

Principal's Letter

August 2018

Dear Student and Parents:

Welcome to Madison Middle School!

As a student at Madison, you will have many opportunities for academic and social growth. Our staff is committed to helping you and we are looking forward to working together to insure your success. This handbook has been prepared so you and your parents can know more about Madison's total program. It contains information about the policies, rules, services, and activities at Madison. **Students, please keep this handbook in your notebook so you, or your parent/guardian, will be able to refer to it when needed.**

At Madison, we expect students to act in a safe, respectful, and responsible manner. It is our hope you will have a very successful middle school experience at Madison, and that it will be among the happiest days of your life.

Sincerely,

Peter Barsotti
Principal

**MADISON MIDDLE SCHOOL
875 WILKES DRIVE
EUGENE, OR 97404
Phone: 541-790-4300**

Middle & High School Calendar 2017–18

This calendar for a future year is subject to revision.

First Trimester

(57.5 days)

High School Registration Day — check with your school

Aug. 29	(Tu)	Teachers Report for Duty
Sept. 4	(M)	Labor Day
Sept. 5	(Tu)	No School — Planning Day
Sept. 6	(W)	Classes Begin
Oct. 12	(Th)	Early Release — Mid-Trimester Progress Reports
Oct. 13	(F)	No School — State In-Service Day
Nov. 10	(F)	No School — Veterans Day
Nov. 23–24	(Th–F)	No School — Thanksgiving Break
Dec. 1	(F)	No School — Grading Day
Dec. 4	(M)	No School — Professional Development/Planning Day

Second Trimester

(57.5 days)

Dec. 5	(Tu)	Second Trimester Begins
Dec. 18–Jan. 1	(M–F)	No School — Winter Break
Jan. 2	(Tu)	No School — Professional Development Day
Jan. 15	(M)	No School — Martin Luther King Jr. Day
Feb. 2	(F)	Early Release — Mid-Trimester Progress Reports
Feb. 19	(M)	No School — Presidents Day
Mar. 15	(Th)	No School — Grading Day
Mar. 16	(F)	No School — Professional Development/Planning Day

Third Trimester

(58.5 days)

Mar. 19	(M)	Third Trimester Begins
Mar. 26–30	(M–F)	No School — Spring Break
May 4	(F)	Early Release — Mid-Trimester Progress Reports
May 28	(M)	No School — Memorial Day
June 15	(F)	**Possible Last Day for Students (Full Day) <i>(if no hazardous weather makeup days needed)</i>
June 18	(M)	**Possible No School Day — Grading Day <i>(if no hazardous weather makeup days needed)</i>
June 18–21 and beyond		**Possible Hazardous Weather Makeup Days

Madison

Teacher & Admin Contact Info

2017/2018

All email addresses are followed by: @4j.lane.edu

<u>NAME:</u>	<u>POSITION:</u>	<u>E-MAIL:</u>	<u>PHONE#:</u>
Albus, Brian	Band & Choir	albus_b	790- 4336
Barsotti, Peter	Principal	barsotti_p	790- 4300
Block, Kimberly	Math 7	block_k	790- 4361
Brooks, Amy	Special Ed / LC	brooks_am	790- 4349
Bushnell, Katie	LA 8	liane_k	790- 4344
Davis, Geoff	SS 8	davis_g	790- 4345
Dunlap, M.E.	Science 7	dunlap_m	790- 4351
Erickson, Jason	SS 6 / AVID 8	erickson_j	790- 4366
Glassow, Anne	LA 6	glassow_a	790- 4367
Goodban, Matt	Special Ed / CLC	goodban_m	790- 4340
Hinton, Christina	Math 6 / AVID 7	hinton_c	790- 4368
Hobie, Kellen	PE	hobie_k	790- 4322
Hosaka, Miho	Culinary Arts	hosaka	790-4332
Johnson, Jessica	Science 8	johnson_jes	790- 4352
Joseph, Amanda	Special Ed / LC	joseph_a	790- 4360
Macario-Lane, Raquel	Spanish	macariolane_r	790- 4364
Machado, Allison	Science 6	machado_a	790- 4353
Marron, Greg	Spec.Ed. Consultant	marron_g	790- 4300
Martindale, Teresa	Asst. Principal	martindale_t	790- 4300
Mckeen, Jenny (Tri.1)	LA 8	mckeen_j	790- 4344
Stead, Mike	Woodshop	stead_m	790- 4348
Stubbert, Tyler	SS 7	stubbert_t	790- 4363
Tomlanovich, Anne	Counselor	tomlanovich_a	790- 4347
Walker, Ken	LA 7	walker_ke	790- 4365
Youngman, Jan	Math 8	youngman_j	790- 4346

ATTENDANCE

Attendance

All of the efforts of the staff at Madison Middle School are designed to help students meet Oregon's required state academic standards. These standards will challenge all students. Therefore, opportunities for academic improvement only work when students are in the classroom. We request that parents help us by upholding the expectation that regular school attendance is important.

Work missed through absences is difficult to make up. There is no substitute for actual participation in daily classroom discussion and work. Regular attendance is a necessity for two reasons. First, state law requires it; second, it is essential to success, enjoyment, and achievement in schoolwork.

Through the daily routine at Madison Middle School, we encourage students to make responsible decisions about their use of time. Students are expected to arrive on time for all classes. Attendance is taken at the beginning of each class. The school calendar provides a generous vacation schedule. Therefore, we strongly discourage family trips, which result in students missing school. Such absences disadvantage the student whose work is interrupted, are unfair to other students, and undermines school standards. Teachers are under no obligation to provide students with missed work under these circumstances. Still, the office provides homework request forms for students to collect materials before a planned absence. Please call one week before the absence.

Attendance and the Law

According to Oregon law (Oregon Revised Statute 339.010), all children between the ages of 5 and 18 years who have not completed the 12th grade are required to attend regularly a public school of the school district in which the child resides. Exceptions include students being taught in parochial or private schools, home schooling, and alternative placements.

According to Oregon Revised Statute 339.020, every person having control of any child between the ages of 5 and 18 years who has not completed the 12th grade is required to send such a child to and maintain such child in regular attendance at a public school during the entire school term.

According to Oregon Revised Statute 339.065, an absence may be excused by a principal or teacher if the absence is caused for any one or more of three reasons: the pupil's sickness, the sickness of some member of the pupil's family, or an emergency.

A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

According to Oregon law, only school administration or teachers may determine whether a student absence may be excused. The school may require a note from a doctor or dentist for an absence or late, but the administrator will decide whether or not the absence is excused. The Madison Middle School attendance policies below are based on, and are in compliance with,

Oregon laws.

Absences Due to Illness

Parents should call the attendance line (790-4343) by 9 a.m. The student's parent should call ***every day***. If contact is not made between home and school, it is the student's responsibility to bring a note from home stating the reason for the absence and an administrator will determine if it is to be excused. If a student is absent for more than ten days for any reason, the student **must** be withdrawn.

Auto Dialer

Attendance auto-dialers and emails go out every morning and afternoon: the morning auto-dialer lets you know if your student was absent or late to Focus and/or 1st period and the school has not been notified of the reason. The afternoon auto-dialer is for periods 2 through 6.

When to call or email the school- if your student was absent for any period, please call or email the school to let us know the reason why. If your student was late to first period due to illness, a medical appointment, or a family emergency, please call the school to let us know. If you feel your student was marked tardy in error, please *email the teacher of that class to ask for clarification*. In addition, always feel free to call the school if you have any concerns about your student's attendance.

It's not necessary to call the school- if your student was late to school or class due to other reasons (for example, socializing in the hallway, poor time management, etc.), the auto-dialer is to inform you of your student's attendance patterns and provide you an opportunity to chat with your student about the importance of arriving to school and class on time.

NOTE: You may occasionally still receive a call from the auto dialer, even though you have called to excuse your student! Please be patient with the system and call us when you are unsure about an absence.

Attendance line (messages only): (541) 790-4343

Attendance email: karter_d@4j.lane.edu

Entering School

Students may enter the building at 8:30 a.m. in a calm and orderly manner. Students must remain in the cafeteria and in supervised hallways. The campus supervisor will open the classroom halls at 8:45 a.m. for 6th graders, 8:50 a.m. for 7th graders and 8:55 a.m. for 8th graders, to get to lockers and go to class.

For Your Student's Safety (check- out during the school day)

A student checking out of school any time before the school day ends, with no parent picking him/her up, needs to bring a note from a parent or legal guardian to the office first thing in the morning. They should state the reason for the planned absence. This note should also include the time your student will be leaving, where your student is going, with whom your student is going, and when your student will return, along with a parent signature and a number where you can be reached. Phone permission is discouraged.

Homework During Absences

Parents may request homework **on the 4th consecutive day, after a student has been absent three full days**. The student may also call a friend to find out about missed assignments and many teachers use Edmodo (similar to an educational Facebook page, where students can look up assignments). Requests called into the office by 9:30 a.m. on the fourth day will be available for pick up in the office the same day between 3:20 p.m. and 4 p.m. If homework is requested after 9:30 a.m., it may not be available for pick up until the next day. Calling by 9:30 a.m. will give most teachers the opportunity to complete requests during their prep periods.

Parents should be sure homework is picked up if it is requested. Classes will not be disrupted to get assignments. In some classes, teachers prefer to wait until the student returns to give homework, especially if there are specific directions or help needed.

Teachers have homework policies that may differ from class to class. All staff will ensure your child has a reasonable amount of time to complete the work and will be available at specific times to help your child complete the work necessary.

Leaving During the School Day

Students are not allowed to leave the school grounds at any time during the school day without permission from the school office. We must have a written note or phone call from parents. If a student must leave school because of illness or emergency, parents will be contacted.

Students are expected to attend all classes in order to participate in extracurricular activities on that same day. This applies to all types of absences.

Leaving School by 3:40 p.m. or Last Bus

Students are to leave the building and grounds **by 3:40 p.m.** unless they remain for a supervised activity or study. Students should go to their lockers **before 3:40 p.m.** to get coats, books, musical instruments, and whatever else they need to take home, even if they will be involved in study or an activity beyond that time. The last bus leaves at approximately 3:40 p.m. Students need to leave campus by the time the last bus leaves or report to their after-school activity.

Planned Absences

When a student is planning an absence, a note from the parent must be brought to the office at least one day prior to the absence. It is the **student's responsibility** to notify each of his/her teachers of the dates of an absence.

Class work that will be missed should be made up in advance if possible. Parts of some classes (i.e., video, discussions, and labs) may not be able to be made up. It should be noted that term tests are often administered the last week of the term, and a student's grade may be adversely affected by an absence at this time.

Tardiness

Note: **If you arrive after the beginning of 1st period, you are required to check in at the office.** Students who enter a class late often disrupt the class and cause unnecessary repetition of instructions and explanations by the teacher. If a student is tardy to any class, the student may be excused if the teacher of the preceding class signs a hall pass.

Tardies are tracked and students will receive a Level II referral for every THIRD tardy. A Level II referral for tardies will result in a lunch detention. *If a student continues to receive referrals for tardiness, other consequences may be assigned.* If a student has an unexcused tardy to class, the student may be assigned time after school for make-up with the teacher of the class. The student will have one day to make arrangements for staying after school. In addition, a teacher may assign other reasonable consequences for this behavior such as lunch detention. An unexcused tardy of 15 minutes or more will be considered an absence.

Truancy

Truancy is defined as a student being absent from a class without a legitimate excuse. This may be a single class period or longer. Truancy will result in disciplinary action such as making up time before school, after school, and/or suspension. Students are not to leave school without checking out of the office. Checking in with the office is also necessary for late arrival at school.

Withdrawal from School

If it becomes necessary for a student to withdraw from school for any reason, the office should be notified. A Withdrawal or Transfer Slip must be obtained from the office, and then signed by each teacher on the student's schedule, indicating that all fines have been paid, books have been returned, and that all obligations to the school have been cleared. The slip is then returned to the office in order to complete withdrawal.

SCHOOL INFORMATION

Addresses

Change of Address

Any student who changes place of residence during the school year should report the change to the school office immediately. This includes all changes in mailing address and/or telephone number, as well as the date of change.

Multiple Addresses

Students who use two addresses and would like school mailings to go to both addresses should have parents notify the records clerk in the Madison office.

Assemblies and Extracurricular Activities

At Madison Middle School, we provide as many enrichment opportunities for students as possible. Our goals are to create activities that allow students to experience and to explore and express a multitude of things. Examples include guest speakers and assemblies that cover things like making good choices and social justice. Students also go on science, art, music, and social studies related field trips. These activities provide:

- A wide range of social and physical needs and interests
- The possibility for success and the building of self-confidence
- Lifelong recreational opportunities
- Positive peer interactions
- Different interactions with adults
- Creative expression

Activity Nights

Madison usually holds two or three activity nights during the year. Students are invited to participate in a wide variety of activities. All school rules and expectations apply to Activity Nights. Students are expected to be *Safe, Respectful and Responsible*. **Students who have received a Level III referral since the previous Activity Night will not be allowed to attend.**

Yearbook Staff

Madison yearbook staff is chosen early in the year; only 7th & 8th graders are eligible to be on yearbook staff. Students take pictures and build nice layouts for the yearbook. Yearbook meeting days/times will be announced at the start of the year, when students may fill out an application.

Student Leadership (not available every year)

This year we have a student government/leadership class, available to 7th/8th graders, as an elective. This class may provide students with firsthand experience in self-government to the extent that it is possible in middle school. Students may assist in planning and carrying out social, as well as community and school, activities or projects. In past years, students in leadership groups/classes, have sponsored activities such as fundraisers for student activities, a ski trip, and school-wide assemblies.

Athletics

After-school Sports

Track (Spring Term) is the only school sport offered to all middle school students. There is a \$100 district fee for student participation. If financial aid is needed, the district offers a reduction in fees and you may ask for a form in the office. See Optional Fees in this handbook or contact the office staff for more information. Refunds will not be given after the first competition unless the student is injured. Injured athletes will receive a full refund of the fee if unable to compete before one-half the season is complete. There will be a half refund of the fee, if a student is injured in the second half of the season. Student athletes dismissed for disciplinary reasons will receive no refund.

Athletic Physical Exams

All students who participate in interscholastic athletics are required to have a physical examination by a physician **prior to the first practice** while enrolled in Eugene middle schools. The 2002 legislature passed a law requiring that all students in grades 7-12 must have physicals every two years to participate in interscholastic sports; therefore, 8th graders must have a second physical if they have not had one in the past two years. The physicals must not expire during the track season. Physical examinations given after May 1 will serve for the succeeding years in middle school. However, students are required to complete the Annual Interval History form opposite years of physicals prior to participation. For students who do not have medical insurance, you may purchase school insurance; please check with the office for the required forms and note the following:

- *Coverage becomes effective at 11:59 on the date Myers-Stevens & Tooney & Co. receives the completed Coverage Request Form and appropriate premium.*
- *Student athletes are required to provide evidence of insurance before participating in athletic activities*
- *Students will no longer be eligible to participate the same day the application is filled out due to the 11:59 p.m. time coverage binds*

Any student with a suspected health problem shall be required to have an ***annual*** examination by a physician.

Sub-District & District Track Meets

These meets occur in May. There are no spectator buses and all students not directly participating in the track meet will be expected to remain at school that day. We will not accept notes or phone calls excusing students to attend these meets.

Backpacks and Bulky Bags

Students at Madison Middle School will carry their class materials and supplies to each of their classes without the assistance of a bag or backpack (except for the lightweight fabric “string” bags). Backpacks, book bags, and other bags or containers are to be stored in student lockers throughout the school day. If it doesn’t fit in your locker, please do not bring it to school. Examples: skate boards, scooters, sports bags, etc.

Cafeteria and Lunch Expectations

Madison has an excellent cafeteria. Students may bring either a sack lunch from home or purchase lunch from the cafeteria. Breakfast is free for all students, lunch is \$3.15 and milk or juice is 50 cents. Twenty meals at a time (\$63) may be purchased in the cafeteria. Parents can go online to place money in their student's account. Go to the 4J web page and click lunch menus, and follow the directions. Please allow 2 to 3 days for this transaction to show on your student's account. There is a \$25.00 minimum and a 6% service fee if you pay online. You may view the menus online. Parents may also pre-pay for meals in the cafeteria with no service fee.

Ala Carte items are also available. Student Identification numbers are used to pay for food in the main lunch line. This allows for students and parents to have privacy about their account information. Cash and ID numbers may be used in both lines. Your student will be informed if they are running low, or are out of lunch money, in their account, as will parents (by Nutrition Services).

Students should enter the cafeteria walking in an orderly manner. Once lunch has been paid for, they should sit at a table and remain in their seat for fifteen minutes. If students are done with their lunch they must remain in their seat until the table has been excused. Students should clean up their food waste and recycle the proper materials. Supervisors will first excuse tables that do a nice job cleaning up their table and lunch area.

All students are to eat in the cafeteria and remain on school grounds. Parents who wish their child to eat at home must have on file in the office, a parent request stating the student will be eating at home. Permission will not be given to leave school during the lunch period, other than to student's own home for lunch. Students are expected to be back to school on time and ready for the next class; tardiness is unexcused. The parent must make transportation arrangements. Students in groups of two or more are not allowed to leave the building for lunch unless accompanied by their parent or guardian.

Closed Campus Policy

Students are expected to remain on campus from the time they arrive until the conclusion of their last period class, unless parents have requested permission for them to leave campus. Students need to check out in the office as they are leaving. Leaving the grounds without permission is cause for disciplinary action. Parents will be notified if their student violates this school policy.

Daily Announcements

Our daily announcements are read over the intercom at the beginning of Focus (first period on Wednesdays). Daily announcements are also posted in the office window (via computer monitor).

We also have a "Student Message Board" in the office window. When a parent calls and leaves a message for their student, we post the student's name in the window and it is **your student's responsibility to check this window when they pass by it. We encourage parents to make**

arrangements in advance when possible, as your student may not see their name, and thus not receive their message!

Earthquake, Lockdown, and Fire Drills

Earthquake, lockdown, and fire drills are required by law and are an important safety precaution. In the case of an earthquake, students and teachers should take cover under desks or tables and turn away from windows and outside walls. In the case of a lockdown, students will be taught the appropriate protocols. In the case of fire, an orderly evacuation is to be followed and evacuation plans are posted in each room. In all cases, students are to obey adult directions. When students are evacuated, they are to line up with their class for roll call.

Fire alarms are placed in convenient locations in the hallways to ensure safety in case of fire. Students should be aware of the penalty for a false fire alarm. The City of Eugene Uniform Fire Code, Chapter 27, Section 27.302, states that a \$250 fine will be levied against anyone intentionally setting off a false fire alarm.

End-of-Year Activities

There are several grade level year-end activities. Student participation in these special activities is based on students maintaining appropriate behavior throughout the year. We will provide an alternative schedule at school for students who lose the privilege of participating.

Field Trips

Students are usually taken by grade level, on excursions at the end of the year. Students are often asked to help raise money to off-set the costs of these trips (River Walk). Many parent volunteers are needed to help these trips go smoothly so we encourage all families to help with fundraising and/or chaperoning. These field trips are part of the curricular experience at Madison. Note: if there is reason to believe that a student will cause substantial disruption or jeopardize the safety of other students and staff, teachers and/or administration may not allow a student to attend a field trip.

8th Grade Promotion and Celebration

8th grade promotion occurs at the end of the school year and is usually accompanied by a reception or celebration afterwards. It is a proud time for students and their families to share. We honor students for their accomplishments and celebrate their promotion to high school.

Last Day

The last day is a full day for students. All books and materials will have been collected and lockers cleaned out. Students are asked not to bring backpacks or valuables to school this day.

Yearbooks

Yearbooks are distributed on the last day of school. Students who have unreturned school-owned property (library books, textbooks, track uniforms, etc.) **may not receive their yearbook until they return the item(s) or pay for them.** See Optional Fees.

Fees & Support (All prices subject to change)

Activity Card (Optional)

The cost of this card is \$5.00. The purchase of an Activity Card supports student body activities, such as assemblies and special events. This card, issued upon payment of the \$5.00 fee, provides current identification, as well as reduced entrance fees to our Activity Nights.

Athletic Participation Fee (Optional)

There is a district fee of \$100 for track. If financial aid is needed, there is a district application you can request, which gives you an 80% reduced fee (\$20). All financial aid applications will be confidential. Parents, **your help at any track meet would be greatly appreciated!**

General School Support (All Students)

Parent funding support is needed to maintain a strong instructional program for our students. The “General School Support” below is used to maintain instructional technology (iPads), help make field trips possible, for classroom supply costs that exceed our general district funding, and for student planners. The student planner is used to help teach organizational and time management skills, as well as a communication device between school and home. We ask that all families pay this as they are able; any fee/support may also be paid in increments.

Insurance (Optional)

Student Accident & Health Insurance is offered to students attending Madison. A complete description of benefits is available in the office. Enrollment in these plans, payment of premiums, and the processing of any claims are to be handled by the company offering the insurance.

P.E. Lock

Every student is issued a lock for their locker in P.E. at the beginning of the term. If a student loses his/her lock, they will be charged \$5.00 which must be paid before another lock can be issued. Students should make sure locks are locked when leaving the dressing room.

P.E. Shirt and Shoes

All students must have a Madison PE t-shirt when enrolled in PE. This can be purchased in the office or from the PE teacher for \$5.00. Students are not permitted to play on either gym floor without wearing appropriate gym shoes and under the supervision of a teacher. Flip-flops and sandals are not permitted in Physical Education classes.

Yearbook (Optional)

Yearbooks will be available for students to purchase. Current prices are \$21.00 if purchased with an activity card, or \$25.00 if purchased alone. *NOTE: Students who have unreturned school-owned property (textbooks, library books, track uniforms, etc.) may not receive their yearbook until the item(s) are either returned or paid for.*

Flag Salute (House Bill 2384, October 23, 1999)

Madison Middle School will provide students with the opportunity to salute the United States flag at least once each week of the school year by reciting: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all." Students who do not participate in the salute must

maintain a respectful silence during the salute.

Gifts

Students enjoy receiving gifts; however, many times they are too large to fit in the student's locker. In addition, gifts, flowers and balloons are often disruptive. Please celebrate these special occasions *after school*. Any gifts delivered/received during school hours will be kept in the office until school is out for the day.

Guest Teachers

Occasionally a regular teacher may be absent. When this occurs, a guest teacher will teach the class. The guest teacher has a very difficult job to do, and it is expected that students will be courteous, cooperative and show the guest teacher the same respect that would be given to the regular classroom teacher.

Hallway Passes

Permission to leave the classroom during class time to go to the office, bathroom, locker, etc. must be granted by the teacher in charge. **No student is to leave class without first obtaining a hall pass from the teacher.** If your child has a medical condition that you have confirmed with the office, an accommodation will be made so that he/she may make trips to the office or a restroom as medically necessary.

Library

Expectations and Check-out Information

Students are expected to take care of all materials borrowed from the library. They are expected to pay for lost and/or damaged materials. Fines are charged for overdue materials, but will be waived if they are returned; students may lose check-out privileges if materials remain overdue. The library is open to all members of the Madison community. Our librarian will help find materials that are available. Books may also be found by using the automated system. Students coming from a class must have a pass from a teacher. Books are not to be taken from the library unless they have been properly checked out from the person at the desk. Books may be checked out only in a student's own name. Students, who take books or other material from the library without being checked out properly, will lose library privileges. Books are checked out for a two-week period and can be renewed as needed. Pamphlets and magazines circulate for one week.

Library Rules

1. Be considerate of others and use soft voices.
2. Check out and return all books.
3. Please keep food, drink, and gum out of the library.
4. Use the technology safely **and only under adult supervision.**

The library is open for student use from 8:30 a.m. until 3:30 pm **when a supervising adult is present**. There will be a supervisor available for most lunches.

Textbooks

Textbooks are loaned to students on condition that the student shall pay for any loss or damage beyond ordinary wear, before further loans can be made. The loss or damage is computed on the basis of the listed price of books. **If students loan a textbook to another student, or the textbook is lost/stolen, they must assume the responsibility of paying for the text.** All books will be checked out to students by the library staff or by the instructor in charge of the class for which the student needs the book. Students dropping classes from their schedule must return their extra textbooks to the library or to their instructor. Damage includes, but is not limited to:

- Torn backs or pages
- Soiled or written on backs or pages
- Broken bindings
- Missing book fronts or backs
- Damaged or missing bar code label

Stolen/Lost Textbooks

If you lose your book you can:

1. Get a bill from the library, pay for the book in the office, take the receipt to the library, and at that time a new book will be issued. If the lost book shows up, your money will be refunded.
2. Use a book in the library before school, during lunch, or after school until you find your own book. "Loaner" copies may be found in the library and many teachers also keep extra copies on hand.

Any student who does not return all books and/or school property, and who does not pay for the missing materials, may not receive their yearbook.

Lockers and Locks

Lockers are provided for students to keep personal belongings, books, and school supplies in a central location. Lockers are the property of the school and should be treated with respect. An inspection of lockers may be conducted on a periodic basis for illegal items, school property, or student possessions determined to be a safety threat. Administration will do this when there is a "reasonable suspicion" to do so.

No more than two students may share a locker. Lockers are not absolutely secure. Valuable items should not be brought to school; if you choose to bring valuable items and keep them in your locker, **the school will not be responsible for them!** If students need to bring items to school that will not fit in lockers (i.e., athletic equipment), they may ask to keep large items in the office. Students are advised to use only the lockers assigned to them. If a student changes lockers or locker partners during the year, they ***must make arrangements with the office first.***

DO NOT SHARE YOUR LOCKER COMBINATION! If someone learns your combination, come to the office for help. **The school is not responsible for items missing from lockers.** Do not share schoolbooks with your partner as they may lose them. You will be responsible to pay for the book. Whenever a lock fails to work properly, a teacher, the office, or custodian should

be notified immediately. At the end of the year, the locker must be cleaned to its original condition.

Lost and Found

Lost and found items are located in the cafeteria. If a student has lost something, he/she should check the lost and found areas before checking in the office. If a student finds something, it should be brought to the office. Articles not claimed by the end of each semester are sent to a local nonprofit organization.

Opportunity Room

The goal of the Opportunity Room is to support academic achievement both in the classroom and outside the classroom setting, when students are unable to function positively in the normal classroom environment.

The Opportunity Room is meant to be a temporary place where students can problem solve how to use more positive behavior in order to return to the classroom.

If a student continues to be unable to function appropriately in the classroom, even after problem solving procedures have been followed, the Opportunity Room will provide an environment where academic learning can take place with a lower student to staff ratio. When students are sent to the Opportunity Room for academic reasons (i.e. to make up tests or missing class work), the referring teacher will oversee class work for the student. It will be an appropriate level of work so that the student has academic work for the duration of the class.

Medicine and Medical Care

Parents please note: we do not have a full-time school nurse. A school nurse does come to the school periodically to monitor student health issues.

Accidents

Any student who has an accident resulting in an injury should report the nature of the injury, and how the accident happened, to the teacher or to an office staff member. First-aid and follow-up will be available. The teacher in charge and/or office staff will fill out accident forms if the injury is deemed serious enough. We follow all district protocols for concussions, diabetic care, and other serious health issues.

Emergency Phone Numbers

When a student is ill at school, it is very helpful to have someone, in addition to parents, to call to give permission to go home. **Please keep these phone numbers up-to-date in the office.**

Health Room

No student is to use the health room without first asking permission from office staff. **Students should not use their cell phones OR classroom phones to call parents if they are ill.** They should report to the office to check in with staff and use the student phone. Generally, if a student is too ill to be in class, they should not be at school. An ill student may lie down in the

health room while office staff try to contact the student's parent to pick them up, or get permission to send the student home. No student is to go home without the office being notified.

Medication

When possible, please give your child medication at home. However, if needed, medication can be given to students at school. We are happy to assist you with this, but we must have your written consent. A special permission form, available in the office, is required for all medication, both prescribed and over-the-counter. For your child's protection, this permission form needs to be updated as medication changes occur. A new form is completed yearly. Medications should be brought to the school office by a parent or adult and must be in an originally labeled bottle (i.e., pharmacy bottle for prescription medication). All prescription medications must be kept in the office, with the exception of emergency medicine such as asthma inhalers.

Students may administer his/her own medication in certain situations unless the school determines that the student does not demonstrate the ability, developmentally and behaviorally, to administer medication to him/herself without the assistance of a trained staff member:

1. Any student may carry one day's dose of a non-controlled *prescription* medication if the student's parent agrees in writing and gives his or her consent that the student is able to responsibly handle the medication. This note must be given to the office. Controlled medication, such as ADHD medications, must be kept securely in the office in middle school.
2. Students may carry and self-administer one day's dose of *non-prescription* medication with the written consent of the parent. This permission form must be given to the office, with the self-administration box checked. Staff does not monitor or supervise self-administered medication. Be aware of the "one day's dose" rule, as overuse of some medications, such as Tylenol (acetaminophen) can cause serious health problems.

Restricted and Prohibited Items

Cell Phones / Personal Technology Items

The use of cellular telephones/personal technology items during the school day can be disruptive to class time and school activities. Therefore, **these cell phones/items are not to be used during the instructional day (8:55 a.m.- 3:30 p.m.) except at teacher's discretion.** These items, should be turned off and out of sight at all times. Violations of this policy will result in the following:

1. First occurrence: the cell phone/item will be placed in the office where the student can then pick it up at the end of the day.
2. Second occurrence: the cell phone/item will be placed in the office and a parent will be notified and asked to pick it up.
3. Third occurrence: the student will lose the privilege of having a cell phone/item at school.

Other Electronic Devices

We live in a time when electronic devices evolve monthly. These devices range from music players to phones that take digital pictures and function as small computers. These items are not to be used in ways that disrupt the educational environment. Disrupting the educational environment includes violating the rights of others, causing damage, cheating, or creating a health risk. Most of these items are also expensive and are always the potential targets of theft.

We discourage them being brought to school. Electronic music players and games are not to be used during the instructional day. If brought to school, they should be kept locked in the student's locker. The school cannot take responsibility for these items.

Cameras

Cameras are prohibited unless they are being used for a planned educational project such as yearbook, newspaper, or a classroom technology project. Cell phone and tablet cameras/video cameras are especially unsafe since they can intrude on students who choose not to be photographed.

Other Non-school Items

The following non-school items are NOT ALLOWED at Madison:

- **Perfume, cologne, body sprays, etc.**
- **Permanent markers**
- **Laser pens and dangerous light devices**

Violations of this policy will result in the following:

- First occurrence: item will be placed in the office until after school, where the student can claim it at the end of the day.
- Second occurrence on: the item will be placed in the office until the end of the year or until the parent comes to the office to pick it up.

Riding the School Bus

Schedules

The bus schedules are released by the school district's administrative office prior to the opening of school. Bus schedules can be accessed with a link on our web site at:
<http://schools.4j.lane.edu/madison/>

Bus Assignment

Each middle school student living over one and one-half miles from school is eligible to ride and will be given a bus assignment. You can find your student's bus number and route by going to the 4j website's Transportation page and clicking on the Find My Stop link on the right hand side: <http://www.4j.lane.edu/transportation/>

Loading, Unloading, Seating

Students should line up in an orderly manner, and keep their place in line before the bus comes. Students should be ready to board the bus when it stops and keep their place in line as they board. Any misconduct will be reported by the driver to the principal or assistant principal.

When a disciplinary problem arises, the bus driver will fill out a Bus Driver's Report on Pupil Conduct form. The original and pink copy will be given to the student to take to the assistant principal. The student must obtain parent's signature and the principal's or assistant principal's signature on the original copy and return it to the bus driver before being permitted to ride the bus again. The following guidelines for handling the Bus Driver's Report on Pupil Conduct will be observed:

- First Violation: warning by principal or assistant principal
- Second Violation: 10 day suspension from riding the bus
- Third Violation: 30-day suspension from riding the bus
- Fourth Violation: permanent suspension from riding the bus for the remainder of the school year.

Note: Pupil Conduct forms will count as a Madison referral.

Schedule Changes

Every student must follow his/her schedule as it is filed in the office. Minimal schedule changes may be made within the first week of the trimester, **only under extreme circumstances, based upon class sizes.** Final determination rests solely with the administrators.

Schedule Changes for Focus

Focus is a special program, which we use to make academic, non-academic, and college/career connections between staff and students. It is organized by grade level and students are placed at random. This program is overseen by the administration to check for balance. If you have a concern about your child's placement in Focus, please call the school office and ask to speak with an administrator. **Changes in Focus placement are extremely rare.**

Student Dress

Madison is committed to a healthy environment that is conducive to learning and positive social interactions. Student dress and grooming shall be clean and in keeping with healthy, sanitary, safe, educational settings. Because of health and sanitation considerations, students shall wear shoes while on school property. The following items of apparel are not considered to be appropriate at school:

Clothing that displays illegal or inappropriate things, such as:

- Cigarettes or other tobacco products
- Alcoholic products or drugs/marijuana
- Language that is vulgar and plainly offensive, obscene, or sexually explicit
- Sexual connotations
- Heavy chains and studs

Note: hats and hoods are at teacher/staff discretion; hoods are not allowed in the office, cafeteria, or hallways!

Student dress will be appropriate for school. Staff reserves the right to have respectful conversation with students about clothing. Students whose clothing is not in keeping with this policy, will be advised to call home and have other clothing brought to school (when possible), or the school will provide loaner clothing (tee-shirts etc.).

Supervision Hours

The school provides supervision only between the hours of 8:30 a.m. and 3:40 p.m. and during official school events and programs that occur before and after school. **Students are encouraged not to be on campus before 8:30 a.m., if possible.** Students are to leave the building and grounds by 3:40 p.m. unless they remain for a supervised activity or study.

Telephones

The building telephones are for school business by staff members. Students will be allowed to use the office student phone with permission from a staff member, if they are sick or injured (**students should not use their cell phones OR classroom phones to call parents if they are ill**), or if the call is school-related (i.e. forgot to bring homework, staying after school for detention, making up tests, etc.). Students and parents are reminded to make personal arrangements before they leave home in the morning or the night before. Students will not be dismissed from class to use the phone or to answer a telephone call made to the office.

Transportation

Bicycles

- **Bikes are to be walked on sidewalks and in front of the school at all times.**
- Students are to secure bikes, helmets, and leave the bike area immediately; no loitering.
- Students are expected to bring their own locks.
- Students are not to touch anyone else's property.
- Oregon law requires bike helmets to be worn by anyone under 16. You can be fined up to \$72 for not following by this law.
 - **School is not responsible for stolen bicycles!**
 - **Students may not "reserve" bike spots!**

Skateboards, Scooters, and Inline Skates

1. Skateboards, inline skates, and scooters are not to be ridden on school property. This includes before school, after school, weekends and holidays.
 2. Skateboards, inline skates, and scooters are not to be ridden on the sidewalk and drive- way.
 3. Students are to be respectful of our neighbors and not loiter and ride skateboards, inline skates, and scooters on their property.
 4. Skateboards, inline skates, and scooters **will not be secured in the office**. Skateboards, inline skates, and scooters may be secured in your locker, so if they don't fit in your locker, DO NOT bring them.
- Novelty skate shoes are considered "inline skates" so they must also follow these rules.

Unplanned School Closure

Severe Weather

In the event of severe weather or other emergency situations, you can listen to KRVM (91.9 FM), the Eugene School District radio station, or other local stations for announcements of school closure or delayed starting time. The announcements will be made starting at 6:00 a.m. The major factor in making a decision about school closures

has always been whether school buses can be operated safely. When the District cannot operate buses safely, schools are closed. The District has always made, and will continue to make, the decision to close all schools (rather than opening some and closing others) because of the mobility of our staff and students and to avoid confusion within the community.

Snow Bus Routes

Several years ago, the District began the operation of snow bus routes. Under this procedure, the Transportation Department modifies designated bus routes in areas that predictably experience hazardous driving conditions. Parents are informed in advance that they live on such a route and are asked to listen to the radio on days when the weather may interfere with the operation of school buses. Typically, the modification requires students to walk to a different bus stop. The use of snow routes has helped limit closures even when there has been extremely harsh weather. We anticipate these routes will continue to reduce the need to close schools.

Make-Up Days

Because it is important for students to be in school as many days as possible, the District will continue to make up most days lost due to severe weather.

Visitors & Volunteers

Parents are always welcome to visit classes. We ask you to call the office a day in advance as class schedules may change. Parents are encouraged to volunteer in classrooms. Call the parent volunteer coordinator at 541-790-4313, if you have an interest. Students from other middle schools are not permitted to visit classes.

Student Conduct

Students may be assigned a referral by any staff member, or substitute, for failure to follow class/school rules, or for inappropriate behavior. Parents are notified when students are issued detentions, but may not be notified if students are asked to finish work during free time.

<i>Class Level Behavior:</i>	<i>Possible Solutions/Consequences:</i>
<ul style="list-style-type: none"> • Cheating • Public displays of affection • Disruption • Food/drink outside of cafeteria • Violation of classroom rules • Profanity • Tardies • Dress 	<ul style="list-style-type: none"> • Problem Solving form • Contact parents • Keep student before or after school • Contract with student • Assign a peer monitor • Involve teacher or peer in problem solving • Ask student to take a break outside of class • Repeated incidents may result in referral
<i>Level II Referral Behavior:</i>	<i>Possible Solutions/Consequences:</i>
<ul style="list-style-type: none"> • Tardies (3+) • Dishonesty • Insubordination/disrespect • Willful disobedience • Directed profanity • Habitual classroom/education disruption • Skipping class • Forgery • Vandalism • Fighting, physical aggression, threats of violence • Theft • Harassment, including intimidation, cyber bullying • Sexual harassment • Use/possession of tobacco or combustible items 	<ul style="list-style-type: none"> • Conference • Detention • In-school suspension • Community service • Out-of-school suspension
<i>Level III Referral Behavior:</i>	<i>Possible Solutions/Consequences:</i>
<ul style="list-style-type: none"> • Repeated or serious Level II behaviors (see above) • Arson • Assault • Destruction of property • Dangerous behavior • Bodily injury • False alarms (fire, threat, etc.) • Weapons (including replicas, “look-alikes”) • Habitual disruption of the educational environment 	<ul style="list-style-type: none"> • Any of the above • Potential recommendation for expulsion • Police involvement • Parent conference • No-trespass order • Cease and desist contract

Behavior Definitions

A. Bullying, harassment or intimidation means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on, or immediately adjacent to, the school grounds, at any school-sponsored activity, on school-sponsored transportation, or at any official school bus stop, and that has the effect of:

- Physically harming a student, or endangering a student's property
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property
- Creating a hostile educational environment
- It may be based on, but is not limited to, the protected class status of a person

B. Cyber-bullying is the use of any electronic communication device to harass, intimidate or bully.

C. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may include such actions as: sex-oriented verbal kidding, teasing or jokes, subtle pressure for sexual activity, physical contact such as patting, pinching, or brushing against another's body, or demands for sexual favors.