

FERN RIDGE MIDDLE SCHOOL

Home of the "ROYALS"



"We Teach Respect and Responsibility"

Student-Parent Handbook 2018-19

FERN RIDGE MIDDLE SCHOOL

88831 Territorial Road

Elmira, OR 97437

PH: (541) 935-8230 FAX: (541) 935-8234

Olivia Johnson, Principal

Sarah Wartenbee, Assistant Principal

www.fernridge.k12.or.us

(Click on "Fern Ridge Middle School")

Fern Ridge Middle School Mission Statement

Fern Ridge Middle School is dedicated to creating a respectful environment where individuals grow, learn, and succeed.

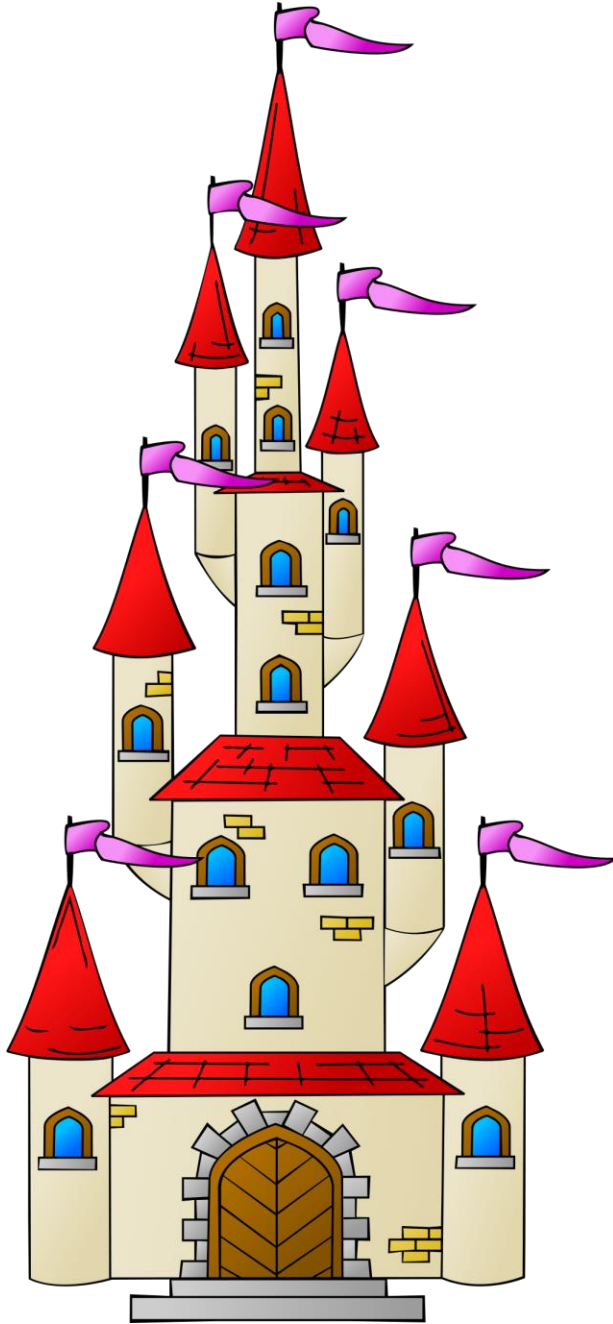
- We proudly teach and support school-wide positive behavior: Our High 5's are Be Respectful, Be Responsible, Be There Be Ready, Follow Directions, and Hands and Feet to Self
- We value diversity; we support one another, respect our differences, and honor the unique qualities of each individual
- We emphasize preparing FRMS students for success in high school and beyond
- We have high behavior and academic expectations for students and staff
- We work to foster a collaborative relationship between students, parents, staff, and our community



Please Note:

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 negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this student handbook is subject to unilateral revision or elimination from time to time without notice.

While this handbook covers many common issues it is not inclusive. There are issues that may not be covered and in some individual cases there may even be exceptions to procedures listed herein. These situations will be addressed as they arise and decided on an individual basis.



Principal's Message:

Welcome to Fern Ridge Middle School, home of the Royals! On behalf of the entire staff, I want to welcome you and your child to FRMS. We are excited to have you as part of our school community. I am looking forward to getting to know you and work with you to support your child's learning and growth during these very important middle school years.

As the principal, it is important to me that we communicate with parents and that parents feel comfortable communicating with us. We encourage you to call or email classroom teachers when you have a concern or a question. A list of teacher extensions and email addresses is included in this handbook. You can stay informed about school events by registering for our text message service or checking our school website for updates. You are also invited to volunteer at FRMS- whether as a chaperone for a school dance, as an active member of our FRMS Parent Group, or as a classroom volunteer.

Our goal at FRMS is to help prepare your child for high school and beyond. We want them to improve academically and at the same time give them the skills they need to make good decisions and be good global citizens. The middle school years are filled with change and we want to help your child begin their transformation into the amazing young adults we know they will be.

If at any time during the school year I can be of

help to you or your child, please don't hesitate to call me at 541-935-8230 or email me at ojohnson@fernridge.k12.or.us

Once again, welcome to Fern Ridge Middle School and the start of a great school year!

Sincerely,
Olivia Johnson
FRMS Principal

2018-19 FRMS School Supply List

Each student should have

3 inch binder
5 – 1 subject spiral notebooks
2 highlighters
12 #2 pencils (Ticonderoga preferred)
Ruler
Erasable Ink Pens
Zippered Pencil Pouch
1 pack of colored pencils
Loose leaf notebook paper
Eraser
3 folders
Scientific 10 digit display Calculator
1 pkg notebook dividers

For the classroom community each student should bring:

1 box of Kleenex- give to first period teacher
48 #2 pencils- give to second period teacher
1 pack of 4 glue sticks- give to third period teacher
1 ream of 8 by 11 white copy paper- give to fourth period teacher
1 package of loose leaf college ruled notebook paper- give to fifth period teacher

For PE each student should have:

FRMS tee shirt
Tennis shoes that tie
Shorts, sweats, or leggings
Extra pair of socks (keep in locker)
Deodorant
Girls- hair ties and personal products

STUDENT FEES

Student Body/Registration Fee: \$10. This covers the cost of the customized student planner each student receives as well as our PBIS/student body activities.

P.E. Shirt: Students will need to purchase a T-Shirt for P.E. Last year it cost \$6. We expect the same or slightly higher cost in 18-19.

Band Instrument Rental: Students participating in Band will have the option of renting an instrument for \$50 per the year. The \$50 rental pays for the cost of cleaning and repairing the instrument at the end of the school year.

Yearbook: Students will have the option of purchasing yearbooks that will be distributed at the end of the 18-19 school year. The cost for the yearbook will be between \$15 and \$16 dollars.

FERN RIDGE MIDDLE SCHOOL

Fern Ridge School District 28J

88831 Territorial Road Elmira, Oregon 97437

Phone (541) 935-8230

FAX (541) 935-8234

Ryan Chambers, Counselor

Olivia Johnson, Principal

rchambers@fernridge.k12.or.us

ojohnson@fernridge.k12.or.us

Name:	Subject	Phone Ext #:	Room #:	Email Address
Anderson, Casey	Office Secretary	4200	Office	canderson@fernridge.k12.or.us
Brummett, Ryan	Special Education	4104	4	rbrummett@fernridge.k12.or.us
Chambers, Ryan	Counselor	4202	Office	rchambers@fernridge.kk12.or.us
Cornelius, Stacy	Main Secretary	4200	Office	scornelius@fernridge.k12.or.us
Davis, Brad	Social Studies, L.A.	4106	6	bdavis@fernridge.k12.or.us
Davis, Whitney	Science	4113	13	wdavis@fernridge.k12.or.us
French, Marian	Social Studies, L.A.	4107	7	mfrench@fernridge.k12.or.us
Gardner, Ronda	Bridges/SPED	4128	28	rgardner@fernridge.k12.or.us
Deb Levinson	Speech Therapist	1310	11	dlevinson@fernridge.k12.or.us
Humphrey, Kyle	Math	4109	9	khumphrey@fernridge.k12.or.us
Johnson, Olivia	Principal	4201	Office	ojohnson@fernridge.k12.or.us
Lafferty, Serra	Language Arts	4101	1	slafferty@fernridge.k12.or.us
Merrill, Alan	Social Studies	4102	2	amerrill@fernridge.k12.or.us
Light, Jesse	Math	4105	5	jlight@fernridge.k12.or.us
McBride, Colette	P.E.	4130	30/gym	cmcbride@fernridge.k12.or.us
Peeler, Justin	P.E.	4129	29/gym	jpeeler@fernridge.k12.or.us
Pizzola, Kathleen	Math/Science		#8	kpizzola@fernridge.k12.or.us
Pryor, Martha	Special Education	4103	3	mpryor@fernridge.k12.or.us
Rodemack, Kevin	Social Studies	4118	18	krodemack@fernridge.k12.or.us
Russell, Brenda	Media Assistant	4300	Library	brussell@fernridge.k12.or.us
Siegal, Cameron	Band, Music, Choir	4119	19	csiegal@fernridge.k12.or.us
Siegal, Cameron	Band. Music, Choir	4120	20	csiegal@fernridge.k12.or.us
Stoe, James	Science	4124	24	jstoe@fernridge.k12.or.us
Wartenbee, Sarah	Assistant Principal	4200	Office	swartenbee@fernridge.k12.or.us

Kimberly Taylor	Instructional Assistant	ktaylor@fernridge.k12.or.us
Sherry Cooper	Instructional Assistant	scooper@fernridge.k12.or.us
Callie Johnson	Instructional Assistant	cjohnson@fernridge.k12.or.us
Sheila Cazimero	Instructional Assistant	scazimero@fernridge.k12.or.us
Patti Anderson	Instructional Assistant	panderson@fernridge.k12.or.us
Michael Guidice	Instructional Assistant	mguidice@fernridge.k12.or.us
Sam Ylitz	Instructional Assistant	sylitz@fernridge.k12.or.us
Vacant-Bridges	Instructional Assistant	

Our High Five Program

We expect all students to follow these **High Five** guidelines at all times:

1. **Be Responsible**- Students who are responsible are on task at school, complete assignments, and turn those assignments in on time. They listen attentively and ask questions to better understand what they are being taught. Students who are responsible are also good FRMS citizens- they clean up after themselves at lunch and throughout the school day.
2. **Be Respectful**- Students who are respectful use good manners and appropriate language when talking students or adults. Students also demonstrate respect for their school by not damaging school property.
3. **Hands and Feet to Self**- Students follow this rule by being safe at school and having a calm, controlled, and quiet body at all times. They do not kick, hit, grab, or otherwise physically engage with other students.
4. **Follow Directions**- Students who follow directions the first time are meeting this very important expectation. Students are expected to follow adult directions at FRMS in order to make sure everyone is safe and learning.
5. **Be There and Be Ready**- Students who are **on time** and bring all of their materials to class meet this guideline. There is a four minute passing time, so there is time for students to use the bathroom or get a drink of water, but not time to stop and socialize or walk friends to their classrooms. The time to connect with friends is before school, after school, or during lunch.



Students who attend school every day; arrive on time with their materials; make a contribution in class; and show respect toward themselves and others will be successful at FRMS.

High Five Rewards

We offer lots of incentives and rewards for those who meet our High Five goals

1. Students who have no referrals, detentions, bus citations, excessive tardies, or other documented behavior incidents are placed on our **High Five List**. Students on that list get many incentives, rewards, and privileges like
 - a. Popcorn or other treats during lunch
 - b. Released from class early to lunch
 - c. Released from class for special High Five events
 - d. At the end of each quarter we will plan special High Five Big Events for those students who stayed on the High Five list all quarter long. These might include a High Five Only Dance, a High Five only movie, a trip to Skate World or the City Pool, A High Five Only Pizza Lunch, etc.
 - e. At the end of the year, students who stayed on the High Five list all year long will get a special event just for them as well as recognized in our end of the year award assembly.

- f. In addition throughout the year we will have special fun assemblies where High Five students will get to take in fun activities and competitions.
2. FRMS Staff give students demonstrating High Five behavior **High Five Tickets**. High Five Tickets can be used to receive rewards and for incentives. High Five tickets are used in the **High Five Student Store** to purchase items like pencils, erasers, or small toys like yo-yos. The student store is open each week October through May. FRMS also does High Five drawings throughout the school year where we will have prizes drawings that students can put their High Five tickets towards. Those can include gift cards to Subway, sports equipment, books, clothing, etc. The more tickets that students put into the drawing, the better their chances of winning. **High Five Prize Drawings** occur approximately once a month.
3. **All Stars**- Each month we have an All Star Theme and each staff member gets to pick an All-Star for that month. All Stars get their pictures posted and a donut party. All-star Themes have included “Most Motivated,” “Students Who Make Us Smile”, or “Most Improved.”

Student Information: Rules and Restrictions

Please Read Carefully

Cell Phones Students will only be allowed to use their cell phones before school, at lunch, and after school. The school is not responsible for the theft, loss, or damage to any cell phone. Cell phones must not be displayed in plain view during prohibited times of use. If students have their cell phones out during class the following protocol will be followed:

- a. The first time the student will be given a warning and the cell phone will be taken for the remainder of the period.
- b. The second time the student will have their phone confiscated and given to the office for the remainder of the school day.
- c. The third time and any additional times the parent will have to pick up the cell phone from school.

The use of cell phones to take pictures of exams, assignments or unauthorized pictures that invades a student’s privacy is strictly prohibited. In addition, for safety reasons, cell phones/tablets/mp3 players/personal electronics are not allowed to be used in the hallways.

No Backpacks or String Bags: FRMS students are not allowed to have backpacks or string bags in the classroom. They can bring backpacks to school and keep them in their locker. Backpacks should not be left in the hallways or the common areas of the school.

Bicycles: Bikes are to be walked on campus. Bikes should be locked up. The school is not responsible in the event that a bike is damaged or stolen.

Skateboards: Students are not allowed to ride a skateboard at school or on school grounds. Skateboards are to be stored in lockers. The school is not responsible in the event that a skateboard is damaged or stolen.

Squirt guns: The possession and/or use of squirt guns, water balloons, and syringes.

Students may only drink water in the classrooms or hallways or gym at FRMS to help us avoid sticky stains or spills on our floors and carpets. Students may bring other drinks, caffeinated beverages, juice, carbonated water or beverages, for lunch in the commons. We want to remind students and their families that there is research that

demonstrate the negative effects of high caffeine drinks like coffees or energy drinks on growing bodies. We recommend water or juice for student lunches.

Gang related items: The school will determine appropriateness and disciplinary consequences using reasonable forecast of potential disruption.

Toys/Games: Whether it's an electronic hand held video game or a yo-yo, all toys and games should not be brought into the classroom, in the gym locker room, into the library, or into the gym. Students are welcome to have them in the commons before school at lunch, or after school. The school will not be responsible for theft or loss of such items

Personal electronic devices: including, but not limited to, walkie talkies, long or short-range portable radios, portable scanning devices, personal digital assistants (PDAs), laptop computers, blue tooth speakers should not be brought to school. The school is not responsible for the theft or loss or damage to any personal electronic device brought to school.

Vandalism: Destruction of school property or facilities will result in disciplinary action. In addition, students may be charged for the cost of replacing or repairing what was damaged. This includes but is not limited to computers, Chromebook, classroom equipment, furniture, etc.

At no time will any device be allowed which provides for a wireless, unfiltered connection to the Internet that does not adhere to district internet use guidelines.

Prohibited Items: These items are not allowed at school. Possession of these items will result in disciplinary action up to and including a possible expulsion. The items will be confiscated and parents will have to pick them up. Items not picked up will be discarded at the end of the school year.

Gambling materials or devices such as cards and dice are not allowed in school.

Firearms- All firearms are prohibited including objects that look like a gun.

Knives/cutting instruments- All cutting edges of any size are prohibited.

Studded clothing- Studded clothing and accessories (including chains) are prohibited for safety reasons.

Combustible items: matches, lighters, firecrackers/fireworks, cap guns, shotgun shells, bullets, dynamite, etc.

Drugs, alcohol or related paraphernalia.

Cigarettes, electronic cigarettes, vaping pens, vaping oils, or other tobacco related products.

Inappropriate reading or viewing materials.

Weapons: Any kind of weapon including any object used as a weapon or in a dangerous manner

Confiscated Items: FRMS retains the right to confiscate any item being used outside of the guidelines noted above or any item that is creating disruption or is being used by the student in an unsafe and inappropriate manner. Generally speaking the first time the item will be held for the student till the end of the day. The second time the item will need to be picked up by a parent.

INAPPROPRIATE BEHAVIOR DEFINITIONS

Harassment: Implies systematic persecution by unrelentingly pursuing or intimidating in order to gain a desired end. It includes pestering, hounding, baiting, tormenting, name calling, cyberbullying, teasing, etc.

Racial Harassment: Unwelcome comments about one's ethnic background. Treating someone differently or with disrespect due to their race or ethnicity.

Sexual Harassment: Unwelcome comments or gestures; touching of a sexual nature; putting down one's sexual orientation; making sexual comments or jokes; writing sexual messages or graffiti; spreading sexual rumors about another student; touching, grabbing or pinching in a sexual way; spying on a student who

was dressing or showering; pulling another student's clothing off; forcing a kiss; "mooning" another student; and forcing another student to "do something sexual, including kissing."

Intimidation: Any act of intimidation (by threats) or coercion (to compel by pressure or threats.)

Insubordination: Refusal to follow adult directions.

Cheating: Those that share or take answers, information, or data, from other individuals without the consent of the instructor.

Inappropriate display of affection: Beyond holding hands, i.e. kissing, arm locks, draping, touching private body parts, etc.

Defacing property: Any harm to property owned and operated by the FRSD (writing on walls, desks, etc.)

Occasional disruption: Occasional is a personal interpretation, (no definition) but no more than two or three times a year.

Tardiness: Students should be in their seat prior to the final bell ringing.

Food/drink in the halls/classrooms/commons: Only water is allowed in the hallways/classrooms/gyms. Food is not allowed in the hallways. Individual food policies in the classrooms vary by teacher. Please respect the rules of the teacher in that classroom.

Littering: Purposely dropping paper or other items on the property of the school (including fields.)

Possession of tobacco: On the individual, in their purse, coat, locker, etc.

Skipping or leaving campus: Leaving the school grounds without permission, or without properly signing in and out at the school office. Being in an area of the school without permission of a staff member instead of being in a class is also considered skipping.

Violation of classroom rules: All teachers expect High Fives.

Willful disobedience: (Insubordination, i.e. won't bring materials to class again)

Forgery: Signing someone else's name, (i.e. a pass by a teacher, or bus pass, note from home.)

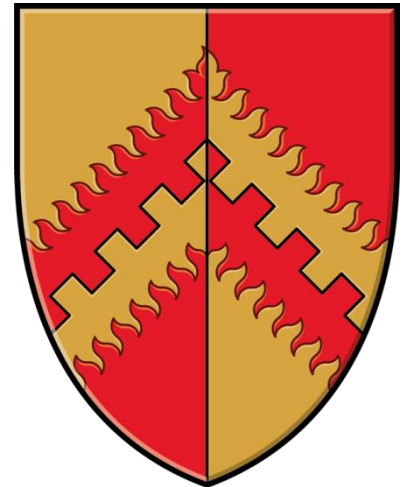
Vandalism: Destroying public property (school property.)

Fighting: Any attempt to physically injure or harm another student.

Habitual class disruption: (i.e. occurring in a classroom at an unacceptable rate several in a few week period)

Abusive profanity: Using vulgar language toward another student or staff member (using profane words expressed in a heated argument.)

Firecracker possession/use: Use or possession of firecrackers, stink bombs, bottle rockets, etc.



Defiance/disrespect: Not following directions, talking back to an adult, using a disrespectful tone or disrespectful words

Use/Possession of vaping pens and vaping oils at school is not allowed

Theft: Taking possession of items that do not belong to you.

Drug possession: Possession or use of any drug or drug paraphernalia is prohibited.

Weapons: Weapons of any kind are prohibited on campus.

Alcohol use or possession: On the individual, in their coat, purse, locker, etc. at any time on school grounds or at a school event.

Distribution of tobacco, alcohol, drugs: providing any of these items to another student



Disciplinary Actions

Students may be assigned a minor or major referral by any staff member or substitute for failure to follow class/school rules or for inappropriate behavior. Minor referrals usually result in a lunch detention of up to 3 days and/or a conference with the principal. Students may also be assigned community service such as cleaning up the commons or picking up trash. Major referrals usually result in more severe consequences such as an in school or out of school suspension or an afterschool detention.

Students who have received a total of ten or more major or minor referrals will be subject to severe consequences such as an out of school suspension for even low level offenses. Families will be notified in writing when their student has reached the ten referral threshold.

Level One Offenses	Level One Consequences
Cheating (includes copying assignments and plagiarism) Inappropriate display of affection Disruption Food/drink in hallway, classroom Littering Violation of classroom rules Profanity Tardies Dress code Disrespect	Problem solving forms Contact parents (possible conference) Keep student before or after school Contract with student Community Service Assign to a detention (1-3 days) Meeting with student during prep period Involve another teacher in a conference to problem solve Send student to another supervised area for a time-out Repeated incidents may result in a referral
Level Two Offenses	Level Two Consequences
Excessive Tardies Dishonesty Insubordination, disrespectful Willful disobedience, disrespectful Abusive profanity Habitual classroom/educational disruption Skipping/truancy Forgery Vandalism Fighting, physical aggression, threats of violence Theft Harassment (including intimidation/cyberbullying) Sexual harassment Use/possession of tobacco or combustible items Ten or More Detentions	Conference Detention (Multiple Days) In-house suspension Community service (Pick Up Trash, Clean the Commons, Organize Lost and Found, etc.) 1- 10 day suspension Chronic Offenses: Reduced schedule Alternative education program Recommendation of expulsion
Level Three Offenses	Level Three Consequences
Under the influence of, possession of, or distribution of alcohol, drugs, cigarettes, E-cigarettes, vaping pens, vaping oil, tobacco products or drug/smoking related paraphernalia (Includes look a likes and items claiming to be drugs or alcohol) Arson Assault Destruction of property Safety/serious bodily injury Endangering lives Bomb threat/false alarm Weapons possession/use (includes replicas) Dangerous objects Habitual disruption of educational environment	1 - 10 day suspension Possible recommendation for expulsion Possible notification of law enforcement Possible education program placement Possible reduced schedule Parent contact Not allowed to attend extra-curricular events including dances, high school games, etc.

BE THERE - BE READY: Being on Time

UNEXCUSED TARDIES

- Most tardies are acquired when students use passing time to gather and socialize. Students are expected to be moving to and from classes and lockers in a swift, meaningful manner. Loitering is strongly discouraged.
- Beyond six will be considered willful disobedience and students risk additional consequences, including referral and/or suspension.
- Classroom teachers may enact classroom consequences for repeated tardies
- Referrals earned from tardies will result in loss of High Five privileges.

UNEXCUSED TARDIES	CONSEQUENCES
5	Minor Referral and Detention
10	Major Referral/Level Two Consequences

If a student shows a willful disobedience to being in class on time, a referral and possible suspension could occur. This is at the discretion of the administration.

Good Attendance Incentives: FRMS will hold monthly incentives/rewards for students with no tardies and/or no absences that month.

EXCESSIVE ABSENCES

A letter of notification will be sent to the parents of those students who accumulate five (5) and ten (10) non-school related absences. If the student misses ten (10) consecutive days, that student will be dropped from school. Also, if absences continue to be excessive and disruptive to the student's education, the school will take the initiative to file a truancy report with Lane Education District. Parents/guardians of those students who accumulate fifteen (15) non-school related absences will be notified by phone/mail of their student's excessive absences. Advance telephone notification of an absence would be appreciated.

LATE ARRIVALS

Students who arrive late should report to the office for a pass to class. Please note: the office will determine if the reason a student is late to school is excused. Acceptable excused absences include being ill, have a doctor/dentist appointment, or other scheduled unavailable appointments. Simply running late, alarm didn't go off, or other reasons are not valid excuses.

General Student Information

Be in Class on Time with Materials

We want every student prepared and ready to learn. It is the responsibility of each student to get to class on time with their materials. Students who arrive in class without materials may be sent to the office for the entire period at teacher's discretion. This will be recorded as unprepared.

Bus Information

Bus transportation is available to most of our students. Keep in mind that it is possible you would not ride the same bus to and from school, so check the bus numbers carefully. Students with questions about busing should contact [First Student at 935-1969](tel:935-1969).

Bus Citations are given by bus drivers for inappropriate behavior. Students should take them home, get their parent's signature and then return them to their bus driver. Excessive citations may result in a suspension of bus riding privileges.

Bus Passes: Students, who plan to ride home on a different bus, will need to bring a note from their parent and come to the office window **before school or during lunch** for a bus pass. **Bus Passes will not be given out after school.** The note should include name of person you are going home with, their address and phone number, and the bus number you will be riding. This pass is given to the driver as you

get on the bus. **Due to Federal privacy laws, we cannot look up a student's address to put on a bus pass. Parents must provide that information.**

Dances:

There will be periodic dances throughout the year. Dances are for FRMS students only. No guests are allowed to attend our dances. The administration may determine that a student is not eligible to attend a dance based on behavior. Students who are absent the day of a dance for any reason or on an in school suspension cannot attend the dance.

Dress Code

Dress should be appropriate for normal school activity. It should reflect pride and respect. Health and safety are also guides to acceptable school attire. School administration retains the discretion to determine if a garment meets this standard. For more information about dress code guidelines, please see the Students Rights and Responsibilities Handbook.

1. Shirts and shoes are required at all times
2. Blouses and shirts must be long enough to touch the waist of a student's pants or skirts
3. The length of shorts and skirts must be equivalent to the ends of a person's fingertips when their arms are extended by their side.
4. Sagging oversized pants, flagging belts, visible boxer shorts, oversized chains, and spiked jewelry are not allowed. Chains made of links larger than ¼ inch in width and/or longer than 15 inches are prohibited. Waistbands of pants must be worn around the waist. Belts should be worn if pants will not stay up.
5. Cosmetic sunglasses will not be worn on the face or on the head in the building.
6. Clothing that displays or promotes alcohol, drugs, tobacco, profanity, sexual innuendoes (i.e. Hooters or Big Johnson garments) or any other inappropriate illustration or wording is prohibited. Garments that suggest a double meaning of lewdness, obscenity, or vulgarity are not to be worn.
7. Articles of clothing that cause excessive maintenance problems – for example: cleats on boots, shoes that scratch the floor, and trousers metal rivets that scratch furniture are considered inappropriate.
8. Clothing may not advertise alcohol, drugs, or tobacco products, have inappropriate language or pictures or have a suggestion of violence. Clothing that promotes discrimination, harassment, prejudice, racism, weapons or violence is prohibited.
9. Clothing or items of clothing/accessories that may be worn for the purpose of establishing and/or identifying gang membership are prohibited. (bandanas, headbands, combs, etc.)
10. Pajamas and/or blankets are not appropriate to wear or bring to school.
11. Excessive brief garments such as jogging shorts, halter tops, bare midriffs, net tops, spaghetti strap tank tops, or tank tops that reveal under garments, plunging neck lines, bathing suits, see through, strapless or backless garments are not appropriate. This includes halter tops, strapless tops, "muscle" shirts or "A" shirts, Arm cut-outs shall not be larger than the mid -point of the upper arm.
12. Hats may be worn in classrooms at the discretion of individual teachers.
13. Hoods need to be pulled down while at school.

Students who choose to break this dress code will be asked to:

- Call a parent to bring new clothes for the rest of the day.
- Wear a shirt provided by the office.
- Wear sweatshirt or jacket throughout the day.
- Change into PE clothes for the remainder of the day.

If a student continually and willfully chooses to not comply with these expectations, this will result in further disciplinary actions.

Hall Passes

If it is necessary for a student to leave the classroom during class time, teachers will issue a hall pass. Students are to go directly to and from their designated destination. Students should come to class prepared with books and materials and should not need to go to lockers during class periods. We reserve the right to deny hall passes to students who violate the hall pass policy, or abuse and overuse passes.

Harassment and Bullying

Any student who is being harassed or bullied should report it to an adult immediately. Be Responsible- avoid bullying and report bullying to an adult.

What is bullying?

From stopbullying.gov: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying is against school rules and the law.

Examples of Bullying Behaviors: name calling, teasing, hitting, spreading rumors, excluding, tripping, put-downs, threats, note writing, fighting, pushing, secrets, drawings, getting money from someone, slamming lockers, pushing books out of hands, snapping rubber bands, taking items, destroying property.

Tattling vs. Reporting

- Tattling is when a student tries to get someone in trouble.
- Reporting is when a student tries to keep someone from getting hurt.

EHS Sporting Events

At Elmira High School athletic events, including football games, all Fern Ridge Middle School rules apply. Students are responsible for their behavior and may receive a school consequence, referral or suspension for behavior at Elmira High School.

GPA Calculations

100-90% =A

89-80%= B

79-70%= C

69-60%= D

59% and below= F

3.0 GPA and above= Honor Roll

Internet Use

At times students will have access to computers for assignments. **Computers are to be used responsibly and for educational purposes only.** Misuse of the computers may result in a student losing their use privileges. At no time are students to access social media sites using district equipment, while on district property or at district-sponsored activities.

Lockers:

Lockers are assigned to students. From time-to-time staff will conduct locker checks and inspections. It is important that lockers are kept clean with no food or open beverage containers. Students who write on or otherwise damage their locker may be fined. School administrators have a right to open and inspect your locker without the student present if there is cause. Lockers are to be used during passing time. Students need to use lockers responsibly. ***Do not give your combination out to other students and do not share your locker with anyone.*** Students who have trouble with their lockers should report it to the office. Lockers will be inspected at the end of the year for damage. Fines may be assessed if a student is found responsible for damage to his/her locker. Students should not place stickers or stamps on their lockers. **DAMAGE OR VANDALISM** to lockers will

result in a \$25 fine. This includes marking, writing, and stickers. It is the student who is assigned to the locker who is responsible to insure that their locker remains in good condition.

PE LOCKERS: Small lockers with combination locks are available to you so you can put your belongings in them during your PE class. These lockers are located in the dressing rooms.

LOSS OF PRIVILEGES FOR SPECIAL EVENTS Students may lose the privilege to attend special events including field trips, dances, promotion, or other events. Behavior is always a factor in being permitted to attend these special events.

PASSING TIME

There is a 4 minute passing time between periods. Passing time is for students to go to their next class. Students are expected to keep moving to their next period, unless using their locker. Restroom use should be before school and lunch. Students standing and talking will be asked to keep moving toward their classroom.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is an inappropriate school behavior and is often a cause of embarrassment to the observer. Anything other than holding hands is considered inappropriate. If public display of affection is observed by staff and/or students, the individuals involved should be reminded of the policy and they are expected to adjust their behavior accordingly. If the behavior is not corrected, the individuals should be reported to an administrator for appropriate discipline.

SCHOOL COUNSELOR

Offers support for students and families in the areas of academic success, social growth, and emotional issues. Please contact Mr. Chambers if you have specific questions or concerns with any of these areas or would like more information about additional resources from community agencies. In addition, our counselor works very closely with students and families that are having difficulty getting to school regularly or on time and can offer support or specific interventions with regards to attendance. Students can sign up in the office to see our counselor.

Student medication: Please see the Parent Information section for medication procedures. When you need to take your medicine, come to the office and we will give it to you.

TEXTBOOKS AND LIBRARY BOOKS

Students may be given textbooks in some classes. Some teachers use a classroom set of books and the student won't be allowed to take them out of class. If students need a copy for homework, books are available in the library or some books may be online. The links, logins and passwords to online textbooks will be provided to you by your individual teachers.

Treat all library books or textbooks with respect. Never write in books. If a library book or textbook is lost, check with the library to see if it has been found. Fines will be assessed for lost or damaged textbooks or library books at the end of the year. Students who have not paid their fines are not able to participate in sports or attend after school events at the high school.

Parent Information

Absences

Please call in your child's absences as soon as possible.

Homework can be requested after 3 consecutive days of absence. Homework can be picked up after 3:20 and before 3:40. Homework can also be sent home with a sibling if requested,

Planned Absence: We believe that attendance is very important and is a major factor in student success. Because of the nature of classroom instruction, no absence can be entirely "made-up." However, students who **MUST** be absent from school for reasons other than those which are regularly excused must complete a Planned Absence Form one week in advance. Again, any absence can and does affect school

performance. We encourage students to attend school every day and encourage families to arrange their schedules around the school calendar.

Excessive Absences/Truancy: Students whose attendance rate drops below 80% can and will be cited for truancy under Oregon law. 80% generally translates to no more than 4 days missed in one month, regardless of whether the absence is excused or unexcused.

Athletics

Due to budget constraints within the Fern Ridge School District, the middle school does not offer an after school athletic program. Hopefully, in the future we will be able to add sports back into our regular program. For now, Territorial Sports and Kid Sports provide these opportunities for students. We try to keep applications and information from these agencies in our main office.

Closed Campus

Fern Ridge Middle School is a closed campus. Once students have arrived at school, a student must sign out at the office in order to leave the campus before the end of the school day. This includes before the school day starts. When students arrive, no matter how early, they are to remain on campus.

- In order for a student to check out from school, the student's legal parent/guardian must check the student out at the office. Emergency contacts can only check out students if the parent has contacted the school giving them permission to do so.
- A student who leaves campus without following the correct check out procedure will be given an "unexcused" absence (e.g., a student who leaves the campus without checking out with written notification or a telephone call from the parent/guardian will receive an "unexcused" absence and may receive an in-school suspension.)

DAILY REPORT FORMS

The Academic Daily Report form and the Behavior Education form are used to increase communication among students, parents and teachers. If you would like your child to participate in the daily form program, contact Ryan Chambers at 935-8230. The following are guidelines for successful use of this system:

- Student is responsible for doing a check-in at the counseling office as soon as he/she arrives at school.
- Check-in includes 1) turning in yesterday's form with a parent signature, 2) showing a pencil, paper, agenda and binder (demonstrates readiness for the day), 3) taking a new form and writing name and date on the form. Forms are available at any time of the day for late arrivals.
- Student is responsible for giving each teacher his/her form at the beginning of class and retrieving the form at the end of class. This system works well and should never cause a student to be tardy.
- At the end of the school day, student will check out at the counseling office by presenting a completed form.
- Nightly, parent/guardian reviews the form and signs it. This is an important time to discuss homework, behavior and successes.
- If your child is participating in this program and does not bring home a form for your signature, please contact Mr. Chambers, Counselor, 935-8230.
- This system of communication only works when all participants do their part.
- Adults at home need to take the time to review the form with the student every evening and contact the school if a form does not come home.

Discipline of Special Needs Students

A special needs student will be disciplined when his/her behavior:

- Is not related to their disability.
- Poses a risk to others or herself/himself.
- Requires a cooling-off period to prevent future occurrence of disruptive behavior.
- Demonstrates a pattern that requires a need for a change in placement.

Enrolling at FRMS

To enroll your student into FRMS, bring the following information to the FRMS office:

- proof of residency
- current address
- phone number
- copy of birth certificate
- proof of immunizations records
- name & date of last school attended
- doctor's name and phone number
- name and phone number of parents work
- name and phone numbers of 2 emergency contact persons

Please let us know if your student is a Special Education or a TAG student. Students and families new to FRMS are encouraged to meet with our school counselor.

Excludable Diseases

Restrictable diseases include: diphtheria, measles, Salmonella Typhi infection, shigellosis, Shiga-toxigenic Escherichia coli (STEC) infection, hepatitis A, tuberculosis, open or draining skin lesions infected with Staphylococcus Aureus or Streptococcus Pyogenes, and any illness accompanied by diarrhea or vomiting.

At schools, Child Care, and Health Care Facilities, such restrictable diseases shall also include: chickenpox, pertussis, rubella, and scabies. Children in the communicable stages of hepatitis B infection may be excluded from attending school or child care if, in the opinion of the local health officer, the child poses an unusually high risk to other children (e.g., exhibits uncontrollable biting or spitting.)

Emergency or Weather Related Closures

In the event of hazardous weather conditions or local emergency, Fern Ridge School District may cancel classes, begin late, or omit certain bus routes or portions of routes. This information will be broadcast over the following radio and television stations: **Radio:** KUGN, KEED, KWAX, KDUK, KLCC, KORE, KPNW, KZAM, **TV:** KVAL, KEZI, KMTR as well as the district's website: www.fernridge.k12.or.us or over the internet at www.Flashnews.net. If school is cancelled, any afterschool events are also cancelled.

Health Concerns

A student who becomes ill or is injured at school must notify his/her teacher or another staff member as soon as possible. Students who are ill or injured should then report to the office and sign in at the health room. In the case of a serious illness or injury, the school shall attempt to notify parents according to information provided on emergency forms submitted by parents to the school. Parents are encouraged to update this information as often as necessary. Hurt students will receive basic first aid and the office will contact parents. If the student is ill, they will have their temperature taken and be given a short time to rest. If the student does not feel better, the office will notify parents. In emergency situations, the office will call 911 and then notify parents.

Students will only be allowed to remain in the health room for a short period of time. If a student is too ill to be in class, then he/she should be at home under the care of the parents. If the student is too ill to remain in school, the student will be released to the student's parents or to another person as directed by the parents.

Home Access/Instructions for logging in to "Home Access":

Steps for checking grades, attendance, etc. online:

- Go to www.fernridge.k12.or.us
 - Click on "Fern Ridge Middle School."
 - Click on "Home Access Center."
 - Enter Username: it will be the parent's first name followed by a (period) then last name (ex: John. Smith)
 - Enter Password: it is your student's ID number, then their birthday, no spaces.
-

(Ex: if your student's ID # is 98765 and their birthday is June 7, 1994, your password would be: 9876506071994)

- Once you have gone through this procedure, we encourage you to change your password to your preference by clicking on "My Profile" in the upper right hand portion of the screen and following the online instructions.

There is also an online tutorial link on our middle school website. It contains more in-depth information about logging in to Home Access and what is available for you to review.

Homework Blog

Steps for checking homework online:

- Log onto www.fernridge.k12.or.us
- Click on "Fern Ridge Middle School"
- Click on Fern Ridge Middle School Homework.

LICE

- A student found with live lice may be excluded from school.
- The parent/guardian needs to accompany the child to school for a lice check in the health room before they can return to class.
- Students should not miss multiple days of school due to lice.

Please call the Lane County Health Department (541-682-4041) for more information on lice.

Lost and Found

Items found around the school shall be put in the lost and found located in the vestibule by the main student doors. Periodically, unclaimed items are donated to charities such as Lilies of the Field or Goodwill. It is considered theft for a student to keep or use an item from lost and found that does not belong to that student.

Office Hours

Our building will open to students at 7:50 AM. The first bell rings at 8:15 and classes begin at 8:20 AM. We have early dismissal on Wednesdays and students are released at 1:31. The office is locked at 1:45 for meetings on Wednesdays, so please make sure your child is picked up no later than that. All students are to leave campus after school unless a coach is there to supervise them.

The office opens for parents at 7:30 and closes at 3:40 PM. Parents can call our office at 541-935-8230. After hours, parents are welcome to leave a message on our voice mail system.

Parent Communication

FRMS Website: Parents will be able to access our FRMS web page to receive updated information on programs, activities, homework and school related issues.

Email: Parents who have access to the Internet can e-mail teachers to maintain positive communication with the school. **Teachers will also use email to communicate their concerns so please make sure the school has your current email.**

Text Message Alerts: Parents and students can sign up to receive text messages about current events and alerts from the middle school principal. You can sign up for these alerts by sending a text message to (541)393-2732 and enter @fern in the message box.

Reader Board: Important events are also posted on our Reader Board.

Morning Announcements: Each morning we read important announcements on the PA to ensure that students know what is happening at FRMS.

Parent Concerns

When you have a concern about your child's academic progress, attendance, grades, assignments, or behavior, please contact their teacher first. Teacher phone numbers and email addresses are in the beginning of the FRMS

handbook. Then, if the problem is not resolved call our office and ask to speak to our Counselor, Mr. Chambers or our Principal, Ms. Johnson.

FRMS Parent Group/ Parent Volunteers

Parents volunteer for a wide variety of activities including lunch supervision, field trips, school celebrations, media center assistance, as well as office and teacher support. We encourage you to volunteer; it is fun and provides you with an opportunity to see what is going on in your child's school. A Criminal History form must be completed and approved prior to volunteering. FRMS has a parent group that meets monthly to plan events and activities for our school. All parents are welcomed- please check for updates on the school website.

Retention Policy

Fern Ridge Middle School follows district guidelines on retention and retention decisions are made through our Student Study Team. If your child is a candidate for retention, you will be notified of that fact by our counselor on or about December 10 of the school year. The Student Study Team will work with your child's teachers to support your child's growth at FRMS and to try different strategies/interventions aimed at increasing your child's social and academic success. As the year unfolds, the Student Study Team will closely monitor your child's progress. Parents will be kept informed of whether their child continues to be a candidate for retention or not. Final retention decisions will be made on or about May 20 of each school year. Parents will be heavily consulted during that process. If, however, you disagree with the team's decision you have the right to appeal that decision with the superintendent. 8th graders recommended for retention at the end of their 8th grade year will not be allowed to participate in promotion.

Site Council

Our site council consists of parents, teachers and staff. The site council is responsible for school improvement and oversees many activities and decisions. You are welcome to visit the site council meetings.

Special Education and TAG

We offer various levels of support to those students who require remedial support or accelerated programs. We have teachers who provide these resources and instruction to students who qualify for these services. If you have questions or concerns, please contact our Special Education Director Dr. Karen McKenzie at 541-935-7733

Student Lunches

Students may purchase their lunches through the school food program. Breakfast and lunch will be provided on a daily basis. You may add money to your account before school in the cafeteria. For more information about the school lunch program, please call 541-935-8200 ext. 275. FRMS also has a cash only snack bar that is open during lunch. If you think you might qualify for our free or reduced lunch/breakfast program, forms are available online or through the school office.

Families can also check their student's lunch accounts at www.myschoolbucks.com

Student Medication

It is our desire to provide a safe environment for your child to take medication at school; therefore we must follow the state guidelines for medications. Please help us by following these procedures:

- Parents must transport medications to and from school, and check them in to the office.
 - Parents are responsible for the preparation of medication (e.g. cutting tablets.) Medications must be in the original container and the parent must provide written instructions. The prescription on the container must reflect these partial tablets.
 - Change of dosage or medication must have written doctor order.
 - Inhaled medications must have the prescription label attached and must be stored in the office unless they have a note from the doctor.
 - If these stated guidelines are not followed, medications will not be dispensed.
 - Parents must pick up unused medications by the last day of school or they will be disposed of by school staff.
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TEAM WORK

To insure your child's success at the middle school, it is important that we work together as a team. Our expectation of parents is that you work with us to solve problems. Please feel free to contact the school in a spirit of cooperation whenever you feel the need.

As for the students, it is our expectation that they work to be part of the solutions at Fern Ridge Middle School, not part of the problems. However, we understand that all students make mistakes. Our goal is to have students learn from their mistakes. Working together, we can make a difference for your child. When a student has made a poor choice in his/her behavior, it is our expectation that the student does two things:

- Admit to the mistake or help identify the problem.
- Work cooperatively with all adults on campus to help solve the problem. Helping in this way would include: being honest, speaking respectfully to all adults, following all adults' directions the first time, and following through responsibly to adult requests. When students behave in this manner we can work through any situation to make it better and to insure a successful experience at Fern Ridge Middle School.

VISITING FRMS

Parents are always welcome to visit the school. We ask that you always come in the main entrance and check into the office. If you wish to visit a classroom, please call first or stop by the principal's office so we can let the teacher know you will be in the classroom. You can reach the principal by phoning 935-8230, extension 4201. Students who should be in attendance at other schools should not be visiting FRMS.

WELLNESS POLICY

The Fern Ridge School Board is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating, physical activity and other behaviors that contribute to student wellness. Good health fosters student attendance and education. Children and adolescents need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. To meet this commitment, the district will be guided by the following policy goals:

- The health/safety of our students is a priority. When faced with conflicting priorities or issues of implementation, decisions will be made that favor student health/safety.
- All students in K-12 will have opportunities, support, and encouragement to be physically active on a daily basis.
- School will provide access to a variety of affordable, nutritious, and appealing foods that meet federal health and nutrition standards for students; and provide clean, safe, and pleasant settings and meet federal guidelines for adequate time to eat.
- To the maximum extent practicable, all schools in the district will participate in available federal school meal programs.
- The school district supports a coordinated approach to school health which includes: comprehensive school health education, physical education, school nutrition services, counseling, psychological, and social services, healthy school environment, school-site health promotion for staff, and family and community involvement through site council(s) and dissolving committees.
- The school district engages students, parents, teachers, food service professionals, and other interested community members in reviewing, developing recommendations for wellness, and as appropriate, monitoring nutrition safety and wellness policies.

For even more detailed information on the policy and healthy party, snack, incentive guidelines, contact the school.
