

Patton Middle School Student Handbook



Patton Middle School
1175 NE 19th Street
McMinnville, OR 97128

Phone: 503-565-4500 Attendance: 503-565-4504
Website: <http://patton.msd.k12.or.us>

EMPOWERING EACH OTHER TO THRIVE!

Here are a few things you need to know as a student at Patton Middle School:

ABSENCES/ATTENDANCE

Oregon Law requires regular attendance. Parents are requested to notify the school if their child will be absent. If the school is not notified a call will be made to the student's home to check on the student. When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Parents may also call the school office to excuse absences. Patton's faculty and administration place a very high priority on regular and punctual school attendance. Our school day begins at 8:30 and ends at 3:00. **Doors will be open at 7:45. Please do not send your student before this time as there is no supervision.** A call to the main office (503-565-4504) from a parent/guardian to report a student's absence is appreciated.

If you are continually late to school or you miss school often, you can expect to meet with the counselor, the drop-out prevention specialist, your teachers, or an administrator to create an improvement plan. We want you here at school - - learning and enjoying!

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

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

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

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

ASSESSMENT AND GRADING

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

ASSISTANCE AND COUNSELING

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

ATHLETICS AND INTRAMURAL SPORTS

Athletics are available to our students in the form of after-school sports or after-school intramural sports. Sports offered are Cross Country (6th, 7th, 8th), Football (7th, 8th), Volleyball (7th, 8th), Track (6th, 7th, 8th), and Wrestling (6th, 7th, 8th). Intramural sports offered are for all grade levels (6th, 7th, 8th), and are Volleyball, Boys and Girls Basketball, and Soccer. All stress positive social and skill development, sportsmanship and participation. Sports fees are \$65. Intramurals are \$30. There is a reduced cost for students who qualify. Reduced fee applications are available in the main office.

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

DRESS AND GROOMING

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

Straps must be at least 2 inches wide



No "Bear" Zone

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

CONSEQUENCES:

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

ELECTRONIC DEVICES

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

- 1st infraction: Warning and the student may pick up the device after school.
- 2nd infraction: Parent must pick up device at the office.
- 3rd infraction: Referral, contract, parent pick-up. Device must be checked in office or student is not allowed to bring to school.

EMERGENCY HEALTH SITUATIONS

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

FEES

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

HARASSMENT

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

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

There are other things you can do as well:

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

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

HOMEWORK REQUESTS

In the case of extended illness and/or absence (minimum of two days), parents/guardians may call the attendance line (503-565-4504) to request homework for the student. Teachers need one full day to complete homework requests, so making a phone call before 10:00 a.m. will generally assure the request can be fulfilled. It is always good business for the student to stay in contact with a friend who shares the same classes. Upon returning to school, it is the student's responsibility to turn in the work and to meet with the teacher to see if anything else was missed due to the absence.

MEALS

The meal prices for the school year are as follows:

First Breakfast & First Lunch: **Free**

Paid Breakfast: \$1.75

Paid Lunch: \$ 2.75

Milk: \$.60

Breakfast and lunch will be offered each school day. In addition to a choice of entrees, students may choose from several fruits and vegetables daily. Milk and juice are available with each meal. Students will use their ID number to access their lunch account for meals or ala carte items. Milk or juice may be purchased separately from a meal for \$.60.

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

If a student has special dietary needs and requires an accommodation, a Medical Statement for this purpose is available in the main office. The District participates in the National School Lunch Program. Students are entitled to one breakfast and lunch each day. Extra meals must be purchased at the full meal price. Milk or juice must be purchased if it is to go with meals brought from home.

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

MEDICATIONS

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

MESSAGES TO STUDENTS

In **emergency situations** we will take phone messages and immediately contact the student. Non-emergency messages from parents will be delivered to students as soon as possible without disrupting classes. Please make arrangements with your student before leaving home to minimize disruptions to our classroom learning environment.

MESSAGES TO TEACHERS

We promote a close relationship with our parents and families and hope you stay in touch often. Teacher e-mail addresses are available in our eSchool system. Though every effort will be made to return your message within 24 hours, we ask for your understanding of the professional judgments that teachers must make when dealing with multiple requests from students, colleagues, and parents.

PLAGIARISM/CHEATING

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

1. **Directly Copying** the work of another person without using all of the following: (1) quotation marks, (2) proper credit immediately following the quote, and (3) listing any sources on the “works cited” page at the end of the assignment.
2. **Paraphrasing** the ideas of another person without using all of the following: (1) proper credit immediately following the paraphrase and (2) listing the source on the works cited page at the end of an assignment.
3. **Using and failing to properly credit** any work or answers that have been written, created, or developed by another person. This includes work or answers that have been generated through electronic translation engines, literary summary sources, and inappropriate collaboration with other students.
4. **Recycling previously submitted work.** *Recycling* an assignment is the resubmission of academic work that has been previously submitted by oneself or another student.
5. **Using artwork or pictures without proper citation.** Students may not use artwork or pictures, including clip art that was created by another person, without proper citation.

Below is a list of consequences that will be used at the discretion of the teacher and administrator in whole or in part.

1. A zero on the assignment w/parent notification
2. A zero on the assignment, after-school detention and parent meeting

TEXTBOOKS

The school district provides textbooks for our Middle School students. Copies are available for check-out through our school library. The maintenance of textbooks, materials and equipment used by the student is her or his responsibility, and replacement cost will be charged to students if textbooks, materials, or equipment are damaged or lost.

TARDINESS

Students are given ample time between classes to arrive on time. Students who arrive to classes on time will receive positive recognition that could include, but are not limited to: ice cream parties, special assemblies, or special field trips. Consequences for tardies are:

- 1st infraction: Warning
- 2nd infraction: Warning
- 3rd infraction: Student Conference/Parent Phone Call
- 4th infraction: After-School Detention

Additional tardies will result in a parent/student conference and development of an attendance support plan.

VISITORS POLICY

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

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

The McMinnville School District and Patton Middle School meeting locations are accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours in advance of the meeting. Please contact the school office at 503-565-4500 or the district office at 503-565-4000

AT PATTON WE...

- Leave it Better Than We Found It
- If we are Out of Class, Show your Pass
- Get Involved
- Are Prepared for Class and Ready to Learn
- Walk and Talk the Right Way

ALL school rules apply on school grounds, at the bus stop, on the bus, at all school-sponsored events, on the way to and from school, with all staff, guest teachers, assistants, and parent volunteers.

Patton Middle School Daily Schedule

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

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

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

Patton Middle School Advisory Schedule

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

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

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

Fred Patton Middle School

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

Student (print)

Student (signature)

Date

Parent/Guardian (print)

Parent/Guardian (signature)

Date