

MITCHELL SCHOOL DISTRICT #55

BOARDING RESIDENCE INFORMATION PACKET AND APPLICATION

If you want more information, a dorm application,
school registration packet, or wish to visit our school,
please contact us at:

Phone #: (541) 462-3311

Fax #: (541) 462-3849

Mitchell School District #55

P.O. Box 247

Mitchell, OR 97750

Email: vswagerty@mitchell.k12.or.us

Website: www.mitchell.k12.or.us

Thank you for your interest in Mitchell School's boarding residence program. We are accepting applications for the 2022-2023 school year. Please look through the materials and feel free to call us if you have questions.

If you decide you would like to complete the application process, you will need the following:

- Completed application
- Notarized power of attorney letter (included in this packet)
- Release of student academic records from previous school
- Current high school transcript
- Student statement of 300 words or more as to why the student would like to attend Mitchell School
- Parent/Guardian statement as to why your student would benefit from Mitchell School and boarding residence

Application procedure

- Fill out the dorm application process completely and turn it in to the Mitchell School office for review.
- The prospective student and parent/guardian will meet with the MSD Dormitory Committee members who will make a recommendation to the Superintendent.
- The Superintendent may choose to interview the candidate prior to accepting the recommendation of the Dorm Committee.
- Upon acceptance, the family will complete all registration documentation for Mitchell School.
- Arrange with the dormitory parent a time to move into the dorm.

Completed paperwork may be mailed, emailed or faxed to:

Mitchell School District #55
P.O. Box 247
Mitchell, OR 97750
Email: vswagerty@mitchell.k12.or.us
Fax #: (541) 462-3849

If there is anything else we can do to help you with your decision, please feel free to call me at:
(541) 462-3311

Sincerely,

Vincent Swagerty
Superintendent

SCHOOL AND BOARDING RESIDENCE DESCRIPTION

Mitchell School is a K-12 school of approximately 45 students, of which about 20 are at the high school level. Mitchell, with a population of about 150 people, is located in Wheeler County, just north of the geographical center of Oregon. Nearby towns and cities west of Mitchell include Prineville, Redmond and Bend.

Mitchell School offers a well-rounded program. The academic program is balanced between college preparatory classes and career/technical education. All classes required for admission to most colleges and universities are offered, including four years of English, mathematics through advanced mathematics, chemistry and physics, foreign language and a variety of electives. Students also have opportunities to take dual enrollment classes and earn college credit while still in high school.

The extra-curricular programs include interscholastic competition in football, volleyball, basketball, and track and field. Our sports teams participate in a cooperative with Spray School and Wheeler High School and each school hosts practices and games throughout each season. Mitchell athletes will travel to each of those locations on school transportation to participate in practices and games.

Students may also participate in academic bowls, science fairs, and vocational skills contests. The school operates on a four-day school week.

The boarding residence, called locally **"THE DORM."** In addition to Oregon students, we also serve students from other states as well as international exchange students. In a typical school year, we have students from many continents.

The boarding residence is a spacious on-campus building constructed in 1994 with a commercial kitchen, large living room, craft room / study area, student bedrooms and bathrooms and a full laundry facility. Up to four students are assigned to a bedroom with an attached bathroom. We have separate wings for boys and girls. Students are supervised by a boarding matron/patron.

Rules of conduct are given to each student and strictly enforced. Resident students are expected to maintain good grades and help with the day to day cleaning of the dorm. The students eat breakfast and lunch at school Monday through Thursday with all evening meals served in the dorm. Friday through Sunday all meals are served at the dorm.

MITCHELL SCHOOL BOARDING RESIDENCE FEES

- Room and Board: \$300 per month
 - Includes dinner and weekend meals
 - Includes TV, high speed internet and a local land line is available
- Extra Charge for Weekend Supervision: \$80 per weekend (every weekend student remains in Mitchell)
- School Breakfast and Lunch: \$16 per week (approximately \$600 per year)
 - May qualify for federal free/reduced meal program
- Damage Fee: \$150 Non-refundable (one- time fee)
- Transportation: \$75 per round trip to Redmond Airport

Emergency Fund / Spending money:

- Students are required to have a debit card or credit card with an available balance for emergency expenses/spending money that will occur throughout the year. Those expenses may include, but are not limited to, sports, school activities, admission to events on field trips, food, and other unexpected costs.
- There is an ATM machine available during regular business hours at our local store but the nearest bank is 50 miles away in Prineville, Oregon.

***Late fees may be added to charges not paid on time**

Parent Signature

Date

Activities

The Boarding Residence is designed to be operated like a home and fun activities are part of that experience. All off-campus activities must be pre-approved by the supervisor. Besides school activities, field trips such as sightseeing, shopping, movies, and spending time with community families are occasionally arranged for students.

Student Bedrooms

Parents/guardians and students are responsible for the condition of their rooms, including any and all damage to the assigned room. Any willful breakages, damage or removal of window screens/drapes, or wall damage will result in disciplinary action and pay for the damages.

Work Assignments (Chores)

The students will be expected to participate in regular household chores for the benefit of the entire dorm. The chores will include cleaning as well as other activities that may be assigned by the dorm supervisor.

Family Room

The boarding residence is designed to operate as a family. Students are expected to act as sisters and brothers to one another in a positive and respectful manner. There is to be no physical contact, roughhousing, wrestling or running through the family room. Pillows and cushions should be kept neat and orderly.

Dining Room

The evening meal is served in the dining room. Non-residence students may eat the evening meal at the residence when invited by the supervisor. Breakfast and lunch are eaten in the school cafeteria on school days. Students are responsible for paying for those meals to the school office.

Telephone Use

Phone calls are limited to no more than twenty minutes unless pre-approved by the supervisor. No calls, unless an emergency, will be accepted after 10:00 p.m. Pacific Time. **There is limited cellular phone service in the Mitchell area.** Parents are encouraged to set up internet based communications.

P.I.

S.I.

Boarding Residence Hours

The residence will be open after school on school days and remain open until 6:30 pm. Guests may stay beyond this time only when invited by the residence supervisor. All students must personally check in/out with the residence supervisor or school office if leaving the school campus for any reason. It is the student's responsibility to inform the supervisor of their whereabouts at all times.

Students are to be in bed by 10:00 pm on school and game nights. Students are to be awake in time to make it to breakfast by 7:30 am on school days. Each student is responsible for being to school on time. Students who are allowed to leave on the weekends must return by 6:00 pm on Sunday night in time for dinner. If a student stays in Mitchell during the weekend, they are under the parental authority of the residence supervisor.

Visitors and Non-Residence Students

Students who attend Mitchell School may visit the residence after school and in the evening during regular residence hours. All guests are subject to residence and campus rules. Anyone violating these rules may be asked to leave the campus.

RESIDENCE REGULATIONS

In accordance with Oregon School laws, Mitchell School District #55 Board policies and administration rules, the following rules and regulations are hereby in effect for all students who live in or visit the Mitchell School residence (Dorm).

P.I.

S.I.

Even though the parents, as natural guardians of their children, have the right and responsibility for the custody, care and education of their minor children, their authority is temporarily superseded by that of school authorities during the period of time that the children are in the charge of the school and residence.

P.I.

S.I.

The residence supervisor will be in charge of the boarding residence. All students will be expected to respect and obey all requests of the residence supervisor in accordance with Board policies and administrative rules and guidelines. Any rule or activity not covered in these policies will be left to the discretion of the residence supervisor for fair and necessary discipline.

P.I.

S.I.

BEHAVIOR EXPECTATIONS

School Attendance

Students are expected to attend school during all scheduled school days. Students and their families must plan ahead so that any travel arrangements during school breaks and holidays allow time so that students arrive back to Mitchell for class on time. Leaving early and/or returning late for breaks/holidays is not allowed. Special trips must be taken during regularly scheduled breaks/holidays.

P.I.

S.I.

Dress Code

At all times students must wear appropriate clothing. Undergarments should not show. There should be no cleavage displayed. Both boys and girls should have their upper torso covered.

P.I.

S.I.

Dating

Boarding students are expected to behave like brothers and sisters. There is no dating, handholding, kissing or other sexual activity/behavior tolerated between boarding residence students.

P.I.

S.I.

Harassment and Bullying

No initiation activities will be permitted in the residence. Harassment and bullying will not be tolerated. The use of profanity or obscene language shall be subject to school rules and consequences.

P.I.

S.I.

Tobacco Use

Students may not use tobacco in the residence, school buildings, on school grounds or at any school activities. Students may not keep tobacco in the residence.

P.I.

S.I.

Alcohol Use

Alcohol will not be used or possessed by residents. No alcoholic beverage or containers; empty or full, are permitted in the residence or school grounds. Any offense while living in the residence will result in the student being suspended from school and from the residence, pending review of the case by school and law authorities.

P.I.

S.I.

Illegal Drug Use

The sale, use or possession of illegal drugs or narcotics in any form on or around school premises or at any school activity is illegal and a violation of school policies. In the event narcotics, hallucinatory drugs, illegally obtained stimulants or depressant drugs are used by or in the possession of any student while under the jurisdiction of the school, the parent/guardian and/or appropriate authorities will be informed immediately. The student will be expelled from the residence and suspended from school pending the disposition of the case by law enforcement and school administration. All dorm students will be tested multiple times each year, including random testing.

P.I.

S.I.

Administering Medication

All prescribed and over-the-counter medications must be registered with the dorm supervisor. For medications that must be administered by school personnel, the following procedures will be followed:

- Any prescribed medication should be accompanied by a signed request from the prescriber and/or parent for the school district to comply with the prescriber's order to assist the student in the management of the medication.
- The medication will be in a container properly labeled with the student's name, time and amount of dosage, the name of the medication and the prescriber name.
- The medication will be kept by school personnel in a locked cabinet or in a restricted area, and assistance provided to the student at the time of consumption by the student. The boarding supervisor is responsible for personally giving the medication to the student or notifying the student that the medication should be taken when the prescription is written in times when the student is in the residence.
- Medications requiring special skills or techniques will not be administered by school personnel unless the medication is for emergency purposes. Such medications will be administered only after proper instructions have been provided by the physician or prescriber of the medication.
- Over-the-counter medications must be provided by the individual student for personal use. **All** medications are to be kept with the dorm supervisor.
- All medications must be listed in the dorm application. Failure to do so are grounds for dismissal.

P.I.

S.I.

Spending Money

Students are not permitted to borrow or loan money to other students. Each student must possess a debit/credit card with an available balance large enough to cover emergency expenses.

P.I.

S.I.

TYPES OF DISCIPLINE

- Extra residence duties.
- Loss of electronic devices.
- Residence confinement – student is confined to the residence except during class time or school activities.
- Room confinement- Student is confined to assigned room except during class time, school activities and assigned jobs.
- Residence suspension – Student must leave the residence for up to five days.

CAUSES FOR IMMEDIATE DISMISSAL

- Alcohol or illegal drug violations.
- Violent behavior.
- Repeated unwillingness to follow residence rules and follow directions.
- Other actions determined by the residence supervisor.

MOTORIZED AND NON-MOTORIZED VEHICLES

- All vehicles must be registered with the school office.
- Students who live in the residence will not be allowed to move their vehicles during the week or weekend without specific permission of the residence supervisor.
- Students who live in the residence shall not ride in a vehicle other than with school personnel unless given specific permission by the residence supervisor and/or administration.

P.I.

S.I.

POWER OF ATTORNEY

Know all men by these presents, that I, _____ have made, constituted and appointed, and by these present do hereby make, constitute and appoint VINCENT SWAGERTY (Superintendent / Principal of Mitchell School) and DORIANA WILLIAMS (Boarding Residence Supervisor), my true and lawful attorney for me in my name and stead to act as the "person in parental relationship" as defined in ORS 339.133(8) (a) and to conduct the following acts with regard to my child _____, born on _____, on my behalf as if I were present to do so in person, including, but not limited to the following:

1. To authorize medical, dental, psychological, psychiatric or other health care including emergency and non-emergency treatment and hospitalization and test for controlled substance.
2. To administer medication.
3. To provide and/or authorize transportation.
4. To inspect and receive school records and to consult with school staff concerning the child's welfare and education, and to make decisions concerning the child's welfare and education.
5. To consult with any person who may provide care or treatment for the child, and to inspect and receive the child's medical, dental and psychological records.
6. To exercise such discipline as is necessary to enforce the disciplinary rules of the Mitchell School District.
7. To consult with law enforcement officials, including juvenile authorities concerning the child.
8. To have physical custody of the child and to provide the child with food and shelter and necessary care, education and discipline.

In exercising the powers granted in this instrument, my attorney in fact is entitled to rely on information, opinions, statements and reports if prepared or presented by:

1. The undersigned or any other parent of the above named child.
2. One or more educators, law enforcement officials, physicians, psychologists, psychiatrists, dentists, emergency medical personnel or counselors who by attorney in fact reasonably believe to be reliable and competent in the matter presented.
3. The Board of Directors of the Mitchell School District #55 or any subcommittee of the Board of Directors if any attorney reasonably believes the Board or committee merits confidence.

It is my intent that this power of attorney shall be construed as granting such power. I hereby ratify and affirm all acts of my attorney-in-fact performed under the terms of this instrument.

Parent/Guardian Signature

Social Security Number

On this date, _____, personally appeared the above named and acknowledged the forgoing instrument to be his/her voluntary act. Before me:

POWER OF ATTORNEY

Notary Public of _____
My commission expires _____

RESIDENCE STUDENT AGREEMENT

I understand the following expectations as outlined in pages 1-17 and agree to abide by them:

- Obey the boarding residence rules and get along with the house supervisor and other students.
- Obey the Mitchell School rules and get along with the staff and other students of the school.
- Be respectful at all times.
- Maintain grades of 70% or higher in all my classes. Students falling below this level will be ineligible to participate in extra-curricular activities and be placed on academic probation for possible dismissal from the Dorm.
- Participate in extracurricular activities by being a member in at least one team sport and/or after-school activity/club.
- Participate in community service activities.
- Not engage or participate in dating relationships with other Dorm students.
- Not engage in use, possession or sale of alcohol or controlled substances. The use or possession of alcohol may result in suspension or dismissal from the boarding residence. The use, possession, or sale of a controlled substance will result in dismissal from the boarding residence and school.

Student Signature

Date

Parent/Guardian Signature

Date

LIST OF ITEMS NEEDED FOR MITCHELL SCHOOL BOARDING RESIDENCE

1. All personal bedding items (sheets, blankets, pillows)
2. All personal bathroom items (soap, shampoo, 2 towels, toothbrush, toothpaste, razors, etc.)
3. Laundry soap & Laundry basket
4. Snack food – we provide some snacks but the kitchen is not open 24 hours a day
5. All school supplies are the responsibility of the students and parents
6. Copy of medical insurance card to be kept on file at school
7. Debit/Credit Card for emergency expenses.
8. \$150 nonrefundable fee to be paid at the beginning of the school year
9. \$300 monthly boarding fees to be paid on the 1st of each month
10. Any weekend fees or transportation fees incurred during the month must be paid on the 1st of the following month

PARENT/GUARDIAN CONTACT INFO

Parent/Guardian #1 Name: _____

Parent/Guardian #1 Email: _____

Parent/Guardian #1 Address: _____

Parent/Guardian #1 Home Phone Number: _____

Parent/Guardian #1 Cell Phone Number: _____

Parent/Guardian #1 Work Phone Number: _____

Parent/Guardian #2 Name: _____

Parent/Guardian #2 Email: _____

Parent/Guardian #2 Address: _____

Parent/Guardian #2 Home Phone Number: _____

Parent/Guardian #2 Cell Phone Number: _____

Parent/Guardian #2 Work Phone Number: _____

Student Information

Has the applicant ever been expelled from another school? _____ If “yes”, please explain.

Has the applicant been convicted of any crime? _____ If “yes”, please explain.

Parent/Guardian Signature

Date

A copy of the applicant’s school transcript will be necessary for completion of the application process.

Parent/Guardian please read this section with your student before initialing each line and signing below.

_____ I understand that submission of this application does not guarantee admission to Mitchell School District, and that every applicant has equal opportunity to receive services if they meet the grade and age requirement.

_____ I understand that false or misleading information on this application will result in this application not being accepted or revoked.

_____ I understand that all applicants will be notified by phone and mail of the applicants’ status in a timely manner.

_____ I endorse my student’s application to Mitchell School District with the understanding this if my student’s application is accepted I will support my student with his/her classes.

_____ I understand this if accepted, my child (the student) will have to abide by the rules outlined in the Mitchell School District student handbook.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

Non-Discrimination Policy: Mitchell School District does not discriminate on the basis of race, religion, color, national origin, disability, marital status, sex, sexual orientation or age in providing education or access to benefits of education services, activities and programs in accordance with Title VI, Title VII, Title IX and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; the Americans with Disabilities Act; and the Americans with Disabilities Act Amendments Act of 2008.

Mitchell School

2022-2023 School Calendar

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
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25	26	27	28	29	30	

October 2022						
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23	24	25	26	27	28	29
30	31					

November 2022						
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27	28	29	30			

December 2022						
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25	26	27	28	29	30	31

January 2023						
Su	M	Tu	W	Th	F	Sa
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29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
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26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
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April 2023						
Su	M	Tu	W	Th	F	Sa
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30						

May 2023						
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28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
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July 2023						
Su	M	Tu	W	Th	F	Sa
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- School Closed
- Early Release Day
- Parent Teacher Conferences

- EP Employee Planning (no school for students)
- Report Cards
- First and Last Day of School

Aug 23-25	Planning/Development Days
Aug 29	First Day of School for students
Sep 5	Labor Day
Oct 6	Parent Teacher Conferences 5-8 PM
Oct 27	End of Quarter 1
Nov 11	Veterans Day - No School
Nov 23-25	Thanksgiving Break
Dec 19 - Jan 2	Christmas Break

Jan 12	End of Semester 1
Jan 16	Martin Luther King Jr. Holiday
Feb 20	President's Day
Feb 16	Parent Teacher Conferences 5-8 PM
Feb 27 - March 3	Missoula Children's Theater
Mar 27-31	Spring Break - no school
May 27	Graduation
May 29	Memorial Day - no school
Jun 1	Last Day of School