

# ROSEMONT RIDGE MIDDLE SCHOOL

## STUDENT AND PARENT HANDBOOK

**Phone (503) 673-7550 Attendance Line (503) 673-7575**

**Website: [www.rrms.wlwy.k12.or.us](http://www.rrms.wlwy.k12.or.us)**

**Lunch payment website: [www.k12paymentcenter.com](http://www.k12paymentcenter.com)**

**Office Hours:** 8:00 a.m. - 4:15 p.m.

**Staff Hours:** 8:15 a.m. – 4:15 p.m.

**Class in Session:** 9:15 a.m. – 3:45 p.m.

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<b>Name:</b>											
<b>1. Record each class you have this quarter next to the class period.</b>											
<b>2. Each time you check your grades, record the date and your current grade (letter or %).</b>											
Period	Class Name	Date									
1st											
2nd											
3rd											
4th											
5th											
6th											
<b>Student Comments &amp; Action Plan</b>											
<b>Teacher Comments &amp; Action Plan</b>											

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## ROSEMONT RIDGE'S CULTURE OF COMMUNITY

**Our district and our school are deeply committed to the development of strong moral and performance character in our young people.**

Our school is deeply committed to fostering a community that promotes positive community interactions and rigorous and relevant learning experiences. Our vision statement reads: **We strive to be a caring, joyful, inclusive and healthy learning community.** Our school community focuses on creating opportunities for all students to feel cared about and to enjoy coming to school each and every day. We also deeply believe that school communities must be inclusive and welcoming in order to be healthy learning communities. This vision statement guides our work and we are proud of our students and their commitment to upholding this vision.

**WE ARE ROSEMONT RIDGE COYOTES!**



### SCHOOL COMMUNITY EXPECTATIONS

We firmly believe that a strong community is one where all community members value and uphold the school-wide agreements. We have three simple rules known as the **The Rosemont Way**.

- 1. We take care of ourselves.**
- 2. We take care of each other.**
- 3. We take care of the environment.**

When our entire school community upholds the expectations in The Rosemont Way it makes it possible to achieve our school's vision statement of striving to be a caring, joyful, healthy and inclusive learning community.

### **STUDENT LEADERSHIP**

We expect and encourage students to become involved in their school through a variety of opportunities. We also firmly believe that student voice and leadership must be integral components in a school community. There are three major avenues for student leadership involvement at Rosemont:

## **1. VOTS-**

Voices of the Students (VOTS) is comprised of approximately thirty Rosemont Ridge student leaders and meets regularly with several teachers and the principal to plan a variety of school activities. Activities may include spirit days, fundraisers, dances, movies, service projects and other extracurricular activities. These activities are for all current Rosemont Ridge Middle School students only. Additionally, VOTS members allocate Student Body Funds, which are generated through PTO/VOTS sponsored fundraising events, to appropriate student causes. Students apply to become VOTS members in the first month of school and are selected by their team of students and teachers.

## **2. Coyote Crew-**

Coyote Crew is comprised of approximately sixty 7<sup>th</sup> and 8<sup>th</sup> grade students who desire an opportunity to mentor incoming 6<sup>th</sup> graders and support them throughout the year. This leadership group works closely with two teachers to develop a program that not only nurtures our incoming 6<sup>th</sup> grade students but also fosters leadership abilities in the Coyote Crew members and a strengthens Rosemont's community through the meetings and interactions. This group of students applies to become a Coyote Crew member in the spring and begins their training in the summer prior to the new year.

## **RECOGNITION**

We believe students make incredible growth and contributions to their learning and the learning of others. During the year teams have various methods of rewarding achievement. Also, school Honors Assemblies are held each quarter to recognize student contributions and achievements. Students can be recognized for improvement in grades, leadership, citizenship, and behavior. Students can also work towards a *Presidential Academic Achievement Award* to be granted at the end of the 8<sup>th</sup> grade year.

# **ROSEMONT RIDGE BEHAVIOR EXPECTATIONS AND POLICIES**

## **OUR DISCIPLINE PHILOSOPHY**

Our district's vision theme of Educating the Whole Child encourages that each school community create a "*school culture including student management that reflects respect and responsibility.*" Our school is committed to working as a community to uphold the **Vision Statement** – *We strive to be a caring, joyful, healthy and inclusive learning community* - and the expectations outlined in **The Rosemont Way:** *We take care of ourselves; we take care of each other; we take care of our environment.* We devote a great deal of time to helping students understand our vision and expectations so they will be able to demonstrate the positive behaviors these guidelines describe. To that end, we also hold students accountable for upholding our school community through the use of Restorative Practices.

## **RESTORATIVE PRACTICES**

Restorative Practices is an approach to school-wide discipline that focuses on the relationships within a school community and/or classroom. This approach is designed to promote positive relationships between students and teachers, and between students, to result in the creation of a caring and respectful community. When a wrongdoing does occur the affected parties are brought together, in a supervised environment, for amends to be made. The focus is on repairing relationships and moving forward. When necessary, appropriate consequences that provide meaningful learning, as well as accountability, will be given to the student or students.

## **WHERE DO SCHOOL RULES APPLY?**

On school grounds.....In school.....At the bus stop.....On the bus.....At all school-sponsored events.....On the way to school.....On the way home from school.....With all staff, guest teachers, assistants and parent volunteers.

## **OTHER POLICIES**

### **ATTENDANCE**

If you are continually late to school or you miss school often, you can expect to meet with your team and the counselor to participate in an improvement plan. Students should be in the classroom ready to work at the beginning of class. Individual teams will create appropriate consequences for tardiness.

### **DISRUPTIONS IN CLASS**

Instructional time is valuable time. When class disruptions occur a teacher **may**:

- speak with you personally
- change the seating arrangement
- meet with you or contact your parents
- ask you to come in before or after school to work in the classroom
- fill out an office referral and send you to see the counselor, assistant principal or principal for assistance

### **DRESS AND PERSONAL HYGIENE**

We value an individual's desire for personal expression. Middle school is a time where students enjoy expressing themselves through choices in dress and appearance. Because we want students to maintain their focus on academic learning, we do ask that students' clothing be respectful of and appropriate for a learning environment. Specifically, we ask students to wear clothing that is not too revealing, too short, too low cut or has undergarments easily viewed. Additionally, we ask that clothing not display images or words that are inappropriate for a school environment. If necessary, a teacher or administrator will ask you to change the item and to refrain from wearing such clothing or jewelry, and may call your parent to ask for their support.

### **CELL PHONE POLICY**

We have adopted the following guidelines with the intention of embracing technology while using it in an appropriate way. Our goal is to keep our students' focus on learning and being part of the community of the classroom and the school.

1. Classrooms are a **phone-free zone**. This means that cell phones will not be allowed in classrooms. They should be kept in their locker.
2. Students may check their phones during passing periods.
3. Students may have their phones during lunch but must return them to their lockers at the end of lunch. The phones should not be used for phone calls, however. If a student needs to make a phone call they should come to the office to do so.

### **BOOK BAGS/BACKPACKS**

Students and parents need to remember that hallways are narrow, classrooms can be crowded, and space for movement is restricted. Because of this, students are asked to use their lockers for storing books and backpacks. *Classes will not allow book bags or back packs because of space concerns.*

### **PERSONAL ITEMS**

The loss of or damage to personal items such as clothing, musical instruments, jewelry, etc., are not covered by school insurance and we urge you to keep your belongings secure or leave them at home; we cannot guarantee their safety. If a classroom disruption occurs because of such equipment, the teacher may take the item and return it to you at the end of the day.

### **SKATEBOARDS AND SCOOTERS**

These are not to be used on school grounds for safety and liability reasons. If you have one of these with you when you arrive at school, you are expected to leave it on the skateboard racks/scooter container by the office during the school day.

### **BICYCLES**

Bicycles are to be locked in the racks as soon as you arrive at school. No one is to visit these bike racks during the day until you are preparing to go home after school. Remember the helmet law!

### **SELLING ITEMS AT SCHOOL**



You will **not** be allowed to sell items for profit or private fundraising during school hours of 9:15 a.m. to 3:45 p.m.

### **PUBLIC DISPLAY OF AFFECTION**

Affectionate physical contact is not appropriate for the work place and middle school. This includes hand holding, hugging and kissing, as expressions of romance.

### **DESTRUCTION OF PROPERTY**

No one has the right to destroy school or personal property. Fixing or paying for damaged or destroyed property will be an appropriate consequence. You may also expect to have a serious consequence for acts of vandalism directed toward district property or staff property. In addition, criminal charges may be filed with law enforcement authorities.

### **CHEATING**

The constant use of the internet for research has created a challenge for students in the area of determining what plagiarism is and what is not. Be sure that the work you are doing is **your own** or you may end up with consequences for cheating. You should not copy more than three words in a row from any source without using quotation marks. This is called plagiarism and it is cheating. Copying others' work is cheating as well, and those who give their work to others to copy can receive penalties also.

### **ALCOHOL, DRUGS, AND TOBACCO**

Possession or use of alcohol, drugs and dangerous chemicals is a serious offense. The West-Linn Wilsonville School District takes the health and safety of all of you very seriously, and there are policies with severe consequences for any level of involvement. See a trusted adult immediately if you have concerns about any of this. Every effort will be made to work with you confidentially. Additionally, cigarette or vaping devices are prohibited on school district property.

### **HARASSMENT/BULLYING**

Harassment may occur in many forms: unwanted touching or physical contact; unwanted explicit sexual talk, comments, or jokes (locker room humor); making fun of others for any reason; embarrassing others such as by pantsing or mooning. Harassment is also bullying or simply trying to make someone else miserable. In general harassment and bullying are characterized by the following three criteria: (a) it is aggressive behavior or intentional "harm doing;" (b) it is carried out repeatedly and over time; and, (c) it occurs within a relationship with an imbalance of power. All forms of harassment are prohibited and will be dealt with immediately by school personnel. Please help us create a more positive learning environment by asking your classmates or an adult for help.

### **FIGHTING, ASSAULT AND THREATS**

See District Guidelines

### **POSSESSION OF DANGEROUS OBJECTS**

Students are not allowed to bring dangerous objects to school or school sponsored activities. Such objects include, but are not limited to the following: guns, parts of a gun or ammunition, matches, knives, paint guns, firecrackers, lighters, or any object that is considered to be a weapon. Aerosol cans of any type are also not allowed.

Depending on the severity of the incident involving dangerous objects, students in violation of this policy will be suspended or recommended to the School Board for expulsion. School officials reserve the right to consider each violation in light of its uniqueness while observing student confidentiality.

As per the **Gun-Free Schools Act of 1994** and Oregon State Law 339.250, local educational agencies must "expel from school for a period of not less than one year, a student who is determined to have brought a weapon to school. A firearm means any weapon which will or is designed to expel a projectile by the action of an explosive".

## **STUDENT GENERAL INFORMATION AND SERVICES**

### **COUNSELING PROGRAM**

The counseling office is available to all students and parents to help with the resolution of student problems. Our counselor meets with individuals or groups to help students learn study skills, social skills and techniques for dealing with peer problems. Students may make appointments with the counselor by dropping by the counselor's office and filling out a request form or by seeing a secretary in the main office. Parents may set up appointments by calling the school office.

### **FEES AND FINES**

Outdoor school fees for 6<sup>th</sup> grade will be \$165. Partial scholarships and/or payment options are available. Information may be obtained in the office. The activity fee for participation in jazz band, track, cross country and/or Nuance choir is \$75.00. This fee must be paid prior to practice. Scholarships and/or payment options are available. Information may be obtained in the office. Library books, textbooks and athletic uniforms must be returned by the end of the year. If they're lost, not returned, or damaged a fee to cover the cost of the item will be assessed. **Students failing to return books, athletic uniforms or pay a fine/fee will not receive their yearbook and/or be assigned a locker the following year until the item is returned or the fee or fine is resolved.**

### **FIELD TRIPS**

A number of field trips are scheduled each year. Parents/guardians will be asked to complete a field trip permission slip that will be kept on file. Whenever a field trip is planned, we will send notification to parents via e-mail and/or the web. Any field trip monies must be turned into the teacher in charge or the office prior to the date of the field trip. In some cases, students not eligible for field trips may remain at school completing alternative assignments.

### **LOCKERS**

Each student will have his/her own locker. Students should take care to keep their locker combinations to themselves. Students and parents need to know that all school lockers are school property and that school officials have the right to search lockers at any time or seize items if there is reasonable suspicion of wrong doing. Any locker mechanism problems should be reported to the office staff. Problems with lockers involving other students are reported to the advisor teacher.

### **LOST AND FOUND**

Students are urged to make certain that their name is CLEARLY MARKED on all personal items. This will make it easy to identify any item, which is misplaced. All found items should be turned into the office and may be claimed there. Unclaimed items will be displayed in the Commons and at the end of each grading period, if not claimed, will be donated to charity.

### **BREAKFAST AND LUNCH PROGRAM**

Rosemont Ridge has a breakfast program with a daily option and a lunch program with a number of options. Students can choose between entrees such as: hamburgers, pizza, sandwiches, and salads. Breakfast/Lunch payments may be dropped off in the school office and the cost for a breakfast is approximately \$1.95 and lunch is approximately \$3.45. Milk is 50¢. *(Prices are subject to annual review by the School Board.)*

### **VISITORS (STUDENT)**

Student visitors are not encouraged during school because of the distraction this causes. The exception is when the teaching staff plans for a guest student speaker or participant in a specific learning activity and pre-arranges the visit with the families involved. In this case, the grade level team will set the schedule guidelines and duration.

## **PARENT AND VISITOR GENERAL INFORMATION**

We value the partnership between home and school and invite all families to join in on the exciting learning and fun that takes place in middle school. Participation in the school community can occur through being a classroom volunteer, a volunteer in the library or workroom and through being a PTO member.

## **PARENT TEACHER ORGANIZATION**

Membership in the PTO shall be open to any adult who wishes to support the best interests of Rosemont Ridge Middle School. PTO meetings are open to everyone and each month during the school year.

## **VOLUNTEERS**

Parent volunteers are most welcome at Rosemont Ridge. There are a myriad of jobs to be done such as library helper, office work, supervising students during lunch or teacher planning time, computer input work, working with students in small groups, teacher clerical work, chaperoning, score keeper and timer for athletic events, etc. If you are interested in being a parent volunteer, please call and ask for the Parent Teacher Organization Volunteer Coordinator at 673-7550.

## **VISITOR POLICY - ADULTS**

**For the safety and security of our students we ask that all visitors check in at the main entrance office and receive a Visitor or Volunteer badge.** (Parents and guardians are welcome to visit school at any time but we ask that classes do not get interrupted. Also, since teachers have no time between classes, it is best to insure the quality of the meeting time by calling in for appointments.)

## **ATTENDANCE POLICIES**

### **STUDENT REGISTRATION PROCEDURES (NEW STUDENTS)**

Students new to the State of Oregon or the West Linn - Wilsonville School District are required to provide the following:

1. A West Linn - Wilsonville School District **Registration Card**, filled out by a parent or legal guardian; **(Updating required of all students each year.)**
2. An **Authorization for Release of Confidential Information** form which allows the previous school to send all records to Rosemont Ridge; and,
3. A signed Oregon State **Immunization Status Form**. We appreciate you filling this out, as it streamlines the enrollment process. Out of state students **must** have this filled out, by Oregon state law.
4. A Google Apps Registration agreement

**All of the above forms may be obtained in the office at Rosemont Ridge.**

## **WITHDRAWAL FROM SCHOOL**

Parents are asked to notify the school office prior to a student's withdrawal from school. The student should come to the office the morning of their last day, and they will be given a *Withdrawal Form* to take around to all their classes. This form should be turned in to the office at the end of the day. Students are expected to pay all fines and turn in all textbooks and materials.

## **ATTENDANCE**

Oregon Law requires regular attendance. The only excused absences are for illness, medical appointments, and special circumstances pre-arranged and approved by the office. **The Rosemont Ridge faculty and administration place a very high priority on regular and punctual school attendance.** An accurate attendance record is kept and becomes a part of all permanent files.

## **STUDENT ABSENCES**

For safety reasons we would like parents to call in when their student will miss school. Please call the office or leave a message in the "General Delivery" voice mailbox by 9:00 a.m. to report absences. If we do not receive a call, a **written excuse** must be brought to the office upon their return to school or the absence will be considered an unexcused absence.

### **CLOSED CAMPUS/SIGNING OUT**

Students are **NOT** allowed to go off campus after arriving at school unless accompanied by a parent and after the student signs out in the office. Students leaving school for **any part of the day** must be signed out in the office by their parent/guardian or a person designated by the parent. If they return during the same day, they

need to sign in at the office. **Students will only be released to parents or guardians as listed on their registration card, or when written permission from a parent is received.**

### **STUDENT TARDINESS**

Students who are late in arriving to school must sign in at the office to receive an admit slip before going to class. Repeated tardiness to school will lead to parent contact, counseling referral and action to remedy the cause. Students who accrue tardies during the day will also be held responsible for this behavior. If necessary, steps will be taken by the grade level team and the office to ensure prompt and regular attendance. **NOTE: Students are to be in attendance the full day to be eligible to participate in after school activities that day.**

### **TRANSPORTATION HOME FROM SCHOOL**

Students are expected to ride the bus or walk home according to the information given by parents on the **Registration card**. If a parent would like to change the instructions for a particular day, the school office would need a **signed note from a parent that morning**.

## **HEALTH AND SAFETY**

### **EMERGENCY HEALTH SITUATIONS**

If a major health emergency occurs which requires immediate action, we will first attempt to notify parents /guardians and our district nurse. When necessary, an emergency rescue unit will be called.

### **ILLNESS DURING SCHOOL HOURS**

If a student becomes ill during school hours, he/she should come to the office. The staff will determine whether to call the parent or have the student lie down in the health room for a short time. No student will be allowed to go home until a parent or an authorized person has been contacted and arrangements have been made to pick up the student. It is **IMPORTANT** that we have names and phone numbers of people to contact during the day in case of an emergency when the parent cannot be reached.

### **MEDICATIONS**

Medication administration in the school setting should be kept to a minimum. When medication must be given at school it must be given according to school district policy. For prescription and non-prescription medication, a form signed by the parent or doctor with complete directions and information must be submitted to the office. The medication must be brought to school by the parent in the original container labeled with exact directions for administration. School personnel can take no verbal orders from the parent or doctor. Students may self-administer medication at school with proper documentation on file and when appropriate. For more complete information on medication please check the district website for the district policies.

### **MESSAGES FOR STUDENTS**

In emergency situations we will take phone messages and immediately contact the student. Non-emergency messages from parents will be delivered to students as soon as possible without disrupting classes.

### **STUDENTS LEAVING EARLY IN THE DAY**

If a student needs to leave school during the day for an appointment, please come to the office and a secretary will contact the classroom to have the child excused to leave. You are also welcome to call the office when you are on the way to school, and we will contact your student and have them meet you in the office. We do our best to minimize the time a student waits in the office and misses instructional time.

### **WEATHER RELATED CLOSURES**

When it becomes necessary to close school because of weather, parents and students are requested to listen to one of the major radio stations. Closure information is usually available for broadcast by **6:30 a.m.** and is also available on the school district website ([www.wlww.k12.or.us](http://www.wlww.k12.or.us)). Closure information will be for **all** West Linn-Wilsonville schools unless otherwise indicated.

### **MESSAGES TO TEACHERS**

We want to create close relationships with our parents and families, and hope you stay in touch often. Teachers may be reached by calling the Rosemont Ridge office, 673-7550. These calls are transferred to teachers' voice mail. Teacher e-mail can also be used, and teacher's e-mail addresses are available on the school website. It is appropriate to use e-mail to ask questions and request appointments. **Please do not use e-mail in place of discussing an issue that is better dealt with in person or on the phone.** Though every effort will be made to return your call within 24 hours, we ask for your understanding of the professional judgments that teachers must make when dealing with multiple requests from students, colleagues and parents. **Please use your child's conference teacher whenever possible for general information and concerns.**

## **ACADEMIC EXPECTATIONS, REPORTING, AND GRADING**

### **ASSESSMENT AND GRADING**

The Oregon Education Reform Act calls for student work to be assessed in a variety of ways. Throughout the year each student will be given a variety of performance tasks and state benchmark assessments as well as traditional measures of achievement.

The grading system for middle school students includes a letter grade for the academic grade and a P or NP (Pass/No Pass) for work completion and use of class time. The final grades at the end of the quarter will be an A, B, or C, to indicate their understanding of the concepts and standards covered, an NYM (Not Yet Meets) to indicate they are close to meeting the standard and concepts, or an NP to indicate they are clearly not meeting the standard.

### **HOMEWORK POLICY**

Students at Rosemont Ridge may expect to spend a **minimum of 60 minutes** an evening with homework. Any teacher may make homework assignments on a daily basis. Students are expected to record homework assignments in their "**AGENDA**" ("**PLANNER**"). Homework provides practice, teaches student responsibility, strengthens skills of independent study, and offers parents an opportunity to participate in the learning process. Homework is never assigned as a punishment.

### **HOMEWORK WHEN ABSENT**

When students are absent from school it can have a major impact on their learning. We encourage students to develop some good learner habits so that absences do not have negative impacts on their learning or grades. Students should check their teachers' websites for information about what they missed because homework and notes may often be found there. It is also a good idea for students to email teachers when they are absent and to stay in contact with a friend who shares the same classes. The student should return to school with the homework assignments completed.

### **REPORT CARDS (Quarter Grading)**

Report cards are issued every **nine weeks (Four nine week grading periods.)** The report card will be mailed home at the end of each quarter. Parents and students should use FamilyLink to stay up to date with grades and to see if students have completed and turned in assignments during each quarter. Students are directly involved in understanding and tracking their own progress in each class.

## **TECHNOLOGY GUIDELINES**

1. ***The purpose of the computer network and Internet connection at RRMS is to support learning and teaching.*** The Internet allows people to interact with hundreds of thousands of other networks and people. It is the Rosemont Ridge Middle School Policy that all computers be used in a responsible, efficient, ethical, and legal manner. Students and staff are reminded that whenever they have interaction through the Internet from RRMS they do so as a member of the Rosemont Ridge community.

2. *Acceptable uses and etiquette on the Internet must be maintained by all users. Users are responsible to study, know, and adhere to the guidelines.*

Destructive practices include:

- Using profanity, obscenity, and language offensive to other users at any time.
- Downloading, storing, and/or printing files or messages that are profane, obscene, pornographic, or offensive to others.
- Violating the rights of privacy of students and employees in the District.
- Copying commercial software thereby violating copyright laws.
- Spreading computer viruses from downloading files; deliberate attempts to degrade, corrupt, or disrupt computers and/or systems will be viewed as criminal activity under applicable state and federal law.
- Reposting personal communication or photos without the author's or subject's prior consent.
- Using the network for financial gain or for any commercial or illegal activity.
- Using chat rooms, gaming sites, or e-mail without permission.
- Using Facebook or other social network in a manner that can be interpreted as bullying or harassing.

3. *Proper techniques and standards on the Internet will be taught to all students and staff.* Students will sign a Technology Contract at the beginning of the year. Intentional misuse of any RRMS computers or network will violate the contract and result in a loss of computer privileges and/or other consequences. Additionally, students will be expected to use any personal technology devices in keeping with the above-mentioned guidelines. Time, place, and manner must always be considered for use. Please see the "6 Rules of Cell Phone Etiquette" for further details regarding appropriate cell phone use.

## **ATHLETICS**

### **GENERAL INFORMATION**

**Sixth, seventh, and eighth** grade students may participate in our athletic offerings. Cross Country and Track will continue to be offered as competitive inter-scholastic sports. Our other sports (Girls Volleyball, Boys and Girls Basketball, and Boys Wrestling) may be offered through an enrichment model. This will allow all students that wish to participate to engage in a sports experience that includes skill building, teamwork, and competition. The fees for the inter-scholastic sports and the other sports offerings will be determined and communicated in the fall.

Students participating in all athletics must have a **physical examination** before they are allowed to practice or play. Physical exam forms are available from the school office or on our school website and must be signed by both the **parent/guardian and doctor** and remain on file at the school. Physical exams obtained from the family physician are valid for two years. (If the student has a physical at the beginning of 6<sup>th</sup> grade, he/she will have to have another one at the beginning of 8<sup>th</sup>.)

Activity buses are available to transport students home from practices. **Coaches will not leave until all athletes have gone, so we encourage parents to assist the school in this matter.** Loitering in the school building or on campus should not occur.

### **PARTICIPATION**

The athletic program provides age appropriate activities, which stress positive social and skill development, sportsmanship, and participation. We have a "no cut" policy and all students are encouraged to participate.

### **SPECTATORS AT GAMES**

School hours for students are from 9:15 a.m. until 3:45 p.m. **All students should leave the building immediately after school unless engaged in an organized activity under adult supervision.** Students who want to watch an athletic game **are expected to report home first, as games do not begin until after 4:00 p.m.** Spectators are expected to remain in the event area only (field or gym) and are not to loiter in the building or on other parts of the school campus. Spectators should have arranged transportation home and are to be off campus by the end of the athletic game or contest. **Parents will be notified if supervision of student spectators becomes a problem.**

## **UNIFORMS**

Team uniforms will be loaned to students participating on athletic teams. Students are expected to take proper care of school uniforms and equipment. The coach will collect uniforms at the end of the season, and students are responsible to return them clean and in good condition. If lost or destroyed a fee will be assessed.

## **ATHLETIC ACADEMIC AND BEHAVIORAL ELIGIBILITY POLICY**

We are dedicated to the academic, athletic, and personal success of each child at Rosemont Ridge Middle School. In an effort to provide leadership, consistency and support for these expectations, there will be an eligibility policy for extra-curricular activities.

A. Students **must attend school all day** to be eligible to play or practice unless excused for pre-arranged medical appointments or school field trips. If a student misses a practice or game, they need to notify the coach in advance or bring a written note from the parent/guardian when returning to practice. As a general rule, if a student misses a practice and is unexcused, he/she will not participate in the next contest. The second unexcused absence within a season will usually result in team membership being forfeited.

B. Students are expected to follow all **school rules** and demonstrate **appropriate behavior**. A student will lose eligibility if suspended or expelled, or if it is determined that student behavior is below an acceptable level to merit participation.

C. Periodic **academic** checks will be made on all students. Those students not meeting class standards will be notified that they are on probation and will have to raise their grades.

1. Students will carry an eligibility form around to each teacher for signatures.
2. A student becomes **ineligible** by not completing the work and raising a grade while on a probation. Parents will be notified and a plan for helping to raise the grades will be put into effect. His/her participation in practice and/or games may be impacted until improvement is shown.
3. A player becomes eligible again the following week if he/she is passing each class by the following Friday.

D. An **appeal process** is available to each student. A student can submit a written request for such an appeal to the assistant principal. Timely consideration will be given.

## **BUS REGULATIONS AND PROCEDURES**

The safety of all students riding to and from school is one of our most important areas of concern. Listed below are the rules for riding the bus in the West Linn -Wilsonville School District.

1. **Pupils being transported are under the authority of the bus driver.**
2. **Fighting, wrestling, or boisterous activity is prohibited on the bus.**
3. **Pupils shall use emergency door only in case of emergency.**
4. **Pupils shall be on time for the bus both morning and afternoon.**
5. **Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.**
6. **Pupils shall remain seated while the bus is in motion.**
7. **Pupils may be assigned seats by the bus driver.**
8. **When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.**
9. **Pupils shall not extend their hands, arms, or heads through the bus windows.**
10. **Pupils shall have written permission to leave the bus other than at home or school.**
11. **Pupils should converse in normal tones; loud or vulgar language is prohibited.**
12. **Pupils shall not open or close windows without permission of the driver.**

13. Pupils shall keep the bus clean and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow pupils and passersby.
15. Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their right to ride on the bus.

If a student does not follow these rules, the bus driver is responsible for giving that person a "**Citation for Misbehavior on School Bus**". This citation will have a description of misbehavior and will need the **signature of a parent and administrator**. A parent contact may be made to discuss the issue. If a student receives a second citation, a parent conference with the driver and school official may occur. A third citation will result in removal from bus transportation for a period of time to be determined by the school and bus company. Parents will be responsible for transportation during that time. It is our sincere hope that we will never have to ask a student not to ride a bus because of misbehavior.

## WEST LINN-WILSONVILLE SCHOOL DISTRICT DISCIPLINE POLICY

**The right of students to attend public schools is guaranteed by law. Along with this right is the responsibility to conform to reasonable and basic rules designed to protect the safety and rights of others to receive an education. Although each classroom and school have specific policies and procedures to assist students in improving behavior, the following policy is in place district-wide to help students understand actions and consequences.**

### **DEFINITIONS FOR ACTIONS BY SCHOOL**

- **Conference:**  
A meeting that involves the school administration and student. Parents may be asked to participate in conferences.
- **Suspension:**  
Students are removed from the school and school-sponsored activities. Suspensions may occur as in-school suspensions. Students serve in-school suspensions at the school in a place designated by the school administration. Suspensions may also occur as detentions. During detentions students are removed from the classroom or school-sponsored activities during lunchtime, recess or after school. Parents will always be notified of student suspensions. **Suspensions are administered in consideration of what is age-appropriate discipline.**
- **Expulsion:**  
The School Board may take action to declare a student's attendance at school or school-sponsored activities to be terminated for the duration of an expulsion. Parents will always be notified of student expulsions. Expulsions may extend from a quarter to a full year. Expulsions for possession of weapons will result in a mandatory one year expulsion per federal law, state law and district policy. The following definitions explain the major categories of student discipline.

### **PROBLEM AREA I: STUDENT CONDUCT**

- **ASSAULT**  
Assault occurs when students intentionally inflict physical harm.
- **AUTOMOBILE MISUSE**  
Unauthorized or inappropriate use of vehicles.
- **BUS MISCONDUCT**  
Violations of any student discipline rules and/or bus safety regulations.
- **DEFIANCE OF AUTHORITY**  
Refusal to follow the reasonable requests of school personnel.
- **FIGHTING**  
Fighting occurs when students have physical contact that may cause harm.
- **FORGERY**  
Writing false or misleading information to school officials. Since these problems also violate state law, school officials may need to notify the appropriate law enforcement authorities.
- **HARASSMENT/MENACING**  
Menacing occurs when students participate in either verbal or physical intimidation.
- **INAPPROPRIATE BEHAVIOR**  
Inappropriate behavior occurs when students engage in language or behavior that interrupts the educational work of the school.



- **LYING AND CHEATING**

Stating false or misleading information to school personnel constitutes lying. Cheating is the violation of any rules regarding testing, assessment, or evaluation.

- **WEAPONS**

- Weapons are defined as described in District Policy JFCJ and ORS 166-360 to 166-380.

<b>PROBLEM AREA I: STUDENT CONDUCT</b>	<b>ACTION TO BE TAKEN</b>		
	<b>Occurrence</b>	<b>Minimum</b>	<b>Maximum</b>
ASSAULT	First Repeated	Suspension Suspension	Expulsion Expulsion
AUTOMOBILE MISUSE	First Repeated	Informal talk / Work duty Parent involvement	Permanent loss of parking privileges Permanent loss of parking privileges
BUS MISCONDUCT	First Repeated	Conference Suspension from bus	Loss of bus riding privilege Loss of bus riding privilege
DEFINANCE OF AUTHORITY	First Repeated	Conference Suspension	Suspension Expulsion
FIGHTING	First Repeated	Conference Suspension	Suspension Expulsion
FORGERY	First Repeated	Conference Suspension	Suspension Expulsion
HARASSMENT/ MENACING	First Repeated	Conference Suspension	Suspension Expulsion
INAPPROPRIATE BEHAVIOR	First Repeated	Conference Suspension	Suspension Expulsion
LYING & CHEATING	First Repeated	Conference Suspension	Suspension Expulsion
WEAPONS	First and repeated	Expulsion	Expulsion

### **PROBLEM AREA II: CONTROLLED SUBSTANCES**

- **ALCOHOL/DRUGS**

The use, possession, sale, distribution, or being under the influence of alcohol/drugs.

- **TOBACCO**

The use, possession or sale of tobacco in any form on school property.

<b>PROBLEM AREA II: CONTROLLED SUBSTANCES</b>	<b>ACTION TO BE TAKEN</b>		
	<b>Occurrence</b>	<b>Minimum</b>	<b>Maximum</b>
ALCOHOL/ DRUGS	First Repeated	Suspension Suspension	Expulsion Expulsion
TOBACCO	First Repeated	Conference Suspension	Suspension Expulsion

### **PROBLEM AREA III: PROTECTION OF PROPERTY**

- **ARSON**

Use of fire to destroy or attempt to destroy property; activating a false fire alarm.

- **THEFT**

Taking, giving, or receiving property belonging to another individual.

- **VANDALISM**

Intentional destruction of objects or materials belonging to the school, school officials, or other persons.

<b>PROBLEM AREA III: PROTECTION OF PROPERTY</b>	<b>ACTION TO BE TAKEN</b>		
	<b>Occurrence</b>	<b>Minimum</b>	<b>Maximum</b>
ARSON	First	Suspension	Expulsion

	Repeated	Suspension	Expulsion
THEFT	First Repeated	Conference Suspension	Suspension Expulsion
VANDALISM	First Repeated	Conference Suspension	Suspension Expulsion

#### **PROBLEM AREA IV: ATTENDANCE**

- **TARDINESS**  
Arriving late to class or school.
- **UNEXCUSED ABSENCE**  
Any absence that has not been excused by a parent or legal guardian and appropriate school official is a violation of State Law.

<b>PROBLEM AREA IV: ATTENDANCE</b>	<b>ACTION TO BE TAKEN</b>		
	<b>Occurrence</b>	<b>Minimum</b>	<b>Maximum</b>
TARDINESS	First Repeated	Handled by individual teacher Handled by individual teacher	Conference Suspension
UNEXCUSED ABSENCES/ TRUANCY	First Repeated	Conference Conference	Suspension Suspension

### **EQUAL OPPORTUNITY STATEMENT**

**It is the policy of the West Linn-Wilsonville Board of Education and School District that no discrimination or harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age or disability in any educational programs, activities or employment shall occur. Persons having questions about equal opportunity and nondiscrimination should contact the Personnel Director at the West Linn-Wilsonville School District, 503-673-7000.**