

Roseway Heights Middle School



PARENT HANDBOOK 2019-2020

Roseway Heights Middle School- 7334 NE Siskiyou St, Portland, OR 97213 503-916-5600

Roseway Heights GETs it!

Give respect

Engage daily

Take responsibility

RHMS VISION

The RHMS community view social and environmental justice as foundational to the school. Students will learn to become exceptional scholars and community members through guaranteed and viable curriculum and instruction, elective exploration, exposure to a variety of potential career paths, and through a deeper understanding of their own and other perspectives.

SCHOOL HOURS

The safety of the building is important to us. To ensure maximum student safety and security, students are not allowed in building or hallways prior to 8:50 am. After 8:50 a.m. students can enter the school through the back door by the cafeteria or through the west parking lot doors. Students cannot enter through the front doors unless they are accompanied by a parent who checks in at the office.

- 8:50 Cafeteria is open for breakfast
- 9:05 First Bell: Hallways are opened for movement to class
- 9:15 Last Bell: School starts
- 3:45 Dismissal Bell: School ends
- 4:00 Students are expected to be gone from the building or engaged in an after-school activity

There is no provision for supervision of students before or after school hours unless they are enrolled in after school care program or in the after school SUN classes. Please do not send students to school earlier than 8:50 a.m.. Parents who take their child from school during school hours must check them out through the school office. This procedure is to ensure the safety of students. At dismissal time students are expected to go directly home unless they are going to childcare or an after school activity in which the student is enrolled.

BUSES/STUDENT DROP-OFF AND PICK-UP

Please do not drop-off or pick-up students in the front of the school as this causes traffic and safety issues. The parking lot on the west side of the school is used for student drop-off and pick-up. The right lane is for small buses and drop-off, and the left lane is for cars to exit the parking lot. Traffic is one-way through the parking lot. Enter on 72nd and exit onto Siskiyou Street. Students who ride the bus are expected to obey the safety rules. A student who chooses to misbehave on the bus or at the bus stop may receive a bus referral and can be suspended from riding the bus. You may reach PPS Transportation by dialing 503-916-6901. Bus schedules can be accessed at <https://www.pps.net/Page/141>.

REGISTRATION

A registration form **MUST** be on file for each student. A preprinted form is sent home the first week of school. Please verify that all information is correct, make necessary changes, and return to the main office. **THIS INFORMATION MUST BE KEPT CURRENT. IT IS IMPERATIVE THAT WE HAVE EMERGENCY CONTACTS FOR EACH STUDENT.**

PARENT/TEACHER CONFERENCES

Parent/teacher conferences will be held for 2 full days. These will be held all day and evening of both Monday, Nov. 25 and Tuesday, Nov. 26. Please plan to attend your child's conference so that the home-school partnership is strengthened.

ATTENDANCE: ABSENCES AND TARDINESS

Regular attendance contributes to success in school. Students should be sent to school on time and ready to learn. If your child is sick, please keep him/her at home. Please call the office (503-916-5600) to report student absences. Please avoid scheduling appointments during the school day.

If you need to have your child excused during the school day, please put your request in writing and send it to the office. Students can only be released to people listed on their registration form.

SCHOOL MEALS

Plan ahead so your student is fed on the first day of school. Meal accounts for continuing students must have a positive balance to eat school meals. New students need to pay for meals the first day of school or have an approved meal application.

Free or reduced-price meals: Families can apply for free or reduced-priced meals at <https://www.pps.net/Page/2464>. Students who qualified for free or reduced-price meals in 2017-2018 must reapply and be approved to continue to receive benefits.

Full-price meals: You can pre-pay anytime for school meals at your school cafeteria. You may pre-pay for school meals online at www.MyLunchMonday.com.

2019-20 Menu Prices

Grades	Breakfast	Lunch
6-8	free to all RHMS students	\$3.15
Reduced*	\$0.00	\$0.00
Adult	\$2.25	\$4.40
Milk	\$0.50	\$0.50

INCLEMENT WEATHER

Delays and closures

The district has two options in the event of bad weather: Delay school openings for two hours or close the schools altogether. Before deciding which to do, district officials consult with local meteorologists, city transportation officials and PPS transportation staff in the field.

School delay and closure information is relayed in a variety of ways:

- PPS will send text alerts to families, students and PPS staff who have opted in to receive SMS text alerts on their cell phones. If you are a parent or guardian, a student or a PPS staff member, you can opt in to receive texts by texting YES to 68453. You can read more about texting and the district's "[Mobile First](#)" initiative.
- An automated phone call is sent to affected families.
- The district has a Twitter feed to relay closure, delay and emergency information. You may create an account at www.twitter.com. Follow @PPSConnect.
- Information is also posted on the PPS website, submitted to the media, and posted on the [PPS Facebook page](#).
- Snow routes and alternative stops will be called for AM or PM or both depending upon the road conditions or weather forecast. Please pay close attention to additional District announcements throughout the day for changes. District decisions made after the initial call will be updated to the same media outlets.

CELL PHONE/DEVICE POLICY

Overview

NO cell phone/device use during school hours. This includes no earbuds.
Devices are to be off and away as soon as they enter the building. Not even during morning gathering time, lunch/recess time or afterschool programs.
EXCEPTION: Bring Your Own Device (BYOD) activity as part of a classroom lesson.

Roseway Heights will be a phone/device away campus. Roseway Heights administration and staff understand that many parents/guardians want their children to have a cell phone for safety reasons. While your child is at school, student communication will be carried out through the school office, the school nurse or counseling office. If students must have a cell phone/device with them and do not feel comfortable leaving it in their locker for security reasons, they must turn the cell phone/device off and keep it out of sight while at school.

WHY?

Roseway Heights believes in students being 100% present in their education and connecting with their school community in a personal way. While electronics are a daily part of our lives, we understand that there's a time and a place, and school time is a time to learn and build authentic relationships. Furthermore, we want to keep our students focused and away from social media, as it can cause social conflicts within the student body.

Procedure when misuse of device occurs:

- o Students' devices will be confiscated by administration or staff member and taken to the office.
- o Students will have to go to the office at the end of the day to sign it out and take home a form to be signed by parents.
- o Three confiscations will mean that parents will have to pick up the device at the school.

DISTRICT DRESS CODE

Allowable Dress & Grooming

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

SCHOOL NURSE & HEALTH ASSISTANT

Our School Nurse is a registered nurse (RN) and is a key person for keeping students safe and well. No appointments or special permission are needed for students to see the nurse. You may call the school if you would like to meet with the nurse. Hours of the school's nurse may vary. If the nurse is not available, a full-time Health Assistant can help children who become sick or injured at school. The nurse will get necessary information (for example, a health history, medical diagnosis and treatment) to assist students with special medical and mental health needs at school. The nurse may use this information to train school staff how to help your child at school. In order to obtain this information, the nurse may:

- Talk with parents, students,
- Request that you sign a release of information form to discuss your child's health needs with the school staff and health care professionals
- Use questionnaires
- Look at health records
- Check out a body area (examples: listen to the heart, feel the skin, look in the ears)
- Teach about good health practices (examples: healthy eating, good hand washing, and social skills)

HEALTH SCREENINGS

Oregon Law says that screenings shall be done to help find children's health problems. Dental and vision screenings are conducted in the 7th grade and are overseen by the school nurse. If you do not want your child included in these screenings you must submit a written request to the school each school year. Screening results are all sent home to parents.

IMMUNIZATIONS AND OREGON LAW:

- To protect all children, every student must have a current school immunization record or a medical or religious exemption at school. Students not in compliance with immunization requirements may not attend school and will be excluded on state mandated exclusion days (3rd Wednesday in February).
- It is important to keep your child's school immunization record up-to-date. Check with your school's office if you need forms.

Upon written request from parents/guardians for release of information (form available at <http://www.mesd.k12.or.us/shs/hss/immunizations/immu1.pdf>), the MESD Immunization Program will provide vaccination dates to clinics as needed to assess immunization histories of their clients. These efforts increase protection of children against vaccine-preventable diseases and promote efforts by parents and schools to comply with school mandated immunization requirements.

MEDICATION AT SCHOOL

The school's nurse provides consultation about medication administration that must occur at school. Only medication that is necessary to be given during the school day will be kept at school. Remember to ask your medical provider if your child's medication can be given outside school hours. This is safer for your child and easier for you. By Oregon law, if medication must be given at school, you must:

- Provide written permission (forms are available at school).
- Any change to the medication will require the parent to update the medication form at the time of the change.
- Make sure all medication (prescription and over the counter) is in its original container and marked with the student's name. (Ask the pharmacist for an extra bottle for school when getting prescriptions.)
- All medication must be delivered to school by the parent or responsible adult designated by the parent. Students may not keep medications with them unless they are age-appropriate for the responsibility, have been identified as a self-manager, have written parent permission, and are cleared by the principal to do so. Students may carry only a single day's supply of medication.
- Make sure the school has an adequate supply of all medications required by your child.
- Pick up the medication when it is no longer needed at school.
- All medication not picked up by the end of the year will be destroyed

SCHOOL EXPECTATIONS

Our School Expectations are:

Roseway Heights GETs it!

Give respect

Engage daily

Take responsibility

Posters have been made and distributed throughout the building in order to make them visible to students, staff and families. The intention is to send a consistent message about what our school community values and what how it looks in different common areas. This will help Roseway Heights Middle School ensure that our school values are inclusive and affirming.

STUDENTS' RIGHTS, RESPONSIBILITIES AND DISCIPLINE HANDBOOK

The PPS *Guide to Policies, Rules, and Procedures on Student Responsibilities, Rights, and Discipline Handbook* is distributed each fall. It is the student's responsibility to help make school a safe place to learn. The purpose of the handbook is to set fair and responsible standards of behavior. Roseway Heights develops our School Climate Plan based on the guidelines stated in the handbook. Teachers also develop and post behavior expectations in their classrooms. You are encouraged to become familiar with these provisions. Your support of these standards will ensure maximized learning for all students

CULTURALLY RESPONSIVE- POSITIVE BEHAVIOR AND SUPPORTS AT RHMS

CR-PBIS (Culturally-Responsive Positive Behavioral Interventions & Supports) uses implementation science to help students to develop positive behaviors in a way that is pro-active, rather than reactive. At the most basic level, CR-PBIS can be described as a three-pronged approach:

1. Explicitly **teach** what is expected
2. Actively **acknowledge** students when they are following the expectations
3. Instructionally **correct** students when they are not following the expectations

Research shows that when school staff acknowledge positive behaviors at least three times more often than correcting behavioral mistakes, disruptions decrease significantly. When disruptions occur the staff focuses on interventions, positive supports, restorative practices and corrective consequences that will help prevent the behavior from occurring again. CR-PBIS uses disaggregated data to make decisions and to develop the systems and practices of a school. The unique racial, cultural and linguistic makeup of the school is explicitly addressed at every decision point. Our School Climate Handbook can be found on our website.

SCHOOL VISITORS

Parents are welcome to visit our school! It is important that you sign in at the office upon arrival and sign out before leaving. Please make arrangements with your student's child's teacher to volunteer in the classroom. If you would like to observe in the classroom, please contact the main office. Conferences are not convenient during this type of visit, but teachers may be available before and after school by appointment. Please call the school at 503-916-5600 to arrange an appointment. Students from other schools are not allowed to visit classrooms with students enrolled at Roseway Heights.

RECORDS REVIEW

Oregon law allows parents/guardians to review their child's records. Please make an appointment with the Principal if you would like to look over your child's cumulative file.

FIELD TRIPS

A permission slip will be sent home for each school sponsored field trip. We must have a permission slip signed by a parent/guardian to allow a child to leave school. We cannot accept handwritten notes or phone calls in place of the field trip permission form. One form signed in your opening day packet will cover walking field trips through the whole school year.

STATE ASSESSMENTS

One way student's progress is measured in reading, math and science is by the state of Oregon through the Smarter Balanced test. Students participate in these tests each year. Scores are established at each grade level indicating whether students are meeting, exceeding, or not yet meeting state standards. Classroom work samples are also part of assessing student progress toward reaching the state benchmarks.

BIKES/VALUABLES/TOYS AT SCHOOL

Students are urged to use extreme caution when riding bikes to school because of busy traffic conditions. Be sure your child can properly secure his/her bike, as the school cannot be responsible for stolen property. Students are encouraged not to bring any electronic equipment, skateboards, scooters or other costly items or toys of any type to school. The school cannot be held responsible for student's property if lost or stolen. Cell phones must be turned off and kept out of sight during the school day. The school recommends electronic devices be kept safely at home.

STUDENT RESOURCES

LEARNING CENTER

Students who qualify for special education assistance in reading, writing, math, and or social skills are eligible to receive services from Learning Center staff. Supplemental instruction is provided to students, and is coordinated with homeroom teachers and with other support programs.



ENGLISH AS A SECOND LANGUAGE PROGRAM (ESL)

The ESL program serves students whose native language is other than English. The ESL teacher is responsible for English language acquisition assessment, instruction, and reporting for these students. The student's cultures are embraced, celebrated and shared with the entire school. The ESL teacher works closely with homeroom teachers and other specialists to ensure the success of each child.

COUNSELORS

Our counselors promote a successful school experience for all students. The counselors provide individual and group counseling, and help students build positive attitudes toward themselves and others. Counselors can also help families contact appropriate community resources, and are available to consult with parents about child development and parenting concerns.

SCHOOL PSYCHOLOGIST

The school psychologist acts as a consultant to teachers regarding individual student's academic or behavioral issues, and, as time permits, gives direct service to individuals or small groups of students. The psychologist is involved in service to students in private schools or home schooling, and out-of-district placement of any students living within the Roseway Height attendance area.

TALENTED AND GIFTED (TAG)

Students are observed for traits, attributes and behaviors that display exceptional talents and skills. By using the results of these observations, teachers and parents may nominate students for testing. Our goal is to ensure we are meeting the level and rate of learning of our students. A TAG Committee is formed each year to coordinate the program. This committee will recommend students who have been assessed and meet TAG qualification criteria.

SPEECH AND LANGUAGE

Speech and language services are provided to students with communication disorders such as articulation, fluency, voice or language difficulties. The speech/language pathologist diagnoses and provides intervention for those students who are eligible for service, based on Oregon State eligibility criteria.

COMMUNICATIONS/UPCOMING EVENTS

Communication to families is sent through School Messenger. Announcements are also posted on the school website located at <https://www.pps.net/rosewayheights> and our school Facebook page located at <https://www.facebook.com/RosewayHeightsMS/>.

PRINCIPAL'S COFFEE

A Principal's Coffee will be held at RHMS once a month during morning and evening times. In addition, off-site Principal's Coffee meetings will be held on a rotating schedule at Hacienda, the Asian Family Center, and Broadway Vantage.

SUN COMMUNITY SCHOOL

Roseway Heights SUN Community School offers school-based before and after school recreation and enrichment programs for children as well as life-long learning opportunities for adults and seniors in the community. Roseway Heights SUN Community School is a collaboration between Multnomah County Office of School and Community Partnerships and the City of Portland Parks & Recreation. Jennifer Garcia is the site manager for RWH SUN CS and her office is located in Student Services. You can reach Jennifer at 503-916-5865.

COMMITTEES AND ORGANIZATIONS

SITE COUNCIL/LEADERSHIP TEAM

The purpose of the Site Council is to focus on school improvement. The Roseway Heights Site Council is made up of teachers, students, classified staff, parents and the principal. Site Council meetings are held monthly and notice of when these will start will be posted through School Messenger and on the website.

SCHOOL CLIMATE COMMITTEE

The School Climate Committee is made up of teachers, students, classified staff, parents and administration. Monthly meetings are held to review disciplinary data and the effectiveness of the School Climate Plan.

PARENTS INTERESTED IN EQUITY (PIE)

RHMS will host a number of events focused on building cross-cultural understanding in the community. Both student and parent racial affinity groups will meet regularly in order to ensure multiple perspectives are represented at RHMS.

SERVICES AT MADISON HIGH SCHOOL (MARSHALL HIGH SCHOOL CAMPUS for 2019-20 SCHOOL YEAR)

RHMS works closely with Madison High School and families have access to parent ESL classes, the Oregon Food Bank, and Mental Health Clinic. For more information about these services, please contact the main office or counselors at RHMS.

PARENT TEACHER ASSOCIATION (PTA)

The PTA is a national nonprofit organization that has dedicated itself to advancing the well-being of children and families. Each year, our volunteers hold several profitable fund-raisers that allow the PTA to offer assistance to our children and classrooms. Our PTA offers support through events and financial assistance, such as helping with the funding of field trips and class projects. The PTA sponsors events for students, dinners for the school staff during conference time, and much more! No matter what the event, our volunteers ensure our children's best interests are at heart. The Roseway Heights PTA is looking forward to another successful school year, working together to enhance our children's education.

PTA CLOTHES CLOSET

The Portland Council PTA sponsors a clothes closet that serves students through the city. It is stocked with donations and is staffed by volunteers. Roseway Heights volunteers work at the clothes closet 2 times a year. Periodically, our "lost and found" is cleaned out and unclaimed items are donated to the Clothes Closet. The Clothes Closet is available to any student on free or reduced lunch. Please pick up an application from our counselor if you would like to use this service.