

Conestoga Middle School

Parent Student Handbook

2019-20



Powerful Learning Opportunities
for Every Child, in Every Class,
Everyday

A MESSAGE FROM THE PRINCIPAL, ZAN HESS

Welcome to Conestoga Middle School where we begin our 25th year of excellence!! Conestoga has a rich tradition of academic excellence with a highly trained teaching staff that is committed to each child's success in school. As a part of our community, families and students collaborate with us and we work together to make our school a success, as our success is measured one student at a time. Conestoga Middle School provides opportunities for students to make new friends, establish new traditions, and discover more about themselves as individuals. We are excited for and feel honored to be a part of your lives. On behalf of the entire Conestoga staff, I most warmly welcome you to Conestoga Middle School. I am confident that your school year be full of learning, academic rigor, and opportunity.



CONESTOGA MIDDLE SCHOOL'S MISSION STATEMENT

Here at Conestoga, we have four key ideas under which we all work and learn. We **ENGAGE** with each other, in our learning, and in our collective drive to succeed. We **INQUIRE** about our learning, we question everything with the intent to understand more completely. We **PERSIST** because learning, understanding, and communicating clearly can be hard and quitting is not an option for any of us. We **ASPIRE** to meet our goals, to become the best we can be, and to contribute to our world is a positive way both individually and collectively.

DISTRICT GOAL

All students will show continuous progress toward their personal learning goals, developed in collaboration with teachers and parents, and will be prepared for post-secondary education and career success.

SCHOOL DAY



The building and grounds are supervised between 8:45 a.m. and 4:10 p.m. **Due to lack of sufficient supervisory staff, students will not be allowed to enter the building prior to 8:45 each morning.** If a student needs to be in the building before 8:45 a.m. or after 4:10 p.m., he/she needs to be involved in an authorized school activity under the direct supervision of a teacher or staff member.

Once on campus, students must remain on campus at all times unless prior administrator approval has been given. Students are expected to follow all school rules, be polite and respectful to staff, and wait until 9:05 a.m. before going to student street and class. If a student needs to visit with a teacher before 9:05 a.m., the teacher will give them a written pass or the student can ask the office staff to contact the teacher for approval. Students not following these expectations may lose the privilege of arriving to school before 9:00 a.m. Students are not to remain on campus after 4:10 p.m., unless they are under the direct supervision of a staff member.

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Bell Schedules

Conestoga Middle School Regular Schedule		
6th Grade	7th Grade	8th Grade
First Period 9:15 - 10:11	First Period 9:15 - 10:11	First Period 9:15 - 10:11
Second Period 10:16 - 11:12	Second Period 10:16 - 11:12	Second Period 10:16 - 11:12
Third Period 11:17 - 12:13	Third Period 11:17 - 12:13	Lunch 11:12 - 11:46
Lunch 12:13 - 12:47	Fourth Period 12:18 - 1:14	Third Period 11:51 - 12:47
Fourth Period 12:52 - 1:48	Lunch 1:14 - 1:48	Fourth Period 12:52 - 1:48
Fifth Period 1:53 - 2:49	Fifth Period 1:53 - 2:49	Fifth Period 1:53 - 2:49
Sixth Period 2:54 - 3:50	Sixth Period 2:54 - 3:50	Sixth Period 2:54 - 3:50

Conestoga Middle School WICOR Wednesday		
6th Grade	7th Grade	8th Grade
First Period 9:05 - 9:58	First Period 9:05 - 9:58	First Period 9:05 - 9:58
Second Period 10:03 - 10:50	Second Period 10:03 - 10:50	Second Period 10:03 - 10:50
Third Period 10:55 - 11:42	Third Period 10:55 - 11:42	Lunch 10:50 - 11:20
Lunch 11:42 - 12:12	Fourth Period 11:47 - 12:34	Third Period 11:25 - 12:12
Fourth Period 12:17 - 1:04	Lunch 12:34 - 1:04	Fourth Period 12:17 - 1:04
WICOR 1:09 - 1:56	WICOR 1:09 - 1:56	WICOR 1:09 - 1:56
Fifth Period 2:01 - 2:48	Fifth Period 2:01 - 2:48	Fifth Period 2:01 - 2:48
Sixth Period 2:53 - 3:40	Sixth Period 2:53 - 3:40	Sixth Period 2:53 - 3:40

CELL PHONES/SMART PHONES AT SCHOOL

Conestoga is an “OFF and AWAY” school.

We recognize that cell phones and smart phones play a significant part of a middle schooler’s life. It allows them to communicate with home, connect to the world, and access information needed for school.

Students may use their phones both before and after school in the front of school. However, once entering school, students are expected to turn their phones off and put them away. Individual teachers may, at their discretion and at specific times during their lessons, indicate that phones may be used in the classroom.



Students are not at any time permitted to take pictures or capture video of other students, teachers, or staff.

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CLOTHING/DRESS EXPECTATIONS

Beaverton School District Middle Schools have worked to establish a consistent set of dress expectations or standards that all students and staff are expected to follow. Our standards are simple and clear:

Minimum Safe Attire.

Student attire and grooming must permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel.

- (a) Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
- (b) Shirts and dresses must have fabric in the front and on the sides (under the arms).
- (c) Clothing must cover undergarments (waistbands and straps excluded).
- (d) Fabric covering breasts, genitals and buttocks must be opaque.
- (e) Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- (f) Specialized courses may require specialized attire, such as sports uniforms or safety gear.

District Dress Code.

Policy provides: "Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech are prohibited." All BSD students are expected to comply with the requirements of this policy. Specifically:

- (a) Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- (b) Clothing may not depict pornography, nudity or sexual acts.
- (c) Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected classification.
- (d) Clothing must not pose a threat to the health or safety of any other student or staff.
- (e) Enforcement must accommodate clothing worn by students as an expression of sincerely held religious beliefs (head scarves, for example) and worn by students with disabilities (protective helmets, for example).

ATTENDANCE LAW FOR THE STATE OF OREGON

**EVERY
SCHOOL DAY
COUNTS**

The compulsory school attendance law of Oregon (ORS 339.010) states: "All children between the ages of seven and eighteen years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides." ORS 339.065 states: "Unexcused absence – eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance. Excused absence – 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."



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TARDIES

If it is apparent that a student will be late to school, the parent/guardian should send a written and signed note with the student who will present the note to the attendance secretary in the main office. After the student has signed in with the attendance secretary in the main office, he/she will be given a gray admit pass to class.

We strive to help our students understand that being on time matters in all areas of life. Students are expected to be on time to class. Students who demonstrate a pattern of tardiness or are chronically tardy to class will be held accountable for missed class time by following the Student and Family Handbook guidelines (Code 25-Tardiness). Parents will always be included in looking to find solutions to support students who are chronically tardy to their classes.

ATTENDANCE

In order for students to take advantage of the educational opportunities that are offered, it is necessary that they be in school every day. However, when students are ill, they should stay home to protect their health and the health of others. It is not appropriate for students to miss school for reasons such as oversleeping, missing the bus, babysitting, etc. When an illness or emergency arises that makes it necessary for a student to be absent, we ask that parents/guardians follow these procedures:

1. Call Conestoga Middle School at 503-356-2581 OR 503-356-2580, choose "Attendance" and leave the following information:
 - a. Your child's full name – spell the last name
 - b. Grade and house
 - c. Date(s) and reason(s) for absence(s)
2. If a call is not made, a student returning from an absence must present a signed parent/guardian excuse including the reason for the absence to the attendance secretary in the main office.



Excused absences are those that are family or school initiated such as illness, medical/dental appointments, field trips, etc., and have an excuse from a parent/guardian or a staff member. Because attendance is critical to school success, parents/guardians are encouraged to plan vacations, appointments, etc., so students don't miss school. Unexcused absences are those for which there is no prior permission from a parent/guardian, teacher, or administrator. A teacher who thinks a student may have too many unexcused absences or an excessive number of excused absences will refer the student to the counselor for additional support.

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BUS TRANSPORTATION

The school district provides transportation for students between school and home (designated stop closest to home address) within district policy. The responsibility for student transportation lies between the home and school only. Students wishing to go to a destination other than that provided by their regular bus will need to provide their own transportation. If a student wishes to ride a bus with a friend and/or get off at a stop other than his/her own, he/she must bring a dated, signed parent/guardian request, and the student must obtain an administrator's signature. The school office staff will not write bus notes for students.



Due to health and safety reasons, inflated balloons/latex products are prohibited on all Beaverton School District buses. For the same reason, they are also prohibited at Conestoga Middle School.

Concerns about buses are to be directed to the Transportation Center @ 503-356-4200. The Conestoga administrators can also provide assistance. Inquiries about bus routes may be directed to the main office.

BUS RULES

The following are the Oregon State adopted rules for governing pupils riding buses. The driver is the official in charge, and he/she will expect complete cooperation from all students. The regulations are recognized by the Beaverton School District and are for the safety of all students riding to and from school (OAR 581-010)

1. Pupils being transported are under the authority of the bus driver.
2. Fighting, wrestling, or boisterous activity is prohibited on the bus.
3. Pupils shall use the emergency door only in case of emergency.
4. Pupils shall be on time for the bus both morning and evening.
5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous materials on the bus.
6. Pupils shall remain seated while the bus is in motion.
7. Pupils may be assigned seats by the driver.
8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
9. Pupils shall not extend their hands, arms, or heads through the bus windows.
10. Pupils shall have written permission to leave the bus other than at home or school.
11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
12. Pupils shall not open or close windows without permission of the driver.
13. Pupils shall keep the bus clean and must refrain from damaging it.
14. Pupils shall be courteous to the driver, to fellow pupils, and passerby.

Pupils who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus to and from school.

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BICYCLES/SCOOTERS/SKATEBOARDS

Students who ride a bicycle, scooter, or skateboard to school must park it in the provided racks immediately upon arrival at school. All students are to leave bicycles, scooters, and skateboards alone during the school day. For protection, these items should be locked and the serial number recorded and kept at home. Bicycle helmets are required by law and can be stored in the student's locker. The school cannot assume responsibility for these items.

FOR SAFETY REASONS BIKES, SCOOTERS, AND SKATEBOARDS ARE NOT TO BE RIDDEN ON CAMPUS

LUNCH PROGRAM



Each grade level has its own lunch period and students have available for purchase a variety of foods. Also, from approximately 8:45 a.m. to 9:10 a.m. breakfast is served daily. At lunch, students may select the menu that includes one entrée, salad, vegetables, fruit, bread/grains and milk, juice or water. A la Carte options are also available for purchase. For those students who bring their own lunch, milk or juice may be purchased separately. Each student is assigned their own individual account which they can access using a Personal Identification Number (PIN). Students should not share this number with anyone. This meal account is a debit account, so students eligible for full and reduced priced meals must deposit money into their account before they can purchase meals. Parents/guardians may deposit money into their student's account by any of the following methods:

- Send cash or check made out to Conestoga Middle School Café listing student's name and ID Number on the memo line of the check.
- Making payments either online (<https://www.beaverton.k12.or.us/departments/nutrition-services/meals/schoolcafe>) or by a toll free number (800.816.6425) to deposit funds with a nominal fee.

Parents/guardians can also monitor account balances and set-up low balance emails at no charge online or via the toll free telephone number. In emergencies, students can charge one meal, but are limited to charging up to the cost of three lunches. If a student's meal account reaches a negative balance of \$0.50 or more, an automated voicemail message will be sent from the district to parents/guardians, informing them of the amount owed.

Menu: Breakfast, Lunch, and A la Carte menus for the current month are posted on the Nutrition Services Website at: <http://www.beaverton.k12.or.us/home/departments/nutrition-services/menus/>



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Free and Reduced Price Meal Benefits

If a family is experiencing financial need, then parents may complete one application for free and reduced priced meals for all students in their family. Meal benefits applications and instructions are available in each student's "Back to School" packet, school office, cafeteria, or from the Nutrition Services Meal Benefits office, 503-356-3957 (English) or 503-356-3961 (Spanish). The application process and each student's meals benefit status are *completely* confidential.

To maintain cleanliness and order, we ask all students to follow the following guidelines while in the Commons.

- Please keep all food and beverages in the Commons.
- Please stay seated at a table while eating and drinking.
- You are responsible for your own litter and any litter around your seat, table and floor.
- Student Street, halls, and classrooms are closed at lunch unless student has permission to leave the Commons.

Meal Etiquette

Health department regulations stipulate that students should wash their hands before eating and does not allow the sharing of 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 area.

EARLY DISMISSAL

If a student needs to leave school early, the parent/guardian should send a written and signed note with the student who will present the note to the attendance secretary in the main office. The student will be given a pass to show to their teacher at the requested release time.

PREARRANGED ABSENCES

If a student needs to be absent from school for reasons other than illness, the parent/guardian should send a written and signed note with the student who will present the note to the attendance secretary in the main office in advance of the absence. A Prearranged Absence Form must be completed for students missing three or more days of school.

CLOTHES CLOSET

Conestoga Middle School maintains its own "Clothes Closet" right here on campus. We distribute clothing to any student who is in need. Additionally, the Beaverton School Closet continues to have a Clothes Closet on the District's main offices property. If you have good, clean clothing you would like to donate, please take it in a sturdy bag or box to Conestoga. If your child needs clothing or special equipment, contact your child's counselor or the school office.



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SCHOOL CLOSURE/SNOW DAYS

Local radio and TV stations will be informed of closure or delayed openings before 6:00 a.m. Closure information can also be found on the district web page. Additionally, parents may sign up for email and text notifications through the School Messenger/BSD Mass Notification system found on the district website.



STUDENT VISITORS

- Visitors are welcome during the lunch period only. The school needs to be notified two days prior to the visit and an adult/guardian will need to sign the visitor in before lunch and out after lunch.
- The guest resides and normally attends middle school outside of the Portland-Vancouver metropolitan area.

Student visiting privileges will not be permitted during the last two weeks of the school year or the last week of each semester. Any exceptions require prior administrative approval.

CLOSED CAMPUS

Students are not permitted to leave the school grounds once they have arrived at school without permission of the parent/guardian **and** school staff. This includes the time before school begins after a student arrives on campus.

A student leaving the building or grounds for any reason must sign out in the main office. To ensure student safety, parents/guardians are required to come into the school in person to pick up their student. Upon returning to school (if the same day), or upon arriving late to school, students need to sign in at the main office.



LOST AND FOUND

If a student has lost or found any personal property, he/she should ask about the item with the office staff and/or check the lost and found area next to the library. If a student finds any item that violates school rules the student should not touch or pick up the item and immediately report the information to a teacher, counselor, administrator, or the office.



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TEACHING, LEARNING AND REPORTING STUDENT ACHIEVEMENT

The Beaverton School District and teachers here at Conestoga are committed to the core ideas of a standards-based system through:

- clear learning targets in all content areas and all grade levels
- all classroom instruction and assessments aligned to learning targets
- providing multiple opportunities for students to demonstrate growth and learning
- increased use of formative assessment practices; providing feedback focused on student growth and supporting improved instruction
- consistent scoring guides (rubrics) to determine a student's level of learning and indicate what a student must do to improve
- regular reporting of progress on each learning target
- reporting academics and behaviors separately
- placing the highest value on teacher judgment and expertise



The Academic Learning Targets for each course taught here at Conestoga can be found on the Curriculum, Instruction, and Assessment Department page on the Beaverton School District (BSD) website or through your student's teacher.

Teachers will use a rubric or scoring guide to identify student strengths and areas needing improvement, and then determine your student's current level of proficiency for each learning target. The rubric will also be used to identify what your student must do to improve their understanding and mastery of the target. Rubrics are built using the following scale

1 – Developing 2 – Nearly Proficient 3 – Proficient 4 – Highly Proficient

Rubrics can be viewed through the BSD website or obtained through your student's teacher.

To help better understand this process, here is a 7th grade Math Example for consideration:

A 7th Grade Mathematics Teacher may cover the following three learning targets in the first six weeks:

1. Solve Problems with Four Operations
2. Create and Manipulate Algebraic Expressions
3. Write and Solve Inequalities



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The teacher will teach these targets and assess student learning through multiple assignments, using the 1-4 rubrics. The 6th Week Progress Report may look something like this:

7 th Grade Mathematics	
Teacher: Ms. Smith	
Academic Learning Targets	
1. Solve Problems with Four Operations	
- Quiz #1	3
- Test #1	4
2. Create and Manipulate Algebraic Expressions	
- Quiz #1	1
- Project #1	2
- Test #1	3
3. Write and Solve Inequalities	
- Project #2	2

At the end of the first quarter, with additional instruction and assignments, the teacher will make an overall assessment (a Summary Judgment) of your student's level of proficiency for each of the three learning targets. **These three overall assessments (Summary Judgments) will then be averaged and a letter grade for the course will be determined,** using the following scale:

A	3.4 - 4.0	An "A" letter grade communicates that a student has mastered, at a very high level, the academic learning of the course. A student would need to be Proficient (3) or Highly Proficient (4) in the majority of the learning targets to earn this letter grade.
B	2.7 - 3.4	A "B" letter grade communicates that a student has the academic learning of a course strongly in place and is well equipped to move forward. A student would need to earn mostly summary judgments of Proficient (3) on the course learning targets to earn this letter grade.
C	2.0 - 2.7	A "C" letter grade communicates that a student has a basic understanding of the academic learning of a course. This student has attained the minimum required knowledge and skills to move on to the next course by earning summary judgments of Nearly Proficient (2) or better on most learning targets.
D	1.6 - 2.0	A "D" letter grade communicates that a student has not mastered enough of the required learning for the course to be successful moving forward. While a student receiving a "D" may move forward to the next course, this student will lack prerequisite learning and interventions may be necessary.
F	Less than 1.6	An "F" letter grade communicates that a student has not mastered enough academic learning in a course to appropriately move on to the next course. This student would have earned mostly Developing (1) on the summary judgments for this course.

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Your student's Report Card will only indicate the teacher's Summary Judgments for each learning target and may look something like this. In quality grading system, the teacher's judgement is paramount and the teacher will determine the final grade.

7 th Grade Mathematics	
Teacher: Ms. Smith	
Academic Learning Targets	
1. Solve Problems with Four Operations	4
2. Create and Manipulate Algebraic Expressions	3
3. Write and Solve Inequalities	3
Academic Mark	B

In addition, all BSD teachers teach to common Behavior Learning Targets. These targets can be accessed through the website or directly from our teaching staff. Behaviors are those study skills and self-monitoring behaviors students must possess and demonstrate in an academic environment necessary for success. Teachers will observe your student's skills in these areas over time and report their proficiency level using a scale with three levels: C / I – Consistently and Independent, G – Generally, R – Rarely/Sometimes

Student progress during the 2019-20 school year will be reported on the following schedule:

Date	Communication
October 11, 2019 6 th Week of 1st Semester	Teacher generated Progress Reports with Summary Judgments on each Learning Target taught up to 10/11/19. These will be emailed to all families.
Nov. 1, 2019 12 th Week of 1st Semester	Centrally generated Progress Reports with Summary Judgments on each Learning Target indicating current progress, based on data recorded by 11/1/19. These will be mailed home to families.
January 27, 2020 End of Semester 1	Centrally generated Report Cards with Summary Judgments on each Learning Target and Letter Grades, indicating progress after Semester 1. These will be mailed home to families.
March 6, 2020 6 th Week of 2nd Semester	Teacher generated Progress Reports with Summary Judgments on each Learning Target taught up to 3/6/20.. These will be emailed to all families.
April 10, 2020 12 th Week of 1st Semester	Centrally generated Progress Reports with Summary Judgments on each Learning Targets, indicating current progress, based on data recorded by 4/10/20. These will be mailed home to families.
June 15, 2020 End of 2nd Semester	Centrally generated Report Cards with Summary Judgments on each Learning Target and Letter Grades, indicating progress after Semester 2. These will be mailed home to families.

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PHYSICAL EDUCATION



All students will be assigned a PE locker for their physical education clothing and equipment. A combination lock will be issued to each student by the PE department staff.

Lockers in the locker rooms are available for student use for storage of school clothes during PE periods. It is the responsibility of the student to secure their locker with the assigned PE lock and to keep the combination secure. The cost to replace a lost lock is \$6. The school or district cannot be responsible to replace personal property of students. Private showers are optional. Students need to provide their own towels.

If a parent/guardian does not want to have their student participate in PE class due to a medical reason, the parent/guardian should send a written note with the student to excuse the student from that day's activities. **A doctor's written note must be obtained if the excuse extends for more than three days.**

In order for students to participate fully and safely in PE activities, students should wear clothing that:

- Provides reasonable safety for the wearer and fellow students such as shorts, t-shirts (uniform t-shirts will be available through the PE department), protective undergarments, and appropriate shoes.
- Is maintained in clean condition and worn in PE activities only.
- Adequately protects the student from inclement weather (when necessary)
- Does not disrupt the normal educational process.

HEALTH EDUCATION

Each year students receive health instruction from a health specialist as a component of their learning. Health classes will be part of a PE rotation throughout the year for a total of 9 weeks.

USE OF SCHOOL FACILITIES/GROUNDS

Students and community members are not allowed to use school facilities/grounds without an approved building use permit. This includes before/after school, weekends, and vacation periods.

SCHOOL COMMUNITY LIAISON OFFICER PROGRAM

Under an agreement with the Beaverton City Police Department, a police officer is assigned to district secondary schools situated within the Beaverton city limits. The officer rotates among the schools, conducting law enforcement education presentations before students, parents, and staff groups, and serves as a communication link between the school and community. In cooperation with the local police agencies, and when available, drug-detecting dogs will be invited to Conestoga on a random basis to check student lockers and other spaces for drugs.



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DISTRICT COOPERATION BETWEEN SCHOOL AND POLICE AGENCIES

District regulation KN/KNA-AR governs cooperation by schools with law enforcement and other governmental agencies. School personnel are responsible for cooperation with, and making it possible for, law enforcement officials to interview students on school premises. Please contact the school if you have any questions or want a copy of the district regulation. This officials will be asked to assume the responsibility to communicate with parents and/or guardians should they choose to interview student(s). When and how they communicate will be left to the discretion of the official.

ASSEMBLIES



Assemblies are for the students and staff of Conestoga. Parents/guardians or immediate family members accompanying parents/guardians are welcome, but no other visitors are allowed. The following guidelines are to be followed:

1. When dismissed, students are to stay with their teacher and class and walk quickly and quietly into the designated assembly area.
2. Listen quietly for instructions from the assembly director.
3. Backpacks should be left in the classroom.
4. Fill in the bleachers from the top down.
5. Go up the bleachers using the steps.
6. Once in the assembly, clapping is the only acceptable response for the assembly audience. Whistles, throwing of objects, yelling, stomping of feet, etc., are behaviors that do not show consideration of others.

The opportunity to attend assemblies is a privilege contingent upon appropriate student conduct. Students who show they are unwilling and/or unable to follow these expectations will be subject to loss of the privilege of attending assemblies.

All passes will be issued by staff members if a student needs to leave his/her house in order to go to the office, health room, library/media center, to another house, to encore class at the teacher's request, or for emergency reasons. Students are expected to take care of all personal needs during class break times, and bring all necessary equipment and materials to class.

ANIMALS AT SCHOOL

Students should not bring animals to school without prior permission from their teacher and administrator. Animals are not allowed on school buses.

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PERSONAL REMEMBRANCES

Classes will not be interrupted for the purpose of “singing” telegrams, delivering flowers/balloons, or gifts. Delivered items may be received in the main office, and students will be notified to pick them up at the end of the school day.

Gifts to employees from parents/guardians or students are generally discouraged. There may, however, be times when others may find it appropriate to express their appreciation to an employee by means of a modest and tactful remembrance.

PERSONAL POSSESSIONS

The only personal possessions appropriate to have at school are those that relate to the educational process. Students are not permitted to bring knives in any shape or form, matches, lighters, tobacco, laser pointing devices/pens, weapons, or any item that could be used dangerously like: chains, explosives, fireworks, aerosol toxins, stink bombs, illegal substances, or drug paraphernalia to school under any circumstances. Please refer to the Beaverton School District Student and Family Handbook for further information. Possessions such as collector card games (Yu-gi-oh, Magic, etc.), toys, and other distractions often disrupt the educational process and, therefore, are not appropriate to have at school.

LOCKERS



Each student will be assigned an individual locker by his/her teaching team. Teachers will orient students on how to work with combination locks.

Lockers are for the storage of a student's belongings and should be kept locked. Students are advised not to keep money or other valuables in lockers. The staff will check lockers periodically for cleanliness, lost books, and overdue materials. Lockers should be kept in good condition and free from graffiti, permanent tape/stickers/contact paper, inappropriate decorations, etc. A faulty locker should be reported to the teacher that issued the locker to the student. Students should not switch lockers unless given permission from the counselor or assistant principal. The school has provided a secure area for

student materials, and it is the responsibility of each student to keep the combination secure. The school or district is not responsible for replacing personal property of students.

Students should expect that lockers and other student storage areas will be inspected by school staff without prior notice to assure that such areas are being appropriately used. Prohibited items will be removed and held by the school. Any items removed during an inspection will be returned to the student, the student's parent/guardian, or held for the police as necessary. Students will be disciplined if any prohibited items are found.

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STUDENT MEDICATION/HEALTH

If a child needs medication during school hours, the parent/guardian is asked to bring that medication in the original container and check it in with the school's counseling secretary. For safety reasons, it is critical that the parent/guardian transport the medication and complete the necessary forms at school. Prescription and nonprescription medication must be in the original container. When requested, pharmacists are usually willing to provide you two labeled containers, one for home and one for school.

Administration of nonprescription medication by school personnel requires written instructions from the student's parent/guardian. Physician orders are not necessary, with the exception of dosage requests that contradict the safe dosage on the bottle/container. In grades K – 8, students are not allowed to self medicate.

If a child has a health problem or condition that needs to have school consideration, please contact the counseling secretary.

If a child is seriously injured or becomes ill, every effort will be made to contact the parent/guardian. It is imperative to have up-to-date emergency contact information with telephone numbers and other responsible adults to contact.

STUDENT VENDING

Gum, candy, or other items are not to be brought and sold by individual students on school grounds. Only school-sponsored fundraising sales allowed are directly permitted to take place on school property.

GAMBLING

Gambling of any kind is prohibited.

SCHOOL TELEPHONE AND MESSAGES

Students may use the telephone in the main office after having received a pass from his/her teacher and after having received permission from office staff member. Students must have a pass from a teacher in order to use the office telephone during the school day.

With over 900 students, it is requested that messages for students be given before the student reports to school for the day, eliminating the need for individual messages delivered to students during classroom instruction time. Students will not be excused from class to accept telephone calls except in the event of a family emergency. Emergency messages should be directed to the office staff that will contact students. For the protection of the student, no messages will be taken for students from anyone other than parent/guardians or persons listed on the student verification of enrollment emergency form.

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GUIDANCE AND COUNSELING

A student may request a counseling appointment through their counselor. The counselor will complete an appointment form with a specific time for the student to visit with the counselor. Parents/guardians desiring to contact their son's/daughter's counselor should call the school and request the counseling secretary or the specific counselor. Counselors may contact parents/guardians during the school year when family assistance would help the student's learning success at school.

LOST OR DAMAGED SCHOOL PROPERTY/FINES

Each student is responsible for all chromebook, books, locks and/or materials that are issued. A fine will be assessed if materials receive more damage than is expected through normal usage. The student will be expected to pay for replacement of lost or destroyed material. A refund of payment for lost material returned in good condition will be issued through the school office.

Outstanding library and/or class fees and fines may cause a student to be restricted from attending school activities and/or receiving a Memory Book. Unpaid fines are carried over each year and are forwarded ultimately to the high school.

FIELD TRIPS

Field trips are an extension of the classroom/curriculum activities and are provided for the educational enrichment of qualifying students. Students are required to have a parent/guardian permission form for attending any off-campus event. School rules will apply to any activity that is sponsored by the school district.

LIBRARY/MEDIA CENTER

The library/media center is open from 8:45 a.m. to 4:00 p.m. each school day. The area is designed for research, homework assignments, reading, quiet study, and computer work.

SCHOOL CELEBRATIONS

Middle school parties are designed to give students many choices of activities so that all students can be comfortable and participate. Celebrations will take place during the school day. All school rules are in effect, and students must be in attendance the day of the celebrations or prearrange any absence with an administrator before the day of the activity. Activities vary, but generally include basketball, Ping-Pong, board games, computers, karaoke, dancing, etc. Food and beverages are available for purchase in the commons. The celebrations are well chaperoned by administrators, staff, and parent volunteers. Students who need to leave prior to the end of the party need to have a parent/guardian note and sign out.



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HOMEWORK



Students should devote some out-of-school time to their studies in order to attain their fullest potential. It is important that students complete and turn in homework on time.

The type, the amount of, and the time required to do homework will vary according to each individual. Students and parents/guardians can best sense when the homework load becomes too heavy or too light. If problems arise, please contact your student's teachers for assistance. Generally, 60 – 90 minutes a day will suffice for most students.

HOMEWORK REQUESTS

Parents/guardians are encouraged to communicate directly with teachers and/or check a teacher's website/Canvas for assignments if their son/daughter will be unable to attend school due to extended (two or more days) illness or injury. If additional help is needed, please contact the main office.

MAKE-UP WORK

When a student is absent from school, it is the responsibility of the student to see that the work missed is made up. Follow the general rule of one day for one day of excused absence, but students should check with their teachers regarding specific due dates regarding all assignments, including long-term projects.

RELEASE OF STUDENT INFORMATION

The Beaverton School District policy has designated certain student information as directory information that may be released for reasons deemed sufficient. If you do not wish the school to release any directory information about your child, please inform the school office in writing by the end of the second week from the start of the school year or the second week after the student has enrolled.

TALENTED AND GIFTED INFORMATION

Students will be considered for the Beaverton School District's Talented and Gifted (TAG) program on a yearly basis. Generally, the services in this program are provided by each child's classroom teacher(s). If parents/guardians think their child might qualify, they may wish to complete the Parent Information Form available in the school office. Completing this form gives the school TAG committee more information about the child, but it is not required. All qualified students will be considered regardless of its completion. Oregon law and district policy currently define gifted students as those who score at or above the 97th percentile on standardized tests of academic achievement and/or mental ability. Other information such as work samples, writing and math portfolios, and behavioral information is also considered before a student is identified for the TAG program.

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STUDENT SUPPLIES

The current year supply list can be accessed by visiting the Conestoga Middle School website. Please let your child's counselor know if there is a need for any assistance with any of the required supplies or materials requested for projects as the year progresses.

DISPLAYS OF AFFECTION

Appropriate demeanor for the school environment does not include displays of affection. Students may not demonstrate excessive affection at school (i.e. kissing, extended hugs, inappropriate touching, etc.).

SUPERVISION

The building and grounds are supervised between 8:45 a.m. and 4:10 p.m. Students will not be allowed to enter school prior to formal supervision beginning at 8:45. **If students need to be in the building before 8:45 a.m. or after 4:10 p.m., they need to be involved in an authorized school activity under the direct supervision of a teacher or staff member.** Teachers will give students a written pass if they need to see a teacher prior to 8:45 a.m. Between 8:45 and 9:10, students must report to the Commons, library (quiet study only), homework clubs, or other school-sponsored clubs/groups

Students are expected to be picked up or gone from campus unless they are participating in a school-sponsored event or activity.

Students need to be supervised by a staff member in all areas of the school including gym areas, covered play area, game room, etc., to ensure safety. Students may not use these areas without supervision.

BEAVERTON SCHOOL DISTRICT POLICIES AND REGULATIONS

The following section of the Beaverton School District policies and regulations is included in this handbook to acquaint students and parents/guardians with the basic framework under which the school must operate. The rules are set forth in the form of policies and regulations. Teachers, administrators, students, the school board, and other interested citizens have all helped develop the rules for student conduct. This section on student conduct and discipline contains the substance of those policies and regulations are of greatest interest to students and parents/guardians. All policies and regulations can be seen and downloaded through the district website.

STUDENT RECORDS

Please refer to the Beaverton Student/Family Handbook for complete information on student education records. Parents/guardians or eligible students have a right to:

- Inspect and review the student's education records
- Request the amendment of the student's education records to ensure that they are inaccurate, misleading, or otherwise in violation of the student's privacy or rights

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- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent.
- Obtain a copy of the district policy with regards to student education records.

SPEECH

Students are entitled to verbally express their personal opinions. Such opinions shall not interfere with the educational process or preclude the freedom of others to express themselves. Students are prohibited from the use of obscenities or personal attacks and from engaging in any activity, gesture or speech intended to show or promote gang affiliation. Student speech that threatens any person or group within the school, or aids and abets racial, religious, gender, disability, national origin, sexual orientation, age, or ethnic heritage discrimination is prohibited.

PRIVILEGED COMMUNICATION

A staff member cannot disclose any personal conversation and/or information that relates to the students or his/her family that might, when disclosed, damage or incriminate the student or his/her family. The student may, by written consent, allow the use of privileged information.

RESPONSIBILITIES OF TEACHERS AND ADMINISTRATORS

While each student is expected to be responsible for his/her own behavior, school personnel are responsible to encourage appropriate behavior and to assist in preventing and correcting inappropriate behavior.

Teachers and administrators shall:

- Enforce the state laws while under school district jurisdiction including during extracurricular activities concerning the use, possession, sale, and/or distribution of dangerous or narcotic drugs, alcohol, and tobacco on or near school properly,
- Require student attendance and punctuality at assigned times and places unless officially excused.
- Encourage personal maturity and responsibility for cleanliness, good grooming, and appropriate clothing for the learning situation. Restrictions on freedom of personal appearance will be imposed when the student's appearance:
 - is unsafe or unhealthy for the student or those around him/her,
 - is disruptive of school operations and the educational process in general,
 - displays any symbol that signifies gang affiliation.
- Make every reasonable effort to prohibit student behavior that violates the previous section of the policy entitled, "Standards for Student Behavior."

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STUDENT CONDUCT AND DISCIPLINE

At Conestoga, we expect all students to be respectful, open-minded, accepting, and responsible. We use a behavior program called Positive Behavior Support (PBS). Our PBS program is called R.O.A.R. This stands for Respectful, Open-Minded, Accepting, and Responsible. This program supports students on many levels. All students are systematically taught behavior expectations in all areas of the school. These lessons occur formally three times each year. Informal re-teaching occurs as needed.

Positive behavior is recognized and awarded. When staff observes students engaging in R.O.A.R. behavior, they acknowledge this in many different ways. This process allows staff to focus on the high majority of students who consistently demonstrate appropriate behavior.

Misbehavior is defined by three levels. When students engage in level 1, or minor misbehaviors, classroom interventions and re-teaching occurs. When students' behavior is more serious, or there is escalating level 1 behavior, it is considered level 2. At level 2, teachers again reteach expectations and also write a Tracker. A Tracker is a form that allows us to maintain data on misbehavior. When a tracker is written, parents are always informed.

When there is escalating level 2 behavior, or level 3, serious misbehavior, an Office Referral is written. Level 3 behavior is addressed by school administration and involves assigning consequences based on the Beaverton School District Student and Family Handbook. Parents are contacted by a school administrator when level 3 behavior occurs.

HARASSMENT AND INTIMIDATION

Conestoga Middle School has a zero tolerance policy towards any kind of harassment, intimidation, bullying, or teasing. Regardless of intent, these unsafe and inappropriate behavior will not be tolerated. Conestoga Middle School uses the Bully-Proofing Your School curriculum at various times throughout the school year to teach students what bullying is, how to prevent it, and actions to take if bullied.

TECHNOLOGY

Students at Conestoga have considerable access to technology in classrooms, library, and computer labs. This is a privilege that carries with it important responsibilities. One careless or irresponsible action can damage a machine leaving it unavailable for others to use. Students have access to this technology as part of his/her experience, and the only appropriate use for any electronic equipment is school-related work.



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NETWORK HOME AREAS

With permission from parents, students can be issued a Google Docs password to allow for storage and sharing of school related work. All school technology ethics apply to this area. Passwords need to be kept secret, and any problems associated with sharing passwords are the responsibility of the student who is assigned the home area when leaving a computer. Any problems associated with the failure to log out are the responsibility of the student who failed to log out. School district policy provides for random inspections of lockers and other storage home areas. Misuse of these resources can result in the loss of privilege of use of a home area and all its contents and possible other disciplinary action.

CONESTOGA INTERNET GUIDELINES

1. Student use of the Internet is limited to school-related work.
2. Students will not plagiarize works they find on the Internet, will respect the rights of all copyright holders, and will properly cite the Internet as a source when it is used for research.
3. Students will keep all personal information confidential. Students will not post personal information about themselves or others on the Internet at school, and will not fill out any forms, register at any Internet sites, or give out email addresses, names, etc.
4. Students will not use chat rooms or other community sites.
5. All school rules are in effect while using the Internet.
6. Students do not have permission for unlimited, unsupervised, or recreational use of the Internet.



Failure to follow both the Conestoga and District Internet policies will result in the loss of use of the Internet and possible disciplinary actions.

BSD AND CONESTOGA INTERNET POLICIES AND GUIDELINES

The district believes access to electronic communications devices and services is in the interest of all students. However, parents/guardians may wish to restrict their student's use of the Internet. Doing so may result in student difficulty accessing key resources and completing research assignments in a timely and efficient manner. All students will be granted access to these Internet at the start of each school year. Requests should be made, in writing, to the school principal, within four school weeks from the start of the school year or the student's enrollment.

The staff of Conestoga will provide supervised Internet access as one of many school-based resources to students to help prepare students to live and work successfully and to be life-long learners in a constantly changing world. Students who have the authorization and supervision of a Conestoga staff member and have not been restricted by parents/guardians will have use of the Internet to pursue legitimate educational purposes.

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GUIDELINES FOR USE OF PERSONAL COMMUNICATION DEVICES AND DISTRICT WI-FI ACCESS

Students are accountable for the responsible use of either district-owned or personally owned devices. Regardless of ownership, anyone accessing the Wi-Fi network will be expected to act in accordance to Board Policy IIBGA and Administrative Regulation IIBGA-AR. In short, the guidelines require and allow for the following:

- Internet access is filtered on personal devices in the same manner that district-owned devices are filtered
- Any personally owned devices are the sole responsibility of the owner. Should a device be lost, stolen, broken, or damaged in anyway, the responsibility lies with the owner.
- Students are prohibited from selling or trading these or any items to other students while on District property, including while travelling on busses.
- Each student is responsible for his/her own device.
- While in school, electronic devices are to be used for educational purposes only. Beaverton School District staff may, at their discretion, prohibit the use of these devices during certain times and/or activities.
- An appropriately trained administrator, in accordance with the law, may search a student's personal device if there is a reason to believe that these Guidelines have been violated.

ACADEMIC HONESTY

Each Conestoga student has the responsibility to do his/her own work in all academic tasks, neither seeking benefit from others, nor offering benefit to others, to comply with accepted procedures in all testing and evaluative situations, and to report any instances of academic dishonesty. The student has the right to enroll and participate in academically secure educational programs and activities free of dishonesty and free of pressure to commit dishonest acts.

Academic dishonesty is most commonly known as “cheating.” It is the intent of regulation to prevent and prohibit such forms of cheating as:

1. Obtaining a goal by means other than your own efforts.
2. Taking advantage of another's mistakes.
3. Presenting someone else's work as your own, including any form of plagiarism*.
4. Relying on others to do your work – by any means.
5. Working as a group on a specified individual project.
6. Permitting another to take advantage of your work.
7. Providing another with any assistance on tests.
8. Seeking or acquiring assistance on tests in any form or by any method.
9. Skipping a class to complete assignments.

Violation of this regulation may result in disciplinary action that may include academic penalty by the teacher as well as additional disciplinary action up to and including expulsion.

*Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own.



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