

HEDRICK MIDDLE SCHOOL



2009-2010

Parent Handbook and Calendar

Be Safe, Be Respectful, Be Responsible

Hedrick Middle School

Teaching & Support Staff

Hedrick's staff will be communicating with you throughout the year through phone calls, Hornet Honeys, monthly Newsletters, Progress Reports, P.A.L., and Grade Reports. If you would like to contact a staff member directly, please call 842-3700 between 7:30 a.m. - 4:00 p.m. Although teacher phones are turned off during instructional hours, please leave a message and they will return your call as soon as possible. Or, if you prefer, you can email them at firstname.lastname@medford.k12.or.us

Hedrick Teaching Staff

Wendy Barrie
Vanessa Campbell
Deanna Coulter
Cliff Cowley
Carla Dahlin
Travis Dick
Nancy Egan
Lynn Gervais
Phil Evans
Ashleigh Filomeo
Steve Forrest
Chris Geankoplis
Cori Gibson
Peg Hansen
Nichele Harp
Diane Heider
Susan Holt
Connie Jager
Koeby Johnson

Dan Keck
Nicholas Kennedy
Sandee Kensinger
Laura Kimball
John Kline
Thomas Layton
Virginia LeRoux
Randy Magallanes
Christine Mares
Teman Montgomery
MaryBeth Munroe
Judy O'Neill
Kathy Pauck
Becky Plankenhorn
Troy Pomeroy
Misty Potochnick
Sandy Rouhier
Loni Strong
Heather Taylor
Sandy Turner
Pieter Voskes
Mike Wright

Instructional Assistants

Maureen Buckley
De Burton
Diane Dahlin
Polly LeCroy
Barbara Redding
Jennifer Smith

Support Staff

| | |
|---|----------|
| Principal - Paul Cataldo | 842-1536 |
| Office Manager - Diane Tucker | 842-1536 |
| Assistant Principal - Sheryl Lipski | 842-3703 |
| Main Office | 842-3700 |
| Dean - Lynn Bergen | 842-3701 |
| Dean - Tami George | 842-3701 |
| Registration/Deans - Janet Pierce | 842-3701 |
| Receptionist - Carolyn Bennett | 842-3700 |
| Attendance/Health - Karen Wihtol | 842-3702 |
| Athletics/Activities - Diana Cunningham | 842-3703 |

Hedrick Teaching Staff (cont)

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SKILLS FOR SUCCESS AT HEDRICK

Students need to learn how to be responsible for their actions before they head off to high school and the world of work. Hedrick staff teaches the Skills for Success listed below, and they review them throughout the year. In addition, they score student progress and send home Personal Accountability grades each quarter. Please review these skills with your student.

Personal Conduct

- ♦ Respects rights and property of self and others
- ♦ Follows school and classroom rules

Problem Solving/Decision Making Skills

- ♦ Can plan and organize work
- ♦ Makes appropriate decisions

Interpersonal Relations

- ♦ Interacts appropriately and respectfully with other students
- ♦ Interacts appropriately and respectfully with adults

Commitment to Work Performance

- ♦ Arrives on time
- ♦ Attends regularly
- ♦ Demonstrates positive attitude
- ♦ Consistently attempts best effort

Communication Skills

- ♦ Asks questions and seeks help when needed
- ♦ Speaks and writes using school-appropriate language

Health and Safety Habits

- ♦ Maintains health and safety standards appropriate to the school/work setting
- ♦ Follows school dress code

Task-Related Skills

- ♦ Completes assignments on time
- ♦ Brings appropriate materials to class
- ♦ Follows directions

Maturity

- ♦ Accepts responsibility for tasks and personal actions
- ♦ Reliable and dependable
- ♦ Stays on task; not distracting or distractible

SOMSAC Driving Directions

Ashland Middle School

100 Walker Avenue
Ashland OR 97520 482-1611

I-5 South to Exit 14, right onto Ashland St/OR-66, and right on Walker Avenue.

Fleming Middle School

6001 Monument Drive
Grants Pass OR 97526 476-8284

I-5 North to Exit 61 (Merlin), left on Merlin Galice Rd., bear right on Monument Dr.

White Mountain Middle School

550 Wilson Way
White City OR 97503 830-6315

Hwy 62, right on Ave. G. Two story building on right.

Eagle Point Middle School

477 Reese Creek Rd
Eagle Point OR 97524 830-1250

Hwy 62, right on S Royal, which turns into Brownsboro Hwy, and left on Reese Crk. Rd.

Scenic Middle School

1955 Scenic Avenue
Central Point OR 97502 494-6404

I-5 North to Exit 33, left on E Pine St., right on N 10th St., and a slight left onto Scenic Ave.

Hanby Middle School

806 6th Ave
Gold Hill OR 97525 494-6800

I-5 North to Exit 40 toward Gold Hill/Scenic Byway, right on Hwy 234, go straight to 2nd St., right on 7th St., and left on 6th St.

South Grants Pass Middle School

350 W Harbeck Rd
Grants Pass OR 97527 474-5750

I-5 North to Exit 55, merge onto Grants Pass Pkwy, slight right on Redwood Hwy, left on Williams Hwy, slight left on N Harbeck Rd., and slight right on Harbeck Rd.

North Grants Pass Middle School

1725 NW Highland Ave
Grants Pass OR 97526 474-5740

I-5 North to Exit 58, straight onto NE 7th St., left on NE Scoville Rd, right on NW Morgan Ln., left on NW Hawthorne Ave., right on NW Morgan Ln., and left on NW Highland Ave.

Talent Middle School

Talent OR
I-5 South to Exit 21, turn right at the end of the ramp. Pass Walmart and cross Hwy 99 to Talent Ave. Turn right on Talent Ave. then take an immediate left on Main St. Pass tracks, go 1-2 blocks Elementary School will be on the left but you turn right on Christian Ave. This will dead end at school

Lincoln Savage Middle School

8551 New Hope Rd
Grants Pass OR 97527 862-2171

I-5 North to Exit 55, merge onto Grants Pass Pkwy, slight right on Redwood Hwy, left on Williams Hwy, and right on New Hope Rd.

McLoughlin Middle School

320 W Second St
Medford OR 97501 842-3720

West on E Jackson, left on N Central, and right on E 2nd St.

Allen Dale Elementary

2320 Williams Hwy.
Grants Pass, OR 97527
474-5760

I-5 North then take Exit 55. Merge onto Grants Pass parkway. Slight right onto Redwood Hwy/US-199S. Turn left on Williams Hwy.

August 2009

Be Safe, Be Respectful, Be Responsible

| Mon | Tue | Wed | Thu | Fri |
|---|-----|---|--|-----|
| 3 | 4 | 5 | 6 | 7 |
| 10 | 11 | 12 | 13 | 14 |
| 17 | 18 | 19 | 20 | 21 |
| 24 New to Medford Student Registration 1:00-3:00 pm | 25 | 26 8th Grade Registration 10:00-11:00 A-G 11:00-12:00 H-Q 12:00-1:00 R-Z | 27 7th Grade Registration 10:00-11:00 A-D 11:00-12:00 E-K 12:00-1:00 L-R 1:00-2:00 S-Z | 28 |
| 31 8th Grade Football Meeting 2:30 pm (gym) 2:45-5:00 Practice Professional Development No school for students | | | | |

Fans: In keeping with the district's goal of teaching and demonstrating the highest levels of sportsmanship during athletic contests, we expect fans to demonstrate conduct appropriate for school activities at all times. The Medford School District's expectation for positive fan behavior is a higher standard than one would expect to see tolerated at college or professional sports events.

The district assumes that adults understand and will demonstrate general behaviors that are appropriate. However, the following guidelines are presented to ensure a clear understanding of some behaviors that are unacceptable.

Fans May Not:

1. Engage others in an angry or aggressive manner on school property or at school activities. This includes referees, coaches, other fans, parents/guardians, students, or school personnel.
2. Use swear words or vulgarity on school property or at school activities.
3. Threaten, verbally or physically, any person including referees, fans, coaches, players, spectators, or school personnel at any time on school property or at school activities.
4. Create public displays of anger at any time on school property or at school activities.

Violation of these standards may result in the removal of the fan from school activities.

Annual Notification: Student Educational Records

Parent/guardian or students over the age of 18 years have the following rights:

1. You have the right to review the student's educational records.
2. You may request that student's educational records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. Your written consent is needed before the district discloses personally identifiable information contained in the student educational agencies or institutions as described in item 4 below. Personally identifiable information may include, and is not limited to, the student's name, address, telephone listings, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.
4. Copies of educational records shall be forwarded without consent to educational agencies or institutions within 10 days of receiving a request for transfer records.
5. You may obtain a copy of the district policy regarding student educational records from the building principal or special education office. You also have the right to obtain a list of the types and locations of records maintained by the district and the person designated to be responsible for keeping and releasing records.
6. The district will retain the student educational records for at least five years after the student leaves the district. No records will be destroyed while there is an outstanding request to review the records.
7. You may file a complaint under 34 CFR 99.64 with the United States Department of Education if the district had failed to comply with the requirements of the Family Educational Rights and Privacy Act.

September 2009

Be Safe, Be Respectful, Be Responsible

| Mon | Tue | Wed | Thu | Fri |
|---|--|--|---|-----------|
| | <i>1</i> <i><u>7th Grade Football</u></i> <i>Meeting 2:30 pm (gym)</i> <i>Practice 2:45-5:00 pm</i> <i><u>8th Grade Football</u></i> <i>practice 3:00-5:00 pm</i> | <i>2</i> <i><u>7th Grade Football</u></i> <i>practice 3:30-5:30 pm</i> <i><u>8th Grade Football</u></i> <i>practice 3:00-5:00 pm</i> | <i>3</i> <i><u>7th Grade Football</u></i> <i>practice 3:30-5:30 pm</i> <i><u>8th Grade Football</u></i> <i>practice 3:00-5:00 pm</i> | <i>4</i> |
| <i>7</i> <i>Labor Day Holiday</i> | <i>8</i> <i>1st Day of school for:</i> <i>7th Grade Students</i> <i>8:35-3:30</i> <i>New 8th graders</i> <i>8:35-12:35</i> | <i>9</i> <i>All students attend</i> <i><u>Volleyball Meeting</u></i> <i>(gym) 3:35 pm</i> <i><u>Cross Country Meeting</u></i> <i>(cafeteria) 3:35 pm</i> | <i>10</i> <i><u>Volleyball Tryouts</u></i> <i>8th Grade 7:30 am</i> <i>7th Grade 3:30 pm</i> <i><u>Cross Country</u></i> <i>Practice 3:35 –5:00 pm</i> | <i>11</i> |
| <i>14</i> <i>School Pictures</i> | <i>15</i> | <i>16</i> <i>Open House 6:30 pm</i> | <i>17</i> | <i>18</i> |
| <i>21</i> <i>Professional Development</i> <i>No school for students</i> | <i>22</i> | <i>23</i> | <i>24</i> | <i>25</i> |
| <i>28</i> | <i>29</i> | <i>30</i> | | |

Additional Regulations: The coach or activities sponsor may have additional regulations which will be defined in writing to the participating student. These policies will be subject to the approval of the administration and supported and enforced by the same.

Attendance: A student must attend school all day on the day of the scheduled activity and must attend all day on the day after the activity. If the student misses a day or part of the day, he/she will not be eligible to participate in the next scheduled activity unless cleared by the building principal.

Suspension: If a student is suspended from school, he/she cannot participate in a practice, contest, or activity during the period of suspension.

Drop-Outs/Cuts of a Sport: An athlete dropping out of one sport shall not be allowed to participate or practice in another sport that sport season without the consent of both coaches. An athlete cut from a sport program may turn out for another sport during that sport season.

A student dropped from a sport for disciplinary reasons may not participate in another sport for the remainder of the season which he/she dropped. If a student is removed from a sport due to disciplinary action, the participation fee will not be refunded.

Theft-Vandalism: A student, parent or legal guardian will be financially responsible for:

- Theft from or vandalism to school property by named student.
- Theft from or vandalism to private property (motel rooms, restaurants, etc.) by named student.

There will be no award of participation until financial obligations are met.

Transportation: When the activity demands travel from the school, the student will go and return by school sponsored transportation. Any request for exceptions to this must be written and signed by the parent, and approved by the activity sponsor prior to the onset of travel. The statement must include the reason for the request and release of school liability. Students will not be allowed to ride with other students unsupervised by a parent.



October 2009

Be Safe, Be Respectful, Be Responsible

| Mon | Tue | Wed | Thu | Fri |
|--|---|-----|-----------------------|-------------------------------------|
| | | | 1 | 2 |
| 5 Professional Development No school for students | 6 | 7 | 8 | 9 Mid Quarter Full School Day |
| 12 Professional Development No school for students | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 Orchestra Concert 7 pm at NMHS | 28 | 29 Picture Retakes | 30 |

Medford School District 549C does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the American Disabilities Act.

Gangs: Gangs and gang membership will not be permitted at Hedrick Middle School. A "gang" is any group of two or more persons whose purpose includes the commission of illegal acts or whose activities can cause a substantial disruption of or material interference with school and school activities.

Gang Activities may be actions on which students:

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things that are evidence of membership or affiliation in any gang
2. Commit any act or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), showing membership or affiliation in any gang
3. Use speech or commit any gang activity including, but not limited to:
 - ◆ Soliciting others for membership in any gangs
 - ◆ Requesting any person to pay protection or otherwise intimidating or threatening any person
 - ◆ Inciting other students to act with physical violence upon any other person
 - ◆ Committing any other illegal act or other violation of school district policies

Sexual Harassment Definition- *Sexual Harassment is unwanted sexual attention from anyone with whom students may interact in the course of receiving an education in school or at school-sponsored activities.*

If Students believe that they have been victims of sexual harassment, or if they have questions about this issue, they should seek the help of adults whom they trust, such as teachers, counselors, parents/guardians, deans, or building administrators. Any report of sexual harassment will be investigated.

If it is determined they have been sexually harassed by other students, the offending students will receive one or more of the following consequences:

- ◆ Apology to the victim
- ◆ Parent conference
- ◆ Detention
- ◆ Suspension
- ◆ Referral to the police
- ◆ Recommendation to the Board of Education for expulsion from school

Reprisals, threats, or intimidation of victims will be treated as serious offenses, which could result in a permanent separation from the school through expulsion for student offenders. In all cases, a high degree of confidentiality will be maintained by the school and school authorities to protect both students and the alleged offenders.

November 2009

Be Safe, Be Respectful, Be Responsible

| Mon | Tue | Wed | Thu | Fri |
|---|--------------------------------------|-----|---|---|
| | | | | 1 |
| 2 | 3 Chorus Concert 6:30 pm (gym) | 4 | 5 | 6 End of 1st Quarter Full School Day |
| 9 Professional Development No school for students | 10 | 11 | 12 | 13 |
| 16 | 17 | 18 | 19 | 20 |
| 23 Middle School Conference Week No School for Students | 24 | 25 | 26 Thanksgiving Holiday No school | 27 Thanksgiving Holiday No school |
| 30 No school | | | | |

Classroom Rules: Hedrick Middle School Teams publish classroom rules which guide student behavior in classrooms. These rules clarify standards for study materials, participation, tardiness, homework, and Team membership.

Teachers will follow these general procedures in the following order when students fail to follow rules:

- 1. Re-teach appropriate behavior
- 2. Assign consequence for repeated inappropriate behavior
- 3. Assign additional consequence, contact parent/guardian, and ask for help in changing student behavior
- 4. Assign additional consequence and contact parent/guardian for additional assistance
- 5. Refer student to dean for insubordination (persistent failure to comply with rules under the lawful direction of staff)



Discipline and Due Process: A student who violates the Student Code of Conduct or Classroom Rules will be subject to disciplinary action. A student's due process rights will be observed in all such instances, including the right to appeal the discipline decisions of staff and administrators.

The district's disciplinary options include using one or more of the following discipline management techniques:

- 1. Intervention by teachers, deans, and administrators
- 2. Detention
- 3. Suspension
- 4. Expulsion
- 5. Removal to an Alternative Education Program
- 6. Loss of privileges, honors, and awards.

Disciplinary measures are applied depending on the nature of the offense. In addition, when a student commits drug, alcohol and/or tobacco-related offenses or any other criminal act, the student will be referred to law enforcement officials. Children may receive consequences through the legal system AND school disciplinary consequences.

Detention: A student may be detained during lunchtime, during class time, or outside of school hours if s/he violates the Student Code of Conduct. After school detention will not begin, however, until the student's parents have been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention, when needed.

Suspension: A student may be suspended from school for willful violations of the Student Code of Conduct, including conduct which materially and substantially disrupts the rights of others to an education, endangers the student, other students, or school property. An opportunity for the student to present his/her view of the misconduct will be given. Each suspension will include a specific reason for the suspension, the length of the suspension, a plan for re-admission, and an opportunity to appeal the decision. A suspension may not exceed ten school days.

While under suspension, a student may not attend after school activities, including the after school ski program and athletic events, be present on district property nor participate in activities directed or sponsored by the district. Hedrick assumes no financial liability for students who are unable to participate in school activities due to suspensions or expulsions. School work missed by a suspended student may be made up upon the student's return to school.

Expulsion: A student may be expelled for severe or repeated violations of the Student Code of Conduct. No student may be expelled without a hearing unless the student's parent waives the right to a hearing, either in writing or by failure to appear at the scheduled hearing. An expulsion will not extend beyond a 12 month period. The school will provide appropriate expulsion notification including expulsion hearing procedures, student and parent/guardian rights and alternative education provisions as required by law.

December 2009

Be Safe, Be Respectful, Be Responsible

| Mon | Tue | Wed | Thu | Fri |
|---|---------------------------------------|---|-------------|--------------------------------------|
| | 1 Band Concert 6:30 pm (gym) | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 Mid Quarter Full School Day |
| 14 Professional Development No school for students | 15 Chorus Concert 6:30 pm (gym) | 16 Orchestra Concert 7:00 pm @ SMHS | 17 | 18 |
| 21 ***** | 22 ***** | 23 ***** | 24 ***** | 25 ***** |
| Winter Break | | | | |
| 28 ***** | 29 ***** | 30 ***** | 31 ***** | |

Disciplinary Procedures for Transportation Violations

1st Problem/Warning - At the first occurrence of a problem the driver will review the rule violation with the student and instruct the student exactly how he/she should behave in that circumstance. A warning will be issued that the next infraction will result in a citation being assigned. An informal warning slip will be issued by the driver to document this occurrence.

2nd Problem/1st Citation - The driver again reviews the rule violation and appropriate expected behavior, writes a citation and issues a consequence such as assigned seating. Driver documents the infraction using the citation form and takes a copy to the dean, a conference may be held and school consequences may be assigned.

3rd Problem/2nd Citation - The driver writes a citation and takes a copy to the dean. The bus company may meet with the student and may issue a denial of transportation services for up to five (5) days.

4th Problem/3rd Citation - The driver writes a citation and takes a copy to the dean. The bus company may meet with the student and may issue a denial of transportation services for up to ten (10) days. At this time a behavior contract may be made with the student. Further violations of bus regulation may be considered a Severe Violation.

5th Problem/4th Citation - The problem will be considered a Severe Violation*. Any Severe Violation may result in the immediate denial of transportation services for up to ten (10) days, and up to one year expulsion from transportation services. The bus driver will write a citation and take a copy to the dean. The bus company may meet with the student and may issue a denial of transportation services.

In all instances, the appeal process may be used if the student and/or parent/guardian desires.

* Definition of Severe Violation: When, in the opinion of the driver, a student's behavior is especially serious, unsafe, offensive, defiant, deviant, and/or illegal, the driver will automatically refer the student directly to the principal as a Severe Violation and take appropriate action as described under "Disciplinary Procedures."

EMERGENCY PROCEDURES

Hedrick conducts routine Emergency Drills throughout the school year. The reason for the practice drills is to make sure that people are safe in a real emergency. Students need to follow the exact directions of the adult in charge during these drills. When students hear an alarm or an announcement they need to do the following:

- S**tay silent and look at the staff member in charge. Listen to their directions and follow them carefully.
- A**lways remain calm and quiet throughout the drill.
- F**orm a single line and walk quickly to the designated exit and waiting area.
- E**veryone is expected to stand quietly while a staff member takes roll. Return to the building or move to an evacuation site when the teacher gives that direction.



February 2010

Be Safe, Be Respectful, Be Responsible

| Mon | Tue | Wed | Thu | Fri |
|--|-----|-----|-------------------------------------|-----|
| 1 Professional Development No school for students | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 Presidents' Day No school | 16 | 17 | 18 Band Concert 6:30 pm (gym) | 19 |
| 22 | 23 | 24 | 25 | 26 |

Lunch Passes: Parents/guardians may take their student to lunch for a special occasion. Parent/guardian must come to the office and produce picture ID before taking the student. The attendance clerk will record their names and times of departure. The student must sign back in at the attendance office when they return and must return on time for the next class period.

Lunch at Home: Students may go home for lunch if they live within five blocks of school providing one parent will be home during that time. They may not take friends home. With prior parental/guardian consent students must get an Off-Campus Lunch Pass from the attendance clerk. Students will not receive permission to go to the store during lunch.

YELLOW CADILLAC (buses)

Students who live 1.5 or more miles away from school may ride their designated school bus. Riding the bus is an extension of the school day and all school rules apply. To keep this privilege, students must follow these guidelines:



First Student Rules of Conduct:

- 1. Pupils being transported are under the authority of the bus driver.
- 2. Fighting, wrestling or boisterous activity is prohibited on the bus.
- 3. Pupils shall use the emergency door only in a case of emergency.
- 4. Pupils shall be on time both in the morning and in the evening.
- 5. Pupils shall not bring animals, firearms, weapons, or other potentially hazardous material(s) on the bus.
- 6. Pupils shall remain seated while the bus is in motion.
- 7. Pupils may be assigned seats by the bus driver.
- 8. When necessary to cross the road, pupils shall cross in front of the bus or as instructed by the bus driver.
- 9. Pupils shall not extend their hands, arms or heads through bus windows.
- 10. Pupils shall have written permission to leave the bus at a stop other than at home or at school.
- 11. Pupils shall converse in normal tones; loud or vulgar language is prohibited.
- 12. Pupils shall not open or close windows without permission of driver.
- 13. Pupils shall keep the bus clean, and must refrain from damaging it.
- 14. Pupils shall be courteous to the driver, to fellow pupils and passers-by.
- 15. Pupils who refuse to promptly obey the directions of the driver, or refuse to obey regulations may forfeit their privilege to ride on the bus.
- 16. Pupils shall ride the assigned bus.
- 17. Pupils shall not throw objects.
- 18. Pupils shall not damage the personal property of others.
- 19. Pupils shall not possess and or use tobacco, alcohol, or illegal drugs.
- 20. Pupils shall only transport on the bus those objects that will fit in their laps or under the seat.

Want a friend to ride the bus with you? Friends may ride the bus with you for special occasions; you must bring a parent note to the main office before school to the dean's desk. Notes will be returned before the last period of the day.

March 2010

Be Safe, Be Respectful, Be Responsible

| Mon | Tue | Wed | Thu | Fri |
|---|--|-----|------------------------------------|-----|
| 1 No school | 2 Chorus Concert 6:30 pm (gym) | 3 | 4 | 5 |
| 8 Professional Development No school for students | 9 | 10 | 11 | 12 |
| 15 | 16 Orchestra Concert 7:00 @ SMHS | 17 | 18 Hoop it Up! 5:30 pm (gym) | 19 |
| 22 | 23 | 24 | 25 | 26 |
| ***** Spring Break ***** | | | | |
| 29 No school | 30 | 31 | | |

GUEST TEACHERS



- When a guest teacher is present:
1. Be seated quietly in your assigned seat when the bell rings. Do the starter activity or bell work just as you would if your regular teacher was there.
 2. Follow your regular classroom procedures unless the guest teacher asks you to do something different.
 3. Follow directions given by the guest teacher the first time without argument or complaint even if they are given in a different manner from your regular teacher.
 4. Be respectful and polite to the guest teacher, your behavior reflects on the whole school.
 5. Failure to follow these expectations will result in disciplinary action.

STUDENT CONDUCT

Student Code of Conduct: In order to maintain a safe and effective educational environment, Hedrick Middle School staff has authority and control over students at school during the regular school day, in or around the school campus, at any school-related activity, regardless of time or location, and while being transported in district-provided transportation.

Students will be subject to discipline, including detention, suspension, expulsion, and/or referral to law enforcement officials for the following, but not limited to:



1. Theft
2. Disruption of the school environment
3. Damage or destruction of school property
4. Damage or destruction of private property on school premises or during school activities
5. Assault or threats of harm to self or others
6. Possession of weapons and replicas of weapons, which may include, but not limited to: firearms, including pellet and BB guns, knives, metal knuckles, straight razors, and explosives. This also includes noxious, irritating or poisonous gases or poisons that are capable of causing serious injury.
7. Possession, distribution or use of tobacco, alcohol, unlawful drugs, or drug paraphernalia
8. Violations of district or state transportation rules
9. Academic dishonesty - Cheating on exams or plagiarism in papers or assignments
10. Leaving campus or school-sponsored events without permission
11. Directing profanity, vulgar language or obscene gestures toward students
12. Being disrespectful or directing profanity, vulgar language or obscene gestures toward teachers or other school employees
13. Insubordination, disobeying directives from school staff and persistent failure to comply with rules under the lawful direction of staff
14. Committing extortion, coercion or blackmail, that is, obtaining money or other objects of value from an unwilling person or forcing someone to act through use of force or threat of force
15. Name-calling, ethnic or racial slurs or derogatory statements that disrupt the school environment
16. Inappropriate physical or sexual contact disruptive to other students or school environment
17. Offensive conduct of a sexual nature whether verbal or physical
18. Hazing/Harassment/Menacing
19. Failure to follow City, State, and Federal laws
20. Possession of matches, lighters or laser light pens

January 2010

Be Safe, Be Respectful, Be Responsible

| Mon | Tue | Wed | Thu | Fri |
|--|-----|---|--------|---|
| | | | Winter | 1 New Year's Day Break |
| 4 No school | 5 | 6 Wrestling Meeting 3:35 pm (cafeteria) | 7 | 8 |
| 11 | 12 | 13 | 14 | 15 |
| 18 Martin Luther King Jr's Holiday Observance No School | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 End of 2nd Quarter Full School Day |

DRESS GUIDELINES



Medford School District School Board Policy JFCA

Dress and grooming while in school is the individual responsibility of the student and his/her parents/guardians. However, when dress and grooming disrupts the learning process in school for the individual student, other students, or the learning environment of the school, it is a matter of concern. Personal appearance should not distract from the teaching and learning process. Clothing should not create a safety hazard to the student or to others. Clothing should be clean, comfortable, serviceable, and appropriate for school activities. Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards approved by the building principal and may be denied the opportunity to participate if those standards are not met.

Hedrick Middle School enforces the following guidelines.

Bare Skin Should Be Limited: Tank tops, low-cut t-shirts, cropped blouses, short shorts, undershirts and hip hugger pants aren't acceptable if they reveal midriffs, bare backs, navels, cleavage, or buttocks. Straps must be at least one inch wide. Having a zip-up sweatshirt or button up top over an inappropriate top is not acceptable. Skirts, shorts, and dresses must be an appropriate length. A good guideline for length is they should be at your fingertips when standing up straight. Shirts and blouses must be long enough so no skin shows around the waist when arms are raised.

Underwear Shouldn't Show: Pants must be high enough that underclothing is not revealed. Pants and shorts must stay up without a belt. Belts need to be through belt loops. Shoulder straps and armholes can't reveal undergarments.

See-through Clothes Aren't Appropriate: Mesh shirts, gauzy blouses, and contrasting underwear warrant too much attention for school wear.

Slogans on Shirts Can't Contradict our Educational Mission: Clothing and accessories may not have any sign of or promote: graffiti, alcohol/drugs, racism, gang affiliation, tobacco, profanity, drug paraphernalia, sexual connotations, or violence.

Headwear Stays Off: Students can't wear bandannas, hats, hairnets, or other distracting headwear at any time.

Shoes Should Stay On: For safety reasons, shoes must be worn at all times. Slippers are cute, but they don't belong at school.

Safety First: Student dress, grooming, and hygiene should not cause disruption or act as a safety or health hazard.

Hedrick Style: Students who represent the school in voluntary activities may be required to meet additional dress and grooming standards approved by an Administrator or Principal. Students may be denied the opportunity to participate if they don't meet those standards.

LUNCHTIME

Eating Areas: Hedrick students eat lunch in the cafeteria or the courtyard areas. They may not eat in the halls or in classrooms without special permission.

Eat your Own Lunch: Students may not borrow money or beg food in the cafeteria. If students forget their lunches, they can ask for a assistance from the cafeteria staff.



Media Center Passes: Students may pick up a lunchtime media center pass from the media center before classes start in the morning.

Recreation: Students can relax in the main gym, track area, courtyard, or cafeteria at lunchtime. Other areas are off limits because classes are in session.

April 2010

Be Safe, Be Respectful, Be Responsible

| Mon | Tue | Wed | Thu | Fri |
|---|-----|-----|-----|--|
| | | | 1 | 2 |
| 5 | 6 | 7 | 8 | 9 End of 3rd Quarter Full School Day |
| 12 Professional Development No school for students | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 No school | 27 | 28 | 29 | 30 |

ODDS AND ENDS

Gum: Students may not bring or chew gum on campus. Repeated infractions will result in consequences that may include suspension.



Backpacks/Book Bags: Students need to leave backpacks and book bags in their lockers during the school day. Safety concerns require that students do not take backpacks and book bags to class or to the cafeteria.

CD Players, Cell Phones & Electronic Devices: CD players, cell phones, and electronic devices must be put in backpack before entering the building and may not be taken out until after departing the building. Any of these devices visible while inside the building will be taken and stored with the deans for end of the day pick up. Repeat offenses will result in the device being held for parent/guardian claim and disciplinary action which may include suspension. Hedrick is not responsible for lost or stolen items.



Cameras: Students may not bring cameras to school.

Bicycles: Students need to walk their bicycles on our campus and the sidewalks around our school. They should leave bicycles locked in the bike rack during school hours and pick up their bicycles at the end of every school day. Students may not loiter (hang around) the bike area.

Skateboards and Roller Blades: Students need to carry skateboards, scooters and roller blades on our campus and the sidewalks around our school.

A simple line drawing of a person walking a dog on a leash. The dog is on all fours and is facing the person.**Pets:** Pets are not allowed on campus unless a student needs a pet for a class presentation. They should arrange for delivery of the pet at the beginning of that period and pick up the pet at the end of the period. Pets may not be transported on buses. Parents/guardians delivering pets must check-in at the office before taking pets to the classroom.

Flowers and Balloons: We cannot accept flower arrangements, balloons or gifts for Hedrick students. They create too much disruption in class.

ATHLETICS AND ACTIVITIES

School Updates: Parents/guardians can view Hedrick calendar updates and track newly-scheduled sporting events by logging onto Hedrick's web calendar. They can access Hedrick's calendar twenty-four hours a day by going to www.medford.k12.or.us/hedrick.



Sports: Hedrick students may participate in school athletics throughout the year. They can play volleyball, football, cross-country, girl's basketball, boy's basketball, wrestling, and track. All students must have a current physical and proof of insurance on file at Hedrick.



Athletic Fees: There is a \$75 per student/per sport participation fee. A maximum fee of \$150 per student during a school year. The participation fee is to be paid prior to trying out for any sport. Parents and athletes understand and agree that participation fees will be refunded if a player is cut from a team. If an athlete is injured and can no longer participate because of the injury, the family may appeal to the athletic director for a partial or full refund. If an athlete quits the team the participation fee will not be refunded.

Activities: Students can join Brain Bowl, Pentagames, Scrabble Club, Drama, Math Counts, Spelling Bee, Geography Bee, and National Junior Honor Society.

Socials: Socials are a highlight of the Hedrick school year. Students eat good food, hear great music, dance, and play games during these after school parties. Students need to arrive during the first thirty minutes of the event and stay until the party ends.

May 2010
Be Safe, Be Respectful, Be Responsible

| Mon | Tue | Wed | Thu | Fri |
|---|---|-----|--|-------------------------------------|
| 3 | 4 | 5 | 6 | 7 Mid Quarter Full School Day |
| 10 Professional Development No school for students | 11 6th Grade Orientation | 12 | 13 6th Grade Orientation | 14 |
| 17 | 18 | 19 | 20 Academic Honors 6:30 pm (gym) | 21 |
| 24 | 25 Orchestra Concert 7:00 pm @ NMHS | 26 | 27 | 28 |
| 31 Memorial Day No School | | | | |

Daily Planners: All Hedrick students are required to use a Daily Planner to record all homework assignments in all classes every day. Teachers will check Planners to be sure students have kept track of their homework. Parents/guardians are encouraged to check Planners each night to help their students complete school work in a timely fashion. Planners need to be purchased at registration for \$6. Replacement planners may be purchased at anytime in the front office for \$6.



Computer Use: Hedrick students have access to four computer labs and twelve computers for research in our Media Center. If they want to use internet services, students need to sign a contract that describes acceptable use of Hedrick computers. Parent/guardian must also give their signed permission. Students who misuse internet privileges will not be allowed to use this school resource.

Media Center: Students are encouraged to use media center resources before, during and after school. Regular books and materials may be checked out for two weeks. Students are responsible for all items checked out and must pay for damaged or unreturned materials.

P.E. Uniforms: Hedrick students are required to wear a Hedrick Middle School P.E. uniform during their P.E. class. Students who forget their own uniforms will be given "loaners." Students may purchase the complete uniform during registration or in the office during the school year for \$14.00.

Classroom Fees: Every student will pay a fee of \$5.00 for materials for projects taken home and consumables. In addition a few classes such as Creative Arts charge students for materials for optional projects. They also provide opportunities for students to purchase personal supplies. Teachers will send home letters detailing exact materials needed, location of sources, and anticipated costs.

COMINGS AND GOINGS

Building Hours: Hedrick Middle School doors are open to parents/guardians from 7:30 a.m. to 4:00 p.m. Students may enter the cafeteria and media center at 8:15 a.m. Hallways open at 8:29 a.m., six minutes before classes begin. Students should arrive after 8:15 am and be off of school grounds at 3:45 p.m., except for students taking part in school athletics or activities.

Early Student Arrival: Students who need to see teachers before the start of the school must request a pass from the appropriate teacher on the preceding day. In the morning they should check into the appropriate room and stay there until the school building is officially opened.

Hallway Behavior: At all times, Hedrick halls will be safe and clean. Students should respect others, use quiet voices while in the halls, and not form large groups that block traffic flow.

Hall Passes: If it is necessary for students to be out of their assigned classrooms during class time, they need to carry a hall pass issued by a staff member and sign the classroom check-out sheet. Any student who obtains hall passes without teacher approval will face consequences.

Restroom Use: Restrooms at Hedrick will be clean and safe at all times. Restrooms need to be used appropriately. Students need to put trash into the trash cans, keep floors and sinks clean, and use only the amount of soap that is needed.

Visitors: Hedrick encourages parents/guardians, and grandparents to visit our school. Visitors need to check in at the office when they arrive. Our crowded classrooms prevent us from welcoming student visitors during school hours.

June 2010

Be Safe, Be Respectful, Be Responsible

| Mon | Tue | Wed | Thu | Fri |
|-----|------------------------------------|--------------------------------------|-----|---|
| | 1 Band Concert 6:30 pm (gym) | 2 | 3 | 4 |
| 7 | 8 | 9 Chorus Concert 6:30 pm (gym) | 10 | 11 Last Day of School Full School Day |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 24 | 25 |
| 28 | 29 | 30 | | |



STUDENT ACHIEVEMENTS

- Honor Roll:** Students are selected for the Academic Honor Roll on the basis of a 4-point scale: A = 4, B = 3, C = 2, and D = 1. The Honor Roll recognizes students who earn a 3.5 or higher grade average. The Honor Roll board in the main entrance hallway displays their names and they will be published in the Medford Mail Tribune.
- National Junior Honor Society:** Students who achieve an accumulative grade average of 3.5 or higher , and attend 3 or more classes for 3 consecutive quarters, become members of the National Junior Honor Society at Hedrick's Academic Honors Celebration in the spring. They may qualify during their seventh and eighth grade years. Students who maintain membership for two years and those who rank in the Top 5% of their class as eighth graders receive special recognition.
- Hornet Honeys:** Teachers send home Hornet Honeys (praise cards) when students show responsibility, commendable progress, or outstanding achievement. The coupons on the praise cards earn students tangible rewards in weekly VIP drawings.
- PBS Tokens:** As a Positive Behavior Support school, Hedrick staff recognizes Safe, Respectful and Responsible behavior with yellow tokens. Students may use these tokens to purchase items at the Hornet Hut on Fridays or during silent auctions which occur quarterly.
- Student of the Month/Teacher's Choice:** Academic Teams nominate outstanding students for special recognition as Student of the Month. Teachers nominate outstanding students for special recognition as Teacher's Choice. All nominees are invited to a Pizza Party which occurs each month. Their pictures appear on the Student of the Month/Teacher's Choice bulletin board in the main upper level hallway.
- Peak Performance Award:** Hedrick teachers may hand out coupons each month redeemable for a SODEXHO cookie. Students who receive this award are chosen for their positive attitudes, great improvement, or excellent class work.

STUDENT SERVICES

- Lost and Found:** Students should check the Lost and Found in the office when they misplace something. Items that are found should be turned into the office. Unclaimed items are given to a local charity periodically throughout the year.
- Telephone:** Office phones are available for student use in the office before and after school hours. Students will be allowed to place emergency calls during the school day.

RESOURCES AND MATERIALS



- Lockers:** Teachers assign lockers at the beginning of the school year. Students are responsible for their own lockers and should **not share their locker or locker combination with anyone**. Even if they believe their lockers are secure, they should check-in valuables and money in the office. If students have problems with their lockers, they should notify their teacher or the office immediately.
All lockers are considered the property of the school and are subject to inspection by school officials at any time.
- Textbooks:** Hedrick loans textbooks to students for their use during the school year. Students are expected to take care of the books and return them in good condition to their teachers at the end of the school year. They should write their names in all of their textbooks. Students should cover textbooks with book covers which are available in the front office for \$2.00. Students will be charged for damaged or lost books.
- Fees:** Students must pay a required damage/loss deposit of \$15 when they register for classes. Hedrick transfers the money to the appropriate high school or returns the fee when students transfer to another school district, unless students have lost or damaged books and equipment.

EXTRA-CURRICULAR CODE OF CONDUCT AND PARTICIPATION STANDARDS

It is the belief of the Medford School District that participation in athletics, clubs and school activities is a privilege extended to students. Students involved with athletics, clubs and school activities are to be responsible representatives of their school and their community. Prior to participation in athletics, clubs and school activities, the student, parent/guardian are required to sign a form to ensure their reading and understanding of the Extra-Curricular Code of Conduct.

If the superintendent or his/her designee determines either by a preponderance of symptoms or by reasonable evidence that a student involved in athletics, clubs and school activities is using alcohol, illegal drugs or other controlled substances, the district may require the student to be tested immediately at the parent, guardian or student's expense and submit the results to the district as a condition of participation. A positive test shall cause the student to receive consequences as specified in the school's student handbook and Extra-Curricular Code of Conduct.

Use, Possession, Distribution, or Sale of Alcohol or Other Drugs: Participants will not use, possess, sell or distribute alcohol, other drugs, drug paraphernalia, or items purported to be drugs at school sponsored activities, school related activities or at any student gathering under the auspices of any local, state, or national student or school organization or at any other time, including evenings, weekends, and holidays during the entire term of the activity from the official starting date established by the Oregon School Activities Association or the district or the school as the case may be, until the final date of the activity in which the participant is involved.

In addition to the disciplinary penalties outlined in the school's parent/student handbook, students who are involved in athletics, clubs and school activities and who violate the district's policies on the use, possession, transport, distribution and/or sale of a controlled substance including alcohol and other mind altering drugs will be suspended from participation in any athletic, club or activity for a minimum of 15 school days and may be removed from athletic, club or school activity participation for an extended time depending on the circumstances surrounding their violation of the policy.

A second violation during the same school year may:

- Require a suspension of all extra curricular activity including practice for 20 school days, or
- Be removed from the team for the remainder of the season, or
- Lose the athletic privilege for the remainder of the school year

Use, Possession, Distribution, or Sale of Tobacco: Student participants who are using, possessing, distributing, or selling tobacco will receive the following penalty:



- 1st Violation** - The student will not participate in any athletic, club or school activity for period of three school days.
- 2nd Violation** - The student will not participate in any athletic, club or school activity for 20 school days or the remainder of the season if they are on a sports team. For students involved in other school activities the student will be removed from the activity for 20 school days or the remainder of the nine weeks. The student will also not be allowed to practice or participate with the team or group during this period.

Extra-curricular penalties are cumulative during the school year. For example, in the event that a student who has received a prior extra-curricular penalty during the school year also receives a penalty during another extra-curricular activity in the same school year, he/she will enter the current extra-curricular penalty at the next violation level. This is inclusive of all personal conduct rules including those established by the coach.

Hedrick Essentials
School Building Hours

Hedrick Middle School doors are open to parents/guardians from 7:30 a.m. to 4:00 p.m. Students may enter the cafeteria and media center at 8:15 a.m. Hallways open at 8:29 a.m., six minutes before classes begin. Students should arrive after 8:15 a.m. and be off school grounds at 3:45 p.m., except for students taking part in athletics or activities.

Early Student Arrivals

Students who need to see a teacher before the start of the school day must request a pass from the appropriate teacher on the preceding day. In the morning they should check into the appropriate room and remain there until the school building is officially opened.

7th Grade Schedule

| | |
|-------------------|---------------|
| Period 1-Advisory | 8:35 – 9:00 |
| Period 2 | 9:04 – 9:59 |
| Period 3 | 10:03 – 10:58 |
| Period 4 | 11:02 – 11:57 |
| Lunch | 12:01 – 12:33 |
| Period 5 | 12:37 – 1:32 |
| Period 6 | 1:36 – 2:31 |
| Period 7 | 2:35 – 3:30 |

8th Grade Schedule

| | |
|-------------------|---------------|
| Period 1-Advisory | 8:35 – 9:00 |
| Period 2 | 9:04 – 9:59 |
| Period 3 | 10:03 – 10:58 |
| Period 4 | 11:02 – 11:57 |
| Period 5 | 12:01 – 12:56 |
| Lunch | 1:00 – 1:32 |
| Period 6 | 1:36 – 2:31 |
| Period 7 | 2:35 – 3:30 |

Emergency Closure

Local radio and/or TV stations will broadcast notice of emergencies concerning the closure or delayed start of school due to hazardous road conditions or other unforeseen circumstances. Please do not call the school.

District 549C Mission

We are a high quality teaching and learning organization dedicated to preparing all students to graduate with a sound educational foundation, ready to succeed in post-secondary education, and to be contributing community members.

District 549C Vision

Successful Students Today ~ Successful Citizens Tomorrow

Hedrick's Mission

Hedrick is a community where each member is unique and shares the joy of learning.

Physical Education Excuses: All Hedrick students are required to attend and participate in their PE class. If students have a debilitating condition (sprained ankle, asthma, etc.), parents/guardians should notify staff by writing a note to the teacher in charge. Teachers will provide activities that accommodate the condition. If students need to be excused from PE, a parent/guardian needs to send a doctor's excuse to the attendance clerk.

Leaving School for Medical Appointments: Students need permission before they can leave school for medical appointments. Parent/Guardian must come in to the office and produce picture ID before taking the student. The attendance clerk will record their names and times of departure. They must sign back in at the office when they return.

Make-up Work: Students are responsible for requesting assignments they miss when they are absent from school. Team teachers will tell them when the work is due.

Homework Requests: Parents/guardians may request homework for students with extended illnesses (two or more days) by contacting the attendance clerk between 7:30 and 9:30 a.m. (842-3702).

Home Teacher: A home teacher may be requested for students who will miss two or more weeks of school due to an accident or if a long illness is a possibility, contact the deans' secretary immediately. (842-3701)

COMMUNICATION



Parent Access Link (PAL): Hedrick parents/guardians can access their students' grades online 24 hours a day at www.medford.k12.or.us/hedrick. To sign up for P.A.L., you will need to go to the Hedrick office and fill out the P.A.L. access form; you will also need to bring in a photo I.D. If you have already filled out a P.A.L. form, you will not have to submit a new one each year.

Parent Concerns: If you have a question or concern regarding your student, you should first communicate with your student's teacher through e-mail, telephone, or P.A.L. To reach your student's teachers by e-mail firstname.lastname@medford.k12.or.us. Should you have additional questions or concerns after communicating with the staff member, please contact your student's dean by calling 842-3701, or by email.

Deans: When your student is having trouble with schoolwork or classmates, Hedrick's deans provide important help. They can also answer questions about registration, curriculum, school rules, and ways to achieve school success.

STUDENT GRADES/RECORDS



Grading System: Students receive academic and Personal Accountability grades in all Hedrick classes. Academic grades of A, B, C, D, F or X (no credit) reflect classroom learning. Personal Accountability grades (Acceptable/Unacceptable) indicate progress in developing the Skills for Success.

Grade Reports: Teachers mail Progress Reports at the end of the fifth week of each quarter. Progress Reports indicate academic achievement and teacher comments. Students bring home Grade Reports at the end of every quarter. Grade Reports indicate academic grades, Personal Accountability grades, and attendance records.

Access/Release of Education Records: By law, both parents/guardians, whether married, separated or divorced, have access to the records of a student who is under 18 unless the district is provided evidence of a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Parents/guardians of a minor may inspect and review education records during regular District hours.

6



PARTICIPATION STANDARDS



Student Athletes will:

1. Attend and positively participate in all scheduled practices.
2. Follow directions as communicated by the coach promptly and effectively.
3. Participate positively in all skill, knowledge and application exercises as assigned by the coach.
4. Accept seriously the responsibility and privilege of representing the school and community by displaying positive public actions.
5. Accept authority and supervision in a positive manner at all times.
6. Communicate effectively with the coach and teammates.
7. Work cooperatively with the coach and team members as a problem solver.
8. Demonstrate loyalty to the school, coach and the team.
9. Treat fellow students, opponents, their fans, and all adults with dignity and respect.
10. Refrain from conversations that foster dissention.
11. Respect judgment and integrity of contest officials;
12. Abide by rules of the contest and display appropriate behavior at all times.
13. Be a positive role model for fellow athletes.
14. Live up to the high standard of sportsmanship established by the Medford School District for athletic programs.
15. Avoid public displays of anger and/or displeasure.

Parents/guardians will:

1. Understand and support athletic programs and their expectations as defined in Participation Standards for Medford School District Athletes.
2. Understand team rules, discipline and technique corrections of students.
3. Live up to the high standard of sportsmanship established by the Medford School District for athletic programs. Avoid public displays of anger and/or displeasure.
4. Be a good role model for your sons and daughters by positively supporting teams in every manner possible.
5. Leave coaching of the team, playing time, position, and placement on junior varsity or varsity to the head coach and staff.
6. Respect opposing fans, officials, coaches, and participants.
7. Approach before, during, and after games with positive comments. Withhold negative comments regarding the game, athlete(s) or coaching until such time that the concern can be addressed in an atmosphere conducive to effective problem solving.



ATTENDANCE

Absences: Hedrick excuses absences that are caused by illness, emergency, or school-sponsored activities. The school does not excuse absences caused by oversleeping, missed buses, hair appointments, etc. When students miss class, families need to notify the school. They may do so in two ways:



Day of Absence - Parent/guardian telephones attendance clerk (842-3702) and reports reason for absence.

Day After - Parent/guardian telephones or writes a note confirming date and reason for absence. Student delivers note to attendance clerk.

Truancy: A student who is absent from school or from any class without permission will be considered truant and will be subject to disciplinary action that may include detention, suspension, expulsion, and/or ineligibility to participate in athletics or other activities.

Pre-Arranged Absences: Parents/guardians should pre-arrange special absences of three days or longer by contacting the attendance clerk(842-3702).

Late to School: Students need to report directly to the attendance clerk with an excuse from their parent/guardian if they are late to school. Students who do not have an excuse from their parent/guardian will be unexcused unless the attendance clerk hears from the parent/guardian.

Leaving Early: When picking up your student before the end of the day please be prepared to show picture I.D.

Late to Class: Students are tardy if they are not in their assigned seats when the tardy bell rings. Teachers may excuse tardiness if students provide a written note from their previous teacher explaining their late arrival. The 5th unexcused tardy in a quarter may result in a referral to the dean.

Closed Campus: Hedrick has a closed campus. Students may not leave the school grounds once they arrive, this includes students who walk, ride the bus, are dropped off, or arrive on their own. Students must make purchases at local businesses prior to arrival on campus. Students may go home for lunch if they live within five blocks of school providing one parent will be home during that time. They may not take friends home. Students must get an Off-Campus Lunch Pass from the attendance clerk. Students will not receive permission to go to the store during lunch time.

Change of Address: Students who move during the school year must report changes in mailing address, telephone, and parents/guardians to the deans' secretary immediately.

Transfer to Another School: Parents/guardians should contact the deans' secretary prior to the date the student will transfer out of Hedrick. They can make arrangements for transfer of records, transfer grades, etc., at that time. Students need to empty lockers of all personal belongings, return library and textbooks, and check out with their teachers before leaving.



ILLNESS/INJURY

Illness or Injury: If students are injured or become ill, they should receive a pass from their teacher and then report directly to the attendance clerk. A nurse is not available at the school, therefore the attendance clerk will notify parent/guardian as needed.

Medication: All prescription or non-prescription medications need to be dispensed through the office. If students need to take prescription or non-prescription medications during the school day, the parent/guardian must fill out a Medford School District 549C Medication Administration form. These forms are available at the attendance office. All medications must be in their original container or they will not be accepted. Prescription medication will be disbursed according to the prescription on the bottle. The state of Oregon has passed a law which forbids school personnel to apply any kind of topical medications on children; this includes anti-itch lotions, antibiotic ointments, sting relief wipes, and rubbing alcohol.

Annual Child Find Notification
Services for Students with Special Needs

Are you concerned about your child's development? Do you feel your child has significant learning, speech/language, physical or behavioral problems that interfere with his/her classroom performance? Medford School District 549C wants to find and evaluate the skills of children under the age of 21 years living within its district boundaries who have serious physical, vision, hearing, speech/language, learning or emotional problems so that appropriate educational services may be provided for them. If you have concerns about student's development, please contact the school office at 842-3700 or the Special Education Office at 842-3628.

Speech/Language Screening Procedures

Speech and language specialists are available at each school in the Medford 549C School District. The specialists will screen students at the request of parent/guardian and/or teachers at any time throughout the school year. Speech/Language screening takes 3 to 5 minutes and is used to determine whether further testing is needed. To request that your student be screened, contact the school office or Speech/Language Specialists at your student's school.

Medford School District 549C does not discriminate on the basis of race, religion, color, national origin, disability, marital or parental status or sex in providing education or access to benefits of education services, activities and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the American Disabilities Act.