



**Student Handbook
2018-2019**

THE WOOD WAY

We grow as learners

We grow as a community

We work to improve the world around us

General Contact Information

Main Office Staff:	<i>Kat Budiao & Joyce Summers</i>	503.673.7500
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Principal:	<i>Kelly Schmidt</i>	503.673.7505
Assistant Principal:	<i>Joey King</i>	503.673.7506
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11055 S.W. Wilsonville Road
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West Linn-Wilsonville School District 3JT
www.iwms.wlww.k12.or.us

This planner and handbook belongs to: _____

2018-2019 Calendar

August	27	First Day Sixth Grade
	28	First Day ALL Students
September	03	No School: Labor Day (Holiday)
	06	Back to School Night
	11	PTSA Meeting 9:15 AM
	14	6 th Grade Girls Night Out
	21	6 th Grade Boys Night Out
	26	Early Release: Professional Growth Day
October	09	PTSA Meeting 9:15 AM
	10	Evening Conferences
	11	Morning Conferences
	12	Statewide In-service Day
	24	Early Release: Professional Growth Day
	26	End of Term
	29	Certified Work Day
	29	Certified Work Day
November	12	No School: Veteran's Day (Holiday)
	13	PTSA Meeting 9:15 AM
December	19-23	No School: Staff Development Day/Thanksgiving
	5	Early Release: Professional Growth Day
	11	PTSA Meeting 9:15 AM
	24-31	Winter Break
January	1	No School: New Year's Day (Holiday)
	2-7	No School: Staff Development/Non Contract Day
	15	PTSA Meeting 9:15 AM
	16	Early Release: Professional Growth Day
	21	No School: Martin Luther King Jr. Day (Holiday)
	25	End of 1 st Semester
	28	No School: Certified Work Day
February	6	Early Release: Professional Growth Day
	8	Winterfest
	12	PTSA Meeting 9:15 AM
	18	No School: President's Day (Holiday)
March	12	PTSA Meeting 9:15 AM
	20	Early Release: Professional Growth Day
	21	Evening Conferences
	22	Morning Conferences
	25-29	Spring Break
April	5	End of 3rd Quarter
	8	No School Certified Work Day
	9	PTSA Meeting 9:15 AM
May	24	Early Release: Professional Growth Day
	07	PTSA Meeting 9:15 AM
	22	Early Release: Professional Growth Day
	27	No School: Memorial Day (Holiday)
June	07	Last Day of School
	07	End of 2 nd Semester

DAILY SCHEDULE FOR 2018-19

Regular Day (No Advisory) Schedule

6th grade		7th grade		8th grade	
Period 1	9:15-10:15	Period 1	9:15-10:15	Period 1	9:15-10:15
Period 2	10:20-11:15	Period 2	10:20-11:15	Period 2	10:20-11:15
LUNCH	11:17-11:47	Period 3	11:20-12:15	Period 3	11:20-12:15
Period 3	11:50-12:45	Period 4	12:20-1:15	LUNCH	12:17-12:47
Period 4	12:50-1:45	LUNCH	1:17-1:47	Period 4	12:50-1:45
Period 5	1:50-2:45	Period 5	1:50-2:45	Period 5	1:50-2:45
Period 6	2:50-3:45	Period 6	2:50-3:45	Period 6	2:50-3:45

Tuesday/Advisory Day Schedule

6th grade		7th grade		8th grade	
Advisory	9:15-9:45	Advisory	9:15-9:45	Advisory	9:15-9:45
Period 1	9:50-10:40	Period 1	9:50-10:40	Period 1	9:50-10:40
Period 2	10:45-11:35	Period 2	10:45-11:35	Period 2	10:45-11:35
LUNCH	11:37-12:07	Period 3	11:40-12:30	Period 3	11:40-12:30
Period 3	12:10-1:00	Period 4	12:35-1:25	LUNCH	12:32-1:02
Period 4	1:05-1:55	LUNCH	1:27-1:57	Period 4	1:05-1:55
Period 5	2:00-2:50	Period 5	2:00-2:50	Period 5	2:00-2:50
Period 6	2:55-3:45	Period 6	2:55-3:45	Period 6	2:55-3:45

Rights and Responsibilities

Students

Students will show responsibility by:

- coming to school each day
- knowing and following school rules
- working hard to do their best in class and in school work
- helping to keep their school safe
- asking for help when they need it
- cooperating with other students and adults
- reporting infractions of school rules to staff
- valuing diversity

Parents

Parents will help children learn to take responsibility by:

- having high expectations for their children as individuals
- ensuring their child attend school and be on time
- finding a quiet place at home for school work and making sure work is completed
- helping their children learn and resolve conflicts in positive ways
- communicating and working with teachers and other staff to support and challenge their children
- respecting school staff
- respecting diversity

Educators/School Staff

Educators will help parents and students by:

- respecting, encouraging, and supporting them
- believing all students can achieve and taking action to create access for learning
- showing that they care about all students
- having challenging academic and behavioral expectations for students
- providing a positive learning environment
- creating an atmosphere of open communication for students seeking help
- valuing diversity
- communicating and working with families to support and challenge their children

THE WOOD WAY

Students at Wood Middle School work hard to learn. The skills and behaviors necessary to succeed in middle school and beyond can be summed up by The Wood Way: growing as learners, growing as a community, working to improve the world around us, and striving to be the best version of our self. We all work together to help each other develop these skills and demonstrate them in our school work and our interactions with other people.

The Wood Way forms the basis for the policies and expectations outlined in this handbook.

Grow as a Community: BE PRESENT

- Participate
- Ask questions
- Contribute
- Attend school
- Focus
- Listen actively
- Be open to ideas
- Work independently

Grow as a Learner: CHALLENGE YOURSELF

- Persist
- Persevere
- Make mistakes
- Take risks
- Step up to lead
- Reflect on learning
- Think critically

Be the Best Version of Your Self: WORK HARD

- Manage your time
- Organize yourself
- Organize your materials
- Advocate for yourself
- Take initiative; start by yourself
- Drive to improve
- Go for your personal best
- Take responsibility for your own learning
- Take pride in your work

Grow as a Learner: FIND YOUR PASSION

- Be curious
- Think critically
- Think creatively
- Show enthusiasm
- Wonder
- Ask questions
- Share your passion

Improve the World Around You: THINK OF OTHERS

- Empathize
- Act kindly
- Accept others
- Demonstrate respect for others
- Respect property
- Help others learn
- Build each other up
- Show gratitude
- Be gracious
- Be open to others
- Take responsibility for your actions towards others
- Promote justice
- Be a good audience

Be the Best Version of Your Self: SHOW INTEGRITY

- Be honest
- Take responsibility for actions
- Follow through with commitments
- Know the right thing to do when no one is watching
- Consider the group's needs
- Be a positive force in all of your environments

WE GROW AS LEARNERS

Being Present in Class – Participation and Planner Use

Students are expected to attend every class every day, participate, ask questions, and be active learners. Students should communicate with teachers, staff, and parents in a timely manner when difficulties arise. Students are expected to bring their planners to each class and use these to write assignments & due dates and reflect on their learning progress. Students are expected to take their planners and materials home to complete homework. Planners are a way for parents and teachers to communicate about work being completed at home and at school.

Responsibility for Work and Academic Integrity

Although students often work collaboratively, each individual student is expected to contribute to the learning of the group. Group work is generally structured so students are responsible for their own work and so individuals do not become solely responsible for the work of other students. Students are expected to be honest in their work. This means they must not 'cut and paste' when they have downloaded information, copy from sources, or turn in any writing that does not reflect their thinking in their own words. It is not acceptable to turn in copied homework or to use others' answers for tests.

Assessment and Grades

The purpose of assessment is to accurately evaluate the level of students' knowledge and skills, and to communicate what students can do. This allows students and parents to know what progress students are making with their learning. It also informs teachers about student needs, which guides future lesson planning. Middle schools in the West Linn-Wilsonville School District focus on two aspects of assessment with the intent of communicating accurately about progress and encouraging students to value ongoing learning. Two key understandings about middle level assessment are:

- (1) Grades earned in courses that appear on students' report cards reflect their actual performance and achievement on the specific learning targets in their courses. Progress with work habits—late work and quality of work—is communicated through separate learning behavior grades that indicate whether the student meets or does not meet classroom expectations.
- (2) Students' progress is measured with the grades *A*, *B*, *C*, *NYM*, and *NP*. Teachers use specific grading scales connected to the learning targets of the course to determine grades. Grading periods are nine weeks in length. The Not Yet Meets (*NYM*) grade indicates that the student's current level of knowledge and skills is not at a passing level. Students receiving *NYM*'s are reminded to meet with their teacher(s) to find out what knowledge and skills they need to demonstrate to pass, and to make arrangements to receive help and/or complete work. When the quarter ends at nine weeks, students may earn an *A*, *B*, or *C* if they have demonstrated a consistent level of proficiency on the learning targets (or significant progress toward proficiency). If students have not demonstrated progress toward proficiency or if work is not satisfactorily completed, they earn a No Pass (*NP*).

The purpose of focusing on achievement for the academic grade is to provide students and parents with an accurate assessment of students' learning. Students are expected to complete work on time. Nevertheless, when students miss a deadline it is expected that they still complete the work. Late work often affects how students do on tests and how they are able to understand concepts that follow. Parents and teachers should work together (using this planner) to monitor, encourage, and support students' academic achievement. As students learn to manage their time and organize themselves for learning, they should communicate with teachers in advance to discuss extended time on assignments or projects.

If parents have questions or concerns about how this assessment and grading system is working for their student, they are encouraged to contact teachers or administrators for clarification.

EVERY DAY MATTERS – ATTENDANCE

Attendance Requirements

For students to be successful at Wood Middle School (and in the future), they must be present. That means, of course, that they must be at school and in class on time. It also means that they should participate in class, ask questions, listen actively, contribute to group learning, and be open to new ideas. It is the responsibility of parents to ensure that students attend school regularly.

Early Pick-ups/Students Needing to Leave School Early

Parents are requested to call the main office, email the main office, or send a note with their student when the student needs to be picked up or leave school before the school day is over. This ensures that students are accounted for, are released at the appropriate times, and are released to a permissible individual (someone that has been granted permission as indicated by school records).

Excused and Unexcused Absences

Parents are expected to call the Wood Middle School attendance line (503.673.7502) the morning of an absence. An absence may be excused if it is caused by illness, emergency, or for other legitimate reasons where arrangements are made in advance of the absence. Oversleeping, missing the bus, or being unprepared for class are not excusable reasons for an absence. A student who is absent from school or from any class without permission will be considered unexcused and will be expected to make up the time (and any work they missed) at lunch or before/after school.

Absences Related to Communicable Diseases

Parents of a student with a potentially communicable/contagious disease are expected to telephone an administrator, school nurse, or the main office. Students with such a disease may be excluded from attending school until a physician, public health nurse or school nurse certifies that the student is not infectious. Very few illnesses mandate exclusion from school. Nevertheless, students should stay home if the illness prevents participation in school activities, if it requires more care than the school staff can provide, or if symptoms of communicable disease are present (fever more than 100.5, vomiting, rash, etc.). Parents with questions about this policy may contact the district nurse at 503.673.7000.

Pre-arranged Absences

Because learning is a collaborative, social experience, students are expected to be present in school every day. However, absences will be excused for legitimate family matters if they are pre-arranged by a parent note or phone call.

Homework Requests

When a student is or will be absent for two or more school days, the student or parent should contact teachers via email to collect homework. Upon request, the office staff will work with teachers to provide assignments and/or make-up work for the days missed. Parents may contact the main office (503.673.7500) to make such a request. Of course, make-up work is not a substitute for the rich learning experiences that happen in class every day.

WE GROW AS A COMMUNITY – Being Accepting, Inclusive, and Kind

Students are expected to take responsibility for their interactions with others. This means speaking and acting kindly, including others in groups and activities, and choosing words and actions that show tolerance and acceptance. All instances of harassment and bullying are addressed. Students are encouraged to come forward and inform adults about harassment and bullying.

WE WORK TO IMPROVE THE WORLD AROUND US – Respecting Other People and Property

Hallway Behavior

- We walk in the hallways calmly and quietly, use language that reflects our academic environment, and avoid rough or physical behavior.
- We carry hallway passes if we are in the halls during class time, or before and after school.
- We keep food and drinks in the cafeteria. Only water bottles are allowed in classrooms, hallways, and porches.
- We greet each other in the hallways and make eye contact. Personal electronic devices are not in use during passing times and earbuds/headphones should not be in or over the ears.

Lunch Time Behavior

- We stay at our tables and wait to be dismissed for free time. During free time, we remain in the commons or the outside supervised areas. Lockers can be accessed before and after lunch.
- We use personal technology appropriately (no social media, picture taking, or video taking).
- We respect the commons area as a place to eat, converse, and play table games. Physical games are played outside.
- We follow directions, care for our table, and clean our space before we leave.

Lockers

- Students are assigned a locker for storage of books, back packs, bags, and personal belongings.
- Student should securely lock their lockers and keep their combination confidential.
- The school is not responsible for lost or stolen items that are stored in lockers.
- Students who lose their locks will be asked to purchase a school issued replacement lock.
- Backpacks remain stored in lockers during the school day and are not brought to classrooms.

Cell Phones and Earphones

- Use of personal electronic devices is a privilege and may be used at designated times and in designated areas when used with respect, and demonstrates a positive school culture.
- All personal electronic devices (cell phones, earbuds, etc.) must be turned off and put away during the school day unless specifically instructed by a school staff member.
- We value healthy social interaction and academic focus, so electronic devices are to be turned off and put away during passing time.
- Cell phones and other electronic devices may be allowed during lunch time.

Lunch

Students may choose to purchase a lunch from the school cafeteria. Each student has a numbered account and may make payments to that account, then draw against it for lunch. It is recommended that students pay for a number of lunches in advance and keep track of the funds in the account. Free and reduced price lunches are available to those families who qualify. Applications are available in the school office. Students are expected to clean up after eating. Students must have a hall pass to return to a teacher's room or the library during lunch. It is the students' responsibility to obtain a hall pass. Pizza and other delivered food must be arranged and approved in advance by teachers or administrators.

Closed Campus

We are a closed campus. This means once you arrived at school in the morning, you remain on campus until you are dismissed in the afternoon.

After School

Students who are participating in after school activities are to immediately report to their activities at the end of the school day. Students are to be in designated areas supervised by adults after school. Students not participating in after school activities need to leave campus in a timely fashion at the end of the day.

Visitors Policy

All visitors must report directly to the main office and must wear appropriate visitor identification. After 9:30 AM, the primary entrance to the building is on the west side (closest to Boones Ferry Primary School) and all other exterior doors will be locked. Students not enrolled at Wood Middle School will not be permitted on campus during the school day unless they have an academic reason to participate in school at Wood for that day that has been approved in advance by an administrator. No person has a right to enter a school building or grounds unless he/she is a student, a school district employee, or has legitimate school business to conduct.

Off Limits Areas

In order to better supervise students and maintain an orderly learning environment, the following areas are off limits and restricted to all students: (1) Halls and common areas during class time, unless students have a valid hall pass; (2) Locker rooms, unless permission has been granted by the teacher or administrator; (3) Instructional spaces for students not currently assigned to be there (including classrooms without a teacher present and the stage); (4) Staff Room; and (5) Any other restricted area as designated or identified by an adult.

Use of Library

Students may work in the library, provided they have permission and are supervised by an adult. Students are responsible for the library materials they check out or use in the library. Students are expected to return library materials on time and must pay for any damaged or lost items. If a student has three or more overdue items, any item that is more than a month overdue, or owes a fine, that student will not be allowed to check out any library materials. Students must return books and magazines in the library book drop. To keep property safe and secure, students must return all electronic items (laptops, cameras, headphones, etc.) directly to a staff member. Food, candy, and drinks are not allowed in the library at all times.

Use of Gym

Students may use the gym only with adult supervision. Food, candy, and drinks are not allowed in the gym at all times.

Bicycles and Skateboards

Bicycles and skateboards may be used as transportation to and from school but may not be used on school grounds. Students should lock bicycles and skateboards on the racks provided. The school is not responsible for loss or damage to bikes or skateboards on school grounds.

Activities

Students and their families are encouraged to participate in activities at Wood. Look for specific information about events, programs, and activities in school communications, and other handouts that are sent home. There are directions on the school webpage (www.iwms.wlww.k12.or.us) for adding your email address to the listserv.

Enrichment

Enrichment classes may be offered in the fall, winter, and spring. These are special interest classes taught by Wood staff and/or community members. Classes are held before and after school. The schedule of classes and fees is sent home before each session begins.

Athletics

After-school athletics are available for girls and boys at all three grade levels. Sports include Cross Country, Wrestling, and Track. There is one \$75 athletic fee for Cross Country and Track. Other sports may have an individual participation fee. Students must have written permission and a signed medical/physical form to participate. Scholarships are available. Specific information about each sport is available on our website: www.iwms.wlww.k12.or.us

Student-Led Conferences

Student-Led Conferences are held in the fall and spring to communicate with parents and to engage students in their own learning. Fall conferences provide an opportunity for parents to meet with their children and discuss their learning goals for the year as well as their progress to that date. Teachers are available to talk about progress. Spring conferences are a celebration of the learning that has taken place toward students' goals.

Sportsmanship at Extracurricular Events (including at Wilsonville High School)

Both participants and spectators represent the school and community at extracurricular and sporting events. Spectators are expected to cheer in a positive way. Negative comments, signs, cheers or chants (directed at athletes, officials or spectators) are not appropriate. Students representing Wood Middle School at school-sponsored events, as participants or spectators, are subject to the rules of the school discipline code. The School District reserves the right to limit spectator participation due to inappropriate conduct.

Student Discipline

We believe that the best discipline solutions present students with meaningful learning experiences. When students make mistakes or demonstrate behaviors that harm our school environment or another person, we will have a range of responses. These include, but are not limited to re-teaching moments, restorative practices and conversations, conferences with students and families, student resolutions, office referrals, safety and behavior plans, in school suspension, out of school suspension, and expulsion.

We take bullying and other student safety threats seriously and adhere to state law and district policy on discipline procedures. These policies can be found on our school district website under board policies. Off campus conduct may be the basis for discipline if the conduct causes a substantial or material interference with school activities, or collides with the rights of other student to be secure and to be let alone, or has the potential to do so.

FREEDOM OF EXPRESSION – We strive to be the best version of our self and grow as a community

Speech

Students are entitled to express their personal opinions provided that it does not disrupt the learning environment, undermine the authority of staff members, or infringe on the rights of other students. The use of verbal assaults, harassment, profanities, obscenities, or ridicule may result in disciplinary action.

School Publications, Displays, and Productions

All aspects of school-sponsored publications, including newspapers and yearbooks, are under the supervision of the teacher and administrators. Students may be required to submit such publications to the administration for prior approval. Written materials, flyers, photographs, pictures, petitions, films, or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration. Materials outside the editorial control of the district must be submitted to the principal or her designee for review and approval before being distributed to students. Materials shall be reviewed based on legitimate educational concerns.

Dress and Grooming

We want to create and maintain a positive, productive learning environment so that all students will be in class and feel safe, respected, and engaged in learning. Students are expected to dress in a fashion conducive to this type of positive learning environment and to meet health and safety standards (dress should never disrupt school activities or prove a hazard to the student's safety, or the safety of others). Students are required by law to wear shirts and shoes at all times. In addition, the following guidelines are to be followed:

- Clothing should ensure undergarments and areas traditionally covered by undergarments, are covered. Waistbands and bra straps (top and back) are excluded.
- Tops must have straps and they must cover midriffs and torsos.
- Hats, hoodies, and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff.
- Clothing and accessories may not show words, pictures, or symbols which make reference to alcohol, marijuana, tobacco, or other controlled substances.
- Clothing and accessories may not depict nudity, pornography, or sexual acts.
- Clothing and accessories may not use or depict abusive language, suggestive language, or hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identification, religious affiliation, or any other protected groups.

In the event of a dress code violation, students may be asked to change or layer additional clothing on top. If the student's attire or grooming threaten the health or safety of any other person, then disciplinary action will be consistent with discipline policies for similar health and safety infractions.

SEARCH AND SEIZURE

Authority to Search

If school officials have reasonable suspicion to believe that evidence of a violation of laws or school rules is contained on the person, in any locker, or other property utilized by students, a search may be conducted under the general authority of the District in connection with the obligation to maintain the safety and welfare of all students. Students have the right to be present, whenever reasonable, when their property is being searched. If a student refuses a search, it may be considered defiance of authority. Where it appears that criminal activity is present, the police may be summoned for assistance. As appropriate, an effort will be made to notify the parent of the situation. Parents are advised that in suspected child abuse cases, Human Services and/or law enforcement officials may exclude district personnel from the investigation procedures and may prohibit district personnel from contacting parents.

EXCLUSION FROM SCHOOL

Suspension

Suspension temporarily removes the privilege of a student to attend school or school activities for a period of time determined by the administration. Suspension periods are not to exceed ten consecutive school days. Temporary suspension may be necessary while officials review evidence and consider further action. A conference with the student and/or the student's parents may be required before the student returns to school. Students may make up all daily work missed (or its equivalent) during the suspension.

Expulsion

Expulsion means that a student is removed from school and all school-related activities for an extended period of time. Expulsion is used in cases of extreme severity or for repeated serious violation of school rules or District regulations. Expulsions are recommended by a school administrator to the district Superintendent. District procedure provides for written notification to the student's parents, identification of alternate education options, the right to a hearing, and all rights guaranteed by due process.

TECHNOLOGY AND ELECTRONIC COMMUNICATION

Using Technology

Wood Middle School recognizes the importance of using technology as a part of learning and communication. For that reason, the school provides a variety of different technologies to use for classwork and for personal growth.

Because the school encourages students to inquire and explore, and because the Internet is always changing and evolving, it is possible that students will accidentally encounter inappropriate sites. When that happens, the students should immediately turn off the display and inform a staff member of the situation. These accidents are viewed as learning experiences. While we recognize that students may encounter inappropriate sites by accident, intentional efforts to view inappropriate content may result in the loss of computer privileges, conference with parents, or further disciplinary action.

The school expects students to use technology to download content, create content, and, when appropriate, upload content as part of their learning experience. Students must be aware of privacy issues and intellectual property rights when using and uploading content. That is, students should always get permission before taking pictures or making video recordings of other people (students, staff or guests). Students may not post pictures or videos taken at school to any public site (snapchat, facebook, youtube, instagram, etc.) without specific permission from the people in the pictures/videos.

The school will address any use of technology (both school-owned and personal technology – at school or off-campus) that disrupts the learning environment or interferes with the well-being of others. Inappropriate use of technology may result in loss of privileges.

Personal Technology (cellphones, musical devices, tablets, etc.)

Students must always have a staff member's permission to use personal devices during the school day. Students may use these devices before school (prior to the halls opening at 9:10am) and after school (after 3:45pm). Students will also be allowed the privilege of using personal technology devices during lunchtime, however this privilege can be revoked if it is not used properly. During these designated times, personal technology devices are not to be used for social media, taking pictures, or taking videos. Additionally, there may be occasions in class when teachers give specific permission for students to use personal technology for a learning activity. The school reserves the right to temporarily hold the personal technology devices of students who fail to use them in the appropriate time, place, or manner. On some occasions, parents or guardians will need to pick up the devices for their student. When students connect to the school's wireless network, they should be sure to follow the district Acceptable Use Policy.

School Provided Technology

Because Wood Middle School believes that social communication and collaboration are important parts of the learning process, the school provides ways for students to communicate electronically. Students are expected to use this communication technology in the right time, place, and manner. If students fail to do so, they might temporarily lose access to those technologies.

When borrowing school equipment, students must follow all proper checkout procedures. The student is ultimately responsible for the condition of the equipment. When students finish using the technology, they need to return it in the same condition and with the same settings as they received it. If students notice something is not right with school technology, they should report it to a staff member immediately. Students must always have permission from a staff member before using any school technology.

Email

Students are given a school email account that is monitored and filtered. The purpose of the email account is to enhance learning by allowing improved communication among students and staff, as well as with the outside world. Email must be friendly and polite, and should be text based. The purpose of email communication is to seek or convey information. Students may not send mass emails or "spam". If a student uses the school email inappropriately, the account may be disabled.

Messages to Students and Phone Use

Parents and students are expected to arrange transportation and after school plans before the school day begins. Wood office staff will deliver emergency messages to students immediately and will attempt to deliver other messages during lunch. If students need something delivered during the school day, parents may bring items to the office. If students need to make a phone call during the school day (to contact their parents), they should not use their personal phones. Students may use the phones in the office during lunch and before or after school. For phone use during class time, a note is required from the teacher.

CLOSED CAMPUS AND TRAVELING TO AND FROM SCHOOL

Wood Middle School maintains a closed campus: Once students arrive on campus, they are not allowed to leave for any reason without the approval of the administration. Students will be subject to school discipline for conduct on the way to and from school.

Bus Transportation

For specific route information, go to <http://www.wlww.k12.or.us/Community/BusRoutes.asp>

Students must follow the rules governing behavior on school buses or may forfeit the right to ride. Students should understand that the bus driver is responsible for the safety of students. A licensed teacher or certified coach is responsible for establishing departure times of field trips and school activities, and for maintaining order during these trips. The following are state regulations:

- Pupils being transported are under authority of the bus driver.
- Fighting, wrestling or boisterous activity is prohibited on the bus.
- Pupils shall use the emergency door only in case of an emergency.
- Pupils shall be on time for the bus both morning and evening.
- Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material on the bus.
- Pupils shall remain seated while the bus is in motion.
- Pupils may be assigned seats by bus driver.
- When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- Pupils shall not extend their hands, arms, or head through bus windows.
- Pupils shall have written permission to leave the bus other than at home or school.
- Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- Pupils shall not open or close windows without permission of the driver.
- Pupils shall keep the bus clean, and must refrain from damaging it.
- Pupils shall be courteous to the driver, to fellow pupils, and passersby.
- Pupils who refuse to obey promptly the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus.
- Rules Governing Pupils Riding School Buses must be kept posted in a conspicuous place in all school buses.

EMERGENCY PROCEDURES

Medications and Special Health Needs

Any medication administered or taken at school must be done in accordance with state guidelines and school district policy. Written parent and/or physician permission is required for all prescription, non-prescription and self-administered medication. Administration of medication at school should be kept to a minimum. Students may not bring their own medications to and from school. It must be checked into the office in its original container with instructions as prescribed by the physician. Forms may be obtained from the main office and questions should be directed to the school nurse. Parents of students with special health needs (i.e. diabetes, severe allergies, etc.) are encouraged to work with the district nurse to develop a plan for emergent/urgent health problems.

School Closure

Information about closure due to inclement weather or unforeseen emergencies can be found on the school district website at www.wlww.k12.or.us. Parents are encouraged to sign up for flash alerts to receive messages from the district about weather and other emergencies. Announcements will also be broadcast by radio and television stations in the greater Portland area.

Evacuation Procedures

Fire/Earthquake/Emergency Evacuation Drills are scheduled approximately once a month throughout the school year.

Fire/Evacuation Procedures: All students must proceed quietly to the designated safe area, stand with the rest of his/her class, check in with his/her assigned classroom teacher, and wait for the all clear signal from administration before returning to the room.

Earthquake Drill Procedures: Students are expected to drop and cover, turn away from windows, stay under shelter until shaking stops, and listen for instructions.