



PACIFIC CREST MIDDLE SCHOOL
COMMON POLICIES, PROCEDURES, AND EXPECTATIONS



Cell Phones and other Electronic Devices

<p>PUBLIC COMMUNITY SPACES: (CAFETERIA, HALLWAY, STAIRS)</p>	<p>CLEAN UP AFTER YOURSELF STAY IN DESIGNATED SPACES WALK ON THE RIGHT ASK PERMISSION BEFORE LEAVING CLASSES WALK, DON'T RUN, WHEN INDOORS RESPECT THE PERSONAL SPACE OF ALL KEEP EXTERIOR DOORS CLOSED</p>
<p>LIBRARY</p>	<p>CLEAN UP AFTER YOURSELF RESPECT THE PERSONAL SPACE OF ALL SPEAK IN A QUIET VOICE AT ALL TIMES RECOGNIZE THE SHARED RESOURCES ARE INTENDED TO LAST</p>
<p>RESTROOMS</p>	<p>REPORT PROBLEMS IMMEDIATELY TO A STAFF MEMBER ASK PERMISSION BEFORE USE WHEN IN CLASS, CHECK OUT USING QR CODE RETURN TO CLASS PROMPTLY RESPECT RESTROOM AS A TECH-FREE ZONE</p>
<p>ARRIVAL & DISMISSAL</p>	<p>WALK BIKES/SKATEBOARDS WHILE ON CAMPUS USE CROSSWALKS FOLLOW TRAFFIC LAWS USE BIKE RACKS FOR BIKES, STORAGE ROOM FOR SKATEBOARDS</p>
<p>SAFETY DRILLS</p>	<p>FOLLOW ALL ADULT DIRECTIONS IMMEDIATELY DO NOT TALK</p>
<p>GUM</p>	<p>GUM IS NOT ALLOWED UNLESS YOU ARE EXPLICITLY GIVEN PERMISSION</p>
<p>LOCKERS & BACKPACKS</p>	<p>KEEP LOCKER ORGANIZED AND FREE OF PERISHABLE FOODS LEAVE BACKPACK IN LOCKER YOU MAY DECORATE ONLY THE INTERIOR OF YOUR LOCKER KEEP COMBINATION PRIVATE</p>
<p>DRESS CODE ALL STUDENTS ARE RESPONSIBLE FOR BALANCING THEIR OWN DRESS BETWEEN SELF-EXPRESSION AND APPROPRIATENESS FOR AN ACADEMIC ENVIRONMENT</p>	<p>STUDENTS MUST WEAR: <ul style="list-style-type: none"> A TOP (EX: SHIRT, SWEATER, TANKTOP, SWEATSHIRT, DRESS) BOTTOMS: (EX: PANTS, SHORTS, SKIRTS, DRESS, LEGGINGS) SHOES APPROPRIATE FOR SCHOOL ACTIVITIES STUDENTS CAN WEAR: <ul style="list-style-type: none"> HATS*, INCLUDING RELIGIOUS HEADWEAR HOODED SWEATSHIRTS, WITH HOOD DOWN STUDENTS CANNOT WEAR: <ul style="list-style-type: none"> CLOTHING ITEMS THAT PROMOTE ILLEGAL ACTIVITY (EX: TOBACCO, DRUGS) CLOTHING ITEMS THAT PROMOTE VIOLENCE, HATRED, OR PREJUDICE CLOTHING ITEMS THAT CONTAINS SEXUAL REFERENCES OR INNUENDOS OR THAT CONTAINS VULGAR IMAGES OR LANGUAGE STRAPLESS TOPS (EX: TUBE TOPS) HELMETS, HEADGEAR, OR MASKS THAT OBSCURES THE STUDENT'S FACE *STUDENTS MAY BE ASKED TO REMOVE HATS AT TIMES, EXCLUDING RELIGIOUS HEADWEAR </p>

At Pacific Crest Middle School, we support an academic culture that seeks to develop the potential of all learners, to stoke curiosity amongst our student body, and to allow an opportunity for personal and academic growth each day. To that end, our culture does not allow for cell phone or other recreational electronic device use in classrooms or common areas during the school day.

Pacific Crest Middle School rules regarding cell phones can be summarized as follows:
“Off and Away During the Day”

- Cell phones must be **off** (not just placed into silent mode) and **away** (locker, binder, pocket) during the school day – from the time first period begins in the morning until the final bell rings at 3:40 to dismiss students for the day.
- If absolutely necessary, students may ask permission to check their cell phone in either the classroom or the front office
- Cell phones and ear buds - or any other electronic devices - **are not to be seen or heard in hallways or classrooms at any time unless use is explicitly allowed by a classroom teacher**
- Students may be asked to leave their cell phones in the classroom when leaving to use the restroom or visit the library

Communicating with Family

We understand that there are occasional circumstances when families need to communicate with their student during the school day and offer the following guidelines for that communication to happen:

- Families can contact the Pacific Crest Attendance Office to relay information to their student via email (pacificcrest.attendance@bend.k12.or.us) or by phone (541) 355-7820 (As a reminder, such messages will only be delivered to students at 11:00 AM (M,T,R,F) and 10:00 (W) in order to minimize disruptions to the learning environment

What happens if the “Off and Away” rule is broken?

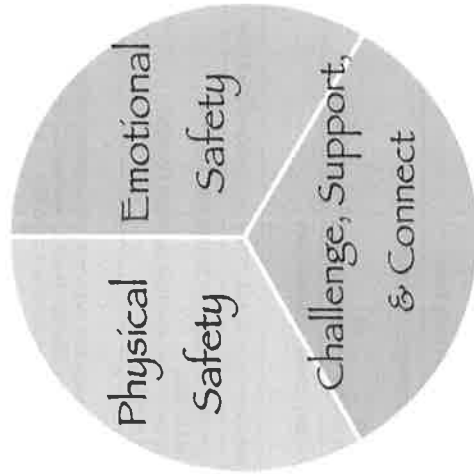
While it is not the goal of Pacific Crest to discipline students for cell phone violations, it is important that our expectations are met so that learning can happen without disruption. Violations of the cell phone rules are handled in this way:

- 1st offense:** Phone is confiscated and locked away safely in the office until 3:40. Student is reminded of the expectations of cell phone usage and parents/guardians are notified of the violation.
- 2nd offense:** Parents/guardians are notified of the violation and are able to choose from two possible consequences:
 - Choice A: Parent/guardian picks up cell phone at Pacific Crest, or
 - Choice B: Student is required to turn in the cell phone to the office each morning prior to first period for 5 consecutive days
- 3rd offense:** Parent/guardian meeting with Pacific Crest administration **REQUIRED**; possible loss of future cell phone privileges and/or student suspension

By signing below, I attest that my student and I have read and understand the Rights, Responsibilities, and Common Expectations for Pacific Crest Middle School. _____ (Parent) _____ (student) _____ (Date)

PACIFIC CREST MIDDLE SCHOOL: MISSION & VISION

Pacific Crest Middle School exists to empower creative thinkers, responsible decision-makers, and change-makers through practices that place the learner at the core of instruction. As such, we envision a future where identity and relationships are foundational to living and learning in a caring community.



GOLDEN EAGLE RIGHTS

GOLDEN EAGLE RESPONSIBILITIES
In order to ensure the rights listed above, members of Pacific Crest Middle School agree to following responsibilities and actions described below.

ACT IN SERVICE OF SAFETY	Ask for help. We are all better together!	Follow published policies, procedures, and expectations.	Respectfully interrupt acts of harm when you see them.	Reflect on the impact of all actions vs. the intent.
RECOGNIZE AND DEMONSTRATE VULNERABILITY	Validate vulnerability and empathize with others.	Question and challenge what you see with the goal of deep learning.	Try even when you are unsure. Failure is essential to learning.	Speak with positive intent in and out of school.
SHARE ACCOUNTABILITY	Do what is right instead of what is easy.	Give support, encouragement, time, and friendship to yourself, others, and the community.	Honor the diversity of each person's individual journey and culture.	Care for common spaces and respect the personal property of others.

SECRETARY: TAMI NIELSEN

VOICEMAIL: 541.355.7820

Attendance Policy

pacificcrest.attendance@bend.k12.or.us

TARDY POLICY

Students arriving late, within the first 10 min. of class, will be marked tardy.

Students arriving later than 10 min. to class without an excused slip from the Attendance Office will be marked absent.

PRE-ABSENCES

If your child is going to be gone for 3 or more consecutive school days, please have your child pick-up, complete, and return the Prearranged Absence Form in the Attendance Office at least 5 days prior to departure.

APPOINTMENT OR PICKING UP EARLY?

Please email, call, or send a note the morning of so we can have your student ready for pick-up.

Excused Absences

- Student illness If absent due to illness for three (3) consecutive days or more, medical documentation may be required.
- Emergency (death, accident, injury or medical issue to student or family member)
- Dentist, doctor, or court appointment
- Teacher / Administrator approved arrangements made in advance.

Unexcused Absences

- Student Overlept
- Student arrives tardy or late past the first 10 min. of class.
- Student leaves school or a class without permission from the teacher or admin in charge.
- Student was absent to care for siblings.
- Student leaves campus prior to having absence excused.

HEALTH ROOM

If your child is not feeling well, please have them go to the Health Room and call home. PCMS has a no cellphone policy, therefore students should make all phone calls through the Attendance Office. We are then able to keep your student in the Office and have them ready for you to pick up.

ITEM DROP-OFF

All items should be dropped off at the Attendance Office. Your student will be notified that they have an item in the Attendance Office for pick up.

FORGOT TO CALL OR EMAIL PRIOR?

Mistakes happen! However, please allow at least 15 min. for your student to be ready.

10-DAY DROP POLICY:

Oregon law requires a public school district withdraw any student who is marked absent for 10 consecutive, full school days. Withdrawn students are required to re-enroll when they return to school.