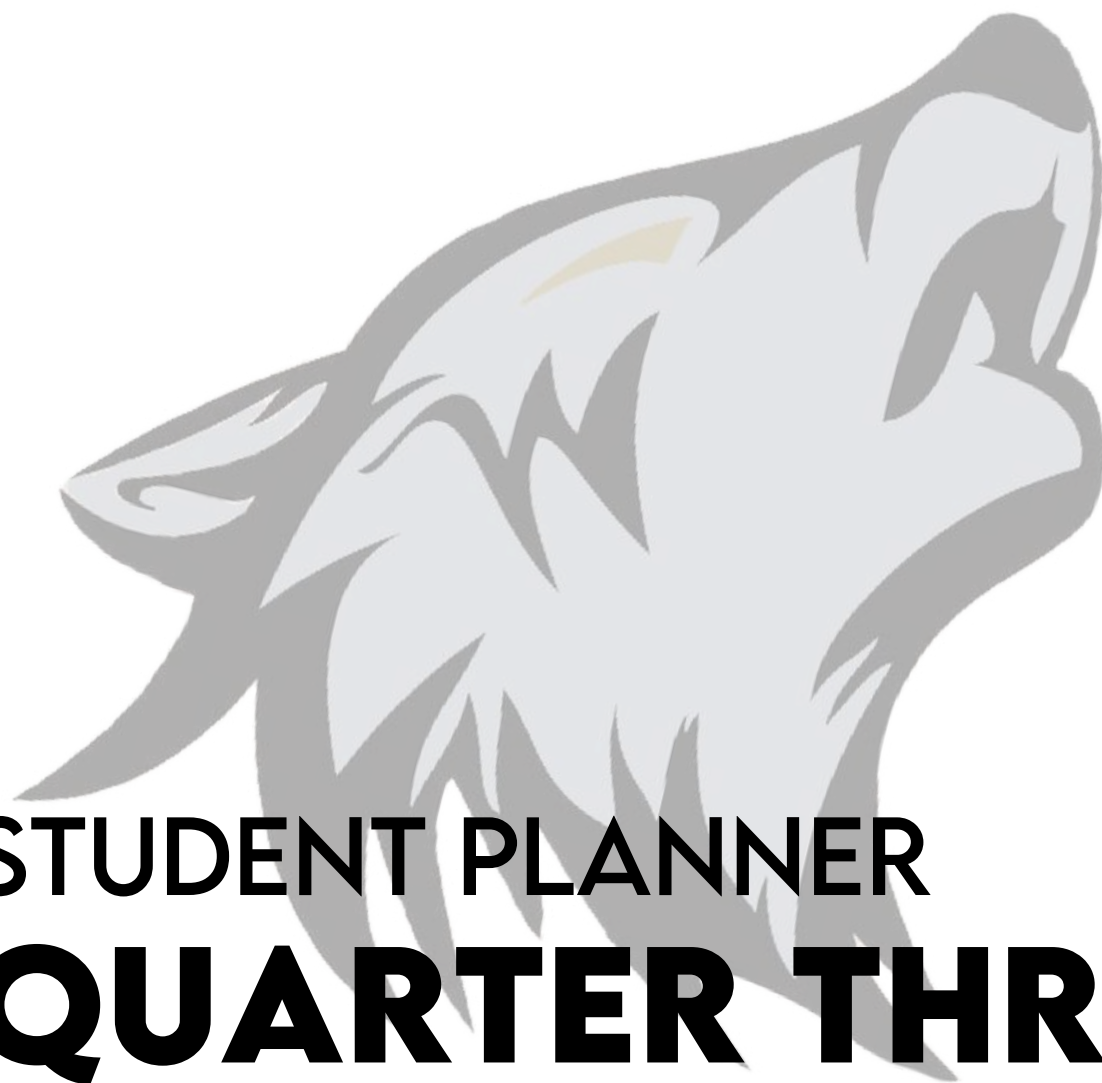


NAME: _____
ADVISORY: _____

2024
2025

**RON RUSSELL
MIDDLE SCHOOL**

Home of the Timberwolves



**STUDENT PLANNER
QUARTER THREE**



DAVID DOUGLAS SCHOOL DISTRICT #40

Learn • Grow • Thrive

www.ddouglas.k12.or.us

RON RUSSELL MIDDLE SCHOOL

3955 SE 112th
Portland, Oregon 97266

Phone: 503-256-6519 | Fax: 503-761-7246 | Website: rrms.ddsd40.org

Michael Contreras | *Principal*
Mike Hermens | *Vice Principal*
Cassandra Wicker | *Vice Principal*

School Colors:

Black & Vegas Gold

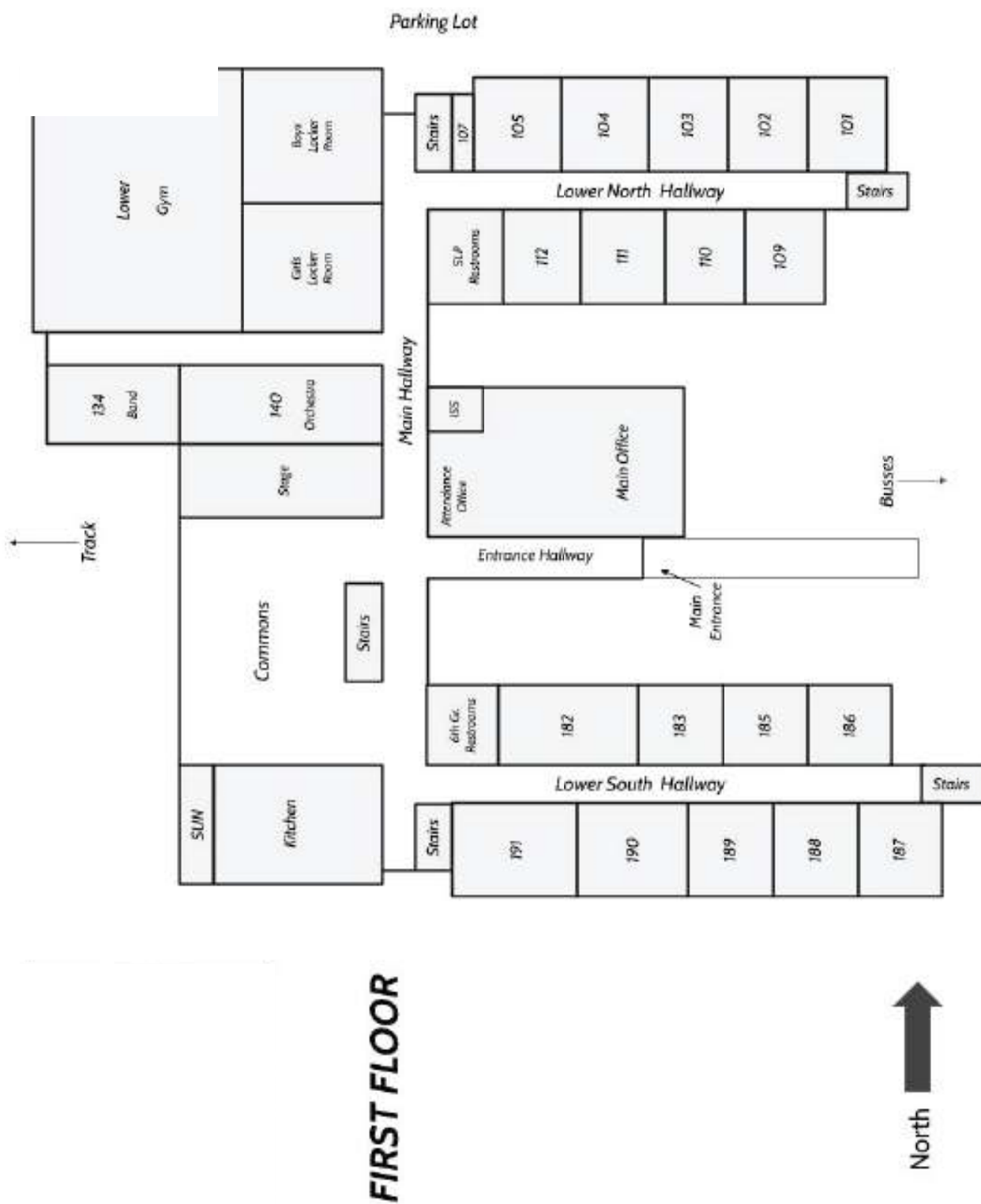
School Mascot:

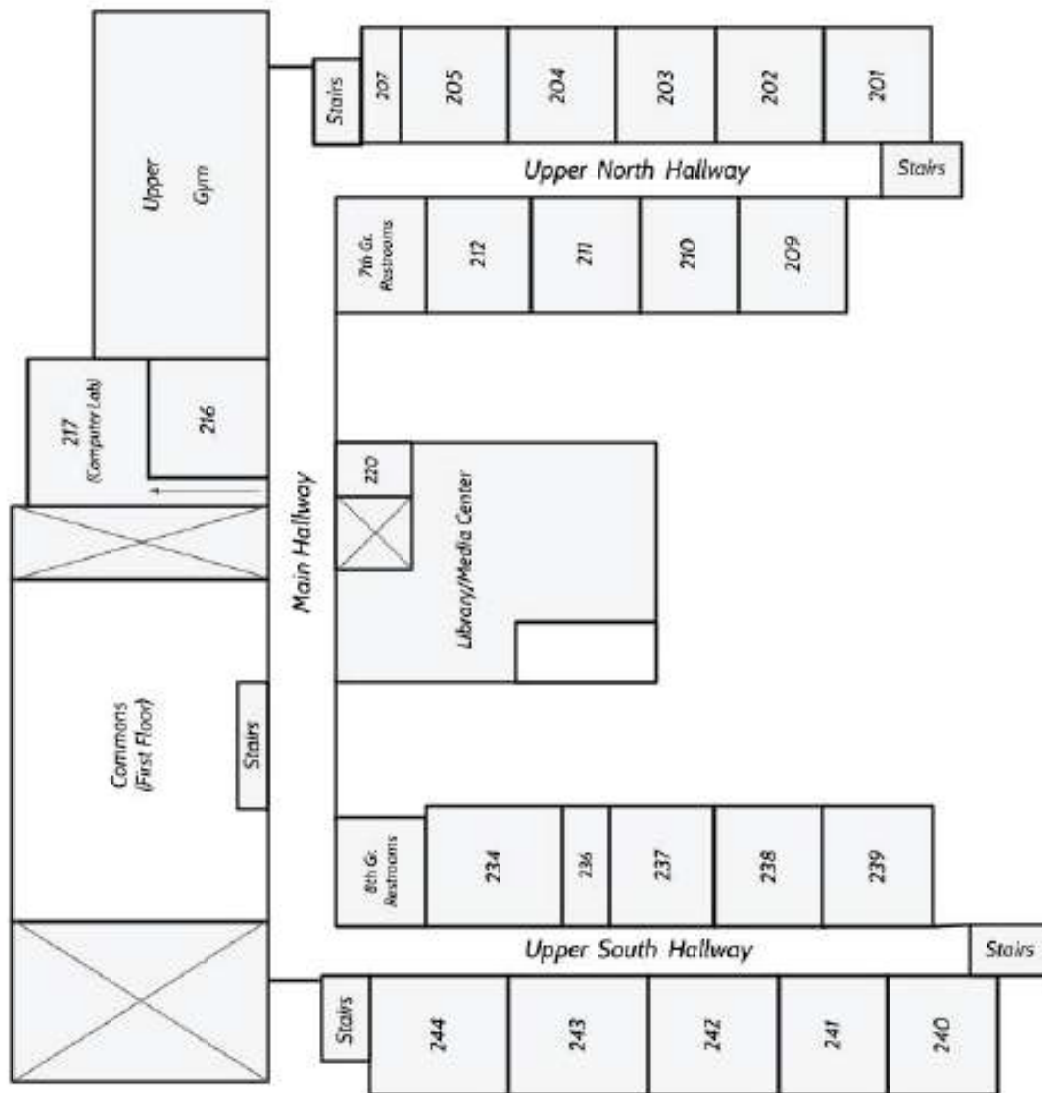
Timberwolf

Staff Email Addresses:

Staff addresses are first name,
underscore, last name followed
by @ddsd40.org

first_last@ddsd40.org





SECOND FLOOR



STUDENT HANDBOOK

— TABLE OF CONTENTS —

Principal Letter & District Office Contact Information	6
My Class Schedule	7
Bell Schedule(s)	8
Academics	12
Activities/Athletics	12
Attendance	13
Awards	15
Counseling	15
General Information	16
Student Health Services	23
Positive Behavior Interventions and Support	25
Hall Passes	31
Student Rights and Responsibilities	35
Middle School Calendar	38
Monthly and Daily Homework Calendars	41

PERSONAL INFORMATION



Name _____

Address _____

Phone _____

Counselor _____

Bus Number _____

Locker Number _____

House _____

RON RUSSELL MIDDLE SCHOOL STAFF MISSION STATEMENT

The mission of the Ron Russell Middle School community is to continually provide a vibrant and safe learning environment that promotes acceptance, compassion, and respect. We will inspire all students to love learning and to grow emotionally, socially, and intellectually. We strive to educate each student to their highest level of academic excellence, social responsibility, and cultural awareness.

EQUITY STATEMENT #1

"Equity Statement: All students, staff and community members - regardless of race, ethnicity, gender, disability, sexual orientation, religion, citizenship status, socioeconomic status, and/or zip code - deserve an excellent, culturally and linguistically relevant education that include opportunities to help them achieve their full potential. "



MY CLASS SCHEDULE

Student Name: _____ Locker #: _____

QUARTER THREE

Advisory: _____ House: _____

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

Ron Russell Middle School 2024 - 2025 Bell Schedule

Advisory	8:20 - 8:40	20 minutes
Passing	8:40 - 8:44	4 minutes
PERIOD 1/5	8:44 - 10:05	81 minutes
Passing	10:05 - 10:09	4 minutes
PERIOD 2/6	10:09 - 11:30	81 minutes
Passing	11:30 - 11:34	4 minutes

— 8TH GRADE FIRST LUNCH —

LUNCH	11:34 - 12:08	34 minutes
Passing	12:08 - 12:14	6 minutes
PERIOD 3/7	12:14 - 1:35	81 minutes
Passing	1:35 - 1:39	4 minutes

— 6TH GRADE MIDDLE LUNCH —

PERIOD 3/7	11:34 - 12:13	39 minutes
Passing	12:13 - 12:17	4 minutes
LUNCH	12:17 - 12:51	34 minutes
Passing	12:51 - 12:57	6 minutes
PERIOD 3/7	12:57 - 1:35	38 minutes
Passing	1:35 - 1:39	4 minutes

— 7TH GRADE THIRD LUNCH —

PERIOD 3/7	11:34 - 12:55	81 minutes
Passing	12:55 - 12:59	4 minutes
LUNCH	12:59 - 1:33	34 minutes
Passing	1:33 - 1:39	6 minutes

PERIOD 4/8	1:39 - 3:00	81 minutes
-------------------	--------------------	-------------------



2024 - 2024 Bell Schedule • *Late Start Wednesday*

PERIOD 1/5	9:40 - 10:50	70 minutes
	*Announcements	
Passing	10:50 - 10:54	4 minutes
PERIOD 2/6	10:54 - 12:01	67 minutes

— 8TH GRADE FIRST LUNCH —

LUNCH	12:01 - 12:36	35 minutes
Passing	12:36 - 12:42	6 minutes
PERIOD 3/7	12:42 - 1:49	67 minutes
Passing	1:49 - 1:53	4 minutes






















— 6TH GRADE MIDDLE LUNCH —

Passing	12:01 - 12:05	4 minutes
PERIOD 3/7	12:05 - 12:37	32 minutes
LUNCH	12:37 - 1:12	35 minutes
Passing	1:12 - 1:18	6 minutes
PERIOD 3/7	1:18 - 1:49	31 minutes
Passing	1:49 - 1:53	4 minutes

— 7TH GRADE THIRD LUNCH —

Passing	12:01 - 12:05	4 minutes
PERIOD 3/7	12:05 - 1:12	67 minutes
LUNCH	1:12 - 1:47	35 minutes
Passing	1:47 - 1:53	6 minutes
PERIOD 4/8	1:53 - 3:00	67 minutes

Elementary vs. Middle School

Category	Elementary School	Ron Russell Middle School – Timberwolves!
 Teachers	 Same core teacher for the day – with the exception of music, PE, art	 Advisory (homeroom) Teacher, plus 4-5 different teachers a day – depending on student's schedule (core teachers and elective teachers).
 Schedule	 Same schedule each day – with the exception of “specials”	 Every day starts with an Advisory class (homeroom), followed by 4 class periods. The class periods alternate each day between A-Day classes (periods 1, 2, 3, 4) and B-Day (class periods 5, 6, 7, 8).
 Lunch/ Recess	 Students sit with class at lunch; recess has equipment, structured activities, and a playground	 Three lunch periods: 6 th graders have their own lunch period, while 7 th /8 th graders have a mixed lunch period. All students eat in the commons for 15 minutes, then go outside for unstructured recess time for about 15 minutes. Options for recess include walking the track, playing various games with recess balls, and talking with friends on campus.
 Personal Belongings	 Classroom hangers/closets – an open place for coats and backpacks	 Locker – a personal, secure place for coats, backpacks, cell phones, and books – each student has their own locker with their own combination. Coats are not to be worn around the school and must remain in lockers. Backpacks/purses/bags must also remain in lockers at all times. Combinations are <u>NEVER</u> to be shared with friends.
 Grades	 More of a communication between parent and school – students earn Exceeding, Meeting, Does not Meet comments on report cards.	 Grades are measured on a “Grading Scale” of letter grades A – F. An “F” is failing. Students who are not passing classes lose certain privileges at school. Students are responsible for their grades and knowing them frequently. All students are given access to Student Vue to monitor their assignments and grades. All parents are given access to Parent Vue to monitor grades as well. <i>The best way for parent to get a hold of teachers is through email as most teachers have over 180 students.</i>
 PE	 Students participate with their class for 30 minutes in their regular school clothes	 Students are required to “dress-down” for PE. RRMS gear is for sale or students can wear their own Grey T-shirt and black shorts or sweat pants. A PE locker and lock is provided to each student. PE grades are dependent of dressing down and participation. Students who miss PE class are expected to make up their PE class on Wednesday morning before school for credit.
 Sports/ Extra Curricular Activities	 SUN School and Community Sports with minimal participation requirements.	 In order for students to participate in sports, students must have strong attendance (80% or better), good grades (2.0 GPA or better), and a good behavior record (no more than 2 referrals per quarter).

PACK PRIDE

Academics

Reporting to Families

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

- A - Excellent (The student has completed all assignments in an 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

Midterm Progress Reports

Academic progress reports for each student are available to families every nine weeks. You can monitor your student's academic progress at any time using ParentVue. Families are encouraged to contact individual teachers with any questions or concerns. The midterm report is an indication of a student's performance up to a given date. Final grades are issued at the quarter.

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 semester's 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".

Caregiver Conferences

Conferences will be held in November and April. Conferences provide a chance for you to ask questions and learn about academic and behavior progress and

important events throughout the year. More information will be sent home to families regarding both Fall and Spring Conferences before they are scheduled.

End-of-School-Year Reward Activities

During the last week of school, there are several activities to celebrate the work and achievements of students. To participate in these activities, students must meet eligibility criteria in the areas of attendance and behaviors. Students that are ineligible may complete an appeals process to have their situation reviewed.

Activities

SUN

Ron Russell is proud to be a SUN (Schools Uniting Neighborhoods) school. As a SUN school, RRMS offers many opportunities for students to take part in classes and activities after school. An evening meal is provided and an activity bus is available to take students to their regular stops. Information about particular SUN classes is provided at the beginning of each session.

WEB - "Where Everyone Belongs"

WEB is a middle school orientation and transition program that welcomes 6th graders into Ron Russell. The WEB Leaders make students feel comfortable throughout the first year of their middle school experience. Built on the belief that students can help students succeed, the program trains 8th grade mentors to be WEB Leaders. As positive role models, WEB Leaders are mentors and student leaders who guide the 6th graders to discover what it takes to be successful during the transition to middle school and help facilitate their success. WEB Leaders are chosen through an application process at the end of their 7th grade year. Students must be in good academic standing.

Athletics

Ron Russell is committed to providing students with the opportunity to participate in quality athletic programs. To help maintain the quality program that is expected, the coaching staff wants you, the parent/guardian, to know the expectations we have for each player. Please look over the following rules and ask a coach if you, or your student/athlete, have questions about any of these expectations.



Academic Standards

At Ron Russell we want to teach students how to become good student-athletes. This requires responsibility and accountability from the student, the parents, and the coaches. Coaches will be doing regular grade checks and making sure students are making an effort to maintain, or raise, their grades to passing marks. Parents can make sure students are doing their school work each night and checking our school's computer-based software to make sure assignments are up to date. Students are responsible for doing their school work with the goal of reaching high school eligibility standards of a 2.0 GPA or higher with no "F's".

Attendance

A student must attend school for the entire school day in order to participate in a contest, practice, or any team-related activity. The only exception to this is a prearranged absence for a medical appointment.

1. Players are expected to participate in all practices. If a player cannot attend practice, they need to tell a coach **before** they leave school. If a player is absent from school (excused), it will not count as a missed practice.
2. Players who miss a practice (unexcused) will miss part of the next game. A second unexcused absence would equal more lost playing time. A third missed practice would result in an entire game missed (attendance at game still required), and a fourth may result in dismissal from the team. Commitment is part of any successful organization. Not telling your coach you cannot come to practice can be counted as unexcused. Please give the coach a note so there is something in writing. Chronic absenteeism may result in removal from a team.

Transportation

Please note that there is **no transportation provided** to any of our events this season. **Parents are responsible for getting their students to and from all games and practices in a timely fashion.**

Behavior

Players are expected to follow all school rules. Players represent Ron Russell at ALL times and their behavior should reflect school and team expectations for behavior, attitude and sportsmanship.

HOME OF THE TIMBERWOLVES			
OFFENSE TYPE	OFFENSE	2ND OFFENSE	3RD OFFENSE
School Disruptions (ISS Referral Suspension)	Conference	Loss of game time, behavior contract	Dismissal
Team Disruptions	Conference	Loss of game time, behavior contract	Dismissal
Possession, use, or distribution of alcohol, tobacco, or other drugs or major misbehavior	Dismissal		
Attendance at events where the use of alcohol, tobacco, or other drugs occurs	Conference	Two week suspension of athletic privileges	Dismissal

Attendance

Research shows that students who are chronically absent have a difficult time being successful in school and, eventually, graduating from high school. Chronically absent means missing over 10% of the school year **with excused and/or non-excused absences**. Parents, please do not give permission for your child to miss school for low-level sickness, bullying, vacation, rest, reward for good grades, appointments, help around the house, or family time. Our staff at RRMS is committed to working with families to ensure that students have an opportunity for the best education possible. If you need attendance support, please contact your child's counselor or principal.

Oregon State Law states that all children between the ages of 7 and 18 must attend school regularly until grade 12 has been completed.

David Douglas District-Wide Policy

1. Parent/guardians are asked to call the students' school if they know the student will be absent during a certain day or days.
2. The school uses an automated call back system that will only work if parents/guardians continue to provide a correct phone number for the school system to call. A reasonable attempt will be made by school personnel to contact a parent/guardian when a student is absent from one or more classes.
3. 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.

Types of Absences

Excused Absences:

Parents/guardians must contact the school for absences to be excused. In addition, Oregon Law recognizes only the following reasons as valid excuses for student absences:

- Student illness
- Illness of an immediate family member when the student's presence at home is necessary
- Emergency situations requiring the student's presence
- Medical/dental appointments—verification required
- School-sponsored activities
- Other reasons deemed appropriate by the principal and arranged in advance
- Pre-arranged absences are those arranged prior to the student's actual absence. Pre-arranged absence forms are available in the attendance office upon request.

Unexcused Absences:

In accordance with Oregon Law, the following reasons do not constitute valid excuses for student absences:

- Skipping
- Oversleeping
- Missing the bus/lack of transportation
- Babysitting or home duties
- Failure to bring a written excuse by the parent/guardian the day following the absence—students submitting forged excuses will be subject to suspension
- Leaving school during the day without checking out through the attendance office
- Any other reasons deemed inappropriate by principal

Uncounted Absences:

School-related absences (such as field trips) are not counted as part of a student's overall attendance record.

Skipping:

Any student who is absent from any part of the school day without permission will be subject to disciplinary action.

Activity Participation

In order to participate in school-sponsored activities that occur outside regular school hours (such as SUN classes,

sports events and practices, musical concerts, clubs, etc.), students must attend a full day of school the day of the event. Exceptions are made for school-related or pre-arranged excused absences.

Makeup Work

Absences do not excuse students from work missed in class. Upon returning to school, it is a student's responsibility to contact teachers and make arrangements for makeup work.

Prolonged Illness

When a student is absent for more than 3 days, parents can call and request make-up work to be sent to the office. Please allow 24 hours for your request to be processed.

Attendance Awards

At the end of each month, students who have perfect attendance and/or who have improved their attendance from the previous month by 10% will be eligible for a small reward.

At the end of the school year, students who have missed no part of any school day and who have never been tardy to any class will receive Perfect Attendance Awards.

Students who have had five or less absences for the entire school year will receive Exemplary Attendance Awards. 8th grade students who attend RRMS for all the grades in their entirety and have perfect attendance and no tardies every year are eligible for the coveted **Ron Russell Perfect Attendance Award**.

RRMS Tardy Policy

School at RRMS starts each day promptly at 8:20. Any student not in class when the 8:20 A.M. bell rings must first check in at the attendance office. Students without an excused tardy may face disciplinary action.

For all other classes during the day, a student is considered tardy when he or she is not in the room in his or her assigned area by the time the bell is finished ringing. An excused tardy requires a hall pass from a teacher, secretary, or administrator.

Leaving Campus

Ron Russell's closed campus policy means a student is not allowed to leave the school grounds without first

signing out in the attendance office. Once a student arrives on property by bus, caregiver drop-off, walking or riding, they must remain on campus. Students must present a note from home or a verbal authorization from a caregiver, from the nurse, or from an administrator in order to check out and leave the school grounds. A caregiver 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.

Awards

All School Award

Students who work hard in all parts of our school are eligible to receive the **All School Award**. We present this award at the end of the school year. To be eligible to receive this high award, students must meet the following criteria:

- Academics – must have a 3.0 GPA or higher all four quarters
- Activity/Service – must participate in at least two activity/service opportunities
- Attendance – must maintain perfect or exemplary attendance
- Behavior – must have less than two Office Discipline Referrals

Academic Achievement Award

Students who have earned all A's on their report cards throughout the school year will be eligible to receive the **Academic Achievement Award**. This award is presented at our Awards Assembly at the end of the school year. Students who earn all A's on their report cards at each quarter will be recognized, as well.

Ron Russell Award

Dr. Ron Russell was involved with the David Douglas community his entire life. He attended David Douglas schools and served as president of the high school his senior year. Upon graduation from college, he returned to David Douglas School District and served as a teacher, principal, assistant superintendent and finally superintendent. His upbeat, positive attitude was an

inspiration to all that knew him and he always had a smile and kind word for everyone he met.

To honor the memory of Dr. Russell, two 8th grade students will receive the Ron Russell Award each year. Students are nominated by the Ron Russell staff based on their positive attitude, friendliness, and kindness towards all groups of students, not just their closest friends. The students who best exhibit these traits that made Dr. Russell so special have their names added to a plaque located prominently in the school's entrance.

Athlete of the Year Award

Two 8th grade student athletes are chosen each year as the Athletes of the Year. In order to be considered for this award, students must take part in at least two Ron Russell sports. Coaches vote on this award and recognize students who are not just good athletes but good teammates, who are respectful to opponents and officials, and who display good sportsmanship. Winners of the Athlete of the Year Award have their names added to a plaque displayed in the front hallway.

Counseling

The primary goal of the counseling department is the promotion of individual growth. It is hoped that each student makes the maximum growth in the realization of their potential. To help achieve this, Ron Russell has two counselors who are available to work with parents and students in the following ways:

1. Help students and parents plan and select an appropriate schedule of classes
2. Be available to student with problems and seek out those needing help
3. Assist in preparing students for transition to the next grade level
4. Assist in diagnosing learning problems that have been referred by other school personnel
5. Confer with parents to help identify, recognize and solve a student's problems
6. Assist in identifying and placing students with special needs
7. Supervise the registration and orientation of all students
8. Provide resource material and referral information for drug and alcohol abuse.

Students may request an appointment to see their counselor by submitting a counselor request slip located in the front office. This should be done before school, during passing periods, or during break. The counselor will then send for the student at the first available moment. This will prevent a student losing valuable classroom instruction to sit in the counseling office. However, a student may see the counselor immediately in case of an emergency.

Caregivers may contact the counseling office any time they have questions or concerns regarding their student's educational welfare. Conferences can be arranged in which, hopefully, 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.

General Information

Lockers

Students are responsible for the condition of their locker. It is important for students not to share their locker combination with anyone. Students must keep lockers locked at all times and may not share a locker with another student unless a partner has been assigned by the student's Advisor or by office personnel. Ron Russell Middle School is not responsible for the security of a student's locker or its contents. Therefore, do not bring valuables to school.

Daily Planner

Each student at Ron Russell will be issued a student planner on the first day of school. **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 student planner will also contain the student handbook. The replacement cost is \$3.00 if it is lost or destroyed prior to the end of the year.

Physical Education

Students are required to dress for gym activity each class period unless otherwise instructed. Approved clothing (PE uniform purchased in office OR white or grey t-shirt) is to be worn during class. Additional information will be

given in physical education classes regarding clothing and equipment. Personal property such as watches and jewelry needs to be kept in a secure place in your locked locker or basket.

Permanent Markers

Students are not allowed to bring permanent markers to school. This includes "Sharpie" brand markers. If they are required for an in-class assigned, they will be provided.

Commons Guidelines

Students are expected to respect the rights of others while eating in the commons. In order to maintain an atmosphere conducive to eating students are asked to:

1. Be seated at all times when eating and take no food out of the commons area.
2. Clean off the table completely when through, return the tray to the table, and deposit all milk cartons and papers in the receptacles provided.
3. Be conscious of the appearance of the floor and pick up papers and waste materials which have been carelessly left by you or others.
4. Wait patiently in line - no pushing or shoving or "cuts."

A student who violates any cafeteria rules may be assigned lunchroom cleanup duty, or may be subject to more serious disciplinary actions.

Dress Code

The responsibility for the dress and grooming of a student rests primarily with the student and their caregivers. 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.
- Threat to the health and/or safety of the student concerned or of other students.

Allowable Dress & 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, and other activities where unique hazards exist.
- Hats and hoods
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & 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 use 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.
- Sunglasses, costume masks, or other disguises may not inhibit the identification of an individual during all school activities.

Caregiver Responsibility

The responsibility for the dress and grooming of a student rests primarily with the student and their caregivers. It is expected that all caregivers 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 circumstances shall an adult speak with a student about a dress code violation in front of other students unless involving removing hats, hoods, sunglasses, masks, and/or electronics.

- 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.

Food, Drinks & Gum

Any food or drink, including candy, should only be consumed in the cafeteria (Commons) during breakfast or lunch times. **Students should only consume WATER outside of the cafeteria (Commons).** Ron Russell is a gum free zone.

No Sales or Distribution

Ron Russell 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.

Telephone/Cell Phone Use

If the student is ill, the office will place a call to the caregiver. Students will not be allowed to phone home for such things as permission to go to a friend's house or if they forgot to get a note for a bus pass. If the student is ill, the counseling office will place a call to the caregiver.

Cell phones are to be off and away during school hours.

Injuries

Students who are injured on school grounds, or on the way to or from school, must report it immediately to

the staff member on duty or to the office.

Electronic Devices

Electronic devices such as cell phones, AirPods, or recording devices are not conducive to learning and are not allowed to be used at Ron Russell.

All electronic devices are to be turned off and are not to be used during the school day. These devices should be turned off when the student enters the building in the morning and are not to be brought out and used until the student leaves the building at the end of the school day. The first time a student violates this policy, the student will receive a warning. If the student is given a second warning, the teacher will hold the device until the end of class. If the student violates the policy a third time, the item will be confiscated at the office, and the student can pick it up at the end of the day. When the student violates this policy a fourth time, it will require an office pick-up and held until a parent can claim the item.

School Closures/Delayed Opening

In the event that 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 late. If a one hour delay is announced, school will begin at 9:20AM. If a two hour delay is announced, school will begin at 10:20AM. Buses will run regular routes but will pick up students one or two hours late. 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 6 and 7:30 AM on all major Portland area radio stations. Please do not call the school.

Illness at School

Students who do not feel well, should ask a teacher for a hall pass to the office. The secretary will make the necessary contact with the caregiver(s) to send ill students home. Because of the possibility of illness sometime during the year, the emergency contact required on the registration card is an absolute must. A relative, friend, or neighbor can serve as an emergency contact if a parent is not available.

Medication

Students needing medication during the school day must follow the guidelines below which are stipulated by state

law:

- Parents must provide a written request and instructions signed by the child's doctor before prescription medication can be administered at school. The form is available in the counseling office.
- A written request from parents is required before nonprescription medication or any dietary supplement can be administered at school.
- Parents must deliver the medication to the counseling office. Students may not bring their own medication
- Medication must be in the original prescription container. No envelopes or other containers.

Medical Emergencies

In the event of a medical emergency, the school may need to contact 911. This will be followed by a phone call to the student's parents/guardian or emergency contact.

Fines

Students may be assessed fines for damaged or lost library books, lost P.E. locks, unpaid lunch loans, damaged textbooks or failing to return athletic or music uniforms. ***Students who do not pay fines will not be eligible for the end of the year activities.***

Illness at Home

If your student is ill, please call in every day that the student will be out of school.

This ensures both the school and parent that the student is safe. If you fail to call and report your child's absence, the school will make every attempt to contact you.

Doctor and Dental Appointments

If at all possible, doctor and dental appointments should be scheduled outside of school time. When it is necessary for a student to leave school for an appointment, he or she must have a note from a parent. This note is kept by the student until the time of the requested dismissal and then it is taken to the teacher of that class. It is then brought into the office and given to the secretary when signing out. If the student returns that day, he/she must sign back in through the office and pick up a hall pass before returning to class.

Student Insurance

Families may purchase insurance at a nominal cost to protect students from the time they leave home until they

return. Students are required to have insurance through the school, or other coverage under a family plan, if they participate in certain inter-school sports (ORS 332.435, SBP 6420). Additional information about school insurance will be given to students to discuss with parents.

Textbook Responsibility

Upon enrolling at Ron Russell Middle School, each student will be issued all necessary textbooks. It is expected that each student properly maintain these textbooks and return them to the appropriate teacher at the end of each school year or when the student transfers to another school. When textbooks are returned, they are inspected for damage and appropriate fines are levied for damaged books. If a textbook is not returned, the student will be charged for the replacement cost of the textbook. If the textbook(s) eventually are found, all fine(s) will be returned. Report cards, records, and next year's class schedule will be held until the required fine has been paid or the book has been returned.

Student Body 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. 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. All students will be required to show ID in order to ride school bus. Students who lose their card must pay a \$5.00 replacement fee. Student Body Cards must be shown to check out library materials.

Loss of Full Privilege

The student is denied social time before school, during lunch, and during passing time. The student will sit in the office in the morning when they come in the building and not be allowed to pass to advisory until after the last tardy bell. At the end of each class period, teachers are asked to hold the student in the classroom for a minute or so after their next class begins. The student is then sent to their next class with the typical four-minute passing time, but without the opportunity to interact with their peers in the hallway. They will eat lunch in the office and be released to class a minute or so after the tardy bell has rung. After school, the student is expected to leave the building to head to their bus, walk home, or go to an

approved activity in a timely manner, with no loitering in the school. Students are to use the restroom in the office when they are there, or during their passing time to class.

Immunization Policy

In accordance with H.B. 2139 (Immunization Law), all students entering school must provide written verification of the required immunizations. The rules and regulations were filed by the State Health Division and require the following Immunization Schedule "A":

- Hepatitis B - 3 doses
- DPT/DT/Td - 4 doses unless the 4th dose was received prior to 4 years of age, in which case a 5th is required
- TOPV/IPV - 4 doses
- Measles, Mumps, Rubella - 1 dose at or after 12 months of age.
- Varicella (Chicken Pox) or a history of chicken pox disease

The only exceptions to the law are:

1. Medical Exemptions - This must be confirmed by a written statement signed by a physician or a representative of the Health Department, that the child should be exempted from receiving specified immunization(s) for an indicated medical reason(s).
2. Religious Exemptions - This requires a written statement signed by the parent that the child has not been immunized as prescribed by OAR 333-19-035(2) (a) or (b), because the child is being reared as an adherent to a religion, the teachings of which are opposed to such immunizations.

The policy on tuberculosis screening of students from endemic areas: The student shall not be allowed to attend school until he or she presents a certificate from a physician licensed by the Board of Medical Examiners for the State of Oregon stating that he or she is not afflicted with contagious tuberculosis. Tuberculosis Endemic areas: all of Asia, Africa, South and Central America, Eastern European Countries, Oceanic (islands and island countries in the Pacific except for Australia and New Zealand). In other words, all foreign countries are tuberculosis endemic except Canada, Australia, New Zealand and Western Europe.

Health Services

A registered nurse from Multnomah Educational Service District, School Health Services will be at Ron Russell one day per week. Services provided are vision screening, Scoliosis screening, communicable disease control and assistance to students with chronic illness or special health needs. This health service is for emergency type situations and should not be considered as a supplement to your own doctor's services.

Library

General information

The library contains many forms of print and non-print material covering a multitude of subjects and provides a variety of services to students and faculty. Students are welcome to use library materials for assigned work, browsing, or leisure reading. Materials may be used in the library and/or checked out for classroom or home use.

Although a totally quiet library is not required, it is expected that students who wish to work quietly will be able to do so. Therefore, come to the library expecting to work within these guidelines. Students who do not respect the rights of other students or teachers will be asked to leave.

Students are expected to treat the library materials in the proper manner. No books or magazines are to be cut or defaced in any way. All materials must be checked out at the circulation desk.

Students are also expected to clean up any debris and push chairs up to the tables as they leave. Magazines should be returned to their proper display shelf.

Overdue Fines

1. If students have overdue materials or owe any fees they will have their borrowing privileges taken away until they have resolved the problem. Fees are charged for lost or damaged materials. We encourage students to visit the library often, keep track of what they have borrowed, and return their materials on time to avoid problems!
2. A student is charged for a book that is not returned. If the student returns the book after paying for it, they will receive a full refund.

Use of the Internet

Parents are asked at the beginning of each year if they do not want their child to use the internet. A list of students not allowed to use the internet will be given to the library staff and classroom teachers, but students are expected to be responsible and not ask to use the internet if they do not have parent permission. Students need to sign in to use the computers in the library and may only use the internet for school assignments. Unauthorized or inappropriate use of the internet and/or computer or printer will result in a consequence and a loss of access to the internet for a given period of time.

Physical Exams

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. 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.

School to Home Communication

There are several ways to learn about your child's progress at school, connect with school staff and here about school activities.

1. Weekly School Newsletter: sent via Parent Square and posted on school website and social media
2. Parent Square app: accessible on your cell phone, communicate with teachers
3. ParentVUE app: provides grade and attendance information
4. Staff Email: firstname_lastname@ddsd40.org
5. School website: general information

Student Records and Withdrawal

Parents and eligible students have the right to:

- Inspect and review the student's education records
- Request the amendment of the student's education records if it is believed they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent (e.g., to law enforcement agencies, child protective services, or health care professionals, if the disclosure would protect the health and safety of the student or other individuals).
- File a complaint with the United States Department of Education concerning alleged failures by the district to comply with the requirements of the Family Educational Rights and Privacy Act (OAR 581-21-410, 34 CFR § 99.64).
- Obtain a copy of District Policy regarding student records. Copies of District Student Records Policy are located in all schools. Please contact the school secretary or principal.

Directory Information

Information about students cannot be released unless schools have parent's consent. However, information defined as directory information may be given to a newspaper reporter covering a school event, or some other agency if the school principal is sure release of such information is in the best interest of students and if the parent has no objection. Parents or eligible students can refuse to let any of this information be designated as directory information.

Directory information includes:

- The student's name, date, and place of birth
- Participation in officially recognized activities and sports
- Weights and heights of members of athletic teams
- Dates of school attendance
- Awards received
- The most recent previous educational agency or institution the student has attended

If you object to the release of any or all of the items listed under directory information, please notify the principal in writing. Your letter will be attached to your student's records and will prevent any release of information about your child. This must be done within one week following enrollment of the student and annually thereafter.

NOTE: District policy prohibits schools from releasing the

names of students to any individual, business or agency for solicitation purposes. However, federal law requires that military recruiters can access the names, addresses and telephone listings for secondary students. Parents or eligible students may request that such information not be released for their child without written parental consent. District policy also prohibits school or district endorsement of products or services. Anyone who has questions about the student record policy can call the school principal or the district office, (503) 252-2900.

The district forwards education records requested under OAR 581-021-0250(1)(m) and (p) within 10 days of receiving the request.

Year-End Checkout Procedure

Students must leave their lockers and the hall adjacent to their lockers in proper order before they are considered as having completed the school year. All fines, library books, text books, and athletic equipment must be turned in or paid for before you will be allowed to attend the end of school activities and receive your report cards.

Students with Disabilities

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.

Alternative Education Program

The David Douglas School District offers alternative education and other educational services to students who are being considered for expulsion, have severe discipline or attendance problems, are struggling to meet graduation requirements, or withdraw from high school. Whenever one of these conditions exists, the district will notify parents of the availability of these alternative programs and the procedures for enrolling students. (ORS 339.250) Alternative education programs are available to students under the following conditions:

1. Upon the occurrence of a second or any subsequent occurrence of a severe disciplinary problem within a three-year period, including altercations with other students
2. When the district finds a student's attendance pattern to be so erratic that the student is not benefiting from the education program
3. When a student's grades are such that he/she will not graduate in a timely manner
4. When the district is considering expulsion as a disciplinary alternative
5. When a student is expelled pursuant to subsection three of ORS 339.250
6. When the student or the student's parent or legal guardian notifies the district of intent to withdraw from the program as provided under ORS 339.250(7).

In any of the above situations, the Principal or his/her designee will notify the student, parents, or guardians of the availability of alternative programs and the program that suits the student's learning style and needs shall be recommended. If parents refuse the district recommended alternative, they are free to use other alternatives but not at district expense.

Transportation

If a student wishes to ride a bus with a friend for a day, parent/guardian must write a note or call into the front office for permission. Student will then get a green bus pass to show the driver of the bus they will be riding for that day.

General School Bus Procedures

All buses are loaded and unloaded in the bus loading area at the front of the school. Students should ride the same bus in the morning and afternoon unless directed otherwise. You are reminded that the bus drivers have complete responsibility for student safety and welfare. When waiting for buses in the morning, stay out of the street, keep off private property and refrain from horseplay. Any student who cannot follow the bus safety rules (OAR 581-53-010), which are posted in each bus, will have the privilege of riding the school bus terminated for a length of time determined by the principal or vice principal. Transportation to and from school during the time a student's bus privilege is suspended will be the responsibility of the student and parent.

Student behavior which can lead to exclusion from the bus riding privilege:

1. Student's referral for misbehavior
2. Behavior which constitutes an immediate danger to others or self which distracts the bus driver

Bus Pass Program

All eligible school bus riders will be required to register to ride the bus. Registered students will receive an RFID David Douglas School Bus Pass. This pass will be required to ride DDSD school buses. Please see the Bus Pass Program page for more information: <https://www.ddouglas.k12.or.us/departments/transportation-information/bus-pass-program/>

Walkers/Early Arrival

Students who walk to school should not arrive before 7:50AM. Students are to remain at school upon arrival, as RRMS is a "closed campus." We do not provide supervision for students prior to 7:50AM.

Bicycle Racks

Students who ride bikes, skateboards or scooters need to walk (bikes) or carry (scooters, skateboards) them when

they arrive on school grounds. Bikes need to be locked up in the racks around the building, and scooters or skateboards need to be kept in lockers. Students who ride their bikes, scooters or skateboards on school grounds will have them confiscated. Helmets are required under state law for bicycle riders.

Visitors

Parents are welcome to visit school during the school day. If a parent/visitor is wanting to observe in a classroom, it must be pre-arranged with the principal at least 24 hours in advance for a maximum visit of one hour. Please check in to the front office upon arrival on campus. Students are not permitted to bring student visitors to school as it interferes with the educational process and may also present an insurance liability. Please do not ask.

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).

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 or develops 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



RON RUSSELL MIDDLE SCHOOL

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 and hearing 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

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 non-medical exemption at school. Students not in 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. The hours of the school's nurse may vary. 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.**

Check Acceptance Policy

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash, credit card, online payment).

Positive Behavioral Interventions & Support (PBIS)

Overview

The main focus of PBIS is to provide a clear system for all expected behaviors at Ron Russell Middle School. The system places an emphasis on clear and consistent expectations, positive reinforcement, and a follow through from all staff to ensure success for all students.

The PBIS process, while district supported, was developed in each school within David Douglas School District to meet the needs of that specific school. The committee at Ron Russell was formed with representation from each grade level and electives, counselors, and administration. This committee took information and feedback from a school wide survey and worked on developing a plan that meets the needs of Ron Russell students. Four school wide clearly defined behavioral expectations were then identified in positive, simple rules. The Ron Russell main rules/expectations are:

Perseverance
Accountability
Cooperation
Kindness

These expectations are broad categories and the matrix that follows in the next section shows the break down of location specific expected behaviors under these categories. We spend the first three weeks of school specifically teaching expectations to all students. We review the rules on an on-going basis throughout the school year. We are committed to developing a positive culture and community at Ron Russell Middle School.



PACK

Perseverance, Accountability, Cooperation, Kindness

Tracker Stamps: "Stamps" are a stamp or signature from student's Advisory teacher. Students must earn 4 out of 6 stamps in order to attend the Tracker Party at the end of each month; students must show good behavior, attendance, and academics throughout the month in order to receive the stamps. If students earned all Tracker Parties for the year, they are eligible for a special VIP access at the last Tracker Party in June.

Tracker Parties: Consists of music, dancing, games, open gym, open computer lab, outside time as weather permits, free time away from academic classes. Parties occur once a month (must earn 4 out of 6 tracker stamps).

Student of the Month: Each house selects a Student of the Month each month. Students are recognized at the monthly assemblies.







Academic All-Stars: Students can be recognized each month by their teachers for being an 'All-Star' in their classes. Students receive a special certificate and VIP seating at the monthly PBIS assemblies.

Character Statements/Months: Monthly Character statements are read and taught to students throughout each month to remind students we are a part of a bigger community than just our school.

PACK Pride Tickets: When students are seen following RRMS expectations, they will be given a golden orange ticket. The tickets can be used for daily drawings, weekly lunch collection bins, at the student store, Wolf Mart, and toward their tracker stamps (5 tickets equals a stamp).

Wolf Pride Cards (WPC): Students can apply for these special cards (stickers that go on student ID cards) each quarter. Advantages to having the quarterly sticker on their student ID card include, special lunch treats, periodic early release from classes, special access at Tracker Parties, teacher designed incentives (each teacher is different in how they use the WPC), drawings for student store, etc.

RRMS Positive Behavior Expectations - School Matrix 2024-2025

















SETTING	PERSEVERANCE	ACCOUNTABILITY	COOPERATION	KINDNESS
School Wide  Electronic Devices Food & Drink (RRMS is a Gum-free Zone)	<ul style="list-style-type: none"> Always try your best Electronic devices should be off & away Food and drinks are to be consumed during appropriate times in the commons only 	<ul style="list-style-type: none"> Follow directions the first time from any staff member Take responsibility for your actions Use technology properly Gum should be left at home 	<ul style="list-style-type: none"> Teamwork Work towards making RRMS a positive place Encourage your peers to follow the cell phone policy Clean up after yourself and your peers 	<ul style="list-style-type: none"> Be considerate of others Be friendly & helpful Be a digital citizen with your online presence Keep our school tidy by keeping food & drinks in the commons
Arrival  Dismissal 	<ul style="list-style-type: none"> Remain on school grounds once you have arrived Be prepared to learn 	<ul style="list-style-type: none"> Follow adult directions Walk your bike, scooter & skateboard on school property 	<ul style="list-style-type: none"> Turn off and put away electronics Backpacks stored in locker 	<ul style="list-style-type: none"> Keep hands & feet to self and use appropriate language Walk at all times in the building
Bus Zone 	<ul style="list-style-type: none"> Listen to bus driver's directions Be safe around buses Stay behind yellow line 	<ul style="list-style-type: none"> Be aware of your surroundings to ensure safety Walk at all times Have your Z-PASS out and ready 	<ul style="list-style-type: none"> Enter building immediately Exit to bus promptly 	<ul style="list-style-type: none"> Say "please" & "thank you" to bus drivers Keep hands & feet to self and use appropriate language
Commons 	<u>Breakfast:</u> <ul style="list-style-type: none"> Remain in Commons until Advisory bell rings <u>Lunch:</u> <ul style="list-style-type: none"> Remain seated until dismissed 	<ul style="list-style-type: none"> Listen to speaker Keep food & drinks in Commons 	<ul style="list-style-type: none"> Work together to clean up table and personal space Throw away all garbage & stack trays correctly 	<ul style="list-style-type: none"> Invite others to sit with you Use appropriate voice volume
Hallways, Stairs & Railings 	<ul style="list-style-type: none"> Head directly to locker and to class to be on time Walk at all times 	<ul style="list-style-type: none"> Hallways are empty at tardy bell Out of CLASS, have a PASS 	<ul style="list-style-type: none"> Walk on right side of hallway & stairs and follow designated routes Keep away from railings 	<ul style="list-style-type: none"> Say excuse me if you bump someone, even if it is not your fault Keep hands & feet to self and use

















Lockers 	<ul style="list-style-type: none"> • Learn & remember your combo • Wait patiently if there is a crowd at your locker 	<ul style="list-style-type: none"> • Keep lockers clean • Keep combination to self 	<ul style="list-style-type: none"> • Close lockers gently & safely • Backpacks stored in locker 	<ul style="list-style-type: none"> • Allow other students to get to their lockers • Be willing to help others if needed
Restroom 	<ul style="list-style-type: none"> • Use restroom before school or at lunch • Do your best to stay in class 	<ul style="list-style-type: none"> • Use the restroom as intended - one person per stall • Report issues to staff 	<ul style="list-style-type: none"> • Wash your hands • Leave the restroom neat and clean • Out of CLASS - have a PASS 	<ul style="list-style-type: none"> • Respect the privacy of others
Recess & Outside 	<ul style="list-style-type: none"> • Follow school rules to ensure safety • Stay within the school boundaries 	<ul style="list-style-type: none"> • Put equipment away promptly when bell rings • Bring coat with you to lunch 	<ul style="list-style-type: none"> • Practice good sportsmanship • Keep school grounds litter free by keeping food & drink inside 	<ul style="list-style-type: none"> • Treat others the way they want to be treated • Keep hands & feet to self and use appropriate language
Office 	<ul style="list-style-type: none"> • Wait patiently and quietly behind the counter until a staff person can help you 	<ul style="list-style-type: none"> • Out of CLASS - have a PASS • Check in with office staff 	<ul style="list-style-type: none"> • Honor the privacy of others • Ask for permission before using phone or other office materials 	<ul style="list-style-type: none"> • Politely state your purpose using "please" and "thank you" • Wait quietly until you are helped
Library & Media Center 	<ul style="list-style-type: none"> • Use a quiet voice at all times • Wait your turn 	<ul style="list-style-type: none"> • Follow district internet use policy • Return materials when they are due • Have ID ready 	<ul style="list-style-type: none"> • Enter & exit in an orderly manner • Leave materials as you find them 	<ul style="list-style-type: none"> • Treat books, materials, and computers with care • Push chairs in when leaving tables and computers
Assemblies 	<ul style="list-style-type: none"> • Give speakers your respectful attention the entire time 	<ul style="list-style-type: none"> • Participate appropriately • Leave all belongings in classroom • Sit in designated area 	<ul style="list-style-type: none"> • Support student presenters • Model expected behavior for your peers 	<ul style="list-style-type: none"> • Be mindful of keeping to your personal space • Keep hands & feet to self & use appropriate language
After School Events 	<ul style="list-style-type: none"> • School rules apply at after school events 	<ul style="list-style-type: none"> • Hallways close at 3:10pm • Practices are for team members only • Participants report directly to activity 	<ul style="list-style-type: none"> • Caregiver must accompany spectators to sporting events 	<ul style="list-style-type: none"> • Be a supportive & appropriate spectator • Display positive sportsmanship
Emergency Exits 	<ul style="list-style-type: none"> • Practice as if all emergencies • Return directly to class 	<ul style="list-style-type: none"> • Exit quickly & silently • Follow adult directions 	<ul style="list-style-type: none"> • Report to Advisory • Stand silently & face away from building 	<ul style="list-style-type: none"> • Remain silent & • Re-enter building in an orderly manner
Restorative Room/Calming Corners 	<ul style="list-style-type: none"> • Go directly to the room/space 	<ul style="list-style-type: none"> • Out of CLASS, have a PASS • Clean up any materials used 	<ul style="list-style-type: none"> • Use the tools provided appropriately • Follow routines 	<ul style="list-style-type: none"> • Allow other students to follow their routines
Detention/ISS 	<ul style="list-style-type: none"> • If assigned, attend on your assigned date • Arrive on time & be prepared 	<ul style="list-style-type: none"> • Clean up after self & respect classroom • Respect other people's space 	<ul style="list-style-type: none"> • Remain in assigned seat • Work on homework or read quietly 	<ul style="list-style-type: none"> • Be respectful to staff & follow directions • Keep hands & feet to self and use appropriate language

My Timberwolf Tracker: Pack Pride!

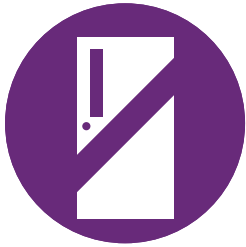
R R M S	Attendance 0 Tardies during school day	Behavior Meeting Expectations: 0 major behavior incidents (BIRFS) *Out of School Suspension – Ineligible for party that month	Perseverance See below for specific requirements pertaining to this stamp for continual effort..	Accountability Responsible students who take care of the below necessary obligations will receive this stamp.	Cooperation Students participating in monthly character trait lessons provided through Advisory will receive this stamp.	Kindness Teachers will have a choice of ways students may earn this stamp each month.	PBIS Celebration - End of the month celebration of students who stay in the GREEN ZONE and follow RMS expectations. - Students who earn 4 out of 6 stamps each month may attend the party.
S E P T	Attendance	Behavior	PBIS Passport	Caregiver Signature at bottom of Tracker page (log into Parent Vue)	Log into StudentVue	5 PACK Pride tickets	PBIS Celebration: _____ *Last day to earn stamps: _____
O C T	Attendance	Behavior	ABCs in all classes	Goal Sheet	Advisory: _____	Teacher Choice: _____	PBIS Celebration: _____ *Last day to earn stamps: _____
N O V / D E C	Attendance	Behavior	ABCs in all classes	Library Check-In	Advisory: _____	Teacher Choice: _____	PBIS Celebration: _____ *Last day to earn stamps: _____
J A N	Attendance	Behavior	ABCs in all classes	Organized binder, planner, and locker (all 3 for stamp)	Advisory: _____	Custodian & Counselor Appreciation: _____	PBIS Celebration: _____ *Last day to earn stamps: _____
F E B / M A R	Attendance	Behavior	ABCs in all classes	No More Than 1 Tardy	Advisory: _____	Classified Appreciation: _____	PBIS Celebration: _____ *Last day to earn stamps: _____
A P R	Attendance	Behavior	ABCs in all classes	Library Check-In	Advisory: _____	Office Admin & Staff Appreciation: _____	PBIS Celebration: _____ *Last day to earn stamps: _____
M A Y	Attendance	Behavior	ABCs in all classes	Organized binder, planner, & locker (*All 3 for stamp)	Advisory: _____	Teacher Appreciation: _____	PBIS Celebration: _____ *Last day to earn stamps: _____

CAREGIVER SIGNATURE: _____ DATE: _____

 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER
 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER
 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER
 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER

 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER
 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER
 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER
 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER	 HALL PASS Q3 Name _____ Date _____ Time _____ Teacher's Signature _____ Period: _____ <input type="checkbox"/> RR <input type="checkbox"/> LIB <input type="checkbox"/> OFFICE <input type="checkbox"/> OTHER

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

OCCUPANTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

STAFF

Close and lock door
Account for occupants and staff
Do business as usual



SECURE! Get inside. Lock outside doors.

OCCUPANTS

Return inside
Do business as usual

STAFF

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for occupants and staff
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

OCCUPANTS

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

STAFF

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Account for occupants and staff
Prepare to evade or defend



EVACUATE! (A location may be specified)

OCCUPANTS

Evacuate to specified location
Bring your phone
Instructions may be provided about retaining or leaving belongings

STAFF

Lead evacuation to specified location
Account for occupants and staff
Notify if missing, extra or injured people



SHELTER! Hazard and safety strategy.

OCCUPANTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

STAFF

Lead safety strategy
Account for occupants and staff
Notify if missing, extra or injured people

DAVID DOUGLAS SCHOOL DISTRICT

Student Rights and Responsibility

• A CODE OF CONDUCT •



SCAN THE
QR CODE TO VIEW
THE STUDENT
RIGHTS AND
RESPONSIBILITIES
HANDBOOK.

Middle School Calendar 2024-2025

September 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
August 25	W/PT 26	W/PT 27	W/PT 28	W/PT 29	X 30	31
1	H 2	W 3	Gradual Entry 4 8th Gr Only	7th Gr Only 5	6th Gr Only 6	7
8	All Students 9	B 10	A 11	B 12	A 13	14
15	B 16	A 17	B 18	A 19	B 20	21
22	A 23	B 24	A 25	B 26	A 27	28

October 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		A 1	B 2	A 3	4	5
6	B 7	A 8	B 9	A 10	PD 11	12
13	B 14	A 15	B 16	A 17	B 18	19
20	A 21	B 22	A 23	B 24	A 25	26
27	B 28	A 29	B 30	A 31		

November 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					B 1	2
3	A 4	B 5	A 6	B 7	W 8	9
10	H 11	A 12	B 13	A 14	B 15	16
17	A 18	B 19	A 20	B 21	A 22	23
24	B 25	A 26	PD 27	H 28	X 29	30

December 2024						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	B 2	A 3	B 4	A 5	B 6	7
8	A 9	B 10	A 11	B 12	A 13	14
15	B 16	A 17	B 18	A 19	20	21
22	X 23	X 24	X 25	X 26	X 27	28
29	X 30	X 31				

January 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			X 1	X 2	X 3	4
5	B 6	A 7	B 8	A 9	B 10	11
12	A 13	B 14	A 15	B 16	A 17	18
19	X 20	B 21	A 22	B 23	A 24	25
26	B 27	A 28	B 29	A 30	W 31	

February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	B 3	A 4	B 5	A 6	B 7	8
9	A 10	B 11	A 12	B 13	PD 14	15
16	H 17	A 18	B 19	A 20	B 21	22
23	A 24	B 25	A 26	B 27	A 28	

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	B 3	A 4	B 5	A 6	B 7	8
9	A 10	B 11	A 12	B 13	14	15
16	A 17	B 18	A 19	B 20	A 21	22
23	X 24	X 25	X 26	X 27	X 28	29

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		A 1	B 2	A 3	B 4	5
6	A 7	B 8	A 9	B 10	W 11	12
13	A 14	B 15	A 16	B 17	A 18	19
20	B 21	A 22	B 23	A 24	B 25	26
27	A 28	B 29	A 30			

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				B 1	2	3
4	A 5	B 6	A 7	B 8	A 9	10
11	B 12	A 13	B 14	A 15	B 16	17
18	A 19	B 20	A 21	B 22	A 23	24
25	H 26	B 27	A 28	B 29	A 30	31

June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	B 2	A 3	B 4	A 5	B 6	7
8	A 9	B 10	A 11	Last Day 12	Toh's Last Day 13	14
15	Reserved for emergency day make-up	16	17	X 18	19	20
22	23	24	25	26	27	28
29	30					

Teachers' First Day	August 26, 2024
Gradual Start	September 4th, 5th, 6th
Winter Break	Dec. 23, 2024 - Jan. 3, 2025
Spring Break	Mar. 24, 2025 - March 28, 2025
Sudents' Last Day	June 12, 2025
Teachers' Last Day	June 13, 2025

- **H** Holiday
- **X** Non-School Day
- **W** Teacher Workday
- **PD** Teacher Professional Development
- ▽ Parent Communication
- △ Conferences
- ◇ 1:00pm Dismissal - PM Conferences
- End of the Grading Period
- ★ PLT 9:40am Late Start
- Classified Professional Development: Aug. 26, 27 & 28, Oct. 11, Feb. 14, May 2
- No School
- No School
- No School
- No School
- No School
- No School

Secondary **Response** Matrix for Major Behaviors

	For all behaviors									
	Conference with Student	Caregiver Contact	Loss of Student Activity	Detention (Lunch or Afterschool)	Restitution	Screening / Counseling / Treatment	Restorative Response	In School Suspension	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	•	•	•				•	•		
Insubordination	•	•	•				•	•		
Physical Aggression	•	•					•	•	•	•
Profanity	•	•	•				•	•		
Theft	•	•			•		•	•	•	
Threat of violence to individuals	•	•				•	•	•	•	•
Threat to school	•	•				•	•	•	•	•
Tobacco/Vaping	•	•			•	•	•	•	•	•
Truancy/Skipping/Leaving	•	•	•				•	•		
Vandalism	•	•			•		•	•		
Weapons	•	•					•	•	•	•

Note:

1. • Signifies the range of consequences for violations to the maximum.
2. The District will report any illegal activity to the proper authorities.



Student Technology Acceptable Use Policy

Grades 6-12

COMPUTER USE AND ONLINE ACCESS:

The David Douglas School District provides a wide range of technology resources for student use. These 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 Google SUITE 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 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.

10. 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). In the event of lost or damaged student technology resources, the following fee schedule may be applied:

Chromebook Charger Loss: students will pay a \$20 replacement fee

Chromebook Damage:

1. First repair: The district will pay for the repair
2. Second repair: The student will pay \$50
3. Third repair: The student will pay \$75
4. Fourth repair: The student will pay \$150

Chromebook Loss:

- The student will be charged \$300 for each lost Chromebook.
- If a student leaves the District but does not return the device, they will be fined for the full replacement cost, and standard rules for the restriction of records and transcripts will apply.

If a lost or stolen device is later recovered in working condition, the fees will be refunded.

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



MONTHLY CALENDAR & WEEKLY PLANNER

JANUARY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	25	26	27	28	29	30
31						

A

THURSDAY
January 30

FRIDAY
January 31

SATURDAY/SUNDAY
February 1 / 2

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

HW SUPPLIES NEEDED:

Weekly Goals/Outcomes

January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

FEBRUARY 2025

SundayMondayTuesdayWednesdayThursdayFridaySaturday

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

B MONDAY
February 3

A TUESDAY
February 4

B WEDNESDAY
February 5

ADVISORY

Period 1 / 5

Period 2 / 6

Period 3 / 7

Period 4 / 8

Class:
Class:
Class:
Class:
HW SUPPLIES NEEDED:

Class:
Class:
Class:
Class:
HW SUPPLIES NEEDED:

Class:
Class:
Class:
Class:
HW SUPPLIES NEEDED:

A

THURSDAY
February 6

B

FRIDAY
February 7

SATURDAY/SUNDAY
February 8 / 9

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

HW SUPPLIES NEEDED:

Weekly Goals/Outcomes

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

A

MONDAY

February 10

B

TUESDAY

February 11

A

WEDNESDAY

February 12

ADVISORY

Period 1 / 5

Period 2 / 6

Period 3 / 7

Period 4 / 8

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

B

THURSDAY
February 13

FRIDAY
February 14

SATURDAY/SUNDAY
February 15 / 16

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

HW SUPPLIES NEEDED:

Weekly Goals/Outcomes

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

	<div>MONDAY</div> <div>February 17</div>	<div>A</div> <div>TUESDAY</div> <div>February 18</div>	<div>B</div> <div>WEDNESDAY</div> <div>February 19</div>
ADVISORY			
	Class:	Class:	Class:
Period 1 / 5			
Period 2 / 6	Class:	Class:	Class:
Period 3 / 7	Class:	Class:	Class:
Period 4 / 8	Class:	Class:	Class:
	HW SUPPLIES NEEDED:	HW SUPPLIES NEEDED:	HW SUPPLIES NEEDED:

A

THURSDAY
February 20

B

FRIDAY
February 21

SATURDAY/SUNDAY
February 22 / 23

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

HW SUPPLIES NEEDED:

Weekly Goals/Outcomes

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

A

MONDAY
February 24

B

TUESDAY
February 25

A

WEDNESDAY
February 26

ADVISORY

Period 1 / 5

Period 2 / 6

Period 3 / 7

Period 4 / 8

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

B

THURSDAY
February 27

A

FRIDAY
February 28

SATURDAY/SUNDAY
March 1 / 2

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

HW SUPPLIES NEEDED:

Weekly Goals/Outcomes

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1

MARCH 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

B MONDAY
March 3

A TUESDAY
March 4

B WEDNESDAY
March 5

ADVISORY

Period 1 / 5

Period 2 / 6

Period 3 / 7

Period 4 / 8

Class:
Class:
Class:
Class:
HW SUPPLIES NEEDED:

Class:
Class:
Class:
Class:
HW SUPPLIES NEEDED:

Class:
Class:
Class:
Class:
HW SUPPLIES NEEDED:

A

THURSDAY

March 6

B

FRIDAY

March 7

SATURDAY/SUNDAY

March 8 / 9

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

HW SUPPLIES NEEDED:

Weekly Goals/Outcomes

March 2025

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 10

March 11

March 12

Period 4 / 8

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

B

THURSDAY
March 13

FRIDAY
March 14

SATURDAY/SUNDAY
March 15 / 16

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

HW SUPPLIES NEEDED:

Weekly Goals/Outcomes

March 2025

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 17

March 18

March 19

Period 4 / 8

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

B

THURSDAY
March 20

A

FRIDAY
March 21

SATURDAY/SUNDAY
March 22 / 23

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

HW SUPPLIES NEEDED:

Weekly Goals/Outcomes

March 2025

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

☐

MONDAY

March 24

☐

TUESDAY

March 25

☐

WEDNESDAY

March 26

ADVISORY

Period 1 / 5

Period 2 / 6

Period 3 / 7

Period 4 / 8

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

HW SUPPLIES NEEDED:

HW SUPPLIES NEEDED:

HW SUPPLIES NEEDED:

HW SUPPLIES NEEDED:

[illegible]

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

APRIL

2025

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March 31

April 1

April 2

Period 4 / 8

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

A

THURSDAY

April 3

B

FRIDAY

April 4

SATURDAY/SUNDAY

April 5 / 6

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

HW SUPPLIES NEEDED:

Weekly Goals/Outcomes

April 2025

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

A

MONDAY

April 7

B

TUESDAY

April 8

A

WEDNESDAY

April 9

ADVISORY

Period 1 / 5

Period 2 / 6

Period 3 / 7

Period 4 / 8

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

Class:

Class:

Class:

Class:

HW SUPPLIES NEEDED:

B

THURSDAY

April 10

FRIDAY

April 11

SATURDAY/SUNDAY

April 12 / 13

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Class:

Weekly Goals/Outcomes

HW SUPPLIES NEEDED:

HW SUPPLIES NEEDED:

April 2025

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MULTIPLICATION CHART

x	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
6	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	112	119	126	133	140
8	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128	136	144	152	160
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400

my _____
NOTES[illegible]