

PARRISH MIDDLE SCHOOL

PARENT & STUDENT HANDBOOK



GO PARIOS

802 Capitol St. NE

Salem OR 97301

School Contact Information

Main Office.....503-399-3210

Fax.....503-399-4004

The Parrish Middle School office is open Monday through Friday from 8:30 AM to 4:30 PM.

Please check the Parrish Middle School website as well as our Facebook page for upcoming events, schedules and other important information.

Parrish MS website: <http://parrish.salkeiz.k12.or.us>

Facebook: <http://www.facebook.com/ParrishMiddleSchool>

Administrative Team	
Principal	Christi Cheever
Assistant Principal	Tracy Carbajal
Office Support Team	
Office Manager	Andrea Fadling
Registrar	Allison Vega
Office Specialist	Lucy Rendon
Attendance	Yesica Lira Gayosso
School Health Assistant	Analilia Soto
Student Support Team	
Counselor A-L Counselor M-Z	Dawn Mathews Alex Brink
Behavior Specialist A-L Behavior Specialist M-Z	Jordan Ruiz Peter Hawley
Social Worker	Christian Sanders
Community Resource Specialists	Nelly Rosales Vickey Vega
Campus Monitor	Jesse Najera
TAG Advocate	Samantha Matthews
AVID Coordinator	Amanda Anundi

Contacting Parrish Staff

The best way to contact a teacher is by email.

To send an email use this format:

lastname_firstname@salkeiz.k12.or.us

For example, smith_john@salkeiz.k12.or.us.



Parrish Bell Schedules

Monday, Tuesday, Thursday, Friday

PARRISH MIDDLE SCHOOL

REGULAR BELL SCHEDULE



PERIOD 1 PERIODO 1		PERIOD 2 PERIODO 2		1ST LUNCH 1ER ALMUERZO	PERIOD 3 PERIODO 3		PERIOD 4 PERIODO 4		PERIOD 5 PERIODO 5		PERIOD 6 PERIODO 6		
9:20 – 10:18 (58 MINUTES)		10:22 – 11:19 (57 MINUTES)		11:19 – 11:51 (32 MINUTES)		11:55 – 12:57 (63 MINUTES)		1:01 – 1:58 (57 MINUTES)		2:02 – 2:59 (57 MINUTES)		3:03 – 4:00 (57 MINUTES)	
				PERIOD 3 PERIODO 3		2ND LUNCH 2DO ALMUERZO							
				11:23 – 12:27 (64 MINUTES)		12:27 – 12:57 (30 MINUTES)							

Wednesday

PARRISH MIDDLE SCHOOL

LATE START BELL SCHEDULE



PERIOD 1 PERIODO 1		PERIOD 2 PERIODO 2		1ST LUNCH 1ER ALMUERZO	PERIOD 3 PERIODO 3		PERIOD 4 PERIODO 4		PERIOD 5 PERIODO 5		PERIOD 6 PERIODO 6		
10:20 – 11:08 (48 MINUTES)		11:12 – 11:59 (47 MINUTES)		11:59 – 12:31 (32 MINUTES)		12:35 – 1:25 (50 MINUTES)		1:29 – 2:17 (48 MINUTES)		2:21 – 3:09 (48 MINUTES)		3:13 – 4:00 (47 MINUTES)	
				PERIOD 3 PERIODO 3		2ND LUNCH 2DO ALMUERZO							
				12:03 – 12:55 (52 MINUTES)		12:55 – 1:25 (30 MINUTES)							

Doors open for breakfast: 9:00am (10:00am on Wednesdays)

Classrooms open for students: 9:00am (10:00am on Wednesdays)

Enrichment Academy available 7:30am (9:00 on Wednesdays) *students must register

District Calendar



KEY DATES 2024-25 School Year

The following information lists key dates for families with children attending Salem-Keizer Public Schools. Please note that individual schools may have additional key dates.

- Sept. 2:** No school, district offices are closed
- Sept. 3:** First day for grades 6 & 9
- Sept. 4:** First day for grades 1-5, 7, 8, 10-12
- Sept. 9-10:** Kindergarten transition
- Sept. 11:** First day for all kindergarten students
- Oct. 11:** No school - Inservice
- Oct. 23-24:** No school - Fall conferences
- Oct 25:** No school
- Nov. 11:** No school, district offices are closed
- Nov. 27-29:** No school - Thanksgiving break
- Nov. 28-29:** District offices are closed
- Dec. 6:** No school - Grading day/Staff development
- Dec. 9:** Trimester two begins (Middle Schools)
- Dec. 23-Jan. 3:** No school - Winter break
- Dec. 24-25:** District offices are closed
- Jan. 1:** District offices are closed
- Jan. 20:** No school, district offices are closed
- Jan. 31:** No school - Grading day/Staff development
- Feb. 3:** Semester two begins (High Schools)
- Feb. 17:** No school
- Mar. 12:** No school - Grading day/Staff development
- Mar. 13:** No school - Spring conferences
- Mar. 14:** No school
- Mar. 17:** Trimester three begins (Middle Schools)
- Mar. 24-28:** No school - Spring break
- May 2:** No school - Grading day/Staff development
- May 26:** No school, district offices are closed
- June 4-6:** High school graduation
- June 11:** Last day for K-5 grade students
- June 12:** Last day for 6-11 grade students
- June 13:** No school - Grading day/Staff development
- June 19:** District offices are closed

Days may be added in June to make up for emergency closures. As much as possible, lost instructional time will be made up with instructional time.

All shaded days are non-school days for all students

September 2024				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2024				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2024				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2024				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

January 2025				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2025				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2025				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May 2025				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

June 2025				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

PARRISH MIDDLE SCHOOL

Title I Parent Involvement Plan Year at a Glance 2024-2025

We at Parrish Middle School believe that our families and community are key to student achievement and the success of our school. In order to meet the school's goals we need your input in decision making throughout the school year. Please join us for the opportunities below:

Annual Meeting

Families are invited to attend our Annual Meeting to learn about our school's Title I programs and requirements. Families will have opportunities to review and provide feedback in the following areas:

- Title I School Status
Rights of Title I Parents
School Data
Overview and adoption of the school Parent Involvement Plan

Date: September 12, 2024
Time: 6:00pm

School-Parent Compact

The School-Parent Compact is a communication tool to support student achievement. The Compact is an agreement on how parents and educators will support each other in ensuring that the student is successful. We will be reviewing and adopting our School-Parent Compact on the dates below. Please join us – we value your ideas!

- September 12, 2024 - Distribution via Parent Handbook
April 2025- Review and adopt at Parent Meeting

Title I ORIS Plan Review

All parents are invited to give feedback on our school plan at our mid-year review in January 2023

DATE: January 15, 2025
TIME: 6:30 pm – 7:30 pm
Location: Parrish Library

Questions or feedback? Please contact us! (503) 399-3210

Principal, Christi Cheever: cheever_christi@salkeiz.k12.or.us
Assistant Principal, Tracy Carbajal: carbajal_tracy@salkeiz.k12.or.us

Parrish Parent Involvement Workshops

AVID Family Nights

The SKSD provides multiple and ongoing opportunities to build capacity in our families. Centrally offered classes for families may include:

- English Acquisition for parents
Preparing for GED
Anti Bullying
Social media
Love and Logic
College and career readiness
Strengthening families

Communication

We will communicate in a timely manner with all families using the following formats:

- ParentSquare messages
School Website
Parent letters
Emails
Flyers
Phone calls
Monthly Newsletter

Accessibility

We will accommodate all families by providing:

- Childcare and food at workshops and events
Interpreters and translated documents
Multiple meeting dates and times

Get Involved!

- Parent Club
Library Volunteer
Classroom Volunteer
AVID Tutor
Student Mentor
Fundraisers
Field Trips
Special Events
Staff Appreciation Week
Volunteer at Athletic Events

Parent-Student-School Compact

Parrish Middle School

2024-25

All members of the Parrish Middle School learning community are committed and will work together to ensure that every student becomes an exemplary learner. Each member has an important role to fulfill.

School

- Create a welcoming and positive learning environment for students and parents.
- Involve parents in the planning, review, and improvement of the school's parental involvement policy, Title I Site Plan, and school-wide improvement plan.
- Frequently assess students and provide ongoing feedback to parents, in formats easy to understand and at reasonable intervals, on how the student is progressing academically.
- Provide opportunities for parents to participate in decisions about the education of their child.
- Ensure that all certified and classified Title 1 staff is highly qualified.

Parent and Family

- Make sure that my child is on time and strives for 100 percent attendance, and contact the school if my child is absent.
- Establish a time and place for homework and work with my child to get it handed in the next day.
- Monitor the amount of television/electronic device use of my child and ensure that my child gets enough sleep each night.
- Attend conferences and Title I family nights, look at school work, and call the school as needed to monitor my child's progress.
- Check with my child daily for information sent home from school, read it and respond, if necessary.
- Participate, as appropriate, in decisions relating to my child's education. If possible, be a member of the school or the District's policy advisory groups, Site Council, or Title I Site Planning Team.

Student

- Come to school each day ready to learn and do my best!
- Do my homework every day and ask for help when I need it.
- Give my parents (or the adult who is responsible for me) all papers and information sent home with me from the school.
- Complete my class work/homework and ask for help when I don't understand.
- Treat peers and adults in a respectful manner.

Parent & Family Engagement

Why Should I Become Involved at Parrish Middle School?

Attending parent-teacher conferences, athletic events, monthly parent club meetings, or volunteering time are some of the great ways to become an active member of the Parrish Middle School Community. Parents/Guardians play a vital role in the academic success of students. When parents/guardians are actively involved in school, student outcomes increase!

Here are some of the many opportunities to get involved at Parrish:

<i>Parent Club</i>	<i>Accompanist for Concerts</i>	<i>Volunteer at Athletic Events</i>
<i>Library Volunteer</i>	<i>Student Mentor</i>	<i>Staff Appreciation Week</i>
<i>Classroom Volunteer</i>	<i>Special Events</i>	<i>Assemblies</i>
<i>AVID Tutors</i>	<i>Fundraisers</i>	<i>Field Trips</i>

How do I get started?

Volunteers are welcome at Parrish! To be eligible to volunteer in the Salem-Keizer School District all individuals (including students and employees of the district) must complete and pass a criminal background check. For additional information, contact the school's main office or the district website:

<http://www.salkeiz.k12.or.us/content/human-resources/volunteer>



Parent Club

The purpose of the Parent Club is to encourage parents to participate in activities that enrich our student's school life through volunteering, fundraising, and building a support network linking home, school, and community. The Parent Club provides support for school educational, recreational, and social activities.

Email: <parrishparents@gmail.com> if you have any questions

Facebook page: <https://www.facebook.com/parrishmiddleschool>

Parent/Teacher Conferences

- Fall Conferences - October 23rd & 24th
- Spring Conferences - March 13th

Parents/Guardians will receive email communication from teachers with information about scheduling conferences at least one week prior to conference dates. If parents/guardians would like to set up additional teacher conferences outside regularly scheduled parent/teacher conferences, parents/guardians may contact the student's counselor.

Academics & Grading

The academic grade measures student progress in becoming proficient in the knowledge and skills in content area and literacy standards. Academics are graded as follows:

Level 4: Mastery

- Show complete knowledge of the subject. Expresses ideas clearly and succinctly. Discusses ideas in a highly logical manner. Addresses all of the questions posed. Shows complete preparation when responding. Makes highly detailed responses. Describes concepts without errors.

Level 3: Proficient

- Shows good knowledge of the subject. Expresses ideas adequately. Discusses ideas in a logical manner. Addresses all of the questions posed. Shows adequate preparation when responding. Misses few details when responding. Demonstrates minor misconceptions when responding.

Level 2: Developing

- Shows some knowledge of the subject. Expresses ideas with some disorganization. Shows some illogical thought in discussion. Addresses most of the questions posed. Shows some preparation when responding. Includes some details when responding. Demonstrates major misconceptions when responding.

Level 1: Attempting

- Shows very little knowledge of the subject. Expresses ideas in a very disorganized manner. Shows much illogical thoughts in discussion. Addresses very few of the questions posed. Shows little preparation when responding. Misses most details when responding. Demonstrates that concepts are mostly in error.

NE: Not enough evidence

- Insufficient data. Assessments have not been completed or are unscorable.

<http://www.salkeiz.k12.or.us/parents/parentvue>




Families are encouraged to monitor their student's grades using ParentVUE. It is accessible from a desktop computer or through a smartphone. Students can access their information through a similar application called StudentVue.

If you do not have access to ParentVue, please contact the Parrish main office at 503-399-3210.

Work Habits and Conduct Grades

Students will also receive grades that reflect their self-management skills. Scores are based on the rubric below. Students will use the rubric to set goals and self-reflect throughout the school year.

Parrish Work Habits and Conduct Rubric <i>Inspired by the SKSD Professional Skills Rubric</i>				
	4 Mastery	3 Proficient	2 Developing	1 Attempting
Work Habits	<ul style="list-style-type: none"> *Assignments are completed and turned in on-time *Reflects on and corrects work *Holds self accountable for utilizing work-time effectively 	<ul style="list-style-type: none"> *Most assignments are completed and turned in on-time; missing assignments are made up in a timely manner *Frequently reflects on and corrects work *Requires little to no prompting to utilize work-time effectively 	<ul style="list-style-type: none"> *Some assignments are completed and turned in on-time; missing work is not always made up *Sometimes reflects on and corrects work *Requires regular prompting to utilize work-time effectively 	<ul style="list-style-type: none"> *Few assignments are completed and turned in on-time; missing work is not made-up *Rarely reflects on and corrects work *Requires frequent prompting to utilize work-time effectively
Conduct	<ul style="list-style-type: none"> *Follows and models expectations *Promotes and models respect while working with others 	<ul style="list-style-type: none"> *Follows expectations *Shows respect while working with others 	<ul style="list-style-type: none"> *Requires regular prompting to follow expectations *Requires regular prompting to show respect while working with others 	<ul style="list-style-type: none"> *Requires intervention to follow expectations *Requires intervention to show respect while working with others

Grade Clarification

When there is a question regarding a grade, the following procedures should be used in the order they are listed:

1. Talk with the teacher who assigned the grade and ask for clarification and explanation of the grade.
2. Schedule an appointment with the appropriate counselor for assistance.
3. Contact a building administrator for further assistance.



PARRISH MIDDLE SCHOOL
Be Safe — Be Respectful — Be Responsible
Behavior Expectations



Cell Phones & Personal Electronics	<ul style="list-style-type: none">-Must be out of sight and turned off upon entry to the school (9:00 am-4:00 pm)
Food & Drinks	<ul style="list-style-type: none">-Water bottles (with sealable lid) are recommended-Food and specialty drinks (such as sports drinks, energy drinks, and smoothies) are discouraged and may only be consumed in the cafeteria
10/10 Rule	<ul style="list-style-type: none">-Students must remain in the classroom the first 10 minutes and last 10 minutes of every class period-No hall passes or bathroom passes are given during 10/10
Classroom	<ul style="list-style-type: none">-Respect the needs of the learning community-Use your voice positively-Do your best
Hallways	<ul style="list-style-type: none">-Walk on the right side-Have hall pass visible if in the hallway during class-Use level 1 voice-Follow the flow of traffic
Bathroom	<ul style="list-style-type: none">-Have bathroom pass lanyard visible-Be quick, return directly to class when finished-Flush and wash hands before leaving-Help keep restrooms clean-Report any problems to your teacher or staff member
Transition to Lunch	<ul style="list-style-type: none">-Students may leave backpacks in 3rd period class-Walk quietly to the cafeteria-Form two lines outside of cafeteria doors-Wait for staff member to signal the line before entering the cafeteria-Line up for the entrée of choice
Cafeteria	<ul style="list-style-type: none">-Wait your turn in line-Use level 1 voice-When finished eating: collect all food and waste, remain seated, raise your hand, and wait to be excused-Use the designated garbage cans to dispose of waste-Choose a designated activity space or remain seated in the cafeteria until bell rings



PARRISH MIDDLE SCHOOL
Be Safe — Be Respectful — Be Responsible
Behavior Expectations



Activities After Lunch	<ul style="list-style-type: none">-Choose a location preferred activity-Respect personal space of others-Use your voice positively-Remain in selected location the last 5 minutes of the lunch period
Chromebooks	<ul style="list-style-type: none">-Follow Chromebook check out procedure in the classrooms-Only use your designated Chromebook (unless teacher directed)-Be responsible for the Chromebook checked out to you— do not let others use it-Use Chromebook only for educational purpose set by teacher-Return Chromebook in good condition— clean, damage-free, original settings
Class Dismissal	<ul style="list-style-type: none">-Gather belongings and clean-up your area-Return any borrowed materials-Remain seated until bell rings-Follow exit procedures outlined by the teacher
Gym	<ul style="list-style-type: none">-Follow safety expectations for equipment and activities-Respect the personal space, privacy, and property of others-Use your voice positively
Locker Rooms	<ul style="list-style-type: none">-Keep the locker room clean-Do not use cell phones or other electronic devices-Use your time effectively-Report inappropriate behavior
Library	<ul style="list-style-type: none">-Arrive with a pass and a purpose-All food and drink are to remain outside-Keep library clean-Keep voices low (level 1)-Only use school approved Internet sites
Auditorium	<ul style="list-style-type: none">-Leave personal belongings (including food & drink) in the classroom-Enter on the outside aisles-Fill seats in the front rows first, continue front to back-Remain seated until dismissed by an adult
Assemblies	<ul style="list-style-type: none">-Enter quietly and sit in designated location with your class-Keep voices off during presentations-Respect personal space of others, hands and feet to self-Remain seated until dismissed



PARRISH MIDDLE SCHOOL
Be Safe — Be Respectful — Be Responsible
Behavior Expectations



End of Day Dismissal	<ul style="list-style-type: none">-Exit the building at nearest exit-If participating in an after-school activity, report directly to that location-Bus riders walk to designated bus line-Use crosswalks and be aware of traffic-Walk bikes, skateboards, scooters, etc. off school property
Contacting a School Counselor	<ul style="list-style-type: none">-Contact a counselor to help resolve conflicts, solve problems, and/or request additional support-Fill out a counselor request slip available on wall in front of counselor offices OR-Click on link in your Advisory Canvas page
Riding the Bus	<ul style="list-style-type: none">-Load the bus in a single file line on asphalt (not sidewalk), do not crowd or push others-Use level 1 voice-Respect the personal space and property of others-Remain seated until the bus comes to a complete stop-Do not change seats-Follow the directions given by the bus driver

Student Life & School Policies

Accidents and Illnesses

Students who become ill or are injured should report immediately to a teacher or to the Health Room. After determining the seriousness of the illness or severity of the injury, parents may be called. If the illness or injury is minor, the student may be placed in the school Health Room for a short while, minor first aid may be given, and/or the student may be returned to class. It is important that the school have emergency phone numbers in order to make contact with parents. Please be sure the school office always has your most up-to-date emergency information.

Athletic Events

Students are welcome and encouraged to participate in, or be spectators at, school athletic events. Student spectators help encourage those who are competing. Students in attendance at athletic events should be in the bleachers or designated areas for spectators. All spectators are expected to demonstrate common courtesy and good sportsmanship when attending any athletic event.

Attendance

Parents are requested to communicate with the Parrish main office by phone or in writing to report student absences. This includes all day absences as well as students arriving late or leaving early. Please provide the student's name, grade, date of absence, reason for absence and identify the person leaving the message (parent, guardian, etc.). If your child is to walk home, catch the bus, or ride with someone other than a parent, please state this information along with a phone number where you can be reached to verify the information. Note: Should you need to check out your student and it is unplanned, please allow 10-15 minutes for us to properly check the student out of class and school.

If possible, please communicate prior to the absence. Students may also bring a note to excuse an absence upon their return to school. The note should include the above information and be signed by the parent.

Parents who do not call in absences or write a valid excuse may be contacted by the automated attendance calling system. **Oregon law states that parents are legally responsible for making sure their children are in school.**

Excused Absences

Excused absences from school are given only for illness, an emergency in the immediate family or a medical appointment and must be excused within three (3) days of a student returning to school. Oregon law requires the school to review any absences and determine whether or not it is an unexcused or excused absence. For students who show patterns of irregular attendance, a doctor's note may be required.

Unexcused Absences

Any absence without a call or a valid written excuse within 72 hours will be marked as unexcused on a student's attendance records.

Student Life & School Policies

Attendance (continued)

Late Arrivals

Students arriving after the start of first period must report to the Attendance Office for an admit slip. Please send your student to school with a note, call the school office directly, or check in your student at the attendance office if they are late.

Future Absences

If parents are aware in advance that a student will be absent, the parent should inform the attendance office. To gather work that will be missed, the student should request assignments from each teacher for the dates that will be missed.

10-Day Absences

The State of Oregon Revised Statutes on attendance state that when a student is absent 10 consecutive days the school must place the student's schedule on hold and the parent must bring the student in for re-enrollment. Parents will be sent a letter should this occur.

Check In/Out Procedures

If students are ill during the day, they must go to the attendance office to phone parent/guardian to arrange to be checked out. Students will not be permitted to make calls regarding illness from classroom phones or personal cell phones.

When you call to have your student dismissed during the day, you will be required to come to the attendance office and sign the student out. Please bring your photo ID with you. Students leaving school during school hours without checking out through the attendance office will be considered truant.

Automated Calling System

Parrish Middle School places great importance on student attendance. Students need to be in each class every day in order to make the middle school years the best that they can be.

What prompts a call?

If a student is marked absent for two or more classes in a day, parents will receive a telephone call with an automated message. In addition, if a student has been marked tardy (unexcused) in any class, parents will receive an automated tardy notification.

Tardy Policy

Our goal at Parrish is for every student to take full advantage of every minute of instruction. It is vital that students practice the life-long skill of punctuality and are ready to learn at the beginning of every class. The primary classroom interventions begin and continue with verbal and/or written warnings, and can include, but are not limited to, any or all of the following options:

- *Parent Contact*
- *Referral to Behavior Support Team*
- *Comment on progress report*
- *Work-habit grade affected*
- *No Hall Pass list for the remainder of the 6 week period*

Student Life & School Policies

Behavior

Parrish Middle School uses Positive Behavioral Interventions and Supports (PBIS) to encourage positive behavior. The goal is to set clear expectations for students, so they know what it takes to be a successful student.

PASS Room, in-school suspension, out-of-school suspension, and expulsion from school are sometimes necessary for infractions of school rules and regulations. These disciplinary decisions are made to ensure that Parrish is a safe and orderly school environment and where students are focused on learning.

Lunch, After School Detention

- *Students whose behavior is inappropriate or disruptive may be assigned to lunch detention and/or after school detention.*
- *After school detention time is 4:00-4:25 PM. It is the student's responsibility to bring sufficient schoolwork or reading material to last the entire duration of detention. Parents are responsible for arranging students' transportation home.*

PASS Room In-School Suspension

- *Students who exhibit classroom behaviors that disrupt the learning of other students may be directed to the PASS Room for an alternate learning environment. While in the PASS Room, students will have an opportunity to access their education virtually with the support of an instructional assistant. The PASS Room may also be utilized for students as an alternative to suspension for behavioral support and social emotional support. Failure to follow PASS Room rules may result in out-of-school suspension.*

Bicycles, Skateboards, & Scooters*

*(See [Student Rights & Responsibilities](#) for additional information)

All students riding bicycles, skateboards, and scooters to school are to park them in the designated area. Although the school will make every effort to safeguard your property, the school will not assume financial responsibility for stolen or damaged property. Students are advised that all personal items are to be locked at all times while parked at school.

Cafeteria Guidelines

All lunches will be eaten in the cafeteria. Students who wish to bring their lunch may do so.

The Parrish cafeteria serves full course meals during lunch period. All students will use their student ID number when they check through the lunch line.

All breakfast and lunches will be served at no cost to all students. We have elected to put Parrish Middle School on a federal National School Lunch Program (NSLP) and National School Breakfast Program (NSBP) Provisional 2 Program.

Student Life & School Policies

Cell Phones & Electronic Devices

While many electronic devices are permitted on campus, they must not disrupt the learning environment. All electronics (cell phones, iPods, video games, earbuds, earphones, etc.) must be out of sight and turned off once they enter the school building (9:00am - 4:00pm). At no time should electronic devices be used inside the restrooms and locker rooms. Failure to follow the Parrish guidelines for electronic devices will result in consequences. Students found with electronic devices in use/view during the school hours will be asked to surrender them to the office where they will be held. Parents can pick the device up at their convenience. On the first offense, parents have the option of calling the office or sending a note in order for their student to retrieve the device. After the first offense, a parent or legal guardian must come into the office to retrieve the device or the device will remain at the school for 5 days, whichever is sooner. At the end of the fifth day, students may retrieve the phone from the office. Multiple infractions may result in the student not being allowed to have that device at school. The district assumes no responsibility or liability for loss or damage to personal property brought to school.

Cyberbullying

Cyberbullying is the use of any electronic communication device to harass, intimidate or bully. Communication of this form which occurs off school grounds but disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying. Acts of cyberbullying will not be tolerated by student to student, staff to student and student to staff. This is in accordance with district Administrative Policy INS-A003.

Deliveries

Students will be notified if they receive flowers, balloons, or similar deliveries. The items will not be delivered to classrooms. Students may pick up their deliveries after school. Balloons are not allowed on school buses.

Dress Code - Dress for Success

Clothing should allow students to focus their attention on learning and not distract others. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identify, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income and body type/size. Inappropriate clothing will not be allowed. If students/parents are not sure of the appropriateness of clothing items, it is always best to check with an administrator prior to wearing the item to school.

Student Life & School Policies

Dress Code (continued)

Listed below are guidelines for dressing for success, including examples of clothing not to be worn at Parrish Middle School. Understand that additional clothing, as determined by school administrators, may not be allowed if they are not modest, neat, clean, and/or appropriate, or if the items distract from the learning environment.

Students Must Wear:

- A shirt that must be opaque and cover the majority of the torso from armpit to waistband. Coverage needs to be maintained in all positions including standing, sitting, reaching, and bending. Shirts and tops must have straps or sleeves that are worn over the shoulders. Tops that are secured with ties are not permitted.
- AND**
- **Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts, AND**
 - Shoes

Students May Wear:

- Hats facing straight forward or straight backward. Hats must also allow the face to be visible for staff and not interfere with the line of sight for any student or staff.
- Religious head coverings and/or religious headwear.
- Hoodie sweatshirts are allowed; however, hoods may not cover the head indoors.
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”.
- Pajamas.
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire.
- Visible waistbands on undergarments or visible straps on undergarments worn under clothing.
- Black Lives Matters (or “BLM”)
- All Lives Matter
- Blue Lives Matter
- Religious symbols or words

Students Cannot Wear:

- Violent language or images.
- Gang-affiliated clothing.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed).
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).
- Image of Confederate flag, swastika, noose, Build the Wall, White Supremacy and hate symbols

Adjustments to the dress code may be made on a case-by-case basis for a student’s IEP, 504, or social and emotional learning.

These dress guidelines shall apply to regular school days and summer school days, as well as any school-related events, activities, such as graduation ceremonies, dances, and prom.

Students who violate any of the above-stated guidelines are subject to disciplinary consequences including confiscation of the clothing or item. The student may be provided with alternative clothing, if needed. Parents may be contacted, when necessary, to provide appropriate clothing for the student to wear. Continued violation of the dress code will result in additional disciplinary consequences.

Student Life & School Policies

Elevator

In some cases, because of injury or for other verified reasons, it is necessary for students to be assigned elevator keys to assist them in getting to all of their classes. Elevator keys are assigned to students by parent request (either by note or phone call) with a doctor's note or after the student is evaluated for an injury that happened at school during the school day. **Elevator keys will not be assigned for a time period that exceeds 1 day without a doctor's note.** Any student who is found to be in violation of the rules may lose their elevator pass.

Enrichment Academy

Parrish's Enrichment Academy Program offers an assortment of classes, clubs, and activities before and after school. It is open to all Parrish students. An after-school snack is provided each day. For more information, contact coordinator, Stephanie Rodriguez, rodriguez_stephanie@salkeiz.k12.or.us

Food

Food and drink (with the exception of water) are not allowed outside of the cafeteria. No food is to be consumed in the halls, classrooms or gym.

Getting to and from school

The departure of approximately 700 students at the end of the school day whether by school bus, private vehicle, bicycle or by walking, presents the need for extreme caution to be exercised by all concerned. The following guidelines are provided to ensure greater safety of all students leaving campus:

- *Students are expected to use the crosswalks. For student safety there will be a crossing guard on D Street.*
- *Students being picked up by parents or family members should be very alert to moving buses and cars in the north parking lot as they cross the traffic area to get into a car.*
- *Those students who ride a bicycle to school are directed to leave the bicycle rack area and walk bicycles to the main road before riding bikes. These students are also cautioned to be alert to cars, buses, and foot traffic in the immediate area.*
- *Students who walk home should leave campus by the sidewalks and not walk in the traffic areas.*
- *Students who ride the bus are expected to exit from the back of the building, remain in an orderly line behind the curb until the bus comes to a complete stop, and wait until the bus driver gives permission to board the bus.*
- *Drivers of private vehicles are advised to be alert to pedestrian and bicycle traffic and to proceed from the area very slowly.*
- *Students are expected to follow all railroad crossing signals. Trains are unable to stop quickly. Please do not attempt to cross while the signal lights are flashing. Please do not walk down the tracks.*

Bus Conduct

Students being transported are under the authority of the bus driver. Those who refuse to obey the directions of the driver or to abide by bus regulations may receive a bus disciplinary referral and/or a school disciplinary referral. In some cases these students forfeit their right to ride on the bus. Parents having a question concerning bus transportation should call 503-399-3100.

Student Life & School Policies

Guidance Counselors

Parrish provides counseling services for a variety of needs. Parrish counselors:

- *Assist with conflict resolution.*
- *Consult with parents regarding student's needs and provide resources.*
- *Refer parents and students to community agencies and resources.*
- *Arrange parent and teacher conferences.*
- *Supports students in planning for college and career.*
- *Provide individual counseling and help students deal with personal problems.*
- *Provide small group counseling.*

Hall Pass

Students in the hall during class time must carry a pass. Teachers will issue destination slips or class lanyard pass for students who have permission to be out of the classroom.

Homework

Homework may be required in some classes. It is the responsibility of the students to make up assignments that were missed during absences.

Library

The library is available for students during lunch and after school, and during the day when students are either with their class, or have a library pass. It's important that all food and drink remain outside the library and voices are kept low so we can maintain a clean, quiet learning environment. If computers are being used, the district computer policy needs to be followed and only school and district approved internet sites are allowed.

Lost and Found

Most misplaced items are placed in the lost and found area located in room 103, however, small personal items such as glasses, jewelry and keys may be stored in the school office. Students who lose items should check the lost and found to see if the item has been turned in. Any unclaimed items will be donated to a charitable organization at the end of each 6-week grading period.

Medications

Due to the very nature of medication, its potency, and the potential for misuse, ALL medication must be brought to the Health Room and administered to the student in the Health Room. If parents request school personnel to dispense medication, the following guidelines must be followed:

For both prescription and non-prescription medication

- *Medication is to be submitted in its original container.*
- *Medication is to be brought to the school by the parent/guardian.*
- *It is the parent/guardian's responsibility to ensure that an adequate amount of medication is on hand at the school for the duration of the student's need to take the medication.*
- *It is the parent/guardian's responsibility to ensure that the school is informed in writing of any changes in medication instructions.*

Student Life & School Policies

Medications (continued)

For prescription medication

- *A written request for the school to administer prescription medication (blue medication form) must be submitted to the school office to include:*
 - *The written instruction from the physician for the administration of the prescription medication to the student including: name of student, name of medication, route, dosage, frequency of administration, and other special instructions, if any. The prescription label will be considered to meet this requirement if it contains the information listed above.*
 - *Written instructions from a physician must be received to change route, dosage, frequency or any other change in medication.*

For non-prescription medication

- *A written request for the school to administer non-prescription medicine (blue medication form) must be submitted to the school office to include:*
 - *The written instruction from the parent for the administration of the non-prescription medication to the student including: name of student, name of medication, route, dosage, frequency of administration, and other special instructions, if any.*
 - *Non-prescription medication should be supplied in the smallest possible container to conserve storage space.*

Health Insurance Portability and Accountability Act (HIPAA) Disclosure

Salem-Keizer Public Schools may be required by law to disclose protected health information regarding students. We may disclose your student's protected health information to state and federal agencies that regulate us as required by law. These agencies include, but are not limited to, Oregon Department of Education, Oregon Department of Human Services, Oregon Medical Assistance Programs, and the United States Department of Education under Individuals with Disabilities Act (IDEA).

Personal Property

The district assumes no responsibility or liability for loss or damage to personal property brought on campus. This includes, but is not limited to the following: cell phones, MP3 players, tablets, bicycles, skateboards, scooters, clothing, cameras, calculators, books, or other personal effects. The District does not carry insurance for personal property of students.

Prohibited Items

In order to maintain a safe environment that is conducive to teaching and learning, the following items are prohibited at Parrish Middle School:

Drugs and Alcohol

Salem-Keizer Public Schools has a zero-tolerance policy concerning drugs, drug paraphernalia, alcohol and/or look-alike drugs on school grounds or at school activities. Violations will result in serious consequences, which may include referral to police authorities or possible expulsion.

Energy Drinks

These drinks can contain high levels of caffeine, which could lead to serious health problems. Warning labels on the cans specifically warn against allowing children to drink them. Any of these drinks found at school may be confiscated and disposed.

Pepper, Mace, Air Horns, Stink Bombs and Lighters

Items such as these are not to be brought to school. Students bringing these items onto school grounds or to a school function are subject to disciplinary action. Students are not to bring any other type of device or substance which has the potential to disrupt the educational atmosphere or cause harm to others.

Student Life & School Policies

Prohibited Items (continued)

Toys

Any item that distracts from the learning environment should be left at home. Items including, but not limited to, putty, slime, spinners, and other toys will be confiscated. Parents may pick up confiscated items at their discretion.

Perfumes/Cologne/Body Sprays

*Many students and staff members have severe allergies or asthma. These medical conditions are worsened by the presence of perfumes, cologne, and/or body sprays. **Therefore, perfumes, colognes and body sprays are prohibited at school.***

Tobacco/E-Cigarettes/Vapor Pens

The Salem-Keizer School Board has adopted a policy that prohibits smoking or any other use of tobacco products or paraphernalia on district property. District property includes schools and other district buildings, district vehicles, personal vehicles while on district property, and any outdoor areas such as playgrounds and athletic fields. This policy applies at all times to anyone using district facilities or attending any district function and/or athletic event. Thank you for your cooperation in making Salem-Keizer Schools a tobacco-free environment.

Weapons

Salem-Keizer Public Schools and Parrish Middle School have a policy forbidding weapons or replicas of weapons property. Weapons, or other items fashioned with the intent to harm or threaten students; staff members; parents; or other patrons, that are brought to school will result in serious consequences which may include referral to police authorities or expulsion.

School Safety Drills

Schools are required to conduct 12 total drills; eight monthly fire drills, two earthquake drills, and two safety (lockdown) drills per year. **During actual incidents**, parents and guardians should wait to receive information directly from the principal or district offices before taking action. Information from students may be incomplete or not accurate. The district will make every effort to relay up-to-date information, which will provide parents and guardians with the expected actions they should take during the incident.

School Supplies

Being prepared and organized are two skills necessary to be successful. To that end, it is important that every student at Parrish have, and maintain, an organized, three-ring binder. Upon arriving at Parrish, students will be given a binder, notebook paper, dividers, a pencil pouch, two highlighters, three pencils, and three pens.

Students may be asked to bring additional supplies based on needs of their individual classes:

pencils

pens

erasers

glue sticks

spiral notebooks

composition notebooks

colored pencils

calculator

ruler

protractor

School Telephone

Telephones are available for student use in the main office for emergency situations only. Students staying for after school activities should make transportation plans well in advance to eliminate the need of having to make a phone call when the activity is over.

Student Life & School Policies

Sports Programs

Salem-Keizer Middle School athletics have a “no cut” policy. Students are encouraged to participate and have fun while developing skills that will help them at the next level of athletics. Students may participate in sports only after all of the following have been submitted:

- *Online registration via “Family ID”*
- *Valid physical (no more than two years old) on file at school (8th grade students who had a physical in 6th grade need a new physical this year.)*
- *Participating students must have medical insurance*

Fall	Winter	Spring
Cross Country (all grades) Football (7th-8th) Girls’ Volleyball (7th-8th)	Wrestling (all grades) Basketball (7th-8th)	Soccer (all grades) Track and Field (all grades)

Student Recognition

Parrish takes great pride in knowing that our students have proven to be respectful, responsible and ready to learn. Student citizenship, accomplishments, and growth may be recognized in these ways:

Honor Pins

All students will be given a lanyard medal that will be displayed in the upstairs display cases during the year. Through participation and achievement in attendance, coursework, co-curricular, and extracurricular activities, students are able to earn honor pins throughout their career at Parrish.

Students of the Month

During the year, staff members will nominate students who best demonstrate various positive character traits.

Parrish Pride Ticket

*Any staff member may recognize positive student behaviors with a “Parrish Praise” coupon. These coupons are part of Parrish’s **Positive Behavior Interventions & Supports** program. Students may use the coupons to purchase school supplies or treats. Coupons are also used to enter drawings for various prizes.*

Popcorn Pass

Students may earn a popcorn pass for modeling behavior expectations . Popcorn is awarded on Fridays in the cafeteria

Attendance Celebrations

Each trimester, students who meet personal goals related to attendance will be invited to a celebration.

Student Life & School Policies

Student Records

Parents and students 18 years and older have the following rights regarding student records:

- *Inspect and review the education records of the student*
- *Request amendment to education records*
- *Consent to disclose personally identifiable information contained in student education records, except to the extent that this procedure authorizes disclosure without consent*
- *File a complaint with the U.S. Department of Education if the district has failed to comply with the Family Educational Rights and Privacy Act (FERPA).*

Talented and Gifted Services

Salem-Keizer Public Schools identifies and serves students who are intellectually gifted or academically talented. Identified students score in the top three percentile points on a nationally standardized test of mental ability or test of academic achievement. Parents who feel that their child may fall into one of these categories may make a referral to the school principal.

Textbooks

Textbooks are purchased by the school and loaned to students. Textbooks are the responsibility of the student. The library records books assigned to individuals and are to be returned after the course is completed. Students who lose or damage textbooks or library books will be asked to pay for them.

Visitors

Parents are always welcome at Parrish, but are asked to schedule appointments with staff ahead of time and check in at the office and wear the visitor's tag. School-aged students are not permitted to visit unless they are here on a school-related, supervised activity and have prior approval from an administrator.