

ARTS & TECHNOLOGY ACADEMY

Handbook & Daily Planner 2018-19



Student Name: _____

Advisory Teacher: _____



ATA Staff Contact List

Office Staff	Position	Email
Larry Williams	Principal	williams_l@4j.lane.edu
AJ Hruby	Asst. Principal	hruby@4j.lane.edu
Suzi Hollembaek	Secretary	hollembaek_s@4j.lane.edu
Burgandee Torres Mann	Attendance	torresmann_b@4j.lane.edu
Dulce Guillen	Student Registration	guillen_d@4j.lane.edu
Scott Pierce	Counselor	pierce_s@4j.lane.edu
Teachers		
Mary Adams	Math – 7 th	adams_m@4j.lane.edu
Laura Archibald	Language Arts – 6 th	melton-archibald_l@4j.lane.edu
Cait Balthrop	Special Education (CLC)	balthrop_c@4j.lane.edu
Kristina Brooks	Title One & Language Arts – 6 th	molyneux-brooks_k@4j.lane.edu
Eve Hannah	Social Studies – 7 th	hannah_e@4j.lane.edu
Aimee Harrington	Language Arts – 8 th	harrington_a@4j.lane.edu
Aaron Kurlychek	Math – 6 th	kurlychek_a@4j.lane.edu
Michael Lewis	Special Education (Learning Center)	lewis_m@4j.lane.edu
Ronny Mason	Health Education	mason_r@4j.lane.edu
Chris Michael	Science – 6 th	michael_c@4j.lane.edu
Daniel Morphis	Science – 7 th	morphis_d@4j.lane.edu
April Nelson	AVID 7 th & 8 th	nelson_ap@4j.lane.edu
Thomas Pfanner	Physical Education	pfanner_t@4j.lane.edu
Daniel Powell	Band	powell_d@4j.lane.edu
Amy Samson	Art	samson_a@4j.lane.edu
Barbara Siemens	Language Arts – 7 th	siemens_b@4j.lane.edu
Jesse Skoubo	Social Studies -6 th & Electives	skoubo_j@4j.lane.edu
Courtney Stitt	Math - 8 th & Algebra	stitt_c@4j.lane.edu
Darcy Strange	Math Support, Drama	strange@4j.lane.edu
Jim Sullivan	Special Education (Life Skills)	sullivan_ji@4j.lane.edu
Adrienne Superneau	Social Studies - 8 th	superneau_a@4j.lane.edu
Kathleen Taylor	Science – 8 th	taylor_k@4j.lane.edu
Support Staff		
Shauna Ashley	Speech Pathologist	ashley_s@4j.lane.edu
Kathie Bishop	Special Education Consultant	bishop_k@4j.lane.edu
Nancy Neishleb	Kitchen	neishleb_n@4j.lane.edu
Karen Rengifo	English Language Development	rengifo_k@4j.lane.edu
Corey Rusco	Lead Custodian	rusco@4j.lane.edu



BUILDING HOURS

8:20AM - 3:45PM Supervision provided for students
 8:00AM - 4PM Front office hours for parent/guardians (Tue until 3:40)

6 th	Mon-Thu	9:00-9:18	9:22-10:16	10:20-11:14	11:18-12:12	12:12-12:42	12:45-1:39	1:43-2:37	2:41-3:35
		1 st	2 nd	3 rd	4 th	Lunch-2	5 th	6 th	7 th
	Friday	9:00-9:51	9:55-10:42	10:46-11:33	11:33-12:03	12:06-12:53	12:57-1:44	1:48-2:35	
		2 nd	3 rd	4 th	Lunch-2	5 th	6 th	7 th	
7 th	Mon-Thu	9:00-9:18	9:22-10:16	10:20-11:14	11:18-12:12	12:16-1:10	1:10-1:40	1:43-2:37	2:41-3:35
		1 st	2 nd	3 rd	4 th	5 th	Lunch-3	6 th	7 th
	Friday	9:00-9:51	9:55-10:42	10:46-11:33	11:37-12:24	12:24-12:54	12:57-1:44	1:48-2:35	
		2 nd	3 rd	4 th	5 th	Lunch-3	6 th	7 th	
8 th	Mon-Thu	9:00-9:18	9:22-10:16	10:20-11:14	11:14-11:44	11:47-12:41	12:45-1:39	1:43-2:37	2:41-3:35
		1 st	2 nd	3 rd	Lunch-1	4 th	5 th	6 th	7 th
	Friday	9:00-9:51	9:55-10:42	10:42-11:12	11:15-12:02	12:06-12:53	12:57-1:44	1:48-2:35	
		2 nd	3 rd	Lunch-1	4 th	5 th	6 th	7 th	



SCHOOL STRUCTURES, ROUTINES, POLICIES & PROCEDURES

Arrival

- Supervision starts at 8:20 when breakfast is served.
- Students are allowed in the following areas before school
 - Cafeteria to eat breakfast and socialize with friends.
 - Gym to play games in designated areas
 - Gym to sit on the bleachers and socialize.
 - Library/Family Room on designated days when it is open.
- Students enter the hallways and classrooms when the bell rings.
- Front hallways need to remain free and clear for those entering/leaving the building.
- Students should not enter the hallways and classrooms until the first morning bell rings.

Hours of Supervision

- ATA supervises students between the hours of 8:20 AM – 3:45 PM and during official school events that occur outside of regular school hours. The ATA Master Calendar can be viewed at <http://ata.4j.lane.edu> for a full listing of non- school days and breaks. Students are not allowed to remain on campus unsupervised outside of the school day, unless they are a part of an after school club or after school sport or activity. Students may not remain on campus past supervised times; this includes the track or the front entry of the school. Please make sure to pre-arrange all after school plans.
- ATA does not provide supervision on non-school days.

Breakfast & Lunch

Breakfast **and** lunch are free at ATA. No code or fee is required.

- If students arrive late, they may get a “grab & go” breakfast to eat upon arrival.

Closed Campus - ATA is a closed campus school.

- Students are expected to remain on designated school property during school hours.
- Students need to sign out and carry a hall pass issued from a staff member when leaving the classroom during class time.

Transportation

- **Bus service** is provided for students who live on the bus routes. To ride the bus as a guest, students must have a written note from a parent or guardian that will be stamped by the front office and given to the bus driver. Riding the bus is a privilege, and all school rules apply to bus riders. Breaking these rules may result in the loss of their bus privilege, and/or in-school consequences.
- **Bikes, Skateboards, and Scooters** We recognize bikes, skateboards and scooters are used by students to ride to school. Once the student reaches school property they need to dismount and walk or carry



their transportation device. Bikes need to be locked to the bike racks. Skateboards and scooters should be stored in the skate/scooter rack – there is no storage available for larger items. ATA is not responsible for lost, damaged, or stolen property. Rack locks are available for check out in the office.

- **Vehicle Drop Off and Pick Up** Students may be dropped off at the front entrance. Drivers must stay in the vehicle. If a driver needs to get out of the vehicle, it needs to be parked in designated parking. Please respect Reserved Disabled Parking spots for drivers with the need to park there.

Dismissal

- Students are expected to collect their belongings and homework after the bell rings then proceed to their after school activities or home.

Attendance

- Students are expected to attend school daily. If your child is absent, please call the attendance line (541-790-5725) or email ata_attendance@4j.lane.edu on the day of the absence and report it.
- You will receive an automated phone message if your student does not attend class and no one has communicated with the office with a reason for the absence.
- Contact the teachers for missing work if the absence is two days or longer. Teachers need at least 24 hours notice to gather work.
- Completed work should be submitted within ONE WEEK of the student's return to school.

Excused absences (including arriving late and leaving early) as defined by law are:

1. Illness (excused with doctor's note)
 2. School function (i.e., track meet)
 3. Death in the family
 4. Family emergency
 5. Medical appointments with a note from the medical provider
 6. Weather provisions
- The parent or school authority responsible for the absence must verify an excused absence. Families have 48 hours, or 2 school days, after the student's return to request an excused absence.

Pre-Arranged Absences

- Students planning to be absent for five, or more, consecutive days must complete a pre-arranged absence form and receive the principal's permission as well as their teachers' signatures. Permission does not indicate excusal. This needs to be completed one week prior to the planned absence. Pre-arranged absence forms are available in the office or on our website. Vacations are customarily not excused absences.
- Student work, if possible, will be provided to the student for the term of their absence. Not all work is capable of being done outside of class and teacher may assign alternate assignments.



Tardy

- Students are expected to be in their classrooms, ready to learn when the bell rings for class.
- Excess tardies (3 or more) are considered a behavior issue and will be addressed through the behavior referral system to identify the issues and problem solve so students can be on time.

Release of Students during school day

- Students may be released only to parents/guardians or their authorized representative:
 - Authorization must be in writing or via a phone call to the school.
- Students must be signed out by authorized adult (valid ID needs to be shown).
- Teachers are instructed not to release a child unless told to do so by the office.

Lost and Found

- Lost and found is located in the hallway leading to the cafeteria.
- Valuables, such as glasses, money, or jewelry are turned into the office.
- At the end of each trimester, the “Lost and Found” will be emptied and the items boxed for donation.

Emergency Evacuations/Procedures

- We conduct regular emergency drills (at least once a month) so that we will be prepared and ensure student safety in the event of an emergency.
- Students are taught procedures the first weeks of school.
- Students must obey orders promptly during these drills, and remain silent so that staff instructions can be heard and followed in a timely manner.

Emergency School Closing

In the event of an emergency closing of school, change of schedule, change in bus routes, altered day:

- Information will be available on the district website (www.4j.lane.edu), by text message alerts (see the district website for details), via KRVM FM, and other local TV and radio stations.

****It is important that the school has current contact information, particularly phone and email****

It is the parent/guardian’s responsibility to promptly notify the school of changes in contact information.

Parents/Guardians Communicating With The School

- Please see individual teacher syllabus for contact information.
- If your student is struggling at school, please contact their teachers to develop a plan of support in a timely fashion.
- If a student is struggling in an individual class, every effort should be made to resolve the problem directly with the teacher. If the problem cannot be resolved, the matter should be referred to administration.



School Medication Procedures

- School personnel may assist a student with prescription medication only if it is in the original container, properly labeled by a pharmacist and a medication consent form is completed and on file. Contact the school office for medication consent forms and details. Medical inhalers may be carried by students with paperwork on file.
- Students may carry a one day's supply of non-prescription medication in the original container. Students must carry a note from a guardian specifying the name of the medication and dose to be taken. Any medication containing aspirin requires physician's orders.
- School personnel will accept changes in medication dosages or times only with a new properly labeled pharmacy container reflecting the dosage and/or time change as well as a new medication guideline form completed by a parent/guardian.

School Nurse

- Eugene School District 4J provides a nurse as a consultant who works at multiple locations. Our school nurse is here one day per week.
- In case of emergency, a nurse will be secured from one of the high schools or 911 emergency services will be called.
- If your child is ill or has a minor injury, please keep your child at home and contact your personal physician, or utilize Churchill High School's health clinic (541-790-5227).

Health Room Visits

As stated above, there is not a school nurse on site daily. Health room visits should be limited to injuries or illnesses including fevers, vomiting, bleeding, broken bones, or teacher discretion of injury severity. Classroom teachers have access to bandaids, water and sinks in the rooms.

Student Messages/Office Phone

Please be sure your student knows their after-school plans before arriving at school in the morning. The office phone is only available to students in the case of an emergency. Messages to students during class time is limited to emergencies. Depending on staff availability, messages called in after 2:30 p.m. may not be delivered.

- Students with cell phones will have the opportunity to check for messages before school and after school.

Visitors & Volunteers

- We welcome volunteers to assist in many areas of our school. If you have any questions about becoming a volunteer in our school please feel free to contact our office at 541-790-5700 or the WolfPAC by emailing atawolfpac@gmail.com
- All visitors are required to sign in and out at the main office.
- All visitors will be provided with a visitor badge to be worn while in the building.



BEHAVIOR POLICIES AND EXPECTATIONS




Arts and Technology Academy participates in Positive Behavioral Interventions and Supports (PBIS) - a school wide proactive approach to student discipline and positive school climate. Students are expected to follow school wide rules in common spaces and specific classroom rules in each classroom. Rules may vary in classrooms due to specific educational purpose.

General Classroom Expectations – Be Safe, Be Respectful, Be Responsible






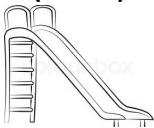

- Students are in their classrooms, ready to learn, when the bell signals the beginning of class.
- Students follow all classroom rules.
- Students actively engage in classroom activities.
- Students remain engaged in class activities until the teacher dismisses the student.

Support systems will be put in place for students who struggle with behavior expectations.

PBIS School Wide Rules

	<u>Be Safe</u>	<u>Be Respectful</u>	<u>Be Responsible</u>
School-Wide  <small>Illustrations of.com #1049871</small>	<ul style="list-style-type: none"> • All cell phones, backpacks, purses & personal items are stored in student’s locker • Be aware of your surroundings • Hands and feet to yourself • Walk at all times • Walk “wheels” on school property. 	<ul style="list-style-type: none"> • Use kind words • Be understanding of people’s differences (ethnic, cultural, learning, etc.) • Value yourself, others, school equipment and property 	<ul style="list-style-type: none"> • Be on time and prepared • Clean up after yourself • Own your behavior • Be where you are supposed to be
Dress Code 	<ul style="list-style-type: none"> • Refrain from wearing chains or spikes • Wear appropriate shoes for walking and running 	<ul style="list-style-type: none"> • Keep it covered: undergarments should not be seen • Hoods and sunglasses for outside use only • Swimwear is not permitted 	<ul style="list-style-type: none"> • Appropriate language and messages on clothing • No gang or drug related/referenced attire
Learning Areas 	<ul style="list-style-type: none"> • Walk at all times • Clean up after yourselves • Be aware of your surroundings (cords, laptops, etc.) 	<ul style="list-style-type: none"> • Enter room orderly and quietly • Wait for turn • Leave setting as you find it 	<ul style="list-style-type: none"> • Wait quietly in seat to be dismissed • Be on task • Do your own work



	<u>Be Safe</u>	<u>Be Respectful</u>	<u>Be Responsible</u>
Bus 	<ul style="list-style-type: none"> Follow adult directions Sit facing forward Stay in seat Hands and feet to self 	<ul style="list-style-type: none"> Use courteous language and appropriate topics Use a quiet voice 	<ul style="list-style-type: none"> Keep food and drink in your bag Keep the bus clean
Bathrooms 	<ul style="list-style-type: none"> Wash my hands Put trash in the garbage can Report any problems to an adult 	<ul style="list-style-type: none"> Keep the area clean Conserve resources Let others have privacy Return promptly to class 	<ul style="list-style-type: none"> Keep walls, stalls, and floors clean. Go to the closest restroom Use passing time to use the restroom.
Cafeteria 	<ul style="list-style-type: none"> Sit when eating or drinking One student per seat Alert adult if mess is seen 	<ul style="list-style-type: none"> Wait to be dismissed Monitor voice level and language Actively listen to announcements 	<ul style="list-style-type: none"> Only eat what is mine Welcome others to the table Keep food and drink in assigned spaces Use proper meal etiquette Use hall pass to leave
Hallways 	<ul style="list-style-type: none"> Walk calmly on the right side of the hall Keep hands and feet to myself Open doors slowly Keep pathways clear 	<ul style="list-style-type: none"> Be polite in interactions with others Be mindful of actions Close lockers quietly Use inside voice and appropriate language 	<ul style="list-style-type: none"> Store materials in my locker Move to class on time Stay in designated areas Do not share lockers
Technology 	<ul style="list-style-type: none"> Walk while holding the computer with two hands Keep food and drinks away from technology 	<ul style="list-style-type: none"> Maintain the hardware and software settings on all equipment Leave a respectful digital footprint 	<ul style="list-style-type: none"> Use technology only as directed Return equipment to its designated space and plug in to recharge
Outside (recess) 	<ul style="list-style-type: none"> Use equipment properly Sit, walk and play in designated areas 	<ul style="list-style-type: none"> Practice good sportsmanship Include others 	<ul style="list-style-type: none"> Use appropriate voice level Use appropriate language
Library 	<ul style="list-style-type: none"> Walk calmly Be aware of surroundings 	<ul style="list-style-type: none"> Use quiet voices Treat materials with care Check out all materials 	<ul style="list-style-type: none"> Return books on time Push chairs in when leaving



Discipline

Students are expected to follow behavior policy at all times. Students who fail to follow these policies will be in violation of the School District 4J student conduct rules found in the Student Rights and Responsibilities Handbook. Consequences, ranging from re-teaching of expectations to suspension and/or expulsion, may result from violations of this policy.

Comprehensive district guidelines may be found in the 4J Student Rights and Responsibility Handbook by accessing the 4J webpage: <http://www.4j.lane.edu/superintendent/srrh>
School Board Expectations for Student Conduct & Discipline may be accessed via the 4j website.

Backpacks, Messenger Bags, and Totes

Students are encouraged to use backpacks, messenger bags, and/or totes for carrying items to and from school. At school these items must remain in lockers during the entire day. For safety reasons, no backpacks will be allowed in classrooms.

Binders & Supplies

All binders and school/class supplies need to be stored in lockers when not in use.

Dress Code - Dress code rules apply to school days and for all school dances and activities.

- Student dress and grooming shall be clean and in keeping with sanitary and safety practices.
- Students are required to wear shoes while on school property or while participating in school-sponsored activities that may occur off school property.
- Clothing should not substantially disrupt an educational activity or school sponsored event: swimwear, short or revealing clothing is not permitted.
- Clothing should not constitute a threat to the health and safety of the student or others.
- Provisions for dress and grooming for special activities should arise directly out of the needs of the activity.
- No clothing with inappropriate messages or communication. This includes clothing with illicit drug or alcohol messages, and/or vulgar and plainly offensive, obscene, or sexually explicit content.
- Students need to remove hoods (on sweatshirts) when entering the building.
- Students must take off sunglasses when they enter the building.
- No heels higher than 1.5 inches.
- Students may not wear "short" shorts or "mini" skirts.
- During PE and athletic activities, students must wear closed-toe shoes.
- No excessive use of perfume or cologne. No cologne/perfume may be brought on campus.
- If a student chooses to violate this policy, we will provide that student with appropriate attire from the main office, call home for clothing, and/or send the student home for appropriate clothes.
- Blankets may not be used as cover or clothing. Blankets may be carried around school.



Electronic Devices and Phones

Students will be allowed to have cell phones and electronic learning devices before school and after school only. Cell phones **may not** be used during passing times or lunch. All devices are to be kept in student lockers if brought o school. Electronic learning devices (school issued ipads and laptops) may be allowed in the classroom and students will be expected to follow individual teacher rules. Failure to comply with classroom electronic device expectations will result in consequences. More than one infraction will result in personal devices being confiscated and a student's parent may have to pick up the device from an administrator. Additionally, earbuds and headphones should be in student lockers. ATA provides students with headphones when necessary.

Cyberbullying

Any form of cyberbullying, by students or staff is prohibited and will not be tolerated. Cyberbullying is the use of any electronic communication device to harass, intimidate or bully.

Harassment, Intimidation, and Bullying

Harassment, intimidation, bullying, and discrimination are not permitted nor tolerated at ATA. Please report any incidents to a staff member or administrator.

Elevator Use

The elevator is for adult use. Student use requires a physician's note for injury/need and office permission with the daily check out of an elevator badge. Only the identified student may access the elevator at appropriate times.

Food in School

- Food may not be consumed in hallways, bathrooms, or on the playground.
- Energy drinks are not allowed on school property.
- Lunch and breakfast are restricted to identified eating areas.
- Snacks should be healthy choices.

Locker Use

- Lockers are the property of the school district and must be kept clean and in good condition. Stickers and adhesives are not permitted on lockers.
- Use the locker for school materials only.
- The school is not responsible for lost, damaged, or stolen personal property.
- Students should not share combination information and may not tamper with lockers.
- One student per assigned locker – locker sharing is not permitted.
- Items left in lockers beyond the last day of school or withdrawal from ATA will be discarded.



For safety and health reasons, designated school personnel have the right to inspect the lockers at any time. Students are allowed to be present if a locker inspection/search is conducted, provided that the student is in attendance at the time, and that there is not reason to believe his or her presence would endanger safety of others. Please refer to the Search and Seizure section of the 4J Rights and Responsibility Handbook for more information.

Misconduct off Campus

Students may face disciplinary actions for misconduct that occurs away from school grounds at school related or supervised functions and at school bus stops, including:

- Behavior that occurs while traveling to and from school.
- Any off-campus behavior that would otherwise disrupt the educational process or the operation of school or the district.

Personal Property

Students are advised to leave personal items and large amounts of currency at home. The school cannot accept responsibility if any such items are lost or stolen.

Additionally, toys are not permitted at school due to the distraction they cause in classrooms and the learning environment.

The following items are prohibited from campus and any school activity:

- Glass beverage/food containers
- Flammable items such as matches, lighters, oil, or aerosol cans
- Controlled substances, including alcohol, cigarettes, e-cigarettes, tobacco, and illegal drugs
- Mace-type sprays
- Knives, guns (including air soft guns) or any other weapons of any kind or size
- Gambling games or devices

Public Displays Of Affection

Academic excellence with the least amount of disruption for our students is one of our top priorities. Student displays of affection are limited to hand-holding and three-second hugs.

Sale of Goods and Commodities

Goods and commodities such as candy, electronic equipment, etc. are not to be sold on school grounds without permission from an administrator.



ACADEMIC PROGRAMS

Advisory

- Students meet in grade level advisories daily
- Students have the same advisor for the whole year

Advisory purpose

- Build a relationship with an adult advocate
- Community building in a multicultural setting
- Character development
- School-wide communication
- Academic skill building for Project Based Learning

School Wide Assessment

- Students take easyCBM benchmark assessments in Language Arts and Mathematics to assess their current level of performance three times per year (fall, winter, spring).
- Students take a statewide summative assessment in Language Arts and Mathematics to assess progress on grade level standards yearly.
- 8th grade students take a statewide summative assessment to assess progress on grade level standards in Science.

Classroom Assessment

- Teachers assess students regularly in all classes to monitor level of understanding and academic growth - please refer to individual class syllabi.

Grades & Homework

Teacher grading and homework policies are defined in the class syllabus. These may also be accessed via teacher websites online.

Grade Reports

- Students and parents/guardians can access StudentVue or ParentVue for students' current grades. Access remains the same from year to year. If you need help, please contact the office.
- Students' work will be evaluated and reports mailed to parents every six weeks throughout the school year. Parents are encouraged to meet with teachers, call or email regarding their student.

Guest Teachers

Occasionally a regular teacher may be absent due to an illness or for professional or personal reasons. When this occurs, a guest teacher will be provided. Students are expected to be courteous, cooperative and helpful, following all school expectations.

Weekly schedule



Week of: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Language Arts	CW:	CW:	CW:	CW:	CW:
	HW:	HW:	HW:	HW:	HW:
Mathematics	CW:	CW:	CW:	CW:	CW:
	HW:	HW:	HW:	HW:	HW:
Science	CW:	CW:	CW:	CW:	CW:
	HW:	HW:	HW:	HW:	HW:
Social Studies	CW:	CW:	CW:	CW:	CW:
	HW:	HW:	HW:	HW:	HW:
Other					

Name: _____

Citizenship Card Advisory: _____



PAWSITIVES AWARDED _____

Positive Recognition

#	Date	Code	Initials	#	Date	Code	Initials	#	Date	Code	Initials	#	Date	Code	Initials
1				14				27				40			
2				15				28				41			
3				16				29				42			
4				17				30				43			
5				18				31				44			
6				19				32				45			
7				20				33				46			
8				21				34				47			
9				22				35				48			
10				23				36				49			
11				24				37				50			
12				25				38				51			
13				26				39				52			

Positive Codes

1:Respectful Interactions, 2:On Task, 3:Follows Directions, 4:Cooperative,
5:Positive Attitude, 6:Helpful, 7:Tenacious

Reminders

#	Date	Initials	Description
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			