

Do Your Best, Be Safe, Be Respectful, Be Responsible

**NORTH
DOUGLAS**
ELEMENTARY/MIDDLE
SCHOOL

PARENT/STUDENT
HANDBOOK
2012-2013

PO Box 338 / 100 N. School Street
Drain, OR 97435
541-836-2213

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North Douglas Elementary/Middle School

PARENT/STUDENT HANDBOOK

2012-2013

Dear Families,

Welcome back! It's exciting to work with such a strong team of professionals dedicated to serving the students and families of the North Douglas Elementary/Middle School. Our school continues to work hard to build exceptional academic programs as well as community partnerships. As the year goes on, we value any input that can enhance the experience of our students here at NDE/MS. Please feel free to call, email or drop by whenever you have a chance. It is always valuable to hear anything that can help make this year run as smoothly as possible.

This handbook was developed as a collection of valuable information for parents and students. It provides key information about policy, procedures and expectations of our school. You will find the answer to most commonly asked questions within the handbook. To help ensure a quality school year, I encourage you and your child(ren) to read and discuss our handbook. When we are all on the same page, great things can and will happen. This handbook has been adopted by the North Douglas School Board.

As we begin the 2012-13 school year, again we welcome, and look forward to serving both the students and families of the North Douglas School District.

Sincerely,

Jody Cyr
Principal

NORTH DOUGLAS ELEMENTARY/MIDDLE SCHOOL STAFF



OFFICE

Jody Cyr
Debby Huckins
Becky Burris

ASSIGNMENT

Principal
Office Manager
Attendance/Cafeteria Clerk

ELEMENTARY

Christina Rule
Catherine Swafford
Emily Reed
Daron Dooley
Gina Huckins
Jean Harrod
Candy Vickery
Roger Vickery
Jocelyn Cain

Kindergarten (AM)
1st Grade
2nd Grade
2nd Grade (AM)/Kindergarten (PM)
3rd Grade
4th Grade
5th Grade (AM)
5th Grade (PM)
Special Education

ROOM/ext

11/311
20/320
19/319
18/318
10/310
14/314
17/317
16/316
12/312

MIDDLE SCHOOL

Don Ruud
Ellie Hollamon
Kathleen Dooley
Vicki Freytag
Stella Myers
Christianne Hess
Jeff Davis

6th grade Sci/Hth/Mth
6th grade LA/SS/Mth
Science/Math
Language Arts/Math
Special Education
Social Studies/Math
Physical Education

1/301
5/305
2/302
3/303
4/304
7/307
Gym/327

SPECIALISTS

Bonnie Bradley
John Leal
Jennifer Daigle
Roseanna Frieze
Erich Datig

Title One (AM)
Music/Band
ELL Specialist
Librarian
Computer Tech

9/309
GH/324
GH/329
library/321

INSTRUCTIONAL ASSISTANTS

Whitney Ward	Primary
Kevin McNamara	Primary
Valarie Lane	Primary
Amelia Swafford	Primary
Macqueline Bridges	Title One
Jill Kallenger	Title One
Sue Felber	Special Education
Noelle Chase	Special Education
Brenda Hescock	Special Education
Helen Mulligan	Special Education

CAFETERIA

Shirley Jackson
Kim Snyder
Lauri Woods

CUSTODIAN

Todd Tinnes



DAILY SCHEDULE

7:50	Breakfast (K-5)
7:55	Doors open for students
8:00	Classes begin (6-8)
8:10	Classes begin (K-5)
8:50	Breakfast for Middle School
11:00-1:15	K-8 Lunches and Recess
2:30	Class dismissed, Gr. 1-2-3
3:00	Class dismissed, Grades K-4-5
3:05	Class dismissed, Grades 6-7-8

PARENT INVOLVEMENT

North Douglas Elementary/Middle School recognizes that a child's education is a responsibility shared by the school and family all through the child's school career. We support the goal of the school being responsible for educating all students effectively with the school and parents working as knowledgeable partners. Consequently, the engagement of parents is essential to improve student achievement; therefore, North Douglas Elementary/Middle School will foster and support parental involvement.

ATTENDANCE and HOMEWORK PICKUP

Oregon School Law (ORS 339.115) stipulates that all children between the ages of 7 and 18, except those legally excused or exempted, are required to attend school during the entire year. Once enrolled, Oregon State Law requires that your child maintain regular attendance. Regular attendance is defined as attendance which does not include more than eight unexcused one-half day absences or the equivalent in any four-week period school is in session.

Be sure your child arrives on time, but not prior to 8:00 AM, as there is no one on duty until then. Any student arriving at school late (tardy) must check in at the office to avoid being recorded as absent. Late students will be counted as absent until they check in at the office with the secretary or attendance clerk.

When your child remains home due to illness, or is out of school for any reason, please call the office (836-2213) or send a note to the homeroom teacher with your child upon their return. It is important that the school is informed and a request for homework be made by 10:00 am. The daily assignments will be collected and available to be picked from the office at the end of the school day (3:00 pm). Students who are ill and do not attend school during the day, for any reason, are not permitted to attend after school functions.



ATTENDANCE AWARDS

At the end of each quarter of the school year, certificates will be given to students who meet the following attendance standards:

Outstanding: Two and one-half day or less absent

Perfect: No absences

ENTRANCE AGE

Pupils are admitted to kindergarten once each year, in September.

1. A child shall be admitted to Kindergarten only if his/her fifth birthday occurs on or before September 1.
2. A child entering the first grade, having never before attended public school, must reach his/her sixth birthday before September 1.
3. Evidence of birth date shall be required of all first time entering kindergarten and first grade children. The Superintendent may, at his discretion, refuse admission to any child whose evidence of date of birth is unsatisfactory.
4. First year pupils who have not previously attended school cannot be accepted if they have not entered within the first four weeks of the school year. (ORS 339.155). However, the local school board may waive the requirement of this subsection for disadvantaged and talented/gifted children as defined by ORS 343.650 and 343.404.

IMMUNIZATIONS

Any child enrolling in an Oregon school, by law, must have proof of a minimum number of immunizations. The law does allow for religious and medical exemptions.

BREAKFAST / LUNCH PROGRAM

BREAKFAST PRICES

All students: FREE

Adults: \$.75

LUNCH PRICES

Reduced Lunch:	\$.40
Grades K-5	\$1.70
Grades 6-8	\$1.85
Grades 9-12	\$2.10
Adults	\$2.85
Milk/Juice	\$.30

Students are encouraged to pay for breakfast and lunch in advance and may do so by the week or month. Charging meals is discouraged.

Parents are welcome to have lunch with their children. To sign-up for a hot lunch, please call the school at 836-2213 by 8:30 AM of the day you would like to eat.

Free and reduced price lunch applications will be sent home with students at the beginning of the school year, or are available in the school office.

CLOSED CAMPUS

North Douglas Elementary/Middle School has a closed campus. Students may not leave school ground at anytime. The only exception to this rule applies to students who have a signed note from their parent on file in the office allowing their child to come home to eat lunch. Students may only go to their own home for lunch. Students who abuse this privilege will not be allowed to leave campus during lunch time.

Students going home for lunch are required to check out daily in the office. A list of those students allowed to leave the campus will be maintained by the office.

Students leaving the campus during the school day will need to be signed out in the office by the person taking them from school.

If a parent wishes to have a child excused other than at lunchtime, a note should be sent to the office, as well as to the child's teacher, giving the time and other pertinent instructions. If your child's custody is to be entrusted to someone other than yourself, a note signed will also be required.



SMOKE FREE CAMPUS

The North Douglas School District is proud to be SMOKE FREE. This means that no one is permitted to use tobacco products within the boundaries of the school. This includes any areas on or surrounding the property. We encourage all parents and visitors not to smoke on the grounds. Thank you for your help in maintaining a clean campus and healthy environment.

EMERGENCY SCHOOL CLOSURES

On those occasions when it becomes necessary to take action because of extreme weather conditions, three situations can take place.

1. School is canceled for the day: Between 6 and 6:30 AM, the following radio/TV stations will be notified.

KNND - Cottage Grove - 1400 AM
KSND - Eugene - 94.5 FM
KPNW - Eugene - 1120 AM
KUGN - Eugene - 590 AM
KPIC - Roseburg - Ch. 8
2. Opening of school will be delayed: If it is necessary to delay the opening of school more than two hours, it will be cancelled. In either case, the above listed radio stations will carry all information on school closure or delays.
3. School is in session and extreme weather conditions require that students be sent home early: The school will make every attempt to notify the parents of all students that the children are coming home. The above listed radio stations will also be notified.

Due to many unforeseen circumstances that surround contacting parents on short notice, it is extremely important that you make arrangements for the supervision of your child should school be dismissed unexpectedly. You and your child should discuss alternate placement during adverse weather or for other circumstances that may close school early.

The school will make every effort to insure the health and safety of your child. At the start of the school year, parents will be asked to confirm alternative placement sites for their children. Please convey any changes to your child's teacher and the office. This will expedite moving your child to a safe and secure place.



SCHOOL EXPECTATIONS

North Douglas Elementary/Middle School will provide a safe & secure learning environment for all students. With school-wide expectations we emphasize a preventative, problem-solving approach that will lead to positive student attitudes toward learning, toward themselves and toward others.

Positive behavior is taught and reinforced by all building staff. We are committed to helping all students learn and to practice self discipline and to understand that all of us must be responsible for our own actions.

School Behavior Expectations Definitions

BEHAVIOR	DEFINITION
Be Safe	Means that no one gets hurt physically or emotionally
Be Respectful	Means to be polite and cooperative with others
Be Responsible	Means to be dependable and trustworthy at all times
Abusive language/Profanity	Inappropriate or offensive language
Defiance/Insubordination	Refusal to follow any adult directions
Fighting/Physical aggression	Aggressive action where physical injury did not occur (pushing, shoving, pulling on clothing, tripping)
Theft	In possession of, having passed on, or being responsible for removing someone else's property
Disruptive Behavior	Behavior causing class or activity to stop, or continue with difficulty. (Sustained loud talk, noise with materials, horseplay, or out of seat)
Harassment	Taunting, name calling, verbal threats, or unwelcome sexual advances or other verbal or physical conduct of a sexual nature
Vandalism	Destruction or disfigurement of property
Serious bodily injury	Aggressive action where physical injury did occur (hitting, punching, hitting with an object, kicking, hair pulling or biting)
Tardy	Arrival following the ringing of the bell or after the designated starting time

STUDENT RESPONSIBILITIES

Generally, children are considered to be under school jurisdiction from the time they leave home in the morning until they return home in the afternoon – provided they come directly to and return directly from school. The rules in this handbook are in effect solely for the benefit, protection and education of our students. Since all students will benefit from these rules, all are expected to follow them. Teachers are required to inform their students of the rules. It is the pupil's responsibility to know the rules and to follow them.



SCHOOL BEHAVIORAL EXPECTATIONS

SETTING	RULE #1 - Do Your Best		
	RULE #2 - Be Safe	RULE #3 - Be Respectful	RULE #4 - Be Responsible
Arrival/Departure	<ul style="list-style-type: none"> *Walk to and from buses *Students may enter the building at 8:00 AM *Use caution and be aware of traffic 	<ul style="list-style-type: none"> *One at a time through the door 	<ul style="list-style-type: none"> *Students need to leave school grounds promptly * Leave parked bikes in rack until school is over *Bus riders wait in building until signaled
Upper Playground	<ul style="list-style-type: none"> *Stay off all hand rails *Walk up or down ramp *Stay in designated areas *Leave rocks on the ground 	<ul style="list-style-type: none"> *Take turns *Share *Be a good sport *Follow directions of all adults *Keep hands and feet to yourself 	<ul style="list-style-type: none"> *Stay on the right, go with the flow *Know which games can be played on blacktop *Line up promptly when signaled *Get permission to go back into building
Lower Field	<ul style="list-style-type: none"> *Stay away from vehicles *Use all equipment safely and properly *Stay within designated areas *Follow designated game rules 	<ul style="list-style-type: none"> *Stay away from the classroom windows *Exit building at side door by office *Be a good sport *Follow directions of all adults *Keep hands and feet to yourself 	<ul style="list-style-type: none"> *Get permission to go back into building *Do not visit with high school students *Stay off outside buildings

Restroom	<ul style="list-style-type: none"> *Walk *Keep water in sink *Keep Feet on floor *Use soap and water *Keep playground equipment out of restrooms 	<ul style="list-style-type: none"> *Give people privacy *Talk quietly *Wait patiently for turn 	<ul style="list-style-type: none"> *Flush toilet after use *Keep restrooms clean *Return to room promptly *Report problems to adults
SETTING	RULE # 1 - Do Your Best		
	RULE #2 - Be Safe	RULE #3 - Be Respectful	RULE #4 - Be Responsible
Assemblies	<ul style="list-style-type: none"> *Wait for arrival and dismissal signal *Walk to and from assembly *Sit up on bleachers with feet down *Keep hands to yourself *Walk one step at a time up and down bleachers 	<ul style="list-style-type: none"> *Voices silent during presentation and when lights are turned off *Face forward *Follow adult directions *Show appreciation 	<ul style="list-style-type: none"> *Listen and cooperate *Be ready to participate and enjoy assembly *Sit with your assigned class *Applaud softly at appropriate times
Office	<ul style="list-style-type: none"> *Visit office only when necessary 	<ul style="list-style-type: none"> *Use inside voices *Be patient if you have to wait *Office phone for use with teacher permission 	<ul style="list-style-type: none"> *If sent for disciplinary reason, sit quietly
Library	<ul style="list-style-type: none"> *Walk in the library *Sit on chairs properly 	<ul style="list-style-type: none"> *Use quiet voices *Take care of equipment and supplies 	<ul style="list-style-type: none"> *Leave library as neat as you found it

Indoor Recess	<ul style="list-style-type: none"> *Enter gym or playshed only when supervised *Play games by the rules and play safely 	<ul style="list-style-type: none"> *Stop activity and sit down when you hear a whistle *Follow adult directions *Be a good sport and use proper language *Stay out of equipment rooms without permission *Share equipment and space *Keep hands, feet and objects to yourself *Use appropriate voice volume 	<ul style="list-style-type: none"> *Wear appropriate footwear *Use equipment properly *Return equipment promptly *Leave a neat equipment room
SETTING	RULE #1 - Do Your Best		
	RULE #2 - Be Safe	RULE #3 - Be Respectful	RULE #4 - Be Responsible
Hallway and Stairway	<ul style="list-style-type: none"> *Walk to the right - go with the flow *Don't use play equipment in the halls *Listen and follow adult directions *Open or close lockers/doors with care *One stair at a time 	<ul style="list-style-type: none"> *Respect others' space *Use an inside voice and appropriate language *Respect the building and equipment *Knock on closed doors and wait patiently 	<ul style="list-style-type: none"> *When bell rings, move toward your destination *Be on time to class *Pick up after yourself - use the trash cans *Eat and drink in lunchroom (pop and candy at lunch or after school only) *Keep a clean locker
Cafeteria	<ul style="list-style-type: none"> *Sit with feet on floor, bottom on bench, facing table *Walk single file facing forward 	<ul style="list-style-type: none"> *Allow anyone to sit next to you *Use quiet voices *Respect others' personal space *Listen and respond politely to adult directions 	<ul style="list-style-type: none"> *Keep all food to self *Raise hand and wait to be excused *Get everything you need the first time through the line *Use utensils properly *Take only what you are going to eat *Clean up after yourself
Fire/Earthquake Drills	<ul style="list-style-type: none"> *Follow teacher directions exactly 		<ul style="list-style-type: none"> *Follow practiced procedures

Computer Lab	*Push in chair when leaving	*Do not alter the setting on the computers *Food/Drink is not allowed in the lab	*Use of the internet and printer with permission only *Only be in lab with supervision
Classroom	*Clean up your own trash *Keep hands and feet to self	*Treat others fairly *Choose what you let bother you *Listen when others talk *Speak always in a kind manner	*Respect others property and ideas *Come ready to learn with pencil and assignments

AFTER-SCHOOL GYM/GAME ETIQUETTE

- No playing behind or under bleachers.
- No playing in halls or restrooms
- No street shoes on gym floor
- No shooting baskets during half-time
- Keep food & drinks in cafeteria
- Children should be seated with parents



CONSISTENT GOOD BEHAVIOR WILL RESULT IN THE FOLLOWING:

1. Recognition by staff, verbal or written. Might include a Pride Ticket, Wall of Respect Nomination, Class Compliment, Monthly Award, Positive Office Referral and/or Pizza with the Principal.
2. Age appropriate privileges.
3. Safe and positive classroom and playground opportunities during the day.
4. Teachers and staff will continually strive to individually “pat” students on the back and recognize responsible behavior.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Levels of Consequences

Level 1

BEHAVIOR : Minor infractions of any behavior expectation which is not being repeated for the umpteenth time.

CONSEQUENCE : Student/Teacher conference, time-out, lose of recess/detention, parent conferences.

Level 2

BEHAVIOR : Minor infraction of any behavior expectation for the umpteenth time or some major infractions.

CONSEQUENCE : Record only referral, completed and handled by the adult with the form sent to the office for record only.

Level 3

BEHAVIOR : Major infraction, some minor infractions or issue of concern.

CONSEQUENCE : Referral form completed and sent to office for administrative action.

CLASSROOMS

Individual classroom teachers will develop appropriate consequences for their grade level and appropriate to their class rules. Examples include private conversations, lose of recess time/detentions, time-out, parent conferences.

IN-SCHOOL SUSPENSION

In-school suspension is assigned when deemed appropriate by the teacher or principal. Students serving a lunch detention will not be allowed to leave the school campus during lunchtime.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension may be assigned for severe behavior problem. Severe behavior includes, but is not limited to: willful disobedience; the use or possession of drugs, liquor or tobacco; the use or possession of weapons; disruptive conduct; vulgarity/profanity;

vandalizing school property; stealing, fighting, hazing, or other acts of physical violence; threatening or injuring a student, teacher, or other staff member.

Students serving out-of-school suspensions will not be allowed to attend any activity on school district property during their suspension.

STUDENT BEHAVIOR CONTRACTS

At any point in the behavior process the principal or teacher may develop, with the student and parent, a behavior contract. The contract replaces other specified behavioral actions and specifies in writing the behavior expectations and/or standards the student must achieve.

DUE PROCESS

It is the right of all students to be afforded due process in disciplinary matters at North Douglas Elementary/Middle School. These rights are that the student:

1. Be notified of causes of discipline.
2. Have the right to respond to the charges.
3. Have the right to appeal to a higher authority.

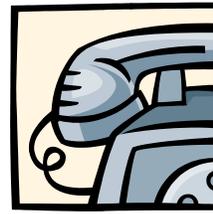
SEXUAL HARRASSMENT & PUBLIC DISPLAY OF AFFECTION

Inappropriate sexual behavior is defined as unwanted sexual advances or discrimination based on gender. This may include such things as name-calling, graffiti, “pantsing”, inappropriate touching, sexually suggestive posters, intimidation by words or actions, or treating people differently based upon gender. Students will be disciplined for this type of behavior. Handholding, hugging and kissing are inappropriate displays of affection at school.

LOCKERS

At the beginning of school, middle school students are assigned lockers. 8th graders will have individual lockers, 6th and 7th grade students will share a locker with a partner.

1. Lockers are the property of the school and are assigned to a student for their use for approved purposes only. All lockers are subject to periodic inspection to reclaim lost or misappropriated school materials.
2. Security of the locker is the responsibility of the student(s) assigned to the locker. The school will not be responsible for lost or stolen articles.
3. Students assigned to a locker may not switch lockers without approval of the office.
4. It is the responsibility of the assigned student(s) to keep their locker clean and orderly. Inappropriate photographs and unauthorized articles will be subject to removal.



TELEPHONE USE/MESSAGES FROM HOME

We want to assist you and your children at all times.

If you need to leave a message for your child at school, we ask that you call the office as early in the day as possible.

Each classroom has a phone, accessible through an extension. (for extension numbers, see staff directory, page 2) During school hours the phones do not ring in the classrooms, but messages to staff can be left. Please do not leave messages for your child on the phones in individual classrooms, but leave the messages with the office. This will help guarantee that the communication will be relayed in a timely manner.

DRESS CODE

The district'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.

Dress and grooming while in school is basically the responsibility of the student. When dress and/or grooming disrupts the learning process, affects the individual student, other students, or the learning climate of the school, it becomes a disciplinary matter.

- Shoes must be worn at all times. Feet must be covered with shoes or sandals (flip flops are acceptable, but not to be worn in the shop areas, for safety reasons).
- Shirts, blouses or tops cannot show bare midriff or be revealing, and should avoid plunging necklines.
- Undergarments should not be visible at any time.
- Shorts must have a minimum 6" inseam.
- No pajamas allowed except on specified days.
- Clothing bearing inappropriate logos or language, which are obscene, suggestive, or promote tobacco, alcohol, or illegal drugs, will not be permitted.
- Jeans with too many holes or holes in inappropriate places are not allowed.
- All pants must be worn at the waist- no sagging.
- Any form of dress or grooming, which is considered by staff to be a safety factor or is disruptive to the educational process at NDE/MS will be prohibited and is subject to the discretion of the administration.

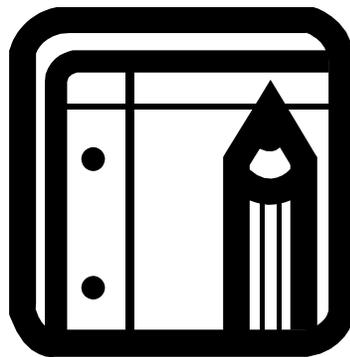
Violators may be asked to change clothes or be sent home. Students unlucky enough to be sent home to change may have the absence recorded as unexcused. The principal shall have the prerogative of prohibiting specific items of clothing, which in his/her judgment, distract from the educational process. Students will be counseled regarding problems of dress and grooming, and subject to disciplinary action in appropriate cases.

LOST AND FOUND

Lost and found items are kept in the hall near the office. Parents are asked to remind children to check for missing articles. Unclaimed items will be donated or discarded.

ELECTRONICS and CELL PHONES

Electronic/video games are not allowed at school. Cell phones may not be used during class time and may only be used during break and lunch period with permission from staff. Use of these devices at inappropriate times will result in confiscation and discipline. (Board policy JFCEB, ORS 332107)

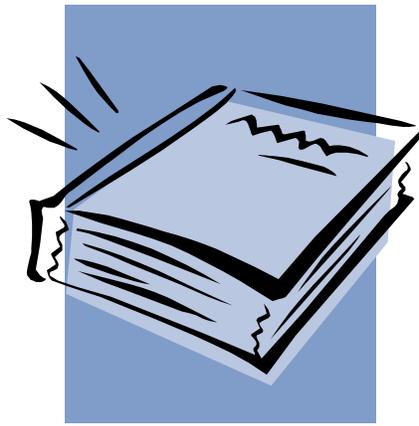


READING PROGRAM AT NORTH DOUGLAS

Reading is the most fundamental of all learning skills. The teachers at North Douglas are committed to teach and help each student learn to read to the best of his or her ability. Our reading program places a great deal of emphasis on phonic, vocabulary and comprehension skills.

As children are learning these basic skills, we must recognize that each child is a unique person and has his or her own rate of growth and development pattern. We must also recognize that reading is an integral aspect of learning and instruction in reading must be a continuous process.

We encourage each parent to become familiar with the emphasis your child's teacher places on teaching the basic skills of reading, which all children need for a successful school learning experience. As a parent, you can do much to help your child develop an enthusiastic attitude towards reading. Reading at home is a valuable activity and can be an enjoyable experience for everyone.



TITLE I PROGRAM

Title I is a federally funded program designed to provide extra help to underachieving students in the basic skill areas of reading and math.

The Title I teacher diagnoses the student's deficiencies and prescribes the appropriate program and materials with the help of the classroom teacher and the student's parents. The student then receives additional instruction as part of the program.



LIBRARY SERVICES

North Douglas students visit the library accompanied by the teacher for a regularly scheduled library period. Books are checked out for one week, but may be kept longer according to student needs. Lost or damaged books must be paid for.

Each year, the library offers children the opportunity to purchase books during the annual Book Fair. Parents are encouraged to come to school to preview materials available to children.

Our school has an excellent library and media center. Parents and friends are always welcome to visit the library. Check with your child's teacher for his/her library time and visit then. Parents are encouraged to visit the library with preschool children for their enrichment, and volunteers are always welcome.

SPECIAL PROGRAMS

If your child is in need of special help for learning, behavioral, emotional or speech difficulties, services are available. Your child's teacher will be able to confer with you regarding these services. A Student Services Team coordinates these services.

P.E. ACTIVITIES / REMAINING INDOORS

Children will be expected to go outside for recess. If, for health reasons, your child should not go outdoors or participate in P.E. activities, you should send a note to the teacher(s) involved. A parent note will remain in effect for no more than three days. Should your child not participate longer than the three days, a note from a doctor will be required. The only excuse for not participating in P.E. will be a note from home for medical reasons.



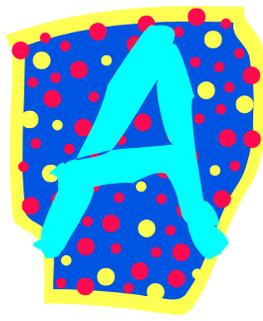
MIDDLE SCHOOL ATHLETICS

Athletic opportunities are offered during each sports season. In the fall we field football and volleyball teams. Basketball and wrestling is offered in the winter and track runs during the spring months.

The program is not funded by the school district but participation eligibility is tied to student academic and behavior performance at school. Specific expectations will be outlined in the athletic handbook and shared by coaches.

STUDENT PLACEMENT REQUESTS

Requests for student placement for the coming school year can be made during May. Check with the school office for the correct form.



GRADING

Grades provide information:

1. To parents on how the child is perceived in school, socially and academically.
2. To help students see him/herself as a learner and set goals for further learning.
3. To monitor the student for school placement.

Middle School

The letter grade at the end of each grading period will be determined by accumulated point total. The semester grade will be averaged from the combined points of the two nine week grading periods.

The following guidelines will be applied to translate total point into letter grades:

- A :** Indicates work of excellent quality. It also means an accomplishment of at least 90% of the course objectives.
- B :** Indicates work of above average quality. It also means an accomplishment of at least 80% of the course objectives.
- C :** Indicates work of average quality. It also means an accomplishment of at least 70% of the course objectives.
- D :** Indicates work of below average quality. It also means an accomplishment of at least 60% of the course objectives.
- F :** Indicates work of low quality. It also indicates an accomplishment of less than 60% of the course objectives.

STATE ASSESSMENT SCORES

As part of the current Oregon school reforms, all students in grades 3-8 are taking achievement tests called “Oregon’s Assessments of Knowledge and Skills,” often referred to as the “OAKS” tests. Parents will be informed of our testing dates and be asked to encourage their child to do their best. Assessment results will be shared with parents/guardians at the soonest opportunity. If you have questions about the tests or your child’s results, please call the office.



FIELD TRIPS

Students may, in connection with their class instruction, make planned trips of educational value off campus during the year. These trips are planned so that the students will gain first-hand experience about the subject areas they are studying while under the direct supervision of the teacher and other adults who make the trip.

Students may be excluded from trips due to persistent and/or severe behavior problems.

Parental permission is always required and a notice explaining the trip will be sent home prior to the activity.

Walking trips away from the school do not normally require parent permission. They are considered part of the normal instructional day and usually last less than one hour. Permission slips are sent home early in the school year. A signed permission slip allows the student to go on all trips during the year.

MEDICAL PROBLEMS

It is important that any unusual medical problems be brought to the attention of the school office and your child's teacher at the start of the year or as situations arise. Up-to-date information is very important.

A simple eye exam is made at the beginning of school and those children with a suspected vision loss are referred to the county health nurse. The child will be rechecked and parents may be contacted to recommend a professional eye exam. Hearing tests of grades K, 1, 3 and referrals are also done at the beginning of the school year. Each student is also weighed and measured.

ACCIDENTS & MEDICAL EMERGENCIES

If your child is injured, first aid will be applied to minor abrasions. However, if it appears that the injury may need professional medical attention, you will be notified promptly. Therefore, it is very important that we have phone numbers available to us that will allow the school to contact you or a representative as quickly as possible. Should we be unable to locate you and the injury appears serious, your child will be taken to your family doctor listed on our records, or to the hospital. If you have other instructions, it is important to list that information on your child's enrollment forms. All injuries should be reported to the classroom teacher and/or office.

MEDICATION

Rules relative to school personnel dispensing prescribed medication are as follows:

1. School staff is not allowed to dispense any medication to children without written permission from a doctor and a parent.
2. The school must have written orders from a physician indicating the student's name, name of the drug, dosage, and time to be taken. This information must be provided on the medication container.
3. The school must have written permission from the parent requesting that medication be administered. (Form available in the office.)
4. Medication brought to school must be kept in a container appropriately labeled by the pharmacy or physician.
5. All students needing medication during school hours must bring the medicine to the office for dispensing and for security purposes.

ADDITIONAL HEALTH INFORMATION

Sickness and Infections: Children should be kept home when they are suffering from any infectious conditions, such as severe colds, elevated temperature or symptoms of virus infection. A child suspected of having a communicable disease will be excluded from school the first day symptoms are noted. A child who has contacted a communicable disease will be required to bring a doctor's release upon re-entering school. Parents who suspect their child of having a communicable disease are encouraged to keep the child home and contact their family physician or the health department.

When your child becomes too ill to remain at school, every effort will be made to contact you, or your designated representative. Facilities at school do not allow us to put your child in a sick room. We are often asked to give children pain relievers for headaches. It is not legal for schools to distribute medications without written permission from a parent or physician. The parent must provide medication.

Head Lice: Periodically, head checks are administered by school personnel. Children suspected of having head lice may be excluded from school. Children may be readmitted when the child has received adequate treatment and is nit free.

PRIVACY RIGHTS

As authorized by the Family Rights and Privacy Act, schools may occasionally report directory information about students to news media, school publications, or other organizations as deemed appropriate by the principal.

If parents do not wish the release of this information, they must make written requests to the school within 15 days of the beginning of school. To insure that unlisted telephone numbers remain totally confidential, please notify the school office.

North Douglas Elementary/Middle School – Drain, Oregon

SUPPLY LIST 2012-2013

Kindergarten

2 Ticonderoga pencils (not jumbo)
15 glue sticks (we use a lot of glue)
1 bottle liquid glue
1 box bandaids
1 box of baby wipes or Clorox wipes
1 1-inch 3-ring binder
2 large boxes tissue
1 pair scissors
3 EXPO dry erase pens
1 package colored pencils
1 package colored markers
1 water color paint set
1 large backpack (no wheels)

Grade 1

4 pkgs. Ticonderoga pencils
1 eraser
1 box of 24 crayons
1 pair scissors
4 glue sticks
1 dry erase pen
1 set watercolor
1 box tissues
1 box of Clorox wipes
1 supply box
1 backpack

Grade 2

4 pkgs. #2 Ticonderoga pencils
1 box 24 crayons
1 pair scissors (Fiskar)
6 glue sticks
1 spiral notebook
1 large eraser
1 large box tissues
1 box colored pencils
1 box Clorox wipes
1 backpack

Grade 3

4 pkgs. #2 Ticonderoga pencils
1 box 24 crayons
1 pair scissors (Fiskar)
6 glue sticks
1 spiral notebook
2 pkgs wide lined paper
1 ruler
1 calculator
1 large box tissues
1 box colored pencils
1 dry erase marker
1 box Clorox wipes
1 backpack

Grade 4

2 pkgs. Ticonderoga pencils
2 glue sticks
1 pkg crayons
1 pkg colored pencils
3 boxes tissue
1 highlighter
1 eraser
3 pocket folders (no brads)
1 spiral notebook
1 pair scissors
1 set watercolors
2 pkgs wide ruled paper
Backpack – no binders, please

Grade 5

2 pkgs. Ticonderoga pencils
2 glue sticks
1 pkg crayons or twistables
3 boxes tissue
1 highlighter
1 dry erase pen
1 pen
1 eraser
3 pocket folders (no brads)
2 spiral notebooks
1 pair scissors
2 pkgs wide ruled paper
hand held pencil sharpener
Backpack - no binders, please

6-7-8 grade

2 pkgs. #2 pencils
4 pens: blue, black, red, green
1 set colored pencils
1 heavy duty 3 ring binder
1 two-inch binder for reading journal
1 pkg. college ruled notebook paper – white
1 calculator (**must have**)
3 spiral notebooks
6 folders to be added to 3-ring binder
2 box tissue
1 pkg 5-tab notebook dividers
1 memory stick (thumb drive)

P.E. EQUIPMENT GRADES 6-7-8

Socks, Deodorant, Tennis Shoes (other than school shoes)

P.E. UNIFORMS PROVIDED FOR MIDDLE SCHOOL STUDENTS

Required for all MS students:

\$10.00 PE towel fee

Optional for all students:

\$10.00 Student Body Card

Calendar of Events 2012-2013

September	4	School begins (K-7)	January	7	School resumes
	5	8 th graders begin		18	Furlough Day NO SCHOOL
	11	Fall Pictures		21	MLK Day NO SCHOOL
	18	K-5 Open House		25	Grading Day NO SCHOOL
	25	MS Open House			
October	12	State Inservice NO SCHOOL	February	14	Valentine's Day
	15	Furlough day NO SCHOOL		15	Furlough Day NO SCHOOL
				18	President's Day NO SCHOOL
			March	22	Furlough Day NO SCHOOL
November	2	Grading day NO SCHOOL		25-29	Spring Break
	8	P/T Conferences Early Dismissal	April	11	Spring Pictures
	9	P/T Conferences NO SCHOOL		12	Grading Day NO SCHOOL
	12	Veteran's Day NO SCHOOL		18	P/T Conferences Early Dismissal
	21-23	Furlough/Thanksgiving NO SCHOOL		19	P/T Conferences NO SCHOOL
December	21	Furlough Day NO SCHOOL	May	6	Furlough Day NO SCHOOL
	22	Winter Break begins		24	Furlough Day NO SCHOOL
				27	Memorial Day NO SCHOOL
			June	12	8 th gr graduation
				13	Last day for students
				14	Last day for staff

**Calendar includes 8 FURLOUGH DAYS