

*Home of the Mustangs!*

**WALT MOREY MIDDLE SCHOOL  
2021-2022**



**Student/Parent  
Handbook**

**Walt Morey Middle School**  
2801 SW Lucas Ave  
Troutdale, OR 97060  
(503) 491-1935  
Attendance Line (503) 661-9595

**\*\*This handbook is available on the WMMS website\*\* <http://www.reynolds.k12.or.us/morey>**

## Welcome to Walt Morey Middle School

**Walt Morey is committed to providing a meaningful and challenging environment that supports and empowers all students in achieving their fullest potential.**

### **Walt Morey Mustangs = Pride**

The mascot of Walt Morey Middle School is the mustang. This symbol represents the pride our staff and students have in self, family, school and community. Purple, silver, and black are the official school colors.

### **Your Administrators:**

Mrs. Pruett	Principal	Extension 1708
Mrs. Holcomb	Associate Principal	Extension 1709

### **Your School Resource Officer:**

James Monda	SRO	Extension 1732
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### **Your Counselors:**

Mr. Klindt	7 <sup>th</sup> and 8 <sup>th</sup> Grade	Extension 1725
Mrs. Wolf	6 <sup>th</sup> Grade	Extension 1726
Mr Santibanez	Mult. Co. Mental Health	Extension 1733
Mrs. McCarthy	Social Worker	Extension 1720

### **Your Learning Specialists:**

Mrs. Ramseyer	Learning Specialist	Extension 1823
Mrs. Hodgins	Learning Specialist	Extension 1702
Mrs. Russell	Lifeskills Teacher	Extension 1744
Mr. Miller	Behavior Specialist	Extension 1701

### **Sun School Coordinator:**

Mr. Grimmer	Extension 1742
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### **Guidance and Counseling — “We Care”**

There are two guidance counselors at Walt Morey Middle School. Their main purpose is to assist students who are having school or personal problems. However, they also write class schedules, work with students who have attendance problems, meet with parents, and from time to time hold classes to discuss issues facing middle school students.

If a student wishes to have a conference with a counselor, the student may arrange for an appointment by filling out a "Request for Conference" form (available in the counseling office or main office.) If a parent wishes to have a conference with a counselor, please phone the counselor at school at (503) 491-1935.

### **OFFICE/TEACHER HOURS**

Office hours are 7:00 AM to 3:00 PM, Monday through Friday. Teachers’ “official” hours are from 7:00 AM to 3:00 PM. Messages may be left on the voicemail system 24 hours a day, for any staff member, the office or an administrator. On occasion, the office will be closed for required staff meetings.

***Please note:*** The school does not have facilities nor authorized personnel available to allow students to remain on campus beyond dismissal time unless they are involved in a school supervised program.

### **SCHOOL START/END TIME**

School start and end times are 7:30 AM to 2:15 PM. The building will be open for students at 7:00. Students are to enter the building thru the commons doors and remain in the cafeteria commons area until the morning start bell sounds (7:20 AM).

### **SCHOOL TO HOME COMMUNICATION**

There are several ways that we provide information to our parent community.

- Newsletter- Each month we send out a monthly electronic newsletter that contains important information from the principal, notices, announcements and details on subjects such as state testing, parent conferences, report cards, calendar dates, sports, clubs, student recognition and much more. These will be sent to parents through email and Remind using the parent contact information on file.
- Parent Vue- All parents have 24-hour access to student grades through the use of Parent Vue. Parents can support their students by monitoring Parent Vue regularly and inquiring with teachers about low scores and missing assignments. The office staff is available throughout the year to help parents get connected. We also offer training and connection support during Fall conferences.
- AutoDialer- During the year, the school uses the automated phone dialer to inform the Walt Morey community about upcoming school events. The AutoDialer will call parents mid-morning each day when students have an unexcused absence.
- Remind notifications, phone calls, e-mail, postal service- Parents will receive information that specific to their individual student through phone calls, e-mail, or postal service. Such communication could be with respect to grades, behavior, physical or mental health, injury, upcoming appointments, etc.
  - Parents will be notified the same day about an injury or health concern.
  - Parents will be notified within 24 hours of a disciplinary referral. A copy will be mailed home.
  - Parents will be given at least 24 hours advanced notice about an after school detention.

Parents are encouraged to reach out to the school about any concerns they have regarding their student. Staff are expected to return all parent phone calls and emails within 24 hours.

### **EMERGENCY INFORMATION - UPDATES FROM HOME**

New telephone number? New address? Please inform the office of any changes. It is imperative that we have the most up-to-date information such as address, phone number (work, home, cell, pager) and emergency contact persons/phone numbers. If your student is injured at school, we need to be able to contact you immediately.

Please note that unless the parent specifies otherwise, all persons listed as emergency contacts on a student's emergency card (information form) are authorized to pick up that student in the event of an emergency when all efforts to contact a parent have been exhausted.

### **PBIS (Positive Intervention and Supports)**

Walt Morey Middle School uses a PBIS model to teach and reinforce positive behavior. Through this model, students are recognized and rewarded for safe, respectful, and responsible behavior. Some incentives offered are:

- Mustang Money – This positive incentive program enables all students to earn immediate rewards for positive behavior. Mustang Money is available to all staff members to be used in rewarding specific acts of positive/improved behavior. Students may exchange Mustang Money to purchase items from the Student Store, buy popcorn or ice cream during lunch, play in the game room, or participate in raffle drawings.
- Activity Hour - Activity Hour is a privilege that must be earned by maintaining passing grades, positive behavior, and good attendance for the entire term. Terms do not align with grading terms, but rather span from the beginning of the year until Winter Break, from Winter Break to Spring Break, and from Spring Break to Summer Break.
  - There are three Activity Hour Scheduled for the year. They will occur the Friday before each break from 1:00-2:15. During Activity Hour students can choose from various fun activities such as a dance, movie, sports, crafts, games, etc.
  - In order to attend Activity Hour, students must:

- Have passing grades in all classes. (No F's)
- Have 0-1 referrals, with no out-of-school suspensions
- Have 90% attendance
- Students who do not earn the privilege of attending Activity Hour will remain in class for regular academic time.

**Parents** help their students to earn Activity Day privileges by:

- Regularly checking Parent Vue to ensure students are completing assignments and passing classes.
- Reinforcing and supporting responsible school behavior.
- Supporting students in maintaining 90% attendance.

**Walt Morey staff members** support all students in their quest to participate in Activity Days. They:

- Regularly inform students about their academic performance.
- Support students in completing homework and studying for tests.
- Discuss student's poor behavior and help develop plans to change it.
- Inquire about chronic attendance issues.

### **AWARDS, REWARDS & RECOGNITION**

At Walt Morey Middle School, one of our goals is to recognize and promote positive student achievement and behavior in as many ways as possible. The following list represents some of the methods we use to recognize students:

**"Mustangs of the Month"** - Each month, teachers and staff members nominate a Student of the Month for their team. Students are nominated based upon good citizenship, outstanding effort, academic achievement, and positive contributions to our school. Mustangs of the Month nominees receive a certificate, have a letter sent home, and their photo is displayed in our recognition display case. They also will be invited to breakfast or lunch with the principal and associate principal.

**"Honor Roll"** - Our school takes pride in the academic achievements and outstanding efforts of our students. The Honor Roll is academic recognition each term and is based on grade point average (GPA). A GPA of 3.5 or above qualifies a student for the Honor Roll. The Honor Roll list will be displayed in our recognition display case and sent to the *Gresham Outlook* for publication. Honor Roll students may also pick up a prize from the front office.

**"B's or Better"** - Students who receive B's or better during the quarter will be treated to a breakfast celebration at the end of each quarter in the commons.

**"8<sup>th</sup> Grade Promotion"** - Eight Grade Promotion occurs every year during the last week of school. It is a celebration of students who have completed 3 years of middle school and are moving on to the high school. All 8<sup>th</sup> grade students and their families are invited to attend this event. The following awards will be announced:

- Perfect attendance award
- Principal's Award- 4.0 all three years
- Outstanding Academic Achievement- 3.9 and 4.0 during the 8<sup>th</sup> grade year
- Joe Price Memorial Scholarship- outstanding band student, includes \$250 music scholarship
- Jim Luening Scholar Athlete awards- athletes who maintain a 3.5 GPA
- John Sall award- outstanding community service
- Perseverance Award-student who overcomes challenges to achieves success
- Citizenship award- student who best displays ideals of empathy, integrity, kindness, and helpfulness
- PE and Fine Arts awards

### **BOOKS, LIBRARY**

Students may have up to three (3) items checked out of the library at a time. Books may be checked out for up to **two** weeks, magazines for one week and reference material overnight. Students may not check out items if they have any items overdue. Students are responsible for any library materials checked out during the school year. Students must pay for items that are lost or damaged beyond

use.

Failure to pay fines or return library books will result in exclusion from 8<sup>th</sup> Grade Recognition and/or the last Activity Day.

### **BULLETIN**

A daily student bulletin is read aloud to all students each morning. The bulletin contains important notices about everything from picture day to sports to signing up for after school clubs.

### **CONFERENCE REQUEST**

If a student needs to see a counselor, nurse, or an administrator, they may complete a "Request For Conference" form in the main office or counseling office. Make sure the student's name (first and last) is clearly written, circle whom they want to see, and briefly describe the reason for the conference request. Give the slip to a secretary in the office or turn it in directly to the counseling office. Students will be contacted when the person is able to conduct a conference. Please be patient. If the student has an emergency and needs to see an administrator or counselor immediately, they should report directly to the main office or counseling office.

### **ELECTRONIC DEVICES**

Students will keep all communication and electronic devices turned off and put away from the time they arrive on campus until students are released at the end of the day. Students may not carry phones or electronic devices with them; they are to be kept in the students' locker at all times. If a student violates this rule, the device will be confiscated.

### **EMERGENCY PROCEDURES / DRILLS**

All teachers will explain safety procedures such as fire exit routes, earthquake exit routes and responsibilities of students/visitors in the event of emergencies. Our school's safe area is the ball field on the northeast end of the building. In the event of an evacuation, students will remain in the safe area with supervising teachers until a verbal directive is made to return to class or instructions are given to change evacuation locations.

#### **- Fire Alarm Procedures**

Fire exit routes are posted and will be explained to students by the classroom teacher and drills will be monthly. If a fire alarm should sound, students are to walk with their teacher and class to the nearest designated exit. As soon as the class is at a safe distance from the building, the teacher will take attendance. Any student out of class at the time of an alarm (e.g. in restroom, hallway, at locker, etc.) should exit from the building via the nearest exit, then go directly to join their class at the designated place. If a fire alarm should occur during lunch or passing time, students are to exit from the building via the nearest exit and report to the teacher of his/her previous class.

#### **- Lock Down**

Walt Morey Middle School has an emergency plan in place to alert teachers/students/visitors that we are in a lock down mode. In the event of a lock down, the announcement will be made over the intercom system and/or verbally from staff member to staff member. During a lock down drill the general public will not be able to enter the building.

#### **- Reunification Plan**

Reunification is the process by which parents are reunited with their children if the building is evacuated. Whenever practical, family reunification/student release will be accomplished at the student's school. However, it may be necessary during a school incident to relocate students and staff to ensure their safety. In this case, students and staff will be transported to a pre-designated site. The District will release a public announcement as soon as the decision to relocate has been made and will include a phone number parents can call for more information and site location. A trained team of school personnel and community partners will be available to take care of your children until you are able to pick them up. Your child will not be released to anyone who is not designated as an emergency contact authorized to pick up your child. You or the authorized individual will be asked to show photo ID.

### **HEALTH ISSUES**

### **- Injuries At School**

If a student is injured during school time or during a school-sponsored activity or athletic practice or event, the student is to report the injury immediately to the staff member in charge at the time of the accident (teacher, coach, noon aide, etc.). The student will be sent or escorted to the office to see the nurse.

**At least one local emergency phone number is required for each student in case a parent cannot be reached.** We cannot emphasize enough how important it is that all home phone numbers and emergency numbers are up-to-date. Please notify the office immediately by phone or written note, of any change in these numbers. This is a critical requirement for student safety.

### **- Health Room**

The school provides a health room for students who become ill or injured during the school day. Students must check in with a secretary in the front office before proceeding to the health room. Students must sign in upon arrival at the health room.

### **- Medications at School**

The school may assist in administering only prescription medications **scheduled to be given during school hours** or non-prescription medications **necessary for the child to remain in school**. The custodial parent(s) in writing shall make any request for the administration of medication to a student. Please obtain a form and further instructions from the office or school nurse.

Parents must always bring prescription and non-prescription medication to school in its **original, labeled container**. Students are not to carry either prescription or non-prescription medications but are required to keep them in the health room.

At the end of the school year, leftover medications must be picked up **by a parent** (medications will not be released to a student) by the end of the last day of school. The school nurse will destroy medications not picked up by the date indicated.

### **HOMEWORK REQUESTS**

Homework is an integral part of the school program. **A parent** may request homework on the student's third day of absence. The homework will be ready in the office for pickup after 24 hours. For absences less than three days, we ask that the student collect the homework from his/her teachers upon returning to school. For a pre-planned absence, students should collect work from teachers prior to the absence. We recommend parents phone the school to check if requested homework is ready before coming to pick it up.

### **INTERNET/E-MAIL**

The Internet has become an important resource in our students' lives. Many of their assignments require the use of the Internet. With parent permission, Walt Morey students are allowed to use the Internet to gather research **for educational purposes only**. At the beginning of the year, our teachers or our media specialist review protocol for computer use with all of our students. This review includes appropriate use of computer equipment and safety procedures when using the Internet. If students misuse equipment or intentionally access inappropriate sites, they will lose the privilege of using school computers.

**Parents: Staff e-mail addresses are available by visiting our web site at:**  
**<http://www.reynolds.k12.or.us/~morey/morey.html>**

### **LOST AND FOUND**

General lost and found items are kept in the hallway near the commons. The P.E. department has a separate lost and found in the locker room area. Due to a lack of space to keep large amounts of lost and found items, the two collections are combined and donated to a charitable organization a few times each year. Prior notice is given in the student daily bulletin and sometimes in the newsletter.

### **PALS - PARENTS-AND-LEADERS-for-STUDENTS!**

Please see the WMMS PALS link on the school's website for information on meetings, activities, and membership.

## **PERSONAL PROPERTY**

The school assumes **no responsibility** for loss or damage to students' personal property, including personal items stored in lockers. We will try to help recover any lost, stolen or damaged article. Large sums of money, valuables, or items of sentimental value should **not** be brought to school. If for some reason students must do so, they must check them in the office for safekeeping.

## **PHONE USAGE**

Phones in the office and those located in classrooms are to be used for school business only. The only exceptions are for students who need to contact a parent due to illness or other emergency situation. To use a phone, students must have permission from an adult. Students should *not* request phone use to call home for permission to go to a friend's house or make arrangements for after school social activities. Students are to **make these arrangements before the school day begins**.

It is most helpful for students to leave appropriate voice messages when they encounter voicemail while trying to contact a parent. An appropriate voice message includes the day, time and reason for calling. This would help reduce the number of calls the office receives from parents responding to caller ID, and parents will appreciate having the information they need before calling the school.

## **PUBLICITY DENIAL - PERMISSIONS/AUTHORIZATIONS**

Parents have an opportunity to request that the school NOT allow their child's information or photo to be used in: News Media, School Yearbook, School Web Page, and/or Student Directory. The August welcome mailing will include a student "change of information" form, which includes the permissions/authorizations fields. Change your permissions/authorizations on that form and turn it in to the school office in the fall. Or simply call the school office anytime you wish to change your permissions/authorizations.

## **RECORDS INFORMATION - NOTIFICATION OF RIGHTS**

*Parents and eligible\* students have the right to:*

- Inspect and review the student's education records.
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the applicable state or federal law authorizes disclosure without consent.
- Pursuant to OAR 581-021-0410, file with the United States Department of Education a complaint under 34 CFR 99.64 concerning alleged failures by the district to comply with the requirements of federal law.
- Obtain a copy of the district policy regarding student education records. (Copies of District Student Records Policy are located in all schools. Please contact the school secretary or principal.
- The district forwards education records requested under OAR 581-021-0250 (l) (m) and (p) within 10 days of receiving the request.
- If the eligible student or the student's parent(s) has a primary or home language other than English, the district shall provide effective notice.

\* Eligible student is defined as a student who is 18 years of age or who is only attending an institution of post-secondary education or is legally emancipated. The term also includes any student who has reached the age of majority.

## **YEARBOOKS**

Students order and pay for yearbooks in early spring. Yearbooks are distributed to students on or before the last day of school. The cost will be \$18.00 on Registration Day and \$20.00 after. Every student is photographed on Registration day at the beginning of the school year and will appear in the yearbook unless the parent requests their student's photograph or name be omitted.

## **SPORTS INFORMATION**

### **Required Sports Forms**

In order for a student to practice for a sport the following forms must be complete and on file with the athletic director/administrator.

- Form #1 School Sports Pre-Participation Examination form (white)  
- OR -  
Middle School Medical History form (green, 1/2 sheet)  
(for the years after the first physical)
- Form #2 Athletic Policies/Parent Permission form -  
AND - Athletic Code of Conduct (on full white sheet/both sides)
- Form #3 Student Insurance for Athletics/Activities form (blue)
- Form #4 Athletic Department Emergency Procedure Card (white, 1/2 sheet, 2NCR)

Please note the School Sports Pre-Participation Examination/Middle School Medical History form and Athletic Policies/Parent Permission form, once on file with the athletic director, **NEED TO BE UPDATED EVERY TWO YEARS**. However, a new Athletic Department Emergency Procedure Card *should* be turned in at the start of participation in each new sport.

### **- Physical Examinations / Medical History**

All students/athletes who want to participate in after school sports **MUST** have had a physical performed by a physician, registered nurse or other valid health service person. This physical must be on file with the athletic director before the student/athlete can practice, try out for a team or play in a game. Physicals for Walt Morey Middle School are good for two years. Physicals at Reynolds High School are good for two years, as well. Although RSD has its own physical form to be completed by the physician, any valid form signed and dated by the provider of the physical will do just as well.

### **Fees For Sports**

A fee is collected to offset the cost of athletics. **Before a student athlete may obtain a uniform, the fee must be paid.** Remit payment to the office.

\$10.00

The maximum fee per family is \$300.00 per year. There is no maximum individual fee. Always keep proof of payment in order to show that your maximum fee has been reached. If there is a financial hardship, please contact the principal or athletic director.

### **- Refund of Fees**

*After the first playing date*, the sports fee is non-refundable except for extenuating circumstances such as moving, having an accident which prevents participation, extended illness, etc. In no event will there be a refund after one-half the contests are played. If a student removes her/himself from participation or is cut from the team *prior to the first contest*, she/he shall receive a full refund. Parents should request a refund in writing and submit it to the office or athletic director.

### **- Insurance, School**

Private insurance is made available through the school if you desire it. Insurance packets are available in the office. Read the packet carefully, and if you have any questions regarding coverage, please contact the insurance company.

### **- Joining a Sport/Practice Times**



Practice times are determined by the coach and like information will be shared by the coach at a preseason meeting and/or at the first practice. Announcements about preseason meetings and/or about signing up to participate in sports are made in the daily student bulletin and sometimes in the newsletter. It is helpful but not imperative that athletes attend preseason meetings or the first practice. In other words, if you turn out a little late you can still join the team.

**- School Attendance & Student Athlete Participation in Practice/Meets/Games**

Student athletes absent the day of practice or a meet/game will not participate in that day's practice or meet/game unless an administrator approves participation.

**- Students Ride Home**

Students participating in after school sports are to meet their rides in the front of the building. Students will remain in this area while waiting for their transportation. Students must pre-arrange transportation. If a student *must* use a phone, the request should be made to the supervising coach. Students **do not** come to the office to make phone calls.

**VISITORS**

We are committed to providing a safe and rich learning environment. Although we encourage **parents** to visit, it is vital for our students' safety that we are able to identify all persons in our building. All visitors must sign in at the front office. If a parent wants to visit a classroom, they must make an appointment with the teacher and the principal.

We have a “**No Visitor**” policy that applies to school-age visitors. ***There are no exceptions to this rule.***

**VOLUNTEERS**

We welcome volunteers in our school. Walt Morey prides itself on creating a safe learning environment; therefore, you will understand the need to know who is volunteering with our students. To ensure safety, there is a quick background check for those who would like to volunteer. If you are interested in volunteering, please see one of our secretaries for the necessary forms.

Once approved, we ask all volunteers to wear their district volunteer badge, and it should be clearly visible.

**WEB SITES OF INTEREST**

**Walt Morey Middle School**

<http://www.reynolds.k12.or.us/~morey/morey.html>

**Reynolds School District**

<http://www.reynolds.k12.or.us>

**Oregon Department of Education**

<http://www.ode.state.or.us>

**Parent Vue**

[https://student.cascadetech.org/rsd7/Login\\_Parent\\_PXP.aspx](https://student.cascadetech.org/rsd7/Login_Parent_PXP.aspx)