



DUNIWAY MIDDLE SCHOOL

WELCOME!

The staff welcomes you to Abigail Duniway Middle School. We want you to enjoy your years here and hope the challenges you face encourage you to do your best in the classroom and in extra-curricular activities. We want you to take pride in Duniway Middle School, appreciating the diversity present in our school. We want Duniway Middle School to be a safe place for all students, and we encourage you to come to school each day ready to give it your best. We will help you be successful and to celebrate your successes!

McMinnville School District 40 Mission Statement

Our mission is achieving excellence through high standards of teaching and learning.

Duniway Middle School Mission Statement

The mission of Duniway Middle School is to create a student-centered school, where the social, academic, personal, and global needs of students are addressed. We believe that students are responsible young people who deserve a caring, safe environment in which to learn and grow. We are also committed to honoring the diversity of all students, parents, community members, and staff and to appreciate the richness that diversity provides. Our obligation is to instill school and community pride in our students, and to teach them to become self-directed learners who are capable of thinking for themselves.

School..... 503-565-4400
Attendance..... 503-565-4400
Counseling Center.....503-565-4404

DUNIWAY MIDDLE SCHOOL EXPECTATIONS

Our Duniway expectations are simply a statement of the things we all strive for so that school is a positive, productive place for all.

DUNIWAY DRAGONS ARE

- RESPONSIBLE
- RESPECTFUL
- SAFE

BE RESPONSIBLE

All through your life you must make decisions about your actions. We expect you to do what is right and to be responsible. It isn't always easy to make responsible choices, especially if someone else is not being responsible. It is important for you to remember that you are in charge of yourself. You can do what is right!

Being responsible also means that you choose to do your best. When you are working on something, ask yourself, "Is this the best I can do?" If you give a job your best effort, you learn more and feel more responsible than if you just slide through the job. If you make mistakes, but do your best, your teachers can help you learn from your mistakes.

BE RESPECTFUL

At Duniway we respect the dignity of everyone. All individuals, students and staff, regardless of our appearance, athletic ability, age, and family background, are valuable. The way we treat each other should demonstrate that belief. Before we can treat others with respect, we must first respect ourselves.

We respect learning. All that we do as a school community revolves around teaching and learning. Lessons are learned inside and outside the classrooms.

We respect time. There is so much to accomplish in the school day, and so little time, we must be prompt and use the time we have wisely.

We respect property. Duniway is not simply a building. It is a community of people using a building. But the condition of that building and the campus that surrounds it says something about the people who use it. We are proud of our school. We take pride in our appearance, and we respect the personal property of others.

We respect the community. Duniway is a part of the McMinnville School District and the McMinnville community. Members of this community take pride in their schools and they expect a great deal from us, both in and out of school. They judge Duniway by watching us, students and staff, in our roles at school and in the community.

BE SAFE

Everyone deserves to be safe and supported at Duniway. With that comes each individual's responsibility to act in a way that will assure the safety of all before, during, and after school.

STUDENT RECOGNITION

Duniway students exhibiting positive character traits are selected by staff to be honored at a Dynamite Dragon Breakfast once a quarter. Parents of the honored students are encouraged to attend as well. Following are the Dragon Pride Breakfast months.

Dynamite Dragon Award Breakfasts

October February April May

Honor Roll Breakfast

Academic All Stars are honored each spring at a breakfast. Invitations will be sent to the families of students showing academic excellence by achieving honor roll status for at least two quarters.

Wall of Fame

Students are recognized for positive qualities by staff and their photos and a brief description of the recognition are displayed prominently in our hallway. Additionally, parents are notified of this recognition by mail.

Dragon's on F.I.R.E.

Students are recognized by staff when they see them demonstrating the **F.I.R.E.** qualities (**F**ocus, **I**ntegrity, **R**espect, **E**mpathy) and they receive a ticket that can be used at our Dragon Pride Store.

RIGHTS AND RESPONSIBILITIES

STUDENT RIGHTS/RESPONSIBILITIES

- To receive the best education that our resources can provide.
- To be safe, treated with dignity, and free of harassment and intimidation.
- Students have the rights of citizenship as outlined in the United States and Oregon Constitution.
- Students have the responsibility to conform to basic rules designed to protect the safety and rights of others to receive an education.
- Students have the responsibility to be safe, responsible, and respectful of themselves, others, and property.

STAFF RESPONSIBILITIES

- Model safe, respectful, responsible behavior.
- Establish clear and consistent expectations.
- Communicate with parents and students.
- In all actions, endeavor to provide the greatest amount of service to the largest number of students.
- Foster a climate of learning for all students.
- Reflect upon and hone the very best instructional practices.

ADMINISTRATOR RESPONSIBILITIES

- Model safe, respectful, responsible behavior.
- Manage the building well and respond appropriately to discipline infractions.

- Support teaching staff when they are engaged in enforcing established district norms.
- Reinforce the standards for quality instruction.
- Communicate effectively with parents, students, and staff regarding the mission and procedures of our school.

PARENT RESPONSIBILITIES

- Model safe, respectful, responsible behavior.
- Provide their children with the necessary support for learning to take place.
- Assist in their child’s success by ensuring regular and prompt attendance.
- Communicate with staff.
- Recognize that for effective education to take place, a positive relationship between school and home must exist.

WHERE DO SCHOOL RULES APPLY?

On school grounds, at the bus stop, on the bus, at all school-sponsored events, on the way to and from school, in “Cyber-Space” depending on the impact, with all staff, guest teachers, assistants, and parent volunteers. A student that violates the Student Code of Conduct shall be subject to disciplinary action. A student’s “due process” rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators. An opportunity for the student to present his/her view of the alleged misconduct will be given before any discipline action is taken. Behavior outside of school may be a basis for discipline if it disrupts the education or interferes with the rights of others at school.

DUNIWAY MIDDLE SCHOOL GENERAL INFORMATION, SERVICES, GUIDELINES, AND BEHAVIOR POLICIES

You are responsible to know and follow all district and school rules, and of course follow state and federal laws. Therefore, it is very important for you and your parents to read through all the material in this handbook and other district handbooks, and ask questions if you do not understand. We believe all students can succeed, and providing a safe and orderly environment is a key to this. If you believe at any time that you have information that raises your level of concern for your safety or the safety of others, you should immediately report your concerns to an adult in the building.

A variety of information is described here. Logical consequences for misbehavior will vary based on severity and frequency of a problem, your prior discipline history, and all special circumstances. Policies are subject to change throughout the year as staff and students work together to create a better school.

ABSENCES

A written excuse from a parent or guardian must accompany students upon their return to school following an absence, even if a phone call reporting the absence was made. The excuse must be brought to the main office where the student will receive an admit slip. A student who is absent from school or from any class without permission will be considered truant and will receive a consequence such as detention, suspension, and/or ineligibility to participate in athletics or other activities.

ACADEMIC SUCCESS

An extremely important aspect of school success is preparation for class. Having the necessary supplies, such as binder with pens and pencils every day, and having needed textbooks and any assignments or homework due are critical. We expect Duniway students to have high expectations for themselves! Success doesn't happen by accident; you must prepare for it!

ACTIVITIES

During the school year, the Leadership class sponsors a variety of school activities in conjunction with the Parent Club and/or administrators. Activities may include spirit days, fundraisers, movies, bowling, service projects, and other extra curricular activities. These activities are for all current Duniway students only.

After School Programs

Students may participate in After School programs which include daily Homework Help, clubs and Intramural sports as well as some league sports. If you choose to participate, you are expected to go straight to your activity at the end of the school day rather than leaving the building to visit friends. This means that after visiting your locker at the end of the regular school day, you should report immediately to your Homework Help classroom, club or intramural sport area.

AGENDAS

Every student will be given an agenda and must take it with them to each class daily. Agendas are a tool for students, teachers and parents, to keep track of assignments, due dates, coming events, etc. or as a communication tool between parents and teachers. Lost agendas can be replaced in the main office for a fee of \$5.00.

ALCOHOL/DRUGS

It is the policy of the McMinnville School District to provide a learning environment for students that is safe, secure, and drug-free. The District maintains a philosophy of zero tolerance in regards to substance abuse and endorses schools that are free from detrimental effects of alcohol, illegal drugs and controlled substances. Consequences for a drug or alcohol violation include suspension and possible expulsion. A substance abuse assessment may be required and possible criminal charges filed by McMinnville Police Department.

APPROPRIATE LANGUAGE

You are responsible for what you say and it does not matter how you feel. You cannot take back what you say, and apologies may not always fix things. When you spread rumors, what you are really doing is harassment. Even written words, like cyber-bullying, can still be a form of harassment. Words have the power to help or to hurt, to harm, or to heal. Be kind with your words.

Using swear words, or references to sexuality as put-downs, are not allowed. If you are upset with someone, abusive or profane expressions are not acceptable. Cool down before you say anything. It's not appropriate language at school for any reason.

You also can't say sound-alike words. If what you are saying sounds like profanity, or intended to be abusive, it will be treated as such. Learn to express yourself in a civil way, especially when you are unhappy or angry.

ASSEMBLY BEHAVIOR

Good behavior at assemblies is very important. It shows we take pride in our school and ourselves. The following are our assembly expectations:

- Sit where you are told, and be seated quickly.
- Remain seated until the adult in charge of the assembly dismisses you.
- Follow the directions of all staff members.
- Honor the speaker by using the ten-second rule. Once the speaker is ready to begin, it should take less than ten seconds for students to be silent.
- Clap or cheer when appropriate, but don't scream.
- Do not talk while the assembly is being presented unless it is an appropriate time.
- All school rules apply, so use quiet voices and appropriate language.

ASSESSMENT AND GRADING

The traditional grading system for middle school students is the A, B, C, D, F rating. Progress reports are given at the mid-point of each quarter. Some of the mid-term Progress reports may be given to parents/guardians at conferences. We believe the mid-term reports provide current information to parents regarding their child's academic status. We also find that they are useful in helping our staff work with parents to prevent students from encountering academic problems. Students are directly involved in understanding and tracking their own progress in each class. Additionally, at some grade levels teachers provide a weekly progress report. Report cards are issued every nine weeks and are mailed home.

Approximate Progress Report Dates

October 2

December 11

February 26

May 6

Report Card Dates

November 6, 2015

January 29, 2016

April 8, 2016

June 16, 2016

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 help us to address the issues.

The student services/counseling office is available to all students and parents to help with the resolution of student problems. Our counselors meet 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 counselors by dropping by the student services/counseling office and filling out a request form. Parents may set up appointments by telephoning or emailing the counselors.

One of the many roles of teachers, administrators, and other staff members is as advocates for students. Often they can provide guidance and help students find ways to resolve problems. Help is available throughout the school! Seek it out when needed!

ATHLETICS

School team sports are offered at Duniway. Students have had the opportunity to participate in football, volleyball, cross-country, wrestling, basketball, and track. All stress positive social and skill development, sportsmanship, and participation. Sports are offered through our after-school program and cost \$65. A "Household Income Information" waiver form is available in the office and may be filled out to determine eligibility for reduced fees on our sliding scale (see "Fees"). Some sports are available to sixth grade students, and some are offered through the city or as clubs.

Students participating in athletics must have a physical examination before they are allowed to play or practice. Physical exam forms are available from the school office or from school coaches and must be signed by both the parent/guardian and doctor and remain on file at school. Exams are valid for two years. To be eligible to play in athletic contests, students must be present at school during the day and able to participate in P.E. classes.

ATTENDANCE

Oregon Law requires regular attendance. Law defines an excused absence as follows: "...if the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family, or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence." Duniway's faculty 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. Being to class on time is expected and habitual tardiness will not be allowed. A call to the main office (503-565-4400) 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 dropout prevention specialist, your teachers, or an administrator to create an improvement plan. You will receive consequences for tardiness to class. We want you here at school - - learning and enjoying!

BACKPACKS, TOTE BAGS and PURSES

To provide safety in the hallways, prevent classrooms from being crowded and to foster the best learning environment, students are asked to leave backpacks, tote bags, purses and non-academic items in their lockers in the morning and take them out after school. They are not allowed in the classrooms.

BICYCLES, SCOOTERS, ROLLERBLADES, AND SKATEBOARDS

Bicycles, scooters, rollerblades, and skateboards may be ridden to school as transportation, but they cannot be ridden on the sidewalks in front of the school, in the covered play area, or the bus zone. An offense may result in the "ride" being taken away and contacting parents to come and pick it up. That means the privilege of using the "ride" as transportation has been lost. This isn't something we want to have happen, so please be responsible. This guideline is in effect 24/7 - - 24 hours a day, 7 days a week. It is a school district policy.

CHEATING

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 five words in a row from any source without using

quotation marks. This is called plagiarism and it is cheating. This includes the Internet. Copying others' work is also cheating, and those who give their work to others to copy can receive penalties also. You have the responsibility for doing your own work.

COMPUTER AND iPad USAGE

Computers and iPads are available for educational use at Duniway Middle School. The school also provides access to the internet. Student computer and iPad use will be monitored. The use of school computers and iPads is for the instructional needs pertaining to students at Duniway. Personal use of school computers including internet, email, chatting and personal printing is prohibited. When computer and iPad use might be questionable, students should ask for clarification or permission to use the equipment. Any student who fails to abide by guidelines governing computer and iPad use may face suspension of system access. Violations that are irresponsible, disrespectful, or unsafe could lead to disciplinary actions.

CONFRONTING STAFF

Say you have a problem because you feel an adult doesn't understand you. Or maybe you have been blamed for something you didn't do. Will it work to challenge an adult right in the middle of class, talk back, or in other ways be disruptive? Definitely not.

If you have a problem with a staff member, wait until it is an appropriate time to discuss it, and until you cool down. Ask the staff member when it would be a good time to talk. If you need assistance, consider getting another adult to help. This could be a counselor or administrator, your parents, or some other adult you trust.

CLOSED CAMPUS/SIGNING OUT PROCEDURE

We care about our students' safety. For that reason, students are NOT allowed to go off campus after arriving at school unless accompanied by a parent/guardian and after the student signs out in the main office. Students leaving school for any part of the day must sign out. They must present a note from a parent/guardian stating the reason for leaving school. If they return during the same day, they need to sign in at the main office when they return.

DESTRUCTION OF PROPERTY AND VANDALISM

No one has the right to destroy school or personal property. It's up to all of us to make the right choices. Fixing or replacing damaged or destroyed property will be an appropriate consequence. You may also be expected to perform a community service project for acts of vandalism directed toward district property or staff property. In addition, criminal charges may be filed with law enforcement authorities.

DISRUPTIONS IN CLASS

Teachers will devote instructional time to help you with classroom guidelines. When these rules are broken, a teacher may:

- Change the seating arrangement
- Meet with you or contact your parents
- Have you do in-class consequences such as cleaning or fixing that which you caused
- Have you stay later or come in early (arrange for make up of time lost)
- Ask the counselor, assistant principal, or principal for assistance
- Create a behavior contract
- Assign consequences agreed upon by the teaching team

DRESS AND GROOMING

Duniway students are expected to dress in good taste at all times. Clothing, make-up, or hairstyles that disrupt the educational process or are a safety concern are not appropriate, except on school dress-up days. This would include chains and clothing worn so that underwear can be seen or a bare midriff exposed. Please use good judgment.

Duniway Dress Code

1. Clothing with vulgar or insulting sayings is prohibited.
2. Clothing with reference to alcohol or drugs is prohibited.
3. Clothes that are too revealing are prohibited:
 - a. Shorts and skirts need to be fingertip length. Fingertips should contact shorts when arms hang relaxed. Using leggings or yoga pants under shorts or skirts too short does not make them appropriate. Fashion holes in pants must be below fingertip length as well.
 - b. Leggings, Spandex, or yoga pants may be worn only with a top that is no shorter than the wrist when arms hang freely at sides.
 - c. Shirts should contact pants at the waist when arms hang relaxed.
 - d. Low-cut and open-cut clothing is a distraction. At no time shall any undergarments like underwear, boxers, bras, or straps be visible with normal movement. Low-cut shirts exposing cleavage are not allowed, and neither are halter tops, razor backs, or tank tops with skinny straps; they must be at least two fingers wide.
 - e. No clothing that is inappropriate to the degree that it makes another student or staff uncomfortable is to be worn. This would include tops that show cleavage and excessively low rider jeans.
4. No clothing that creates a safety hazard, such as oversized or saggy pants or spiked neck or wrist bands, are allowed. Pants should fit at the waist with no underwear showing and not sag in such a way as to affect walking. Students who wear an oversized shirt in attempts to hide sagging pants are violating the dress code.
5. Neither pajamas nor slippers are appropriate to wear in this educational setting.
6. Hats, hoods, bandanas gloves, and sunglasses are not to be worn in the building.
7. Coats will not be worn in class, and are to be kept in lockers.
8. Safe shoes must be worn at all times. Slippers are not acceptable. Uggs and moccasins with outside hard soles are permissible.

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 has limited time to investigate loss or theft of these items.

Electronic devices (cell phones, iPods, m3p players, etc.) must be turned off and put away in the lockers during instructional hours of 7:50-4:00. This includes during classes, assemblies, in offices, and other school activities.

Students may use electronic devices at Duniway Middle School ONLY outside the school building. If an item is confiscated due to violation of this policy, the student may retrieve the item from the Office. The following is the matrix for electronic Devices Violations:

Infraction #

1. Warning and the student may pick up the device after school.
2. Warning and the student may pick up the device after school.
3. The parent must pick up device at the office.

4. Parent picks up device in the office and Lunch Detention assigned.
5. Device not allowed in school, unless checked in and out of the office.

Cameras of any type (including video and cell phone cameras) are not to be used by students on campus or at activities without the expressed permission of everyone in the photo/video and the permission of an administrator/activity supervisor. The only exception is for school photographers (school yearbook and specific classes). Parents should be aware that they may be legally liable for material recorded and video taped by their teens.

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 contact the family physician indicated on the Student Registration Card. When necessary, an emergency rescue unit will be called.

FEES

Student Body Fee	\$20.00
Yearbook (optional)	\$15.00
Personalized Yearbook	\$17.00
Instrument Rental	\$50.00

Sliding Scale Fees	(regular/waiver form available in office)
Athletic Participation Fee (optional)	\$65.00/\$20.00/\$10.00 per sport
Club Participation Fee (optional)	\$30.00/\$20.00/\$10.00

FOOD ITEMS

Food items, candy, and drinks need to be kept in the Commons unless taken to an organized party. They should not be in the halls or classrooms unless special permission has been given.

GANG ACTIVITY

Duniway has a strong commitment to keeping all gang activity out of the school. For the safety of all, students may not wear, display, or have present in their notebooks, books, and lockers anything related to gangs, including bandanas, markings associated with gangs, gang symbols, smile now/cry later, etc. Flashing or displaying gang signs or anything like them is strictly prohibited.

We understand that most students select clothing items because they like the style, not because they want to be identified as a gang member. Our goal is to teach students what is appropriate for school. Please respect staff guidance by not coming to school wearing prohibited clothing. Warnings may include written notifications and consequences will be given at a severe level, possibly including police involvement, for any gang activity at school.

GETTING EVEN

If you get in trouble for something, it is not acceptable for you to take actions to get even with the other student/s involved. Threats or hurtful actions will result in more problems and can get you in a lot more trouble.

HALL CONDUCT

- Walk at all times.
- Stay to the right.
- Keep hands and feet to self.
- Do not block the halls with your groups of friends.
- Use appropriate volume: quiet voice, especially if you are in the hallway with a pass during class time.
- Every student must have his or her own pass to be in the hallway during class time.
- Go directly where the hall pass says, not someplace else as well.
- Do not distract students in classes by looking in classrooms.

HARASSMENT

Harassment may occur in many forms: unwanted touching or physical contact; unwanted explicit sexual or racial talk, comments, or jokes; making fun of others for any reason; embarrassing others such as by pantsing or mooning; telling lies or spreading rumors about an individual's personal life; vandalism, destruction, theft of property; comments about a person's anatomy or looks; repeated unwanted letters or telephone calls; physical assault with hands, feet, or objects; inappropriate staring at someone; cyber-bullying.

Harassment is also bullying or simply trying to make someone else miserable. It includes pestering, hounding, baiting, tormenting, name-calling, teasing, etc. All forms of harassment are prohibited and students harassing others will be educated about harassment. When considering acts that could be considered harassment, staff at Duniway always considers the age of the individual involved, the circumstances surrounding the incident, and how the action affected the person being harassed. Discipline may include suspension or expulsion, police or juvenile contacts, and parent contact.

If someone is harassing you, it might be tempting to be mean right back. Don't do it! Getting even with someone for his or her bad behavior does not help and can get you in trouble. Follow this plan instead:

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/or 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 POLICY

Students at Duniway may expect to spend a **minimum of 30 minutes** an evening with homework. Any teacher may give homework assignments on a daily basis. Students are expected to record homework assignments in their planner provided by the school. Being organized about recording assignments is a key to success. Homework provides practice, teaches students 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 REQUESTS

In the case of extended illness and/or absence (minimum of two days), parents/guardians may call the school and 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. 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.

HORSEPLAY

Horseplay means pushing, poking, tripping, elbowing, and other physical contact done for fun or as a joke with other students. Duniway does not allow students to horseplay. Our halls and common spaces are too crowded, and physical contact often leads to conflict or safety concerns.

Often when students are reminded that horseplay is not allowed, they say, "But he is my friend!" or "We're just kidding around!" These excuses do not work. Hands off, please!

ILLNESS DURING SCHOOL HOURS

If a student becomes ill during school hours, he/she should come to the guidance center. The staff will determine whether to call the parent/guardian 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 listed on the student's registration card has been contacted and arrangements have been made. 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.

LATE WORK POLICY

Students are responsible for making up work missed due to an absence. On the same day the student returns to school, she or he should meet with each teacher to get a list of missing work and activities. Make up work should be completed as soon as possible, and the student should be sure to ask teachers for specific due dates. Usually, the time given for make up work is the same number of days the student was absent plus one day. Students who know in advance they will miss classes because of a school activity, a sports event or a pre-arranged absence should meet with teachers to get work before the absence(s). That work is due the school day following the absence unless other arrangements are made with the teacher.

LOCKERS

Lockers will be assigned at the beginning of the school year; students share with one other student. Lockers are the property of the school and students are expected to use them responsibly. Do not post any item that refers to alcohol, drugs, or other inappropriate material.

Lockers are subject to inspection at any time. It is important that you keep your locker combination confidential and that you do not trade lockers without permission of your teacher or an administrator.

Your hall and PE lockers need to be locked at all times. Do not bring valuables to school. Items brought to school or stored in lockers are not insured for reimbursement by the school district and are brought to school at the student’s risk. The school, its personnel and the members of the School Board assume no responsibility for items left in the lockers. The school assumes no responsibility for lost or stolen items; however, we will try to recover and resolve any instance of theft.

Coats, purses, handbags, backpacks, and other personal items are to be stored in the locker for the day. It is important that the locker be secured to ensure the security of personal items.

“LOITERING” AFTER SCHOOL

School hours are from 8:30 a.m. to 3:00 p.m. Unless you are working with a teacher or participating in an activity, please 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 report before returning to school at 4:00. Remember that if you are at an event, you are to remain in the gym or on the field. You are not allowed to loiter in the building or other parts of the school because they are not supervised - - and so it’s not safe.

LOST, FOUND AND STOLEN ITEMS

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 that is misplaced. All found items should be turned into the office and may be claimed there. Unclaimed clothing items will be displayed throughout the school year in the commons. Items not claimed will be periodically donated to charity.

Students need to report stolen items to the receptionist immediately and fill out a theft report. The office is where students should bring items they find to be kept safely until the owner can identify them.

Students are discouraged from bringing large sums of money or valuable articles to school. If such items are needed for a school class or activity, please bring them to the main office to be kept safe until needed. Students are also asked not to keep money or items they may be selling for fundraising in their lockers.

MEALS

Each student is eligible for one complimentary breakfast and lunch every school day under the Community Eligibility Provision the district has adopted. If a student would like a second breakfast or lunch, they may be purchased for the following price:

Paid Breakfast:	\$ 1.75
Paid Lunch:	\$ 2.75
Milk:	\$.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. Milk or juice may be purchased separately from a meal for \$.60.

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 a special dietary need and requires an accommodation, a Medical Statement form for this purpose is available in the main office.

The District participates in the National School Lunch Program. Students 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, as long as the medication is kept in the guidance center. Students cannot keep medication in their lockers, notebooks, 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.

MESSAGES TO TEACHERS

We promote a close relationship with our parents and families and hope you stay in touch often. Teachers may be reached by calling the Duniway office at 503-565-4400. These calls are transferred to the teacher's voice mail. Teacher e-mail can also be used, and e-mail addresses will be available to you from the teachers at Back to School Night in September. 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.

NOTES, ARTWORK, AND OTHER MATERIALS

If notes, artwork, or other materials are discovered that are inappropriate or cause concern for a student's safety, they will be confiscated. Parents may be contacted.

PHONE CALLS

Make arrangements for after-school transportation and activities before coming to school. If you are a part of the after-school Homework Helpers or activities, the times you are dismissed remain consistent. Remember those times so you can let your parents know without needing to make a phone call. The office phone should be used for emergency calls only.

PHYSICAL AGGRESSION, FIGHTING, ASSAULT AND THREATS

Every student has the right to be safe and secure at Duniway. All fighting at school is prohibited, as is using violent language or notes to threaten others. Most fights at middle school are the result of bullying and abusive language. Horseplay often leads to fights as well, and this is one of the reasons it is not allowed. Students involved in a fight or making threats are typically brought together by administrators or counselors to resolve differences and make amends. Consequences for fighting or making threats may include suspension or expulsion as well as parent contact. Assault, or threat of assault, is destructive to the school setting and may lead to criminal charges being filed with the McMinnville Police Department.

Students who “stir the pot” and keep an issue alive are helping continue or aggravate the problem and may also face consequences for their role. No matter how you feel, you are responsible for what you do or say. Your teachers, the counselors, and administrators are here to help you resolve problems in a positive way. Seek help when needed!

What is self-defense? It means doing the least you can to get out of a bad situation. Unless you are backed into the wall, you can probably get away and find help. If you stay to argue or fight, you can expect the school to give you consequences even if you didn’t start the fight.

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, knives, paint guns, firecrackers, lighters, matches, chains, or any object that is considered to be a weapon. Aerosol cans of any type are 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.

PUBLIC DISPLAYS OF AFFECTION

We take pride in the behavior of our students. Public displays of affection in the school building or on the school grounds are embarrassing to students and adults. It’s not appropriate for the middle school. This includes hand holding, hugging and kissing, as expressions of romance. Please refrain!

SAFE AND SECURE SCHOOL CAMPUS

Every member of our learning community has a part to play in keeping our campus safe and secure. **Students should never open a door to allow someone into the school building.** If someone belongs in our school; they will have a way to get in without a student’s help or check in at the main office first. Students should be aware of who is in our hallways and if someone seems out of place, report it to a staff member immediately.

SMOKING/CHEWING TOBACCO

Student possession or use of tobacco or tobacco products is explicitly prohibited on school district property. Adult visitors to the school grounds are not to use tobacco products either. A tobacco violation may result in tobacco education, suspension and criminal charges being filed by McMinnville Police Department.

SPECTATORS AT GAMES

School hours for students are from 8:30 a.m. to 3:00 p.m. All students should leave the building immediately after school unless engaged in an organized activity or working in a classroom under adult supervision. Students who want to watch an athletic game, and we encourage them to, are expected to report home first, as games do not begin until 4:00 p.m. Our office phone is to be used for emergencies only, so remember to make arrangements in advance if transportation or permission to attend the event is needed. 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 games or contest. School rules and expectations for behavior still apply for these events and parents will be notified if supervision of student spectators becomes a problem.

SUBSTITUTE TEACHERS

There will be days when your teacher is not at school and you have a substitute teacher for a class. Our Duniway expectation is that you are respectful and responsible in your behavior. We feel very strongly about the importance of welcoming guest teachers, and if your behavior choices are not responsible or respectful there will be significant consequences. Guest teachers won't always do things the way you are accustomed to in your class, so being flexible and understanding that things might be different is important.

TEXTBOOKS

The school district provides textbooks for our Middle School students. Because many texts are now only one of many resources used in the average classroom, classes often share books. Therefore, students may not always have the option of taking texts home for additional study. Copies are available for check-out through our school library. The maintenance of textbooks, materials and equipment used by the student is her or his responsibility, and replacement cost will be charged to students if texts, etc. are damaged or lost.

TARDINESS

Students are expected to report to school and to each class on time, prepared with the necessary materials. Students are given ample time between classes to arrive on time. Students coming into class after the tardy bell has rung will be escorted to the office and given a tardy for that period. Consequences for tardies are:

1 st tardy	Warning
2 nd – 5 th	Student is assigned either a lunch time or after-school detention and is responsible to notify parents of the tardy detention.
6 th tardy	Student is assigned a detention and makes a phone call home. Student meets with assistant principal who will participate in contacting parents.
7 th & 8 th	Student is given a referral and meets with assistant principal who will contact parents. Student is assigned to ½ day in ISS room.
9 th or more	Student is given a referral. Assistant principal will meet with the student to develop a tardy plan. Student is assigned one day in ISS room.

THEFT

Respect for school property and property of students and staff is expected and valued. Stealing is a violation of trust, and once trust is broken, it's difficult to earn it back. We don't want any students to be in this situation. If you choose to take something that doesn't belong to you, you will not only have school consequences - - law enforcement is also likely to be involved. Make the right choices!

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.

VISITORS POLICY

For the safety and security of our students, we ask 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 teacher 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.

**TOGETHER WE CAN CREATE A WELCOMING, POSITIVE
SCHOOL ENVIRONMENT!**

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 (Tuesday and Thursday)

Bridges	8:30	-	8:56
Period 1	9:00	-	9:46
Period 2	9:50	-	10:30
Period 3	10:34	-	11:14
Period 4	11:18	-	12:48

<u>"A" Lunch</u>	<u>"B" Lunch</u>	<u>"C" Lunch</u>
11:18 -11:48	11:48 -12:18	12:18-12:48

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

Behavior Consequences – Administrative

Defiance/disrespect	Conference/counseling Full range – from detention to suspension Parent contact
Destruction of school property or theft	Range: Community service – restitution – in-school suspension – 3+ days suspension – may involve police Parent contact
Drug or Alcohol Distribution	Conference/counseling 10 day suspension facing possible expulsion – meeting with parents
Drug or Alcohol Possession	Conference/counseling 1 st offense - 5 day suspension + drug evaluation – meet with parents 2 nd offense – 10 day suspension facing possible expulsion
False fire alarms	Conference/counseling 5 day suspension Parent contact Police involvement
Fighting	Conference/counseling Parent contact 3+ day suspension Bring students fighting together to apologize and problem solve
Fire setting	Suspension facing possible expulsion – parent contact
Foul language directed at a staff member	Conference/counseling 3+ day suspension – parent contact
Foul language at school	Full range – often dealt with by staff member – office referral may result in anything from conference to suspension – parent contact
Gang – Writing, drawings, clothing	1 st offense – Conference and documented warning – parent contact 2 nd offense – 5 day suspension 3 rd offense – 10 day suspension facing possible expulsion

Behavior Consequences – Administrative (continued)

Harassment – Racial, sexual, “cyber” or disability	1 warning – conference/counseling in-school or out-of-school suspension with varying length – may result in expulsion hearing Parent contact – Sexual Harassment triggers Policy Response
Lighters	In-school suspension Parent contact
Name calling	Full range – Typically begins with a conference – If it continues, full range from detention to suspension
Smoking	Conference/counseling 5 day suspension Parent contact
Technology violation	Conference/counseling 30 day loss of technology privileges - Depending on the violation, possible detention or suspension Parent contact
Truancy	Conference/counseling 1 day in-school suspension for first offense, additional days for subsequent events School service Parent contact
Violation of dress code	Conference/counseling May be sent home to change Will be given a shirt to wear if midriff is exposed or shirt is low cut Continued violations will result in behavior referrals with increasing consequences
Weapons	Conference/counseling Up to 10 day suspension facing possible expulsion Parent contact

Abigail Duniway Middle School

My signature indicates that I have read a copy of the Duniway Student Rights and Responsibilities Handbook. 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