

SECTION II: INFORMATION SPECIFIC TO MARK TWAIN MIDDLE SCHOOL

MARK TWAIN MIDDLE SCHOOL STAFF DIRECTORY:

Nancy Griffith, Principal

April Murphy, Dean of Students

Bruce Elliott, Counselor

Office Staff:

Christie DeSantis, Office Manager
Katie Tolmachoff, Student Management Secretary
Sarah Wiesner, Registrar/Data Entry Clerk

Teachers	Subject	Room	Classified Staff	Title
Appleton, Kari	Lang. Arts/Soc.Studies(LASS)	8	Bonzani, Cathy	Special Needs Assistant
Buchheit, Scott	7 th Grade History	14	Cortez, Lynette	Educational Assistant
Chandler, Shana	Art	9	Craig, Mike	Day Custodian
Fierro, Jeff	Structured Learning Program (SLP)	3	Cuevas, Florentino	Evening Custodian
Fierro, Jillian	Basic Skills Classroom (BSC)	19		Special Needs Assistant
Garlinghouse, Joyce	7 th Grade Math / 8 th grade Algebra	13	Martinson, Valerie	Data Entry/Lab Supervisor
Gorgas, Dan	Learning Resource Center (LRC)	5	Rosenberry, Melissa	Special Needs Assistant
Guptill, Scott	8 th Grade History	11	Reynolds, Cathy	Special Needs Assistant
Hawley, Cindy	Language Arts	8	Steacy, Julie	Special Needs Assistant
Hayden, Mary	Health	18	Zeller, Greg	Educational Assistant
Huckins, Scott	Physical Education	Gym		
Kelley, Kathleen	Title I	1	School Nurse:	
Kercher, Jennifer	Choir	17	Suellen Nida	
Ousterhout, Doug	Drama	17		
Petrik, Frank	Band	17		
Powell, Maureen	7 th Grade Science	1		
Willow, Eryn	Language Arts	12		
Wright, Terah	8 th Grade Math / 7 th Pre-Algebra	7		



ALL Mark Twain Staff can be contacted using the following format:

lastname_firstname@silverfalls.k12.or.us

Note: You may also visit the Mark Twain Middle School website for staff information.
marktwainmiddle.silverfalls.orvsd.org

Arrival & Dismissal Time

The Mark Twain Middle School schedule is from 7:55am-2:50pm. Students may enter the hallway at **7:45am**, when teachers are available for supervision. Students may wait in the front office area, until the 7:45 bell rings. In addition, the gym is open for students from 7:30-7:45am. Students shall remain on school grounds until the **2:50pm** dismissal bell. MTMS is a closed campus.

Students are dismissed by the teacher from each class period. The final dismissal bell rings at 2:50pm. The buses leave beginning at 3:00pm, so bus riders need to be prompt.

Questions about the bus routes will be answered by calling First Student Transportation at (503) 873-8033.

Walkers need to walk on the sidewalks whenever possible, honor the crosswalks, and practice safety (face oncoming traffic) along Mill Street. Students should practice safety and courtesy around bus drivers, vehicles, and pedestrians.

The private driveway across from the bike shed is off limits to Mark Twain students.

Students should not loiter in the building. If they are not participating in an activity or receiving help from a teacher, they should be out of the building by 3:00pm. Other than organized activities, there is no supervision beyond 3:00pm.

Students should not ride their bicycles, rollerblades, skateboards or scooters on the school grounds at any time. Several cars and busses travel Robinson Street. This is a very steep street. Therefore, students are to walk bikes, rollerblades, skateboards and scooters to the bottom of Robinson Street whenever leaving school property from any school related activity. This is an extremely important safety issue and students who violate this safety rule will receive a DAN.

Students are to be dropped off and picked up in designated parking lots only: Front Parking Lot, North Parking Lot, Gravel Parking Lot and Gym Parking Lot. Parents are not to drop off or pick up students on Robinson or Church Streets, or in the bus turn around.

Attendance of P.E. Classes

Any student excused from P.E. for more than three (3) consecutive days must have a statement from a doctor. This is important for the safety and well being of the student.

Back Packs/Tote Bags/School Bags/Athletic Bags

Back packs, tote bags, school bags and athletic bags must remain in the student's locker during the school day. Students with a 7th period class in the locker rooms, health classroom or music room will be allowed to take their backpacks (packed to go home) to this period **only**. **Students doing this will be expected to leave for home/bus directly from 7^h period and not re-enter the main hallway after school.**

Bikes, Skateboards, and Personal Property

If a student rides a bike to school, it should be parked and locked in a bike rack. The use of skateboards on the Silver Falls School District grounds is not allowed. Mark Twain students have permission to carry their skateboards onto school grounds and into the school to store in an assigned locker. Skateboards used on school grounds will be confiscated and placed in the principal's office for parents to retrieve.

The school assumes no responsibility or liability for the loss or damage to bikes, skateboards, cell phones, mp3 players, radios, cameras, eye glasses, calculators, books or other personal effects. Items not related to school activities should be left at home. Students should not ride their bicycles or skateboards on the school grounds at any time. Several cars and buses travel Robinson and Mill Streets immediately after school; therefore, students are to walk bikes and skateboards to the bottom of Robinson Street following any school related function.

Closed Campus Policy

Students are restricted to the school grounds from the time they arrive in the morning until their regular dismissal time at the end of the school day. This included the lunch period with the following exceptions: to go to and from their own home for lunch as requested by parents; to run an errand or keep an appointment as requested by parents; or to participate in a school program. Students who need to leave the campus during the school day should obtain permission from the office. For example: Once a student is dropped off in the morning, they are not allowed to walk to Oaks Market or Roth's.

Communication between Home and School

Parents are encouraged to use all systems available to communicate with school staff. E-mail: [\(lastname_firstname@silverfalls.k12.or.us\)](mailto:(lastname_firstname@silverfalls.k12.or.us)).

- Phone call the office (503-873-5317).
- Making an appointment to visit with a teacher.
- Pinnacle Website (<https://classroom.lblesd.k12.or.us/Pinnacle/Logon>) Enter username & password. These items may be obtained by Mrs. Wiesner.)
- Sign up for the Weekly Parent Email with Mrs. DeSantis. desantis_christie@silverfalls.k12.or.us
- Mark Twain Middle School Website <http://marktwainmiddle.silverfalls.orvsd.org/>

Counselor, Dean, and Principal Appointments

If you wish to see the principal, the dean, or the counselor, you need to make an appointment. See the secretary, Mrs. DeSantis, before school or during a break, not during class time. In case of a “crisis” or a major situation that requires an immediate meeting, discuss the matter with your teachers. If they agree that immediate action is required they will issue you a pass to the office.

Crisis Management

Evacuation site for students and staff:

Mark Twain: Emmanuel Lutheran Church
303 N Church Street
Silverton OR 97381
Contact person – Brian Knutson or
Leah Stolte-Doerfler at (503)873-8656

Dress & Grooming - Mark Twain Middle School

In an effort to clarify our school dress code, we have put together this information to help you and your student understand the rules and how we apply them.

Dress code issues for all students:

Certain clothing, personal property, and other adornments worn for the purpose of identifying youth gang membership or youth gang support clearly interfere with the learning process and school climate and ARE NOT ALLOWED. Examples include, but are not limited to:

- 1.1 Clothing with gang stylized writing/script listing nicknames and other wording.
- 1.2 Clothing displaying drug symbols or paraphernalia.
- 1.3 All adornments such as necklaces or buttons that are drug or gang related.
- 1.4 Clothing decorated with gang associated numbers 12, 13, 14, 18 or the same numbers in reverse order.
- 1.5 Dress in a single solid color.
- 1.6 Certain head gear i.e. hairnets, wraps, bandanas (of any color), hanging belts and gloves worn indoors.
- 1.7 Gang associated tattoos.

Misc. Items:

- Clothing that could be harmful to self or others (e.g. studded collars or chains).
- Schools may require that students leave clothing in their locker if that clothing could be worn to camouflage weapons or to intimidate others.
- Other items left to the discretion of the principal.

Consequences:

If a student is found to be wearing clothing that is in violation of the dress code, they will be sent to the main office and politely asked if they have other clothing they can put on. If that does not solve the problem, we have t-shirts in the main office for students to borrow or they can borrow suitable clothing from a friend. If those solutions do not work, then we will have students call home to have them bring suitable clothing. In extreme cases where none of the above actions solve the problem, we will send the student home. Repeated offenses will result in a DAN.

Dress code summary for girls:

- An adequate coverage of the body is required. Halter tops, spaghetti strap-style tank tops, muscle shirts, midriff, or other-wise revealing tops, exposed underwear, and very short skirts/shorts are inappropriate.
- Shorts are allowed as school attire provided that they are loose fitting and mid-thigh length. Shorts and skirts must extend fully to fingertips when arms are at students sides. Jeans should not have cuts or tears exposing areas around the waist. Cut-offs, track shorts, and bathing suits are not allowed. Athletic spandex and leggings are not considered appropriate school attire unless they are worn under appropriate attire.
- Clothing decorated or marked with illustrations, words, or phrases that have sexual innuendoes, are vulgar, obscene, or promote behavior violating school conduct standards is not permitted. Youth gang-related symbols, colors, or insignias are not allowed. Clothing decorated or marked with illustrations, words, or phrases that are disruptive or potentially disruptive, and/or that promote superiority of one group over another is not permitted.

Dress code summary for boys:

- An adequate coverage of the body is required. Muscle shirts, tank tops or t-shirts that expose the chest area are not allowed. In addition, exposed underwear are not allowed.
- Clothing decorated or marked with illustrations, words, or phrases that have sexual innuendoes, are vulgar, obscene, or promote behavior violating school conduct standards is not permitted. Youth gang-related symbols, colors, or insignias are not allowed. Clothing decorated or marked with illustrations, words, or phrases that are disruptive or potentially disruptive, and/or that promote superiority of one group over another is not permitted.
- Shorts are allowed as school attire provided that they are loose fitting and mid-thigh length. Cut-offs, track shorts, and bathing suits are not allowed.
- Pants are to be sufficiently tight around the waist. Boxers should not be exposed. Students with sagging pants will be asked to call home for a belt.

Unfortunately, we have no way of knowing what fashion trends will be each year. We try to anticipate student interest each year when the Student Handbook is being written, however, it is difficult to address all dress code issues until students are in the building.

We work very hard to maintain an academic atmosphere here at Mark Twain Middle School. It is one of the most important things we do and we want to work cooperatively with our parents. If you have any questions about the dress code please feel free to call April Murphy or Nancy Griffith at (503) 873-5317.

Electronic Devices – Mark Twain Specific

(cell phones, ipods, etc.)

The cell phone features of photo taking and video recording are explicitly prohibited at Mark Twain Middle School and in Silver Falls School District. Students are discouraged from allowing others to use their cell phones. Mark Twain Middle School and Silver Falls School District assume no liability if students lose or damage any electronic equipment during school hours or any school related functions.

Students should not text parents to bring belongings to the school or to notify parents of illness. Students should check in with the office staff for these needs.

For all other information, please refer to our Cell Phone/Electronic Device policy.

Electronic Devices

Motion cameras or devices capable of recording video and taking pictures such as iPods, iPads, etc. are not to be used on campus or at any school activities by students without administrative approval. Still cameras are allowed to be used for school sanctioned activities when permission is granted by administration. Personal music players are to be used only in the short hallway before 7:45 a.m. Specific teacher approval of personal music use can be provided in classrooms or work areas.

Students are not to wear their ear buds or headphones during passing time. They must be put away and not be visible during passing time.

Phones and other camera devices are never allowed in the bathrooms.

Fragrance Free

Mark Twain is a Fragrance Free school. Thank you for leaving perfumes, sprays, colognes and other fragrances at home.

*This is more than a courtesy. There are many students and staff members that are allergic to these fragrances, causing headaches, asthma attacks and other reactions. They also cause disruption to the learning environment of all students.

Gotcha Cards

Each teacher will be given Gotcha Cards every week. Teachers may give Gotcha Cards for any one of the following:

1. Improvement in student's effort/grade.
2. Demonstration of outstanding citizenship.
3. Top grades on an assignment or test.

The student who is given a Gotcha Card is to make certain that:

1. The teacher has signed it.
2. The student has signed it.

Students may earn GOTCHA CARDS from any staff member. Staff may reward a student with a GOTCHA CARD for a variety of reasons. These reasons will focus on student behavior or effort that is considered "above and beyond." Any time a card is given it must be signed and dated by the staff person who awarded it, and the student name needs to be printed legibly in ink. Students may enter GOTCHA CARDS in an all-school raffle each month to win a pre-determined prize.

Hats

Students are permitted to wear hats on Thursday. Hats are to be school appropriate, without promoting drugs, alcohol, gang symbols, etc. Hats with a bill are to be worn straight in the front or straight to the back, never off to one side or another. Students must keep track of their hat at all times.

On all other days of the week, once the student enters the building, they are expected to remove their hats and place them in their lockers. Hoods are not to be worn in the building at any time.

Grade Reporting

Progress Reports will be handed out to students every three weeks during AG. **Report Cards** will be mailed home at the end of each semester.

Grading letters: A, B, C, D and F (failing)
 P (pass) or NP (no-pass) for teacher/staff aide
 NG, no grade earned

NOTE: Parents are strongly encouraged to visit the Pinnacle website to view student grades at any time.

Library Materials

Library books are checked out for two weeks, and they may be renewed. If the book is lost, the student must pay for the book. Magazines may be checked out for two days. They should not be taken out of the building. Overdue materials may result in loss of library privileges.

Lockers

Lockers, student desks, and other district storage areas provided for student use remain under the jurisdiction of the district even when assigned to an individual student. The district reserves the right to inspect all lockers. **A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others.** Valuables should never be stored in the student's locker. Lockers may be routinely inspected without prior notice to ensure no item which is prohibited on district premises is present, maintenance of proper sanitation, mechanical condition and safety and to reclaim district property including instructional materials.

Lockers are assigned at the beginning of the school year. Due to the occasional issue of theft or vandalism students are not to share their combination with anyone. Lockers are to be kept clean and orderly. Lockers are the property of the school and are provided for the convenience of students. Faulty lockers should be brought to the attention of the office. Students are assessed charges for lost locks and locker damage. Students are expected to stay in their assigned lockers throughout the school year. Do not change lockers or locks with other students. If you lose your lock you will be charged \$5.00 for a replacement lock.

Miscellaneous Fees

- P.E. Shirt - \$7.50, Shorts - \$7.50. Students will also need a pair of gym shoes and socks.
- Students enrolled in Art classes will be asked to pay a \$10.00 fee to help cover cost of supplies.
- Band Students are required to pay an instrument fee of \$30.00 for a school owned instrument.

Nurse's Office

The Mark Twain Middle School nursing position is for developing student protocols and updating immunization information. This position is not used for student health services. Mark Twain has neither the staff nor the facilities to maintain a sick room. Students too ill to attend class will be sent home.

Off-campus/Outside-of-School Conduct

Off-campus and outside-of-school-time conduct that violates the Silver Falls School District's Student Code of Conduct may also be the basis for discipline if it has the potential to disrupt or impact the safe and efficient operation of the school or interfere with the rights of others.

Party Guidelines

School parties are sponsored by the school and student council in order to enhance school spirit and pride, to allow for an enjoyable time of co-ed fellowship, and to provide funding for student council activities.

1. All parties will be chaperoned by teachers and parents.
2. Only students in the 7th and 8th grades who are presently enrolled at Mark Twain Middle School will be allowed to attend. Occasionally outlying schools are invited to attend. Again, this is for 7th & 8th grade students only.
3. Rules and codes of conduct will be the same as those established for regular school hours.
4. Party hours will be from 7:00 to 9:00 p.m.
5. Parents must be prompt to pick up their students at the conclusion of the party or future involvement in the parties may be jeopardized.
6. Students will be allowed to leave the party early only when their parents have arrived at the school and they have been excused by a chaperone.
7. The cost of admission will be established by the student council, and will be announced to the students during the week of the party.
8. Only those students who have been in attendance the full day of the party will be permitted to attend. Exceptions to this must be approved by the administrator, after consultation with the parent, and with good cause.
9. Students who are on Level 3 and above on the Discipline Ladder will not be allowed to attend school parties or other school sponsored activities.
10. Students will not be allowed to leave a party unless picked up by a parent or other approved individual. Students who leave will not be allowed to re-enter the party and they will no longer be the responsibility of the school.
11. All activities requiring entry purchase will be sold through Thursday morning the day before the function.

Prolonged Illness

If students are absent for more than two weeks of school for health related reasons, they may qualify for home tutoring or other modifications. Contact Mr. Elliott, our counselor.

Public Displays of Affection

It is the belief of the school that behaviors of adolescents conform to reasonable expectations that are necessary to maintain the best possible educational environment for students. With this in mind, students are to avoid any behaviors which are considered affectionate. These include (but are not limited to) hand holding, kissing, affectionate hugs between boys and girls or any other physical contact considered inappropriate by school staff.

"Sharpies"

Students are not to have "Sharpie" type permanent markers or rubber bands at school. Teachers have the option of providing these to students as they deem appropriate.

Lighters

Students are not to have lighters in their possession at school or at any school activity.

Signs and Posters

A student **must** obtain teacher permission before using school supplies to create a sign or poster. Students must also have a staff member initial a sign or poster before it is displayed in the hallway. Signs are to have correct spelling and be in good taste. Signs are to be attached to poster strips in the main hall.

Soliciting

A student may not sell any product during school hours on the school grounds. The selling of Little League candy, Girl Scout cookies, and cards would be examples of inappropriate activities. The solicitation of staff to sponsor fund raising activities is not appropriate during school hours.

Student Attendance at School Activities

Students are expected to remain at all school events/activities at any location. Students who leave activities (including sporting events) are not to return to campus and will not be allowed back into the event. The school phone will be available for student use to arrange a ride home at school activities. Students will not be released from school parties unless parents have arrived, or the party is finished.

Student Use of Areas

Our school maintains facilities to be used by many different people in various capacities. However, some areas are OFF LIMITS to students. It is inappropriate for students to be in the following areas unless accompanied by a staff member:

- Parking lots
- Custodial rooms
- Library storage room
- Secretary's work room
- Teachers' desks and files
- Bike shed during class time
- Oak forest
- Copy room
- Aide's book storage room
- Office - nurse / counselor / special education
- Faculty room

Substitute Teachers

Any time a substitute teacher is working in the Mark Twain building and it becomes necessary for the substitute teacher to send a student out of the class to the office, **the student will receive significant disciplinary action.**

Tardies

Students are expected to be in class and in their seats with appropriate material at the beginning of each class period. A tardy constitutes being late to class within the first 10 minutes. After 10 minutes, the student is considered absent. An excused tardy is one authorized by a teacher or staff member (or parent at the beginning of the day). Teachers will provide consequences for minor tardiness. Three unexcused tardies will result in a Detention Notice (DAN). Repeated tardiness will be handled with more severe consequences through the office.

Weather

Occasionally during the winter, school is closed due to snow and icy conditions. As soon as the Superintendent determines that schools will be closed, or will open late because of the weather, local radio/TV stations will be notified.

Please visit to the Mark Twain website <http://marktwainmiddle.silverfalls.orvsd.org/> and click on School Closure Information.

Withdrawal

Bring a note from your parent to the office if you are leaving to attend another school. You will be given a withdrawal form to take to each of your teachers for a signature and grades. You are expected to return all books and pay any fines you owe prior to leaving.

Student Management/Discipline Ladder

Detention Notices

The Detention Notice is issued for the violation of less serious school and classroom rules. Students who violate the posted rules of good conduct in the halls, cafeteria, playground and classroom or gym can expect a Detention Notice (DAN). Each notice will advance the student one step on the Disciplinary Ladder. A staff member may choose to give lunch detention only.

These notices are to be signed by a parent. The signature indicates that the parent has seen the Detention Notice and that the student will be staying after school. The signature does not mean that the student or the parent agree with the rule violation.

The student is to return the white copy of the Detention Notice, with a parent signature, to the office the next morning before the start of school or to the Detention room teacher at Detention time. If the signed DAN is not returned to the office, the student will serve lunch detention and after school detention.

If you have any questions about an assigned detention, schedule a meeting with the teacher to discuss your concerns.

Steps 1, 2, and 3: Lunch or After School Detention

Students who are assigned detention are required to attend detention for all of lunch or stay 30 minutes after school on the appointed day. While in detention the students will complete an ABC Problem Solving Form and then study quietly. Twenty-four hour notice is given on the After School Detention Notice so transportation can be arranged. The white Detention slip with parent's signature must be turned in by detention time. Students are to bring sufficient work for detention. Students who are off-task or fail to bring sufficient homework will be assigned additional detention.

Students are to bring homework to do during lunch and after school detention. Detention time begins when students arrive with work to do.

If a student skips detention, he/she will be given in-school suspension.

A student who does not attend assigned detention, or fails to return a parental signed detention notice multiple times, may not be allowed back in school until a parent conference is arranged with the dean or principal. Missing detention will result in more severe consequences, up to and including suspension from school. Students missing a detention will not participate in athletic or extra-curricular activities until the detention is completed.

The AG teacher will contact student's parents upon the 3rd detention each semester.

Step 4 and 5: Detention / Lunch Hour Detention

A student can reach the 4th and 5th steps by receiving four or more Detention notices or by being in violation of any of the following school rules:

1. Possession, use or sale of tobacco, drugs or alcohol.
2. Harassment or intimidation.
3. Vandalism.
4. Stealing.
5. Insubordination.
6. Obscene/offensive language.

Activities such as those listed may also result in suspension or expulsion.

When a student reaches the fourth step on the Discipline Ladder, he/she will lose the privilege of attending:

1. School Dance/Parties.
2. Any other extracurricular activities, including ski trips, and promotion activities.

Students may serve Lunch Detention as well as after school detention for steps 4 and 5. Students assigned to lunch detention will report directly to the detention room. They will bring study materials.

Steps 6: Suspension or Expulsion

Students involved in either serious violation of the school rules or repeated violations of less serious rules may advance to step six on the Disciplinary Ladder.

Students who continue to receive detentions or referrals once they reach step 6 may be put on individualized behavior plans that would provide them support in improving their behavior and would also outline their consequences for repeated detentions or referrals. Consequences for level 6 and beyond can include suspensions, alternative to suspensions or recommendation for expulsion.

According to Silver Falls School District policy, "A student whose conduct or condition is seriously detrimental to the best interest of the school may be suspended or expelled in accordance with district policies. Such policies will ensure careful consideration of the rights and need of the individual concerned, as well as the best interest of other students and the school program as a whole." Mark Twain Middle School will strictly enforce the district zero-tolerance policies pertaining to harassment, threats, bullying, and physical or verbal aggression.

It has been the practice of the principal to recommend expulsion for any student found in possession of drugs, drug paraphernalia, weapons, alcohol, or repeated gang or gang-like activity, or repeated physical threats or aggression while on school property or at school activities.

ANY VIOLATIONS OF SCHOOL DISTRICT POLICES RELATING TO DRUGS, THEFT OR WEAPONS WILL INVOLVE THE POLICE.

Success Plan

Students can earn their way back down the ladder by completing the Success Plan:

- a. Maintaining a record of no detentions or referrals for a three week period.
 - b. Having good attendance with no unexcused absences or tardies.
1. The student will pick up a Success Plan application from their Advisory Group teacher and return it to their Advisory Group teacher when completed.
 2. The Advisory Group teacher will meet as needed to review applications and submit results to the Detention Secretary.
 3. The Success Plan must be turned in no later than one day before the event the student wants to attend. For instance, if a student wants to attend a Friday activity the plan must be in by Thursday.

Special Behavior Programs

Special behavior plans may be established for students whose behavior needs are not met by the Mark Twain Discipline Ladder. Even though a student may have an individual behavior management plan, they are still expected to follow Mark Twain's discipline code.

During the 2015-16 school year, Mark Twain will be implementing PBIS (Positive Behavior and Intervention Supports). Some of the procedures and descriptions for “The Ladder” will change as the year progresses. We will continue to inform parents of any major changes. We will continue to hold our students to the highest of behavior expectations.

“The Ladder”

Student Management	Discipline Ladder														
<p>Student misbehavior at Mark Twain will be handled at three different levels.</p> <p>I. Teacher Level</p> <p>A. Each individual teacher will handle minor misbehavior that occurs in the classroom. Examples of this behavior are:</p> <ol style="list-style-type: none"> 1. Tardies. 2. Coming to class unprepared. 3. Eating candy, food, or chewing gum. 4. Excessive talking. 5. Being out of student seat without permission. 6. Refusal to work. <p>B. Teachers may administer immediate consequences which can include a 5-10 minute after school detention. Teachers may track these occurrences and submit them to the principal as necessary</p> <p>II. Detention Notice Level (One step increase per incident.)</p> <p>A. After school detention (30 minutes) will be given for:</p> <ol style="list-style-type: none"> 1. Repeated misbehavior in the classroom. 2. Minor insubordination. 3. Not following the posted school rules. 4. Failing to serve on assigned 10 minute detention. 5. Public display of affection. 6. Cheating. 7. Swearing / obscene language. <p>B. Detention will be served the day following the issuance of the Detention Notice.</p> <p>C. Students who skip detention.</p> <p>III. Referral Level (Automatic Level 4 or above.)</p> <p>A. Referrals will be issued for:</p> <ol style="list-style-type: none"> 1. Serious insubordination. 2. Violent acts. 3. Illegal acts. *4. Harassment of other students. 5. Theft. 6. Destruction of school property / others property. 7. Gang or gang-like behavior / activity. 8. Threats against students or staff. 9. Forgery <p>*Harassment is the act of troubling or tormenting another individual. This includes pantsing, bra snapping, other inappropriate contact and inappropriate comments. Harassment incidences will involve the police. Bullying is a serious issue and is considered a form of harassment.</p>	<p>Once student misbehavior moves past the teacher level, it will be dealt with through the Discipline Ladder. The Discipline Ladder indicates steps of consequences for students who violate school rules. Students may move down the ladder through an appeals process explained in the Success Plan Section.</p> <p>Once a student earns a referral, all subsequent detentions will be at lunch and after school.</p> <p>Administrative action and more specific interventions will occur for students on Level 6 who earn a detention or referral.</p> <div style="text-align: center;"> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">Above 6</td> <td style="text-align: center;">Administration Action</td> </tr> <tr> <td style="text-align: center;">Step 6</td> <td style="text-align: center;">Suspension / Parent Conference</td> </tr> <tr> <td style="text-align: center;">Step 5</td> <td style="text-align: center;">Lunch Detention After School Detention</td> </tr> <tr> <td style="text-align: center;">Step 4</td> <td style="text-align: center;">Lunch Detention After School Detention</td> </tr> <tr> <td style="text-align: center;">Step 3</td> <td style="text-align: center;">After School Detention Teacher calls parent</td> </tr> <tr> <td style="text-align: center;">Step 2</td> <td style="text-align: center;">After School Detention</td> </tr> <tr> <td style="text-align: center;">Step 1</td> <td style="text-align: center;">After School Detention</td> </tr> </table> </div> <p>Consequences listed in the ladder are suggested guidelines that may be adjusted by administrative action.</p> <p>*Conference to include: student, parent, administrator, counselor, and appropriate teachers.</p>	Above 6	Administration Action	Step 6	Suspension / Parent Conference	Step 5	Lunch Detention After School Detention	Step 4	Lunch Detention After School Detention	Step 3	After School Detention Teacher calls parent	Step 2	After School Detention	Step 1	After School Detention
Above 6	Administration Action														
Step 6	Suspension / Parent Conference														
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Step 4	Lunch Detention After School Detention														
Step 3	After School Detention Teacher calls parent														
Step 2	After School Detention														
Step 1	After School Detention														

Mark Twain Field Trips & Activities



Field Trip/Activity	GPA/ Grade Requirement	Discipline Ladder	Notes
<i>School Party</i>	--	Level 2 or below	Success Plans must be submitted before party
<i>Golden Key</i>	3.5 or above	Level 3 or below	Permission slip & money turned in by due date
<i>Regular Field Trips/ Ski Trips</i>	Depends on Field Trip	Level 3 or below	Permission slip & money by due date
<i>End of Year Reward Trip</i>	No D's or F's by the May progress report	Level 1 (by May 10 th)	Permission slip & money by due date 2 Community Services (by May 10 th)

Golden Key: Golden Key is an honorary group for those students who earn a 3.5 GPA or higher each semester. Special trips are planned throughout the year. The first trip is for eighth graders only as a reward for their 4th quarter GPA as seventh graders. Further information will be provided at Golden Key meetings.

Regular Field Trips: Field trips are integral components of the curriculum and instruction of Mark Twain Middle School. Students that participate in the field trips are to obtain the permission form from the chaperoning staff member or directly from the office.

Ski Trips: Ski trips are available to students through Mrs. Hector, skier extraordinaire. Mrs. Hector provides several opportunities during the fall & winter months for students who love to ski or snowboard. Students are bused to Mt. Hood Meadows for a day of fun in the snow. Information will be available from Mrs. Hector in the library

School Party: Mark Twain holds three school parties/dances throughout the year. Parties are held in the gym from 7-9pm.

End of Year Reward Trip: The end of the year reward trip is designated as our final all school trip at the end of the year. The goal of the Mark Twain staff is for all students to attend. Grade and behavior requirements depend on student performance; however, it is also up to AG Teacher or Administrator discretion. We want all of our students to have a chance to participate in this fun filled day.