

# Patton Middle School Family Handbook



Patton Middle School  
1175 NE 19<sup>th</sup> Street  
McMinnville, OR 97128

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

***Empowering and preparing every student for future success.***

## ABSENCES/ATTENDANCE

Oregon Law requires regular attendance. A call to the main office (503-565-4504) from a parent/guardian to report a student's absence is appreciated. If the school is not notified a call will be made to the student's home to check on the student.

To document an excused absence,

- A student may bring a note to the main office signed by the parent that describes the reason for the absence.
- Parents may call the school office to excuse absences.
- Parents may use the Parent Square system to excuse an absence.

Patton's faculty and administration place a very high priority on regular and punctual school attendance. Our school day begins at 8:20 and ends at 3:15. **Doors will be open at 7:45. Please do not send your student before this time as there is no supervision.**

If you are continually late to school or you miss school often, you can expect to meet with the counselor, a family engagement 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 required 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. Students should also check Google Classroom as most assignments are found there. 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. Login 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.

## **ATHLETICS AND INTRAMURAL SPORTS**

Athletics are available to our students in the form of after-school sports or after-school intramural sports. Sports offered are Cross Country (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>), Football (7<sup>th</sup>, 8<sup>th</sup>), Volleyball (7<sup>th</sup>, 8<sup>th</sup>), Soccer (7<sup>th</sup>, 8<sup>th</sup>), Basketball (7<sup>th</sup>/8<sup>th</sup>), Track (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>), and Wrestling (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>). Intramural sports offered are for all grade levels (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>), and are Volleyball (6<sup>th</sup>) and Basketball (6<sup>th</sup>). Our athletics programs stress positive social and skill development, sportsmanship and participation. Sports fees are \$78. Intramurals are \$31. 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. Students must also have insurance to participate in all athletic and intramural sports.

## **BULLYING AND HARASSMENT**

Please refer to the McMinnville School District Student Rights & Responsibilities Handbook for a complete description of policy.

Students should report bullying or harassment by talking to any adult in the school. If the behavior continues, the student should talk to or email a counselor, dean or administrator.

## **COUNSELING AND THE STUDENT SUPPORT CENTER (SSC)**

We know that in middle school many students are learning how to establish and maintain healthy relationships with teachers, peers and family members. The SSC is available to all students and parents to help build students' skills to empower them to thrive. Parents can call or email a counselor to request support.

6th Grade Counselor: Trudie Anderson

7th Grade Counselor: Zoey Calcagno

8th Grade Counselor: Matthew Hogan

## **DIRECTORY INFORMATION**

Directory information is "personally identifiable information contained in a student education record which is not generally considered harmful or an invasion of privacy if released." Information includes students' name, address, phone number and ID photo. The most common use for directory information is student ID photos used for the school yearbook.

Release of directory information follows MSD policy JOA. Families that would like to opt out of the release of their students' directory information must provide written notice to the school.

## **DRESS CODE**

School is our students' number one job and at Patton Middle School, we respect students' rights to express themselves in the way they dress while also dressing appropriately for their job. All students who attend Patton Middle School are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health & safety of students and the adults that supervise them.

This policy is intended to provide guidance for students, staff, and parents:

## DRESS CODE (CONT.)

### Must Wear:

- Bottoms
- Tops
- Clothing that covers genitals, buttocks and nipples
- Footwear (shoes, boots, sandals, etc.) appropriate to the activity or class

### May Not Wear:

- References drugs, alcohol, tobacco or any other illegal items
- Intimidates others or creates a hostile environment (hate speech, images of confederate flag, noose, swastika, profanity, etc.)
- Depicts weapons and/or violent images
- Pornography, pornographic references or advertising (ex: Playboy bunny or Hustler)
- Promotes gang affiliation
- Exposes more than the waistband of underwear (bottoms) / that does not cover sides (tops)
- Is see-through on private parts
- Has partially dangerous features (pointed studded jewelry or any sharp objects hanging, etc)
- Tube tops, sports bras or bathing suits (as a stand-alone top or bottom)
- Bandanas, sunglasses, Blanket Wraps, Pajama Onesies, Capes, Flags, helmets
- Costumes (only allowed for spirit days)

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

## DRUGS AND ALCOHOL

What will happen if you use, bring or distribute alcohol, nicotine (any product containing nicotine or designed to administer nicotine) or drugs (illegal substances or non-prescribed medication)?

<b>Student Action</b>	<b>School Consequence</b>
Using at school	<ul style="list-style-type: none"><li>● 5 day suspension</li><li>● Suspension from Sports, Clubs or Activities</li><li>● Drug and Alcohol Screening at Family and Youth and participation in a 6 week diversion class.</li></ul>
Being in possession	<ul style="list-style-type: none"><li>● 5 day suspension</li><li>● Suspension from Sports, Clubs or Activities</li><li>● Drug and Alcohol Screening at Family and Youth and participation in a 6 week diversion class.</li></ul>
Distributing to others (sharing or selling)	<ul style="list-style-type: none"><li>● 10 day suspension pending an EXPULSION hearing</li><li>● Suspension from Sports, Clubs or Activities</li><li>● Drug and Alcohol Screening at Family and Youth and participation in a 6 week diversion class.</li></ul>

## ELECTRONIC DEVICES “Away for the Day”

Research shows that cell phone use during the day does not increase learning in middle school students. In fact, the distraction from social media and constant communication can have the opposite effect. At Patton Middle School, our cell phones are away for the day.

- Cell phones and smart watches that can receive messages will be kept in backpacks or pockets. Cell phones will not be used for music, communication or other purposes from when students enter the building until they leave the building (including after school activities). This includes all locations: bathrooms, locker rooms, commons, library, hallways, and classrooms.
- Wireless headphones and ear buds will be kept in backpacks from when students enter the building until they leave for the day.
- If a student needs to use the phone to communicate with a parent or guardian, they will use the student phone in the health office.

Violations of the “Away for the Day” policy will result in the following consequences:

- **1st violation:** Report to the Health Office to check in device until 3:15. Student will fill out a Form to document their first violation.
- **2nd violation:** Report to the Health Office to lock their phone up until 3:15. Student will continue to check in their phone from 8:20-3:15 for 5 school days. Students will fill out a Form to document their second violation.
- **3rd violation:** Report to the Health Office to lock their phone up until 3:15. Student will continue to check in their phone from 8:20-3:15 for the remainder of the quarter. Student will fill out a Form to document their third violation.

## 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	\$25.00
Yearbook	\$16.00
Athletic Participation Fee*	\$78.00 per sport
Intramural Participation Fee*	\$31.00 per intramural
Club Participation Fee*	\$31.00 per semester

\*Some students will qualify for free or reduced fees, based on need. Please contact the office for more information about this.

## **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. We always encourage students to check the Google Classroom and with peers about missed work as well. 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.

## **INCLEMENT WEATHER**

Information about changes in school operations due to inclement weather will be sent out via ParentSquare. Families can also find information on the district website or local television/radio stations.

## **LIBRARY**

Our library is open for students from 7:45-3:30 daily. Students may check out 3 free-choice books for 2 weeks with the option to renew if necessary. Check out our online catalog [Destiny Discover](#). If you need to get your chromebook repaired, bring it to the library staff.

## **MEALS**

**Currently, ALL Patton students are able to receive breakfast and lunch at no cost.**

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 a la carte items. Milk or juice may be purchased separately from a meal for \$.60.

If a student has special dietary needs and requires accommodation, a medical statement for this purpose is available in the main office. Milk or juice must be purchased if it is to go with meals brought from home.

Please leave sugary and heavily caffeinated beverages (Dutch Bros, Starbucks, Monsters, Rock Stars, etc) at home. Students will be asked to finish or throw away open containers and may be asked to leave closed containers in the office until school is over.

## **MEDICATIONS (See the McMinnville School District Student Rights & Responsibilities Handbook)**

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 email 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.

## PHOTOGRAPHY

At times we take pictures and videos of our students in the classroom, on the playground or participating in year-round learning activities to share what's going on in our schools and district.

This information may be used for teacher professional development and to publicize good news about district learning programs including honor roll, achievement awards, academic or athletic accomplishments and other activities. These photos/videos may be published in school yearbooks, school and district newsletters, district advertising, school and district websites and social media, local public access television, and news releases to the local newspaper.

If you do not want your child's photo, name or schoolwork included, please inform the school office in writing by the first day of attendance. Please note: the status on file for your student will remain in place unless a change is submitted.

## 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

## SCHOOLWIDE EXPECTATIONS

Patton students should be safe, responsible and respectful in each area of our campus. Students will be taught specific expectations throughout the school year.

At Patton, we want students to **THRIVE** by demonstrating...

- **Teamwork:** Successful people can work together on a common goal.
- **Health:** Physical and mental health are important aspects to student success
- **Responsibility:** Responsibility for your school and self is important to the safety of all students.
- **Integrity:** Doing the right thing and making good decisions strengthen our community.
- **Voice:** We value YOUR voice, and expect you to advocate for yourself and others.
- **Empathy:** Showing care, compassion and understanding for others supports everyone.

**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. If a student is asked to leave the classroom for not meeting schoolwide expectations, they will go directly to the Dean's Office. Students may not return to class until they speak to an administrator or dean and create a plan for success.**

## STUDENT DELIVERIES

Due to safety concerns, schools do not accept special occasion deliveries from third parties (including businesses), for individual students. These deliveries include flowers, balloons, birthday cupcakes and other treats. In addition, we do not accept third party food delivery orders for students, such as DoorDash. This includes orders placed by the students themselves.

Parents are welcome to drop off supplies, school work, clothing/uniforms, and personal lunches for students. To minimize issues in the lunchroom, we do not accept food deliveries for multiple students such as large pizzas or large orders from restaurants.

## SUPPORTS FOR ACADEMIC SUCCESS

We understand that some students may need additional support for work completion. We encourage students to enroll in our after school Homework Help program. Students will receive additional support from school staff, and they will receive a snack and, if eligible, transportation home.

## TARDY POLICY

Being on time to class is important for all Patton students. In the first minutes of class, teachers explain the objective for the day and give essential instructions. When all students are on time ready to learn, everyone can grow and learn. To encourage students to meet this expectation, tardies are tracked\* by classroom teachers in school. Parents may monitor tardies through Home Access to eschool as well.

Students will be **ready to learn** when the bell rings. This means in their seats and ready for teacher instructions. Students who are not **ready to learn** will be marked tardy for that period.

1-3: Reminder of “ready to learn” expectation from classroom teachers.

4 tardies: Reminder of “ready to learn” expectation from classroom teacher and an after school detention.



(Students will receive a detention slip from the registrar, Mrs. Wroblewski. Questions or concerns about assigned dates will be directed to her.)

5-7 tardies: Additional after school detentions assigned for each additional tardy.

8+ tardies: Referral to Dean of students for success plan developed with parent input.

\*Tardies reset each quarter.

## **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.

## **USE OF STUDENT IMAGE/NAME**

If you do not want the school to publish your child's name, photo or schoolwork, please inform us in writing by September 30<sup>th</sup> of each school year. Student information is most often published in school yearbooks, school and district websites, school and district newsletters, and local newspapers. We will publish student names, photos and schoolwork—especially in publicizing good news about students—unless you tell us in writing by September 30 to withhold your child's information.

## **VISITORS POLICY**

Visitors and volunteers should be approved by the district office if they will be spending more than 15 minutes in the school. If you are approved to be inside the school, we require that all visitors check in at the main office and receive a Visitor or Volunteer badge for the safety and security of all students.

## 2023-24 Patton Daily Schedule

Monday	Tuesday	Wednesday Late Start	Thursday	Friday
Homeroom 8:20-8:40	Homeroom 8:20-8:40	<b>LATE START:</b> School starts @9:20am	Homeroom 8:20-8:40	Homeroom 8:20-8:40
<b>1st/2nd Period</b> 8:44-10-11	<b>1st/2nd Period</b> 8:44-10-11	<b>1st/2nd Period</b> 9:20-10:38	<b>1st/2nd Period</b> 8:44-10-11	<b>1st/2nd Period</b> 8:44-10-11
<b>3rd/4th Period</b> 10:15-11:42	<b>3rd/4th Period</b> 10:15-11:42	<b>3rd/4th Period</b> 10:42-12:00	<b>3rd/4th Period</b> 10:15-11:42	<b>3rd/4th Period</b> 10:15-11:42
6th Grade Lunch 11:44-12:14 <b>5th/6th Period</b> 12:16-1:43	6th Grade Lunch 11:44-12:14 <b>5th/6th Period</b> 12:16-1:43	6th Grade Lunch 12:02-12:32 <b>5th/6th Period</b> 12:34-1:52	6th Grade Lunch 11:44-12:14 <b>5th/6th Period</b> 12:16-1:43	6th Grade Lunch 11:44-12:14 <b>5th/6th Period</b> 12:16-1:43
<hr/> <b>5th/6th Period</b> 11:46-12:16 B Lunch 12:18-12:48 <b>5th/6th Period</b> 12:50-1:43	<hr/> <b>5th/6th Period</b> 11:46-12:16 B Lunch 12:18-12:48 <b>5th/6th Period</b> 12:50-1:43	<hr/> <b>5th/6th Period</b> 12:04-12:30 B Lunch 12:32-1:02 <b>5th/6th Period</b> 1:04-1:52	<hr/> <b>5th/6th Period</b> 11:46-12:16 B Lunch 12:18-12:48 <b>5th/6th Period</b> 12:50-1:43	<hr/> <b>5th/6th Period</b> 11:46-12:16 B Lunch 12:18-12:48 <b>5th/6th Period</b> 12:50-1:43
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<b>7th/8th Period</b> 1:47-3:15	<b>7th/8th Period</b> 1:47-3:15	<b>7th/8th Period</b> 1:56-3:15	<b>7th/8th Period</b> 1:47-3:15	<b>7th/8th Period</b> 1:47-3:15

