

Doug Pease, Principal  
Floyd Light Middle School

### OUR VISION

*Happy, self-motivated people  
who take initiative for success.*

### OUR MISSION

*Providing a safe, engaging, supportive,  
and rigorous learning environment.*

## Floyd Light Middle School

Doug Pease, Principal  
10800 SE Washington / Portland, Oregon 97216  
(503) 256-6511

## David Douglas School District #40

*Learn • Grow • Thrive*

Ken Richardson, *Superintendent*  
11300 NE Halsey St., Portland, Oregon 97220  
(503) 252-2900

## 2018-2019 School Board

Bryce Anderson • Frieda Christopher • Ana del Rocio  
Christine Larsen • Kyle Riggs • Stephanie D. Stephens  
Andrea Valderrama

## Academics



### School History

Floyd Light opened its school to students in 1966 for only eighth graders. Seventh graders were added in 1970.

The school was named after Mr. Floyd Light, superintendent from 1953 until his retirement in 1968. The district, formerly David Douglas Union High School District, was unified on July 1, 1959 to David Douglas School District. Floyd Light is part of the David Douglas School District #40. In addition to Floyd Light, the district operates one high school, two other middle schools, nine elementary schools, a community swimming pool and community performing arts center.

### Floyd Light Booster Club

The Floyd Light Booster Club has a goal to create a better understanding among parents, teachers and students. Our Booster Club works very hard in assisting with our current school activities, such as Fundraising, Student Rewards, Volunteer Program and many more activities.

A group of parents and the principal make up the Booster Club board.

### Reporting to Parents

Parents will receive a report card at the end of each nine-week quarter. The following scale is used to report academic achievement:

- A - Excellent (The student has completed all assignments in a outstanding way.)
- B - Above average (The student has completed the required work in an above average fashion.)
- C - Average (The required work has been completed satisfactorily.)
- D - Below average (This is the lowest passing grade. Only minimum requirements have been fulfilled.)
- F - Unsatisfactory
- P/NP- Pass/No Pass
- NG - No Grade

# Floyd Light Middle School

## Midterm Progress Reports to Parents

Academic progress reports for students will be mailed or made available to all parents at the mid-point of each nine-week quarter. This report will give parents the opportunity to review their student's progress. Parents are urged to contact individual teachers if any questions or concerns result from this communication. You are strongly encouraged to access ParentVue to check grades, assignments, and attendance. Please contact the office to gain access.

## Grading Policy

The grading policy is a vital part of the school program. Grading provides a means of determining a student's progress during the school year and a final evaluation of the skills and knowledge displayed in a given class. Showing fairness to all students is of prime importance in grading. The student must be aware of each teacher's method of grading at the beginning of each course or when the student enters the course. The accumulative grade will be available as the student progresses through each nine week grading period.

The letter grade is the percentage of the earned accumulative points in relation to the possible points available through the quarter. The standard grading policy is: 90% minimum for an "A", 80% minimum for a "B", 70% for a "C", and 60% for a "D".

## Plagiarism/Cheating

Plagiarism isn't just considered stealing someone else's words, it is also considered stealing their ideas. Plagiarism is considered cheating and can result in a failing grade of the assignment, entire course and/or disciplinary action, including possible suspension. A person who allows someone to copy his or her work is equally as guilty of plagiarism as the person copying.

## Parent Conferences

Conferences will be held November 19-21, February 27-28 and March 1. Conferences provide a chance for you to ask questions about State Assessment dates, current grades and events throughout the year. They also provide the opportunity to talk about your student's academic progress. Information will be sent home regarding both Fall and Spring Conferences.

## Attendance



### Tardies – school, advisory's, classes

A student is considered tardy when he/she is not in the classroom by the time the bell is finished ringing. An excused tardy requires a hall pass from a staff member. Students who are tardy to class or late arriving to school are to sign in at the office and get a hall pass. Parent notes stating any of these reasons are also not considered excused. Examples of unexcused tardies (in addition to the reasons listed under Unexcused Absences) are:

1. Oversleeping
2. Missing the bus
3. Late to class

After three tardies in a quarter, students will be given a referral. Consequences for tardy referrals include lunch detention or loss of full privilege status. Students who continue to be tardy after receiving the above consequences may be suspended.

### Prolonged Illness

When a student is absent due to prolonged illness or hospitalization, parents are asked to notify the attendance office so that the information can be recorded and teachers notified. *Assignments may be obtained by calling the office the morning after the 3rd day of illness. Please allow the office one full day to obtain the assignments.*

## School Awards/Rewards



### Attendance Recognition

There is a strong connection between good attendance and student growth and achievement. Floyd Light

# Floyd Light Middle School

recognizes students who have exemplary attendance (absent and/or late no more than 5 days) and perfect attendance, present every day, every period. Students with perfect attendance are recognized. Students with exemplary attendance are presented with a certificate at the end of the year. Perfect attendance means no absences and no tardies.

## ***SOAR Breakfast***

**When:** SOAR breakfast will be held on a Wednesday at the beginning of each quarter during advisory.

**Where:** The breakfast will be held in the cafeteria.

**How:** Students qualify based on the following criteria:

- Attendance 95% or above
- GPA 3.5 or above
- All positive comments on report cards

**What:** A special breakfast will be held for students that qualify and will include live music and a raffle.

**SOAR** = Student Outstanding Achievement Recognition

## ***VIP Party***

**When:** VIP parties are at the end of the day, on the second Wednesday of the month.

**Where:** The parties are held in the cafeteria and gym (sometimes outside in better weather)

**How:** Students are eligible to attend this party by having 6 out of 7 boxes stamped on their punch card by a teacher. Your punch card will be your pass to the party. The punch card for each month is located in your planner.

**What:** VIP parties can include free time in the gym, computer time, raffles, food, music, dunk tank, dodge ball, kickball, pie in the face, movies, popcorn, and other fun things yet to come!

## ***Student of the Month***

Students who exemplify specific character traits are recognized monthly. This includes a family breakfast, presented with a certificate during an assembly, and other weekly acknowledgements.

## ***Falcon Pride Drawings***

Falcon prides are designed to “catch” students doing the right thing. They can be given for following school-wide

expectations, classroom procedures, or helping others. Falcon pride drawings will take place on Mondays during advisory. Winners will be called to the foyer to claim their prize.

## ***End-of-Year-Activities***

End-of-year activities such as the Oaks Park Trip, the Talent Show, the Awards Assembly, and the 8th grade Celebration, are intended to reward students who have been successful throughout the school year. To be eligible for the End-of-year activities, students must:

- Have all fines paid before attending End-of-year activities.
- Maintain attendance greater than 84% through the first three quarters.
- Have less than 20 unexcused tardies through the first three quarters.
- Have been out of school suspended no more than once through the first three quarters.
- Have five or fewer major referrals through the first three quarters.

Students excluded based on the above criteria can appeal to the school administration. To appeal, the student must have an educator advocate sign off on the appeal.

NOTE: During the 4th Quarter, the following may result in exclusion from End-of-year Activities.

- Excessive absences and/or tardies.
- Any referrals – especially those resulting in suspension.

## ***Counseling***



The Counselors at Floyd Light Middle School believe that their mission is to provide a safe and supportive environment for all students regardless of individual differences. They strive to make individual connections with each student. All students will have access to support and learning in the areas of academic, career and personal/social growth. Their ultimate goal is for students to make self-directed, realistic and responsible



## *Floyd Light Middle School*

decisions, and to be successful contributors to society. Floyd Light has two counselors available to work with parents and students in the following ways to:

- Help students and parents plan an appropriate schedule of classes
- Be available to students with problems and seek out those needing help
- Assist in preparing students to transition to the next grade level
- Confer with parents to help identify, recognize and work through student problems.
- Assist in identifying and placing students with special needs
- Supervise the registration and orientation of all students
- Provide resource material and referral information in regards to students' social and emotional needs

Students may make their own appointments to see the counselor by filling out an appointment slip located with the counseling secretary. This should be done before school, during passing periods, at lunch or after school. A student may see the counselor immediately in the case of an emergency.

Parents/guardians may contact the counseling office any time they have questions or concerns regarding their son's/daughter's educational welfare. Conferences can be arranged in which problems can be resolved. It is the desire of the counseling department to help students learn how to solve problems. Being aware of the situation is the first step toward changing it!

### ***Staying Safe at FLMS***

School shootings and other violent acts are extremely rare, but are highly publicized when they occur. Floyd Light is a very safe place for students. We have a zero tolerance policy for fighting, assault, and harassment, and students who do so will face severe disciplinary action. State Law also provides for the automatic expulsion of any student who brings a weapon to school. (See Rights & Responsibility Handbook for definition of weapon) Everyone plays an important part in keeping Floyd Light safe. **If any student hears**

**another make a threat to harm someone, the threat must be taken seriously, and immediately reported to a trusted adult.** This includes any threat of suicide. Saying "I was just kidding" never makes it OK to threaten another. In the majority of the recent tragic acts of school violence, those who committed the crime told others BEFORE they acted. For the safety of everyone, all threats must be **TAKEN SERIOUSLY AND REPORTED.**

### ***Harassment Policy***

Harassment is any unwanted or unwarranted behavior that is ongoing and makes a person feel uncomfortable, unsafe, intimidated, or humiliated or affects a student's ability to learn. Harassment can be verbal, non-verbal or physical.

David Douglas School District recognizes the following behaviors as examples of harassment: bullying, intimidation, and sexual harassment.

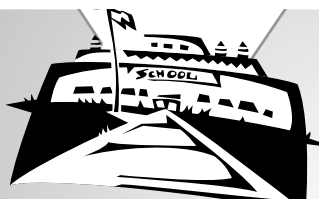
Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that creates a hostile learning environment.

Racial harassment includes name calling, using racial or derogatory comments, wearing or possessing items depicting or implying racial hatred or prejudice. Students shall not at school, on school property or at school activities wear or have in their possession any written material, either printed or in their own handwriting, that is racially divisive or creates ill will or hatred.

Any student who is subjected to or knows of sexual harassment is encouraged to immediately notify school staff. Violations of this policy may result in disciplinary action by school authorities.

# Floyd Light Middle School

## Standards of Conduct



### ***In accordance with O.A.R. 581-021-0055 (State law) Standards of Conduct:***

- (1) Students shall comply with the written rules of the school district board, pursue the prescribed course of study, submit to the lawful authority of teachers and school officials, and conduct themselves in an orderly fashion.
- (2) Students shall be liable to discipline, suspension, or expulsion for misconduct, including but not limited to:
  - (a) Theft;
  - (b) Disruption of the school;
  - (c) Damage or destruction of school property;
  - (d) Damage or destruction of private property on school premises or during a school activity;
  - (e) Assault or threats of harm;
  - (f) Unauthorized use of weapons or dangerous instruments;
  - (g) Unlawful use of drugs, narcotics, or alcoholic beverages;
  - (h) Persistent failure to comply with rules of the lawful directions of teachers or school officials.

### ***Cell Phone Use At Floyd Light Middle School***

While cell phones may be invaluable in the event of an emergency, phone calls and text messaging can be an interruption to the learning process and negatively impact student achievement.

Students are not allowed to have their cell phones out during the school day, including during passing times and lunch. If students have their phone out or if it rings/buzzes during the school day, it will be confiscated and returned to the student at the end of the school day. After the first offense, or if a student is caught texting or talking on the phone during the school day, they risk other disciplinary action. In addition, the phone will be confiscated and a parent may be asked to come and pick up the phone. Students may turn their cell phones on and use them after 3:00.

We appreciate the assistance of parents in helping the students comply with this policy. Please do not expect to communicate with your student during the school day by calling or texting their cell phone. If you need to communicate with your student during the school day, please call the school and we will deliver any messages you have. You may be required to come in to the school and pick up your student's phone if they violate this policy.

If you decide to allow your student to have a cell phone at school, Floyd Light Middle School does not have any responsibility if the phone is stolen, broken, lost or vandalized.

### ***Fighting***

Students involved in physical altercations where blows are exchanged will be suspended regardless of who starts the fight. If you are able to get away from a fight and don't, it is not "self-defense".

### ***Promoting, Encouraging, and Recording of Fights***

Promoting, encouraging or recording fights is strictly forbidden. If you are caught doing anything that promotes violence, you will receive disciplinary action.

### ***Obscenity***

Students who write or use obscene language or gestures are a discredit to themselves and to the school. Those who do so, may expect to be disciplined. Blatant profanity may result in suspension.

### ***Public Display of Affection (PDA)***

Excessive public display of affection does not show personal dignity or consideration for others. Hand holding, kissing, embracing, lying or standing against each other is not acceptable conduct and warnings will be followed by disciplinary action.

### ***No Sales and Distribution***

Floyd Light Middle School is not an open market. Students may not bring items to school to sell or trade. Personal items should not be brought to school with the intent to sell or trade.

# ***Floyd Light Middle School***

## ***Food/Drinks/Gum***

Any food or drink, including candy, must only be consumed in the cafeteria and classrooms (by teacher permission). Only water is allowed outside the cafeteria. Floyd Light is a completely gum free zone.

Food is allowed during advisory class also at the discretion of individual teachers.

## ***Summary of Disciplinary Actions***

### ***Detention***

Detention is a disciplinary action for minor infractions. Most detentions are assigned during the lunch period. An accumulation of assigned days of lunch detention in one semester will result in a loss of full privilege status.

### ***Lunch Detention Guidelines***

1. Students are to bring some type of schoolwork to do or a library book to read.
2. If assigned to lunch detention students are to report to the assigned detention room for their recess time. After detention students will be escorted to the cafeteria for lunch. If a student has also lost their full privilege status, they will be assigned to a detention table in the cafeteria where they will remain for the balance of the lunch period.
3. If students are late, an extra day of detention may be assigned.
4. If a student skips detention, extra days will be added or the student will serve after school detention for twice the amount of time. If skipping detention becomes chronic, suspension will be considered.

## ***Student Full Privilege Status***

This status is given to all students at the beginning of the school year. It indicates that a student is in good standing at Floyd Light Middle School, and entitles the student to participate in all after-school activities, attend assemblies, attend school social activities and parties, a web leader, and be a spectator at all after-school activities.

If a student fails to show reasonable responsibility, this status will be removed and he/she will lose the above privileges until they are returned by principal or vice-principal.

## **A student's full privilege status may be removed for any of the following reasons:**

1. Suspension from school
2. Behavioral referral(s)
3. Poor attendance or excessive tardies

If a student's full privilege status is removed, the student will be under these restrictions:

1. No participation in any student activities
2. No assemblies
3. Student will be placed on lunch detention
4. Student must leave school at 3:00 PM and not return until 8:00 AM the next morning (Wednesday 9:30)
5. Failure to comply with any of the above penalties could result in suspension

## ***General Information***



### ***Daily Planner***

Each student at Floyd Light will be issued a daily planner. The student is required to bring it to every class except for P.E. All assignments including due dates and all school activities should be written in the planner. This daily planner will also contain the student handbook. There is a replacement cost is \$5.00 if it is lost or destroyed prior to the end of the year.

### ***Leaving Campus***

Floyd Light's closed campus policy means a student is not allowed to leave the school grounds without first signing out in the attendance office. Students must present a note from home or a verbal authorization from a parent, from the nurse, or from an administrator in order to check out and leave the school grounds. A parent must come in the office and sign a student out.

### ***Signing In and Out***

A student who leaves school during the school day for any reason must sign out in the office before leaving, otherwise the absence will be classified as truancy. If you arrive late to school for any reason, sign in through the office.

# *Floyd Light Middle School*

## ***Lockers***

Lockers are assigned by advisory teachers or office staff and are intended to store belongings needed for school. Lockers are school property and subject to inspection as deemed necessary by school staff. Students are expected to keep lockers clean and orderly, and regularly throw away excess papers, unused lunches, etc.. It is important for students not to share their combinations with anyone. Lockers must be kept locked at all times and may not be shared with another student unless a partner has been assigned by the advisory teacher or the office. Floyd Light is not responsible for the security of a student's locker or its contents. **Therefore, do not bring valuable items to school.**

## ***School Lunch/Breakfast***

Students may purchase school lunches in the cafeteria. Payment can be made with cash or a check made to "FLMS." For current lunch prices visit our website at: [www.ddouglas.k12.or.us](http://www.ddouglas.k12.or.us) under Parent Resources, or call Nutrition Services at 503-261-8231. Breakfast is free and available from 8:00 to 8:15 am. When students pay in advance for their meals, an account will be set up in our computer lunch system. Students can access their account by scanning their student body card as they go through the lunch line, or by keying in their student ID number. Students may also pay cash as they go through the line. Upon request, any remaining balance will be refunded to the parent at the conclusion of the school year. Meal accounts are non transferable and may only be used by the student who purchases the meals.

## ***Personal Property/Electronic devices/Toys***

Personal property, electronic devices and/or toys that interfere with the educational process or endanger the health and safety of students/staff will be confiscated. These items include, but are not limited to laser pointers, cellular phones or any other personal items. If these items are discovered to be in the possession of a student while he/she is in school, they will be taken from the student and held until a parent comes to school to claim the property. **The school assumes no responsibility for loss of or damage to personal property that is not required for student's education.**

## ***School Closures/Delayed Opening***

In the event that the weather is so bad children cannot be transported or attend school safely, the district will close school for the day. In some instances, the district may decide to open one or two hours late. Buses will run regular routes but will pick up students one or two hours later than usual. In the event of a delayed opening, school will be dismissed at the regular time of 3:00 PM. School closures and delays are announced between 5:30 and 7:30 AM on all major Portland area radio stations. **Please do not call the school.**

## ***Fines***

Students may be assessed fines for lost PE locks, unpaid lunch loans, damaged textbooks or failing to return athletic or music uniforms. Students who do not pay fines will not be eligible to attend any of the end of year celebrations.

## ***Student I.D. Cards***

Student Body Cards/ID Cards will be given to all students at the beginning of the school year. Students are required to show their card for admission to school activities throughout the year. Student Body Cards are also used to purchase school lunches. The card is scanned as students go through the lunch line and the amount of the lunch is automatically deducted from the student's account.

Students who lose their card must pay a \$5.00 replacement fee.

## ***WEB (Where Everybody Belongs)***

**WEB** is Floyd Light's transition program that welcomes new students and makes them feel comfortable throughout the first year of their middle school experience.

Built on the belief that students can help students succeed, **WEB** trains members of the eighth grade to be **WEB** Leaders. As **POSITIVE** role models, **WEB** Leaders are motivators, leaders and teachers who guide sixth graders to discover what it takes to be successful in middle school.

A year with **WEB** begins with a spirited and

# Floyd Light Middle School

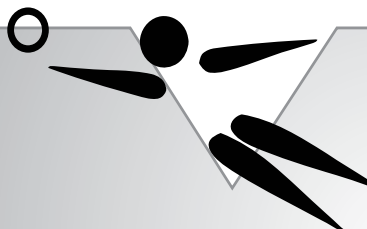
**INTERACTIVE** orientation at the start of the school year. After a general assembly, the **WEB** Leaders lead their group of eight to ten sixth graders through a series of fun, positive activities designed to help them all get to know each other as well as learn important campus information. These activities also spark discussion and thought regarding the upcoming responsibilities, choices and challenges of being in middle school. The goal of the day is to welcome the sixth graders to their new campus and encourage them to think about the path they will take during the upcoming years.

After orientation, **WEB** continues providing a variety of both Academic and Social Follow-Up Activities throughout the year. The Academic Follow-Ups are lessons presented by trained **WEB** Leaders during visits to classes. These lessons are designed to give sixth graders the skills needed to be successful during their middle school years and beyond. Social Follow-Ups provide social settings for the **WEB** Leaders and their groups to reconnect and further build relationships outside the classroom. The goal of the year long **WEB** transition program is to provide a structure in which students make real connections with each other. Through this program students learn that people at school care about them and their success.

## Visitors

The district is responsible for the schools' supervision and administration. To ensure that school work is not disrupted and that visitors are properly directed to the areas in which they are interested, all visitors to district facilities must report to the school office upon entering school property. We welcome parents who would like to visit a classroom. Please call the school prior to arriving so we can notify the staff.

## Sports



### Physical Exams Policy

David Douglas School District Policy requires that all middle school and high school students have a physical

examination by a medical doctor on file with their school administrative or athletic office before the student may participate in district sponsored athletic programs. For most students, this will occur on entry to the seventh and ninth grades.

All physicals must be dated no earlier than the month of May prior to the first year of participation in middle school and high school.

All students who transfer into David Douglas Schools must have a physical examination card on file prior to participation in district sponsored athletic programs.

Students in the eighth, tenth, eleventh and twelfth grades, who have had a valid physical examination form on file with their school, will only need to submit an Interim Release Form signed by their parent or guardian to continue participation in district sponsored athletic programs.

Additional requirements for physical examinations will be determined on an individual basis. Example: an athlete recovering from a chronic illness, injury or surgery could be required to provide a medical release signed by a physician before reentering the school athletic program.

## Athletic and Activities Bus Runs

The David Douglas School District provides buses to transport students home after most athletic events (practices and games) and for certain activities, such as S.U.N.. Activity run bus stops are close to, but not exactly at the same location as regular stops. Activity route stops will be distributed to students shortly after the athletic season begins. Only students participating in approved after school events are eligible to ride the activity buses.

## Student Health Services



To support students' health, safety, and academic success our district provides school health services in partnership with the Multnomah Education Service District (MESD).



# *Floyd Light Middle School*

To provide for your child's special medical or mental health needs (for example diabetes, seizures or school anxiety) it is important to promptly tell the school and school nurse:

- About new and changing health problems that can cause learning or safety problems at school.
- If your child is undergoing treatments that affect their immune system.
- When your child has a health condition need that requires specialized care at school.

## ***Before and After School Programs***

If your child is enrolled in a "before or after school program" and needs medication/health assistance during these times, a separate supply of medication and a separate permission form from parent and/or doctor is needed. Consult with the program director regarding specific health and safety needs for your child in these programs.

## ***Contagious Conditions***

To decrease the spread of contagious conditions in schools:

- Tell the school if your child has a contagious disease such as chicken pox or pertussis (whooping cough)
- Do not send your child to school with a rash, fever, diarrhea or vomiting, and keep home 24 hours after fever subsides
- To protect the health of students or other persons, certain diseases are reportable to the health department per law (OAR 333-18-000.) At such times, records and information may be disclosed to public health officials.

## ***Emergency Information***

**The school must have a way to reach you** in an emergency. Tell the school immediately about changes in work and home addresses and phone numbers for both you and emergency contact persons. It is helpful if phones are set up with a mailbox for messages.

## ***Head Lice***

Parents are encouraged to check their children regularly for head lice. Students with live lice or nits will not be excluded from school, but will be allowed

to remain for the rest of the school day. Lice treatment information will be sent home with those who have either nits or lice. Please review the school district policy for clarification. All students may return to school after treatment has begun, and may be rechecked for live lice. Current evidence does not support classroom or school-wide screening as a measure for decreasing the incidence of head lice among school age children; such practices can deny students their right to privacy and to educational time.

## ***Health Information***

- Health information may be shared with school personnel on a "need to know" basis when information about your child's health is necessary for school personnel to care for and respond to your child's needs and if this information is needed by the school team to develop an individualized education plan that appropriately considers the health needs of your child.
- When you do not authorize release of health information, it may limit the type of care your child is able to receive.
- By allowing release of your child's health information, you will ensure that your child will receive needed emergency health care should the need arise.
- Parents (and their eligible students) may generally access their own child's record and can request an amendment if they believe the record is inaccurate, misleading, or in violation of the student's rights of privacy.

## ***Health Screenings***

Oregon Law says that vision screenings shall be done to help find children's health problems. The nurse oversees these screenings. The usual screening schedule is:

**Hearing:** Grades Kindergarten, and 1

**Vision:** Grades Kindergarten, 1, 3, 7

***If you do not want your child included in these screenings you must submit a written request to the school each school year. Screening results for hearing and vision are sent home to parents.***

## ***Immunizations and Oregon Law***

- To protect all children, every student must have a current school immunization record or a medical or religious exemption at school. Students not in

# *Floyd Light Middle School*

compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (3rd Wednesday in February).

- It is important to keep your child's school immunization record up-to-date. Check with your school's office if you need forms.
- Upon written request from parents/guardians for release of information (form available at <http://www.mesd.k12.or.us/shs/hss/immunizations/immu1.pdf>), the MESD Immunization Program will provide vaccination dates to clinics as needed to assess immunization histories of their clients. These efforts increase protection of children against vaccine-preventable diseases and promote efforts by parents and schools to comply with school mandated immunization requirements.

## ***School Nurses***

The School Nurse is a registered nurse (RN) and is a key person for keeping students safe and well. No appointments or special permission are needed for students to see the nurse. Students must follow the school's rules about having passes to go to the nurse. School nurse is at the school only one day a week (Wednesday). If the nurse is not available, staff trained in first aid can help children who become sick or injured at school.

The nurse will get necessary information (for example, a health history, medical diagnosis and treatment) to assist students with special medical and mental health needs at school. The nurse may use this information to train school staff how to help your child at school. In order to obtain this information, the nurse may:

- Talk with parents, students
- Request that you sign a release of information form to discuss your child's health needs with the school staff and health care professionals
- Use questionnaires
- Look at health records
- Check out a body area (examples: listen to the heart, feel the skin, look in the ears)

The nurse may help teach about good health practices (examples: healthy eating, good hand washing, and social skills). You may call the school if you would like to meet with the nurse.

## ***School Health Assistants***

In addition to the School Nurse, some schools have a School Health Assistant (SHA) on site to assist students. The SHA is not a nurse, but works under the direction of the nurse. SHAs provide basic first aid, administer medication, process immunization records, assist with health screenings, and provide delegated health care.

## ***Medication Administration at School***

The school's nurse provides consultation about medication administration that must occur at school.

**Only medication that is necessary to be given during the school day will be kept at school.**

Remember to **ask your medical provider if your child's medication can be given outside school hours.** This is safer for your child and easier for you.

By Oregon law, if medication must be given at school, you must:

- Provide written permission (forms are available at school). Any change to the medication will require the parent to update the medication form at the time of the change.
- Make sure all medication (prescription and over the counter) is in its original container and marked with the student's name. (Ask the pharmacist for an extra bottle for school when getting prescriptions.)
- **All medication must be delivered to school by the parent or responsible adult designated by the parent.** Students may not keep medications with them unless they are age-appropriate for the responsibility, have been identified as a self-manager, have written parent permission, and are cleared by the principal to do so. Students may carry only a single day's supply of medication.
- Make sure the school has an adequate supply of all medications required by your child.
- Pick up the medication when it is no longer needed at school. **All medication not picked up by the end of the year will be destroyed.**

## *Behavior Expectations*



### *Positive Behavioral Interventions and Supports (PBIS)*

Several recent studies have shown that punishment alone does not change student behavior. Just like academic subjects, behavior must be taught, practiced, and reinforced. This is the heart of the PBIS system. We teach school-wide expectations, provide opportunities for students to practice these expectations, and positively reinforce students who are demonstrating the expectations.

Students still have consequences, but they are coupled with education and the re-teaching of expected behaviors.

We expect all students to display these three traits for both their school environment and the people around them:

#### **Be Respectful**

- Self
- Others
- Property

#### **Be Responsible**







- Accountability
- Maturity






#### **Be Safe**



- Physical
- Emotional



## FLMS School-Wide Expectations

	Safe	Respectful	Responsible
<b>Lockers</b> 	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to self.</li> <li>Open and close quietly with your hands.</li> <li>Keep combination private.</li> </ul>	<ul style="list-style-type: none"> <li>If your locker area is crowded, wait until there is room.</li> <li>Respect the students on either side of you.</li> <li>Use appropriate decorations.</li> </ul>	<ul style="list-style-type: none"> <li>Keep locker organized and clean.</li> <li>Use only your assigned locker.</li> <li>Report problems to the office.</li> </ul>
<b>Planner</b> 	<ul style="list-style-type: none"> <li>Keep your planner in your 3 ring binder.</li> <li>Write your name and advisory teacher's name on your planner.</li> </ul>	<ul style="list-style-type: none"> <li>School appropriate decorations.</li> <li>Leave pages in planner.</li> </ul>	<ul style="list-style-type: none"> <li>Write down assignments.</li> <li>Read and use information provided.</li> <li>Fill out for every class.</li> <li>Keep it with you at all times (except PE)</li> </ul>
<b>Hallways</b> 	<ul style="list-style-type: none"> <li>Walk at all times.</li> <li>Keep to the right.</li> <li>Keep hands and feet to yourself.</li> <li>Keep food and drinks in cafeteria or locker.</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet, indoor voices.</li> <li>Follow directions.</li> <li>Use kind words and actions.</li> <li>Say excuse me.</li> </ul>	<ul style="list-style-type: none"> <li>Move promptly to your next class.</li> <li>Have a hall pass when leaving class.</li> <li>Get to your next class on time.</li> <li>Walk on the right side of the hall.</li> </ul>
<b>Cafeteria</b> 	<ul style="list-style-type: none"> <li>Walk at all times.</li> <li>Report any spills to an adult in the cafeteria.</li> <li>Keep hands to yourself and feet under the table.</li> </ul>	<ul style="list-style-type: none"> <li>Clean up your area when you are done eating.</li> <li>Use quiet, indoor voices.</li> <li>Follow directions the first time.</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently in line.</li> <li>Leave food and drink in the cafeteria.</li> <li>Bring your ID card with you.</li> <li>Stack trays neatly.</li> </ul>
<b>Recess</b> 	<ul style="list-style-type: none"> <li>Once you go outside or to the library, stay there.</li> <li>Use recess equipment appropriately.</li> <li>Stay inside recess area.</li> </ul>	<ul style="list-style-type: none"> <li>Follow staff instructions promptly.</li> <li>Use kind words and actions.</li> </ul>	<ul style="list-style-type: none"> <li>Once outside, stay outside,</li> <li>Put equipment away.</li> <li>Return inside as soon as the bell rings.</li> </ul>
<b>Arrival/Dismissal</b> 	<ul style="list-style-type: none"> <li>Once at school stay at school.</li> <li>Walk at all times.</li> <li>Keep hands and feet to self.</li> <li>Go to your bus quickly.</li> <li>Use crosswalk.</li> <li>Be caution of busses and cars.</li> </ul>	<ul style="list-style-type: none"> <li>Respect your property and others.</li> <li>Follow directions the first time.</li> </ul>	<ul style="list-style-type: none"> <li>Remove hats, hoods and electronics when entering the building.</li> <li>Lock your bike.</li> <li>Wait patiently behind the yellow line.</li> <li>Eat breakfast when they open the doors.</li> </ul>

	Safe	Respectful	Responsible
<b>Hall Pass</b> 	<ul style="list-style-type: none"> <li>• Have a hall pass anytime you leave class.</li> <li>• Go directly back to class.</li> </ul>	<ul style="list-style-type: none"> <li>• Wait until the teacher is done with instruction to ask for a hall pass.</li> <li>• Show the hall pass when an adult requests to see it.</li> </ul>	<ul style="list-style-type: none"> <li>• Only go where the hall pass says.</li> <li>• Return to class quickly.</li> <li>• Put hall pass in the basket in the classroom.</li> </ul>
<b>Assemblies</b> 	<ul style="list-style-type: none"> <li>• Walk at all times.</li> <li>• Keep hands and feet to self.</li> <li>• Keep feet off the bleacher in front.</li> <li>• Wait to be excused by section/row.</li> <li>• Use the aisle way to enter/exit the bleachers.</li> </ul>	<ul style="list-style-type: none"> <li>• Be active listeners: eyes forward and voices off.</li> <li>• Respect others' space.</li> <li>• Show appreciation in a positive manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow staff instructions promptly.</li> <li>• Listen and be cooperative.</li> </ul>
<b>Restrooms</b> 	<ul style="list-style-type: none"> <li>• Have a hall pass at all times.</li> <li>• Use the closest restroom.</li> <li>• Wash your hands.</li> <li>• Report problems promptly to an adult.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect others privacy and property.</li> <li>• Flush.</li> </ul>	<ul style="list-style-type: none"> <li>• Put garbage/paper in the trash.</li> <li>• Keep walls and floors clean and free of graffiti.</li> <li>• Use the restroom during passing time and lunch.</li> </ul>
<b>Office</b> 	<ul style="list-style-type: none"> <li>• Be aware of emergency situations and stay clear of responding adults.</li> <li>• Always check in with your teacher. They should know where you are.</li> </ul>	<ul style="list-style-type: none"> <li>• Wait patiently and silently.</li> <li>• Politely state your purpose, using please and thank you.</li> <li>• Use quiet voices.</li> <li>• Honor privacy of others.</li> </ul>	<ul style="list-style-type: none"> <li>• Check in with office staff.</li> <li>• Have a hall pass.</li> <li>• Ask permission to use the phone.</li> </ul>
<b>Busses</b> 	<ul style="list-style-type: none"> <li>• Stay visible to the driver.</li> <li>• Sit quickly and stay seated.</li> <li>• Keep hands and feet to yourself.</li> <li>• Keep aisles clear.</li> </ul>	<ul style="list-style-type: none"> <li>• Respect your property and others.</li> <li>• Use appropriate language, tone and volume.</li> <li>• Follow directions the first time.</li> <li>• If listening to music, use headphones.</li> <li>• No pictures/videos on the bus.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep food and drink in your bag.</li> <li>• Take all belongings with you.</li> </ul>

	Safe	Respectful	Responsible
<b>Substitute</b> 	<ul style="list-style-type: none"> <li>Follow all classroom expectations.</li> <li>Keep hands and feet to self.</li> </ul>	<ul style="list-style-type: none"> <li>Treat substitutes with respect</li> <li>Respect others' space.</li> <li>Use quiet, indoor voices.</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher instructions promptly.</li> <li>Listen and be cooperative.</li> <li>Be helpful if they don't know all the routines or have questions.</li> </ul>
<b>After School Activities</b> 	<ul style="list-style-type: none"> <li>Remain in designated spots.</li> <li>Walk at all times.</li> <li>Talk with parent/guardian about when and where you will be and what time you will be picked up.</li> </ul>	<ul style="list-style-type: none"> <li>Be a supportive and appropriate spectator.</li> <li>Represent FLMS with pride.</li> <li>Display good sportsmanship.</li> <li>Clean up after yourself.</li> <li>Food and drinks stay in the cafeteria only.</li> <li>Leave only when the social/game is over.</li> </ul>	<ul style="list-style-type: none"> <li>Use inside voices.</li> <li>Make transportation arrangements prior to the game/social.</li> <li>Follow school dress code.</li> </ul>

# SUN (Schools Uniting Neighborhoods)

In Multnomah County, SUN Community Schools are full-service neighborhood hubs where the school and partners from across the community come together to support student and family success. All schools in David Douglas School District are part of the Community Schools network, and Floyd Light has been a SUN School since 2009. The lead agency coordinating SUN services at our school is El Programa Hispano, a trusted provider of social services that specializes in outreach to the Hispanic community. SUN Community Schools strategically organize community resources to provide educational support and skill development for youth and adults, extra enrichment activities outside of the regular school day, and family and community events. The SUN Site Manager also connects families to social, health, and mental health resources available through El Programa Hispano and within the broader SUN Service System. At Floyd Light, SUN staff coordinate our on-site Food Pantry (sponsored by Oregon Food Bank), provide academic support and recreation opportunities during the SUN Extended Day, and offer adult education and family strengthening workshops throughout the year.

SUN activities are open to all Floyd Light students. Parents/guardians must complete a SUN Registration form for each participating child before students can enroll in SUN classes. Specific information about SUN classes is available through the SUN Activity Guide, which is released a few weeks before each term. At Floyd Light, Fall, Winter, and Spring SUN classes are filled on a first-come, first-served basis and a wait list is implemented when maximum capacity is reached. With few exceptions, SUN classes are offered at no cost to families and include a free meal after school, two hours of activities, and transportation home by way of the Activity Bus. The Activity Guide will be available in September and information about subsequent terms will be communicated in newsletters, student bulletins, and via school-wide phone calls throughout the year.

Please call the SUN Office at 503-256-6500, x8744 with questions; our staff is bilingual (English/Spanish) and would love to talk to you about how SUN can support your family. For more information about the SUN Service System, the research and history behind this model, and outcomes at Community Schools, visit <https://multco.us/sun>.

*Welcome to your Community School!*

## The Periodic Table of Elements

1 H HYDROGEN 1	2 He HELIUM 4	NON-METALS																	
3 Li LITHIUM 7	4 Be BERYLLIUM 9	5 B BORON 11	6 C CARBON 12	7 N NITROGEN 14	8 O OXYGEN 16	9 F FLUORINE 19	10 Ne NEON 20												
11 Na SODIUM 23	12 Mg MAGNESIUM 24	13 Al ALUMINUM 27	14 Si SILICON 28	15 P PHOSPHORUS 31	16 S SULFUR 32	17 Cl CHLORINE 35	18 Ar ARGON 40												
19 K POTASSIUM 39	20 Ca CALCIUM 40	21 Sc SCANDIUM 45	22 Ti TITANIUM 48	23 V VANADIUM 51	24 Cr CHROMIUM 52	25 Mn MANGANESE 55	26 Fe IRON 56	METALS											
37 Rb RUBIDIUM 85	38 Sr STRONTIUM 88	39 Y YTRIUM 89	40 Zr ZIRCONIUM 91	41 Nb NIOBIUM 93	42 Mo MOLYBDENUM 96	43 Tc TECHNETIUM 98	44 Ru RUTHENIUM 101	45 Rh RHODIUM 103	46 Pd PALLADIUM 106	47 Ag SILVER 108	48 Cd CADMIUM 112	49 In INDIUM 115	50 Sn TIN 119	51 Sb ANTIMONY 122	52 Te TELLURIUM 128	53 I IODINE 127	54 Xe XENON 131		
55 Cs CESIUM 133	56 Ba BARIUM 137		72 Hf HAFNIUM 178	73 Ta TANTALUM 181	74 W TUNGSTEN 184	75 Re RHENIUM 186	76 Os OSMIUM 190	77 Ir IRIDIUM 192	78 Pt PLATINUM 195	79 Au GOLD 197	80 Hg MERCURY 201	81 Tl THALLIUM 204	82 Pb LEAD 207	83 Bi BISMUTH 209	84 Po POLONIUM 209	85 At ASTATINE 210	86 Rn RADON 222		
87 Fr FRANCIUM 223	88 Ra RADIUM 226		104 Rf RUTHERFORDIUM 261	105 Db DUBNIUM 268	106 Sg SEABORGIUM 271	107 Bh BOHRERIUM 270	108 Hs HASSIUM 277	109 Mt MEITNERIUM 278	110 Ds DARMSTADTIUM 281	111 Rg ROENTGENIUM 281	112 Cn COPECNICIUM 285	113 Uut UNUNTRIUM 286	114 Fl FLEROVIUM 289	115 Uup UNUNPENTIUM 289	116 Lv LIVERMORIUM 293	117 Uus UNUNSEPTIUM 294	118 Uuo UNUNOCTIUM 294		

	<b>KEY</b>
	= Solid at room temperature
	= Liquid at room temperature
	= Gas at room temperature
	= Radioactive
	= Artificially Made

\* The atomic weights listed on this Table of Elements have been rounded to the nearest whole number. As a result, this chart actually displays the mass number of a specific isotope for each element. An element's complete, unrounded atomic weight can be found on the IUPAC Elemental web site: <http://education.jlab.org/elemental/index.html>

<http://education.jlab.org/>

Last revised on April 3, 2013

# Floyd Light Middle School

## Fractions/Decimals and Percents

$\frac{1}{2}$  — numerator  
2 — denominator

**Addition / Subtraction -**  
find common denominators

$$\begin{array}{r} \frac{1}{4} (\times 3) = \frac{3}{12} \\ + \frac{2}{3} (\times 4) = \frac{8}{12} \\ \hline \frac{11}{12} \end{array}$$

**Multiplication -**  
multiply straight across

$$\frac{1}{2} \times \frac{3}{4} = \frac{1 \times 3}{2 \times 4} = \frac{3}{8}$$

**Division -**  
Multiply first fraction by the reciprocal of the second fraction

$$\frac{1}{3} \div \frac{3}{4} = \frac{1}{3} \times \frac{4}{3} = \frac{4}{9}$$

**Changing fractions to decimals**  
change denominator to a power of 10

$$\frac{3}{5} (\times 2) = \frac{6}{10} = .6$$

or divide by denominator

$$\frac{3}{5} = 3 \div 5 = 5 \overline{)3.0}$$

**Common Fractions, Decimals, and Percents**

1	= 1.0	= 100%
3/4	= 0.75	= 75%
2/3	= 0.6	= 66.6% or 66 $\frac{2}{3}$ %
1/2	= 0.5	= 50%
1/3	= 0.3	= 33.3% or 33 $\frac{1}{3}$ %
1/4	= 0.25	= 25%
1/5	= 0.2	= 20%
1/10	= 0.1	= 10%

## Algebra

### Quadratic Equation

if  $ax^2 + bx + c = 0$   

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

### Equations of a Line

(m = slope; b = y intercept)

### Slope Intercept Form

$$y = mx + b$$

### Slope of a Line

$$m = \frac{y_2 - y_1}{x_2 - x_1}$$

### Point - Slope Form

$$(y_2 - y_1) = m(x_2 - x_1)$$

### Factoring

$$\begin{aligned} (a - b)^2 &= a^2 - 2ab + b^2 \\ (a + b)^2 &= a^2 + 2ab + b^2 \\ (a - b)(a + b) &= a^2 - b^2 \\ a(b + c) &= ab + ac \\ (a + b)(c + d) &= ac + ad + bc + bd \\ (a + b)(a + c) &= a^2 + ac + ab + bc \end{aligned}$$

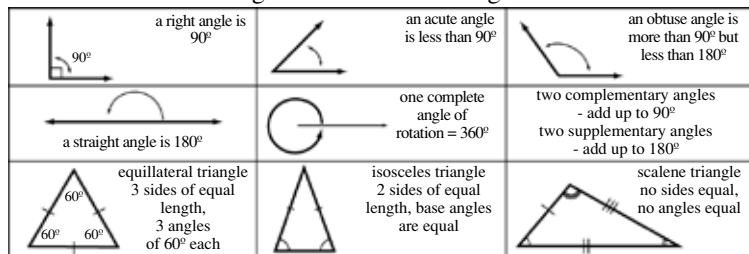
## Scientific Notation

Scientific notation is a way to write a number as the product of a number greater than or equal to 1 and less than 10 that is a power of 10.

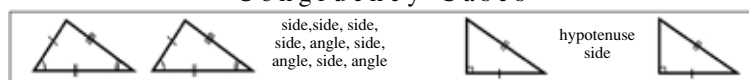
$$98,000,000 = 9.8 \times 10^7$$

$$.000076 = 7.6 \times 10^{-5}$$

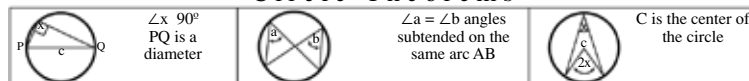
## Angles and Triangles



## Congruency Cases



## Circle Theorems



### Conversions

Length / Area					
from	to	multiply by	from	to	multiply by
cm	in	0.3937	mi	km	1.609
in	cm	2.54	m <sup>2</sup>	ft <sup>2</sup>	10.76
m	ft	3.2808	ft <sup>2</sup>	m <sup>2</sup>	0.0929
ft	m	0.3048	km <sup>2</sup>	mi <sup>2</sup>	0.3861
km	mi	0.6214	mi <sup>2</sup>	km <sup>2</sup>	2.59
Weight / Capacity					
from	to	multiply by	from	to	multiply by
g	oz	0.0353	T	t	0.9072
oz	g	28.35	ml	fl oz	0.0338
kg	lb	2.2046	fl oz	ml	29.575
lb	kg	0.4536	l	gal	0.2642
t	T	1.1023	gal	l	3.785

### English System

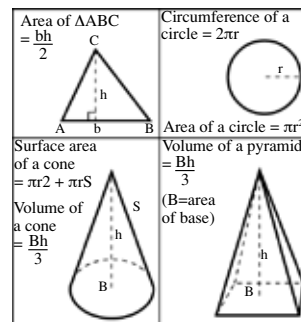
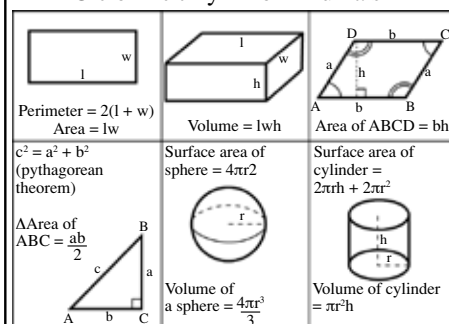
1 foot (ft)	= 12 inches (in)
	1' = 12"
1 yard (yd)	= 3 feet
1 mile (mi)	= 1760 yards
1 sq. foot	= 144 sq. inches
1 sq yard	= 9 sq. feet
1 acre	= 4840 sq. yards
	= 43560 ft <sup>2</sup>
1 sp. mile	= 640 acres
1 tablespoon (T)	= 3 teaspoons (t)
1 cup (c)	= 16 tablespoons
1 pint (pt)	= 2 cups
1 quart (qt)	= 2 pints
1 gallon (gal)	= 4 quarts
16 ounces (oz)	= 1 pound (lb)
1 ton	= 2000 pounds

### Metric System

mm	millimeter	.001 m	dam	decameter	10 m
cm	centimeter	.01 m	hm	hectometer	100 m
dm	decimeter	.1 m	km	kilometer	1000 m
m	meter	1 m			

Note: Prefixes also apply to l(liter) and g(gram). Canadian preferred spelling: metre, litre.

## Geometry Formulas



# Floyd Light Middle School

## Place Value of Numbers

<b>1</b>	<b>,</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>,</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>.</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
millions		hundred thousands	ten thousands	thousands		hundreds	tens	ones		tenths	hundredths	thousandths	ten thousandths	hundred thousandths	millionths

## Symbols

<	means less than
>	means greater than
=	means equal to
≈	means approximate
≤	means less than or equal
≥	means greater than or equal

## Multiplication Table

	1	2	3	4	5	6	7	8	9	10	11	12
1	1	2	3	4	5	6	7	8	9	10	11	12
2	2	4	6	8	10	12	14	16	18	20	22	24
3	3	6	9	12	15	18	21	24	27	30	33	36
4	4	8	12	16	20	24	28	32	36	40	44	48
5	5	10	15	20	25	30	35	40	45	50	55	60
6	6	12	18	24	30	36	42	48	54	60	66	72
7	7	14	21	28	35	42	49	56	63	70	77	84
8	8	16	24	32	40	48	56	64	72	80	88	96
9	9	18	27	36	45	54	63	72	81	90	99	108
10	10	20	30	40	50	60	70	80	90	100	110	120
11	11	22	33	44	55	66	77	88	99	110	121	132
12	12	24	36	48	60	72	84	96	108	120	132	144

## Order of Operations

- |  |                |
|--|----------------|
| ① Operations within parentheses.                           | ( )            |
| ② Powers (exponents) and roots.                            | <sup>2</sup> √ |
| ③ Multiplication and division in order from left to right. | X    ÷         |
| ④ Addition and subtraction in order from left to right.    | +    -         |

## Fractions/Decimals/Percents

1	=	1.0	=	100%
1/2	=	0.5	=	50%
1/3	=	0.3	=	33.3%
1/4	=	0.25	=	25%
1/5	=	0.2	=	20%
1/6	=	0.16	=	16.6%
1/8	=	0.125	=	12.5%
1/9	=	0.1	=	11.1%
1/10	=	0.1	=	10%
1/12	=	0.083	=	8.3%
2/3	=	0.6	=	66.6%
3/4	=	0.75	=	75%



## **PE POLICIES**

### **DRESS CODE**

- \* Clothes must be changed each PE class. (borrow if you forget yours)
- \* Red or gray shirt with FIRST & LAST NAME CLEARLY WRITTEN ON FRONT
- \* Athletic bottoms
- \* Athletic style shoes that TIE.

### **EXCUSES:**

A note from a parent/guardian or doctor is required to excuse you from class. If you need to be excused for longer than 3 classes, a doctor note is required.

### **MAKE-UPS**

WEDNESDAYS from 8:45-9:15 at FLMS gym.

### **ELECTRONIC DEVICES**

Absolutely NO Cell Phones or other electronic devices allowed in the locker room for privacy purposes.

### **GUM**

No gum allowed in the gym for safety reasons.

### **GRADING**

#### ***Participation/Effort (60%)***

Students are positively participating in **all** activities to the best of their ability.

Students will maintain respect for themselves, others and the classroom, act responsibly, follow safety precautions, and follow directions.

#### ***Dressing Down (20%)***

See Above

#### ***Sportsmanship/Self Management (20%)***

Understand appropriate and positive behavior management (social skills) and respect for all individual differences, including gender, ethnicity, and physical ability during physical activity. ODE PE Standards (PE.08.SM.01),(PE.08.SM.02)



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DAVID DOUGLAS SCHOOL DISTRICT

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# **Student Rights and Responsibility**

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• A CODE OF CONDUCT •

# **STUDENT CONDUCT CODE**

## **Introduction, philosophy, legal basis**

This document is designed to be a reference for students and parents in order to help all learn and contribute to a positive, respectful environment in our David Douglas Schools. We believe that staff, students, parents, and guardians should work together in order to provide a safe and respectful environment for each and every member of our community.

In compliance with Oregon Statutes, the School Board of the David Douglas School District accepts its responsibility for adopting rules for the general governance of the schools and for the maintenance of discipline. The Board continually strives to maintain a school climate that is free from discrimination, morally and spiritually wholesome, safe, and healthy. One method of accomplishing these goals is to spell out, in clear and concise language, students' rights and responsibilities, develop understandable rules on student conduct, and maintain an orderly and consistent procedure for dealing with violations.

Oregon law addresses student discipline, suspensions, expulsion, and codes of conduct, as well as property damage, threats and injuries to students and school employees in Chapter 339 of the Oregon Revised Statutes. Section 21 of the Oregon Revised Criminal Code provides for the use of reasonable physical force in the schools. The David Douglas School Board believes that every individual must share the rights, the duties, and the responsibilities in the operation of an efficient public school institution.

Careful attention has been given to procedures and methods that have the goal of being fair and consistent to all students. The objective of disciplining any student is to help the student realize the connection between his/her actions and the appropriate consequences in an attempt to teach personal responsibility, work ethic, and responsibility toward others. Students and parents/guardians need to be aware that students may be denied participation in extracurricular activities as a result of disciplinary action. In addition, titles and/or privileges granted to students may also be revoked (e.g. valedictorian, student body class or club office positions, participation in school activities, prom, etc.). A referral to the appropriate law enforcement agency for legal action may result, if appropriate.

We thank all students, staff, parents, and guardians in advance for each individual's cooperation in working towards creating a safe and welcoming environment for all who enter our David Douglas Schools to learn.

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### RIGHTS AND RESPONSIBILITIES

David Douglas Schools' students are expected to be safe, respectful, and responsible. Students are expected to act in a way that allows teachers to teach and students to learn.

<b>Students have a <u>right</u> to:</b>	<b>Students have a <u>responsibility</u> to:</b>
1) Discuss educational concerns with teachers and other school staff.	1) Attend school regularly, arrive on time, bring appropriate materials, and be prepared to participate in class and complete homework.
2) Receive a copy of our Student Rights and Responsibilities Handbook.	2) Do one's best.
3) Receive fair discipline without discrimination.	3) Respect the rights, feelings, and property of other students, parents/guardians, school personnel, visitors, guests, and school neighbors.
4) Report any concerns including incidents of verbal or physical threats including bullying, harassment, menacing, or abuse.	4) Behave properly on school grounds, school buses, at bus stops, at any school-related activity, and in the classroom as not to interfere with teaching and learning.
5) Access their school records within appropriate guidelines.	5) Follow classroom, school, and district rules.
6) Receive discipline information in a language they can understand in accordance with the district translation policy.	6) Read and understand the Student Rights and Responsibilities Handbook.
7) A safe learning environment.	
8) An environment free from discrimination and harassment.	



<b>Parents/Guardians have a <u>right</u> to:</b>	<b>Parents/Guardians have a <u>responsibility</u> to:</b>
<ol style="list-style-type: none"><li>1) Receive regular official reports of the student's academic progress and attendance.</li><li>2) Make recommendations and give input to educational planning.</li><li>3) Participate in conferences with teachers and/or school administration.</li><li>4) Receive explanations from teachers for student's grades.</li><li>5) Read all school records pertaining to their students, within appropriate guidelines.</li><li>6) Obtain further clarification on any rights referred to in this handbook.</li><li>7) Receive discipline information in a language they can understand in accordance with the district translation policy.</li></ol>	<ol style="list-style-type: none"><li>1) Assist school staff by sharing ideas for improving student learning and preventing or resolving student discipline problems.</li><li>2) Provide supervision for the student's health, physical, and emotional well being, along with prompt and regular attendance.</li><li>3) Provide the school with written explanations for student absences or tardiness and attend parent/guardian conferences.</li><li>4) Help enforce student compliance with school rules.</li><li>5) Provide appropriate supervision of students before and after school.</li><li>6) Review and discuss this book with students as well as other similar materials, such as the school discipline plan.</li><li>7) Support the school self-discipline and conflict resolution programs.</li></ol>



#### ATTENDANCE

Oregon Law requires parents/guardians to see that children between the ages of six, five if enrolled, and 18 years attend school regularly. Schools will inform parents/guardians of student absences. Parents/guardians are encouraged to contact the school if there is a concern about absenteeism. When a student's attendance is so erratic that he or she is not benefiting from the educational program, the principal or designee will notify the student and parent/guardian and develop a plan for support.

State law requires schools to withdraw students who are absent ten consecutive school days for any reason. (OAR 581.023.0006(11)(c))

Good attendance is essential to providing the greatest opportunity for the student to learn and develop habits that result in responsible behavior. It is vital that parents and the school communicate and work together to maintain good attendance for our students' success. In accordance with Oregon School Law, the school must determine whether an absence may be prearranged or is to be excused. A note written by a parents or guardian **does not** necessarily constitute an excused absence.

A student absent from any class without permission will be considered truant and may be subject to disciplinary action. Students not attending at least 90% of the time may be notified of irregular attendance via letters, phone calls, home visits, or possible truancy letters outlines by district chronic attendance protocols.

#### ATTENDANCE POLICY:

A reasonable attempt will be made by school personnel to contact a parent/guardian when a student is absent from one or more classes.

1. Parent/guardians are asked to call the students' school if he/she knows the student will be absent during a certain day or days.
2. After ten (10) consecutive absences the student will be withdrawn from school and the parent/guardian will be required to re-enroll the student.

**In accordance with Oregon School Law, David Douglas Schools reserve the right to determine whether the absence is excused or unexcused.**

#### EXCUSED/UNEXCUSED ABSENCES

**Oregon School Law (ORS.339.065) states, "an absence may be excused by a principal or teacher if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family, or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence."**

A student who has been absent because of illness or family emergency must present a written excuse from a parent or guardian describing the reason for the absence within **one school day** after returning to school.

Emergencies will be classified as those situations of major importance that affect family and home. It is the school's responsibility to determine if the absence was due to an emergency.

Absences other than those listed above will be unexcused. Students receiving unexcused absences may not be given credit for the schoolwork missed during that time. Although credit may not be given, students are expected to keep abreast of the schoolwork that must be completed to fulfill the requirements of a course. Examples of unexcused absences are:

- truancy (skipping);
- failure to bring a written excuse by a parent/guardian within **one** school day following the absence;
- leaving school during the day without properly checking out in the office;



- baby-sitting or home duties;
- nonattendance on any school day that students organize as a "Skip Day", such as "Senior Skip Day", are not sanctioned or approved by school policy or by the administration;
- arriving for class **five minutes after the bell** is rung, and/or
- working on class projects instead of attending a regularly scheduled class.

If a student is absent two days or less, he/she can pick up his/her make-up work upon his/her return. For extended absences (three days or more) parents/guardians can request that homework be sent home. Please give one day of notice to the school when requesting homework.

#### PREARRANGED ABSENCE POLICY

The David Douglas Staff recognizes that all learning does not occur at school. We support student-learning experiences that may take students away from campus for up to five school days per semester.

For any excused absence, a student will be allowed an extension of at least one class period for each day absent.

#### ATTENDANCE STANDARDS

1. In order for a student to participate in a school activity, **he/she must** attend school for the entire day. A student missing any class period on a day of participation must have administrative approval prior to being allowed to participate.
2. When a student anticipates a missed class due to a school activity, it is his/her responsibility to notify the teacher at least one day in advance. It is the responsibility of the student to acquire the missed assignments, turn in the makeup work, and keep up with all assignments and class requirements.

Students with chronic attendance problems may receive an Activity Suspension.

Note: Please refer to your child's student handbook for specific attendance information related to your child's school.





#### BUSES

##### RULES FOR STUDENTS RIDING THE BUSES:

- Students being transported are under authority of the bus driver.
- Fighting, wrestling or boisterous activity is prohibited on the bus.
- Students shall use the bus emergency door only in case of emergency.
- Students shall be at the bus stop on time during morning and evening pick-up times.
- Students shall not bring animals, firearms, weapons, skateboards, glass containers, balloons, or other potentially hazardous materials on the bus.
- Students shall remain seated while bus is in motion.
- The bus driver may assign students seats.
- When necessary to cross the street, students shall cross in front of the bus or as instructed by the bus driver.
- Students shall not extend their hands, arms, or heads through bus windows.
- Students shall have written permission from a parent/guardian or responsible adult to ride a different bus than normal and/or to leave the bus at other than their home or school.
- Students shall converse in normal tones; loud or vulgar language is prohibited aboard the bus.
- Students shall not open or close windows without permission of the bus driver.
- Students shall be courteous to the driver, to fellow pupils, and to passersby.
- Students who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.
- "Rules Governing Pupils Riding School Buses" are posted in all school buses.

Video cameras may be used to monitor student behavior on district transportation.

##### MISCONDUCT ON BUS OR AT BUS STOP:

Disciplinary action for misbehavior on the bus and at the bus stop will be administered at the school by the school principal or principal's designee (teachers, bus drivers, others).

Responses to bus conduct infractions will follow the same guidelines for disciplinary action specified in this handbook. In addition, **there may be suspension from riding privileges for up to ten consecutive school days at a time. Expulsion from riding privileges may also occur.**

Misconduct by a student which negatively impacts the safe orderly operation of the bus or school may cause a forfeit of the student's privilege to ride the buses.

Teachers or other authorized school district personnel shall accompany students on all field trips and shall assume responsibility for their proper conduct.

**DRESS CODE**

The responsibility for the dress and grooming of a student rests primarily with the student and their parent(s) or guardian(s). The district's dress code is established to create a positive school culture and enhance academic success by providing a supportive learning environment, preventing disruption, and avoiding safety hazards. Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

The district expects student dress and grooming to meet standards which ensure that either of the following conditions does not exist:

- disruption or interference with the classroom learning environment, and/or
- threat to the health and/or safety of the student concerned or of other students.

**ALLOWABLE DRESS AND GROOMING:**

- Students must wear clothing including both a shirt with pants, dress, skirt, or shorts, or the equivalent, and shoes.
- An adequate coverage of the body is required.
  - Shirts and dresses must have fabric in the front, back, and on the sides.
  - Clothing covering all private parts must not be see-through.
  - Clothing must cover undergarments (straps excluded).
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, Career Technical Education workshops, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

**NON-ALLOWABLE DRESS AND GROOMING:**

- Clothing and/or tattoos may not depict, advertise, or advocate the use of weapons, alcohol, tobacco, marijuana, or other controlled substances, pornography, sexual innuendo, nudity, or sexual acts.
- Clothing may not be associated with gang affiliation or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other individual and/or group(s) of people.
- Hats/Visors/Hoods/any head covering unless connected with a religious belief are not allowed in the building during the school day.
- Sunglasses, masks, or other disguises may not inhibit the identification of an individual during all school activities.



## RIGHTS AND RESPONSIBILITIES

### Dress Code

#### **PARENT/GUARDIAN RESPONSIBILITY:**

The responsibility for the dress and grooming of a student rests primarily with the student and his or her parent(s)/guardian(s). It is expected that all parent(s)/guardian(s) review our district dress code with their student(s) at the beginning of each school year.

#### **STUDENT RESPONSIBILITY:**

All students are responsible for complying with the district dress code during school hours and while representing the school (e.g., athletics, activities, etc.)

#### **STAFF RESPONSIBILITY:**

To equitably enforce our district dress code, teachers, administrators, and all school staff must be notified at the beginning of the school year in regards to its purpose and spirit, and how to enforce it in a way that does not shame students or disproportionately impact certain student groups. Staff should be guided by the dress code and follow the letter and spirit of the dress code.

#### **ENFORCEMENT:**

In no circumstance shall an adult speak with a student about a dress code violation in front of other students unless it involves the removal of a hat, hood, any other head covering, sunglasses, and/or masks.

- Students found in violation of these standards may be asked to change the clothing that does not meet the standard.
- Staff discussing a dress or grooming violation with a student should present options for obtaining appropriate clothing (e.g., extra clothes in locker/backpack, school clothes closet, etc.)
- When possible, students will be provided the opportunity to wear school-owned replacement garments. Students should never be required to wear specific garments as a disciplinary measure.
- If the student does not have extra clothing to change into, they may be asked to call home and have parent(s) or guardian(s) bring appropriate clothing. Every attempt will be made to minimize a loss of instructional time.



## RIGHTS AND RESPONSIBILITIES

### Drugs, Alcohol, and Tobacco

#### DRUGS AND ALCOHOL/ POSSESSION, USE OR DISTRIBUTION OF

**A posted Drug Free Zone exists around the David Douglas Schools. Drug Free Zone means, “Unlawful manufacture or delivery of a controlled substance within 1,000 feet of a school is a class A felony.” (ORS 475.999)**

David Douglas Schools consider distribution, possession, and/or use of alcohol or dangerous drugs, or possession of drug paraphernalia, by a student to be a serious violation of policy. Students will be subject to strict disciplinary measures if an infraction occurs.

- The possession, sale or supply of any alcohol, narcotic, dangerous drug, counterfeit drug or controlled substance on or about the school premises or at any school-sponsored activity is prohibited.
- The possession of any drug paraphernalia containing drug residue on or about the school premises or at any school-sponsored activity is prohibited.
- A student shall not use, transmit, or be in possession by consumption of any narcotic drug, hallucinogenic drug, amphetamine or amphetamine look-alike, barbiturate, marijuana, alcohol or intoxicant of any kind, a look-alike drug or prescription drug represented as an illegal drug, herbs, vitamins, energy pills, and energy drinks on or about the school premise or at any school-related activity.

#### TOBACCO:

No student shall possess, use, or distribute any tobacco products on David Douglas School property or in any area within 1,000 feet of the school grounds or while attending or participating in school sponsored activities. This policy is based on the law passed by the 1991 Oregon Legislature (HB 3590). The law also states that school personnel are accountable for carrying out this mandate. Thus, school personnel will confiscate tobacco products and tobacco burning devices from students.

- Tobacco includes, but is not limited to, any lighted or unlighted cigarette, cigar, pipe, clove cigarette, electronic or vapor cigarette, any smoking product or spit tobacco product, such as smokeless tobacco, dip, chew, or snuff, in any form. All parties on or about District properties including buildings, grounds, vehicles, and any other property prohibit the use of these products.
- The possession or distribution of tobacco products and tobacco paraphernalia (e.g., lighters, rolling papers) shall be prohibited on or about District properties including buildings, grounds, vehicles, and any other property by all students, regardless of age.

We realize that the tobacco policy may create a hardship for students who use tobacco. David Douglas Schools will extend help to those who would like to quit using any kind of tobacco product. Students who are interested in this kind of help should contact their school counselor.

Violators of the drug/alcohol/tobacco policy will be referred to an administrator. Multiple offenses will result in a referral to a David Douglas School Resource Officer for possible legal action. Students who continue to violate the drug/alcohol policy will be subject to suspension or expulsion.

Note: All schools in the David Douglas School District publish a student handbook. Please refer to your child's student handbook for specific instructions regarding over the counter (OTC) medications.



## RIGHTS AND RESPONSIBILITIES

### Duty of Pupils

#### DUTY OF PUPILS

"Public school pupils shall comply with the rules for the government of such schools, pursue the prescribed course of study, use the prescribed textbooks, and submit to the teacher's authority...willful disobedience, open defiance of teacher's authority, or the use of profane or obscene language is sufficient cause for discipline, suspension or expulsion from school." (ORS 339.250)

**Arson** - The intentional setting of fire.

**Assault** - Intentional physical threats or violence to persons.

**Building Rules** - Building principals may develop reasonable published rules for the operation of their building in addition to, but not in conflict with, the regulations in this document.

Violation of any of the rules described in the preceding sections may lead to discipline sanctions up to, and including, suspension or expulsion.

**Burglary** - Breaking and entering with intent to commit a crime.

**Bomb Threats** - Telephoned or written threats of bombing.

**Closed Campus** - All students are to remain on the school grounds during the school day unless excused by the school office.

**Criminal Acts** - The commission of, or participation in, the following activities, or any other activities prohibited under the laws of the State of Oregon, in school buildings, on school property, or any school-sponsored activities is prohibited. The school, regardless of whether or not criminal charges result, will take disciplinary action.

**Dances** - Dances are provided for the students in David Douglas Schools so they can meet one another and participate in social activities. In order to provide proper environment for these activities, David Douglas Schools has no tolerance for inappropriate dancing. Freaking, grinding, and other sexual dancing is not appropriate for dances hosted by David Douglas Schools. There will be no warnings. Students who choose to dance in this manner will be removed from the dance and will not receive a refund. If a student is removed from a dance, every attempt will be made to contact a parent/guardian. Repeated violations will result in loss of dance privileges.

**Dangerous Objects** - Weapons and replicas of weapons are forbidden on school property. Weapons shall include, but not be limited to, firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, drugs or other items, which under the circumstances in which they are used, attempted to be used, or threatened to be used, are readily capable of causing death or physical injury.

Any loaded or unloaded firearm or weapon possessed on or about a student while on district property is subject to seizure or forfeiture.

Incidents of students possessing weapons will be reported to the student's parents and shall be reported to the police. As required by law (under V.S.F. 921, ORS 161.015, 339.115, 809.410 and other applicable laws), appropriate disciplinary and/or legal action up to and including expulsion for one year or more will be taken against students who possess weapons and with students who assist possession in any way.

Weapons under the control of law enforcement personnel are permitted. The superintendent may authorize other persons to possess weapons in school buildings. The superintendent may prescribe special conditions or procedures to be followed before giving such authorization.



## RIGHTS AND RESPONSIBILITIES

### Duty of Pupils

**Displays of Affection** - A public display of affection beyond common social gestures in any David Douglas School building or anywhere on campus are not acceptable behavior. Students may receive warnings about excessive displays of affection. If the unacceptable behavior continues, he/she may be referred to an administrator for further disciplinary action.

**Disruptive Conduct** - Disruptive or abusive conduct that deprives other students of their right to learn is prohibited.

**Extortion, Blackmail, or Unlawful Coercion** - Obtaining money or property by violence or threat of violence, or forcing someone to do something against his/her will by force or threat of force, or by threatening to accuse another of a crime.

**Financial Responsibility** - Parents of students committing malicious mischief are liable for expense of repair. (ORS 339.270)

**Inappropriate Touching** - Inappropriate touching is any physical contact that causes another person to feel uncomfortable. Inappropriate touching can be intended or unintended. If a student is a victim of inappropriate touching he/she should tell an adult as soon as possible. A student who is accused of inappropriate touching will be subject to discipline outlined on the Discipline Matrix (see pages 22 and 23). Repeated offenses will result in suspensions and possible expulsion.

**Larceny** - Theft.

**Loitering** - Not having any reason or relationship involving custody of, or responsibility for, a student, or upon inquiry not having a specific, legitimate reason for being on school premises.

**Malicious Mischief** - Damage to buildings, fences, trees or other parts of school property, including cutting, marking or defacing in any manner.

**Physical Aggression** - Physical aggression is physical contact with the intention of threatening and/or harming any individual. Physical aggression is an overt action, which may include pushing, shoving, bumping nudging, and/or any physical action intended to intimidate another individual. A student who is accused of physical aggression will be subject to discipline outlined on the Discipline Matrix (see pages 22 and 23). Repeated offenses will result in suspensions and possible expulsion.

#### Physical Force -

1. At school or any school activity, an individual who is a teacher, administrator, school employee, or school volunteer may use reasonable physical force upon a student when and to the extent it is necessary to prevent a student from doing harm to himself or herself, others, or to district property. In addition, employees may use reasonable physical force upon a student when and to the extent the employee reasonably believes it necessary to maintain order in the school or classroom or a school activity or event, whether or not it is held on school property.
2. The authority to discipline a pupil does not authorize the infliction of corporal punishment, defined as the willful infliction of, or willfully causing the infliction of physical pain, on a pupil. (ORS 339.250 (12))
3. Physical restraint and/or seclusion are only permitted as part of a behavior support plan when other less restrictive interventions would not be effective and the student's behavior poses a threat of imminent, serious, physical harm to the student or others. (OAR 581-021-0061 and 581-021-0062)

**Robbery** - Stealing from individuals by force or threat of force.

**Sale, Use, or Possession of Alcoholic Beverages or Illegal Drugs** - Participation in this illegal activity on the school premises, or while attending school-sponsored activities, will result in immediate suspension with possible expulsion.



**School Sponsored Events** - Students at all school-sponsored events shall be governed by school district rules and regulations and are subject to the authority of school district officials whether the event occurs on or off school grounds.

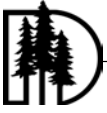
**Search and Seizure** -

1. General search of school properties including but not limited to lockers and desks may occur at any time without students present; illegal items or items belonging to the school may be seized.
2. Individual searches of school property assigned to a student should be limited to a situation where there is reasonable cause to believe the student is secreting evidence of an illegal act or rules violation.
3. Illegal items, or items prohibited by district regulations, or other possessions reasonably determined to be a threat to the safety or security of the possessor or others may be seized by the school officials.
4. Items used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
5. All items seized will be made available for return to the owner or the proper authority.

**Trespass** - Being present in an unauthorized place or refusing to leave when ordered to do so by duly constituted authority.

**Unlawful Interference With School Authorities** - Interference with administrators or teachers by force or violence, or any unlawful coercion.

**Unlawful Intimidation of School Authorities** - Interfering with administrators or teachers by intimidation with threat of force or violence, or any unlawful coercion.



#### FREEDOM OF EXPRESSION AND ASSEMBLY

##### FREEDOM OF SPEECH AND ASSEMBLY:

- Students may verbally express their personal opinions but these opinions shall not be allowed to interfere with the rights of others to express themselves. The use of obscenity, personal attacks, or threats of harm to persons, property, or reputation is prohibited.
- All student meetings on school property may function only as part of the normal educational process or as authorized by the principal or the principal's duly appointed representative.
- Students have the freedom to assemble peacefully; however, conducting or participating in any assembly which interferes with the operation of the school or classroom is prohibited.

##### FREEDOM TO PUBLISH:

###### 1. Statement of Intent -

The process of educating students for a responsible democratic society requires reasonable opportunity for them to exercise the rights of freedom of speech and expression in the context of the public school environment. The primary purpose of all school publications is that of an instructional tool in the educational process.

Students are entitled to express their personal opinions in writing. These opinions shall not interfere with or disrupt the educational process or infringe upon the rights of others. The author must sign such written expressions. The time and place for the distribution of such material is subject to individual building rules.

The purpose of this policy is to ensure the exercise of these rights with due regard to the rights of others and the need for reasonable restrictions in the operation of the public school system.

In order to provide this experience for students, the board establishes the following policies to be supplemented by administrative rules and regulations as reasonably required:

###### 2. Publication Rights and Responsibilities -

Students of the district have the right to participate in the production of official school publications that emanate from a school class or school activity under the direct supervision of an assigned teacher. School publications include, but are not limited to, newspapers and yearbooks.

School publications must follow established journalistic procedures, including the requirement of signed authorship on all articles and letters to the editor expressing opinions. Editorial opinion is the responsibility of the editorial staff. The principal must approve school publications or the principal's designated representative prior to distribution.

All school newspaper publications must provide ample opportunity for the expression by students of divergent viewpoints taking age levels of the students and standards of the community into consideration.

###### 3. Publication Prohibitions -

In the exercise of the student rights described above, no student shall publish, distribute or post materials which:

- a. are offensively lewd, indecent, or obscene to minors according to current legal definitions;





## **RIGHTS AND RESPONSIBILITIES**

### **Freedom of Expression and Assembly**

- b. are libelous according to current legal definitions;
- c. would materially and substantially interfere with schoolwork or discipline;
- d. would violate the rights of others, including the right to privacy;
- e. encourage actions that endanger the health or safety of others;
- f. incite students to commit unlawful acts on school premises or violate lawful school regulations or disrupt the orderly operation of the school;
- g. express or advocate racial, ethnic, or religious prejudice so as to create a danger of commission of unlawful acts on school premises or of the violation of lawful school regulations or of the substantial disruption of the orderly operation of the school;
- h. are distributed in violation of the time, place, and manner requirements, and/or
- i. are plagiarized.

#### **4. Determination of Appropriateness -**

- a. The advisor shall review and approve each article prior to its publication to determine if it satisfies the conditions of these guidelines.
- b. No copy may be censored except for reasons specifically listed in these guidelines.
- c. The responsibility to implement these guidelines in accepting or rejecting material submitted for publication rests with the advisor. In the event that a student disagrees with the advisor's decision, the matter may be submitted to the Publications Review Board for resolution, and the article withheld from publication until the matter is resolved.

#### **5. Publications Review Board -**

The principal shall designate a Publications Review Board to review material and exercise administrative responsibilities as required by this policy. The Publications Review Board shall consist of the ASB president, the faculty advisor, and an administrator appointed by the principal. Decisions of the Review Board may be appealed to the superintendent. The superintendent's decision shall be final.

#### **6. Publications Violation -**

Knowing violation of this policy by any student is sufficient cause for suitable disciplinary action to be taken.

#### **7. Advertising Policy -**

Commercial advertising or solicitations will be permitted on school property only if they are related to school functions and have the approval of the superintendent or the superintendent's designee.

School publications shall not contain advertisements which:

- a. promote activities that are illegal, in violation of school policy, or in disregard for community standards of taste;
- b. promote actions that would disrupt the orderly operation of the school or threaten the health and safety of students or staff;



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## **RIGHTS AND RESPONSIBILITIES**

### **Freedom of Expression and Assembly**

- c. contain material which is libelous, deceptive, or offensively lewd, indecent, or obscene, and/or
- d. promote use of alcohol and tobacco products.

#### **8. Off Campus Publications -**

Written materials not produced by students of a district school must have the approval of that school's principal before they may be distributed.

#### **9. Right to Petition -**

Students have the freedom to petition for a change in school policies and regulations; circulation of petition is subject to individual building rules.



#### HARASSMENT

David Douglas School District's policy on harassment is based on the principle that respect and tolerance are essential for a positive and productive learning environment. Furthermore, the policy is supported by a district policy that specifically prohibits harassment, as well as state and federal regulations that hold schools liable for not processing complaints vigorously and fairly. David Douglas School District staff believes very strongly that we must be vigilant and proactive in defining, identifying, and instituting techniques to prevent harassment. We take this issue very seriously, and **we will not condone racial, ethnic, sexual, gender based/transgender or any other kind of harassment**. Specifically harassment is defined as follows:

"Harassment, intimidation or bullying" means any act that:

- a) substantially interferes with a student's educational benefits, opportunities, or performances;
- b) takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop;
- c) has the effect of:
  - physically harming a student or damaging a student's property;
  - knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
  - creating a hostile educational environment, including interfering with the psychological well-being of a student, or
- d) may be based on, but not limited to, the protected class status of a person.

"Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income, or disability. ORS 174.100 and 339.351.

1. **Intimidation / Bullying:** Behavior that substantially interferes with a student's educational benefits. Such behaviors might include, but are not limited to, making inappropriate comments to or about someone, telephoning in an inappropriate manner, baiting, calling names, or encouraging others to do so. ORS 339-351.
2. **Cyberbullying:** The use of any electronic communication device to harass, intimidate, or bully. Cyberbullying may include the distribution of emails, flyers, photos, and text messages.
3. **Racial / Ethnic:** Any written or verbal comment that disparages a person's race, religion, and/or ethnic origin will be considered to be harassment. Some examples of this are crude remarks written on a student's locker or spoken in the hall, passing a note that contains racial/ethnic slurs, etc. Appropriate disciplinary action will be taken against the harasser; this may include suspension or expulsion.
4. **Sexual Harassment:** The David Douglas School District is committed to maintaining a learning environment free of sexual harassment. For purposes of these guidelines, the following behaviors by one student to another, by a staff member to a student, or by a student to a staff member may be defined as sexual harassment:
  - unwelcome sexual flirtations, advances, or propositions;



## RIGHTS AND RESPONSIBILITIES

### Harassment, Bullying, Sexual Harassment

- graphic verbal or written commentaries about an individual's body or attire (i.e. graffiti with sexual personal messages or a drawing of suggestive objects on a notebook);
- sexually explicit or offensive joking;
- snapping of bra straps or pulling on any other kind of underwear;
- pulling down gym clothes or other type of clothing;
- touching or grabbing inappropriate parts of the anatomy;
- making unwelcome and suggestive sexual remarks;
- subtle pressure or requests for sexual favors;
- other verbal, visual, or physical conduct of a sexual nature, and/or
- any written or verbal comment that disparages an individual's sexual orientation.

#### **HARASSMENT COMPLAINT PROCEDURE:**

Any student who believes he/she has been subjected to harassment as defined above should *immediately report the incident to the nearest school staff person or go directly to the office or a counselor to report the incident.* If the report has been made to a counselor or staff person, he/she should report it to an administrator. The administrator will investigate the complaint and respond to the student making the complaint at a conference held within five (5) days of being notified.

At the request of the student or the student's parent, confidentiality will be maintained. However, it is often more difficult to investigate a complaint thoroughly without disclosing the name of the complaining student. If the name of the victim of the harassment is disclosed, the administration will take steps to ensure that no retaliation or reprisals occur against that person. Appropriate disciplinary action will be taken against the harasser. (Changes to the above procedure may be made if an administrator is named in the complaint.)

**It must be emphasized that harassment of any kind will be dealt with to the fullest extent, meaning that a long suspension and/or expulsion is possible. Students should not rationalize any behavior fringing on harassment as "just having fun" – there is no such thing as having fun at another person's expense.**



#### INTERNET ABUSE/ELECTRONIC DEVICES

##### USE OF INTERNET:

The computers and computer network at David Douglas Schools are resources for students. It is expected that students will treat all school electronics with care and respect. David Douglas computers are connected to local networks and the World Wide Internet. A small part of the Internet may contain material that a parent/guardian and/or students may find objectionable.

Unauthorized or inappropriate use of the Internet and/or computer, copier, or printer is not permitted. Computers are to be used for school assignments only. Any other use, including but not limited to, inappropriate use of the Internet, playing games, or personal email is not allowed. Loss of computer privileges will result from such conduct.

##### CYBERBULLYING:

Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. David Douglas School District will not tolerate cyberbullying. (See Harassment)

##### ELECTRONIC DEVICES:

Electronic devices (including ear buds/headphones) are allowed only if used at the discretion of a teacher for class activities. Otherwise, electronic devices may be taken away **if displayed during school hours**. If it is the second offense, a parent/guardian will be asked to pick up the device from school. Personal computers, cell phones, radios, CD/MP3/iPods or other amplified devices, laser pointers, or cameras are considered a distraction to the learning process when displayed during school hours, credit recovery, or summer school.

Electronic devices used inappropriately by students will be subject to confiscation during school hours. Any student using an electronic device during the course of an investigation may be subject to search of the contents of that item. Also, students who bring electronic devices to school do so at their own risk; the school is not responsible for lost or stolen items.

WARNING: District and school staff and school resource officers are not responsible for lost or stolen electronic devices.

**THREATS TO DISTRICT EMPLOYEES OR STUDENTS**

David Douglas School District Board of Education is committed to promoting healthy relationships and a safe learning environment. To this end, David Douglas School District will not tolerate any form of threats, targeted lists, intimidation, harassment, or coercion directed against district employees or students. Expulsion of one year or more may be strictly enforced.

Staff must report to the principal any student who exhibits one or more of the following violence risk behaviors:

- threats to kill someone using a weapon or dangerous instrument;
- exhibits violent behavior in the classroom or any area of the school grounds, and/or
- threatens violent behavior in the classroom or area of the school grounds.

Violent behavior means physical violence against another human being that inflicts serious injury or death.

When a student makes a threat or exhibits behavior, the procedures outlined below are followed:

1. Staff member(s) observing the behavior or are made aware of the behavior will report the situation to the principal immediately.
2. The building principal will immediately remove from the classroom setting any student who has threatened to injure another person or to severely damage school or employee property.
3. The student will be placed in a non-classroom setting where the behavior will receive immediate attention from the building principal or designee.
4. The principal or designee will investigate the threat to determine the credibility of the threat. During the investigation period the student will remain under that supervision of the principal or designee.
5. The principal will follow county threat assessment protocols and will notify the superintendent's office, student services office, a school resource officer, and parent(s)/guardian(s) of the student if the threat is deemed credible.
6. A credible threat of violence will result in suspension from school and possible expulsion. The employee against whom the threat is made and the employee who reported the threat will be notified of the District's decision unless prohibited by statute.
7. Safety assessments will be required for students who have made a credible threat of violence before the student is allowed to return to the classroom setting.
8. The administrator will meet with the employee against whom the threat was made and his/her representative to discuss the results of the assessment unless prohibited by state and federal law.
9. The building administrator shall notify students and school employees who are the subject of credible threats of violence of these threats in a timely manner. Notification shall be attempted by telephone or in person within 12 hours of learning of the threat. Regardless, a written follow-up notification shall be sent within 24 hours of learning of the threat.



#### WEAPONS

Weapons, facsimiles, and weapon-related activities are prohibited in the schools, on school grounds, at school activities, and school sponsored activities. No person shall have on School District property any weapon, explosive, or incendiary device, including:

**Anything used as a weapon with intent to commit or cause bodily harm**

Prohibited items are subject to confiscation by school officials and the following items are also violations of David Douglas School rules and subject to all consequences including expulsion.

- **Firearms/Dangerous Weapons**

Shall include but are not limited to: pellet guns, BB guns, paint guns, rifles, slingshots, blowguns, dart guns, shotguns, handguns and starting pistols, stun guns and Tasers, and shall include the frame or receiver of any such weapon.

- **Knives and Shanks/Cutting & Stabbing Instruments**

All cutting edges or stabbing instruments of any size are prohibited.

- **Mace/Pepper Spray/Air Horns**

Mace is considered a weapon and may not be brought into a school facility. If mace is utilized at school the weapons policy will be enforced; the student may be expelled.

Oregon Federal Law requires expulsion of students for one calendar year (David Douglas School District recognizes one calendar year as 365 days) under the following circumstances:

- bringing firearms, and/or possessing firearms at school, on school grounds, at school activities, and at school-sponsored activities;
- bringing deadly weapons and/or possessing deadly weapons in school, on school grounds, at school activities, during school hours, and school-sponsored activities, and/or
- using, attempting to use, or threatening to use dangerous weapons at school or at school-sponsored activities.

Any weapon or facsimile possessed on or about a person while on District property or at school activities or events is subject to seizure and/or forfeiture.

Student possession of weapons will be reported to the student's parents/legal guardian and may be reported to the Portland Police Bureau. Appropriate disciplinary and/or legal action will be taken against students who possess weapons and students who assist weapons possession in any way.

Weapons under the control of law enforcement personnel are permitted. The Superintendent may authorize other persons to possess weapons in school buildings.

The law allows the District to unilaterally move a student with a disability who brings a firearm to school to an interim alternative education placement for a maximum of 45 calendar days.

#### FEDERAL AND STATE LAWS:

**The United States Gun-Free Schools Act of 1994** provides that any student found to have brought a firearm to school must be expelled for not less than one (1) calendar year. A firearm as defined under Section 921 of Title 18 of the United States Code includes the following:



- any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosion;
- the frame or receiver of any weapon described above;
- any firearm muffler or firearm silencer;
- any explosive, incendiary, or poison gas:
  - a. bomb;
  - b. grenade;
  - c. rocket having a propellant charge of more than four ounces;
  - d. missile having an explosive or incendiary charge of more than one-quarter ounce;
  - e. mine, or
  - f. similar device;
- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, or
- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Note: David Douglas School District does not exempt antique firearms, rifles, fireworks, and other devices.

**Oregon Law** requires school districts to expel students who bring and/or possess deadly weapons to school for a period of not less than one calendar year, which is subject to limited modification on a case-by-case basis. Such expulsions shall be reported to law enforcement.

Under the Oregon statute, “deadly weapon” is defined as “any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury.” This includes, but is not limited to firearms, noxious gasses, knives, chains, brass knuckles, blackjacks, and bombs.

**Oregon Law** requires school districts to expel students who use, attempt to use, or threaten to use dangerous weapons on school property or at school events or activities for a period of not less than one (1) calendar year, which is subject to limited modification on a case-by-case basis. Such expulsions shall be reported to law enforcement.

Under the Oregon statute, “dangerous weapon” is defined as meaning “any weapon, device, instrument, material, or substance which under the circumstances in which it is used, attempted to be used, or threatened to be used, is readily capable of causing death or serious physical injury.” This includes, but is not limited to pens, pencils, compass, rat-tail comb, ice pick, air gun, BB gun, mace, pepper spray, and chains.



**DISCIPLINE IN THE DAVID DOUGLAS SCHOOLS**

David Douglas schools have a fine tradition of good discipline. However, parents, teachers, and administrators have asked that the rules governing discipline and conduct be documented so that each group may know what is required. They feel, by working together under clearly stated and consistently enforced regulations, we can continue David Douglas' tradition for firm and fair discipline.

**DEFINITION:**

Discipline is the positive direction of behavior toward established standards of conduct, fully understood, and based upon reason, judgment, and the rights of others.

Ideal discipline is self-directed and self-controlled. Schools, community, and parents/guardians share the responsibility for helping students develop self-discipline.

Discipline is necessary to assure an orderly environment in which each person may live and learn to his/her full capabilities in harmony with others.

When self-control falters and self-discipline fails, disciplinary forces outside the individual must be imposed to protect the right of others.

In David Douglas schools, as in the community at large, certain rules and procedures are established to guide students through constructive growth and into mature adulthood.

The rules and procedures are basically the same from pre-kindergarten through grade 12. Parents/guardians, teachers, and others responsible for the welfare and education of these students must cooperate to interpret and enforce these rules.



### Elementary Discipline Matrix for Major Behaviors

	Conference with student	Parent contact	Loss of Privilege	Time out in office	Detention	In School Suspension	Restitution	Screening / Counseling / Treatment	Out of School Suspension	Suspension Pending Expulsion
Alcohol	•	•				•	•	•	☐	☐
Arson	•	•					•		☐	☐
Cheating/Plagiarism	•	•	•	•	•	•				
Chronic Minor Behavior	•	•	•	•	•	•				
Closed Campus Violation	•	•	•		•	•				
Computer/Internet Abuse	•	•	•	•	•	•	•			
Disruptive Conduct	•	•	•	•	•	•				
Drugs	•	•				•	•	•	☐	☐
Fighting	•	•				•			☐	☐
Harassment: intimidation/sexual/racial/bullying	•	•			•	•				
Inappropriate Touching/display of affection	•	•	•		•	•				
Insubordination	•	•	•	•	•	•				
Language	•	•	•	•	•	•				
Physical Aggression	•	•				•			☐	☐
Theft	•	•			•	•	•			
Threat of violence to individuals	•	•						•	☐	☐
Threat to school	•	•						•	☐	☐
Tobacco	•	•				•	•	•	☐	☐
Truancy/Skipping/Leaving	•	•	•	•	•	•				
Vandalism	•	•			•	•	•			
Weapons	•	•							☐	☐
Other	•	•		•	•	•	•		☐	☐
<i>For all violations</i>										
<b>Note:</b> 1. • Signifies the progression of consequences for violations from the minimum to the maximum. 2. The District will report any illegal activity to the proper authorities. 3. ☐ All suspensions and expulsions in Grades PK-5 must follow requirements of SB 553.										

**For a student who is fifth grade or lower, the district must limit the use of out-of-school suspension or of expulsion to the following circumstances:**

- (A) For non-accidental conduct causing serious physical harm to a student or school employee;
- (B) When a school administrator determines, based upon the administrator's observation or upon a report from a school employee, that the student's conduct poses a direct threat to the health or safety of students or school employees; or
- (C) When the suspension or expulsion is required by law.



## Secondary Discipline Matrix for Major Behaviors

	Conf. w/ student	Parent contact	Loss of Privilege	Time out in office	Detention	In School Suspension	Out of School Suspension	Suspension Pending Expulsion	Restitution	Screening/Counseling/ Treatment
Alcohol	•	•				•	•	•	•	•
Arson	•	•					•	•	•	
Cheating/Plagiarism	•	•	•	•	•	•	•	•		
Chronic Minor Behavior	•	•	•	•	•	•	•			
Closed Campus Violation	•	•	•		•	•	•			
Computer/Internet Abuse	•	•	•	•	•	•	•	•	•	
Disruptive Conduct	•	•	•	•	•	•	•			
Drugs	•	•				•	•	•	•	•
Fighting	•	•				•	•	•		
Harassment: intimidation/sexual/racial/bullying	•	•			•	•	•	•		
Inappropriate Touching/display of affection	•	•	•		•	•	•			
Insubordination	•	•	•	•	•	•	•	•		
Language	•	•	•	•	•	•	•			
Physical Aggression	•	•				•	•	•		
Theft	•	•			•	•	•	•	•	
Threat of violence to individuals	•	•					•	•		•
Threat to school	•	•					•	•		•
Tobacco	•	•				•	•	•	•	•
Truancy/Skipping/Leaving	•	•	•	•	•	•	•			
Vandalism	•	•			•	•	•	•	•	
Weapons	•	•					•	•		
Other	•	•		•	•	•	•	•	•	
For all violations										

- Note:**
- Signifies the progression of consequences for violations from the minimum to the maximum.
  - The District will report any illegal activity to the proper authorities.

**SUSPENSION**

Suspension temporarily removes from a student the privilege of attending school, school activities, or being on any David Douglas School premises. Absences due to suspension are unexcused. Ordinarily a suspension will not exceed five school days, but in special circumstances, a suspension may be extended up to ten school days until some specific pending action occurs such as a court hearing, an expulsion hearing, or review by a probation officer. Suspensions are determined by a school administrator.

**Note: All suspensions and expulsions in Grades PK-5 must follow requirements of SB 553.**

**SUSPENSION PROCEDURES:**

1. The student is informed the suspension is being considered and is given the reason(s) for such action.
2. The student is given the opportunity to explain his or her side of the issue.
3. If the principal or vice-principal feels the suspension is warranted after hearing the student's explanation, the student is informed he or she is suspended, the time the suspension will start, and the length of the suspension.
4. The parents are notified (if possible) of the suspension and the reasons for the action.
5. A letter is mailed or given to the parents/guardians stating the specific reasons for, and the length of, the suspension. The letter will also request that the parents/guardians contact the school for an appointment for a re-admission conference with the administrator and the student.
6. During the conference, the student's record will be reviewed in efforts to determine steps that need to be taken by the school, the student, and the parents/guardians to ensure success.

**EXPULSION**

Expulsion denies the student attendance at school or school activities for up to one calendar year. (ORS 339.250)

**Note: All suspensions and expulsions in Grades PK-5 must follow requirements of SB 553.**

**EXPULSION PROCEDURES:**

1. The student is suspended pending investigation for a possible expulsion.
2. All procedures for suspension will be followed except that the letter to the parents/guardians will also state that expulsion is being considered.
3. If the administrator is considering expulsion, the parents/guardians and student will be notified by letter. This letter will explain that the parents and/or student may arrange for an expulsion hearing with the district superintendent. A copy of this letter will be forwarded to the superintendent. Request for an expulsion hearing must be made to the superintendent within five days of the receipt of the expulsion letter.
4. The parents/guardians and student may provide a person of their choice to administer advice and counsel at the expulsion hearing.
5. At the expulsion hearing, the parents/guardians and student may discuss the expulsion and present any information that is pertinent; however, strict "rules of evidence" will not apply to the hearing.
6. The hearings officer and/or administrator will, within three days, inform both parents/guardians and the principal (in writing) of the results of the review hearing.
7. Students have the right to appeal the results of the expulsion hearing to the superintendent or designee.

## **HANDBOOK DEVELOPMENT AND COMMITTEE MEMBERS**

Beginning in spring of 2009, a group of teachers and administrators met to create a handbook that contained the rights, responsibilities, and discipline policy for all students in the David Douglas School District.

This handbook will be given to all David Douglas students and staff and will be posted on the David Douglas District website. It will be reviewed annually by a committee comprised of an equal number of teachers and administrators. This first edition of the handbook represents the David Douglas School Districts' "Student Rights and Responsibility – A Code of Conduct."

The committee members who collaboratively developed the first edition of his handbook for 2009-2010 are:

Kathy Edmondson – Teacher, Cherry Park

Cari Harris – Teacher, David Douglas High School

Debbie Hagen – OSEA Representative

Ericka Guynes – Principal, Earl Boyles Elementary

Duane Larson – Assistant Principal, Alice Ott Middle School

Sharon Webster – Assistant Principal, David Douglas High School

Natalie Osburn – Assistant Superintendent, Secondary

## **Equal education opportunity**

No person shall, on the basis of age, disability, marital status, national origin, race, or sex, be subjected to discrimination under an education program or activity administered or authorized by the Board of Directors.

David Douglas Public Schools will ensure that all students with disabilities ages 5 through 21 residing within its attendance area have available to them a free and appropriate public education in the least restrictive environment. The rights of children with disabilities and their parents will be protected in accordance with state and federal laws.

The district provides specially designed instruction for students with special education needs. Support services in speech correction, reading and home tutoring are also available. Students with greater academic or therapy needs may receive services from the Multnomah Education Service District or other county or state agencies. All special education services including testing and transportation, where appropriate, are provided without charge to parents.

The district must locate and identify students who have disabilities. If you, or someone you know, has a child with a disability who may be in need of special education or related services, you can initiate a referral through your local school or contact the district compliance coordinator (Student Services Director) at 503-261-8209.