

FERN RIDGE MIDDLE SCHOOL

Home of the "ROYALS"



"We Teach Respect and Responsibility"

Student-Parent Handbook 2023-2024

FERN RIDGE MIDDLE SCHOOL

88831 Territorial Road

Elmira, OR 97437

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

Olivia Johnson, Principal

Eric Carman, Assistant Principal

www.fernridge.k12.or.us

(Click on "Fern Ridge Middle School")

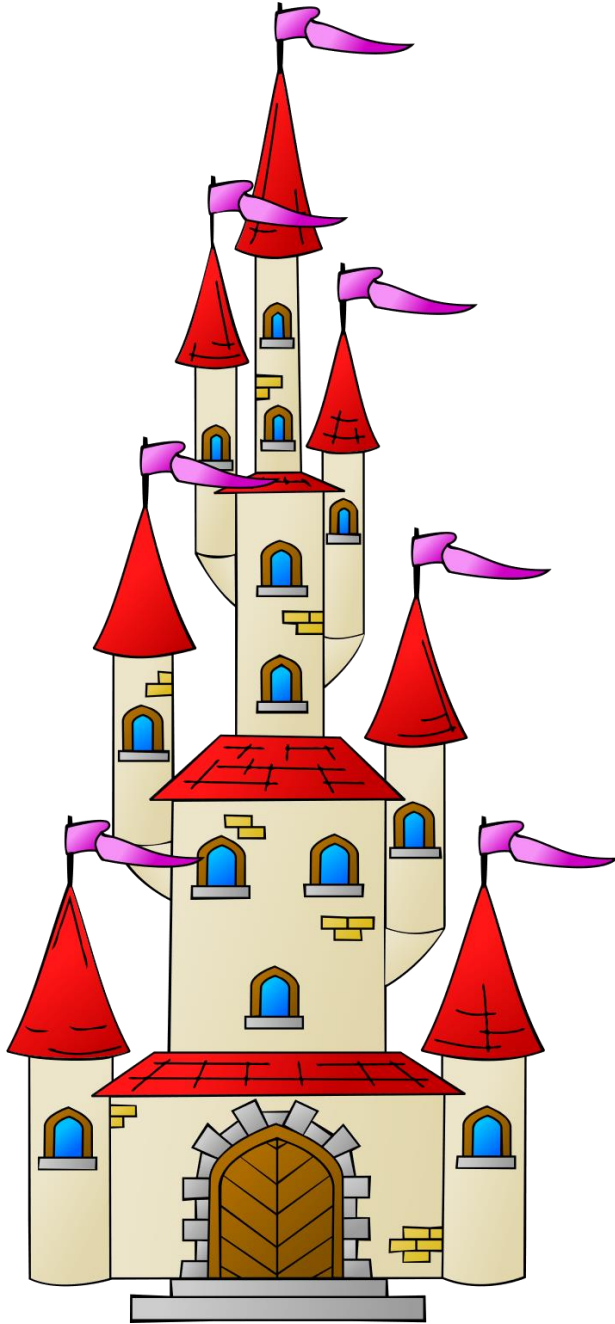
Fern Ridge Middle School Mission Statement

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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. These 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

Fern Ridge Middle School Student Supply List

2 highlighters	College ruled notebook paper*
24 #2 pencils (Ticonderoga preferred)	Erasers
Protractor	2 folders
Pens (Blue or Bland ink)	(\$10-\$15) Scientific 10-digit display calculator
1 pack of colored pencils	Student scissors
2-inch three ring binder	(2) 1 inch Spiral Notebook
Pencil Pouch	Index Dividers
2 Composition Notebooks	

All Students for P.E.

Athletic Wear (No sleeveless shirts, tank tops, or crop tops).

Gym Shoes- Students must either wear sneakers each day or keep a spare pair of sneakers in their gym locker to change into (No sandals, crocs, or boots fore PE.).

Wear shorts, sweats, or leggings each day for P.E. or keep in gym locker.

Extra pair of socks to keep in gym locker

Deodorant to keep in gym locker

Water bottle with student name written on it.

Common Supplies: These are optional items students bring to their first period teacher to share. It helps us if families can contribute one each of the following:

Box of Kleenex

Ream of Copy Paper

Students who ride their bikes or scooters to school are expected to keep them locked up outside on the bike rack. Please provide your child with a lock. FRSD is not responsible for lost or stolen bikes or scooters.

Optional Costs:

P.E. Shirt: Students may choose to purchase a T-Shirt for P.E. The cost is \$7.

Spirit Shirt: Students may choose to purchase a FRMS Spirit Shirt for \$10.

Yearbook: Students will have the option of purchasing yearbooks that will be distributed at the end of the 23-24 school year. The cost for the yearbook will be \$18.

FERN RIDGE MIDDLE SCHOOL

Fern Ridge School District 28J

88831 Territorial Road Elmira, Oregon 97437

Phone (541) 935-8230

FAX (541) 935-8234

Olivia Johnson, Principal

ojohnson@fernridge.k12.or.us

Eric Carman, Assistant Principal

ecarman@fernridge.k12.or.us

Name:	Subject	Phone Ext #:	Room #:	Email Address
Anderson, Casey	Office Secretary	4200	Office	canderson@fernridge.k12.or.us
Babcock, Cassie	Math	4104	4	cpurkeybabcock@fernridge.k12.or.us
Brummett, Ryan	Special Education	4124	24	rbrummett@fernridge.k12.or.us
Carman, Eric	Assistant Principal	4200	1	ecarman@fernridge.k12.or.us
Canon, Michael	Music Teacher	4120	20	mcanon@fernridge.k12.or.us
Cooper, Sherry	Instructional Asst.			scooper@fernridge.k12.or.us
Davis, Brad	Social Studies	4118	18	bdavis@fernridge.k12.or.us
Davis, Ralph	Language Arts	4108	8	rdavis@fernridge.k12.or.us
Fox, Whitney	Instructional Assts.			wfox@fernridge.k12.or.us
Franklin, Corky	Physical Education	4129	29/gym	cfranklin@fernridge.k12.or.us
French, Marian	Social Studies, Math	4107	7	mfrench@fernridge.k12.or.us
Fuentez, Martina	Science	4128	28	mfuentez@fernridge.k12.or.us
Hardy, River	Language Arts	4101	1	rhardy@fernridge.k12.or.us
Hohnstein, Heather	Physical Education	4130	Gym	hhohnstein@fernridge.k12.or.us
Humphrey, Kyle	Math	4127	27	khumphrey@fernridge.k12.or.us
Humphrey, Shelby	Main Secretary	4200	Office	shumphrey@fernridge.k12.or.us
James, Nicholas	Science	4114	14	njames@fernridge.k12.or.us
Johnson, Olivia	Principal	4201	Office	ojohnson@fernridge.k12.or.us
Light, Jesse	Math	4105	5	jlight@fernridge.k12.or.us
Lloyd, Debra	Language Arts	4102	2	dlloyd@fernrdige.k12.or.us
Moore, Danielle	Instructional Asst.			Dmoore2@fernridge.k12.or.us
Piccolo, Garren	Science	4113	13	gpiccolo@fernridge.k12.or.us
Russell, Brenda	Media Assistant	4300	Library	brussell@fernridge.k12.or.us
Upton, Dani	SPED/Bridges	4126	26	dupton@fernridge.k12.or.us
Wigham, Angela	Instructional Asst.			awigham@fernridge.k12.or.us
TBD	Counselor	4202	Office	
TBD	Special Education	4103	3	

FRMS Kitchen 541-935-8230 ext. 4400



FRMS is committed to teaching students to respect others and value diversity. To that end, FRMS will not tolerate our students using words or actions, deliberately or not, towards other students that are demeaning or derogatory to that student because of race, color, ethnicity, socioeconomic status, physical appearance, physical or cognitive disability, religion, gender, or sexual orientation. Students who engage in hate-based language or acts will face disciplinary action up to and including possible suspension from school.

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; contribute 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 Gold Star List. Students also have to maintain 90% attendance to be on the Gold Star List. Students on that list get many incentives, rewards, and privileges.
2. FRMS Staff give students demonstrating High Five behavior, High Five Tickets. These 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. We also have High Five Assemblies at the end of each quarter where students can cash in their High Five tickets for the chance to play games and win prizes. 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. 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 reward. All-star Themes have included "Most Motivated," "Students Who Make Us Smile", or "Most Improved."
4. Attendance- Students with perfect attendance (no absences or tardies) each week can earn prizes including gift cards to Dairy Queen or Subway.

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 unless directed to as part of a classroom assignment by their teacher. Students will be provided with a place to keep their cell phone while in class. In class, students are not allowed to use their cell phones during free time or independent work time. The school is not responsible for the theft, loss, or damage to any cell phone. If students have their cell phones out without permission during class the following protocol will be followed:

- a. The first time a cell phone is out/used in class, the teacher will take the cell phone for the period.
- b. The second time and future times the cell phone will be turned in to the office.
- c. The third time and beyond cell phones can only be picked up by a parent or guardian

- d. Students who continue to violate the cell phone use policy will not have the privilege of having a cell phone in class.

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/Scooters: Students are not allowed to ride a skateboard or scooters at school or on school grounds. They are to be stored in lockers or locked up outside. 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 is prohibited. Students who use a water bottle to squirt water at other students, or inside the building, will receive a referral. Multiple incident of squirting water will result in losing the privilege of having a water bottle at school.

Students cannot drink beverages other than water in the hallways, classrooms or gym. This helps us keep our floors clean and prevents sticky stains or spills on carpets or gym floors. Students may bring other drinks (caffeinated beverages, juice, carbonated water, etc.) to enjoy in the commons. However, we want to remind students and their families that there are numerous studies that demonstrate the negative effects of high caffeine drinks like coffees or energy drinks on growing bodies. We strongly suggest families stick to 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, chromebooks, classroom equipment, furniture, etc.

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, disruptive, and/or 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

Hate Based Speech/Language/Actions: Speech/language/actions that attack a person or a group on the basis of race, religion, color, ethnicity, national origin, sex, physical appearance, physical or cognitive disability, sexual orientation, or gender identity.

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, vaping pen, or material used in vaping: On the individual, in their purse, coat, locker, etc. at school or on the bus. Coming to school with drugs, tobacco, or alcohol in your system is considered being in possession.

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: Damaging school property including lockers, desks, tables, bathrooms, classroom equipment, etc.-Deliberately creating a mess that has to be cleaned up by others can be considered vandalism.

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

Habitual class disruption: (i.e. occurring in a classroom at a 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, etc.

Theft: Taking possession of item(s) that do not belong to you.

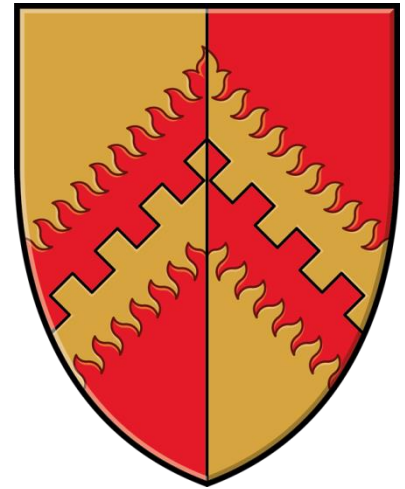
Drug possession: Possession or use of any drug or drug paraphernalia is prohibited.

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.

Lunchroom/Commons: Students should demonstrate good manners at lunch and breakfast. This includes using a reasonable voice level, not throwing food, not playing around with their food, and cleaning up their area when they are finished eating.



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. Minor referrals can become a major referral if the problematic behavior does not improve.

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 five or more minor referrals may be subject to additional disciplinary actions, up to and including suspension, even if the offense is a level one offense.

The list below provides general guidelines- it is not meant to be comprehensive

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) Conference with Principal Time Out
Level Two Offenses	Level Two Consequences
Abusive profanity Dishonesty Excessive Tardies Fighting, physical aggression, threats of violence Forgery Habitual classroom/educational disruption Harassment (including intimidation/cyberbullying) Hate Based Speech/Language/Actions Insubordination, disrespectful Sexual harassment Skipping/truancy Ten or More Detentions Theft Use/possession of tobacco or combustible items Vandalism Willful disobedience, disrespectful	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)	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.

Dangerous objects	
Habitual disruption of educational environment	

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.
- Students receiving three or more tardies in the same class will be subject to disciplinary procedures.
- Classroom teachers may enact classroom consequences for repeated tardies
 - 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.
 - To make the start of each class period go smoother, students will not be allowed to leave class to get a drink or use the bathroom for the first five minutes of each class period.

UNPREPARED FOR CLASS

1. Students who fail to bring their supplies with them to class will be marked unprepared.
2. After their third time not bringing their supplies to class, students may receive a minor referral.

Good Attendance Incentives: FRMS provides incentives/rewards for students with no tardies and/or no absences and who come to each class prepared.

EXCESSIVE ABSENCES

A letter of notification will be sent each quarter to the parents of those students whose absences (excused or unexcused) result in their attendance falling below 90%. 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. Final determination on whether an absence excused or unexcused is made by school staff. 90% attendance means missing no more than 17 days of school or approximately 2 days a month. If the student misses ten (10) consecutive days, that student will be dropped from school.

Advance telephone notification of an absence would be appreciated.

FRMS uses an autodialer to contact families when students are absent. Please call the school before 8:45 AM to avoid having the autodialer call you,

In addition to a truancy citation, excessive absences may result in a student not being promoted to the next grade level.

Please note: At the middle school level attendance is taken by the period. Students who are checked out of school for one or two periods, are considered absent for those periods- a total of seven periods missed equals a day missed. Repeatedly missing one or two periods of school can quickly add up to missing days of school.

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

Bathroom Usage

1. **Students must have permission from their teacher and a hall pass to use the bathroom during class.**
2. **Please keep the bathroom clean.**
3. **Violating these guidelines can/will result in disciplinary action.**

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.

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. Students cannot have any referrals or detentions for the two weeks prior to the dance in order to be eligible to attend the dance. Students who are absent the day of a dance due to an unavoidable absence can ask the office for an exception to the required attendance policy. An unavoidable absence could be a medical appointment, a legal appointment, a funeral, etc. Students out on an in school suspension cannot attend the dance.

Dress Code for FRMS and EHS

Grooming & Dress: See Student Rights and Responsibilities Handbook for District Guidelines.

Responsibility for dress and grooming rests primarily with students and their parents; however, the district expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards and may be denied the opportunity to participate if those standards are not met. Students may, in general, dress as they please, but there are some restrictions in keeping with basic health and safety standards, as well as minimizing disruptions to the learning environment. Provisions for dress and grooming for performance, activity-based, career or special activities will arise directly from the needs of the course or activity. Courses in science, career-technical education, music, fine arts, and alike, will outline the specific dress needs for safety, performance or venue in the respective course syllabi and/or safety contracts. Special activities or field trips will have specific dress needs outlined prior to departure so that both students and parents are prepared for both the activity and site location. When student hygiene impacts the ability of others in the classroom environment to learn, they may be asked by teaching or administrative staff to make use of the bathing facilities or pantry supplies.

SPECIFIC GUIDELINES TO BE OBSERVED

1. Students must wear clothing that includes both a shirt with pants, skirt, or shorts, or the equivalent, and shoes.
2. Undergarments should be worn and should not be visible to others, with the exception of straps associated with sports bras or bralettes. Clothes designed primarily as undergarments may not be worn as exterior, visible clothing. Clothes that are see-through and/or worn in a way that reveal undergarments are not appropriate and may not be worn.
3. Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must be kept down while inside the building.
4. Clothing should provide appropriate body coverage.

5. Student religious apparel and head or hair coverings (yarmulke, kippah, kufi, hijab, dupatta, turban, pagri, bonnets, etc.) are allowed.
6. Clothing must be suitable for all scheduled classroom activities.
7. Hoods, scarves, bandanas, facemasks, etc. that obscure a person's face or identity pose a safety hazard/threat and are not permitted on school grounds or during school activities (exceptions may be made for special activities such as Spirit Week).
8. Clothing with illicit drug alcohol or tobacco messages are prohibited as these substances are illegal for minors or are illegal by law.
9. Clothing with vulgar, plainly offensive, profane, obscene or sexually explicit references, graphics or comments are prohibited.
10. Clothing may not advocate prejudice, violence, or depict violence.
11. Clothing that depicts gang affiliation or other hostile messages that could be interpreted as harassment in their message (implied or not) may not be worn.

FRSD staff will make the final decision as to whether a student's dress is appropriate for a school setting. Students who do not follow the above guidelines will be asked to change their clothes and/or will be provided with alternative clothing from the student pantry/school office if the student has nothing readily available on campus. Clothes provided by the office are for temporary use. Hygiene products provided by the office do not need to be returned. Flagrant deliberate or repeated violations will result in disciplinary action.

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.

Honor Roll:

FRMS recognizes students whose GPAs each semester are 3.5 or above. GPA calculations are based on a standard grading scale.

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 keep that locker 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 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. If you need to see the counselor, please put a note in the box on their door. The counselor will then call you out of class when they are ready to talk to you.

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/Tuancy: 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

Fern Ridge Middle School does not offer an after school athletic program. For now, community groups like Territorial Sports or Kid Sports provide these opportunities for students.

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 our school counselor at 541- 935-8230 for more information about what is required from the parent, the student, and the teacher to ensure that the use of the forms has the intended impact.

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.

Enrolling at FRMS

To enroll your student into FRMS, bring the following information to the FRMS office or check our website for directions on how to enroll online:

- proof of residency
- current address
- phone number
- copy of birth certificate
- 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.

Communicable Disease Plan

Fern Ridge School District follows the published Communicable Disease Guidelines from the Oregon Department of Education and the Oregon Health Authority. Those guidelines can be found on the main district website under the link "district and state reports".

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.

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. Items are donated at the end of each quarter or more often depending on how many items have been accumulated. 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

The office opens for parents at 8:00 and closes at 3:45 PM. Parents can call our office at 541-935-8230. After hours, parents are welcome to leave a message on our voice mail system.

School-Home Communication

ParentSquare: FRMS uses ParentSquare as our primary communication tool with families. ParentSquare allows teachers to easily text or email parents, send flyers, attach permission slips, etc. For more information on ParentSquare, contact the school or check our website.

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.

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

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 Principal, Ms. Johnson or our Assistant Principal, Mr. Carman

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.

School Lunches

Students may purchase their lunches through the school food program. Breakfast and lunch will be served daily. You may add money to your child's account before school in the commons/cafeteria. Families can also pay online at myschoolbucks.com. Students can purchase a second milk for an extra \$.50. For more information about school lunches, including information on how to apply for free or reduced lunches, please call 541-935-8218

Site Council/ESSA

Our site council meets monthly and 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 Brian Brands at 541-935-7733

Student Medication

In order to provide a safe environment for your child to take medication at school 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.

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, whether those mistakes are academic or behavioral. Working together, we can make a difference for your child.

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 to arrange a visit to ensure that students aren't disrupted during testing, etc. Students who are expected to be in attendance at another school are not allowed to visit FRMS during the school day.

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 guiding 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.

FRSD ATTENDANCE NOTIFICATION PROCEDURES

The relevant policies around attendance, and specifically parental notification of absences, can be found below in the Policy and Administrative Rule.

Policy:

<https://policy.osba.org/fernridg/search.asp?si=75853865&pid=r&nsb=1&n=0& charset =window s-1252&bcd=%F7&s=fernridg&query=attendance>

Administrative rule (AR):

<https://policy.osba.org/fernridg/search.asp?si=75853865&pid=r&nsb=1&n=0& charset =window s-1252&bcd=%F7&s=fernridg&query=attendance>

While the standards above describe the minimum as required by policy and state law, the FRSD will implement this practice in different ways, at the different levels K-12. Below is that description.

Elementary Schools (EES and VES):

- To start the day, building secretaries enter excused absences for any pre-arranged absence, or as the result of any phone calls/messages left on the school phone.
- Attendance is entered by classroom teachers by 8:30 AM.
- By 8:30, building secretaries will begin calling the parents of students that remain with an unexcused absence.
- The phone dialer will begin calling students that still have an unexcused absence beginning at 9:00 AM.

Middle School and High School (EHS and FRMS)

- To start the day, building secretaries enter excused absences for any pre-arranged absence, or as the result of any phone calls/messages left on the school phone.
- FRMS: Classroom attendance for 1st period is entered by 9:00. Phone dialer at 9:15.
- EHS: Classroom attendance for 1st/2nd period is entered by 9:45. Phone dialer at 10:00
- Classroom attendance is entered for the remaining periods of the day by 3:00.
- The phone dialer pulls attendance data for the remainder of the day, and phone calls are made again, beginning at 3:15.

SPECIAL NOTES:

- To verify or change the phone number our phone dialer will call, regarding an unexcused absence, please contact the school secretary.
- It is **EXTREMELY HELPFUL** to building secretaries to receive a phone call, a message, or have a completed pre-arranged absence form filled out. In particular, this limits the number of individual phone calls needing to be made at the Elementary level!

The purpose of this page is to advise parents and students of legal obligations and to notify parents of the district's responsibilities, as well as serve as a receipt of your student's school's handbook and the Fern Ridge School District Students' Rights and Responsibilities Handbook. Please review the handbook for your child's school as well as the Student Rights and Responsibilities Handbook. The handbooks will be reviewed with students after the start of school. This sign off sheet will only need to be done once during your child's K – 12 career while attending school in Fern Ridge School District. If you decide to make changes at any point during your child's educational experience at any of our buildings, please contact the building secretary for a new sign off sheet.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records as well as gives parents certain rights to their children's records. Please know that certain information about your student is considered directory information and is generally not considered harmful or an invasion of privacy if released to the public. Directory information includes but is not limited to: the student's name, address, telephone listing, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended. [I have marked through those types of directory information listed above that I wish the district to withhold.] I understand that unless I object to the release of any or all of this information within fifteen (15) school days of the date this student handbook was issued to my student, directory information may be released by the district for use in local school publications, other media and for such other purposes as deemed appropriate by the principal. More information: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

I also understand that certain student information is considered personally identifiable information and may be released only with prior notification by the district of the purpose(s) the information will be used, to whom it will be released and my prior written, dated and signed consent unless otherwise permitted by law. Personally identifiable information includes the student's name as well as, but is not limited to the name of the student's parents or other family member, the address of the student or student's family, and personal identifiers such as the student's social security number, student ID number or a list of personal characteristics or other such information that would make the student's identity easily traceable. However, as students participate in school activities, we have opportunities to provide local newspapers and at times, TV stations with photos / video clips (all types of media) of our students participating in newsworthy events. Photos / video clips may be used in local newspapers, school newsletters or on local broadcast stations. Please mark through any information in this paragraph that you wish to have the district withhold.

Parents objecting to the release of directory or personally identifiable information on their student should notify your student's school within (15) days of receipt of the student handbook. (Fern Ridge Board Policy JOB.)

The Every Student Succeeds Act (ESSA) regarding Military Recruitment states that school districts are to allow the same access to students by military recruiters as they do college and job recruiters. This access includes releasing students' names, addresses and telephone numbers to military recruiters. However, secondary school students or their parents can request that the information not be released by indicating your preference below.

Fern Ridge School District uses "Google Apps for Education" in the classroom for educational use. Google Apps is a suite of free, web-based programs that includes email, document creation, shared calendars and collaboration tools. Google may add additional applications as they are developed. Google Apps runs on an Internet domain purchased and owned by the district. Please know that in addition to Google Apps, the district uses multiple online services for the beneficial educational use for students. If you have any questions regarding these programs, please contact your building principal. Your signature below authorizes the district to allow your student to use Google Apps and other online educational programs throughout their K-12 educational experience in Fern Ridge.

Student Name (Please Print) _____ Student ID# _____

Parent/Guardian signature: _____ Date: _____

If you leave any box below unchecked, the district will assume you are providing us with permission to proceed

Do Not _____ release information to the military. Parent Initials: _____

Do Not _____ release directory information or personally identifiable information as I have indicated above

Do Not _____ give permission to release my child's photograph in any format (website, etc.)

Do Not _____ give permission for my child's photograph in class pictures/yearbook only

Information regarding policies will be kept updated at <http://www.fernridge.k12.or.us/technology/studentdata>

I have read the district's Internet policy IIBGA and accompanying IIBGA-AR (<http://policy.osba.org/fernridg/I/IIBGA%20D1.PDF> and <http://policy.osba.org/fernridg/I/IIBGA%20R%20G1.PDF>) I understand that violation of the district's policy will be handled in accordance with district policy, rules and regulations.

_____ Parent Initials