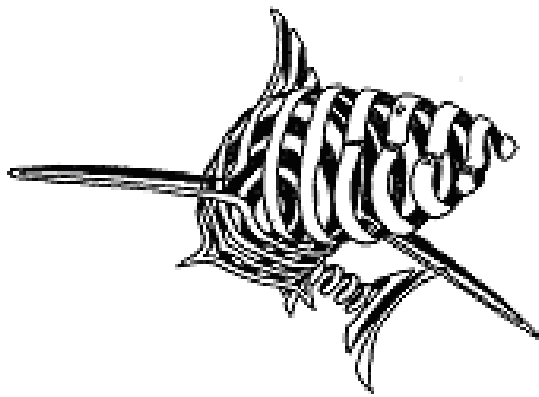


Broadway Middle School

Student Handbook 2016-2017



Home of the Sharks

Broadway Middle School
1120 Broadway
Seaside, Oregon 97138
503-738-6892
503-738-3900 (fax)

“Preparing ALL students for a productive future!”

Dr. Sheila Roley,
Superintendent

Dr. Robert Rusk,
Principal

Mr. Steve Sherren,
Assistant Principal

BOARD OF EDUCATION

Mr. Steve Phillips (Chair), Seaside
Mr. Mark Truax (Vice Chair), Gearhart
Mr. Patrick Nofield, Cannon Beach
Dr. Hugh Stelson, Seaside
Mr. Tom Maltman, At Large
Mr. Brian Taylor, Cannon Beach
Mrs. Lynn Ulbricht, Gearhart

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

Welcome to Broadway Middle School!

We are confident that the 2016-2017 school year is going to be phenomenal. We are looking forward to working with students and their families to ensure a successful academic, social and extracurricular experience here at Broadway.

We pride ourselves on having outstanding academic and extracurricular programs; we hope you will take advantage of all the wonderful opportunities we have here at Broadway. Our passionate and dedicated staff is committed to providing the most well-rounded and rigorous education possible for your children. Many of our staff continues this dedication as they work simultaneously as coaches in our extra-curricular programs.

Please carefully read through this Student Handbook with your family. It will provide you with information about our school facility, our philosophy in working with your children, a legal framework for specific decisions we make, and an understanding of our common procedures and school rules.

If you have any questions, please do not hesitate to give us a call.

Robert Rusk, Principal

We strive to provide the following to each and every student here at Broadway:

Quality Instruction
Relevant Curriculum
High Expectations
Positive School Climate

“Preparing ALL students for a productive future!”

**Broadway Middle School
PTO Meetings 2016-2017
5:30 P.M. Family Resource Center**

September 6th (Tuesday) - Elections

September 20th (Tuesday) – First Official Meeting

October 11th (Tuesday)

November 15th (Tuesday)

December – No Meeting

January 10th (Tuesday)

February 7th (Tuesday)

March 14th (Tuesday)

April 11th (Tuesday)

May 9th (Tuesday)

June 6th (Tuesday)

Broadway Middle School

1120 Broadway
Seaside, OR 97138

bms.seaside.k12.or.us

<http://www.facebook.com/pages/Broadway-Middle-School/149637238393031>

Contact Information

Broadway Office Staff

Main office (503)738-6892

Fax (503) 738-3900

Robert Rusk

Principal

rrusk@seaside.k12.or.us

Steve Sherren

Assistant Principal

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Natalie Dyroff

Counselor

ndyroff@seaside.k12.or.us

Stacie Gilligan

Head Secretary

sgilligan@seaside.k12.or.us

Shana Giess

Assistant Secretary

sgiess@seaside.k12.or.us

Educational Staff

(503) 738-6892

Call and leave a message for the teacher to return your call. They will return your call at their earliest convenience. You can also email teachers. Please call or check the school website for email addresses.

Other

District Office

(503) 738-5591

Bus Garage

(503) 738-7150

Seaside Heights

(503) 738-5161

Gearhart Elementary

(503) 738-8348

Seaside High School

(503) 738-5586

Broadway Middle School Staff 2016-2017

<u>Name</u>	<u>Classes Taught/Duty</u>	<u>Room</u>
Bice, Angela	Science	Rm 14
Blecha, Cory	Physical Education/NW Outdoor Skills	Gym 1
Brown, Krista	Custodian	Cu
Cochran, Pete	Science	Rm 13
Dahlgren, Terry	Band Director	Rm 11
Dyroff, Natalie	Counselor	Co
Edwards, Brenda	Learning Specialist	Rm 7
Ellis, Robert	Custodian	Cu
Finn, Sally	Cook	Café
Forman, Annie	Science	Rm 12
Gandy, Stan	Head Custodian	Cu
Giess, Shana	Assistant Secretary	Office
Gilligan, Stacie	Head Secretary	Office
Gooch, Jennifer	Social Studies	Rm 19
Greenawald, Barbara	Library	Library
Habecker, Brian	Language Arts	Rm 2
Herd, Karma	Math	Rm 3
Hirsch, Jeremy	Intervention/Technology	Rm 18
Lagers, Brenda	Cook	Café
Lent, Sam	Educational Assistant	All
Floyd, Daniel	Social Studies	Rm 1
Funk, Jake	Social Studies	Rm 9
Neal, Laura	Educational Assistant	All
Olstedt, Alice	Language Arts	Rm 8
Potter, JoAnn	Learning Specialist	Rm 21
Pugh, Hilda	ELD Assistant	Rm 16
Regan, Suzanne	Math	Rm 5
Rigby, Melissa	English Language Development	Rm 16
Seybold, Becky	Math	Rm 3
Tobias, Corey	Language Arts/P.E.	Rm 17
Rush, Vanessa	Choir	Music
Wells, Carolyn	Health Specialist	Health

Daily Student Schedules 2016-2017

6th Grade

1 st	8:25 AM	9:16 AM
2 nd	9:20 AM	10:11 AM
3 rd	10:15 AM	11:06 AM
Lunch	11:10 AM	11:41 AM
4 th	11:45 AM	12:36 PM
5 th	12:40 PM	1:31 PM
6 th Seek	1:35 PM	2:26 PM
7 th	2:30 PM	3:25 PM

7th/8th Grade

1 st	8:25 AM	9:16 AM
2 nd	9:20 AM	10:11 AM
3 rd	10:15 AM	11:06 AM
4 th	11:10 AM	12:01 PM
LUNCH	12:01 PM	12:36 PM
5 th	12:40 PM	1:31 PM
6 th Seek	1:35 PM	2:26 PM
7 th	2:30 PM	3:25 PM

Wednesday Schedule

6th Grade

1 st	8:25 AM	9:09 AM
2 nd	9:13 AM	9:55 AM
3 rd	9:59 AM	10:41 AM
4 th	10:45 AM	11:27 AM
LUNCH	11:27 AM	12:02 PM
5 th	12:06 PM	12:48 PM
6 th SEEK	12:52 PM	1:34 PM
7 th	1:38 PM	2:25 PM

7th/8th Grade

1 st	8:25 AM	9:09 AM
2 nd	9:13 AM	9:55 AM
3 rd	9:59 AM	10:41 AM
4 th	10:45 AM	11:27 AM
5 th	11:31 AM	12:13 PM
LUNCH	12:13 PM	12:48 PM
6 th SEEK	12:52 PM	1:34 PM
7 th	1:38 PM	2:25 PM

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Broadway Middle School Supply List

2016-2017

All Grades

- Blue or black ink ballpoint pens & 4x Packs of #2 pencils
- 4x college rule spiral notebooks
- 4x folders with pockets
- 3 ring binder
- 2x highlighters of different colors
- 5x Dry erase markers
- Pencil top erasers
- Box of facial tissue for 1st Period Class

Suggested Additional Items

- Colored pencils
- Washable Markers (**Sharpies/Permanent Markers are NOT allowed**)
- Ruler
- Glue stick
- Small calculator
- Hand Held Pencil Sharpener

Additional Supply Information

- Teachers may request additional supplies for students during the year.
- Backpacks are used for travel to and from school only. They are not allowed in the classrooms. All students will be provided with their own locker.
- No electronics are allowed during school hours (cell phones, I-Pods, games, etc.).

Academics

BMS Website

Our district technology specialist has worked hard to create an easy to use website for students, families and staff. The District and Broadway Middle School websites are designed for you to gain access to information faster and more efficiently than coming directly to the school or having to make a phone call. We currently have staff web pages, newsletters, athletic information, school forms, and access to your student's grades (discussed below). There is also a calendar of events that shows both district-wide and school events. Please access our website to get updates about what's happening at Broadway.

Our website is: bms.seaside.k12.or.us

Please take time to look over our website. We welcome your feedback so we can make it more convenient to use.

If you do not have access to technology that allows you to visit our website, please contact our front office so we can work with you to provide this critical information.

Tracking Sheets

Tracking sheets are a weekly organizer that allows students to keep track of short and long term assignments along with their weekly hall passes. Teachers will be instructing students how to organize their schoolwork and will be providing hall passes for students to use as needed. We encourage all students to review these tracker sheets with their parents on a daily basis.

Diploma Options

The Seaside School District offers five graduation awards for Graduating Seniors:

- **Honors Diploma**: Standard diploma with acknowledgment from the Oregon Department of Education that the student has maintained a superior grade point average of 3.5 or above based on the 8th grade, 3rd term accumulative grade report.
- **Standard Diploma**: Student meets all attendance, competence, and credit requirements.
- The **Modified Diploma, Extended Diploma or Alternative Certificate** may be awarded to students who have demonstrated the *inability* to meet the full set of academic content standards and who have a documented history of being unable to do so, or students with a medical condition that creates a barrier to achievement. For specific information on each of these diploma options, please contact Seaside High School or Seaside School District Special Services.

Early Release Wednesdays

In an effort to provide our teachers with additional professional development, trainings and time for grade level and content area teams to meet and plan activities, we have implemented an early release Wednesday schedule. Every Wednesday, starting September 7th, 2016, students will be dismissed one hour earlier. Our buses will leave school immediately after dismissal and will operate on their normal routes.

Homework

The amount of work taken home will vary with each student according to his/her ability to complete work during regular school hours. Not all students will need to take school work home. Parents can help students who need to do work at home by doing the following:

1. Provide a study location, complete with needed supplies. Try to eliminate distractions like cell phones and television that may make studying more difficult.
2. Support students to adopt and follow a regular study schedule.
3. Encourage your student to stay caught up with his/her assignments. Help your student to determine a schedule to complete special papers or projects so they are completed on time.
4. Help your student learn to balance school work, time with family and community activities.
5. Take an active interest in your child's progress in school. Sign in to ParentVue to help track your student's progress.
6. Contact your child's teacher for assistance in caring for problems relating to homework.
7. **Encourage your students to read at least 30 minutes for pleasure every day of the week.**

Honor Roll

GPA stands for Grade Point Average. GPA is the average of the grades earned in classes each term. If a student receives a GPA of 3.5-4.0, then he/she will be included on the Honor Roll. If they maintain a GPA of 3.0-3.49, then they will receive Honorable Mention. In addition, any student who makes the Honor Roll during Trimester 1 and/or Trimester 2 of the school year will be invited to the Honor Roll Dessert in May.

ParentVue

BMS has an on-line grading and attendance program that allows you to access current information about your student(s). ParentVue gives a login number and password to each family, which can be accessed through our website. Login information does not change from year to year. If you have not yet received your ParentVue login information, please contact our office.

You can expect to see your student's grades updated every two weeks (1st and 3rd Monday of the month). Please let us know if you have any questions or difficulties using ParentVue.

Recognition Assemblies

Recognition assemblies will occur monthly. At these assemblies, students will be recognized for excelling in the areas of academics, attendance, and citizenship.

Teacher Websites

Teachers are working hard to create websites for their classes that will provide students and families with information about their curriculum, assignments, and due dates.

Not all teachers will have a website created this year; some will be under construction. As you see ways for us to improve communication at Broadway, please contact the administration to give your feedback.

After School Library Assistance

Every day, students who are falling behind academically may attend After School Library Assistance (ASLA). ASLA is a 45min session from 3:30-4:15 p.m. where students stay after school to receive additional assistance in their academic areas. This program was designed to prevent academic failure and to ensure students are on pace with the middle school program. Alternative transportation must be pre-arranged for students to attend.

Thursday Study Halls

Each Thursday is a study hall time open to all students from 3:25pm-4:00pm. All Broadway staff will be available in their rooms to assist students. Alternative transportation must be pre-arranged for student to attend. In addition to students who voluntarily drop in, teachers may assign students they feel need some extra support to be part of the study hall. Parents will be notified in advance if this is to happen. Please encourage your student to take advantage of this extra study time.

Athletics

General Athletic Policies, Procedures and Information

The middle school program is dedicated to providing students with an enjoyable opportunity to participate and compete in an activity that will enhance their self-concept, health, and appreciation for others. The coaching staff will emphasize these ideals so that ALL athletes will benefit from being involved in middle school team sports.

Sports seasons will occur on the schedule provided below:

Sports that are offered include:

<u>Fall</u>	<u>Winter I</u>	<u>Winter II</u>	<u>Spring</u>
Volleyball (7 th /8 th)	Boys Basketball (7 th /8 th)	Girls Basketball (7 th /8 th)	Track (6 th -8 th)
Football (7 th /8 th)		Wrestling (6 th -8 th)	
Cross Country (6 th -8 th)			

Here at Broadway we believe that:

- 1) As many students as possible should participate.
- 2) The learning of team and individual fundamentals is of primary importance.
- 3) ALL eligible students will participate in each game.
- 4) Team concept and playing time will be emphasized over winning.
- 5) Positive sportsmanship will be expected from players, coaches, and spectators at all times.
- 6) Our players are students first and athletes second.

In order to be an athlete at BMS, athletes need to know they are students first, athletes second. It is the athlete's responsibility to:

- 1) Work enthusiastically in school and show effort in ALL classes.
- 2) Be respectful, responsible, and demonstrate safe behavior in the school and on the court or field.
- 3) Have a current physical, parent permission and proof of insurance on file. Student athletes must also pay their athletic fee. Students with a financial hardship should talk to the principal or vice principal for assistance.
- 4) Attend ALL practices and games except when home sick from school. The athlete must check with their coach BEFORE missing any practice or game. Failure to follow this procedure, or simply skipping, will result in loss of playing time or removal from team.
- 5) Make every effort to improve personal conditioning and skills; stay away from anything that may detract from this.
- 6) Use the school transportation to all away contests. Players may ride with their parents/guardians home from away contests, but the parent/guardian MUST speak with the head coach in person. Any other driving arrangement must be requested in writing and signed by the middle school administration BEFOREHAND.
- 7) Wear appropriate game day dress (your coach will advise you).

If there is a parent/guardian concern, we ask you follow these procedures:

1. Please encourage your student to talk to his/her coach about the concern first
2. Please request a meeting with the coach at least 24 hours after the game or practice.
3. If the concern cannot be resolved, it should be brought to the Athletic Director (Steve Sherren 503-738-5560 or ssherren@seaside.k12.or.us)

Coaches will be glad to address your concerns about your child's experience only. Coaches will not discuss decisions about:

- Play Calling
- Team strategy
- Other student-athletes
- Rotation of playing time

***Failure to comply with this procedure may result in a student's suspension from athletics until a solution is reached with the parents, coaches and administration. ***

To be eligible to participate in our athletic programs, students are required to:

1. Give consistent academic effort*
*Students who are earning a failing grade, are not eligible to participate in school games/contests, until they are passing.
2. Complete all work
3. Demonstrate positive behavior and citizenship at school.

The teachers of student –athletes will complete regular progress reports ...?

Teachers will be asked to complete regular progress reports. If students are not successful in the above areas, they must correct the deficiency by:

1. Giving better effort in class and receive passing grades (teacher & administrator sign off)
2. Staying with the necessary teacher(s) until 4:00 p.m. every day until caught up
3. Have demonstrated an improvement in school behavior (administrator sign off)

For further help in the area of academics, students can attend Tuesday School and Thursday Study Hall. All practices on Thursdays start at 4:00pm. Teachers stay after school to help students with their work. If students are caught up with their work they are encouraged to bring a book to read. Students are the responsibility of the coach; therefore, they cannot allow students to leave campus unless they have a parent/guardian pick them up.

Attendance

Address Changes

It is important for school staff to be able to communicate with our families about attendance issues and concerns. Please report Any change of address, telephone number, or emergency information to the office for your child's records. Unlisted phone numbers will be kept in strict confidence.

General Attendance Guidelines

It is our expectation that students attend school every day except in cases of illness or emergency. Attendance has a direct impact on student learning, so it is essential that ALL students attend school on a REGULAR basis. If a student is unable to attend school, please call to notify the office in the morning, prior to school starting. If you don't call us, we will call you, using our automated phone system. When the student returns to school, be sure to provide a note stating the reason for the absence.

The Oregon Statute for Compulsory Attendance says (O.R.S. 399.020), "...every person having control of any child...is required to send such child and maintain them in regular attendance at school during the entire school term. Irregular attendance as defined by Oregon State Law is "eight unexcused one-half day (four full-day) absences in any four-week period" and "five excused days in a term of three months." Parents who are unable to follow this statute will be subject to our truancy procedures and may result in a visit from our truancy officer.

1. **Signing In and Out**-- If students arrive at school after school starts, they will need to come to the office and have a secretary sign them in. If students need to leave early, a parent/guardian must meet them in the office and have the secretary sign them out.

2. **Excused/Unexcused Absences**-- The lists below will give you an idea of what situations may be considered excused or unexcused when you are absent from or late to school.

Excused- Illness, medical or dental appointments, unavoidable emergencies, prearranged absences

Unexcused- Slept in late, missed the bus, babysitting, helping at home, car trouble

- *Please note that students who have five or more EXCUSED absences in a **three month period** or four or more UNEXCUSED absences in a **four week period** are considered truant and will be subject to our truancy procedures. Therefore, it is **VERY** important that families take vacations/family trips during designated vacation times, and that medical verifications for illness-related absences are provided whenever possible.*

Prearranged Absences

If you know your student is going to be absent from school for 2 or more days, for a family trip or function; please complete a Prearranged Absence form. At least a week before leaving, send a note from home that outlines the dates you will be gone and the reason. We will attach your note to a Prearranged Absence form that your student will take to his or her teachers before leaving. Failure to follow this procedure will result in unexcused absences. Please remember that five or more excused absences in a three month period, even if prearranged, are considered truant.

Registration of a Student at Broadway Middle School

To register your student at Broadway, come to our front office and fill out the new student registration packet. We will send for records from your previous school. Please be sure your vaccinations are all up to date. Students with incomplete immunizations may be subject to exclusion in February from school. Please let us know of any special circumstances such as an IEP or 504 Plan.

Withdrawal of a Student

When your child enrolls in another school or school system, an official transcript or copy of the permanent record will be sent to the school upon receipt of notification of the student enrolling in said institution. You may receive a copy of the record to be transferred if you desire. Prior to the withdrawal of your child from our district, you have a right to see your child's student records and to a hearing to challenge the content of the record. Your request for a hearing must allow ten days between the request and the hearing. Any hearing must be held prior to the actual withdrawal of your child.

Behavioral Expectations

Positive Behavioral Interventions and Supports (PBIS)

Several recent studies have shown that punishment alone does not change student behavior. Just like academic subjects, appropriate behavior must be taught, practiced, and reinforced. This is the heart of the PBIS system. We teach school-wide expectations, provide opportunities for students to practice these expectations, and positively reinforce students who are demonstrating the expectations.

Students may still have consequences, but they are coupled with education and the re-teaching of expected behaviors.

We expect all students to display three to create a positive atmosphere for each student and create a safe and supportive environment in our school.

Respect

- Self
- Others
- Property

Responsibility

- Accountability
- Maturity

Safety

- Physical
- Emotional

BMS School-Wide Expectations

	Respect	Responsibility	Safety
Classroom	<ul style="list-style-type: none"> ▪ Use kind words and actions ▪ Use quiet, indoor voices ▪ Follow directions the first time 	<ul style="list-style-type: none"> ▪ Be on time ▪ Be prepared w/ all materials ▪ Be on task at all times 	<ul style="list-style-type: none"> ▪ Walk at all times ▪ Keep hands and feet to self ▪ Use tools/ materials as intended
Hallways	<ul style="list-style-type: none"> ▪ Use quiet, indoor voices ▪ Follow directions promptly ▪ Use kind words and actions 	<ul style="list-style-type: none"> ▪ Move promptly to your next class ▪ Have a hall pass when leaving class ▪ Get to your next class on time 	<ul style="list-style-type: none"> ▪ Walk at all times ▪ Keep to the right ▪ Keep hands and feet to self ▪ Keep food and drinks in cafeteria or locker
Substitute	<ul style="list-style-type: none"> ▪ Treat subs the same as your regular teacher... even better 	<ul style="list-style-type: none"> ▪ Be helpful when they have questions about class procedures ▪ Follow normal classroom routines 	<ul style="list-style-type: none"> ▪ Be courteous to your classmates and sub ▪ Follow normal classroom safety procedures
Recess	<ul style="list-style-type: none"> ▪ Follow staff 	<ul style="list-style-type: none"> ▪ Once outside, stay 	<ul style="list-style-type: none"> ▪ Use recess

	<p>directions promptly</p> <ul style="list-style-type: none"> Use kind words and actions 	<p>outside</p> <ul style="list-style-type: none"> Once in library, stay in library Use recess equipment appropriately 	<p>equipment appropriately</p> <ul style="list-style-type: none"> Stay inside the recess area (Inside Recess = Gym 1 or 2; Outside Recess = FB Field)
Cafeteria	<ul style="list-style-type: none"> Clean up your area when done eating Use quiet, indoor voices Follow directions the first time 	<ul style="list-style-type: none"> Wait in line patiently Food and drink are to be left in the cafeteria Stack trays neatly Get a pass to use locker or restroom Participate willingly with Clean Up Crew 	<ul style="list-style-type: none"> Once outside or in library, stay there Walk at all times Keep hands and feet to self
Assemblies	<ul style="list-style-type: none"> Eyes forward Voices off Active listeners Respect others' space Show appreciation in a positive manner 	<ul style="list-style-type: none"> Sit in your assigned area Follow staff instructions promptly Listen and be cooperative 	<ul style="list-style-type: none"> Walk at all times Keep hands and feet to self Wait to be excused by classes or rows Always use the stairs
Before School	<ul style="list-style-type: none"> Respect your property and others' Use indoor voices Follow staff instructions the first time 	<ul style="list-style-type: none"> Remove hats, hoods and electronics when you enter the building Lock your bikes Wait patiently in the cafeteria (keep hallways clear) Enter the halls at the 8:10 bell 	<ul style="list-style-type: none"> Backpacks and bags will be stored in lockers at the 8:20 a.m. bell Walk at all times Keep hands and feet to self Once at school, stay at school Keep food and drinks in the cafeteria or locker
After School	<ul style="list-style-type: none"> Respect your property and others' Use indoor voices Follow staff instructions promptly 	<ul style="list-style-type: none"> Get your things and exit building promptly Be out of the halls by 3:30 (outside, in class, or at practice) 	<ul style="list-style-type: none"> Walk at all times Keep hands and feet to self Keep food and drinks in the cafeteria or locker

Alcohol, Tobacco and Drugs

Alcohol, tobacco and drugs are not allowed on school property at any time of day. They are also not allowed at any school sponsored event. Students who are found in possession of or in use of any of these three items will be disciplined according to school and district policies (see Students Rights and Responsibilities district handbook for details), including suspension and possible expulsion from school. Additionally, the school or district may ask that you take part in rehabilitation classes, treatment programs or perform a drug/alcohol/tobacco assessment before returning to school. Alcohol and/or Drugs at school will also result in law enforcement being notified.

Shark Coupons

A major part of our PBIS system is the use of Shark Coupons. This is a physical token (slip of paper) that “thanks” a student for following our expectations of being Safe, Respectful, and Responsible. It is our attempt to focus on positive student behavior rather than giving attention to negative student behavior. Shark Coupons can be redeemed for extra privileges like going to the front of the lunch line and they can be used in the office to obtain prizes as well as for our monthly raffles.

Buddy Classrooms

Students who are disrupting the learning environment will be sent to a buddy classroom. This is an opportunity for the student to think about what he/she did to get sent out of class and to calm down before returning to class. Students may also be sent to a buddy classroom to finish an assignment or test. Students must enter buddy classrooms quietly, without interrupting, and go directly to their assigned area to work. If students become disruptive in buddy classrooms, they will be sent to the office.

Cyber Communications

Students who engage in electronic communications (whether on-campus or off-campus) which create a disruption to the school environment can and will be subject to disciplinary procedures.

Dress and Grooming

Responsibility for dress and grooming rests primarily with students and their parents; however, the District expects student dress and grooming to meet standards which ensure that the following conditions do not exist:

1. Disruption or interference with the classroom learning environment;
2. Threat to the health and/or safety of the student concerned or of other students.

Students who represent the school in a voluntary activity may be required to conform to dress and grooming standards approved by the superintendent and may be denied the opportunity to participate if those standards are not met.

Electronics

Starting from the 8:20am bell until the end of the school day, all electronics are to be stored in the student’s locker (8:20am-3:25pm or 8:20am-2:25pm on early-release Wednesdays). If these items are out during school hours, they will be confiscated and the student will be subject to administrative discipline. When items are confiscated, it is the responsibility of the parents/guardians to recover the items from the office. They will not be given back to the student at the end of the day.

Note: If you bring an item of value to school (video games, iPods, etc.) then it is your responsibility to keep track of it. If an item is lost or stolen, we will do our best to help you get it back, however, we are not responsible for replacing the item.

Note: Cell phones are not to be used during the school day. If you need to contact your children please do so through the front office.

Fighting

Students are not allowed to fight or encourage each other to fight at school. If they see a fight about to start, or observe a fight taking place, they are to immediately get help from an adult. **Fights that involve punches being thrown carry an automatic minimum three day suspension from school regardless of who started it.**

There are no good reasons to fight, and the consequences are serious. If students feel someone is picking on them, they should talk to an adult. If somebody tries to start a fight with your student, they should avoid consequences by getting away from the situation and seeking help from an adult.

Food and Drink

Food and drink are not allowed in the hallways (water is the exception). Food may be eaten in the cafeteria. **Energy drinks of any kind are not allowed!**

Gum Chewing

Gum chewing is not an encouraged activity at school, but is allowed as long as it is disposed of properly. Teachers DO have the discretion to have students NOT chew gum in their classrooms for "ANY REASON." If they are unable to follow teacher's rules about gum chewing in their classroom, there will be consequences.

Hallway Passes

Students have a specific number of hallway passes they can use each week, which is located on their weekly assignment/tracker sheet. The hall passes can be used for a variety of things, including, but not limited to, use of the bathroom, getting something from your locker or making a call from the front office. Students also have the ability to use the restroom during passing time. Abuse of this system can result in loss of privileges.

Physical Contact

Physical Contact is pushing, shoving, poking, tripping, elbowing, and other physical contact done for fun or "as a joke" with others. Broadway does not allow this type of behavior. Our halls and common areas are crowded and roughhousing behavior leads to innocent bystanders getting injured or, worse, to fights between the students "just playing around". In addition, "tabletopping" is when an innocent bystander is standing up while someone else gets on their hands and knees behind them and another person pushes them over. This is an extremely dangerous action and will result in school discipline.

Public Displays of Affection

Broadway Middle School recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school related events. These behaviors include:

- Kissing
- Hand holding
- Lingering hugs (more than 3 seconds in length)
- Other forms of affection

Repeated or especially inappropriate behavior in this regard will result in disciplinary consequences.

* Hugs are acceptable at Broadway Middle School; however, we ask that students limit hugs to no more than 3 seconds in length.

Search and Seizure

School authorities are obliged to search lockers, if needed, to assure the safety and welfare of students as well as the protection of students and school property. A student's person, locker, or other property may be searched while on school grounds if there is reasonable suspicion to believe he/she is in violation of district policy or school regulations. The principal or assistant principal will conduct all searches with another staff witness present.

Tardies

Arriving to class on time demonstrates responsibility and is an expectation for students at BMS. Students have four minutes to travel from one class to the next, which is plenty of time to stop by your locker, visit the bathroom, and even chat with a few friends. Tardies are tracked daily and students who are late to class will be asked to serve lunch detention. If a pattern of tardiness is identified, parents may be contacted by administration.

Weapons

Weapons of any kind, including, but not limited to (even look alike/toys), guns, knives and air soft guns are not allowed on school property or at school sponsored events. If these items are brought for any reason you will be subject to school district discipline and law enforcement involvement. Sometimes students accidentally bring a small knife to school because it was left in a pant pocket, etc. If this happens, please alert administration as soon as possible. School administrators can work with a student who alerts staff about a weapon inadvertently brought to school. If we find you have a weapon in in school, the consequences will follow discipline outlined in Seaside School District Student Rights and Responsibilities Guide.

Bullying and Harassment

Broadway Middle School's Bullying and Harassment Prevention Procedures

Broadway Middle School does not condone any type of bullying or harassment while at school, going to school or leaving school. Any act of bullying or harassment will have significant and appropriate consequences for persons involved. When an incident of bullying or harassment is reported to an adult in our school the following steps will be taken:

1. A full investigation of the accusations will take place

2. Individual interviews with all persons involved
3. Individual interviews with witnesses
4. Relevant facts and information will be reviewed and discussed by the administration
5. Appropriate consequences will be implemented as needed for persons involved
6. Parents/Guardians of all parties involved will be notified when appropriate

Bullying and Harassment Education

During the first month of school, our trained counselor visits each classroom school-wide to discuss and teach our bullying and harassment prevention curriculum. The district approved curriculum comes from the book, *Bully-Proofing Your School* by Marla Bonds and Sally Stoker. In addition to this curriculum, Broadway utilizes the OLWEUS Bullying Prevention Program.

Broadway Anti-Bullying Rules (OLWEUS)

- 1) We will not bully others.
- 2) We will try to help students who are bullied.
- 3) We will try to include students who are left out.
- 4) If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Emergency Procedures

Emergency Information

In case of an emergency, each student is required to have, on file, at the school office, the following information:

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s) work phone (connected and working)
4. Emergency phone number of friend or relative in the event we can't reach the parents
5. Authorized person(s) allowed to pick up child (siblings need to be on file)
6. Emergency medical information, including physician's name and number

Evacuations (Fire, Tsunami, Earthquake, etc.)

By law, schools are required to perform practice drills for evacuation from the school grounds in case of fire, tsunami, earthquakes, etc. Our designated safe zone for fires is directly to the east of the school in the swimming pool parking lot. For a tsunami evacuation drill we travel east, down Broadway up to the top of Sunset Hill, stopping on Hilltop Drive.

Lock-In/Lock-Down Procedures

We will practice these drills three times a year.

General Information

Backpacks

Backpacks, bags and purses need to be kept in lockers from the time students enter school until they leave in the afternoon.

Bikes, Skateboards, etc.

Bicycles need to be **LOCKED** in one of the two bike lock areas provided by the school. The school is not responsible for stolen bikes especially those that have not been locked properly. Bikes will not be stored inside the building.

Students are not to ride skateboards (or any wheeled contraption) in the halls or on the school sidewalks, playground, or parking lots. Students need to carry skateboards to their locker and put it away for the day. The general rule is if the wheels are on the ground and a student is on the board then we will confiscate the skateboard until parents can come pick it up.

Students in Oregon under the age of 16 are required to wear a helmet while skateboarding, inline skating, or riding a bike.

Child Abuse, Mandatory Reporters (ORS Definition)

All school employees are considered mandatory reporters of suspected child abuse as directed by the State of Oregon.

Closed Campus

Broadway Middle School is a closed campus. This means that students must stay on school grounds from the time they are dropped off by bus OR car until they are picked up (**going to Safeway or any other place once they are dropped off is prohibited!**). This also means that if students need to leave school early, we will release them only to their parent/guardian or emergency contact. The only exception to this is if the school has been notified in **writing by a parent/guardian** that someone else has permission to sign them out.

Field Trips

Broadway Middle School offers many learning opportunities outside of the immediate school grounds. During a field trip, all school rules apply and will be enforced. To attend any field trip students must have a completed field trip form turned in prior to the date of the field trip. Transportation to and from the field trip must be provided by the school district.

Insurance

Students who are not covered by private family insurance, and are under the age of 18, are eligible to receive free or low-cost health care through the Healthy Kids program. Please visit www.oregonhealthykids.gov to sign up. You may also contact them at 1-877-314-5678.

Lost and Found

The bin outside the front office is used to collect lost and found items. Please check there if you are missing something. Clothing items that are left in the lost and found for five weeks will be taken to a local agency in need.

Medications

If a student needs to have medication at school, prescription and/or non-prescription, the following procedures must be followed:

1. A parent or guardian is required to fill out the appropriate release form. Forms are available in the office and require the following information: name, drug

- name and dosage, reason being given, time to be given, duration of therapy and Doctor's signature (if necessary).
2. All medication must be in the original package and be clearly labeled.
 3. Medication(s) and completed form(s) are turned into the office. Medication is kept in the office (students may carry prescribed inhalers).

All medication must be checked in using this procedure, including things like aspirin or ibuprofen, cough drops, eye drops, etc.

Phone Use

Cell phones cannot be used during school hours. If students need to make a phone call, they can call from the office. Students must have a hall pass in order to use the phone during class time. We ask that your student make calls at lunch or afterschool if at all possible to limit the disruption to learning while at school. If you have an urgent situation and you need to get in touch with your student, please call our office and we will facilitate you getting in touch with your child.

Student Lockers

Each student is assigned a locker for his/her individual use; therefore, do not share lockers with other students. Encourage students not to reveal their locker combination to others. Remember, the locker is school property and may be inspected, if necessary, using proper procedures. Students are responsible for damages to lockers. Locker inspection may take place at any time, if necessary. The use of personal locks instead of school-assigned locks is prohibited and will result in removal of the lock.

Text Books

Some teachers will issue a textbook for their class or encourage students to check out books from the school library. They should be turned back in to the school in good condition. Students are responsible for replacing damaged or lost books.

Visitors

For the protection of our students and security in the school, guests at Broadway Middle School must sign in at the office and pick up a visitor's badge prior to moving about the building (during school hours). We do require background checks for individuals who are going to be interacting with children during school hours. We do not permit student visitors on our campus during school hours nor allow them to visit class at any time during the school day. Parents who wish to visit a class must receive permission from the building principal prior to their visit.

Volunteers

Anyone wishing to volunteer is required to complete a background check and all district paper work. Upon completion of all necessary paperwork volunteers must be approved by the district before they will be allowed to volunteer.

Student Services

Child Find (OAR 581-015-2080)

The Seaside School District is responsible to locate any students from birth to 21 years of age that may have a disability and require special education. If you suspect your child may have a disability please contact John McAndrews, Principal of Broadway School, or Jeremy Catt, Director of Special Education at 503-738 -5591.

Counseling

Our counseling department is an integral part of our learning community here at Broadway. We have one full time counselor to work with your students in a variety of ways. Our counseling department provides the following services to the students of Broadway: academic monitoring, small group skill building, classroom instruction on bullying prevention, community outreach liaison for social services, peer helpers, individual problem solving and boys and girls groups. Students who wish to meet with the counselor can make an appointment before school or during lunch.

Family Resource Center

In order to better serve the families of Broadway Middle School, we have opened a Family Resource Center. The Family Resource Center (FRC) is a space where parents can volunteer, meet, or spend time in our building. The FRC has a computer for parents to use, a parent resource library, information and forms to access local agencies, clothing closet, food pantry, and any information about school events or requirements. In addition, the FRC will host several Family nights throughout the school year. The FRC will also be the new home to our PTO. For more information, please contact Mr. McAndrews.

Food Service Program

Breakfast is served daily in the cafeteria and is available to all students for \$1.55. Hot lunch and /or salad bar are served daily at the cost of \$2.85. Milk is available for \$0.50.

The best way to pay for lunches is to bring money to the office in the morning before school starts. Students may pay for as many meals in advance as they would like. Paying in advance is a very convenient way to handle lunch accounts. Students are notified when their account becomes low.

The district does not allow charges on any account; however, the district will not deny any student a meal. If a student comes through the lunch line and does not have money to pay for his/her meal, the district will allow him/her to receive an emergency meal that will be charged to the student's account.

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Health Specialist

Our district provides a full-time health nurse within the school district. This nurse covers four schools within the district. Therefore, students needing to see the nurse should come to the office. The office staff will then contact the school nurse.

To assist students and/or parents with special health care needs, our District School Nurse, Carolyn Wells, can be reached at the District Office at 738-5591. Parents are encouraged to call her anytime there is a change in their child's health, accident, hospitalization, surgery, etc.

Talented and Gifted (OAR 581-022-1310)

The identification process for TAG identification begins when a teacher, parent, or student requests a TAG evaluation. Following the request, parents will receive an IDENTIFICATION PROCESS AND PERMISSION FOR TESTING letter from the building TAG Advocate or grade level TAG Advisor. Once the student data has been collected, a team will meet to determine if the student meets the criteria in Oregon law as a TAG student. For more information, please contact Juliann Wozniak at 503-738-8348.

* Students are automatically referred for TAG if they score in the 97th percentile or higher on the math or reading state assessments.

Student Handbook Acknowledgement

Once you have read through the Broadway Middle School student handbook with your student please sign and date the form below and return it to your homeroom teacher.

Thank you for your help in making your child's year a successful one!

I have read and understand the Broadway Middle School student handbook.

Student Name

Grade

Student Signature

Date

Parent/Guardian Signature

Date