

Stoller Middle School Family Handbook
2013-14



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General Information

Administration

Principal: Florence Richey

Assistant Principals: Dwight Jerde, Janet Maza

Counselors

Gregg Everson

Megan Moe

Office Staff

Principal Secretary: Bobbie Clements

Attendance Secretary: Renee Conduff

Media Center Assistant:

Food Services Manager: Danelle Nakooka

Main Office Secretary: Lorraine Hyde

Counseling Secretary: Casey Schleich

Head Custodian: Mike Adams

Teaching and Support Staff

Log onto the Stoller Website to access staff information and email contacts

<http://www.beaverton.k12.or.us/stoller/>

School Day

Classes start at 9:05 a.m.

Commons (cafeteria) opens at 8:00 a.m.

Neighborhoods (halls) open at 8:55 a.m.

Students need a pass to enter the neighborhoods or to visit teachers before 8:55 a.m.

Classes end at 3:40 p.m.

Buses depart promptly at 3:47 p.m.

Library Hours

Students must have a pass from a teacher or parent/guardian to work in the library before school. The library is available for quiet study from 8:00 – 8:55 a.m. Students arriving after 8:30 a.m. must wait in the commons until the neighborhoods open at 8:55 a.m. Students wishing to use the library during lunch are expected to pick up a pass from the library before lunchtime.

Snow Days, School Closure

Local radio and TV stations will be informed of closure and delayed openings before 6:00 a.m.

You may also check the district Web Site at: beaverton.k12.or.us/home

If the district closes due to inclement weather, the district may add days back to the school calendar after the currently scheduled last day of school.

Delayed School Opening

School begins at 11:05 a.m. Buses will pick up students 2 hours past their usual pick up time in the morning.

Attendance

COMPULSORY SCHOOL ATTENDANCE -- Oregon State Statute

ORS 339.010 School attendance required; age limits, except as provided in ORS 339.030. All children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school in the school district in which the child reside.

ORS 339.020 Duty to send children to school except as provided in ORS 339.030. Every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term.

ORS 339.065 Excessive absences requires that the school will notify the parents/legal guardians of the legal and educational consequences of their student's attendance pattern. A truancy officer will be contacted.

When is a student or parent/guardian in violation?

ORS 339.065 Excessive excused/unexcused absences: Excused Absences - Not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Excused absences include illness, appointments, family emergencies, and field trips.

Unexcused Absences - Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

Absent from School?

Before 9:00 a.m. on the day of your absence, a parent /guardian should call the attendance phone: 503.533.1910 press 1, or e-mail 346_Attendance@beaverton.k12.or.us

If a student was absent and their parent/guardian did not call the attendance line, the student MUST bring a note to the Attendance Secretary the day they return to school stating the reason for their absence. If a parent/guardian does not report an absence, the student's home will receive an automated phone call indicating the date of the absence. This absence will be recorded as unexcused.

If a student is going to miss class due to an illness or prearranged absence of two days or less, their teachers will gladly work with the student upon their return to get them caught up. Most teachers list homework assignments on their website. The student is expected to complete all missed assignments. Teachers are not expected to prepare work for students leaving school early for vacations.

Excused Absences: Illness, appointments, family emergencies, and field trips. These should not exceed 5 days per trimester (ORS 339.065).

Unexcused Absences: Absent without prior approval from a teacher/administrator and the parent/legal guardian has not contacted the Attendance Office within 48 hours of the absence.

If a student is absent more than five consecutive days, a doctor's note is required upon the student's return.

Need to arrive late or leave early?

Late? The student is to bring a note from their parent/guardian and check in with the Attendance Office. Failure to bring a note or have a parent/guardian contact the Attendance Office will result in an unexcused tardy.

Leaving early? At the beginning of the day, the student must bring a note from their parent/guardian and give it to the Attendance Secretary, sign out in the Attendance Office, and have the parent meet them in the Attendance Office. If the student comes back to school the same day, the student must sign back in at the Attendance Office.

Doctor and Dental/Ortho Appointments

Make every effort to schedule these appointments outside of the school day. When appointments must be scheduled during school hours, please vary the time to avoid multiple absences from the same class.

Closed Campus

Once a student is on school grounds, they may not leave the school grounds without permission of parents and the school administration. Students may only leave campus at lunch with a parent or a legal guardian. If a student leaves the campus for any reason, she/he is required to sign out in the Attendance Office. Students must sign in at the Attendance Office if they return to school the same day, or arrive late to school.

Student Guests - With the exception of exchange students, student guests are not allowed at Stoller during school hours.

Academic Expectations

STOLLER'S ACADEMIC GOALS

READ MORE. Read. Read. Read. _____



Write. Write. Write. WRITE MORE



Stoller Middle School provides a program that is designed to serve the needs of the middle school student. Our primary goal is to meet the educational needs of our students while recognizing the unique social and emotional development at this stage of early adolescence. Stoller provides a gradual transition from the more sheltered world of elementary school to the broad choices of high school.

Stoller is comprised of four neighborhoods. Each neighborhood has teams of teachers for 6th, 7th, and 8th grades. This allows a large school to feel a little smaller to the middle school student. During the school day a child will have three core classes, which include humanities (language arts/social studies), math and science. Each child also has one period for Encore & PE/Health. PE/Health alternates with Encore classes on an every other day basis. Encore classes include Band, Spanish, Art, and Drama for 7th & 8th grade. 6th grade Encore classes include Band, Art, and Drama.

At Stoller, we encourage teachers to assess their students prior to instruction since individual children and groups of children can vary widely in their needs from class to class and year to year. We also encourage teachers to make decisions within their classroom and their teams that will better allow them to provide the strongest delivery of programs to children. Parents will find a certain amount of variation in how teachers organize time, the use of materials and projects, and the ways that instruction is delivered to the child.

ACADEMIC INTEGRITY POLICY

Stoller Middle School has developed a policy to foster ethical Academic standards in our students. We believe educating students about behaviors which fall into a violation of academic integrity is important if we are to hold them to high standards. We also recognize the importance of ensuring we are assessing students on their own work. The Academic Integrity Policy will be reviewed with all students. A copy of this policy will be sent home with each student. We ask that you review the policy with your child and that both you and the student sign and return a copy of the policy.

Cheating includes, but is not limited to:

- Copying another student's work
- Giving your work to another student for him or her to copy
- Turning in someone else's work with your name on it
- Being untruthful about research findings

Plagiarism includes but is not limited to:

- Quoting another person's words without acknowledging the source
- Using another person's ideas, theories, or opinions without acknowledging the source
- Downloading, cutting and pasting, or even just rewording parts of a website or sources from a website as part of an assignment you turn in.
-

Range of consequences:

- A disciplinary referral is completed and the Student Supervisor is notified. This becomes part of the student's record. Parents are notified.
- Minimum consequence at Stoller is detention, and the maximum consequence is expulsion (Expectations and consequences for student behavior are described in the Beaverton School District's **Student/Parent Resource Handbook (SPRH)**).
- Unsatisfactory marks for behavior on the assignment.
- Recommendations for placement in accelerated courses may be compromised if the school is not confident the recommendation is based on the student's own skills/knowledge.

[Student/Parent Resource Handbook \(SPRH\)](http://www.beaverton.k12.or.us/home/district/handbooks-and-forms/consistent-discipline-handbook/)

<http://www.beaverton.k12.or.us/home/district/handbooks-and-forms/consistent-discipline-handbook/>

Assignments and Homework

The Stoller school community believes homework is an important part of the learning process. Homework helps students practice class work, develop disciplined work habits, and continue study habits learned in elementary school, which will also be needed for high school and college. Homework helps students become self-directed, manage time, and prioritize tasks. The amount of homework will increase as a student moves through their grades. On average, a student may have 1- 1.5 hours per night.

Each team/teacher has established a homework policy.

Teachers will share this information at Back-to-School Night and send information home with your child during the first month of school.

- Parents, please help your son or daughter complete assignments by providing regular study periods at home and asking to see assignments.
- A common middle school student comment is, “I don’t have any homework.” If you hear this often, please check with your child’s teachers.
- Students will be given a daily planner at the beginning of the school year. They are expected to list their assignments in this planner. Parents should ask to see the planner frequently. If your child is failing to complete the planner, speak with the teachers.
- If you feel your child is falling behind, ask your child’s counselor to set up a meeting with your child’s teachers.

Stoller teachers assign homework to reinforce learning and to complete work that cannot be completed during class time.

Basic Supply List

Students will receive their supply list the first day of school. The list below is a general list and may vary from what your student’s teachers require.

- Three-ring 2” or 3” notebook or expandable file or zippered binder —Choose the organizational tool best suited for your child’s needs. If in doubt, wait and talk to core teachers. Notebook dividers (to be used with binders). Notebook paper
- Composition notebook
- #2 Pencils
- Pencil sharpener (handheld; optional)
- Colored pencils or markers
- Glue sticks
- Highlighters
- Pencil pouch
- Ink Pens (3-5) black or blue (2) red
- Scientific calculator 6th grade, graphing calculator 7th and 8th grades (optional – each math class has a class set)
- Small Post-it notes

Advisory teachers will provide each student with a planner the first week of school. After school begins, individual teachers may require additional materials.

Please let your child’s counselor know if you need assistance with any of the above listed supplies, or any additional materials requested for special projects at anytime during the year.

Behavior Targets

Student academic progress is reported separately from student behavior. The following behavior targets will be assessed throughout each reporting period and information related to these behavior targets will be included on report cards.

Consistently and Independently (C/I)	Generally (G)	Sometimes or Rarely or with Reminders (Needs Improvement) (R)
I can consistently manage my responsibilities as a student.	I can generally manage my responsibilities as a student.	I can sometimes or rarely manage my responsibilities as a student.
I can consistently self-direct my learning.	I can generally self- direct my learning.	I can sometimes or rarely self- direct my learning.
I can consistently communicate effectively and consistently work effectively within a team or group.	I can communicate effectively and work effectively within a team or group.	I can sometimes or rarely effectively communicate and sometimes or rarely work effectively within a team or group.

College and Career Readiness

At Stoller, we believe all students should have the option to attend college. It is our goal to prepare students so they are prepared for high school and beyond to reach their hopes and dreams. Students set goals throughout their school career to help them track their steps toward college. We call this the Student Educational Plan and Profile (StEPP). StEPP: Please see the introduction StEPP video on the Beaverton School District website. Go to: <http://www.beaverton.k12.or.us/instruction/stepp/>

Learning Targets

Learning Targets have been established in each of the content standards, specifying what subjects will be covered in state tests. State tests are designed as tools to help teachers and parents see where students are succeeding and where they need extra help. Student will also be assessed in the 8th grade with the EXPLORE exam. The EXPLORE exam is the ACT’s college readiness test for 8th graders. Go to the district website to see the Learning Targets

<http://www.beaverton.k12.or.us/home/departments/instruction/>

To learn more about **the 8th grade EXPLORE test** go to

www.act.org/explore/

Progress Reports

Please use Parent Vue to view your student's progress, or contact your student's teacher via email. Please see our school calendar for progress reports due dates. <https://www.google.com/calendar/render?tab=oc&pli=1&gsessionid=b7DP-XGDGvwtriD3ly1iHA>

Website: beaverton.k12.or.us/stoller/

Staff email: firstname_lastname@beaverton.k12.or.us

Report Cards

First quarter report cards are mailed home on XXXXX. First semester report cards (second quarter) will be mailed on XXXXX. Third quarter report cards are mailed home XXXX, and Second semester (fourth quarter) are mailed home June 14. Quarters are 9 weeks long. Semesters are 18 weeks long.

Climate and Student Management

Stoller Middle School's *Positive Behavior Intervention & Support (PBIS)* system and *Discipline Guidelines* are designed to help students become responsible learners and community members. It is the duty of students, parents, and staff to develop a keen sense of social responsibility, which creates a positive and safe community and an enriched learning environment.

STUDENT CONDUCT

Students are held accountable to rules/expectations at school, while traveling to and from school, at school sponsored events, while at other schools in the District, and while off campus whenever such conduct disrupts or interferes with the discipline or general welfare of the school. Oregon Revised Statutes 339.250 states it is the duty of the student to comply with rules for the government of the school.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT (PBIS)

Stoller Middle School has implemented a system that teaches students school-wide behavioral expectations. This system supports the learning environment by establishing clear and consistent expectations for student behavior. Research indicates that the most effective responses to supporting positive student behavior include:

Social skills training
Academic restructuring
Behavioral interventions

Stoller Middle School implements Positive Behavior Interventions and Support (PBIS) through the following strategies:

- Defining expectations for students
- Teaching expectations to students
- Monitoring expected behavior of students
- Acknowledging expected behavior of students (positive rewards)
- Intervening for inappropriate behavior of students (continuum of consequences)
- Using information for decision-making (documenting student behavior)

Students will be taught the Positive Behavior Interventions and Supports **by using a simple acronym – P.O.W.E.R., which helps students understand this code of behavior:**

P.O.W.E.R.

P.O.W.E.R. stands for:

- **Positive attitude: Be helpful and willing to try.**
- **Ownership: Take responsibility.**
- **Wisdom: Make thoughtful choices.**
- **Excellence: Give your best.**
- **Respect: Use kind words and kind actions.**

You have the P.O.W.E.R.

One acknowledgement of expected behavior shown by students is a P.O.W.E.R. ticket. When students are given one of these, they will be eligible for a variety of rewards, including but not limited to gift certificates to local businesses, and tee-shirts.

In addition, each month teachers select students as STUDENTS OF THE MONTH (SOM) based on the student's outstanding demonstration of the POWER behaviors.

The following P.O.W.E.R. grid defines expectations of students in all areas of the school.

YOU HAVE THE P.O.W.E.R.

Stoller Student Behavior Expectations

<u>Area</u>	P Positive Attitude	O Ownership	W Wisdom	E Excellence	R Respect
1. All School	<ul style="list-style-type: none"> Manage anger, frustration, and/or disagreements peacefully Strive to understand others 	<ul style="list-style-type: none"> Be honest and accountable for your choices Do what you say you will do Ask when you need help 	<ul style="list-style-type: none"> Think beyond yourself Consider the outcome of your behavior Learn from your mistakes 	<ul style="list-style-type: none"> Give your best effort Keep all personal electronics and other valuables at home Keep GUM away from school 	<ul style="list-style-type: none"> Treat others how you want to be treated Follow the dress code Follow adult directions Use appropriate language & volume
2. Classrooms/ Locker rooms	<ul style="list-style-type: none"> Encourage others 	<ul style="list-style-type: none"> Be on time Bring materials needed for class Pay attention 	<ul style="list-style-type: none"> Be safe Listen Follow directions Focus on academics 	<ul style="list-style-type: none"> Give your best effort Work to your potential Follow classroom rules and expectations 	<ul style="list-style-type: none"> Enter quietly and use your seat Respect others' right to learn Leave your space clean and ready for the next person
3. Cafeteria	<ul style="list-style-type: none"> Take your turn in line Practice good table manners Be hospitable, inviting, and welcoming 	<ul style="list-style-type: none"> Pick up after yourself Eat at your own table Raise your hand to be dismissed 	<ul style="list-style-type: none"> Recycle Stay seated until dismissed 	<ul style="list-style-type: none"> Make healthy nutritional choices 	<ul style="list-style-type: none"> Follow adult directions Use appropriate language & volume Walk

4. Media Center (Library)	<ul style="list-style-type: none"> • Be patient • Be courteous of surrounding classes 	<ul style="list-style-type: none"> • Do your own work • Clean area when done • Keep food and drink out of MC • Report tech problems even if they are not yours 	<ul style="list-style-type: none"> • Print only what you need; conserve. • Have permission and purpose for being in MC • Use time effectively 	<ul style="list-style-type: none"> • Use technology only for intended purposes (mice, keyboards, software, etc....) 	<ul style="list-style-type: none"> • Treat all MC equipment and materials with care • Return all materials on time • Use appropriate language & volume • Follow adult directions
5. Co-ops	<ul style="list-style-type: none"> • Be patient • Be courteous of surrounding classes 	<ul style="list-style-type: none"> • Log out • Shut down at end of day • Push in your chair • Keep food and drink out of Co-op • Report tech problems even if they are not yours 	<ul style="list-style-type: none"> • Have permission and purpose for being in Co-op • Print only what you need; conserve • Use time effectively 	<ul style="list-style-type: none"> • Use technology only for intended purposes (mice, keyboards, software, etc....) 	<ul style="list-style-type: none"> • Follow adult directions • Use appropriate language & volume • Treat all Co-op equipment and materials with care • Respect others' personal space and property
	P Positive Attitude	O Ownership	W Wisdom	E Excellence	R Respect
6. Bathrooms	<ul style="list-style-type: none"> • Return to class promptly 	<ul style="list-style-type: none"> • Place all garbage in garbage cans • Flush toilets • Keep it clean and safe 	<ul style="list-style-type: none"> • Wash hands with soap when finished 	<ul style="list-style-type: none"> • Report vandalism immediately • Practice personal hygiene 	<ul style="list-style-type: none"> • Use facilities as intended • Use appropriate language & volume • Respect surrounding classrooms
7. School grounds (before and after school)	<ul style="list-style-type: none"> • Be courteous to others • Use kind words and actions • Have the courage to do what's right 	<ul style="list-style-type: none"> • Keep hands and feet and objects to self • Throw garbage in appropriate receptacle • Take pride in your school's appearance 	<ul style="list-style-type: none"> • Give others appropriate personal space • Walk • Use crossing guards and crosswalks 	<ul style="list-style-type: none"> • Act safe, and healthy 	<ul style="list-style-type: none"> • Use appropriate language & volume • Respect plants and property • Keep doorways clear
8. Lockers	<ul style="list-style-type: none"> • Get permission to borrow from others • Use kind words and actions 	<ul style="list-style-type: none"> • Notify teacher of missing items • Keep your area clean • Report damage to lockers immediately • Keep combination confidential 	<ul style="list-style-type: none"> • Open doors slowly • Make sure door frame is clear of items 	<ul style="list-style-type: none"> • Store personal gear in own locker • Keep walking space/floor clear 	<ul style="list-style-type: none"> • Access only your locker • Treat others' personal space with care • Enter and exit quietly

9. Open Areas: <ul style="list-style-type: none"> • Including • Hallways • Forums • Staircase 	<ul style="list-style-type: none"> • Be courteous of surrounding classrooms • Use kind words and actions 	<ul style="list-style-type: none"> • Move to class on time • Keep areas clean 	<ul style="list-style-type: none"> • Walk at all times • Keep food and drink in the cafeteria 	<ul style="list-style-type: none"> • Stay to the right • Be accountable for own behavior • Use appropriate language & volume 	<ul style="list-style-type: none"> • Keep all body parts and objects within rail • Leave pathways open • Follow adult directions • Respect displayed student work
10. Gym	<ul style="list-style-type: none"> • Have fun • Be a good sport 	<ul style="list-style-type: none"> • Keep food and drink out of Gym • Return all equipment 	<ul style="list-style-type: none"> • Wear appropriate clothing and footwear. Appropriate footwear means athletic shoes. 	<ul style="list-style-type: none"> • Play safely and fairly • Give your best effort 	<ul style="list-style-type: none"> • Follow adult directions • Treat others and equipment respectfully
11. Buses	<ul style="list-style-type: none"> • Listen to driver • Be kind and courteous 	<ul style="list-style-type: none"> • Keep your bus clean 	<ul style="list-style-type: none"> • Remain seated 	<ul style="list-style-type: none"> • Stay safe on the bus • Face forward 	<ul style="list-style-type: none"> • Keep hands, feet, items to self and inside the bus • Use appropriate language & volume

DISCIPLINE GUIDELINES

Consequences for misbehavior are age-appropriate and without bias. All student disciplinary files are kept confidential.

Behavior that threatens the health and safety of students or staff, results in property loss or damage, or disrupts the educational process is not allowed and will result in disciplinary action. Expectations and consequences for student behavior are described in the Beaverton School District's *Student/Parent Resource Handbook (SPRH)*.

[Student/Parent Resource Handbook \(SPRH\)](http://www.beaverton.k12.or.us/home/district/handbooks-and-forms/consistent-discipline-handbook/)

<http://www.beaverton.k12.or.us/home/district/handbooks-and-forms/consistent-discipline-handbook/>

Punctuality to Class

It is an expectation that students will be in their seats and ready to learn when class period begins. It is essential that students be on time to class, as entering late causes a disruption to their own learning and to the learning environment for others.

When students are tardy to class the teacher will:

First Tardy:

- Speak to the student in safe and private setting.
- Review expectations to be to class on time and to be ready to learn.
- Warn the student that future tardiness will result in parents being contacted.
- No discipline referral necessary

Second Tardy:

- Speak to the student in safe and private setting.
- Review expectations to be to class on time and to be ready to learn.
- Contact the student's parent and review expectations and ask for their support.
- No discipline referral necessary

Third Tardy:

- Speak to the student in safe and private setting.
- Review expectations to be to class on time and to be ready to learn.
- Meet with the student's counselor, and team as appropriate, to plan and implement an action plan, which may include assigning lunch detention upon 4th tardy.
- Communicate with administration regarding the action plan.
- Contact parent to communicate the action plan and ask for their support.
- Monitor and adjust action plan as necessary.
- No discipline referral necessary

Chronic Tardies (after action plan has been implemented):

- Refer to administrator to plan further intervention, which may include a discipline referral and further consequences.
- Administrator speaks to student in a safe and private setting.
- Administrator communicates action steps to teacher(s) and parent.

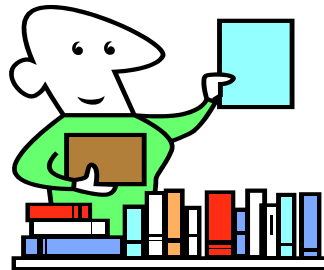
Hall Passes

Students must have a hall pass when away from their assigned team area. They are expected to take care of all personal needs during break times and to take all necessary books and supplies to class. Teachers will provide hall passes for students whenever they leaving the classroom area.

This includes but is not limited to:

- Lunch detention in classroom.
- Taking tests, extra study time, etc. in classrooms during lunch or before school.
- Bathroom breaks during class.
- Accessing lockers during class.
- Working on special projects in different locations in the building.

Students who are in halls during class time will be asked for a hall pass. Students without hall passes will be sent back to class and the teacher will be notified. Students who did not receive permission to be out of class will receive a behavior referral for skipping and after school detention will be assigned.



STUDENT DISCIPLINARY CONSEQUENCES

Please refer to the Beaverton School District Student Parent Resource Handbook for a complete listing and definition of student behaviors, which can result in disciplinary action.

[Student/Parent Resource Handbook \(SPRH\)](#)

<http://www.beaverton.k12.or.us/home/district/handbooks-and-forms/consistent-discipline-handbook/>

Possible Consequences For inappropriate Behavior

Conferences	A teacher, administrator, and/or counselor, either alone or with a parent, may talk with the student.
Detention	Prior Notice will be given to parents when students need to stay after school beyond bus departure time.
Restriction of School Privileges	Students may lose privileges, i.e., cafeteria, media center, hall passes, bus use, assemblies, and celebrations.
Citations	Drivers will give bus citations when students do not follow bus rules. This may cause them to lose their privilege to ride the bus.
In-School Suspension	During in-school suspension (I.S.S.), the student will be in the suspension room, supervised by a district employee. The student will be required to complete regular assignments. Refer to Beaverton School District Consistent Discipline Handbook
Out-Of-School Suspension	During an out-of-school suspension (O.S.S.) the student may not be on any Beaverton School District school campus or property for any reason without the expressed permission of an administrator.
Expulsions	The principal can recommend to central office an expulsion of a student. An expulsion is done only when the recommended time for removal from school is longer than ten school days. Refer to Beaverton School District Consistent Discipline Handbook.

Drug-detecting dog

To further assure that our schools are drug free, the District has formed an agreement with the Washington County Sheriff's Department. Under this program, drug-detecting dogs will be used on a random basis to check student storage spaces, lockers, and vehicles for drugs; therefore, parking your vehicle at District facilities is automatic consent for drug searches, should the dogs indicate a need to search.

Dress Code

The Stoller Dress Code minimizes disruptions to the educational environment, ensures student safety, and encourages you to wear clothing that fully allows participation in learning activities such as sitting at tables, in small circle groups on the floor, sitting at the cafeteria tables, walking up crowded stairs, etc.

- Heavy coats and hats may be worn to school, but should be removed once in the school building. If you are often cold, wear a pullover or zipper style fleece, windbreaker, sweater or sweatshirt while at school.
- Bandannas, hats, and hoods may not be worn in the building.
- Pants should fit securely at the waist, completely cover your undergarments, and not drag on the floor.
- Shirts and tops must cover the midriff when reaching above your head.
- Clothing should not be a distraction to others, or inhibit your ability to participate in all learning activities.
- Halter-tops, backless tops, are not acceptable. Tops should cover all undergarments.
- Sleepwear is not appropriate attire for school.
- Tank tops with large arm openings should be worn with another shirt underneath.
- Clothing and other items may not have inappropriate language/pictures, be gang related, or advertise guns, alcohol, or tobacco products.

Action Steps Taken

- First Incident: Student sent to attendance office and provided clothing or phone call home to get appropriate clothing, administrator contacted, and Dress Code Policy Reminder sent home with student.
- Second Incident: Student sent to attendance office and provided clothing or phone call home to get appropriate clothing, administrator contacted, phone call home by administrator.
- Third Incident: Referral for defiance of authority/Lunch detention.

PE Locker room

Students are expected to behave appropriately and respectfully in the locker room. "Pantsing", pulling down another student's shorts, or other similar behavior will be viewed as sexual harassment and disciplinary referrals, consequences; will be assigned in accordance with the Beaverton School District's Student/Parent Resource Handbook (SPRH).

Counseling

Counselors are available to help you with your child's academic and personal concerns. You can meet with your child's counselor any time during the school day by making an appointment. You may also work with your child's counselor to arrange a meeting with your student's teachers.

Stoller counselors are also trained to help you with questions about drugs and alcohol use and abuse.

Counselors may be reached at 533-1910, (press 4.)

The Stoller Counselors are:

Gregg Everson; Megan Moe

Field Trips

The District Parent Permission Form, with accompanying medical waiver, must be completed and signed by a parent/guardian prior to student participation in any off campus event. Telephone or email permission is not acceptable. While on the field trip, students are expected to exhibit a high standard of cooperation and behavior.

School rules apply to any activity that is sponsored by the school or district.

Fines/Fees

At the end of each year or when your student leaves Stoller, all books, locks and materials must be returned in good condition, or a fine will be assessed. All fines and fees need to be taken care of before a student receives a memory book.

If a fine slip is issued and your student pays the fine, KEEP THE RECEIPT as proof of payment. If the book or other materials are returned, your student will receive a refund.

Health and Medical Information

Health Room

If students become ill, they may ask for a pass and report to the Health Room.

Parents will be contacted if students are unable to return to class. Students should call from the Health Room only (no cell phones please). Students may not leave campus unless we can contact someone listed as parent/guardian.

Illness

In the school environment, many communicable diseases are easily transmitted from one student to another. A healthy environment involves prevention, early recognition of illness symptoms and prompt diagnosis and treatment. Children who are not feeling well have a difficult time concentrating and therefore do not benefit from the instruction they receive during that time. We need your assistance in providing a safe and healthy

environment for your child. Please do not send an ill child to school. Listed below are guidelines for when it is appropriate for a child to stay home from school.

Consider keeping your child home with the following symptoms

- Severe chest congestion (deep, heavy cough) with or without runny nose
- Nausea
- Redness of either eye
- Extreme fatigue
- Rash

Do not send your child to school with the following symptoms

- Fever of 100-Fahrenheit degrees or more (oral or auxiliary temperature). Students must be fever free for 24 hours without fever reducing medicine before returning to school.
- Vomiting
- Severe diarrhea (3 or more loose or watery stools within the school day)
- Redness of either eye with discharge
- Sore throat with elevated temperature
- Open draining sores that cannot be covered
- Rash with fever
- Jaundice - yellow skin

Please remember, for the health and safety of all students and staff, students must be fever free for 24 hours without fever reducing medicine before returning to school.

If your child develops any of the above symptoms at school, you will be contacted to pick them up. Children may return to school after recovering, or with a note regarding diagnosis and treatment (if indicated) by their health care provider is received by the school. This helps minimize the spread of communicable disease in the school setting.

A student who is diagnosed to have a school restrictable disease shall not attend school as long as the disease is in a communicable stage. These restrictions are removed by the written statement of the local health officer or designee or a licensed physician (with the concurrence of the local health officer) that the disease is no longer communicable to others in the school setting. For those diseases indicated by an asterisk (*) the restriction may be removed by a school nurse. School restrictable diseases include, but are not limited to:

Chicken Pox*/Cholera/Diphtheria/Measles/Meningococcal disease/Mumps*

Pediculosis*(head lice)/Pertussis (whooping cough)/Plague/Rubella (German measles)

Scabies*/Staphylococcal skin infections*/Streptococcal infections*/Tuberculosis/Pandemic flu or other declared public health emergency.

Physical Education

All students at Stoller participate in PE on an alternating day basis. A parent/guardian who does not wish to have their child participate for the day because of a medical reason must send a note. A doctor's written message must be obtained if the excuse extends beyond two PE classes.

Medical History Forms

The emergency medical history is necessary, especially when an accident or illness occurs. Without this information, we might find it impossible to notify you. This is also a good way of notifying the school of any health problems or conditions of which the school should be aware.

Parents, please inform the school of any changes in your address, work, or home phone numbers as they occur.

Immunizations

All students must be up to date with immunizations before the state exclusion day in February 2011. Students who are not up to date will be excluded from school. Please review your student's immunization record and provide the needed documentation.

Medication

If your child takes medication during the school day, the parent/guardian must bring the medicine to the Counseling Office in the original container and sign the Medication Administration Form.

Both over-the-counter and prescription medications are kept in the counseling office.

The school must have your physician's authorization for your child to receive any prescription medication at school. Pharmacists will provide two labeled containers, one for home and one for school. Emergency medications, such as a bee sting kit, need to be accompanied by written directions from your doctor.

Nonprescription medication is administered by school personnel and requires written instructions from the student's parent. Physician orders are no longer necessary, with the exception of dosage requests that contradict the safe dosage on the bottle/container. Nonprescription medication is kept in the Counseling Office.

Students sometimes receive pressure from peers to share non-prescription medication without knowing how the other student might react to the medication. Cough drops are acceptable for a child to carry. In some rare cases inhalers and other medication might be necessary for a student to have immediately available; please work with the school counseling secretary and administration if you feel the need for your child to have instant access to such medication.

Thank you for helping us to provide a healthy and safe environment for our students.

Lunch time

There are three lunch periods each day. Lunch periods are assigned according to grade level. All lunch lines serve the same variety of choices.

- Free and reduced lunch applications are included in the August mailing and may be obtained in the office or online.

- Health department regulations stipulate that students should wash their hands before eating and are not allowed sharing any portion of their meals.
- Students are expected to clean up after themselves, return trays to the proper location, recycle appropriate items, and dispose of garbage in the waste can.
- Food and beverages are to be consumed only in the cafeteria.
- No food or beverages are to be consumed in the hallways or by the lockers.
- Food that leaves the cafeteria must be contained inside a lunch bag.
- Students arriving to school with open drinks, or eating food, will be directed to the cafeteria to finish the drink, or eating.
- Breakfasts and lunches are not to be shared with others.
- Students must raise their hands to be dismissed from the lunch tables.
- After students are finished eating, they are to pick up around their place, throw away their garbage, recycle what they can, and neatly stack their trays on the shelf for washing.
- When students are done eating, they may remain seated in the cafeteria area, go to the game room, use the covered play area, use the gym (when available), or go to the library with a library pass.
- The gym hallway is a one-way hall. Once a student leaves the cafeteria for the covered area or gym, they must stay in one of these areas until the bell rings to end the lunch period.
- Students who remain in cafeteria after the lunch dismissal time are to remain seated and not wander about the cafeteria.
- Students should remain out of the halls during lunch hours. Socializing in the halls during lunch hours is not allowed.
- All neighborhoods are closed at lunch unless students have a pass from their teacher.

Outside Area

- Students must remain on the east side of the wall at the basketball courts. Socializing on the stairs, beyond the rolling fences, or in the garbage and recycling area is not allowed.
- Football may be played using only one of the basketball courts.
- Students may use one or both ends of the basketball courts to shoot around if they are not interested in playing a game of basketball.
- Students who are interested in playing a game of basketball must have no more than 10 players on the court at a time and must abide by the official basketball rules.
- There is no reason for students to have aggressive physical contact with each other at any time.

Gym (when available)

- Students are to enter the gym through the outside doors and only when an adult is already present in the gym.
- Students are to leave the gym through the outside doors to go to the covered area during lunch hours. Students are not to use the other gym doors during lunch hours.

- Students who choose to go to the gym must be engaged in a physical activity.
- Students may play knock out, shoot around at the basketball hoops, play hacky sac, play four square, or play additional games organized by the duty person.
- Students who are interested in playing a game of basketball must have no more than 10 players on the court at time and they must abide by the official basketball rules.
- There is no reason for students to have aggressive physical contact with each other at any time.
- Students are to leave the gym through the hallway doors after the bell.

Lunch Expectations

If students are not following expected behavior, the following steps will be taken:

First Time: Student is given a reminder about expectations.

Second Time: Student is sent to assigned table in cafeteria to complete a POWER sheet. An administrator will meet with students who complete POWER sheets. Consequences will be assigned and parents contacted if necessary.

Serious Behavior: Student will meet with an administrator immediately. Consequences will be assigned and parents contacted.

Library

The media center is generally open from 8:00 a.m. to 4:00 p.m. each day. Exceptions include monthly morning staff meetings. Students wishing to use the library before school must have an academic reason for being there. Student can access the media center before school by bringing a note from home. Students must arrive in the media center before 8:30 a.m. and must remain in the media center until the halls open to students at 8:55 a.m.

The media center is also open at lunch for quiet reading and studying. Students wishing to access the library at lunch need to pick up a pass from the media center before lunch.

Parents wishing to review school materials are welcome to do so.

Lockers

Student lockers are provided for every student so that books, school supplies, and personal items can be kept secure. Stoller Middle School and the Beaverton School District cannot be held responsible for, or replace, personal items lost or stolen. Students share the responsibility for maintaining a secure locker environment. Student lockers may only be decorated with magnetic items. No adhesives, glues, or tape may be used on the interior or exterior of any locker.

Skateboards and band instruments should not be kept in student lockers. Band instruments should be stored in the band room. Students wishing to ride skateboards to and from school need to complete a permission form and arrange with a staff member to store their skateboards in a classroom.

Students are reminded that lockers are school property and may be inspected by school staff at any time.

To help maintain locker security, students are expected to:

- Keep locker combinations confidential and not share them with anyone.
- Inform staff immediately when a locker is not functioning correctly.
- Report suspicious behavior around lockers to a teacher.
- Report any vandalism immediately.
- Refrain from keeping valuable items in a locker.
- Maintain a neat and clean locker.

If it is necessary to bring valuables to school, students are advised to take the valuables to the office for safekeeping.

If student enrollment exceeds the number of lockers available, some students may need to share a locker with another student.

PE Lockers

Students will be assigned a PE locker for clothing and equipment. To provide for security of possessions your child will be issued a combination lock. Lost locks should be reported immediately to the PE teacher. Students should keep only PE gear in these lockers during non-PE time. During PE class, students should lock-up all street clothes and personal possessions securely. The school or district cannot be responsible for personal property lost by students.

Meals and Nutrition

Breakfasts and Lunches, which meet USDA nutrient standards, are available for all students to purchase each day. In addition, the “A la Carte Menu”, offers individual meal components sold separately, as well as a variety of snacks, all of which meet the Oregon School Nutrition Standards Act.

Meal Times

Breakfast is served daily at 8:30 a.m. – 9:00 a.m.

Lunch is served between 11:35 a.m. and 1:25 p.m.

Menu

Breakfast, Lunch for the current month and A la Carte menus are posted on the Nutrition Services Website at:

<http://www.beaverton.k12.or.us/home/departments/nutrition-services/menus/>

Meal Prices

Please check the BSD Nutrition Services website at <http://www.beaverton.k12.or.us/home/departments/nutrition-services/school-meals/> or call 503.591.4419 for updated meal price information.

A la Carte Prices

Prices for foods sold separately from the complete meal are available on the Nutrition Services Website listed above. Students may purchase these items only if money has been deposited into their meal account, (see information below on how to make deposits).

Free & Reduced Price Meal Benefits

If a family is experiencing financial need, then parents may complete one application for free or reduced price meals for all students in their family. Meal benefits on-line application and instructions are available at <http://www.beaverton.k12.or.us/home/departments/nutrition-services/national-lunch-program/>. Paper copies will also be available in the school office, cafeteria, or from the Nutrition Services Meal Benefits office. The application process and each student's meal benefit status are completely confidential.

Families may apply for meal benefits at any time throughout the school year, even up to the last day of school. However, a new application is required for each school year. For more information please call: Nutrition Services Meal Benefits Office 503-591-4569 or ELL Welcome Center 503-672-371. Student Meal Accounts & Making Meal Payments

Each student is assigned their own individual meal account which they can access using a Personal Identification Number, (PIN). The meal account is a debit account, so students eligible for full and reduced price meals must deposit money into their account before they can purchase meals. Parents may deposit money into their student's account by any of the following methods:

- Sending cash, or a check made out to the school café. When making a payment, please indicate your student's first and last name along with the PIN on the memo line of the check. It is best to deliver the payments directly to Nutrition Services staff in the cafeteria so that the payments can be applied before the next meal. Some schools have payment drop boxes or baskets in the main office that you can also use, however, it is possible the payments will not be applied before the next meal service.
- Making payments either online or by a toll free number. Parents can register and log onto www.mealpayplus.com or call 800-816-6425 to deposit funds with a nominal fee. They can also monitor account balances and set-up low-balance emails at no charge on-line or via the toll free number. More information is available on the Nutrition Services website: (<http://www.beaverton.k12.or.us/home/departments/nutrition-services/>), or by calling (503) 591-4419.
- When your student graduates to high school or transfers to another school within BSD, the account balance will transfer with the student.

Parent Involvement

PARENT TEACHER ORGANIZATION (PTO)

The PTO helps to create a better learning environment at Stoller. In addition to coordinating volunteer programs, they also organize fundraisers, put on special events, provide additional hands in the library and office, assist with supervision and countless other activities. PTO makes Stoller a better place for kids!!! Get involved by contacting the PTO volunteer coordinators.

The school e-weekly lists the date and time of monthly CEC and PTO meetings. Please visit the Stoller website for PTO contact information or call the main office for further information.

Community Engagement Committee (CEC)

The District shall support the establishment of Community Engagement Committees at each school for the purpose of:

- Engaging with the local community.
- Determine the use of school property
- Providing a communication link between the school community, the school administration, and the School Board.

The Principal shall appoint a minimum of three (3) and a maximum of five (5) members to the CEC who reside and/or work, and reflect the diversity within the school attendance area. Nominations for appointment may come from Board members, parents, community members, or other groups, and from the school's Site Council or PTO.

CECs shall hold regular scheduled meetings during the school year (September through June). All CEC meetings shall be subject to the Public Meetings Law. Meeting dates are listed on the parent calendar, which is accessible from the school website.

Site Council

Oregon State House Bill 3565 mandated that Site Councils be established for every public school in the state. The Stoller Site Council is a governance group to assist the principal in setting direction for the school. By state mandate the charge of the council is:

- To improve the instructional program at Stoller
- To plan the Staff Development of the school
- To implement the Oregon Education Act for the 21st Century (HBO 3565)
- To address other school issues as needed

All members of the Stoller community are encouraged to address issues of concern to the Site Council. This may be done by

- Writing to the council
- Addressing the Site Council in person
- By calling a Site Council member.

Meeting dates are listed on the parent calendar, which is accessible from the school website.

Student Activities

The activities program at Stoller emphasizes student involvement through a variety of ways, including student leadership, spirit/service activities, activity clubs, student celebration parties, assemblies, and fundraisers. If you have questions please contact the Principal at 503.533.1910. Stoller parties include games, music, and refreshments. Stoller celebration parties are open only to Stoller students. Safety is always a priority at Stoller; therefore, without an adequate number of parent chaperones, the event will be canceled.

If we have an after school activity the following guidelines apply:

- Doors open at 3:45 p.m.
- Entrance to school parties is free; snacks may be sold.
- Doors will be open for the first half-hour of the celebration. Students who arrive after the doors are locked must have a parent/guardian accompany them to the door.
- Guests may not attend a Stoller celebration.
- Appropriate behavior and school appropriate dress is required. All school rules apply.
- The doors will be opened at the end of the celebration. To leave early, a parent must accompany the student from the building or provide the student with a note, which is to be shown to an administrator.
- All Neighborhoods will be closed at 3:50 p.m. Coats, books, and backpacks are stored in the drama room during the party.
- The celebration will end promptly at 4:45 p.m. Arrange AHEAD OF TIME for a ride; parents/guardians need to pick up students promptly at 4:45 p.m. Phones are available on a limited basis only.
- Any student who is suspended or absent on the day of the party is not eligible to attend.
- The privilege of attending parties will be revoked if these guidelines are not followed.

Student Use of Technology

Students at Stoller have frequent opportunities to use technology. **If you do not want your child to have access to the internet or student e-mail accounts, please send a letter to the principal within the first week of school.**

Computers, cameras, and other types of technology are provided for students to use for completing class lessons. Students are expected to:

- Use technology for assigned schoolwork only.
- Not use technology for personal reasons (e-mail, Myspace, surfing the WEB, IM, purchasing, etc.)
- Visiting WEB sites that show inappropriate or obscene pictures or language will result in consequences.
- Play academic computer games only with teacher supervision.
- All cell phones are off and away when school is in session.

Misuse of technology may result in suspension, and loss of technology privileges. Damaging technology may result in restitution.

TELEPHONES AND ELECTRONIC DEVICES

Students for emergencies may use classroom phones with permission from the teacher. Please arrange before coming to school for after school activities and transportation.

All personal electronic devices (i.e cell phones, iPods, headphones, games, etc.) shall be powered off and put away during school hours. Headphones should not be seen. School hours are defined as the time when a student enters the building upon arrival, until the 3:40 pm. dismissal bell rings.

Classroom teachers may allow students to use personal electronic devices for legitimate educational purposes. Teachers are responsible for management of appropriate use of these devices during instruction. Teachers are responsible for insuring that students exit their classroom with all personal electronic devices powered off and put away. Listening to music is not considered a legitimate educational purpose.

Outside Classroom Protocol:

When a student uses a personal electronic device inappropriately during school hours, the following steps will be taken:

Student sent to the office to check in the electronic device.

Office staff will keep a log of all students sent to the office and number of times the student has been asked to check in their device.

- First intervention: student receives electronic device back from the office staff at the end of the day. Student receives printed copy of the Electronic Device policy and is instructed to take this home and discuss it with their parents.
- Second intervention: student receives electronic device back from an administrator at the end of the day. Administrator discusses policy with student. Administrator makes phone call to parent outlining next steps.
- Third intervention: student receives phone back at end of the day from an Administrator. Administrator makes a phone call home to parent. Student is not allowed to bring electronic device back to school. If the device is a phone and the parent wants the child to have access to the phone for safety purposes, the student may bring the phone back to school but must check the phone into the office each day upon arrival.

Stoller and the Beaverton School District are not responsible for lost or stolen cell phones or other electronic devices such as iPods, cell phones, and game systems.

These expectations apply to student and PE lockers.

Student lockers may only be decorated with magnetic items. No adhesives, glues, or tape may be used on the interior or exterior of any locker.

Skateboards and band instruments should not be kept in student lockers. Band instruments should be stored in the band room. Students wishing to ride skateboards to and from school need to complete a permission form and arrange with a staff member to store their skateboards in a classroom.

Students are reminded that lockers are school property and may be inspected by school staff at any time.

Substitute teachers

When the regular teacher is absent, a qualified substitute teacher will continue the regular activities of the class. The regular teacher will provide detailed lesson plans and instructions for the substitute. Substitutes have been instructed not to issue hall passes except for emergencies.

At the end of the day substitutes complete a form for the principal. This form includes a listing of both good things and concerns that the principal needs to know about.

If you have questions regarding a substitute teacher, contact the principal.

Transportation

Buses

- If a student needs to ride on any other bus than the one he/she is assigned to ride, they need a written note from a parent/guardian. Give this note to an administrator for their signature, which allows the student to board the bus. Students will not be allowed on a different bus without a note from a parent. In addition, students must use their assigned bus stops unless they have a note signed by a parent and administrator.
- The State has established regulations for riding the buses; violation of these regulations may result in the loss of your bus riding privileges.
- Beaverton Schools do not allow students to take inflated balloons, animals, skateboards, or large items that can block the view of the school bus driver. Latex is not permitted in schools or on buses.

Bicycles and skateboards

- Oregon State law requires students to wear a bike helmet while riding a bike. Helmets are recommended for skateboarding.
- Park your bike in the slotted bike rack in the front or back of the school. Lock up your bike and helmet.
- The bike racks are off-limits during school hours. Stoller is not responsible for stolen or damaged bikes.
- Walk your bike, scooter, or skateboard when on school property.
- Students must fill out and turn in a permission form to have skateboards or scooters at school. The forms are available in the main office. Skateboards must be stored in a classroom (not in lockers) as agreed to on the permission slip.

Walking to school

- If students cross Laidlaw, Kaiser, or Bethany they must cross where there is a crossing guard, and obey the crossing guard's instructions.
- In the morning, students should come directly to school and after school go directly home unless otherwise directed by a parent or administrator.