

# Weston Middle School STUDENT HANDBOOK

2022-2023



Weston Middle School  
205 East Wallace Street  
Weston, OR 97886  
541-566-3548

Website: [www.wms.athwest.k12.or.us](http://www.wms.athwest.k12.or.us)  
Facebook: Athena-Weston School District



## **WMS School Day**

Note that the district has a late-start on Fridays. Class begins at 9:00am, and buses run exactly one hour later on Fridays. Dismissal remains 3:00pm on Fridays.

<b>7:30</b>	School Office Opens
<b>7:35</b>	Playground/Bus Lane Supervised
<b>7:45</b>	First Bell Buses Arrive/Main Building Opens Students head to class/Breakfast in classroom
<b>7:55</b>	5 Minute Warning Bell – <b>Head to Class!</b>
<b>8:00 – 8:47</b>	Period 1
<b>8:51 – 9:36</b>	Period 2
<b>9:40 – 10:25</b>	Period 3
<b>10:29 – 11:14</b>	Period 4
<b>11:18 – 12:03</b>	Period 5
<b>12:07 – 1:22</b>	Period 6 <ul style="list-style-type: none"><li>• 12:03-12:35: 6<sup>th</sup> and 7<sup>th</sup> Lunch and Recess</li><li>• 12:37-1:22: 6<sup>th</sup> and 7<sup>th</sup> Grades Period 6 Class</li><li>• 12:07-12:50: 8<sup>th</sup> Grade Period 6 Class</li><li>• 12:50-1:22: 8<sup>th</sup> Grade Lunch and Recess</li></ul>
<b>1:26 – 2:11</b>	Period 7
<b>2:15– 3:00</b>	Period 8
<b>3:00</b>	6/7/8 Grade Dismissal
<b>3:30</b>	Staff Leaves
<b>4:00</b>	School Office Closes

**Messages for staff may be left before and after regular office hours  
by voice mail (541-566-3548) or by email.**

**(See the school website for teachers' email addresses:**

**[wms.athwest.k12.or.us](http://wms.athwest.k12.or.us)**

## **Preface**

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules, and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or collective bargaining agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or collective bargaining agreement. Board policies are available at each school office during business hours and on the district website.

Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice. Notification may be provided when appropriate.

The Athena-Weston School District prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race<sup>1</sup>, religion, color, national or ethnic origin, mental or physical disability, marital status, sex, sexual orientation, gender identity, age, pregnancy, familial status, economic status, veterans' status, or genetic information in providing education or access to benefits of education services, activities, and programs in accordance with Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, and other applicable civil rights or discrimination laws; Section 504 of the Rehabilitation Act; the Americans with Disabilities Act; the Americans with Disabilities Act Amendments Act; and Title II of the Genetic Information Nondiscrimination Act.

The following staff has been designated to coordinate compliance with Title IX of the Education Amendments, and other civil rights or discrimination issues:

Morgan Rauch, AWSD Title IX Coordinator  
Weston McEwen High School  
540 Main Street, Athena, Oregon  
541-566-3555  
Morgan.rauch@athwestsd.org

The following staff has been designated to coordinate compliance with the Americans with Disabilities Act, the Americans with Disabilities Act Amendments Act, and Section 504 of the Rehabilitation Act:

Ann Vescio, Superintendent  
205 East Wallace Street  
Weston, Oregon  
541-566-3548  
Ann.vescio@athwestsd.org

Procedures for filing a complaint can be found in this handbook under "Concerns/Complaint Procedure."

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**W**elcome to **Weston Middle School!** We are glad to have you as a member of our learning community. **At WMS our first concern is that you achieve academically** so that you acquire the skills necessary to become a successful high school student. The staff here is committed to helping you with that goal. Students can have a huge impact on their academic success by **coming to school every day and completing assignments.** Teachers use a variety of means to communicate with students and parents about assignments and upcoming events. Be sure that you know your teachers' methods of assigning work and due dates. Turning work in on time is the number one way that you can ensure academic success!

### **Behavior Expectations at Weston Middle School**

At WMS we have three community rules:

1. **Be Safe**
2. **Be Respectful**
3. **Be Responsible**

If you simply follow these three rules, you will be successful at WMS.

### **Inappropriate Behavior Definitions**

#### **Minor Infractions**

Infractions that are minor in nature include, but are not limited to, the following behaviors: class disruptions, tardiness, inappropriate tone or attitude, being unprepared for class, minor use of profanity, minor technology violations, and failure to follow directions. When a minor infraction occurs, teachers and staff members will utilize a variety of appropriate, logical consequences designed to change behavior, such as: reminders/redirection, seating change, assignment to a buddy room, conference with student and/or parents, and assignment to detention. *If interventions do not achieve a change in behavior, the teachers and building administrator will require a meeting with the student and his/her parents to design a behavior plan and/or behavior contract.*

#### **Major Infractions**

Major referrals are serious in nature. They include, but are not limited to, the following behaviors: purposeful defiance, fighting, skipping class, leaving campus without permission, bringing a weapon to school, drug/alcohol/tobacco infractions, major classroom disruptions, major technology violations, use of profanity toward a staff member, and serious harassment. Major infractions are recorded, and the consequence is usually a suspension. Parents will be notified either by mail or phone for each major referral. Depending upon the nature of the infraction, referral to law enforcement is possible.

## **Five-Step System for Helping WMS Students Manage Their Behavior**

### **STEP 1: MLT (Model/Lead/Teach):**

When staff notices that student behavior is inappropriate, they ask the student questions regarding the school rules to be sure that the student understands the rule in question completely. If the student does not respond correctly, staff states the rule in a way that can be understood.

### **STEP 2: Classroom/Playground Interventions:**

If rules are still not being followed after it is clear the student understands the rule, a series of classroom/playground interventions are used. These interventions are designed to provide immediate and logical feedback to the student as well as an opportunity for the student to learn how to behave appropriately in the future. The consequence is decided by the adult in charge and is carried out immediately. All staff members may invoke classroom and playground interventions when they are sure the student understands that their behavior is inappropriate and it is not necessary to MLT (Step1). Classroom and playground interventions include, but are not limited to: offering help, changing activities, acknowledging someone who is behaving appropriately, providing choice, having a private conversation with the student, providing preferential seating, removing the student from the activity, using proximity, assigning work detail, and assigning detention.

### **STEP 3: Parent Intervention:**

If using the MLT strategy and Classroom/Playground Interventions are not successful, staff will contact parents to enlist their support in correcting their child's behavior.

### **Step 4: Team Intervention**

Whereas classroom and playground interventions are immediate and made by individuals, team interventions take time and are made by more than one staff member. Team interventions may include conducting a team meeting, developing a positive behavior support plan, completing a functional behavior assessment, documenting interventions, brainstorming solutions, and sharing information.

### **STEP 5: Office Intervention**

Office interventions should only be used after the other steps have been exhausted or the infraction is severe enough to require immediate attention from the office.



## WMS Dress Code

The school's dress code is established to promote appropriate grooming and hygiene, prevent disruption, and avoid safety hazards. Students who represent the school in a voluntary activity may be required to meet additional dress and grooming standards approved by the principal and may be denied the opportunity to participate if those standards are not met.

### Definitions and Examples:

**Underclothing**--Clothing worn to protect private areas of our bodies. Examples: bras, underwear, panties, compression shorts.

**Bottoms**—Outer clothing that covers continuously from waist/hip to mid-thigh or longer.

**Tops**—Outer clothing that covers continuously from neck line to waist/hip, starting at a level no lower than the top of the armpit. Tops must be solid and have a minimum two-inch shoulder seam. Midriffs must be covered.

**Sunglasses & Hats/Hoods**--Protective items that are typically to be worn outside.

**Accessories**--Decorative additions to clothing that must be respectful to others. Examples: Belts, jewelry, scarves

### Rules:

1. **Underclothing** should be unseen at all times. Outer clothing must cover these items.

2. **Clothing** should be appropriate for all school activities. Sleepwear is only allowed on designated Pajama Days.

3. **Shoes** must be appropriate for daily school activities. Examples: athletic shoes for P.E. and shoes with heels that do not pose a danger when climbing stairs. Slippers are only allowed on Pajama Days.

4. **Chains** are not allowed on clothing.

5. **Having writing on your skin** at school is not allowed. If you have writing on your arms, legs, etc., you will be asked to wash it off.

6. **Dress for 8th grade recognition, band concerts, etc.** should be appropriate for a public occasion and meets the school dress code. The final decision on what is appropriate will rest with the teachers and principal. Inappropriate dress will preclude a student from the program.

7. **If you represent the school in a voluntary activity**, you may be required to meet additional dress and grooming standards approved by the principal. You may be denied the opportunity to participate if those standards are not met.

8. **All clothing and accessories must be appropriate for a school atmosphere, non-disruptive, and respectful to others.** Clothing or accessories that promote use of alcohol, tobacco, or controlled substances are not allowed. In addition, clothing and accessories may not contain sexual, gang, lewd, profane, or discriminatory messages.

9. **The principal** reserves the right to determine inappropriate clothing beyond these guidelines. Students who are dressed inappropriately may be asked to change clothing.

## **Important Information about Weston Middle School**

Schoolwide expectations, rules, and policies help to create a safe and orderly environment for students and staff. **School rules apply on school grounds, inside the school building, at bus stops, on school buses, and at all school-sponsored events.** If the need arises to create new school rules during the academic year, we will let you know through the daily announcements and/or written notification. Daily Announcements can be found on the school's website in the Announcements Section ([wms.athwest.k12.or.us](http://wms.athwest.k12.or.us)). Students are responsible to know and follow all school rules and district policies as presented in this handbook and on the school and district websites.

### **Academic Integrity**

Students are expected to put forth their best effort on tests and assignments. Assisting others is prohibited when it would constitute academic dishonesty. Academic dishonesty includes, but is not limited to, using or sharing prohibited study aides or other written materials on tests and assignments; sharing, collaborating, or communicating with others on tests or assignments, before or during tests or assignments, in violation of directions by the class instructor; and knowingly sharing false information or knowingly misleading another to reach a false answer or conclusion. Violation of the policy may result in discipline as deemed appropriate by the instructor or administration, based on the nature and seriousness of the offense.

### **Admission**

A student seeking enrollment in the district for the first time must meet all academic, age, immunization, tuition and other eligibility prerequisites for admission as set forth in state law, Board policy and administrative regulations. Students and their parents should contact the office for admission requirements. The district may deny regular school admission to a student who is expelled from another school district and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student. The district shall deny regular school admission to a student who is expelled from another school district for an offense that constitutes a violation of applicable state or federal weapons law and who subsequently becomes a resident of the district or who applies for admission to the district as a nonresident student. Alternative education services may, at the discretion of the district, be provided to students expelled from another school district for violation of applicable state or federal weapon law and who subsequently become a resident of the district.

### **Alternative Education**

"Alternative education program" means a school or separate class group designed to best serve students' educational needs and interests and assist students in achieving the academic standards of the district and the state. Alternative education program options are established and approved by the Board to meet the individual needs of students. These programs will be made available to students who are unable to succeed in the regular programs because of erratic attendance or behavioral problems; for students who have not met or who have exceeded all of

Oregon's academic content standards; when necessary to meet a student's educational needs and interests; to assist students in achieving district and state academic content standards; or when a public or private alternative program is not otherwise readily available or accessible. Such programs consist of instruction or instruction combined with counseling and may be public or private. Private programs must be registered with the Oregon Department of Education. Home schooling shall not be used as an alternative education program placement. The district may, based on district criteria, provide alternative education programs for students expelled from another district for a violation of applicable state or federal weapons laws. Parents may request additional in-district alternative education programs by submitting written requests to the principal or superintendent.

Proposals from parents or students for the establishment of an alternative education program shall be submitted in writing to the superintendent or designee. Proposals for alternative education programs shall include the following: Goals; Criteria for enrollment; Proposed budget; Staffing; Location; Assurance of nondiscrimination. Proposals must be submitted to the superintendent or designee prior to November 1 for programs to be implemented the following school year. Proposals will be reviewed by the district. Contact the principal or district office for additional information on submitting proposals, the evaluation, and approval process.

### **Asbestos**

The district has complied with the Asbestos Hazard Emergency Response Act (AHERA) by having its buildings inspected by accredited inspectors and the development of a management plan for the control of this substance. The management plan is available for public inspection in the district office. The superintendent serves as the district's asbestos program manager and may be reached for additional information.

### **Assessment Program**

The district's assessment program shall be designed for the purpose of determining district and school program improvement and individual student needs including the requirements of the Oregon Administrative Rules. Assessments shall be used to measure the academic content standards and to identify students who meet or exceed the performance standards adopted by the State Board of Education.

Students may annually opt-out of taking the statewide summative assessments as provided by state law. The district shall provide the required notice and necessary forms for opting out of the statewide assessments to the student. The district shall provide supervised study time for students who are excused from participating in the assessment.

### **Assignment of Students to Schools**

Students are required to attend the school in the attendance area in which they reside, unless as otherwise provided by state and federal law. Exceptions may be allowed in certain circumstances. Contact the school office, superintendent, or principal for additional information. While parents have the option of placing their

students in a private school or obtaining additional services (such as tutoring) from a private individual or organization, the district is not obligated to cover resulting tuition or costs. If a parent wishes the district to consider a publicly funded private placement or private services, he/she must give the district notice and opportunity to propose other options available within the public school system before the private placement or services are obtained. A parent(s) of any student receiving regular education, Section 504 of the Rehabilitation Act of 1973 or Individuals with Disabilities Education (IDEA) services must provide notice to the district at the last individualized education program (IEP) meeting prior to obtaining private services or in writing at least ten business days prior to obtaining such services. The notice must include the parent's intent to obtain private services, the parent's rejection of the educational program offered by the district and the parent's request that the district fund the private services. Failure to meet these notice requirements may result in a denial of any subsequent reimbursement request.

### **Athletics**

Weston Middle School offers fall, winter, and spring athletics to student in grades 6-8. Eligible students may participate in football (7/8), volleyball (7/8), cross-country (6/7/8), basketball (7/8), weightlifting (6/7/8) and track (6/7/8). Students must pay a fee to play, have a current physical examination on file, and maintain grade and conduct eligibility throughout the season. Please refer to the **Eligibility** and **Physical Examinations** sections of the handbook.

### **Attendance**

All students between the ages of 6 and 18, who have not completed grade 12, are required to regularly attend a public full-time school, unless otherwise exempted by law. Staff will monitor and report violations of the state compulsory attendance law. All students five years of age who have been enrolled in a public school are required to attend regularly.

When there is a concern regarding student attendance, the parent will be issued a notification in writing, in the native language of the parent, and in accordance with law. The principal or superintendent will schedule a conference with the nonattending student and their parent(s) to discuss attendance requirements. At this time, the parent has the right to request an evaluation to determine if the student should have an individualized education program (IEP) or a review of the student's current IEP.

Any person having legal control of a student between the ages of 6 and 18, who has not completed the 12th grade, and who fails to send a student to school within three days of notification by the district that their student is not complying with compulsory attendance requirements [may] be issued a citation by the district for the student's failure to attend school. Failure to send a student to school may be a Class C violation of law and is punishable by a court imposed fine.

Additionally, a parent or guardian, or other person lawfully charged with the care or custody of a student under 15 years of age, may be found by the courts to have committed the offense of failing to supervise a child who has not attended school as

required. Failing to supervise a child may be a Class A violation. Violations, as determined by the court, may be punishable by a requirement to complete a parent effectiveness program approved by the court and/or a fine.

### **Absences / Make-Up Work**

Missing school can negatively affect learning, grades, and achievement. Research indicates over and over again that attending school is the **NUMBER ONE** indicator of success. For this reason, Athena-Weston Schools have set a goal of 95% attendance for each student.

- **When you cannot attend school**, your parent should *call or e-mail the office before 9AM so that we can mark the absence as excused*. If we do not receive a call, we will attempt to contact your parent.
- **Upon your return to school**, district procedures require a written note from your parents/guardians in order to officially excuse your absence if contact was not made previously via telephone or email. State law gives district officials the right to excuse or not excuse absences based on the nature of the absence, pattern of absences, or frequency. Make-up work is the responsibility of the student who is absent. Students will be given timeframe upon their return to make up work. This includes pre-arranged absences. Teachers may not be able to provide advance work for planned absences. **If you are absent, talk to your teachers and arrange for your make-up work.**
- **If your school attendance drops below 90%**, your parent or guardian will be contacted by the school district to discuss the reasons for your absences and ways that the district can be helpful. **Attendance below 90% is considered Chronic Absenteeism.** In the event that your absences reach the definition of *chronic*, a conference will be required and an Attendance Improvement Plan may be developed. **State law ORS 339.065 defines Irregular Attendance as more than 8 one-half days or 4 full days in any four week period.** If your absences become *irregular*, the district will follow procedures outlined by Oregon State Law.
- **Truancy:** A student who is absent from school or from any class without permission will be considered truant and may be subject to disciplinary action including detention, suspension, or ineligibility to participate in athletics or other activities.

### **Check Out / Check In:**

If you must go to an appointment during the school day, you should bring a note to the office in the morning. When the time comes for you to leave, you will be called by the office. Only your parent(s) or other adults listed on your emergency contacts are able to sign you out. If you return to school that day, you should check in at the office, sign in, and be given a pass to class.

### **Child Find Notice**

The Athena Weston School District is looking for children of school age who may need special educational services. Special Education Services are provided for school age children through our district programs. For infants and children to age five, services may be available through Umatilla County's Early Intervention and Early Special Education Program. If you know of a child who might have special needs such as speech, language, learning, hearing, vision, motor or other education needs, please contact the Director of Special Education at the Athena - Weston School District Office at 375 S. Fifth St., Athena, OR 97813; Phone (541) 566-3551.

### **Closed Campus**

We are a closed campus. Students are to remain on campus from the time of arrival until dismissal. You will not be released at times other than regular dismissal hours except with the principal's permission or according to school sign-out procedures. The office will determine that permission has been granted before allowing you to leave. You will not be released to any person without the approval of your parent or as otherwise provided by law. If you leave campus without permission, there will be disciplinary action.

### **Communicable Diseases**

The district shall provide reasonable protection against the risk of exposure to communicable disease for students. Reasonable protection from communicable disease is generally attained through immunization, exclusion or other measures as provided by Oregon law, by the local health department or in the Communicable Disease Guidance published by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA). Services will be provided to students as required by law.

Parents of a student with a communicable or contagious disease are asked to telephone the school office so that other students who have been exposed to the disease can be alerted. A student with certain school restrictable diseases is not allowed to come to school while the disease is contagious. This restriction is removed by the written statement of the local health officer or a licensed physician (with the concurrence of the local health officer) stating that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (\*) below, the restriction may be removed by a school official. For head lice, indicated by a double asterisk (\*\*) below, the restriction may be removed after the parent provides a signed statement that a recognized treatment has been initiated. These diseases include chicken pox\*, cholera, Covid-19, diphtheria, measles, meningitis, mumps\*, lice infestations\*\*, whooping cough, plague, rubella, scabies\*, staph infections\*, strep infections\*, pandemic flu, and tuberculosis. Parents with questions should contact the school office.

### **Complaint Procedure**

It is the goal of Weston Middle School to effectively educate and enrich the lives of its students. Occasionally, however, parents and/or students may have a complaint. In these cases, we have a system in place for parents to address such concerns

involving their child. In our efforts to improve communication between the school and our community, we have put together a list of steps to aide in this process.

#### Discrimination Complaints

A student and/or parent with a complaint regarding possible discrimination of a student on any basis protected by law should contact the building administrator or the district's Title IX coordinator. The district's final decision may be appealed to the Deputy Superintendent of Public Instruction under Oregon Administrative Rules (OAR) 581-002-0001 – 581-002-0023.

#### Bias Incident Complaints

All students are entitled to a high-quality educational experience, free from discrimination or harassment based on perceived race, color, religion, gender identity, sexual orientation, disability or national origin. "Bias incident" means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior. "Symbol of hate" means nooses, symbols of neo-Nazi ideology or the battle flag of the Confederacy. The district prohibits the use or display of any symbols of hate on school property, or in an education program except where used in teaching curriculum that is aligned with state standards of education for public schools. The complaint process is outlined in administrative regulation ACB-AR - Bias Incident Complaint Procedure found in Board Policy.

#### Instructional Materials Complaints

Complaints by students or parents about instructional materials should be directed to the principal. Should the student or parent be unable to reach a resolution following initial efforts at the building level, they may appeal the decision through Board policy *KL - Public Complaints*.

#### Suspected Sexual Conduct with Students by District Employees, Contractors, Agents, and Volunteers of the District

Sexual conduct by district employees, contractors, agents, and volunteers is prohibited and will not be tolerated. All district employees, contractors, agents, and volunteers are subject to Board policy *JHFF/GBNAA - Suspected Sexual Conduct with Students and Reporting Requirements*.

"Sexual conduct," means verbal or physical conduct or verbal, written or electronic communications by a school employee, a contractor, an agent, or a volunteer that involve a student and that are sexual advances or requests for sexual favors directed toward the student, or of a sexual nature that are directed toward the student or that have the effect of unreasonably interfering with a student's educational performance or of creating an intimidating or hostile educational environment. "Sexual conduct" does not include touching or other physical contact that is necessitated by the nature of the school employee's job duties or by the services required to be provided by the contractor, agent or volunteer, and for which there is no sexual intent; verbal, written or electronic communications that

are provided as part of an education program that meets state educational standards or a policy approved by the Board; or conduct or communications described in the definition of sexual conduct herein if the school employee, contractor, agent or volunteer is also a student and the conduct or communications arise out of a consensual relationship between students, do not create an intimidating or hostile educational environment and are not prohibited by law, any policies of the district or any applicable employment agreements.

“Student” means any person who is in any grade from prekindergarten through grade 12 or 21 years of age or younger and receiving educational or related services from the district that is not a post-secondary institution of education, or who was previously known as a student by the person engaging in sexual conduct and who left school or graduated from high school within 90 days prior to the sexual conduct.

The district will post in each school building the name and contact information of the designated licensed administrator and alternate licensed administrator, in the event the designated licensed administrator is the suspected perpetrator, for the respective school buildings to receive sexual conduct reports, and the procedures the designee will follow upon receipt of a report.

The designated licensed administrator to receive sexual conduct reports at Weston Middle School is Ann Vescio. In the event this person is the suspected perpetrator, the Athena Elementary School principal, Kerri Coffman, shall receive the report. When the licensed administrator takes action on the report, the person who initiated the report must be notified. The district will notify, as allowed by state and federal law, the person who was subjected to the suspected sexual conduct about any actions taken by the district as a result of the report.

The district shall make available each school year the training described below to volunteers and parents of students attending district-operated schools:

- Prevention and identification of sexual conduct;
- Obligations of district employees under ORS 339.388 and 419B.005 – 419B.050 and under adopted board policies to report suspected sexual conduct; and
- Appropriate electronic communications with students.

#### Students with Disabilities Complaints

A complaint or concern regarding the identification, evaluation, or placement of a student with disabilities or the accessibility of the district’s services, activities, or programs to a student, should be directed to the superintendent.

#### Students with Sexual Harassment Complaints

Principals, and the superintendent have responsibility for reports, complaints and investigations concerning sexual harassment. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Step 1: Any sexual harassment information (i.e., reports, complaints, rumors, etc.) shall be presented to district officials, this includes officials such

as the principal, compliance officer or superintendent. All such information shall be reduced to writing and will include the specific nature of the sexual harassment and corresponding dates. The district official receiving the complaint shall cause the district to provide written notice from the district to the complainant that includes:

1. The rights of the student, student's parents, staff member, person or person's parents who filed the complaint;
2. Information about the internal complaint processes available through the school or district that the student, student's parents, staff member, person or person's parents may pursue, including the person designated for the school or district for receiving complaints;
3. Notice that civil and criminal remedies that are not provided by the school or district may be available to the complainant through the legal system and that those remedies may be subject to statutes of limitation;
4. Information about services available to the student or staff member complainant through the school or district including any counseling services, nursing services or peer advising;
5. Information about the privacy rights of the student, student's parents, staff member, person or person's parents and legally recognized exceptions to those rights for internal complaint processes and services available through the school or district;
6. Information about, and contact information for, state and community-based services and resources that are available to persons who have experienced sexual harassment; and
7. Notice that students who report information about possible prohibited conduct and students who participate in an investigation under this policy may not be disciplined for violations of the district's drug and alcohol policies that occurred in connection with the reported prohibited conduct and that were discovered as a result of a prohibited conduct report or investigation unless the student gave another person alcohol or drugs without the person's knowledge and with the intent of causing the person to become incapacitated and vulnerable to the prohibited conduct.

This written notification must:

1. Be written in plain language that is easy to understand;
2. Use print that is of the color, size and font that allow the notification to be easily read; and
3. Be made available to students, students' parents, staff members and members of the public at each school office, at the district office and on the school or district website.

Step 2: The district official receiving the information or complaint shall promptly initiate an investigation and will notify the complainant when such investigation is initiated. The official will arrange such meetings as may be necessary to discuss the issue with all concerned parties within five working days after receipt of the information or complaint. All findings of the

investigation, including the response of the alleged harasser, shall be reduced to writing. The official conducting the investigation shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. The parties will have an opportunity to submit evidence and a list of witnesses. A copy of the notification letter provided in Step 1 and the date and details of notification to the complainant of the results of the investigation, together with any other documentation related to the sexual harassment incident, including disciplinary action taken or recommended, shall be forwarded to the superintendent.

Step 3: If a complainant is not satisfied with the decision at step 2, the complainant may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the step 2 decision. The superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant within 10 working days.

Step 4: If a complainant is not satisfied with the decision at step 3, the complainant may submit a written appeal to the Board. Such appeal must be filed within 10 working days after receipt of the step 3 decision. The Board shall, within 20 working days, conduct a hearing at which time the complainant shall be given an opportunity to present the appeal. The Board may use executive session if the subject matter qualifies under Oregon law. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Complaints against the principal may start at step 3 and may be filed with the superintendent. The superintendent will cause the notice requirements identified in step 1 to be completed and the notice to the complainant when the investigation is initiated. The superintendent will investigate the complaint and will notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. If the complaint remains unresolved within 10 working days of receipt by the superintendent, the complainant may appeal to the Board in step 4.

Complaints against the superintendent may start at step 4 and should be referred to the Board chair on behalf of the Board. The Board chair will cause the notice requirements identified in step 1 to be completed and the notice to the complainant when the investigation is initiated. The Board chair shall present the complaint to the Board. The Board may use executive session if the subject matter qualifies under Oregon law. If the Board decides an investigation is warranted, the Board may refer the investigation to a third party. When the investigation is complete, the results will be presented to the Board. The Board chair shall notify the complainant in writing that the investigation is concluded and if a violation of the policy was found to have occurred to the extent allowable by law. After receiving the results of

the investigation, the Board shall decide, within 20 days, in open session what action, if any, is warranted.

Direct complaints related to employment may be filed with the U.S. Department of Labor, Equal Employment Opportunity Commission or Oregon Bureau of Labor and Industries.

Direct complaints related to educational programs and services may be made to the Regional Civil Rights Director, U.S. Department of Education, Office for Civil Rights, Region X, 915 2nd Ave., Room 3310, Seattle, WA 98174-1099.

Additional information regarding filing of a complaint may be obtained through the principal, compliance officer or superintendent.

All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file, as appropriate. Additionally, a copy of all sexual harassment complaints and documentation will be maintained as a confidential file and stored in the district office.

The superintendent shall report the name of any person holding a teaching license or registered with Teacher Standards and Practices Commission (TSPC) or participating in a practicum under Oregon Administrative Rule (OAR) Chapter 584, Division 17, when, after appropriate investigation, there is reasonable cause to believe the person may have committed an act of sexual harassment. Reports shall be made to TSPC within 30 days of such a finding.

Reports of sexual contact with a student shall be given to a representative from law enforcement or Oregon Department of Human Services, as possible child abuse.

### Public Complaints

A parent or guardian of a student attending a school in the district or a person who resides in the district, a staff member, or a student who wishes to express a concern should discuss the matter with the school employee involved.

#### The Supervisor: Step One

If the individual is unable to resolve a problem or concern with the employee, the individual may file a written, signed complaint with the administrator/supervisor within five working days of the employee's response. The administrator/supervisor shall evaluate the complaint and render a decision within five working days after receiving the complaint.

#### The Superintendent: Step Two

If Step One does not resolve the complaint, within 10 working days of the written response from the administrator/supervisor, the complainant may file a written, signed complaint with the superintendent or designee clearly stating the nature of the complaint and a suggested remedy. The superintendent or designee shall investigate the complaint, confer with the

complainant and the parties involved, prepare a report of their findings and conclusion, and provide the report in writing or in an electronic form to the complainant within 10 working days after receiving the written complaint.

#### The Board: Step Three

If the complainant is dissatisfied with the superintendent's or designee's findings and conclusion, the complainant may appeal the decision to the Board within five working days of receiving the superintendent's decision. The Board will review the findings and conclusion of the superintendent in a public meeting to determine what action is appropriate. The Board may use executive session if the subject matter qualifies under Oregon law. Appropriate action may include, but is not limited to, holding a hearing, requesting additional information, and adopting the superintendent's decision as the district's final decision. All parties involved, including the school administration, may be asked to attend such hearing for the purposes of making further explanations and clarifying the issues. If the Board chooses not to hear the complaint, the superintendent's decision in Step Two is final. The complainant shall be informed in writing or in electronic form of the Board's decision within 20 days from the hearing of the appeal by the Board. The Board's decision will address each allegation in the complaint and contain reasons for the district's decision. The Board's decision will be final. The timelines may be extended upon written agreement between the district and the complainant.

### **Conduct**

Students are responsible for conducting themselves properly, in accordance with the policies and administrative regulations of the district, school rules, and the lawful direction of staff. The district has the responsibility to afford students certain rights as guaranteed under federal and state constitutions and statutes.

#### Student Code of Conduct

The district has authority and control over a student at school during the regular school day, at any school or district-sponsored activity, regardless of time or location, and while being transported in district-provided transportation. Students are subject to discipline for conduct while traveling to and from school, at the bus stop, at school- or district-sponsored events, while at other schools in the district, and while off campus, whenever such conduct causes a substantial and material disruption of the educational environment or the invasion of the rights of others.

Students will be subject to discipline including detention, suspension, expulsion, denial, and/or loss of awards and privileges, and/or may be referred to law enforcement officials or Oregon Department of Human Services for the following, including but not limited to:

- Assault
- Hazing, harassment, intimidation, bullying, menacing, cyberbullying or teen dating violence

- Coercion
- Suspected abuse of a child
- Violent behavior or threats of violence or harm
- Disorderly conduct, false threats, and other activity causing disruption of the school environment
- Bringing, possessing, concealing, or using a weapon
- Vandalism, malicious mischief, and theft, including willful damage or destruction to district property or to private property on district premises or at district-sponsored activities
- Sexual harassment
- Possession, distribution, or use of tobacco products, inhalant delivery systems, alcohol, drugs, or other controlled substances, including drug paraphernalia
- Use or display of profane or obscene language
- Disruption of the school environment
- Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials
- Violation of district transportation rules
- Violation of law, Board policy, administrative regulation, school, or classroom rules

Students are prohibited from making knowingly false statements or knowingly submitting false information in bad faith as part of a complaint or report, or associated with an investigation into misconduct.

### **Conferences**

Parent-teacher conferences are scheduled each fall and spring to review student progress. The school will send information to parents approximately three weeks prior to the conference dates. Students, parents, and teachers may request a conference at other times during the school year as needed. A parent who wishes to schedule a conference with a teacher may contact the office or the teacher for an appointment. Teachers are generally available to meet with parents by appointment at 7:30am, 3:00pm, or during their preparation periods.

### **Damage to District Property**

A student who is found to have damaged district property will be held responsible for the reasonable cost of repairing or replacing that property. The district will notify students and parents of all such charges. If the amount due is not paid within 10 calendar days of receipt of the district's notice, the amount will become a debt owed and certain penalties and/or restrictions may be imposed.

### **Deliveries, Messages, and Gifts**

Messages and gifts for students are not encouraged. To avoid classroom disruptions, items such as balloons and flowers will not be delivered to classrooms, but can be picked up from the office at the end of the school day. Balloons and glass vases may not be taken on the bus.

## **Device / Internet Use**

Students may be permitted to use the district's electronic communications system for school and instructional related activities. Personal use of district computers including Internet and email access is prohibited permitted when consistent with board policy and administrative regulations and when during the school day.

The district's electronic communications system meets the following federal Children's Internet Protection Act (CIPA) requirements:

- Technology protection measures have been installed and are in continuous operation to protect against Internet access by both adults and students to visual depictions that are obscene, child pornography, or with respect to the use of the computers by students, harmful to students;
- Educating minors about appropriate online behaviors, including cyberbullying awareness and response, and interacting with other individuals on social networking sites and in chat rooms;
- The online activities of students are monitored;
- Access by students to inappropriate matter on the Internet and World Wide Web is denied;
- Procedures are in place to help ensure the safety and security of students when using email, chat rooms, and other forms of direct electronic communications;
- Unauthorized access, including "hacking" and other unlawful activities by students online is prohibited;
- Unauthorized disclosure, use, and dissemination of personal information regarding students is prohibited;
- Measures designed to restrict students' access to materials harmful to students have been installed.

The district retains ownership and control of its computers, hardware, software, and data at all times. All communications and stored information transmitted, received, or contained in the district's information system are the district's property and are to be used for authorized purposes only. Use of district equipment or software for unauthorized purposes is strictly prohibited. To maintain system integrity, monitor network etiquette, and ensure that those authorized to use the district's system are in compliance with Board policy, administrative regulations, and law; school administrators may routinely review user files and communications. Files and other information, including e-mail, sent, received, generated, or stored on district servers are not private and may be subject to monitoring.

By using the district's system, individuals consent to have that use monitored by authorized district personnel. The district reserves the right to access and disclose, as appropriate, all information and data contained on district computers and district-owned e-mail system.

Students will comply with district policies, including but not limited to, Board policy IIBGA - Electronic Communication System and its administrative regulations. Students who violate Board policy, administrative regulations, including general system user prohibitions, shall be subject to discipline up to and including expulsion

and/or revocation of district system access up to and including permanent loss of privileges. Violations of law may be reported to law enforcement officials.

Students and their parent/guardian must sign the network/internet user agreement in order to use school devices and internet. This form will be kept on file in the office. Misuse of technology will result in the loss of device and/or internet privileges and a restitution fee if there is damage to computer hardware or software.

### **Discipline--Due Process**

A student who 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.

Discipline in the district is based upon a philosophy designed to produce behavioral changes that will enable students to develop the self-discipline necessary to remain in school and to function successfully in their educational and social environments. Student disciplinary sanctions will offer corrective counseling and sanctions that are age appropriate, and to the extent practicable, that use approaches that are shown through research to be effective.

Disciplinary measures are applied depending on the nature of the offense and without bias. The age and past pattern of behavior of a student will be considered prior to any suspension or expulsion.

In addition, when a student commits substance abuse, drug, or drug paraphernalia, alcohol- and/or tobacco-related offenses, or any other criminal act, they may also be referred to law enforcement officials. Violations of the district's weapons policy shall be reported to law enforcement when required by law.

No student will be subjected to corporal punishment.

### **Discipline of Students with Disabilities**

When a student being served by an individualized education program (IEP) engages in conduct which would warrant suspension of more than 10 days or expulsion for a student without disabilities, the student's parents will be notified immediately (within 24 hours) of the circumstances of the misbehavior, the time, and location of the student's IEP team meeting addressing the infraction and its relationship to the disability.

The IEP team will determine whether the misconduct is a manifestation of the student's disability. Should the IEP team conclude the misconduct has no relationship to the student's disability, the student may be disciplined in the same manner as would other students.

If the IEP team concludes the misconduct is a consequence of the student's disability, the team may review and revise the student's IEP and determine whether a change in placement is needed. The district may not suspend for more than 10

days or expel a student with a disability or terminate educational services for any behavior which is a manifestation of the disability.

A student may be removed from the current educational placement to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than 45 calendar days in a school year, for a drug or weapon violation as provided in district procedures. Additionally, the district may request an expedited due process hearing to obtain a hearing officer's order to remove a student to an interim alternative educational setting for not more than 45 days if the student is exhibiting injurious behavior. For the purpose of this request, "injurious behavior" is defined as behavior that is substantially likely to result in injury to the student or to others.

### **Discipline--Expulsion**

Students may be expelled for any of the following circumstances:

- When a student's conduct poses a threat to the health or safety of students or employees
- When other strategies to change the student's behavior have been ineffective, except that expulsion may not be used to address truancy
- When required by law.

The district shall consider the age of the student and the student's past pattern of behavior prior to imposing the expulsion. The use of expulsion of a student in the fifth grade or below, is limited to:

- Nonaccidental conduct causing serious physical harm to a student or employee
- When a school administrator determines, based on the administration's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees
- When the expulsion is required by law

No student may be expelled without a hearing unless the student's parent or the student, if 18 years of age, waives the right to a hearing, either in writing, or by failure to appear at a scheduled hearing. An expulsion shall not extend beyond one calendar year. The district will provide appropriate expulsion notification including expulsion hearing procedures, student, and parent rights and alternative education provisions as required by law as part of the expulsion process.

### **Discipline—Suspension**

A student whose conduct or condition is seriously detrimental to the school's best interests may be suspended for up to and including 10 school days. A student may be suspended for one or more of the following reasons:

- willful violation of Board policies, administrative regulations, or school rules
- willful conduct which materially and substantially disrupts the rights of others to an education
- willful conduct which endangers the student, other students, or staff members

- willful conduct which damages or injures district property.

The use of out-of-school suspension for discipline of a student in the fifth grade or below, is limited to:

- nonaccidental conduct causing serious physical harm to a student or employee
- when a school administrator determines, based on the administrator's observation or upon a report from an employee, the student's conduct poses a threat to the health or safety of students or employees
- when the suspension or expulsion is required by law.

When an out-of-school suspension is imposed on a student in the fifth grade or lower, the district shall take steps to prevent the recurrence of the behavior that led to the out-of-school suspension and return the student to a classroom setting to minimize the disruption of the student's academic instruction.

An opportunity for the student to present their view of the alleged misconduct will be given. Each suspension will include a specification of the reasons for the suspension, the length of the suspension, a plan for readmission, and an opportunity to appeal the decision. Every reasonable and prompt effort will be made to notify the parents of a suspended student. The district may require a student to attend school during non-school hours as an alternative to suspension.

While under suspension, a student may not attend after-school activities and athletic events, be present on district property nor participate in activities directed or sponsored by the district.

School work missed by a student while on suspension may be made up upon the student's return to school if the work missed reflects achievement over a greater period of time than the length of the suspension. For example, a student will be allowed to make up final, mid-term, and unit examinations without an academic penalty.

### **Distribution of Material**

All aspects of K-8 school-sponsored publications, including web pages, newspapers, and/or yearbooks, are completely under the supervision of the teacher and principal. Students may be required to submit such publications to the administration for approval. Generally, high school student journalists have the right to exercise freedom of speech and of the press in school-sponsored media. School-sponsored media prepared by student journalists are subject to reasonable time, place, and manner restrictions pursuant to state and federal law.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on district property by a student or a nonstudent without the approval of the administration.

Materials not under the editorial control of the district may be subject to administrative review, restriction, or prohibition, based on legitimate educational

concerns. Such concerns include whether the material is defamatory; age appropriate to the grade level and/or maturity of the reading audience; poorly written or inadequately researched; is biased or prejudiced; not factual; or not free of racial, ethnic, religious, or sexual bias. Materials that include advertising that is in conflict with public school laws, rules and/or Board policy, deemed inappropriate for students or may be reasonably perceived by the public to bear the sanction for approval of the district.

All requests for materials distribution require approval of the administration.

The district may designate the time, place, and manner for distribution.

If material is not approved within 48 hours of the time that it was submitted, it must be considered denied.

A denial may be appealed to the superintendent. If the material is not approved by the superintendent within 3 days it will not be considered approved. A decision reached by the superintendent may be appealed to the Board at its next regular meeting when the individual shall have a reasonable period of time to present their viewpoint.

### **Electronic Devices**

You are discouraged from bringing electronic devices to school. If you do bring them, **they must be turned off and in your locker, backpack, or left in the office during school hours (7:45-3:10)**. They may only be used on the school bus. **Cameras on cell phones may not be used at any time during school or during any school sponsored activity.** Any electronic device confiscated during the school day may be picked up with the following guidelines:

**1<sup>st</sup> offense**--may be picked up by student after school.

**2<sup>nd</sup> offense**--may only be picked up by a parent or guardian after school.

**3<sup>rd</sup> offense**--*automatic in-school suspension (minimum 1/2 day)* and may only be picked up by parent or guardian after school.

### **Eligibility and Extracurricular Activities**

The following programs are classified as extracurricular activities: academic contests, field trips, athletics, student council, 8<sup>th</sup> grade recognition, assemblies and special events/activities, any school-sponsored club. Your eligibility to participate in extracurricular school activities is based on behavior, conduct, attitude, paid fees, and academic achievement. You may be excluded from extracurricular activities for any of the following reasons:

- Conduct unbecoming a Weston Middle School student
- Two unexcused absences from school that week
- Unpaid fees
- Two minor referrals or one major discipline referral in the same week
- A failing grade in any classes for which you are currently enrolled

### **Academic/Athletic Eligibility Procedures:**

1. One day per week during a sports season (usually Thursdays), all athletes, the athletic director, and teachers will meet. Students who have failing grades will be notified. They will have a chance to talk with their teachers during the meeting to discuss ways to achieve passing grades by the following Monday.
2. On the following Monday, teachers will tell the athletic director which students completed the necessary work to become eligible for play that week. If you did not achieve passing grades by 3pm on Monday, you are ineligible for the week. Parents will be notified of your ineligible status by an SOS form given to you showing the classes you are failing and the dates of the ineligibility.
3. The period of ineligibility will begin immediately and run from that day (Monday) through Sunday.
4. If you are failing one or more classes at the end of any semester, you will be ineligible for the first week of competition in the next sports season. This also applies from spring of the previous school year to fall of the next school year.
5. If you are ineligible for an athletic event(s), you will not suit up for contests or travel with the group. However, the student must go to all practices.
6. If you are declared ineligible twice during the same season, you will remain ineligible for the remainder of that season.

### **Emergency Contacts**

It is very important that registration information be kept up to date with current addresses and phone numbers. **If your address or phone number changes, or if your parent's work place or work phone number changes, please contact the office as soon as possible.**

### **Emergency Drills**

Instruction on fire, earthquake, bus evacuation, safety-threat dangers and drills for students shall be conducted each school month so that students and staff can respond to an emergency without confusion and panic. The school will conduct monthly fire drills. A map/diagram of the fire escape route to be followed is posted near all classroom doorways and reviewed with students. When the fire alarm is sounded, students must follow the direction of staff quickly, quietly, and in an orderly fashion. In addition, one bus evacuation drill, and two drills each regarding earthquakes and safety threats are be conducted each year.

### **Emergency School Closing Information**

In case of hazardous or emergency conditions, the superintendent may alter district and transportation schedules, as are appropriate to the particular condition. Such alterations include closure of all schools, closure of selected schools or grade levels, delayed openings of schools and early dismissal of students. School closure information will be disseminated by website posting, automated phone call, the following radio stations: KTIK 1240; KUMA 1290; KUJ 1420; KLIT 95.7 FM; KWHT 103.5 FM

- The superintendent shall make the final decision on school closure except in his/her absence or emergency situations requiring immediate action to safeguard the health and welfare of students.

- If the school is in session when the decision is made, the students, the transportation director, and the radio stations will be notified of subsequent day(s) of school closure.
- In the event an emergency arises forcing the closure of a building while school is in session, the principal shall send pedestrian commuters home; notify parents of the bus students in grades kindergarten through sixth; provide for the care of the bus students until they may be transported home. If the emergency occurs after noon, the principal shall provide for the welfare of the bus students until regular bus service occurs.

### **Field Trips**

Field trips may be scheduled for educational, cultural, or other extracurricular purposes. All students are considered to be "in school" while participating in district-sponsored field trips. This means students are subject to the school's student conduct rules, applicable Board policy, and such other rules as may be deemed appropriate by the field trip supervisor.

### **Fighting**

Rough housing often leads to fights and therefore is not allowed. Fighting for any reason at school or at any school-sponsored event is strictly prohibited. **The consequence for fighting is in or out-of-school suspension.**

If someone is harassing you *or* confronting you in a physical manner, report the situation to the supervising staff member when it happens. Hitting back is not self-defense. Hitting back is retaliation. Covering your face with your arms or running is self-defense. **If you hit or attack someone, you will be appropriately disciplined even if, in your opinion, you did not start the fight.**

### **Fines and Fees**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide their own supplies (e.g., pencils, paper, erasers, and notebooks) and may be required to pay certain other fees or deposits which are outlined on school supply lists.

A written notice will be provided to the student and their parent(s) of the district's intent to collect fees, fines, and damages owed. Notice will include the reason the student owes money to the district; an itemization of the fees, fines, or damages owed; and the right of the parent to request a hearing. Debts not paid will result in possible restrictions and/or penalties, until the debt is paid, and possible referral of the debt to a private collection agency or other methods available to the district. All such restrictions and/or penalties shall end upon payment of amount owed.

A request to waive the student's debt must be submitted in writing to the principal or designee. Fees, fines, and charges owed to the district may be waived at the discretion of the principal or designee if:

- The district determines that the parent of the student is unable to pay the debt
- The payment of the debt could impact the health or safety of the student

- The creation of the notice of the debt owed would cost more than the potential total debt collected relating to the notice;
- There are mitigating circumstances as determined by the principal or designee that preclude the collection of the debt.

### **Food, Beverages, and Gum**

Classrooms are food and beverage free zones unless you have the permission of your teacher. Food and drinks provided by a teacher may be consumed under teacher supervision in the classroom. Food and drinks purchased in the cafeteria must be consumed in the cafeteria. Food is not to be taken from the cafeteria at any time. Food and drinks are not allowed on the bus, playground, or in the hallways. **If you send food or beverages with your child for lunch or for afterschool, it is to remain *unopened* in their backpack.** Water is available for students in the classroom and hallways. Water bottles are allowed in class as long as they are only filled with plain water. Food and beverages consumed on the way to school should be finished and/or discarded prior to entering the building.

Gum is allowed on a trial basis at the beginning of the school year. If gum is found on furniture, cafeteria trays, etc., the privilege will be revoked for all students for the remainder of the school year.

### **Gangs**

The presence of gangs and the violent activities and drug abuse that often accompany gang involvement can cause a substantial disruption of school, district 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 or language (including hand signs), the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity.

In an effort to reduce gang involvement, the district encourages students to become involved with district-sponsored clubs, organizations and athletics. Students should also seek the assistance of counselors and school personnel for additional guidance as well as district and community resources that offer support to students and alternatives to gang involvement.

No student on or about 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 or commit any other illegal act or other violation of district policies.

### **Hallway Etiquette**

While in the hallway, you need to remain respectful and courteous of others. Please walk and keep your hands and feet to yourself. Shouting, horse play, and foul

language are not permitted. If you are in the hallway during class time, you must have a hall pass.

### **Harassment, Bullying, and Cyber Bullying**

No form of harassment/threat of violence/bullying/intimidating behavior will be tolerated. School Board policy prohibits harassment and/or bullying of any kind. Reports of harassment will be investigated, and appropriate consequences will be imposed. In addition, use of racist or hate symbols in any form are prohibited. Hate symbols include, but are not limited to, the following: swastika, noose, Confederate battle flag.

Students engaging in harassing/bullying behavior will receive disciplinary consequences that may include suspension and/or expulsion. A student may also be referred to law enforcement for a violation. Students who are victims to this type of behavior should report the problem to a teacher, counselor, or administrator so that it can be taken care of immediately. In addition, students and parents may use the **Safe Oregon** link on the district's website to anonymously report threats, harassment or bullying.

### **Homeless Students**

The district provides full and equal opportunity to students in homeless situations as required by law, including immediate enrollment. School records, medical records, proof of residence or other documents will not be required as a condition for admission. A homeless student will be admitted, in accordance with the student's best interest, to the student's school of origin or will be enrolled in a district school in the attendance area in which the homeless student is actually living, unless contrary to the request of the parent or unaccompanied student. Transportation to the student's school of origin will be provided in accordance with the McKinney-Vento Homeless Assistance Act. For additional information concerning the rights of students and parents of students in homeless situations or assistance in accessing transportation services, contact Kerri Coffman (Athena Elementary School), the district's liaison for homeless students.

In the event a dispute arises over school selection or enrollment of a student in a homeless situation, the student will be immediately admitted to the school in which enrollment is sought pending resolution of the dispute. The student/parent may appeal the school's written decision in accordance the McKinney-Vento Act dispute resolution and appeal process, including final appeal to the Oregon Department of Education (ODE) State Coordinator. Additional information may be obtained by contacting the district's liaison for students in homeless situations.

### **Human Sexuality, AIDS/HIV and Sexually Transmitted Disease Instruction**

An age-appropriate plan of instruction about Human Sexuality, AIDS, HIV, and Sexually Transmitted Diseases has been included as an integral part of the district's health curriculum. The plan of instruction will include age-appropriate child sexual abuse prevention instruction for students in kindergarten through grade 12. Any parent may request that their student be excused from that portion of this

instructional program required by Oregon law by contacting the principal for additional information and procedures.

### **Illness or Accident During the School Day**

If you are not feeling well or you have an accident at school, you may come to the office. Please report to your teacher or playground aide first. A decision will then be made about whether or not your parent will be called.

### **Immunizations**

The School Immunization Law (HB 2139) mandates proper immunization for children to attend school. Key points of the new School Immunization Law include the following:

1. Immunizations are required for enrollment and continued attendance in public and private and parochial schools for grade kindergarten through 12, and licensed day care centers.
2. Parents will document compliance by completing a simple standardized state approved form.
3. Exemptions are allowed for medical and religious objections, but families will receive a statement of risks/benefits/viability on the latter.
4. All transferring students will have a 30-day grace period to document required immunizations.
5. There is an exclusion clause for children not in compliance.

### **Internet and Technology**

Weston Middle School is very fortunate to have 1:1 technology. All students must have a signed Technology Use Contract on file in order to be issued a device.

#### **Technology Rules:**

1. Devices and cases are the sole property of Athena Weston School District and will be issued on a daily checkout basis to your child for instructional use only.
2. The use of a device is a *privilege* extended to students and is conditional upon compliance with the requirements of this handbook, the Athena Weston School District's Technology and Internet Policy, and all other district policies.
3. The student is responsible for the security of their device at all times. Devices should never be left unsecured. When not with the student, the devices should be secured or stored in the charging carts.
4. WMS staff has the right to take temporary possession of devices at any time without prior notice if there are reasonable grounds to believe the device is being used in violation of WMS policies. A student may be placed on restricted use or may even permanently lose use of all technology devices. In general, a first offense results in a one-week loss of technology; a second offense results in a two-week loss of technology, and a 3<sup>rd</sup> offense results in the loss of technology for the remainder of the school term. Consequences reset at the semester, but a repeat offender may forfeit the use of technology for the entire school year.
5. Cyber bullying is bullying that is carried out through an internet service such as email, chat room, instant message, and through mobile phones. It also includes inappropriate use or distribution of images, videos, or audios of another person. Any form of cyber bullying will not be tolerated under any circumstances. Students will receive information and instruction about what cyber bullying is and

then will be required to pass quizzes on the topic to receive his/her device. In addition, internet and password safety will be taught as well. If a student is absent and misses the instruction, he/she will be given the information to study as homework. He/she will take the quiz at a later date and then receive a device when the requirements are met.

6. Many classroom assignments are done using technology. However, all teachers will work with students to ensure that they can complete assignments at home without using a device/internet. "All of my work is on my Chromebook" is NEVER an excuse, even if there is no internet access at home.
7. Students may check out their Chromebooks for at-home use when necessary and approved by a teacher.

## **Language**

Using foul language at school is not allowed. If you are upset with someone, abusive or profane expressions are not acceptable. Profanity will be disciplined with appropriate consequences.

## **Library**

The library is organized to assist you with your school work and to provide reading material for leisure hours.

### **Library Rules:**

1. Library books can be checked out for a two-week period.
2. If a student loses a library book, the student must pay for the library book.
3. Damaged and/or lost books will be billed to parents at replacement or repair cost.
4. If you plan to move, you must turn in all books to the office before checking out.
5. No food or beverages are allowed in the library.
6. If you come to the library to use the computers for research, you must have teacher approval.
7. If you use the computers for online research, you must have an internet use agreement signed by your parents on file.

## **Lost and Found**

Reasonable care will be given to items turned in to the office. Most items will be moved to the hooks at the end of the 4/5 hallway. Report all losses to the office immediately. Label all clothing and personal items. *Do not bring valuable items or large amounts of money to school.* If you must bring valuables, please turn them in to the main office for safekeeping.

## **Meals**

Breakfast is served in the cafeteria between 7:30am and 7:55am. Students may have a hot lunch at school or bring a lunch from home. Weston Middle School provides a reduced price and free lunch program for students. Applications for free and/or reduced lunches are available in the office and on our website. To determine eligibility, please fill out an application. All information pertaining to free/reduced lunch program is confidential. **Families who qualify are required to reapply every year.**

## **Medications**

Students may not have medication of any kind in their possession on the school grounds or buses without special written permission from the principal/parent on file in the office. All medications, including over-the-counter medications, are to be kept at the office and brought to school by a parent. Parents who wish school personnel to administer prescription or over-the-counter medications to their child during the school day must complete a written request through the school office. **Parents must bring prescription and nonprescription medications to the school office IN PERSON. Prescription medications must be IN THE ORIGINAL CONTAINER from the pharmacy. The prescription date on the bottle may not be expired. If the medication is considered to be a controlled substance, the PARENT must count the pills with a staff member.** Over-the-counter medications must be in their original packaging. Medication will be stored in a locked cabinet in the health room. State law requires new forms to be submitted to the school each year and that all remaining medication is picked up by a parent at the end of each school year. Any remaining medication is disposed of properly by the office. **Sharing of any type of medication among students is strictly prohibited.**

## **Parental Rights**

Parents of students may inspect any survey created by a third party before the survey is administered or distributed by the school to students. Parents may also inspect any survey administered or distributed by the district or school containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating or demeaning behavior
- Critical appraisals of other individuals with whom respondents have close family relationships
- Legally-recognized privileged or analogous relationships such as those of lawyers, physicians or ministers
- Religious practices, affiliations, or beliefs of the student or the student's parents
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance

A student's personal information (e.g., name, address, telephone number, or social security number) will not be collected, disclosed or used for the purpose of marketing or for selling that information without prior notification, an opportunity to inspect any instrument used to collect such information, and permission of the student's parent(s) or the student if age 18 or older.

Instructional materials used as part of the school's curriculum may also be reviewed by the student's parent(s). Requests to review materials or to excuse students from participation in these activities, including any nonemergency, invasive physical examination or screenings administered by the school and not otherwise permitted or required by state law should be directed to the office during regular school hours.

### **Physical Examinations**

Students in grades 6-8 who participate in sports must have a physical examination performed by a doctor prior to practicing or competing in athletic events. The physical is valid for two (2) years. The examination and the cost are the responsibility of the parent. A record of the examination must be kept on file at the school and will be reviewed by the coach prior to the start of any sport season.

### **Possession or Use of Tobacco, Alcohol, Drugs**

Tobacco, alcohol, or illegal substances are not allowed on campus at any time. Any student who has tobacco products, alcohol, or illegal substances in his/her possession or who is using these substances on or near school grounds will be suspended, and a report will be taken by the police. **The administration will also refer to the district drug policy when making disciplinary decisions.**

Any person under age 21 is prohibited from possessing tobacco, alcohol, and unlawful drugs or a tobacco product or inhalant delivery system. Unlawful delivery of a controlled substance to a student or minor within 1,000 feet of district property is a Class A felony, as provided by ORS 475.904.

### **Posters and Signs**

The principal must first approve signs, banners, or posters that a student, parent, or community member wishes to display. Signs, banners or posters displayed without authorization may be removed by staff members. Any student who posts printed material without prior approval may be subject to disciplinary action.

### **Program Exemptions**

Students may be excused from a state-required program or learning activity for reasons of religion, disability or other reasons deemed appropriate by the district. An alternative program or learning activity for credit may not be provided. All such requests should be directed in writing to the principal by the parent and should include the reason for the request and a proposed alternative.

### **Prohibited Items**

The following items are disruptive to the learning process and therefore should not be brought to school: **sharpies or other permanent markers; paper correction fluid; cameras; rubber bands, balloons, water balloons, or water devices; laser pens/pointers; lighters, matches and other flammable items, and any other items deemed by the school principal to be inappropriate at school.** Prohibited items listed above will be confiscated and returned only to the student's parents. Items not claimed after 30 days may be discarded.

### **Public Displays of Affection**

Inappropriate public displays of affection between students are not acceptable on the school campus. Inappropriate actions include, but are not limited to, the following: holding hands, leaning on each other against lockers, cuddling, kissing, frontal hugging, inappropriate touching, and sitting on student laps.

## **Searches**

District officials may search the student, their personal property, and property assigned by the district for the student's use on district property or when the student is under the jurisdiction of the school when there is reasonable suspicion based upon specific and articulated facts to believe that the student personally poses or is in possession of some item that poses an immediate risk or serious harm to the student, school officials and/or others at the school.

Searches shall be "reasonable in scope", that is, the measures used are reasonably related to the objectives of the search, the unique features of the official's responsibilities, and the area(s) which could contain the item(s) sought and will not be excessively intrusive in light of the age, sex, maturity of the student, and nature of the infraction. Strip searches are prohibited by the district.

District officials may seize any item which is evidence of a violation of law, Board policy, administrative regulation, or school rule, or which the possession or use of is prohibited by such law, policy, regulation, or rule.

District officials may also search when they have reasonable information that emergency/dangerous circumstances exist.

District-owned storage areas assigned for student use, such as lockers, and desks, may be routinely inspected. Students have no expectation of privacy regarding these items/areas. Such inspections may be conducted to ensure maintenance or proper sanitation, to check mechanical conditions and safety, and to reclaim overdue library books, texts, or other instructional materials, property, or equipment belonging to the district. The student will generally be permitted to be present during the inspection.

Items found which are evidence of a violation of law, policy, regulation, or school rule may be seized and turned over to law enforcement or returned to the rightful owner, as appropriate.

## **Sexual Harassment**

The district is committed to the elimination of sexual harassment in district schools, activities, and programs. Sexual harassment is strictly prohibited and shall not be tolerated. This includes sexual harassment: of students by staff members, other students or third parties; of staff members by students, other staff members or third parties; and of third parties by staff members and students. This policy applies to third parties who are on or immediately adjacent to school grounds or district property, are at any school-sponsored or district-sponsored activity or program, or are off school or district property, if a student or staff member acts toward the person in a manner that creates a hostile environment for the person while at school or a school-sponsored or district-sponsored activity or program. "Third parties" include, but are not limited to, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at interdistrict and

intradistrict athletic competitions or other school events. "District" includes: district facilities; district premises and nondistrict property if the student or staff member is at any district-sponsored, district approved or district-related activity or function, such as field trips or athletic events, where students are under the jurisdiction of the district; or where the staff member is engaged in district business. All staff members, students, and third parties are subject to this policy.

Sexual harassment of students, staff members or third parties shall include:

1. A demand or request for sexual favors in exchange for benefits;
2. Unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with a student's educational program or activity or that creates an intimidating, offensive or hostile educational environment; unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that interferes with the staff member's ability to perform the job or that creates an intimidating, offensive or hostile work environment; or unwelcome conduct of a sexual nature that is physical, verbal or nonverbal and that creates an intimidating, offensive or hostile environment; and
3. Assault when sexual contact occurs without the student's, staff member's or third party's consent because the student, staff member or third party is under the influence of drugs or alcohol, is unconscious or is pressured through physical force, coercion or explicit or implied threats.

Examples of sexual harassment may include, but not be limited to, physical touching or graffiti of a sexual nature; displaying or distributing of sexually explicit drawings; pictures and written materials; sexual gestures or obscene jokes; touching oneself sexually or talking about one's sexuality in front of others; or spreading rumors about or rating other students or others as to appearance, sexual activity or performance.

All complaints or reports about behavior that may violate this policy shall be promptly investigated. Any staff member who becomes aware of behavior that may violate this policy shall report to a district official so that the district official (and the reporting staff member when the victim of the harassment is a student or third party) may coordinate efforts to take any action necessary to ensure the:

1. Student is protected and to promote a non-hostile learning environment;
2. Staff member is protected and to promote a non-hostile work environment; or
3. Third party who is subjected to the behavior is protected and to promote a non-hostile environment.

This includes providing resources for support measures to the student, staff member or third party who was subjected to the behavior and taking any actions that are necessary to remove potential future impact on the student, staff member or third party, but are not retaliatory against the student, staff member or third party being harassed or the staff member who reported to the district official.

Any student or staff member who feels they are a victim of sexual harassment are encouraged to immediately report their concerns to district officials, this includes officials such as the principal, compliance officer or superintendent. Students may

also report concerns to a teacher, counselor or school nurse, who will promptly notify the appropriate district official.

Upon receipt of a complaint from a student or the student's parents, a staff member or a third party alleging behavior that may violate this policy, the district shall provide written notice as required by Oregon Revised Statute (ORS) 342.704(5) to the complainant. The person who initiated the complaint and if applicable the student's parents or person's parents shall be notified when the investigation is initiated and concluded and as to whether a violation of this policy was found to have occurred to the extent allowable under state and federal student confidentiality laws. The initiation of a complaint, and the participation in an investigation, in good faith about behavior that may violate this policy may not adversely affect the educational assignments or any terms or conditions of employment or of work or educational environment of the person who initiated the complaint or who participates in the investigation. There shall be no retaliation by the district against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment.

It is the intent of the Board that appropriate corrective action will be taken by the district to stop the sexual harassment, prevent its recurrence and address negative consequences. Students in violation of this policy shall be subject to discipline up to and including expulsion and/or counseling or sexual harassment awareness training, as appropriate. The age and maturity of the student(s) involved and other relevant factors will be considered in determining appropriate action.

Staff members in violation of this policy shall be subject to discipline, up to and including dismissal and/or additional sexual harassment awareness training, as appropriate.

Other individuals whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board. Additionally, the district may report individuals in violation of this policy to law enforcement officials.

Licensed staff, staff registered with the Teacher Standards and Practices Commission (TSPC) and those participating in practicum programs, as specified by Oregon Administrative Rules, shall be reported to TSPC.

The superintendent shall ensure appropriate periodic sexual harassment awareness training or information is provided to all supervisors, staff members and students and that annually, the name and position of district officials responsible for accepting and managing sexual harassment complaints, business phone numbers, addresses or other necessary contact information is readily available. This policy as well as the complaint procedure will be made available upon request to all students, parents of students, staff members and third parties, posted on the district's website and published in student/parent and staff handbooks. The district's policy shall be posted at all schools.

## **Student Education Records**

The information contained below shall serve as the district's annual notice to parents of minors of their rights, the location, and district official responsible for education records. Notice will also be provided to parents of minor students who have a primary or home language other than English. Education records are those records related to a student maintained by the district. A student's education records are confidential and protected from unauthorized inspection or use. All access and release of education records with and without parent and eligible student notice and consent will comply with all state and federal laws. Personally identifiable information shall not be disclosed without parent or eligible student authorization or as otherwise provided by Board policy and law.

Education records are maintained in a minimum one-hour fire-safe place in the school office. Permanent records shall include: Full legal name of student; Name and address of educational agency or institution; Student birth date and place of birth; Name of parent/guardian; Date of entry into school; Name of school previously attended; Course of study and marks received; Credits earned; Attendance; Date of withdrawal from school; Social security number (voluntary); Other information (psychological test information, anecdotal records, records of conversations, discipline records, IEP's, etc.). Memory aids and personal working notes of individual staff members are considered personal property and are not to be interpreted as part of the student's education records, provided they are in the sole possession of the maker.

- **Social Security Number**

The provision of the student's social security number is voluntary and will be included as part of the student's permanent record only as provided by the eligible student or parent. The district will notify the eligible student or parent as to the purposes a social security number will be used.

- **Transfer of Education Records**

The district shall transfer originals of all requested student education records, including any ESD records, relating to a particular student to the new educational agency when a request to transfer such records is made to the district. The transfer shall be made no later than 10 days after receipt of the request. The district shall retain a copy of the education records that are to be transferred in accordance with applicable Oregon Administrative Rules. Student report cards, records, or diplomas may be withheld for nonpayment of fines or fees. Records requested by another school district to determine the student's progress may not be withheld.

- **Requests for Education Records**

The district shall, within 10 days of a student seeking initial enrollment in or services from the district, notify the public or private school, education service district, institution, agency, detention facility, or youth care center in which the student was formerly enrolled and shall request the student's education record.

- **Access/Release of Education Records**

By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence that there is a court order, state statute, or legally-binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights. Parents of a minor may inspect and review education records during regular district

hours. Parents of a minor may inspect and review the student's education records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the contents of the records, the requester has the right to a hearing:

1. Parents shall make request for hearing in which the objections are specified in writing to the principal.
2. The principal shall establish a date and location for the hearing agreeable to both parties.
3. The hearings panel shall consist of the following: a. the principal or designated representative; b. a member chosen by the parent; c. a disinterested, qualified third party appointed by the superintendent.
4. The hearing shall be private. Persons other than the student, parents or guardians, witnesses and counsel shall not be admitted.

An individual who does not have a direct interest in the outcome of the hearing shall preside over the panel. He/she shall hear evidence from the staff and from the parents to determine the point or points of disagreement regarding the education records. The panel shall make a determination after hearing the evidence and determine what steps, if any, are to be taken to correct the education record. Such actions are to be made in writing to the parents. If, after such hearing is held as described above, the parents are not satisfied with the recommended action, the parents may appeal to the Board where the action of the hearings panel may be reviewed and affirmed, reversed or modified. Procedure for appeal beyond the local Board follows the prescribed actions as set forth in federal regulations. The parent or eligible student may file a complaint with the Federal Family Compliance Office, United States Department of Education regarding an alleged violation of the Family Educational Rights and Privacy Act. File complaints with the Family Policy Compliance Office, U.S. Department of Education, Washington D.C., 20202. A copy of the district's education records policy and administrative regulation may be obtained by contacting the office.

### **Substitute Teachers**

Students will demonstrate respect, safety, and responsibility for all guests and substitute teachers. Poor behavior with substitute teachers will not be tolerated at WMS. Classroom teachers will administer consequences for students who do not demonstrate appropriate behavior when there is a guest or substitute teacher. If a student is referred to the office by a guest or substitute teacher for inappropriate behavior, the principal will determine the consequence. Students misbehave for substitutes repeatedly will be removed from class when there is a substitute.

### **Suicide Prevention**

The Athena-Weston School District is committed to preventing student suicide. The district's Suicide Prevention Plan is posted on the district's website under the tab labeled "Social/Emotional Support" along with links and resources to support the mental health of our students.

### **Talented and Gifted Programs**

The district serves academically talented and gifted students in grades K-12. Students will be identified based on:

- Use of research based best practices to identify talented and gifted students from under-represented populations such as ethnic minorities, students with disabilities, students who are culturally and/or linguistically diverse or economically disadvantaged
- Behavioral, learning and/or performance information
- A nationally standardized mental ability test for assistance in the identification of intellectually gifted students
- A nationally standardized academic achievement test of reading or mathematics or a test of total English Language Arts/Literacy or total mathematics on the Smarter Balanced Assessment for assistance in identifying academically talented students.

Identified student shall score at or above the 97th percentile on one of these tests. Other students who demonstrate the potential to perform at the eligibility criteria, as well as additional students who are talented and gifted, may be identified.

### Appeals

If a parent is dissatisfied with the identification process or placement of their student, they may appeal the decision through Board policy KL - Public Complaints. After exhausting the district's appeal procedure and receiving the district's final decision, a parent may appeal the decision to the Deputy Superintendent of Public Instruction under Oregon Administrative Rule (OAR) 581-002-0001 – 581-002-0023. The district shall provide a copy of the OARS upon request.

### Programs and Services

The district's TAG program and service options will be developed and based on the individual needs of the student.

### **Tardiness**

Students are expected to be on time to class. Tardiness is a disruption to the class in session and results in a loss of instruction for not only the student who is late to class, but also for the students already in attendance. For these reasons, tardies will be tracked, and unexcused tardies will result in disciplinary action.

1. Late entrance to class will require a pass from the office or from another teacher.
2. A **2nd unexcused tardy** will result in a warning, and a **3rd unexcused tardy** will result in a detention. **Every unexcused tardy beyond the 3rd will result in an additional consequence.**
3. After a student who has 3 or more unexcused tardies completes a 3-week period with NO unexcused tardies, the attendance monitor and/or administrator will reset the student's unexcused tardy count back to zero. The unexcused tardy count will be reset at the beginning of each new semester for all students.
4. Any student who accumulates 10 or more unexcused tardies in a semester, regardless of whether or not their count has been reset, will lose hall passing privileges for the remainder of the semester.

### **Telephone Use**

The office telephones are for school business and may be used only with permission from the office staff. Phones are available in the classroom and may be used with

teacher permission. Personal cell phone use is prohibited during the school day. Buses will not be held for after-school phone usage. Please make after-school plans prior to arriving at school.

### **Textbooks**

Textbooks are loaned to students without charge on the condition that any loss or damage beyond normal wear-and-tear shall be paid by the students. The loss or damage is assessed based on the replacement cost of the book. Students are responsible to return textbooks issued to them to the appropriate teachers.

### **Threats**

The district prohibits student violence or threats of violence in any form. Student conduct that threatens or intimidates and disrupts the educational environment, whether on or off school property, will not be tolerated. A student may not verbally or physically threaten or intimidate another student, staff member, or third party on school property. A student may not use any electronic equipment to threaten, harass, or intimidate another. Additionally, false threats to damage school property will not be tolerated.

### **Transportation**

A student being transported on district-provided transportation is required to comply with the Student Code of Conduct. Any student who fails to comply with the student code of conduct may be denied transportation services and shall be subject to disciplinary action.

#### **Rules Governing Pupils Riding School Buses (OAR 581-053-0010)**

1. Students being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Students will use the emergency door only in case of emergency.
4. Students will be on time for the bus, both morning and evening.
5. Students will not bring firearms, weapons, or other hazardous materials on the bus.
6. Students will not bring animals, except approved assistance animals, on the bus.
7. Students will remain seated while the bus is in motion.
8. Students may be assigned seats by the bus driver.
9. Students will cross the road in front of the bus or as instructed by the bus driver.
10. Students will not extend their hands, arms or heads through bus windows.
11. Students need written permission to leave the bus other than for home or school.
12. Students will converse in normal tones; loud or vulgar language is prohibited.
13. Students will not open or close windows without permission of the driver.
14. Students will keep the bus clean and must refrain from damaging it.
15. Students will be courteous to the driver, fellow students, and passers-by.
16. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride on the buses.

In addition to the above regulations, the Athena-Weston School District does not allow eating or drinking on any district route bus or shuttle bus. Also, if a student wishes to ride on a bus to which he/she is not normally assigned, he/she must bring a note from a parent and present it to the bus driver.

### **Discipline Procedure for District Approved Transportation**

1. **FIRST CITATION:** The driver verbally re-states behavior expectations and issues a warning citation.
2. **SECOND CITATION:** The student is suspended from the bus until a conference has been held with the student, the parent/guardian, the bus driver, the transportation supervisor, and the principal.
3. **THIRD CITATION:** The student will not be allowed to ride the bus until a conference arranged by the transportation supervisor has been held with the student, the parent/guardian, the bus driver, the transportation supervisor, and principal. At this time a behavior contract will be implemented.
4. **SEVERE VIOLATIONS:** There will be a hearing at this time, arranged by the transportation supervisor, involving the student, parent/guardian, the bus driver, the transportation supervisor, and the principal.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's individualized education program (IEP) for students considered disabled under IDEA or the individually-designed program for students considered disabled under Section 504 and in accordance with Board-adopted policies and procedures governing the discipline of students with disabilities.

### **Video Surveillance**

The district has authorized the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students and visitors and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention. Video recordings may be provided to law enforcement agencies.

### **Visitors**

As a matter of safety, we ask that all visitors – even parents – check in at the school office and receive a visitor's pass to wear. We want parents to feel welcome, but we also want students and staff to be safe. Older brothers and sisters who are listed on the student's emergency card may check a student out of school. Students from other schools are only allowed to visit with prearranged administrative approval. When picking up or dropping off your student, please park in the back parking lot behind the upper gym or in the marked spaces below the front stairs and near the lower gym. Enter the building through the front doors. You may then sign your student out at the office or sign in as a visitor.

### **Volunteers/Chaperones**

Weston Middle School welcomes parent volunteers. Please let your child's teacher or the principal know if you would like to volunteer on a regular basis so that a schedule can be arranged that meets the needs of the teachers. Volunteers who

work with students regularly or who act as chaperones for field trips must submit to a background check. Paperwork for a background check is available at the school office.

### **Weapons**

Weapons (or look alike weapons) of any kind are not allowed at school for any reason. If you find a weapon in or near the school, report it immediately to a staff member or to the office.

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, possessed, concealed, or used a firearm in violation of state or federal law. The superintendent may modify the expulsion requirement for a student on a case-by-case basis.

In accordance with the federal Gun-Free School Zone Act, possession, or discharge of a firearm in a school zone is prohibited. A "school zone" as defined by federal law means, in or on school grounds or within 1,000 feet of school grounds.

### **Withdrawal**

Students who wish to withdraw from Weston Middle School must submit a written request from the parent or guardian. Library books and all textbooks must be returned and all obligations met before records are transferred to another school. Student records will be forwarded to another school upon notice from that school that the student has enrolled. The district will forward education records within 10 days of receiving the request for records. Please allow one full school day to complete the withdrawal process.