

# Duniway Middle School

## Student Handbook



**Duniway Middle School  
575 NW Michelbook Ln.  
McMinnville, OR 97128**

**Phone: 503-565-4400      Attendance 503-565-4475  
Website: <http://duniway.msd.k12.or.us>**

*Achieving Excellence Through High Standards of Teaching and Learning.*

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# DUNIWAY MIDDLE SCHOOL EXPECTATIONS

**Be Safe  
Be Respectful  
Be Responsible**

These three concepts are the building blocks for all we do here at Duniway. Safe, Respectful, Responsible behavior should be expressed in our classrooms, hallways, common areas, activities and events.

When we interact with other members of our community, keeping these ideas at the center will result in positive outcomes for these relationships.

We have high expectations for our students and respect and responsibility are critical elements of improved academic achievement.

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

## **ABSENCES/ATTENDANCE**

Oregon Law requires regular attendance. Parents are requested to notify the school if their child will be absent. If the school is not notified, a call will be made to the student's home to check on the student.

After an absence, a student must bring a note signed by a parent describing the reason for the absence. Parents may also call the school office to excuse absences. Duniway's staff and administration place a very high priority on regular and punctual school attendance. Our school day begins at 8:30 and ends at 3:00. **Doors will be open at 7:50. Please do not send your student before this time as there is no supervision.** A call to the main office (503-565-4475) from a parent/guardian to report a student's absence is appreciated.

If you are continually late to school or you miss school often, you can expect to meet with the counselor, the drop-out prevention specialist, your teachers, or an administrator to create an improvement plan.

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

1. Illness of the student.
2. Illness of an immediate family member when the student's presence at home is necessary.
3. Emergency situations that require the student's absence.
4. Field trips and school-approved activities.
5. Medical or dental appointments. Confirmation of appointments may be required.
6. Other reasons deemed appropriate by the school administrator when satisfactory arrangements have been made in advance of the absence.

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

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

## **ASSESSMENT AND GRADING**

Parents and students can view current assignments and progress in our Eschool program. Logon and password can be obtained by calling the Counseling Center. The traditional grading system for middle school students is the A, B, C, D, F rating. Progress reports are given at the midpoint of each quarter. Report cards are issued every nine weeks.

## **ASSISTANCE AND COUNSELING**

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

## **ATHLETICS AND INTRAMURAL SPORTS**

Athletics are available to our students in the form of after-school sports or after-school intramural sports.

Sports offered are:

- Cross Country (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>),
- Football (7<sup>th</sup>, 8<sup>th</sup>),
- Volleyball (7<sup>th</sup>, 8<sup>th</sup>),
- Track (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>),
- and Wrestling (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>).

Intramural sports offered are for all grade levels (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>), and are:

- Volleyball,
- Boys and Girls Basketball,
- and Soccer.

All programs stress positive social and skill development, sportsmanship and participation.

- Sports fees are \$65.
- Intramurals are \$30.

There is a reduced cost for students who qualify. Reduced fee applications are available in the main office.

Students participating in athletics must have a sports physical examination before they are allowed to play or practice. Physical exam forms are available from the school office and must be signed by both the parent/guardian and doctor and remain on file at school. Exams are valid for two years.

## **STUDENT CONDUCT**

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

Off campus and outside of school time conduct that violates the District Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Students will be subject to discipline, including detention, suspension, expulsion, and/or referral to law enforcement officials for the following, including but not limited to:

1. Assault and/or fighting.
2. Harassment, intimidation, bullying, menacing, cyber-bullying.
3. Coercion.
4. Violent behavior or threats of violence or harm.
5. Disorderly conduct, including disruption of the school setting.
6. Bringing, possessing, concealing or using a weapon.
7. Vandalism, destruction of property, malicious mischief and/or theft.
8. Sexual harassment.
9. Use/possession of tobacco, alcohol or drugs, drug paraphernalia and/or distribution of drugs.
10. Use or display of profane or obscene language.
11. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials.
12. Violation of district transportation rules.
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

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

**TOBACCO:** In accordance with Oregon law, any person under age 18 possessing a tobacco product including inhalant delivery systems such as e cigarettes, vape pens and other devices commits a Class D violation and is subject to a court-imposed fine as provided by ORS 167.400. Any person who distributes, sells or causes to be sold, tobacco in any form or a tobacco/nicotine-burning device, to a person under 18 years of age commits a Class A violation and is subject to a fine as provided by ORS 163.575.

**DRUG DISTRIBUTION:** An unlawful drug is any drug not prescribed by a licensed medical practitioner for that student. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony. Punishment as provided by ORS 475.999.

**WEAPONS:** Under state and federal law, expulsion from school is required for a period of not less than one year for any student who is determined to have brought a weapon to school. However, the superintendent may modify the expulsion requirement for a student on a case-by-case basis.

Additionally, in accordance with Oregon law, any person who intentionally possesses a firearm or other dangerous weapon in or on district property or recklessly discharges a firearm in or on district property is subject to criminal prosecution, a maximum five years imprisonment, and \$125,000 fine and/or forfeiture of the weapon.

**Dangerous Weapon** is defined in Oregon law as any weapon, device, instrument, material or substance which, under the circumstance in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious injury.

**Deadly Weapon** is defined as any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.

**Firearm** is defined in federal law as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel

a projectile by the action of an explosive. This includes the frame or receiver of any such weapon or firearm, muffler or silencer.

**Destructive Device** is defined as any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into a destructive device or from which a destructive device may be readily assembled.

## **GANG ACTIVITY**

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

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

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

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

Students in violation of the district's Gang Affiliation policy JFCEA will be subject to discipline in accordance with the district's Student Code of Conduct. A conference with the principal and a contract agreement will be completed for a first offense. For a second violation the student will be suspended a minimum of five days. Students will be suspended



immediately pending expulsion for a third violation of the gang affiliation policy.

### **HALL CONDUCT**

- Walk at all times.
- Stay to the right.
- Keep hands and feet to self.
- Do not block the halls or lockers with your groups of friends.
- Use a quiet voice if you are in the hallway with a pass during class time.
- Every student must have their own pass to be in the hallway during class time.
- Go directly where you received permission to go, don't wander.
- Do not distract students in classes by looking in classrooms.

### **“LOITERING” AFTER SCHOOL**

School hours are from 8:30 a.m. to 3:00 p.m. Unless working with a teacher or participating in after school activities, plan to leave the school grounds at 3:00. If you want to watch a sporting event or go to an activity that begins at 4:00, plan to go home and return to school at 4:00. Remember that if you are at an event or after school program, you are to remain in that location and leave immediately when the activity is done. You are not allowed to loiter in the building or other parts of the school. Please arrange transportation before school begins. Failure to comply with this rule may result in school consequences.

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection at school are not allowed. This includes hand holding, hugging and kissing, and other expressions of romance.

### **TRUANCY**

A student who is absent from school, any class without permission or leaves the school building during the school day without permission will be considered truant and will be subject to disciplinary action, which may include detention, suspension, expulsion and ineligibility to participate in

athletics or other activities. McMinnville Police officers who encounter truant students may, at their discretion, return the students to the school and/or cite them in accordance with McMinnville Daytime Curfew Ordinance No. 4787.

### **DRESS AND GROOMING**

**Duniway students are expected to dress in good taste at all times.** Our staff is committed to maintaining an appropriate climate in our middle schools. Our schools are making every effort to be consistent in establishing an acceptable dress code. The main purpose of a dress code for an educational institution is to assist students in presenting themselves in a manner that promotes a positive and productive school environment, personal pride, and academic success. Students' dress shall be modest, neat, clean, and in keeping with health, sanitary, and safety practices. To clearly establish this climate, the following are not acceptable at school or school-sponsored activities:



## No “Bear” Zone

- Nothing on head
- No cleavage or under-garments showing. This includes:
  - bra straps
  - sports bras
  - camisole straps
  - and boxer shorts
- Skirts, shorts, or dress length must fall below hands
- Footwear must be worn at all times appropriate to activity

### CONSEQUENCES:

- 1st offense = warning
- 2nd offense = ASD
- 3rd offense = ASD x 2
- 4th offense = OSS

Additionally, “muscle” t-shirts, backless and/or strapless tops and dresses and “midriffs” are not appropriate.

### **ELECTRONIC DEVICES**

Students are strongly advised to leave electronic, sound and communication devices at home. The school *IS NOT* responsible for lost or stolen articles, and school staff have limited time to investigate loss or theft of these items. Electronic devices (cell phones, i-Pods, headphones, etc.) must be turned off and put away in student backpack before entering the school building. These devices should be kept in the student locker during the day. Students may not use electronic devices until they have exited the school building at the end of the school day. If an item is confiscated due to violation of this policy, the device may be retrieved based on the following:

- 1<sup>st</sup> infraction: Warning and the student may pick up the device after

school.

- 2<sup>nd</sup> infraction: Parent must pick up device at the office.
- 3<sup>rd</sup> infraction: Referral, contract, parent pick-up. Device must be checked in at the office or student is not allowed to bring it to school.

## **EMERGENCY HEALTH SITUATIONS**

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

## **FEES**

Student Body Fee	\$20.00
Yearbook	\$15.00
Athletic Participation Fee (if applicable)	\$65.00 per sport
Intramural Participation Fee (if applicable)	\$30.00 per intramural
Club Participation Fee (if applicable)	\$30.00 per semester

## **FOOD AND DRINK AT SCHOOL**

Food and Drinks are meant to be consumed in the commons while at school. If you pack a lunch, any drinks you bring must be in a sealed, non-glass container and consumed during your lunch time. The same goes for food and snacks. If you arrive with a special drink or food, **it must be completely consumed before you enter the hallways or classrooms.** School breakfast and lunch foods and drinks are meant to be consumed in the commons and should remain there. Remember, our lockers are meant to store your personal belongings and are NOT intended to be snack or drinking stations! Keeping our classrooms and hallways free of food and drink messes is a safe, respectful and responsible expectation for all Duniway students. If there is a health concern, please work with your teachers and counselors for a solution.

## **HARASSMENT**

Harassment is not acceptable at Duniway Middle School. If you feel you are being harassed or bullied, follow this plan:

1. First, tell the student/s to stop and that you do not like the behavior. Then leave the scene.
2. If it happens again, ignore it, walk away and seek help from a staff member.
3. If the problem still does not go away, let a counselor, the assistant principal, or the principal know.

There are other things you can do as well:

- Treat everyone with respect.
- Most people are bystanders. Stand up and speak out against all forms of harassment.
- Examine yourself, your actions, and your attitudes.
- Be the change you want to see.

We encourage all students and staff to report acts of harassment. Help protect yourself or classmates by asking adults at the school for help. When responding to complaints of harassment, we act quickly, investigate thoroughly, protect the rights of all parties involved, and administer discipline accordingly. We want Duniway to be a safe, welcoming place for all of our students.

## **HOMEWORK REQUESTS**

In the case of extended illness and/or absence (minimum of two days), parents/guardians may call the attendance line (503-565-4409 or 503-565-4475) to request homework for the student. Teachers need one full day to complete homework requests, so making a phone call before 10:00 a.m. will generally assure the request can be fulfilled by the next day. It is always good business for the student to stay in contact with a friend who shares the same classes. Upon returning to school, it is the student's responsibility to turn in the work and to meet with the teacher to see if anything else was missed due to the absence.

## **MEALS**

**The meal prices for the school year are as follows:**

First Breakfast & First Lunch: Free until October 16, 2018.

After that:

Breakfast: \$1.75

Lunch: \$ 3.00

Milk & Juice: \$ .60

Breakfast and lunch will be offered each school day. In addition to a choice of entrees, students may choose from several fruits and vegetables daily. Milk and juice are available with each meal. Students will use their ID number to access their lunch account for meals or ala carte items.

Students wishing to deposit money into their account may do so each morning before school starts or online. We encourage students to make deposits before school starts since taking money during lunch slows service. Students and adults are not allowed to charge meals. If a check is returned for insufficient funds, a fee of \$25.00 may be assessed, and additional checks will not be accepted for the remainder of the school year. Payment for uncollected checks must be made at the McMinnville District Office.

If a student has special dietary needs and requires an accommodation, a Medical Statement for this purpose is available in the main office.

The District participates in the National School Lunch Program. Students who qualify for free or reduced prices are entitled to one breakfast and lunch each day. Extra meals must be purchased at the full meal price. Milk or juice must be purchased if it is to go with meals brought from home.

It is important that students remember that their lunch account number may not be given to any other student. Violation may result in disciplinary action.

**MEDICATIONS**

When medication must be given at school, it must be given according to school district policy. For prescription and non-prescription medication a form must be signed by the parent or doctor with complete directions and

information. The medication must be brought to school by the parent in the original container labeled with exact directions for administration. School personnel **cannot** take verbal orders by the parent or doctor. Students may self-administer medication at school with proper documentation on file and when appropriate, medications must be kept in the Counseling Center unless it is indicated on the form that the student must carry it with them. Example: inhalers, epi pens, etc.

### **MESSAGES TO STUDENTS**

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. Please make arrangements with your student before leaving home to minimize disruptions to our classroom learning environment.

### **MESSAGES TO TEACHERS**

We promote a close relationship with our parents and families and hope you stay in touch often. Teacher e-mail addresses are available in our eSchool system. Though every effort will be made to return your message 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.

### **PLAGIARISM/CHEATING**

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

1. **Directly Copying** the work of another person - use all of the following: (1) quotation marks, (2) proper credit immediately following the quote, and (3) listing any sources on the “works cited” page at the end of the assignment.
2. **Paraphrasing** the ideas of another person - use all of the following: (1) proper credit immediately following the paraphrase and (2) listing the source on the “works cited” page at the end of an assignment.
3. **Properly credit** the use of any work or answers that have been written, created, or developed by another person. This includes work or answers

that have been generated through electronic translation engines, literary summary sources, and collaboration with other students.

**4. Recycling previously submitted work.** “*Recycling*” an assignment is the re-submission of academic work that has been previously submitted by oneself or another student. This is a complete violation of academic integrity.

**5. Using artwork or pictures without proper citation.** Students may not use artwork or pictures, including clip art that was created by another person, without proper citation.

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

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

### **TEXTBOOKS/CHROMEBOOKS**

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

### **TARDINESS**

Students are given ample time between classes to arrive on time. Consequences for tardies are:

1<sup>st</sup> Tardy - Warning



2<sup>nd</sup> – 4<sup>th</sup> – Student is assigned after-school detention and will call home to notify parents at the time of the tardy.

5<sup>th</sup> Tardy – Student is assigned after-school detention, meets with the Dean of Students or Assistant Principal and a parent contact.

6<sup>th</sup> Tardy – Student is given a referral and meets with the Dean of Students or Assistant Principal who will contact parents. Student is assigned a 1/2 day ISS.

7<sup>th</sup> Tardy – Student and Parent meet with the Dean of Students or Assistant Principal to create a Plan For Improvement.

## **VISITORS POLICY**

For the safety and security of our students, we require that all visitors check in at the main office and receive a Visitor or Volunteer badge. Parents and guardians are welcome to visit school at any time, in fact we encourage you to, but we ask that you contact the administration 24 hours in advance if planning to visit the classroom. Student visitors are not allowed at Duniway during the school day because of the distraction this causes to the educational process.

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

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

*Link for the McMinnville School District Student Handbook:*

[http://www.msd.k12.or.us/UserFiles/Servers/Server\\_343026/File/Parents%20and%20Students/Student%20Handbook/Student%20Handbook%2016-17%20English%20Second%20Full%20Copy.pdf](http://www.msd.k12.or.us/UserFiles/Servers/Server_343026/File/Parents%20and%20Students/Student%20Handbook/Student%20Handbook%2016-17%20English%20Second%20Full%20Copy.pdf)

Updated 8/30/18 mp

## Duniway Middle School Daily Schedule

Period 1	8:30	-	9:20
Period 2	9:24	-	10:09
Period 3	10:13	-	10:58
Period 4	11:02	-	12:33

<u>“A” Lunch</u>	<u>“B” Lunch</u>	<u>“C” Lunch</u>
11:02-11:32	11:32-12:02	12:02-12:33

Period 5	12:37	-	1:22
Period 6	1:26	-	2:11
Period 7	2:15	-	3:00

## Duniway Middle School Bridges Schedule

Advisory	8:30	-	8:56
Period 1	9:00	-	9:45
Period 2	9:49	-	10:29
Period 3	10:33	-	11:13
Period 4	11:17	-	12:47

<u>“A” Lunch</u>	<u>“B” Lunch</u>	<u>“C” Lunch</u>
11:17-11:47	11:47-12:17	12:17-12:48

Period 5	12:52	-	1:32
Period 6	1:36	-	2:16
Period 7	2:20	-	3:00

# Duniway Middle School

My signature indicates that I have read the digital copy of the Duniway Student Rights and Responsibilities Handbook, available online on the Duniway Middle School website (<http://duniway.msd.k12.or.us>). I understand these are the policies and procedures of Duniway Middle School in conjunction with those of the District Office Student Rights and Responsibilities Handbook. I also understand and agree that as a student/parent I shall be held accountable for the behavior and consequences outlined in the Student Rights and Responsibilities at school during the regular school day, at any school related activities regardless of time or location and while being transported on district provided transportation.

\_\_\_\_\_  
Student (print)

\_\_\_\_\_  
Student (signature)      Date

\_\_\_\_\_  
Parent/Guardian (print)

\_\_\_\_\_  
Parent/Guardian (signature) Date